



Regular Council Meeting Agenda

October 22, 2024, 9:00 AM

Town of Kitscoty Council Chambers/ Via ZOOM Webinar

5011 50 Street

Kitscoty, Alberta, Canada

Pages

1. CALL TO ORDER
2. OPENING INSPIRATION - MARTY BAKER
3. ADDITIONS TO AGENDA
4. ADOPTION OF AGENDA
Motion Number:
THAT the County of Vermilion River approve the October 22, 2024 Regular Council Meeting Agenda as presented.
5. ADOPTION OF MINUTES
 - 5.a REGULAR COUNCIL MEETING - OCTOBER 7, 2024 8
Motion Number:
THAT the County of Vermilion River approve the October 7, 2024 Regular Council Meeting Minutes as presented.
 - 5.b POLICY & PRIORITY COMMITTEE MEETING - OCTOBER 15, 2024 19
Motion Number:
THAT the County of Vermilion River approve the October 15, 2024 Policy and Priorities Committee Meeting Minutes as presented.
6. APPOINTMENTS
 - 6.a 9:05 AM ONION LAKE RCMP BODY WORN CAMERAS PRESENTATION SGT. JEFFREY CARTER

6.b	9:30 AM LANDIN EWANEC - PROPERTY TAXES	31
6.c	AFRRCS PRESENTATION – BRIAN SAUNDERS (PROVINCE OF ALBERTA)	40
7.	COUNCIL NEW BUSINESS	
7.a	CHIEF ADMINISTRATIVE OFFICER REPORT	
	SEPTEMBER 2024 CHIEF ADMINISTRATIVE OFFICER REPORT	42
	Motion Number: THAT the County of Vermilion River approves the Chief Administrative Officer Report for September as information.	
	COUNCIL MEETING AND EVENTS CALENDARS AND ACTION TRACKER	46
	Motion Number: THAT the County of Vermilion River receive the Council Meeting and Events calendar and Council Action Tracker as information.	
7.b	FINANCE	
	SEPTEMBER 2024 FINANCIAL REPORT	53
	Motion Number: THAT the County of Vermilion River accept the September 2024 Financial Report as presented.	
	Request for Information	
7.c	PUBLIC WORKS AND UTILITIES	
	PUBLIC WORKS SEPTEMBER 2024 MONTHLY REPORT	89
	Motion Number: THAT the County of Vermilion River receive the September 2024 Public Works Monthly Report as information.	

Motion Number:

THAT the County of Vermilion River receive the Current Concern Tracker Report from October 2, 2024, to October 15, 2024, and the Active and In-Progress Concern Tracker Report up to October 1, 2024, for information.

Request for Information

7.d NATURAL GAS UTILITY

Request for Information

7.e AGRICULTURE AND ENVIRONMENT

Request for Information

7.f PROTECTIVE SERVICES

Request for Information

7.g PLANNING AND COMMUNITY SERVICES

FAMILY AND COMMUNITY SUPPORT SERVICES FUNDING ALLOCATIONS – MOTION REQUIRED

112

Motion Number:

THAT the County of Vermilion River approve the 2025 Family and Community Support Services funding allocations as presented.

SUBDIVISION APPLICATION – 310 PARK AVE and 300 PARK AVE IN SE-12-47-3W4M WITHIN THE VILLAGE OF PARADISE VALLEY – FOR INFORMATION

118

Motion Number:

THAT the County of Vermilion River receive the application for subdivision of Lot 1 Block B Plan 0323102 and Pt. Lot C Plan 1471NW in SE-12-47-3W4M in the Village of Paradise Valley as information.

Request for Information

7.h GENERAL ADMINISTRATION

COUNTY OF ST. PAUL REQUEST FOR TWO YEAR EXTENSION ON ICF AGREEMENT 127

Motion Number:

THAT the County of Vermilion River approve the request from the County of St. Paul for a two-year extension on the current Rural Intermunicipal Collaboration Framework (ICF) Agreement.

NORTH SASKATCHEWAN WATERSHED ALLIANCE REQUISITION 130

Motion Number:

THAT the County of Vermilion River approve the North Saskatchewan Watershed Alliance (NSWA) Municipal Contribution January 1 to December 31, 2025 per capita request of \$4,796.40.

RURAL MUNICIPALITY ASSOCIATION BYLAW AMENDMENTS – 2024 FALL CONVENTION 136

Motion Number:

THAT the County of Vermilion River accepts the Rural Municipality Association Bylaw Amendments as information.

QUESTIONS FOR SUBMISSION TO THE PROPOSED ALBERTA HUB SURVEY. 141

Motion Number:

THAT the County of Vermilion River approve Council's questions for the proposed Alberta HUB Membership Survey:

1. What are the most valuable deliverables of Alberta HUB?
2. What areas of development and advocacy should Alberta HUB focus on in the next five years?
3. What areas of development and advocacy should Alberta HUB focus on in the next ten years?

CORRESPONDENCE 144

Motion Number:

THAT the County of Vermilion River receive the Alberta HUB Board Membership minutes and the Summer Tourism Success Report 2024 from Go East of Edmonton as information.

Request for Information

8. 1:00 PM - CLOSED SESSION

Motion Number:

THAT the County of Vermilion River Regular Meeting of Council move into Closed Session at 0:00 PM with all members in attendance.

8.a DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY - LAND MATTER - FOIP SECTION 16(1)(c)

9. RETURN TO OPEN SESSION

Motion Number:

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

10. BUSINESS ARISING OUT OF CLOSED SESSION

11. POLICIES

11.a POLICY AG 014 HAMLET BEAUTIFICATION UPDATE – MOTION REQUIRED 151

Motion Number:

THAT the County of Vermilion River approve the updated AG 014 Hamlet Beautification Policy as presented.

11.b POLICY LE 001 COUNCILLOR REMUNERATION 161

Motion Number:

THAT the County of Vermilion River approve Policy LE 001 Councillor Remuneration as amended to change the review time from Organizational Meeting to review on an annual basis.

11.c RESCIND POLICY NG 012 – AUTOMATED METER READING INSTALLATIONS 182

Motion Number:

THAT the County of Vermilion River rescind Policy NG 012 – Automated Meter Reading Installations

- 11.d **POLICY NG 016 – NATURAL GAS BILLING POLICY** 186
- Motion Number:**
 THAT the County of Vermilion River approve Policy NG 016 – Natural Gas Billing Policy as presented.
- 11.e **RESCIND POLICY PW 020 DRAINAGE DITCHES** 216
- Motion Number:**
 THAT the County of Vermilion River Rescind Policy PW 020 Drainage Ditches.
- 11.f **POLICY PD 021 – COMMUNITY ENHANCEMENT FUNDING POLICY – MOTION REQUIRED** 219
- Motion Number:**
 THAT the County of Vermilion River accept the changes to Policy PD 021 – Community Enhancement Funding Policy as presented.
- 11.g **RESCIND POLICY PW 010 – ROAD CONSTRUCTION STANDARDS AND PROCEDURES** 253
- Motion Number:**
 THAT the County of Vermilion River rescind Policy PW 010 – Road Construction Standards and Procedures.
- 11.h **RESCIND POLICY PW 012 PUBLIC WORKS PROJECTS** 257
- Motion Number:**
 THAT the County of Vermilion River rescind Policy PW 012 Public Works Projects.
- 11.i **PW 015 (6TH REVISION); SNOW PLOW FLAG** 261
- Motion Number:**
 THAT the County of Vermilion River approve Policy PW 015 Snow Plow Flag as presented.
- 11.j **RESCIND POLICY PW 019 EMERGENT PROJECTS** 267
- Motion Number:**
 THAT the County of Vermilion River rescind Policy PW 019 Emergent Projects.

12. **BUSINEES ARISING OUT OF APPOINTMENTS**

12.a ONION LAKE RCMP PRESENTATION

Motion Number:

THAT the County of Vermilion River receive the presentation by Onion Lake RCMP as information.

12.b OUTSTANDING TAXES - LANDIN EWANEC

Motion Number:

THAT the County of Vermilion River receive the presentation by Landin Ewanec as information.

12.c AFRRCS PRESENTATION – BRIAN SAUNDERS (PROVINCE OF ALBERTA)

Motion Number:

THAT the County of Vermilion River accept the presentation by Brian Saunders from Public Safety and Emergency Services – Province of Alberta as information.

13. NOTICES OF MOTION

14. COUNCIL REPORTS

15. CLOSED SESSION - CONFIDENTIAL

Motion Number:

THAT the County of Vermilion River Regular Meeting of Council move to a Closed Session at 0:00 PM with all members in attendance.

15.a DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - TOWN OF VERMILION ILC - FOIP SECTION 24(1)(a)(ii)

15.b DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS - CITY OF LLOYDMINSTER ICF AGREEMENT- FOIP SECTION 24(1)(a)(ii)

16. RETURN TO OPEN SESSION

Motion Number:

THAT the County of Vermilion River Regular Meeting of Council return to Open Session at 0:00 PM with all members in attendance.

17. BUSINESS ARISING OUT OF CLOSED SESSION

18. ADJOURNMENT



Meeting Minutes

Regular Council Meeting

October 7, 2024, 9:00 AM

Town of Kitscoty Council Chambers/ Via ZOOM Webinar

5011 50 Street

Kitscoty, Alberta, Canada

Attendance

Reeve Marty Baker
Deputy Reeve Leslie Cusack
Councillor Dale Swyripa
Councillor Stacey Hryciuk
Councillor George Kuneff
Councillor Jason Stelmaschuk
Councillor Clinton Murray

Staff Present

REGRETS: CAO Alan Parkin
ACAO Hannah Musterer
Executive Assistant Susan Hodges Marlowe
Director of Planning and Community Services Roger Garnett
Director of Protective Services Kirk Hughes
Director of Corporate Services Viren Tailor
Director of Agriculture and Environment Cathie Erichsen Arychuk
General Manager of Public Works Ben McPhee
Finance Nancy Miciak
Community Development/FCSS Candice McLean
Planning and Community Services Administrative Assistant
Andrea Neufeld
Protective Services Administrative Assistant Jolene Levesque
Public Works Administrative Assistant Karri Shurnaik

1. CALL TO ORDER

Reeve M. Baker called the October 7, 2024 Regular Council Meeting to order at 9:00 AM with all members in attendance.

This meeting was open to the public in person or via ZOOM webinar registration with 0 members of the public registered to attend.

David Block entered the meeting at 9:00 AM.

2. OPENING INSPIRATION - COUNCILLOR STACEY HRYCIUK

Councillor Stacey Hryciuk provided an opening inspiration to the October 07, 2024 Regular Council Meeting.

Vermilion Public Library representatives Stuart Pauls and Karen Martin entered the meeting at 9:02 AM

3. ADDITIONS TO AGENDA

4. ADOPTION OF AGENDA

Motion Number: 2024-10-01

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve the October 7, 2024 Regular Council Meeting Agenda as presented.

CARRIED

5. ADOPTION OF MINUTES

5.a REGULAR COUNCIL MEETING - SEPTEMBER 27, 2024

Motion Number: 2024-10-02

Moved by Councillor G. Kuneff

THAT the County of Vermilion River approve the September 24, 2024 Regular Council Meeting Minutes as presented.

CARRIED

Finance Manager Natasha Wobeser entered the meeting at 9:06 AM.

6. APPOINTMENTS

6.a 9:05 AM DAVID BLOCK - TWP 514

D.Block left at 9:11 AM

Public Works Administrative Assistant Holli Harty entered the meeting at 9:11 AM.

6.b 9:15 AM - VERMILION PUBLIC LIBRARY - STUART PAULS AND KAREN MARTIN

S. Pauls and K. Martin left the meeting at 9:34 AM.

Councillor S. Hryciuk left the meeting at 9:34 AM and returned at 9:35 AM.

7. COUNCIL NEW BUSINESS

7.a CHIEF ADMINISTRATIVE OFFICER REPORT

1. COUNCIL MEETING AND EVENTS CALENDARS

Motion Number: 2024-10-03

Moved by Councillor G. Kuneff

THAT the County of Vermilion River receive the Meetings and Events Calendars and Council Action Tracker as information.

CARRIED

7.b FINANCE

1. COUNTY OF VERMILION RIVER DIP REVIEW

Motion Number: 2024-10-04

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River accept DIP Review progress reports as information.

CARRIED

2. Request for Information

RECESS -THAT the County of Vermilion River Regular Meeting of Council recess at 10:00 AM and reconvened at 10:11 AM with all members in attendance.

7.c PUBLIC WORKS AND UTILITIES

1. CONCERN TRACKER REPORTS

Motion Number: 2024-10-05

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Current Concern Tacker Report from September 18, 2024, to October 1, 2024, and the Active and In-Progress Concern Tracker Report up to September 17, 2024, for information.

CARRIED

2. Request for Information

7.d NATURAL GAS UTILITY

1. Request for Information

7.e AGRICULTURE AND ENVIRONMENT

1. Request for Information

7.f PROTECTIVE SERVICES

1. Request for Information

7.g PLANNING AND COMMUNITY SERVICES

1. DEWBERRY AND DISTRICT AGRICULTURAL SOCIETY LETTER OF SUPPORT – FOR INFORMATION

Motion Number: 2024-10-06

Moved by Councillor G. Kuneff

THAT the County of Vermilion River accept the letter of support to the Dewberry and District Agricultural Society to complete renovations to the Dewberry Arena as information.

CARRIED

2. PROPOSED CLOSURE OF ROAD PLAN 3077EO AND 1673EU – MOTION REQUIRED

Motion Number: 2024-10-07

Moved by Councillor C. Murray

THAT the County of Vermilion River postpone the application to close Road Plan 3077EO, within the SE-9-54-1W4M and the North Half of Section 4-54-1W4M, and a portion of Road Plan 1673EU, within the NW-4-54-1W4M.

CARRIED

3. RESCIND MOTION 2024-05-18 – MOTION REQUIRED

Motion Number: 2024-10-08

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River rescind motion #2024-05-18 “THAT the County of Vermilion River put the proceeds of the sale of Lot 11, Block 6, Plan 8023039 to the outstanding taxes and the remaining debt owing to be written off after two years.”

CARRIED

4. COMMUNITY FUNDING PHOTO OPPORTUNITIES

5. Request for Information

7.h GENERAL ADMINISTRATION

1. SEPTEMBER ASSISTANT CHIEF ADMINISTRATIVE OFFICER REPORT

Motion Number: 2024-10-09

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Assistant Chief Administrative Officer Report for September as information as presented.

CARRIED

2. LETTER RE: REQUISITION FOR HOUSING MANAGEMENT BODIES

Motion Number: 2024-10-10

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River approve the draft letter requesting for a change in the requisition percentage to the Lloydminster and District Housing Group and the Vermilion and District Housing Foundation.

CARRIED

Motion Number: 2024-10-11

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River direct Reeve Marty Baker to sign the letter of request to change the requisition percentage for the Vermilion and District Housing Foundation and the Lloydminster and District Housing Group.

CARRIED

3. LETTER - TRANSFER OF ACE WATER MANAGING PARTNER TO COUNTY OF TWO HILLS

Motion Number: 2024-10-12

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River approve the draft letter to the Government of Alberta to transfer the ACE Water Managing Partner responsibilities to the County of Two Hills as per ACE Water board motion 2024-03-09.

CARRIED

Motion Number: 2024-10-13

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River direct Reeve Marty Baker to sign the letter to the Government of Alberta indicating the transfer of the Managing Partner responsibilities to the County of Two Hills.

CARRIED

4. LETTER MINISTER OF MUNICIPAL AFFAIRS RE: SURVEY ON CARBON TAX IMPACTS

Motion Number: 2024-10-14

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River direct Administration to complete the Government of Alberta online survey regarding the federal carbon tax's impact on municipalities.

CARRIED

5. MINUTES OF THE VERMILION RIVER REGIONAL WASTE MANAGEMENT SERVICES COMMISSION

Motion Number: 2024-10-15

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the May, June and September 2024 minutes of the Vermilion River Regional Waste Management Services Commission as information.

CARRIED

6. VILLAGE OF KITSCOTY AND MARWAYNE AND HAMLET OF DEWBERRY NEWSLETTERS

Motion Number: 2024-10-16

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the Village of Kitscoty and Marwayne and Hamlet of Dewberry newsletters as information.

CARRIED

7. Request for Information

8. BYLAWS

8.a BYLAW 24-15, BEING A BYLAW TO CLOSE A PORTION OF RANGE ROAD 13 – MOTION REQUIRED

Motion Number: 2024-10-17

Moved by Councillor C. Murray

THAT the County of Vermilion River give Second Reading to Bylaw 24-15, being a bylaw to close a portion of Range Road 13, south of Township Road 542, as it is no longer needed for public travel.

CARRIED

Motion Number: 2024-10-18

Moved by Councillor C. Murray

THAT the County of Vermilion River postpone Third and Final Reading to Bylaw 24-15, being a bylaw to close a portion of Range Road 13, south of Township Road 542, as it is no longer needed for public travel to bring forward to the December meeting.

CARRIED

9. DISPOSITION OF APPOINTMENT BUSINESS

9.a TWP 514 - DAVID BLOCK

Motion Number: 2024-10-19

Moved by Councillor S. Hryciuk

THAT the County of Vermilion River receive the presentation from David and Kathy Block as information.

CARRIED

Councillor S. Hryciuk left the meeting at 11:52 AM.

Motion Number: 2024-10-20

Moved by Councillor G. Kuneff

THAT the County of Vermilion River reinstate the boundary on TWP 514 and cover associated costs of the reinstatement and David and Kathleen Block return the purchase funds back to the County of Vermilion River.

DEFEATED

9.b VERMILION PUBLIC LIBRARY - STUART PAULS

Motion Number: 2024-10-21

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River receive the Vermilion Public Library presentation as information.

CARRIED

10. NOTICES OF MOTION

RECESS – THAT the County of Vermilion River Regular Meeting of Council recess for lunch at 11:59 AM and reconvened at 1:00 PM with all members in attendance.

11. COUNCIL REPORTS

Councillor G. Kuneff reported on the Vermilion River Regional Waste Management Commission.

Reeve M. Baker reported on the Council Road Tour, Vermilion River Regional Waste Management Commission and the Vermilion and District Health Foundation.

Deputy Reeve L. Cusack reported on the Council Road Tour, Reconciliation event at Dewberry School, Strategic Planning meeting, Stronger Together Library Conference.

Councillor S. Hryciuk reported on Vermilion River Regional Waste Management Commission, Vermilion and District Recreation, Council Road Tour, Fall Suppers.

12. CLOSED SESSION - CONFIDENTIAL

Motion Number: 2024-10-22

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River Regular Meeting of Council move to a Closed Session at 1:09 PM with all members in attendance.

CARRIED

ACAO Hannah Musterer and Director of Planning and Community Services Roger Garnett entered the Closed Session meeting at 1:09 PM.

12.a REPORT ON RESIDENCE LISTING AT NE-35-50-3W4M FOR INFORMATION

Director R. Garnett left the Closed Session meeting at 1:22 PM

Director of Protective Services Kirk Hughes entered the Closed Session meeting at 1:23 PM.

12.b DISCLOSURE HARMFUL TO INTERGOVERNMENT RELATIONS - TOWN OF VERMILION ILC - FOIP SECTION 24(1(a)(ii))

13. RETURN TO OPEN SESSION

Motion Number: 2024-10-23

Moved by Councillor C. Murray

THAT the County of Vermilion River Regular Meeting of Council return to Open Session at 2:05 PM with all members in attendance.

CARRIED

Councillor Jason Stelmaschuk left the meeting at 2:06 PM.

14. BUSINESS ARISING OUT OF CLOSED SESSION

14.a REPORT ON RESIDENCE LISTING AT NE-35-50-3W4M

Motion Number: 2024-10-24

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River receive the request to purchase Lot 2 Block 2 Plan 9521666 as information.

CARRIED

15. ADJOURNMENT

Reeve M. Baker adjourned the October 7, 2024 Regular Council Meeting at 2:08 PM with all members in attendance except Councillor Jason Stelmaschuk.

Marty Baker, Reeve

Hannah Musterer, Assistant Chief Administrative Officer

DRAFT



Meeting Minutes

Policy and Priorities Committee

October 15, 2024, 9:00 AM

Town of Kitscoty Council Chambers/ Via ZOOM Webinar

5011 50 Street

Kitscoty, Alberta, Canada

Attendance

Reeve Marty Baker
Deputy Reeve Leslie Cusack
Councillor Dale Swyripa entered at 9:58 AM
Councillor Stacey Hryciuk
Councillor George Kuneff
Councillor Jason Stelmaschuk entered at 9:12 AM
Councillor Clinton Murray

Staff Present

CAO Alan Parkin
Executive Assistant Susan Hodges Marlowe
Human Resources Administrator Andrea Wilkinson
ACAO Hannah Musterer
General Manager of Public Works Ben McPhee
Director of Planning and Community Services Roger Garnett
Director of Agriculture and Environment Cathie Erichsen Arychuk
Director of Corporate Services Viren Tailor
Finance Manager Natasha Wobeser
Finance Nancy Miciak
Engineering Technician Tristan Pidruchney
Planning and Community Services Administrative Assistant
Andrea Neufeld
Public Works Administrative Assistant Holli Harty

1. CALL TO ORDER

Reeve M. Baker called the October 15, 2024 Policy and Priorities Committee Meeting to order at 9:00 AM with all members in attendance except Councillor Jason Stelmaschuk and Councillor Dale Swyripa.

This meeting was open to the public in person or via ZOOM webinar with 0 members of the public registered to attend.

MPE representatives Ryan Sharpe and Ivan Kagoro entered the meeting via Zoom webinar at 9:00 AM.

2. ADDITIONS TO AGENDA

3. ADOPTION OF AGENDA

Motion Number: 2024-10-01 PP

Moved by Councillor S. Hryciuk

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

CARRIED

4. COUNCIL NEW BUSINESS

Director of Protective Services Kirk Hughes and Community Development/FCSS Candice McLean entered the meeting at 9:02 AM.

Protective Services Administrative Assistant Jolene Levesque entered the meeting at 9:04 AM.

4.a FINANCE

1. TAX COMPARISONS – FOR INFORMATION

Motion Number: 2024-10-02 PP

Moved by Councillor C. Murray

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

CARRIED

2. Request for Information

4.b PUBLIC WORKS AND UTILITIES

Councillor Jason Stelmaschuk entered into the meeting at 9:12 AM.

1. OCTOBER 2024 BLACKFOOT LAGOON UPDATE

Motion Number: 2024-10-03 PP

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River Policy and Priorities Committee accept the Blackfoot Lagoon update as information.

CARRIED

MPE representatives Ryan Sharpe and Ivan Kagoro left the meeting at 9:21 AM.

Public Works Finance Technician Jennifer Robertson entered the meeting at 9:23 AM.

2. TWP 522 TEXAS GATE DISPUTE

Motion Number: 2024-10-04 PP

Moved by Councillor C. Murray

THAT the County of Vermilion River Policy and Priorities Committee postpone the TWP 522 Texas Gate Dispute and bring back to the November Policy and Priorities Meeting.

CARRIED

3. Request for Information

T. Pidruchney left the meeting at 9:35 AM.

4.c NATURAL GAS UTILITY

1. Request for Information

4.d AGRICULTURE & ENVIRONMENTAL SERVICES (ASB)

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

Motion Number: 2024-10-05 PP

Moved by Councillor J. Stelmaschuk

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

CARRIED

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

Motion Number: 2024-10-06 PP

Moved by Deputy Reeve L. Cusack

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

CARRIED

Councillor D. Swyripa entered the meeting at 9:58 AM.

3. DANDELION CONTROL IN HAMLETS – FOR INFORMATION

Motion Number: 2024-10-07 PP

Moved by Councillor J. Stelmaschuk

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

CARRIED

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

Motion Number: 2024-10-08 PP

Moved by Councillor J. Stelmaschuk

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.

CARRIED

5. Request for Information

RECESS – THAT the County of Vermilion River recess at 10:02 AM and reconvened at 10:13 AM with all members in attendance except Councillor Clinton Murray.

Councillor C. Murray entered the meeting at 10:14 AM.

4.e PROTECTIVE SERVICES

1. DOG ISSUES - UPDATE

Motion Number: 2024-10-09 PP

Moved by Deputy Reeve L. Cusack

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

CARRIED

2. Request for Information

4.f PLANNING AND COMMUNITY SERVICES

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

Motion Number: 2024-10-10 PP

Moved by Councillor S. Hryciuk

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

CARRIED

2. COMMUNITY FUNDING – MARWAYNE ARENA DEBENTURE REQUEST – MOTION REQUIRED

Motion Number: 2024-10-11 PP

Moved by Councillor C. Murray

THAT the County of Vermilion River Policy and Priorities Committee postpone the Marwayne Arena Debenture Request and further information be brought back to review budgetary impacts.

CARRIED

3. Request for Information

4.g GENERAL ADMINISTRATION

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

Motion Number: 2024-10-12 PP

Moved by Councillor J. Stelmaschuk

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

CARRIED

Director of Natural Gas Utility Louis Genest entered the meeting at 10:55 AM.

2. PROGRESS REPORT ON SUBDIVISION AND HAMLET SIGNAGE

Motion Number: 2024-10-13 PP

Moved by Deputy Reeve L. Cusack

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.

CARRIED

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

Motion Number: 2024-10-14 PP

Moved by Councillor G. Kuneff

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

CARRIED

Councillor C. Murray left the meeting at 11:15 AM and returned to the meeting at 11:17 AM.

Motion Number: 2024-10-15 PP

Moved by Councillor S. Hryciuk

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. What are some deliverables that you'd like to see from HUB?
2. What are some focus areas of HUB?

CARRIED

4. Request for Information

Council moved to 5.d RESCIND POLICY NG 012.

5. POLICIES

5.a AG 014 HAMLET BEAUTIFICATION POLICY UPDATE – MOTION REQUIRED

Motion Number: 2024-10-18 PP

Moved by Deputy Reeve L. Cusack

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.

CARRIED

Councillor S. Hryciuk left the meeting at 11:53 AM and returned at 11:54 AM.

5.b FI 004 RESERVE POLICY – PUBLIC WORKS OPERATIONS AND COUNCIL

Motion Number: 2024-10-19 PP

Moved by Councillor J. Stelmaschuk

THAT the County of Vermilion River Policy and Priorities Committee postpone the Public Works Operation section of FI 004 Reserve Policy and bring forward with amendments.

CARRIED

Councillor J. Stelmaschuk left the meeting at 12:57 PM.

RECESS – THAT the Count of Vermilion River Policy and Priorities Committee recess for lunch at 12:26 PM and reconvened at 12:58 PM with all members in attendance except Councillor J. Stelmaschuk.

5.c LE 001 COUNCILLOR REMUNERATION POLICY

Motion Number: 2024-10-20 PP

Moved by Deputy Reeve L. Cusack

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.

CARRIED

Council moved to 5.f POLICY PD 021- COMMUNITY ENHANCEMENT FUNDING

5.d RESCIND POLICY NG 012 – AUTOMATED METER READING INSTALLATIONS

Motion Number: 2024-10-16 PP

Moved by Councillor J. Stelmaschuk

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

CARRIED

5.e POLICY NG 016 – NATURAL GAS BILLING POLICY

Motion Number: 2024-10-17 PP

Moved by Councillor G. Kuneff

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.

CARRIED

Council moved to 5a AG 014 HAMLET BEAUTIFICATION

5.f POLICY PD 021 – COMMUNITY ENHANCEMENT FUNDING POLICY - MOTION REQUIRED

Motion Number: 2024-10-21 PP

Moved by Councillor D. Swyripa

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 and bring forward as amended

CARRIED

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

Motion Number: 2024-10-22 PP

Moved by Deputy Reeve L. Cusack

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.

CARRIED

5.h RESCIND PW012 PUBLIC WORKS PROJECTS POLICY

Motion Number: 2024-10-23 PP

Moved by Councillor D. Swyripa

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

CARRIED

5.i PW 015 SNOW PLOW FLAG POLICY

Motion Number: 2024-10-24 PP

Moved by Reeve M. Baker

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 as revised for review in June 2025.

CARRIED

5.j RESCIND POLICY PW 019 EMERGENT PROJECTS

Motion Number: 2024-10-25 PP

Moved by Councillor D. Swyripa

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

CARRIED

5.k RESCIND POLICY PW 020 DRAINAGE DITCHES

Motion Number: 2024-10-26 PP

Moved by Deputy Reeve L. Cusack

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

CARRIED

6. NOTICE OF MOTIONS

RECESS – THAT the County of Vermilion River Policy and Priorities Committee recess at 1:55 PM and reconvened at 2:02 PM with all members in attendance except Councillor J. Stelmaschuk.

7. CLOSED SESSION - CONFIDENTIAL

Motion Number: 2024-10-27 PP

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River Policy and Priorities Committee move to a Closed Session at 2:02 PM with all members in attendance except Councillor J. Stelmaschuk..

CARRIED

CAO Alan Parkin and ACAO Hannah Musterer entered the Closed Session meeting at 2:02 PM.

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

ACAO H. Musterer left the Closed Session meeting at 3:54 PM.

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

8. RETURN TO OPEN SESSION

Motion Number: 2024-10-28 PP

Moved by Deputy Reeve L. Cusack

THAT the County of Vermilion River Policy and Priorities Committee Meeting return to Open Session at 4:51 PM with all members in attendance except Councillor J. Stelmaschuk.

CARRIED

9. BUSINESS ARISING OUT OF CLOSED SESSION

9.a EMPLOYEE SATISFACTION SURVEY

Motion Number: 2024-10-29 PP

Moved by Councillor G. Kuneff

THAT the County of Vermilion River Policy and Priorities Committee receive the Personnel Survey as information.

CARRIED

10. ADJOURNMENT

Reeve M. Baker adjourned the October 15, 2024 Policy and Priorities Committee Meeting at 4:55 PM with all members in attendance.

Marty Baker, Reeve

Alan Parkin, Chief Administrative Officer

From Roll # 802008804 to 802008804
All Customers
All Tax Classes
All Trx Sources
All Dates

* indicates voided document

Roll #: 802008804
EWANEC, LANDIN



CLANDONALD

Document Type	Document	Trx Source	Year	Date	Description	Amount
Assessment Change	ACHNG	10554 PTASM00000005		3/17/1999	Assessment \$370	\$0.00
Levy	LEVY	10372 PTLVY00000001	1999	6/30/1999	Annual Levy 1999	\$0.00
Assessment Change	ACHNG	35614 PTASM00000024		3/1/2000	Assessment \$500	\$0.00
Levy	LEVY	23361 PTLVY00000040	2000	6/29/2000	Annual Levy 2000	\$0.00
Assessment Change	ACHNG	48398 PTASM00000041		2/28/2001	Assessment \$690	\$0.00
Levy	LEVY	36797 PTLVY00000126	2001	6/29/2001	Annual Levy 2001	\$0.00
Assessment Change	ACHNG	61544 PTASM00000056		2/28/2002	Assessment \$690	\$0.00
Levy	LEVY	50675 PTLVY00000161	2002	6/30/2002	Annual Levy 2002	\$0.00
Assessment Change	ACHNG	88159 PTASM00000072		3/4/2003	Assessment \$690	\$0.00
Levy	LEVY	93344 PTLVY00000176	2003	6/30/2003	Annual Levy 2003	\$0.00
Assessment Change	ACHNG	104066 PTASM00000099		2/28/2004	Assessment \$690	\$0.00
Levy	LEVY	122428 PTLVY00000197	2004	6/30/2004	Annual Levy 2004	\$0.00
Assessment Change	ACHNG	117665 PTASM00000122		2/28/2005	Assessment \$690	\$0.00
Levy	LEVY	152599 PTLVY00000250	2005	6/30/2005	Annual Levy 2005	\$0.00
Assessment Change	ACHNG	128283 PTASM00000137		1/31/2006	Assessment \$690	\$0.00
Levy	LEVY	107839 PTLVY00000272	2006	6/30/2006	Annual Levy 2006	\$0.00
Assessment Change	ACHNG	142029 PTASM00000155		2/27/2007	Assessment \$1,440	\$0.00
Levy	LEVY	138092 PTLVY00000327	2007	6/29/2007	Annual Levy 2007	\$0.00
Assessment Change	ACHNG	156049 PTASM00000170		2/28/2008	Assessment \$1,680	\$0.00
Levy	LEVY	169072 PTLVY00000358	2008	6/30/2008	Annual Levy 2008	\$0.00
Assessment Change	ACHNG	173533 PTASM00000186		1/31/2009	Assessment \$31,020	\$0.00
Title Change	TITLE	11700 PTTTL00000561		3/17/2009	Owner: WATKINS, DARLENE	\$0.00
Levy	LEVY	235661 PTLVY00000393	2009	6/30/2009	Annual Levy 2009	\$289.27
Adjustment	CRADJ	920 CRADJ00000812		8/28/2009	TRSF BALANCE FROM SALES/UT	\$137.89
Cash Receipt	CRREC	79540 CRREC00007101		9/30/2009	Cash Receipt	-\$289.27
Penalty	PNLTY	27 PTPEN00000023		1/15/2010	Penalty	\$8.27
Assessment Change	ACHNG	184498 PTASM00000197		1/31/2010	Assessment \$33,490	\$0.00
Assessment Change	ACHNG	198520 PTASM00000199		1/31/2010	Assessment \$33,490	\$0.00
Levy	LEVY	208597 PTLVY00000411	2010	6/30/2010	Annual Levy 2010	\$314.86
Cash Receipt	CRREC	87728 CRREC00007714		9/30/2010	Cash Receipt	-\$314.86
Penalty	PNLTY	29 PTPEN00000024		10/1/2010	Penalty	\$16.55
Penalty	PNLTY	30 PTPEN00000025		1/17/2011	Penalty	\$9.76
Assessment Change	ACHNG	213526 PTASM00000213		2/28/2011	Assessment \$33,830	\$0.00
Levy	LEVY	223900 PTLVY00000447	2011	6/30/2011	Annual Levy 2011	\$324.41
Cash Receipt	CRREC	95888 CRREC00008408		9/30/2011	Cash Receipt	-\$324.41
Penalty	PNLTY	31 PTPEN00000026		10/1/2011	Penalty	\$19.53
Arrears Letters	TXARL	660 TXARL00000019		11/7/2011	Arrears Letter Printed	\$0.00
Penalty	PNLTY	32 PTPEN00000027		1/16/2012	Penalty	\$11.52
Assessment Change	ACHNG	227864 PTASM00000229		2/21/2012	Assessment \$34,000	\$0.00
Adjustment	CRADJ	1111 CRADJ00000990		4/16/2012	TRSF BALANCE FROM SALES/UT	\$97.93
Cash Receipt	CRREC	99262 CRREC00008854		6/8/2012	Cash Receipt	-\$92.92
Levy	LEVY	313391 PTLVY00000477	2012	6/26/2012	Annual Levy 2012	\$328.31
Cash Receipt	CRREC	103353 CRREC00009088		9/27/2012	Cash Receipt	-\$328.31
Penalty	PNLTY	33 PTPEN00000028		10/1/2012	Penalty	\$11.89
Adjustment	CRADJ	1149 CRADJ00001026		10/15/2012	TRSF BALANCE FROM SALES/UT	\$177.02
Arrears Letters	TXARL	1615 TXARL00000129		10/26/2012	Arrears Letter Printed	\$0.00
Cash Receipt	CRREC	104509 CRREC00009169		10/31/2012	Cash Receipt	-\$177.02
Penalty	PNLTY	34 PTPEN00000029		1/15/2013	Penalty	\$13.23
Adjustment	CRADJ	1179 CRADJ00001056		2/16/2013	TRSF BALANCE FROM SALES/UT	\$354.04
Assessment Change	ACHNG	242622 PTASM00000245		2/27/2013	Assessment \$36,100	\$0.00
Levy	LEVY	219288 PTLVY00000527	2013	6/28/2013	Annual Levy 2013	\$350.84
Cash Receipt	CRREC	111657 CRREC00009819		9/26/2013	Cash Receipt	-\$938.53
Assessment Change	ACHNG	257219 PTASM00000261		2/28/2014	Assessment \$41,870	\$0.00
Levy	LEVY	261599 PTLVY00000567	2014	6/1/2014	Annual Levy 2014	\$402.78

Adjustment	CRADJ	1281	CRADJ00001157	6/15/2014	TRSF BALANCE FROM SALES/UT	\$208.82
Cash Receipt	CRREC	117392	CRREC00010467	8/8/2014	Cash Receipt	-\$402.78
Penalty	PNLTY	39	PTPEN00000034	1/15/2015	Penalty	\$12.53
Adjustment	CRADJ	1338	CRADJ00001210	2/15/2015	TRSF BALANCE FROM SALES/UT	\$462.16
Assessment Change	ACHNG	271973	PTASM00000280	2/28/2015	Assessment \$50,200	\$0.00
Cash Receipt	CRREC	122951	CRREC00010889	3/10/2015	Cash Receipt	-\$462.16
Cash Receipt	CRREC	123087	CRREC00010916	3/26/2015	Cash Receipt	-\$221.35
Levy	LEVY	279872	PTLVY00000615	2015 6/19/2015	Annual Levy 2015	\$460.03
Cash Receipt	CRREC	125152	CRREC00011156	7/27/2015	Cash Receipt	-\$460.03
Adjustment	CRADJ	1398	CRADJ00001268	10/29/2015	TRSF BALANCE FROM SALES/UT	\$262.53
Adjustment	CRADJ	1401	CRADJ00001270	10/30/2015	ADJUST TAX ROLL	-\$17.67
Title Change	TITLE	18830	PTTTL00000815	12/9/2015	Owner: RILEY, DEBORAH	\$0.00
Title Change	TITLE	18831	PTTTL00000815	12/9/2015	Owner: RILEY, ALLAN	\$0.00
Cash Receipt	CRREC	129799	CRREC00011455	12/18/2015	Cash Receipt	-\$120.00
Adjustment	CRADJ	1424	CRADJ00001293	12/18/2015	TRSF BALANCE FROM SALES/UT	\$246.98
Penalty	PNLTY	40	PTPEN00000036	1/16/2016	Penalty	\$22.31
Adjustment	CRADJ	1446	CRADJ00001317	2/25/2016	TRSF BALANCE FROM SALES/UT	\$33.92
Assessment Change	ACHNG	286785	PTASM00000296	2/29/2016	Assessment \$52,300	\$0.00
Cash Receipt	CRREC	130836	CRREC00011626	4/4/2016	Cash Receipt	-\$428.07
Levy	LEVY	298501	PTLVY00000656	2016 6/17/2016	Annual Levy 2016	\$496.00
Penalty	PNLTY	42	PTPEN00000037	10/1/2016	Penalty	\$59.52
Arrears Letters	TXARL	10655	TXARL00000318	11/9/2016	Arrears Letter Printed	\$0.00
Penalty	PNLTY	43	PTPEN00000038	1/16/2017	Penalty	\$33.33
Cash Receipt	CRREC	137770	CRREC00012169	1/18/2017	Cash Receipt	-\$556.00
Assessment Change	ACHNG	315235	PTASM00000314	2/28/2017	Assessment \$53,300	\$0.00
Levy	LEVY	334924	PTLVY00000690	2017 5/30/2017	Annual Levy 2017	\$547.10
Cash Receipt	CRREC	144161	CRREC00012643	10/2/2017	Cash Receipt	-\$579.95
Assessment Change	ACHNG	329488	PTASM00000329	2/28/2018	Assessment \$56,000	\$0.00
Levy	LEVY	353540	PTLVY00000714	2018 6/1/2018	Annual Levy 2018	\$588.33
Title Change	TITLE	21039	PTTTL00000925	7/25/2018	Owner: EWANEC, LANDIN	\$0.00
Cash Receipt	CRREC	150138	CRREC00013266	9/24/2018	Cash Receipt	-\$588.33
Assessment Change	ACHNG	343670	PTASM00000349	2/28/2019	Assessment \$56,000	\$0.00
Levy	LEVY	372175	PTLVY00000744	2019 6/5/2019	Annual Levy 2019	\$609.58
Penalty	PNLTY	49	PTPEN00000044	10/1/2019	Penalty	\$48.77
Arrears Letters	TXARL	14213	TXARL00000401	10/22/2019	Arrears Letter Printed	\$0.00
Penalty	PNLTY	50	PTPEN00000045	1/15/2020	Penalty	\$79.00
Cash Receipt	CRREC	161197	CRREC00014281	2/27/2020	Cash Receipt	-\$737.35
Assessment Change	ACHNG	357663	PTASM00000364	2/28/2020	Assessment \$56,000	\$0.00
Levy	LEVY	407963	PTLVY00000774	2020 5/29/2020	Annual Levy 2020	\$623.00
Penalty	PNLTY	54	PTPEN00000046	9/30/2020	Penalty	\$49.84
Arrears Letters	TXARL	15358	TXARL00000421	10/14/2020	Arrears Letter Printed	\$0.00
Arrears Letters	TXARL	16528	TXARL00000423	10/14/2020	Arrears Letter Printed	\$0.00
Penalty	PNLTY	51	PTPEN00000047	1/16/2021	Penalty	\$80.74
Cash Receipt	CRREC	168386	CRREC00014938	2/28/2021	Cash Receipt	-\$753.58
Assessment Change	ACHNG	371733	PTASM00000374	4/9/2021	Assessment \$53,300	\$0.00
Levy	LEVY	390410	PTLVY00000804	2021 6/22/2021	Annual Levy 2021	\$630.80
Penalty	PNLTY	58	PTPEN00000050	10/1/2021	Penalty	\$50.46
Penalty	PNLTY	59	PTPEN00000049	10/26/2021	Penalty	\$50.46 *
Void Document	PTVOD	8715	PTVOD00000209	11/2/2021	Void	-\$50.46
Penalty	PNLTY	64	PTPEN00000054	1/17/2022	Penalty	\$81.75
Assessment Change	ACHNG	385794	PTASM00000431	3/15/2022	Assessment \$55,000	\$0.00
Assessment Change	ACHNG	405964	PTASM00000433	3/15/2022	Assessment \$55,000	\$0.00
Levy	LEVY	425792	PTLVY00000893	2022 6/17/2022	Annual Levy 2022	\$624.62
Penalty	PNLTY	56	PTPEN00000055	10/3/2022	Penalty	\$49.97
Penalty	PNLTY	66	PTPEN00000057	1/17/2023	Penalty	\$172.51
Assessment Change	ACHNG	426226	PTASM00000450	2/28/2023	Assessment \$56,700	\$0.00
Tax Notifications	TXNOT	232	PTNOT00000176	4/12/2023	Tax Notification	\$15.00
Levy	LEVY	436133	PTLVY00000919	2023 6/1/2023	Annual Levy 2023	\$667.85
Penalty	PNLTY	68	PTPEN00000059	10/2/2023	Penalty	\$183.44
Title Change	TITLE	26651	PTTTL00001161	1/1/2024	2023 YEAR END	\$0.00
Penalty	PNLTY	70	PTPEN00000061	1/16/2024	Penalty	\$148.58
Assessment Change	ACHNG	440065	PTASM00000475	2/29/2024	Assessment \$59,800	\$0.00
Penalty	PNLTY	73	PTPEN00000062	5/2/2024	Penalty	\$157.50
Levy	LEVY	450036	PTLVY00000942	2024 6/21/2024	Annual Levy 2024	\$674.94

Total for Roll # 802008804	----- \$3,457.42 =====
Report Total:	===== \$3,457.42 =====

*** E N D O F R E P O R T ***



REQUEST FOR APPOINTMENT

REGULAR COUNCIL MEETING OR
POLICY & PRIORITIES COMMITTEE MEETING

CONTACT DETAILS

Date of Request: October 6, 2024

Name: Landin Ewanec

Phone Number: [REDACTED]

Email Address: [REDACTED]

Have you attended a Council Meeting in the past year?

Yes No

If yes, please specify the date and subject matter:

Property Taxes

PRESENTATION DETAILS

Department: Tax Department

Subject: Outstanding Taxes

Presentation Description & Purpose: Letter explaining the situation

Attachments: Letter attached

Please Note: Any information that will be presented to Council must be attached to this form. If you have prepared a slideshow, please email it to executive.assistant@county24.com. All requests for appointments must be received no later than one week prior to the Council Meeting date. Please visit our website www.vermilion-river.com for upcoming meetings dates.

To whom it may concern,

My name is Landin Ewanec. I'm writing you today in regards to my taxes on my property in Clandonald. [REDACTED] I received a call on January 5th 2024 from a county office member saying the taxes on my property had not been paid since 2020, and on February 14th 2024 I received an official letter stating the outstanding balance. After looking through all my documents I notified the county office that since 2020 I had not received a tax statement for the property. They happily sent over the statements but said they weren't able to remove any of the interest charges that have occurred over this time period. I am asking you to consider removing these interest charges given the situation. Please see my proposal below.

Tax Year	2021	2022	2023	2024	Total
Tax Amount	\$630.80	\$624.62	\$667.85	\$674.94	\$2598.21

\$2598.21 + (6% penalty) = \$2754.10

I do understand I have taken my time in writing to you on this situation, it has been quite stressful having this large amount come at me all at once. I have saved up the funds to completely pay the amount above and get this account into good standing again.

Thank you for your time and consideration.

OK	Clear	Options	File	Print	Tools	Help	Open Note
Actions			File		Tools	Help	

Roll # 802008804

Qtr Sec Twp Rge Mer

Lot Block Plan

Municipal Address

Date	Document Number	Transaction Description		Amount	Balance
Trx Source	Tax Year	Transaction Description 2	Grid	Year	
6/17/2022	LEVY	425792	Annual Levy 2022	\$624.62	\$1,387.63
10/3/2022	PNLTY	56	Penalty	\$49.97	\$1,437.60
1/17/2023	PNLTY	66	Penalty	\$172.51	\$1,610.11
2/28/2023	ACHNG	426226	Assessment \$56,700	\$0.00	\$1,610.11
4/12/2023	TXNOT	232	Tax Notification - File	\$15.00	\$1,625.11
6/1/2023	LEVY	436133	Annual Levy 2023	\$667.85	\$2,292.96
10/2/2023	PNLTY	68	Penalty	\$183.44	\$2,476.40
1/1/2024	TITLE	26651	2023 YEAR END	\$0.00	\$2,476.40
1/16/2024	PNLTY	70	Penalty	\$148.58	\$2,624.98
2/29/2024	ACHNG	440065	Assessment \$59,800	\$0.00	\$2,624.98
5/2/2024	PNLTY	73	Penalty	\$157.50	\$2,782.48
6/21/2024	LEVY	450036	Annual Levy 2024	\$674.94	\$3,457.42
Current Balance:					\$3,457.42

Preview

S
LINC SHORT LEGAL TITLE NUMBER
[REDACTED] 5433CL;2;15 [REDACTED]

LEGAL DESCRIPTION

[REDACTED]
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 4;5;53;17;SW

MUNICIPALITY: COUNTY OF VERMILION RIVER

REFERENCE NUMBER: [REDACTED]

REGISTRATION	DATE(DMY)	REGISTERED OWNER(S)		CONSIDERATION
		DOCUMENT TYPE	VALUE	
[REDACTED]	25/07/2018	TRANSFER OF LAND	\$80,000	SEE INSTRUMENT

OWNERS

LANDIN EWANEC

[REDACTED] Y
[REDACTED]
[REDACTED]

AS TO AN UNDIVIDED 1/2 INTEREST

JOSEPH EWANEC

[REDACTED]
[REDACTED]

AS TO AN UNDIVIDED 1/2 INTEREST

OK Clear File Tools Help Add Note
 Actions File Tools Help

Customer ID EWANEC, LANDIN
 Address ID

Contact Person	Address 1	Address 2		
Address 3	City	Prov/State	Postal/Zip	
DPBC	Carrier	Date	Time	Type of Change -By
EWANEC, LANDIN	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		8/13/2018	4:18:23 PM	(Manual) linda
EWANEC, LANDIN	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
		7/25/2023	1:12:39 PM	(Manual) HHarty

Additional Information

OK	History	Emails	File	Tools	Help	Add Note
Actions			File	Tools	Help	

Customer ID Customer Name

Address ID	01
Contact Person	EWANEC, JOSEPH
Address	[REDACTED]
City	[REDACTED]
Province/State	[REDACTED]
Postal/Zip Code	[REDACTED]
Country	[REDACTED]
Phone 1	(000) 000-0000 Ext. 0000
Phone 2	(000) 000-0000 Ext. 0000
Fax	(000) 000-0000 Ext. 0000
Birthdate	
DPBC	
Carrier	
Postal Sort Zone	
Tax Schedule ID	
Shipping Method	

No. of NSF Cheques Disallow Cheque Payment

Paperless Enrollment Defaults

Print Paper Copy

Notification Type

Eligible for Suppl Home Owner Grant

Ineligible for Home Owner Grant

Permit Contractor Surcharge/Incentive Exempt

Internet User Name

Email Address

Web Address

Allow Internet Tax Certificate Generation

Allow Internet Tax Certificate Searches

Require Credit Balances

Include Mortgage Holder Properties on Login

Allow Internet Invoicing of Permit Applications

Require Credit Balance

User-Defined

MEETING DATE: OCTOBER 7, 2024

BRIEFING NOTE - TO COUNCIL

SUBJECT

AFRRCS PRESENTATION – BRIAN SAUNDERS (PROVINCE OF ALBERTA)

RECOMMENDATION

THAT the County of Vermilion River accept the presentation by Brian Saunders from Public Safety & Emergency Services – Province of Alberta as information.

DETAILS

Background: Part of the Council Strategic Plan directed Protective Services to complete a review regarding the possibility of transitioning from Analog/Digital to AFRRCS.

A test was completed with the conversation of County Peace Officers from Analog/Digital to AFRRCS in September 2021. Existing AFRRCS towers are utilized. These are the same towers used by the RCMP, STARS and EMS. The trail run for the portables was assessed and no major complaints reported.

Protective Services commissioned a “Tower Audit” in 2023, completed by Whites Communication, with the report indicating concerns about the age of the existing equipment, the potential cost for replacement and repairs as well as liability for tower infrastructure.

Minburn County Fire Services (County, Mannville and Innisfree) have begun to transition over to AFRRCS through EC911. Insp. GARNER has also spoken to EC911 as well about moving CPO over to Wainwright from Taber Police.

The Tower Audit was presented to Council, and a request made to have the AFRRCS representative attend the next Council meeting.

Discussion: The County needs to make a decision on the direction radio communication for the Fire Service will go into the future – remain and contribute to the existing system or transition to AFRRCS.



Relevant Policy/Legislation Practices:

- *Radio Telecommunication Act*

Desired Outcome (s): Safe, fiscal and consistent radio communication for responders.

Response Options:

IMPLICATIONS OF RECOMMENDATION

Organizational: Currently, all Fire Districts within the County rely on the CVR for radio communication, including departments such as Vermilion and Paradise Valley. Transitioning away from this may impact those departments that use our system to communicate within their town/village boundaries if they do not transition their apparatus to AFRRCS.

Financial: Estimated cost vary. The County is foreseeing setting aside \$500,000.00 for conversion, however, recent radio purchases have been deemed "AFRRCS compliant" and can be transitioned over at lower cost than a new purchase.

Communication Required: Discussion with EC911 and related partners.

Implementation: Council Discretion

Pertains to this Corporate Goal: 2.6

ATTACHMENTS

PREPARED BY: Kirk Hughes, Director of Protective Services & Emergency Management

DATE: 20 September 2024



MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

SEPTEMBER 2024 CHIEF ADMINISTRATIVE OFFICER REPORT

RECOMMENDATION

THAT the County of Vermilion River approves the Chief Administrative Officer Report for September as information.

DETAILS

Background: As approved by Council at the February 14, 2023 Regular Council Meeting, the CAO will provide a monthly report. Motion 2023-02-13

Discussion: For September 2024 the following activities over and above day to day business was undertaken by the Chief Administrative Officer.

Participated in future budgets review with each department.

On September 9, 2024 participated in recreation discussion with City of Lloydminster and TSI. Discussed progress to date and possible further steps prior to October meeting.

Conducted community site reviews in various communities within the county.

Participated in road tour with council and staff and conducted other field observations.

Continued discussions in regards to possible development within in the east side of the county.

Participated in a number of drawing and meeting reviews for admin building project.

Project updates:

- a. County of Vermilion River Economic Development Capacity Building Project – funding for project was approved March 13, 2024 and payment of \$26,000.00 was received on March 28, 2024. The project will fund a portion of economic development activity, professional development, business meetings, business directory development, and development of a tourism brochure. Estimated total cost of project is \$52,000.00. To

date professional development component is completed (\$1,500.00 grant funded), economic development work is 55 per cent complete (\$600.00 grant funded).

- b. Lloydminster Intermunicipal Collaboration Framework project.
- City submitted request for project extension approved by ILC in 2023.
 - Project Phase 1 – start up – completed
 - Project Phase 2 – Service Inventory and Service Level Reviews – completed
 - Project Phase 3 – ILC and staff meetings and preparation of draft report – 50% complete
 - Project Phase 4 – Bylaw preparation – not started
 - Project Phase 5 – approval and closeout – not started
 - o Project is on schedule to be completed by May/June 2025
 - Project financing:
 - Provincial grant amount \$50,000.00.
 - Contract amount with TSI (contractor) \$84,338.00 plus contingency of \$15,162.00 for a total amount of \$99,500.00 plus GST.
 - Amount spent to September 30, 2024 is \$47,021.00 plus GST.
 - Amount invoiced to City of Lloydminster for their portion (25 per cent) as at September 30, 2024 is \$11,755.25 (County amount \$11,755.25 plus GST).
 - Administration from both municipalities met September 9, 2024 with consultant to provide update on recreation discussions. ILC meetings are on hold until after meeting of Reeve and Mayor with Minster McIver in regards to application of ICF and the Provincial border within the City.
- c. Administration Building Renovation Project **(Corporate Goal #6)**
- Preliminary drawings and budget of \$5 million approved by Council on January 30th, 2024.
 - Request for Proposal for construction management prepared and posted on website and Alberta Purchasing Connection on February 12th, 2024.
 - Project budget spent to September 30, 2024 \$188,581.73

- Project budget remaining \$4,811,418.27
- Architectural design firm (Universal Consulting Group Ltd. of Lloydminster), Mechanical Engineering firm (Bacz of Edmonton) and Electrical Engineering firm (Acuity) have been hired to prepare detailed drawings. Current commitment for Design Drawings is \$98,072.50 plus GST (budgeted amount was \$150,000.00).
- Moving expenses to date are \$31,657.58 plus GST. (budget \$50,000)(includes \$17,944.02 in labour costs).
- Temporary relocation expenses of \$108,124.15 plus GST to date (additional expenses due to extensive electrical work and sub panel installed in gas maintenance building which will remain after trailers are removed) (budgeted at \$180,000.00).
- Construction management payments to date \$48,800.00 plus GST. (approved award to Bexson March 12, 2024 {motion 2024-03-04})(budget \$195,000.00).
- Anticipated construction start is now October as work continues on drawings.
- 80 per cent of drawings were reviewed on October 10, 2024.
- Temporary office move to trailers was completed August 24, 2024.

Corporate Goals 2024 – from 2024 Corporate Report

Goal #1 – Advocacy – work continues by Council and staff in regards advocacy most recently at RMA in regards to natural gas, and linear property assessment. Administration is preparing information in regards to assessment of DIP.

Goal #2 – Staff – work on succession planning continues with review of current positions and staff. HR working on development of supervisor training for future leaders with CVR.

Goal #3 – Agriculture – report to October P and P in regards to hamlet spraying.

Goal #4 – Economic Development – working to attract possible development on county lands in east part of county.

Goal #5 – Recreation – ICF discussions with Lloydminster continue at administrative level.

As of September 30, 2024 CAO has 11 hours of vacation remaining.



Relevant Policy/Legislation Practices: 2024 Corporate Report, Municipal Government Act

Desired Outcome (s): Providing information and updates for Council on CAO activities.

Response Options: THAT the County of Vermilion River approves the Chief Administrative Officers Report for September as information.

IMPLICATIONS OF RECOMMENDATION

Organizational: Ongoing updates on activities

Financial: NA

Communication Required: None

Implementation: NA

ATTACHMENTS

PREPARED BY: CAO Alan Parkin

DATE: October 11, 2024



FUTURE REQUIRED MEETING LIST FOR COUNCIL MEMBERS

Month	Meeting Name	Date	Time	Attendees	Location
Oct. 2024	Organizational Meeting of Council	Oct. 22, 2024	8:30-9 AM	All of Council	Council Chambers/ZOOM
	Regular Meeting of Council	Oct. 22, 2024	9 to 4:30	All of Council	Council Chambers/ZOOM
	Vermilion River Regional WMA	Oct 22, 2024	6 PM	C. S. Hryciuk R. M. Baker C. G. Kuneff	Vermilion Transfer Site
	ACE Water	Oct 23, 2024			
	Vermilion and District Housing Foundation	Oct. 24, 2024	4 PM	C. S. Hryciuk R. M. Baker	Rotary Room VVL
	FED GAS Zone meeting	Oct. 24, 2024	10AM – 2 PM	C. D. Swyripa	Thorhild
	Northeast Regional ASB Conference	Oct. 25, 2024			Czar, AB
	Special Meeting of Council	Oct. 28, 2024			
	Vermilion Parks, Rec and Culture	Oct. 28, 2024	5:30 PM	C. S. Hryciuk	Vermilion Town Office
	RM Britannia/Wilton/CVR meeting	Oct. 30, 2024		R. M. Baker C. J. Stelmaschuk	RM Britannia Office 1/2 mile south of Twp 504 (4 mile Rd) and 40th avenue
Nov. 2024	Lloyd. and District Housing Group	Nov. 1, 2024	1:30 PM	C. C. Murray C. J. Stelmaschuk	Lloydminster
	RMA Conference	Nov. 4-7			
	Remembrance Day	Nov 11		C. S. Hryciuk (Ver) C. D. Swyripa (Kit) C. C. Murray (Mar) D.R. L. Cusack (Ver)	Office Closed
	Policy and Priorities Committee	Nov. 12, 2024	9 to 4:30	All of Council	Council Chambers/ZOOM
	FED GAS Governance/ Finance	Nov.13, 2024	9 AM	C. D. Swyripa	Virtual

Nov. 2024	Special Meeting of Council	Nov 18			
	Regular Meeting of Council	Nov. 19, 2024	9 to 4:30	All of Council	Council Chambers/ZOOM
	FED GAS Board of Directors		8:30 AM	C. D. Swyripa	Virtual
	Vermilion Parks, Rec and Culture	Nov. 25, 2024	5:30 PM	C. S. Hryciuk	Vermilion Town Office
	Meeting with MA Minister Mclver	Nov. 25, 2024	10 to 10:30	R.M. Baker CAO A. Parkin	Legislature Office
	FED GAS Conference	Nov. 25-28		R. M. Baker C. D. Swyripa CAO A. Parkin	
	Vermilion River Regional WMA	Nov. 26, 2024	6 PM	C. S. Hryciuk R. M. Baker C. G. Kuneff	Vermilion Transfer Site
	Vermilion and District Housing Foundation	Nov. 28, 2024	4 PM	C. S. Hryciuk R. M. Baker	Rotary Room VVL
	Northern Lights Library General Board	Nov. 29, 2024	10 AM	D.R. L. Cusack	Online
Dec. 2024	Northern Lights Library Ex Committee	Dec. 13, 2024	9 AM	D.R. L. Cusack	Elk Point, Headquarters
	FED GAS Board of Directors	Dec. 17, 2024	8:30 AM	C. D. Swyripa	In Person
	FED GAS Board of Directors	Dec. 18, 2024	8:30 AM	C. D. Swyripa	Virtual
	Christmas Day	Dec. 25			Office Closed
	Boxing Day	Dec. 26			Office Closed
Jan. 2025	Provincial ASB Conference	Jan. 20-22			Delta South Edmonton



EVENT AND REGISTRATIONS FOR COUNCIL MEMBERS

Month	Event Name	Start Date & Time	End Date & Time	Attending [Yes / No / Maybe]						Location	
				Dale	Leslie	George	Clinton	Stacey	Marty		Jason
Oct. 2024	Kitscoty Ag Society AGM	October 23	7:30 pm	Dale	Leslie	George	Clinton	Stacey	Marty	Jason	Kitscoty Community Hall
	Marwayne Fall Supper	Oct. 27, 2024	5pm to 7 pm	Dale	Leslie	George	Clinton	Stacey	Marty	Jason	Marwayne Community Hall
Nov 2024	Clandonald Fall Supper	Nov. 1	5 to 7 pm	Dale	Leslie	Georg	Clinton	Stace	Marty	Jason	
	Kitscoty Fall Supper	Nov.3	4:30 to 7 pm	Dale	Leslie	George	Clinton	Stacey	Marty	Jason	Kitscoty Community Hall
	RMA Conference	Nov. 4-7		Dale	Leslie	George	Clinton	Stacey	Marty	Jason	CAO, ACAO and PW
	Remembrance Day	Nov. 11	Vermilion, Marwayne Kitscoty	Dale	Leslie	George	Clinton	Stacey	Marty	Jason	
	Vermilion Savor	Nov. 15	7 pm	Dale	Leslie	George	Clinton	Stacey	Marty	Jason	Tickets 40 includes 2 drinks 780-581-2410
	CVR Christmas Party	Nov. 16		Dale	Leslie	George	Clinton	Stacey	Marty	Jason	Rolling Hills Golf Course
	Dewberry Fall Supper	Nov. 16		Dale	Leslie	George	Clinton	Stacey	Marty	Jason	

Nov 2024	FED GAS Conference	Nov 25 - 28		Dale	Leslie	George	Clinton	Stacey	Marty	Jason	CAO
Dec 2024	Anne Elliot Christmas Concert Dewberry	Dec12		Dale	Leslie	George	Clinton	Stacey	Marty	Jason	



COUNCIL RESOLUTION TRACKER

A list of ongoing and active priorities to assist Council on the status of business items

COMPLETE CANCELLED
 ACTIVE
 DELAYED

Date	Meeting	Status	Topic	Description	Completion Date	Responsibility	Raised by	Notes
Oct. 15, 2024	P and P	Active	FI 004 Reserves Policy	Postponed to bring back with amendments		Corporate Services		
Oct.15, 2024	P and P	Active	TWP 522 Texas Gate	Postpone Texas Gate TWP 522 Dispute to P and P in Nov.		PW		
Oct. 7, 2024	Regular	Active	Bylaw 24-15	Postpone 3rd and final reading bylaw to close position of RR12 south of TWP 542 no longer needed for public				
Oct. 7, 2024	Regular	Active	Road Closure	Postpone closure of Road Plan 3077E0 and 1673EU		P and CS		
August 20, 2024	Regular	Active	Marwayne Ag Society	Bring back with further information regarding funding Postponed at P and P Oct 15		CAO and P and CS		
August 20, 2024	Regular	Complete	PW 015 Snowplow Flag	Administration to bring back information on potential fee increase		Public Works		
August 20, 2024	Regular	Complete	Meals in the Field	Councillor Stelmaschuk brought this forward for Councils consideration and Council asked for more information		C. Stelmaschuk		To be brought back to a future meeting
March 26, 2024	Regular	Active	House sale NE-35-50-3W4M	Sell Lot 2 Block 2 Plan 9521666 at \$575,000 with the assistance from realtor		CAO and P and CS		Adjusted price to \$549,000.00 Next update in November
Aug 29, 2023	Regular	Active	LUB Bylaw	Draft LUB will be brought back to Council in fall and host open house		Planning CS		To be brought back to Council in the fall and then host an open house
Feb, 28/23	Regular	Complete	FI Reserve Policy	Council Directed Admin to bring back for further consideration in parts.		Finance	Council	Will be brought to P and P for further consideration

MEETING DATE: OCTOBER 22, 2024

BRIEFING NOTE - TO COUNCIL

SUBJECT

SEPTEMBER 2024 FINANCIAL REPORT

RECOMMENDATION

THAT the County of Vermilion River accept the September 2024 Financial Report as presented.

DETAILS

Background: As requested by Council, Corporate Services will present monthly financial reports.

Discussion: September 2024 Income Statement, Departmental Income Statement, Balance Sheet, Cash and Investments, Carbon Levy Payments and Cheque Runs from 14 September to 11 October 2024.

Financial Statement Highlights:

- Processed Quarterly Admin Cost Recovery for Gas and Water and Sewer.
- Purchased Tilt trailer for Ag \$13,295.00
- Purchased 2024 Ford F5H for Public Works - \$83,707.60
- Paid out \$274,737.75 for road rehabilitation on RR 23
- Paid out \$119,362.65 for work in Dewberry for Railway Ave up until 31 August 2024
- September 2024 Gas Sales and purchases figures were not available at time of presentation of Financial Statements.
- Currently the County has collected about 92.90 per cent of 2024 taxes as of 1 October 2024.

Please note that the attached information is up to date as of 14 October 2024.

Finance Department Highlights:



- Review Departmental 2025 Budget and 2026-2028 Operating Plan with CAO, process changes as directed.
- Review and update Investment and Reserve Policies
-

Relevant Policy/Legislation Practices: None

Desired Outcome (s): THAT the County of Vermilion River accept the September 2024 Financial Reports as presented.

Response Options: THAT the County of Vermilion River accept the September 2024 Financial Reports as presented.

IMPLICATIONS OF RECOMMENDATION

Organizational: On-going financial updates

Financial: On-going financial updates

Communication Required: None

Implementation: None

Pertains to this Corporate Goal: On-going financial updates

ATTACHMENTS



Income Statement – September 2024

Detailed Income Statement – September 2024

Balance Sheet – September 2024

Cash and Investment – September 2024

Carbon Levy Remittance – September 2024

Cheque Run – 27 September 2024

Cheque Run – 11 October 2024

PREPARED BY: Natasha Wobeser

DATE: 16 October 2024



COUNTY OF VERMILION RIVER
INCOME STATEMENT
September 30, 2024

	Budget 2024	Actual 2024
REVENUE		
Net Municipal Property Taxes	39,289,304	39,463,222
User Charges and Sale of Goods	1,884,539	986,304
Government Transfers	10,926,734	540,510
Other	836,248	164,107
Other Capital Contributions	120,000	-
Gas Utility Revenue	10,498,657	5,728,422
Interest Income	750,000	1,792,131
Penalties and Costs on Taxes	350,000	273,156
Licenses, Permits and Fines	118,250	148,991
Rentals	103,877	85,198
Sales to Other Governments	450	610
Sale of Assets	705,000	705,743
TOTAL REVENUES	65,583,059	49,888,393
EXPENSES		
Taxes and General	6,794,696	5,242,405
Corporate Services and Legislation	4,929,696	2,521,090
Planning and Community Services	3,325,534	1,802,412
Protective Services	2,516,240	1,123,397
Public Works and Waste	28,854,417	18,510,706
Agriculture	1,380,984	673,861
Gas Utilities	7,051,326	4,378,306
TOTAL EXPENSES	54,852,893	34,252,177
SURPLUS (DEFICIT), BEFORE AMORTIZATI	10,730,166	15,636,217
Asset Purchases	5,407,348	3,452,125
Gas Utility Capital Projects	2,328,740	764,306
Debenture Payments (Principal)	404,256	330,640
Transfers Between Departments	(1,557,306)	(5,316,181)
Reserves	4,091,985	593,465
SURPLUS (DEFICIT)	55,143	15,811,862



COUNTY OF VERMILION RIVER
Detail Actual vs Budget
September 30, 2024

	Current Year	
	September 2024	Budget Annual
REVENUE:		
Taxes and General Revenue	\$39,341,209	39,308,552
Corporate Services and Legislation	2,571,490	2,296,248
<u>Planning and Community Services</u>		
Planning & Development	145,452	697,886
FCSS	218,569	291,407
Cemetery	-	-
Land/Buildings	817,167	1,111,194
Recreation	1,779,425	1,687,000
Library	89,115	129,118
	<u>3,049,728</u>	<u>3,916,605</u>
<u>Protective Services</u>		
Enforcement Services	7,289	120,300
Fire	1,479,402	2,267,674
Emergency & Disaster	13,020	31,100
Dog Control	55	50
	<u>1,499,766</u>	<u>2,419,124</u>
<u>Public Works</u>		
Operations	5,718,389	3,818,168
Capital	-	11,277,172
Waste Management	765,779	775,935
Water & Sewer -Blackfoot	193,619	264,915
Water & Sewer -Clandonald	58,775	119,137
Water & Sewer -Dewberry	129,753	164,000
Water & Sewer -Islay	95,905	159,909
Water & Sewer -McLaughlin	16,024	22,440
Water & Sewer -Rivercourse	5,757	7,500
Water & Sewer - General	4,436	-
Water & Sewer -Villages	-	-
Water & Sewer -Drainage	342	10,050
Water & Sewer -Water Wells	31,817	40,000
	<u>7,020,596</u>	<u>16,659,226</u>
<u>Agriculture</u>		
General	262,682	459,747
Environment	-	1,388
Rat Control	-	41,000
	<u>262,682</u>	<u>502,135</u>
<u>Gas Utility</u>		
Operations	5,248,453	8,828,657
Capital	479,969	2,915,230
	<u>5,728,422</u>	<u>11,743,887</u>
TOTAL REVENUE:	<u>59,473,893</u>	<u>76,845,777</u>



COUNTY OF VERMILION RIVER
Detail Actual vs Budget
September 30, 2024

	Current Year	
	September	Budget
	2024	Annual

EXPENDITURES:

General Taxation	9,548,620	11,233,840
<u>Corporate Services and Legislation</u>		
Legislative	555,065	791,000
General	1,552,003	4,239,244
IT Program	250,787	491,500
Taxation	394,633	936,500
Election	20,000	20,000
Economic Development	53,067	85,000
	<u>2,825,555</u>	<u>6,563,244</u>
<u>Planning and Community Services</u>		
General	396,903	798,519
Appeal Board	-	34,108
Development Projects	74,948	570,000
Communications	19,175	57,750
Safety Codes	31,766	50,000
FCSS	295,631	356,611
Cemetery	8,876	11,650
Land / Buildings	890,276	1,167,438
Recreation	376,066	1,687,000
Library	89,410	129,118
	<u>2,183,051</u>	<u>4,862,194</u>
<u>Protective Services</u>		
General Enforcement	292,423	568,980
Compliance	1,452	147,848
CPO	-	-
RCMP Enhanced	(59,627)	697,034
General Fire	677,335	1,713,589
Clandonald	38,768	53,700
Dewberry	46,489	66,600
Kitscoty	26,072	46,400
Vermilion	79,992	196,800
Paradise Valley	40,393	59,625
Islay	31,303	31,125
Blackfoot	43,676	61,185
Marwayne	20,292	38,650
Emergency & Disaster	143,248	160,058
Dog Control	10,800	10,800
	<u>1,392,616</u>	<u>3,852,394</u>



COUNTY OF VERMILION RIVER
Detail Actual vs Budget
September 30, 2024

	Current Year September 2024	Budget Annual
<u>Public Works and Waste</u>		
<u>Operations</u>		
General	1,013,632	1,627,851
Safety	167,471	200,566
Hamlets	247,871	454,386
Subdivisions	17,421	168,570
Local Priorities	102,714	350,000
Drainage Ditches	5,267	112,450
Emergent Projects	54,563	50,102
Gravel	3,428,992	3,408,312
Gravel Reclamation	-	404,818
Facilities	326,202	778,138
Road Maintenance	325,939	405,231
Grader Pool	4,890,618	3,083,956
Crack Sealing	103,440	104,000
Line Painting	30	85,000
Dust Control	965,926	1,050,733
Signs	192,635	122,886
Mulching	145,896	184,800
Reclaim - Milling	132,447	124,560
Beaver Control	9,063	76,585
Approaches / Culverts	35,854	191,548
Bridge Maintenance	11,980	401,400
Winter Maintenance	446,606	503,148
Erosion Control	2,660	76,735
Cold Mix Patching	391,192	453,580
Vehicle Pool	2,264,990	2,582,929
<u>Capital</u>		
Equipment	2,300,509	3,638,800
Chip Seal	-	-
Asphalt Overlay	-	2,014,836
Bridge Replacement	29,448	3,184,698
Base Pave	87,550	-
Road Construction	-	-
Cobble	381,402	
Gravel Rehab	828,721	1,450,000
Capital Facilities	452,302	800,000
Hamlet/Multilot Projects	189,533	500,000
Gravel Exploration	-	100,000
Drainage Master Plan	-	75,000
Cost Share Projects	312,519	250,000
<u>Water and Sewer</u>		
Blackfoot	106,031	143,482
Clandonald	46,080	74,514
Dewberry	96,273	133,585
Islay	79,746	118,423
McLaughlin	14,904	20,688
Rivercourse	1,965	3,497
General	217,057	333,804
Drainage	2,502	8,500
Villages	-	1,000
Water Wells	22,399	43,062
<u>Capital</u>		
Hamlet W&S Capital	88,262	6,308,379
Waste Management	581,951	775,935
	<hr/> 21,122,563	<hr/> 36,980,487



COUNTY OF VERMILION RIVER
Detail Actual vs Budget
September 30, 2024

	Current Year	
	September 2024	Budget Annual
<u>Agriculture</u>		
General	501,830	754,841
Extension Programs	3,862	9,535
Safety	1,732	5,820
Vegetation Management	138,430	434,586
Pest Control	499	5,250
ASB Enviro	6,869	38,300
ALUS	82,336	234,894
Pesticide Container Site	-	5,250
<u>Environment</u>		
General	4,531	16,257
Green Acreages Pilot	-	500
Wetland Restoration	-	1,388
Monitoring and Protection	5,000	10,000
Rat Control	13,331	42,162
	<u>758,420</u>	<u>1,558,783</u>
<u>Gas Utility</u>		
Operations	4,907,806	8,797,951
Capital	923,401	2,941,740
	<u>5,831,207</u>	<u>11,739,691</u>
TOTAL EXPENDITURES:	<u>43,662,032</u>	<u>76,790,633</u>
SURPLUS (DEFICIT)	<u>15,811,861</u>	<u>55,144</u>



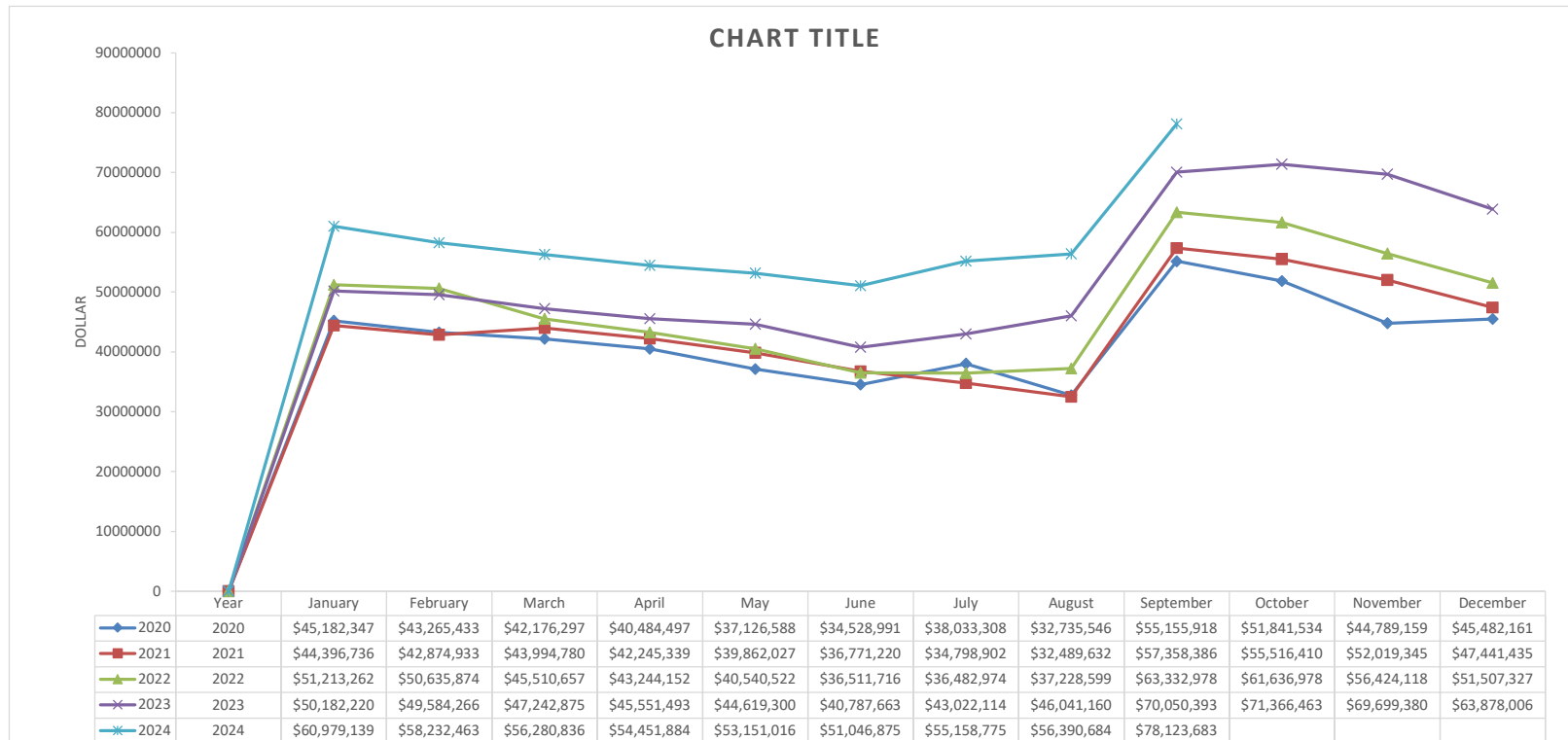
COUNTY OF VERMILION RIVER
BALANCE SHEET
September 30, 2024

	<u>2024</u>
Financial Assets	
Cash and Equivalents	38,961,335
Investments	40,908,758
Property Taxes Receivable	10,368,375
Trade and other receivables	1,011,786
Debt charges recoverable	792,147
Total Assets	<u><u>92,042,401</u></u>
Liabilities	
Accounts payable and Accrued liabilities	3,748,348
Reclamation Liability	6,846,549
Deposit liabilities	179,874
Deferred Revenue	7,501,289
Long Term Debt	3,746,835
Debenture Payment (Principle)	330,640
Total Liabilities	<u><u>22,353,535</u></u>
Net Financial Assets (Debt)	<u><u>69,688,866</u></u>
Non-Financial Assets	
Tangible Capital Assets	
TCA - WIP	650,508
TCA - Land	7,147,228
TCA - Buildings	5,081,254
TCA - Engineered Structures	214,665,789
TCA - Machinery/Equipment	10,821,300
TCA - Vehicles	4,367,202
TCA Subtotal	<u>242,733,281</u>
Inventory for consumption	5,355,147
Land Inventory	1,992,079
Prepaid Expenses	3,434,416
Total Non-Financial Assets	<u><u>253,514,923</u></u>
Accumulated Surplus	<u><u>323,203,789</u></u>
Equity in Fixed Assets	(240,790,954)
Reserves	(61,575,518)
Accumulated Surplus/Def	(5,025,455)
Current (Profit)/Loss	(16,142,502)
Debenture Payment (Principle)	330,640
	<u><u>(323,203,789)</u></u>



**COUNTY OF VERMILION RIVER
CASH IN BANK & INVESTMENT**

Year	2020	2021	2022	2023	2024
January	\$ 45,182,347	\$ 44,396,736	\$ 51,213,262	\$ 50,182,220	\$ 60,979,139
February	\$ 43,265,433	\$ 42,874,933	\$ 50,635,874	\$ 49,584,266	\$ 58,232,463
March	\$ 42,176,297	\$ 43,994,780	\$ 45,510,657	\$ 47,242,875	\$ 56,280,836
April	\$ 40,484,497	\$ 42,245,339	\$ 43,244,152	\$ 45,551,493	\$ 54,451,884
May	\$ 37,126,588	\$ 39,862,027	\$ 40,540,522	\$ 44,619,300	\$ 53,151,016
June	\$ 34,528,991	\$ 36,771,220	\$ 36,511,716	\$ 40,787,663	\$ 51,046,875
July	\$ 38,033,308	\$ 34,798,902	\$ 36,482,974	\$ 43,022,114	\$ 55,158,775
August	\$ 32,735,546	\$ 32,489,632	\$ 37,228,599	\$ 46,041,160	\$ 56,390,684
September	\$ 55,155,918	\$ 57,358,386	\$ 63,332,978	\$ 70,050,393	\$ 78,123,683
October	\$ 51,841,534	\$ 55,516,410	\$ 61,636,978	\$ 71,366,463	
November	\$ 44,789,159	\$ 52,019,345	\$ 56,424,118	\$ 69,699,380	
December	\$ 45,482,161	\$ 47,441,435	\$ 51,507,327	\$ 63,878,006	



NOTE: 2024 will not include Tax Surplus cash account

County of Vermilion River -
Reserves in \$

	2023 YE	BUDGETED TRANSFERS		ACTUAL TRANSFERS		2024 YTD
		2024		2024		
		CONTRIBUTIONS (BUDGETED)	WITHDRAWALS (BUDGETED)	CONTRIBUTIONS (ACTUAL)	WITHDRAWALS (ACTUAL)	
Operating Reserve				2024 Budgeted Balances		
11 - Operational Reserve - Legislative	(49,300.00)	(20,000.00)		(69,300.00)	(20,000.00)	(69,300.00)
12 - Operational Reserve - Contingency	(3,000,000.12)	(10,879.00)		(3,010,879.12)	(10,877.58)	(3,010,877.70)
12 - Operational Reserve - East Central Health	(62,306.94)	(50,000.00)		(112,306.94)	(50,000.00)	(112,306.94)
12 - Operational Reserve - Mill Rate Stabilization	(379,949.59)	(672,500.00)		(1,052,449.59)		(379,949.59)
12 - Operational Reserve - Technology Reserve	(601,363.90)		68,500.00	(532,863.90)	68,500.00	(532,863.90)
23 - Operational Reserve - Small Equip - FIRE	(110,000.00)			(110,000.00)		(110,000.00)
23 - Operational Reserve - Vermilion (New 2021)	(80,000.00)	(30,000.00)		(110,000.00)		(80,000.00)
23 - Operational Reserve - Vehicles / R & M - FIRE	(110,000.00)			(110,000.00)		(110,000.00)
24 - Operational Reserve - Emergency & Disaster	(136,143.81)			(136,143.81)		(136,143.81)
31 - Operational Reserve - PW	(1,211,896.00)			(1,211,896.00)		(1,211,896.00)
31 - Operational Reserve - Bridge Maint & Insp	(221,030.00)			(221,030.00)		(221,030.00)
31 - Operational Reserve - Hamlets	(673,524.00)			(673,524.00)		(673,524.00)
31 - Operational Reserve - Subdivisions/Multilots	(344,615.00)			(344,615.00)		(344,615.00)
31 - Operational Reserve - Gravel	(421,358.00)			(421,358.00)		(421,358.00)
31 - Operational Reserve - Gravel Reclamation	(52,000.00)		-	(52,000.00)		(52,000.00)
31 - Operational Reserve - Drainage Ditches	(146,100.00)			(146,100.00)		(146,100.00)
31 - Operational Reserve - Kam's	(94,706.63)	-		(94,706.63)		(94,706.63)
31 - Operational Reserve - Safety	(289,539.61)	(2,200.00)	13,400.00	(278,339.61)	(30,219.40)	(310,009.01)
42 - Operational Reserve -Water Well	(50,967.86)	(14,000.00)		(64,967.86)		(50,967.86)
61 - Operational Reserve - Development Annexation & Amm	(174,210.29)			(174,210.29)		(174,210.29)
61 - Operational Reserve - Development Offsite Levy	-	(300,000.00)		(300,000.00)		-
61 - Operational Reserve - Development General	(579,301.54)		4,536.00	(574,765.54)		(579,301.54)
61 - Operational Reserve - Development Projects	(285,463.87)	(20,000.00)	200,000.00	(105,463.87)		(285,463.87)
61 - Operational Reserve - Economic Development	(198,775.50)			(198,775.50)		(198,775.50)
69 - Community Services Reserve (Land/FCSS/Cemetery)	(586,576.32)	(297,000.00)		(883,576.32)		(586,576.32)
62 - Operational Reserve - Ag.	(158,190.59)			(158,190.59)		(158,190.59)
63 - Operational Reserve - Enviro	(61,633.23)			(61,633.23)		(61,633.23)
63 - Operational Reserve - Regional Water	(696,860.00)			(696,860.00)		(696,860.00)
72 - Operational Reserve - Recreation	(416,278.50)	(426,570.00)		(842,848.50)	50,000.00	(366,278.50)
72 - Operational Reserve - Recreation (Kitscoty)	(74,925.00)			(74,925.00)	25,000.00	(49,925.00)
91 - Operational Reserve - Gas	(805,603.43)			(805,603.43)		(805,603.43)
Total Operational Reserves	(12,072,619.73)	(1,843,149.00)	286,436.00	(13,629,332.73)	(111,096.98)	(12,030,466.71)

County of Vermilion River -
Reserves in \$

BUDGETED TRANSFERS
2024 2024

ACTUAL TRANSFERS
2024 2024

2023 YE CONTRIBUTIONS (BUDGETED) WITHDRAWALS (BUDGETED) 2024 Budgeted Balances CONTRIBUTIONS (ACTUAL) WITHDRAWALS (ACTUAL) 2024 YTD

Restricted Reserve

39 31 CVR-Town Agreement (Restricted)	(26,725.04)			(26,725.04)			(26,725.04)
40 41 - Regional Water Study (Restricted)	(29,372.00)			(29,372.00)			(29,372.00)
41 61 - Park Trust (Restricted)	(168,935.54)			(168,935.54)		25,000.00	(143,935.54)
42 61 - Park Trust - FI 011 Cash in Lieu of School Reserve (Res	(311,213.17)		15,000.00	(296,213.17)		10,000.00	(301,213.17)
43 12 - Aged & Handicap (Restricted)	(62,385.94)			(62,385.94)			(62,385.94)
	(598,631.69)	-	15,000.00	(583,631.69)	-	35,000.00	(563,631.69)

Hamlet Reserves Capital

45 Capital Hamlet Reserve - Blackfoot	(1,259,272.76)	(120,000.00)		(1,379,272.76)	(54,020.70)	8,262.50	(1,305,030.96)
46 Capital Hamlet Reserve - Clandonald	(674,390.28)			(674,390.28)	(11,452.05)		(685,842.33)
47 Capital Hamlet Reserve - Dewberry	(522,126.74)			(522,126.74)			(522,126.74)
48 Capital Hamlet Reserve - Islay	(602,719.95)			(602,719.95)	(16,551.86)		(619,271.81)
49 Capital Hamlet Reserve - McLaughlin	(133,260.06)			(133,260.06)	(2,440.27)		(135,700.33)
50 Capital Hamlet Reserve - Streamstown	(40,074.79)			(40,074.79)			(40,074.79)
51 Capital Hamlet Reserve - Rivercourse	(112,628.34)			(112,628.34)			(112,628.34)
52 Capital Hamlet Reserve - Tulliby Lake	(57,869.12)			(57,869.12)			(57,869.12)
53 Capital Hamlet Reserve - Div 3-4-5 MLRS	(516,157.29)	(65,000.00)		(581,157.29)	(63,915.94)		(580,073.23)
	(3,918,499.33)	(185,000.00)	-	(4,103,499.33)	(148,380.82)		(4,058,617.65)

Capital Reserves tied to 10 Year Plans

54 12 - Capital Reserve - Equipment - Admin	(1,300,107.12)	(134,000.00)	400,000.00	(1,034,107.12)			(1,300,107.12)
55 12 - Capital Reserve -Bldg Reno - Admin	(559,084.27)	(27,000.00)	60,048.00	(526,036.27)			(559,084.27)
56 21 - Capital Reserve - Vehicles & Equipment - Police	(359,970.15)	(41,640.00)	80,000.00	(321,610.15)			(359,970.15)
57 23 - Capital Reserve - Vehicles - Fire	(2,206,384.04)	(282,514.00)	850,000.00	(1,638,898.04)			(2,206,384.04)
58 27 - Capital Reserve - Rat	(36,739.00)	(5,500.00)		(42,239.00)	(5,500.00)		(42,239.00)
59 32 - Capital Reserve - All Facilities	(9,293,883.88)	(525,000.00)	500,000.00	(9,318,883.88)	(525,000.00)		(9,818,883.88)
60 32 - Capital Reserve - Equipment - PW	(5,766,402.25)	(1,038,000.00)		(6,804,402.25)			(5,766,402.25)
61 32 - Capital Reserve - Road Construction	(7,265,060.89)	(1,864,836.00)	-	(9,129,896.89)			(7,265,060.89)
62 32 - Capital Reserve - Bridge	(1,480,451.00)	(750,000.00)	608,675.00	(1,621,776.00)			(1,480,451.00)
64 32 - Capital Reserve - Hamlet/Multilot	(2,109,201.00)	(679,794.00)		(2,788,995.00)			(2,109,201.00)
65 32 - Capital Reserve - Base Pave	(373,868.00)			(373,868.00)			(373,868.00)
66 32 - Capital Reserve - Cost Share	(115,260.00)			(115,260.00)			(115,260.00)
67 32 - Capital Reserve - Drainage	(105,286.00)			(105,286.00)			(105,286.00)
68 42 - Capital Reserve - Kam's Replacement	(16,710.00)			(16,710.00)			(16,710.00)
69 42 - Capital Reserve - Sewer	(1,620,685.00)	(250,000.00)	485,685.00	(1,385,000.00)			(1,620,685.00)
70 41- Capital Reserve - Vehicles - W&S	(55,870.82)			(55,870.82)			(55,870.82)
71 62 - Capital Reserve - Ag.	(579,589.76)	(54,500.00)	103,500.00	(530,589.76)			(579,589.76)
72 91 - Capital Reserve - Equipment - GAS	(1,131,237.96)		1,245,230.00	113,992.04			(1,131,237.96)

Capital Reserves for Infrastructure

73 43 - Capital Reserve - Waste Mgt	(636,134.17)	-		(636,134.17)			(636,134.17)
78 91 - Capital Reserve - Gas System Replacement	(9,380,376.87)	(1,045,625.00)		(10,426,001.87)			(9,380,376.87)
	(44,392,302.18)	(6,698,409.00)	4,333,138.00	(46,757,573.18)	(530,500.00)	-	(44,922,802.18)

Total Restricted Reserves (48,909,433.20) (6,883,409.00) 4,348,138.00 (51,444,704.20) (678,880.82) 35,000.00 (49,545,051.52)

TOTAL OPERATING AND RESTRICTED RESERVES (60,982,052.93) (8,726,558.00) 4,634,574.00 (65,074,036.93) (789,977.80) 188,250.00 (61,575,518.23)

Total Reserve 593,465.30
Increase (Decrease)



CARBON LEVY PAYMENTS
Remitted to CRA

<u>MONTH</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>
January	454,090.96	309,314.32	280,340.66
February	333,473.81	281,419.80	245,651.27
March	335,226.42	283,108.40	197,008.60
April	184,075.24	183,836.43	174,283.23
May	123,286.35	46,127.82	74,903.46
June	63,862.52	33,438.92	36,367.96
July	54,220.62	30,675.55	29,837.47
August	48,586.98	36,201.46	30,744.93
September	-	55,755.21	48,474.40
October	-	161,064.33	97,703.41
November	-	243,023.58	269,571.78
December	-	307,968.09	394,674.48
TOTAL	<u>1,598,846.90</u>	<u>1,973,956.91</u>	<u>1,881,583.65</u>

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
SEPTEMBER 27, 2024

Vendor Name	Transaction Description	Document Amount
ACTION TOWING & RECOVERY	MOVE EQUIPMENT	787.50
ACTION TOWING & RECOVERY	MOVE EQUIPMENT	787.50
ACTION TOWING & RECOVERY	EQUIPMENT HAULING	535.00
ALBERTA CENTRAL EAST WATER	WATER CONSUMPTION QTR 2	476.40
AMAZON.COM.CA INC.	EXTENSION CORD	76.56
AMAZON.COM.CA INC.	MEMORY CARD READER	38.73
AMAZON.COM.CA INC.	DRYWALL ANCHORS & SCREWS	31.49
AMAZON.COM.CA INC.	OFFICE MAGNETS	13.64
AMAZON.COM.CA INC.	WIRELESS MOUSE	73.48
AMAZON.COM.CA INC.	INDOOR FLOOR MAT	51.44
AMAZON.COM.CA INC.	GEAR BAG	27.30
AMAZON.COM.CA INC.	FIRST AID POUCH	20.85
AMAZON.COM.CA INC.	TOURNIQUET KIT	29.14
AMAZON.COM.CA INC.	FLASHLIGHT HOLSTER	8.82
AMAZON.COM.CA INC.	BEAR SPRAY HOLSTER	47.25
AMAZON.COM.CA INC.	FIRST AID KIT	50.40
AMAZON.COM.CA INC.	TACTICAL HANGER	61.46
AMAZON.COM.CA INC.	HAZARD CAUTION TAPE	104.69
AMAZON.COM.CA INC.	MEDICINE STORAGE BAGS	38.61
AMSA	MEMBERSHIP FEES	800.00
AMSC INSURANCE SERVICES LTD.(H/S)	HEALTH SPENDING - AUGUST	3,237.40
A-PLUS MACHINING	STRAIGHTEN DRIVE SHAFT	83.74
BALL, JASMINE	REFUND ON TERMINATED ACCOUNT - GAS UT	168.49
BENOIT RENTALS LTD	OFFICE TRAILER RENTAL - SEPTEMBER	6,300.00
BETTSM CONTROLS INC	SUPPORT FOR VT SCADA	5,842.46
BORDER CITY LOCKSMITHING & SECURITY	LOCKS FOR OFFICE TRAILERS	2,448.08
BROWN,IRIS	RIGHT OF WAY/DAMAGES - GAS UT	3,000.00
CAMPUS ENERGY PARTNERS LP	DELIVERY - AUGUST	5,274.23
CAMPUS ENERGY PARTNERS LP	DEMAND FOR AUGUST	816.96

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
SEPTEMBER 27, 2024

Vendor Name	Transaction Description	Document Amount
CAN-CON	TRANSITIONS, COUPLING, TOOLS	3,126.38
CAN-CON	TRANSITIONS	903.00
CAN-CON	FITTINGS	106.32
CANOE PROCUREMENT GROUP OF CANADA	8760 PHONES - AUGUST	1,443.11
CDW CANADA CORP	PRINTER	555.81
CDW CANADA CORP	OWL	1,628.84
CENTRAL TOWING AND RECOVERY LTD	TOWING SERVICES	746.40
CLEARGRID LTD	METER DATA COLLECTION - SEPT	6,300.00
CROMARTIE-ALLAN JAYSA	ENGLISH AWARD	500.00
DALHOUSE UNIVERSITY	TRAINING - PS	1,095.00
DECALS & SIGN OBSESSIONS	NEXT SERVICE DECALS	57.75
DENHAM CHRYSLER LTD.	RAD CAP	42.89
DIAMOND INTERNATIONAL TRUCKS	STEERING BOX	1,396.02
DIRECT ENERGY REGULATED SERVICES	NATURAL GAS - ISLAY FIRE HALL	50.47
DIRECT ENERGY REGULATED SERVICES	NATURAL GAS - BLACKFOOT GRADER SHED	50.48
DIRECT ENERGY REGULATED SERVICES	NATURAL GAS - ISLAY GRADER SHED	42.49
DIRECT ENERGY REGULATED SERVICES	NATURAL GAS - BLACKFOOT TREATMENT PLANT	66.50
DIRECT ENERGY REGULATED SERVICES	NATURAL GAS - ISLAY PUMPHOUSE	58.61
DIRECT ENERGY REGULATED SERVICES	NATURAL GAS - OFFICE	101.17
DIRECT ENERGY REGULATED SERVICES	NATURAL GAS - VERMILION GRADER SHED	67.75
DON'S CUSTOM BUILDING	TRUCK WASH - FIRE	144.85
EECOL ELECTRIC CORP	SUPPLIES - GAS UT	257.81
EECOL ELECTRIC CORP	AC UNIT FOR SERVER ROOM	2,617.27
EECOL ELECTRIC CORP	DUCT COVER	17.77
EMCO CORPORATION	SCREWS	92.32
FARKASH FARMS LTD.	DAMAGES - GAS UT	2,250.00
FARKASH, LYLE	RIGHT OF WAY/ENTRY FEE - GAS	3,750.00
GIT-R-DONE TRUCKING	MOVE EQUIPMENT	325.50
GIT-R-DONE TRUCKING	MOVE EQUIPMENT	2,168.25

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
SEPTEMBER 27, 2024

Vendor Name	Transaction Description	Document Amount
HEATING SOLUTIONS INTERNATIONAL INC.	SECURITY SYSTEM	575.75
IA FINANCIAL GROUP	JULY CONTRIBUTIONS	399.00
IMAGE PRESS	PRE TRIP INSPECTION BOOKS	319.87
INTEGRATED TECHNICAL SERVICES	CNG MAINTENANCE	315.00
INTEGRITY WASTE SOLUTIONS	GARBAGE BINS - GAS UT	782.78
INTEGRITY WASTE SOLUTIONS	GARGABE BINS - AUGUST	988.50
IRISH CREEK CONCRETE LTD.	MUSEUM SIDEWALKS - DEWBERRY	2,549.66
IRON MOUNTAIN CANADA OPERATIONS ULC	SHREDDING - AUGUST	4,964.91
JACULA, STEPHANIA	RIGHT OF WAY/ENTRY FEE - GAS	5,650.00
JENNIFER JACULA CREATIVE	CUSTOM TOQUES	787.50
JO-AL'S SEPTIC TANK SERVICE	SERVICE PORTABLE TOILETS	525.00
JOHN DEERE FINANCIAL	OIL SEAL	64.61
JOHN DEERE FINANCIAL	OIL SEAL, O RING, PACKING	100.81
JOHN DEERE FINANCIAL	CORE RETURN	(44.10)
JOHN DEERE FINANCIAL	FUEL FILTER	22.68
JOHN DEERE FINANCIAL	ROLLER	360.17
JOHN DEERE FINANCIAL	SEAL	84.33
JOHN DEERE FINANCIAL	HOSE	67.55
JOHN DEERE FINANCIAL	INVENTORY - PW SHOP	575.62
JOHN DEERE FINANCIAL	INVENTORY - PW SHOP	62.62
KING'S ENERGY GROUP	CARDLOCK FUEL - PV FIRE - SEPT	167.30
KING'S ENERGY GROUP	CARDLOCK FUEL - PV FIRE	91.96
KIZIAK, OREST V.	DAMAGES - GAS UT	500.00
LAKELAND COLLEGE	FIRE SERVICES INSTRUCTOR COURS	850.00
LAKELAND COMMUNICATIONS	BASE STATION RADIO - PS	1,765.05
LAMPITT, JEREMY	RIGHT OF WAY/ENTRY FEE - GAS	9,250.00
LLOYDMINSTER & DISTRICT CO-OP	PROPANE FOR OFFICE TRAILERS	1,963.77
LLOYDMINSTER & DISTRICT CO-OP	CARDLOCK FUEL - BLKFOOT FIRE	185.79
LLOYDMINSTER & DISTRICT CO-OP	CARDLOCK FUEL - BLACKFOOT FIRE	214.37

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
SEPTEMBER 27, 2024

Vendor Name	Transaction Description	Document Amount
LLOYDMINSTER FURNACE CLEANING	FURNACE CLEANING - PW SHOP	1,837.50
LLOYDMINSTER FURNACE CLEANING	FURNACE CLEANING - PW SHOP	630.00
MAKSYMEC, JOHN	RIGHT OF WAY/ENTRY FEE - GAS	4,000.00
MCROBERT, LANCE & SHIRLEY	RIGHT OF WAY/ENTRY FEE - GAS	8,500.00
MCSNET	INTERNET - CLANDONALD FIRE - SEPTEMBER	52.45
MCSNET	INTERNET - PW SHOP - SEPTEMBER	262.50
MCSNET	INTERNET - ISLAY FIRE - SEPTEMBER	115.50
MCSNET	INTERNET - OFFICE - SEPTEMBER	887.95
MOVIN ON FARMS	RIGHT OF WAY/ENTRY FEE - GAS	17,200.00
MPE ENGINEERING LTD.	BLACKFOOT WASTEWATER SYSTEM	16,493.93
OAKES, DEXSON	ENGLISH AWARD - KITSCOTY	500.00
PARADISE VALLEY, VILLAGE OF	WATER & SEWER - PV	95.50
PARADISE VALLEY, VILLAGE OF	WATER CONSUMPTION - PV FIRE	68.90
PARADISE VALLEY, VILLAGE OF	PV FIRE OPERATING EXPENSE - AU	319.75
PARADISE VALLEY, VILLAGE OF	WATER CONSUMPTION - PV FIRE	14.23
PAUL, DALE	RIGHT OF WAY/ENTRY FEE - GAS	750.00
PCM ARTIFICIAL LIFT SOLUTIONS INC.	ODOUR ELIMINATOR	582.68
PROJECT ALL IN FOUNDATION	SEQUENTIAL COINS	2,730.00
PUROLATOR COURIER LTD.	FREIGHT	72.53
RMA INSURANCE	WESTERN STAR INSURANCE	311.06
RMA INSURANCE	OFFICE INSURANCE	488.22
RONA INC.	PLATES, BRACES	65.92
RONA VERMILION	PAINTING SUPPLIES	317.78
ROYAL ROCK ANGUS LTD	RIGHT OF WAY/ENTRY FEE - GAS UT	10,200.00
RYBCHINSKY, MAY	RIGHT OF WAY/DAMAGES - GAS UT	6,000.00
SERVUS CREDIT UNION	TAX REFUND - OVERPAYMENT	3,291.50
SHADOW TREE SERVICES	TREE REMOVAL	488.25
SOLIDEARTH GEOTECHNICAL INC.	ASPHALT ANALYSIS	1,012.83
SOLIDEARTH GEOTECHNICAL INC.	TRAFFIC COUNTING	7,000.77

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
SEPTEMBER 27, 2024

Vendor Name	Transaction Description	Document Amount
STEELE, MURRAY	RIGHT OF WAY/ENTRY FEE - GAS	3,000.00
TARDIF, MARC	REFUND ON TERMINATED ACCOUNT - GAS	117.57
TELUS COMMUNICATIONS INC	DEWBERRY FIRE HALL	79.42
TELUS COMMUNICATIONS INC.	LANDLINES - SEPTEMBER	1,246.42
TELUS MOBILITY	GAS UT - IOT SERVICE	642.18
THERMON CANADA INC	BATTERY, VENT, HEATERS	2,444.84
TRANSITIONAL SOLUTIONS INC	CONSULTING SERVICES	8,925.00
TREMMELE, FRANK & PATRICIA	RIGHT OF WAY/ENTRY FEE - GAS	5,000.00
TRUCK ZONE	AIR LINE	214.81
VERMEER CANADA INC.	RETAINER, AIR BEATHER	483.60
VERMILION CHRYSLER LTD.	SPARK PLUG	68.29
VERMILION CHRYSLER LTD.	O RINGS	557.68
VERMILION CHRYSLER LTD.	SPARK PLUGS, ACTUATOR	317.22
WEARPRO EQUIPMENT & SUPPLY LTD.	INVENTORY - PW SHOP	1,251.99
WHITE CLOUD GRAVEL AND AGGREGATE LTD.	2024 PROPERTY TAXES	2,394.02
WHOLESALE FIRE & RESCUE LTD.	UNIFORMS - PS	3,090.45
WHOLESALE FIRE & RESCUE LTD.	UNIFORMS - PS	1,763.15
WILSON REGISTRIES	DRIVERS ABSTRACTS	30.00
WILSON REGISTRIES	TITLE SEARCH - GAS UT	14.00
WRIGHT, NOEL	RIGHT OF WAY/ENTRY FEE - GAS UT	6,000.00
X-TERRA ENVIRONMENTAL SERVICES LTD.	SUBDIVISION DRAINAGE PLAN	1,417.50
X-TERRA ENVIRONMENTAL SERVICES LTD.	PROJECT MANGAEMENT - GAS UT	1,073.63
ZWIF ENTERPRISE LTD	SOCKETS	94.51
TOTAL CHEQUES:		219,850.91
ALLCHURCH, HOWARD	JULY - SEPTEMBER PHONE USAGE	60.00
APEX DISTRIBUTION INC.	GAUGE, VALVE, GASKET	653.17
APEX DISTRIBUTION INC.	SUPPLIES - GAS UT	3,578.07
ATB - CVR BANK ACCOUNT	CARBON LEVY - AUGUST	48,586.98
ATB - CVR BANK ACCOUNT	CARBON LEVY - JULY	54,220.62

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
SEPTEMBER 27, 2024

Vendor Name	Transaction Description	Document Amount
BANDURA, DENNIS	JULY-SEPTEMBER PHONE USAGE	60.00
BAR ENGINEERING CO. LTD.	2024 ROAD MAINTENANCE PROGRAM	3,241.86
BATTERY WORLD (LLOYDMINSTER)	12 V BATTERY	149.99
BENSON, KASEY	JULY - SEPTEMBER PHONE USAGE	195.00
BENTHIEN, KENNETH W.	JULY- SEPTEMBER PHONE USAGE	60.00
BEXSON CONSTRUCTION LTD.	CONSTRUCTION CONTRACT - PROG 1	51,240.00
BIOCLEAN DISASTER SERVICES	ASBESTOS TEST	863.01
BLOCK, DAVID	JULY - SEPTEMBER PHONE USAGE	60.00
BORDER PAINT & COLOR CENTRE INC	PAINT	121.81
BORDER STEEL INC.	STEEL PLATE	68.06
BORDER STEEL INC.	STEEL	522.14
BORDER STEEL INC.	STEEL FOR HOSE RACK	499.16
BOSER, EVAN	JULY - SEPTEMBER PHONE USAGE	195.00
BOWMAN, LANDON E.	JULY - SEPTEMBER PHONE USAGE	195.00
BRETT, DEAN	JULY - SEPTEMBER PHONE USAGE	60.00
BRIND, HOLLY	JULY - SEPTEMBER PHONE USAGE	60.00
BROOKS, PAM	JULY - SEPTEMBER PHONE USAGE	195.00
BROWN, LEELAND	JULY - SEPTEMBER PHONE USAGE	60.00
BROWN, LOGAN	JULY - SEPTEMBER PHONE USAGE	60.00
C.V.R. #24 STAFF FUND	CONTRIBUTIONS - PP 19	82.80
CANADA LIFE (NON VESTED)	CONTRIBUTIONS - PP 19	187.01
CANADA LIFE (VESTED)	CONTRIBUTIONS - PP 19	2,505.91
CANOE PROCUREMENT GROUP OF CANADA	AIR FILTER	1,243.62
CANOE PROCUREMENT GROUP OF CANADA	VALVE	57.82
CANOE PROCUREMENT GROUP OF CANADA	INSTALL TRAILER TIRE	187.60
CANOE PROCUREMENT GROUP OF CANADA	FUEL CAP	255.14
CANOE PROCUREMENT GROUP OF CANADA	VALVE	474.61
CANOE PROCUREMENT GROUP OF CANADA	COVER	420.75
CANOE PROCUREMENT GROUP OF CANADA	HOSE	282.52

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
SEPTEMBER 27, 2024

Vendor Name	Transaction Description	Document Amount
CANOE PROCUREMENT GROUP OF CANADA	FLAT REPAIR	63.53
CANOE PROCUREMENT GROUP OF CANADA	TIRE CHANGEOVERS	1,315.79
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	238.92
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	609.90
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	65.54
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	10,692.19
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	346.78
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	255.14
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	2,831.77
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	437.37
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	402.70
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	1,466.65
CENNON, GREG	JULY - SEPTEMBER PHONE USAGE	60.00
CINTAS CANADA LIMITED	FIRST AID KITS SERVICE	511.92
CULLIGAN LLOYDMINSTER	WATER - OFFICE	108.00
CULLIGAN LLOYDMINSTER	WATER - OFFICE	56.00
CULLIGAN LLOYDMINSTER	WATER - AG	30.00
CULLIGAN LLOYDMINSTER	WATER - PW SHOP	30.00
CULLIGAN LLOYDMINSTER	WATER - GAS UT	66.00
DE LA TORRE, JORGE	SUBSISTENCE	150.00
DE LA TORRE, JORGE	JULY - SEPTEMBER PHONE USAGE	195.00
DENIS, DARRELL	JULY PHONE USAGE	65.00
DEROO, TIM	SUBSISTENCE, SUPPLIES	196.14
DREW, NEIL	JULY - SEPTEMBER PHONE USAGE	60.00
EAGER BEAVER MOVING COMPANY	OFFICE MOVE	17,583.86
ELDER, CHRIS	JULY - SEPTEMBER PHONE USAGE	195.00
ELLIOTT, MIKE	JULY - SEPTEMBER PHONE USAGE	60.00
FANTHORPE, FRED	JULY - SEPTEMBER PHONE USAGE	60.00
FASTENAL CANADA	POWER TOOLS	522.90

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
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Vendor Name	Transaction Description	Document Amount
FERGUSON, BAILEY	JULY-SEPTEMBER PHONE USAGE	40.00
FIRST TRUCK CENTRE LLOYDMINSTER	GASKET	24.66
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	122.85
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	318.68
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	269.85
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	742.25
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	1,159.41
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	1,159.41
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	668.48
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	857.80
FORT GARRY INDUSTRIES (WINNIPEG)	TARP	175.72
FORT GARRY INDUSTRIES (WINNIPEG)	LIGHT BULBS, BRACKET	39.69
FORT GARRY INDUSTRIES (WINNIPEG)	COOLANT FILTER	13.91
FORT GARRY INDUSTRIES (WINNIPEG)	RIMS	1,890.00
FORT GARRY INDUSTRIES (WINNIPEG)	HOSE, FITTING	19.32
FORT GARRY INDUSTRIES (WINNIPEG)	TARP TIES	10.40
FORT GARRY INDUSTRIES (WINNIPEG)	SLACK ADJUSTOR	133.09
FORT GARRY INDUSTRIES (WINNIPEG)	INVENTORY - PW SHOP	242.87
FOX ENERGY SYSTEMS INC.	RURAL ADDRESS SIGNS	67.10
FOX ENERGY SYSTEMS INC.	SIGN STICKERS	420.00
GARNETT, ROGER	JULY - SEPTEMBER PHONE USAGE	195.00
GENEST, LOUIS	JULY - SEPTEMBER PHONE USAGE	195.00
GILLIS, PAUL	JULY - SEPTEMBER PHONE USAGE	60.00
GREGOIRE, PHILIP	JULY - SEPTEMBER PHONE USAGE	60.00
HANCOCK PETROLEUM INC.	CARDLOCK FUEL - AUGUST	4,281.68
HOLLOWAY, PERRY	JULY - SEPTEMBER PHONE USAGE	60.00
HORNESS, DEAN G.	JULY - SEPTEMBER PHONE USAGE	195.00
HORPESTAD, ADAM	JULY - SEPTEMBER PHONE USAGE	195.00
HYDRODIG CANADA INC.	HYDROVAC SERVICES	1,042.39

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
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Vendor Name	Transaction Description	Document Amount
HAMES ENGINEERING LTD	P & ID CREATION - ONION LK RMO	1,736.44
JUNOP, HAL	JULY - SEPTEMBER PHONE USAGE	60.00
KNEEN, MEAGAN	JULY - SEPTEMBER PHONE USAGE	195.00
KORTECH CALCIUM SERVICES	V-MG30 - DUST CONTROL	27,613.95
LASH ENTERPRISES	GAUGE	64.26
LASH ENTERPRISES	FREIGHT	52.50
LASH ENTERPRISES	CRIMPING EQUIPMENT	23,418.33
LEUSCHEN, KENDALL	JULY - SEPTEMBER PHONE USAGE	195.00
LUTZ, SHAYLENE	JULY - SEPTEMBER PHONE USAGE	60.00
LYCETT, ADAM	JULY - SEPTEMBER - PHONE USAGE	60.00
MAXWELL, LACEY	JULY - SEPTEMBER PHONE USAGE	60.00
MCDONALD, JAMES	JULY - SEPTEMBER PHONE USAGE	60.00
MCPHEE, JASON	JULY - SEPTEMBER - PHONE USAGE	60.00
MERIDIAN SOURCE	TAX DEADLINE NOTICE	186.38
MICIAK, NANCY	JULY - SEPTEMBER PHONE USAGE	60.00
MIDWAY DISTRIBUTORS LTD.	ELECTRIC TAPE	24.05
MIDWAY DISTRIBUTORS LTD.	WINDSHIELD WASHER	79.97
MIDWAY DISTRIBUTORS LTD.	SHOP RAGS	113.34
MIDWAY DISTRIBUTORS LTD.	GREASE HOSE	43.45
MIDWAY DISTRIBUTORS LTD.	WASHER FLUID	159.94
MIDWAY DISTRIBUTORS LTD.	CUTTING WHEEL	82.40
MIDWAY DISTRIBUTORS LTD.	INVENTORY - PW SHOP	419.48
MITCHCO ENVIRONMENTAL CORP	SPRAYING SERVICES - AG	29,975.40
NAPA AUTO PARTS VERMILION	LIFTING SLINGS	278.23
NAPA AUTO PARTS VERMILION	ROTORS, BRAKES	567.63
NAPA AUTO PARTS VERMILION	INVENTORY - PW SHOP	330.75
NAPA AUTO PARTS VERMILION	INVENTORY - PW SHOP	633.12
NELSON JEFFERY	JULY - SEPTEMBER PHONE USAGE	60.00
NICOLSON, TRAVIS	JULY - SEPTEMBER PHONE USAGE	60.00

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
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Vendor Name	Transaction Description	Document Amount
NYGREN, MIKE	JULY - SEPTEMBER PHONE USAGE	195.00
ON THE BORDER PLUMBING AND HEATING	REMOVE/INSTALL AC UNIT	855.23
ON THE BORDER PLUMBING AND HEATING	REMOVE/INSTALL WATER HEATER	1,451.41
PC CORP	BACK UP SERVICES	1,601.25
PC CORP	OFFICE MOVE SET UP	14,770.55
PERKS, DARREN	JULY - SEPTEMBER PHONE USAGE	60.00
PIDRUCHNEY, TRISTAN	JULY - SEPTEMBER PHONE USAGE	60.00
PRINCESS AUTO	SAFETY VESTS	52.48
PRINCESS AUTO	COAT RACKS, MOUSE TRAPS	106.97
PRINCESS AUTO	TOOLS - GAS UT	228.62
PRINCESS AUTO	INTERIOR SUCTION FOR MIRROR	15.74
PRINCESS AUTO	AIR COMPRESSOR HOOK UP	57.30
PRINCESS AUTO	SHOP SUPPLIES - GAS UT	122.26
PRINCESS AUTO	AC PARTS	42.49
PRINCESS AUTO	CASTER WHEELS	98.66
QUIST, ROHAN	JULY - AUGUST PHONE USAGE	40.00
RED-L DISTRIBUTORS	COMPRESSOR PARTS, SHOP SUPPLIE	188.91
ROGERS, CARSON	JULY-AUGUST PHONE USAGE	40.00
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
ROSENAU TRANSPORT LTD.	FREIGHT	175.81
ROSENAU TRANSPORT LTD.	FREIGHT	120.98

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
SEPTEMBER 27, 2024

Vendor Name	Transaction Description	Document Amount
ROSENAU TRANSPORT LTD.	FREIGHT	232.06
ROSENAU TRANSPORT LTD.	FREIGHT	0.01
ROSENAU TRANSPORT LTD.	FREIGHT	89.95
SCOTT, CHRIS	JULY - SEPTEMBER PHONE USAGE	195.00
SPARTAN CONTROLS LTD.	REGULATORS	14,515.20
ST. GERMAINE, CODY	JULY - SEPTEMBER PHONE USAGE	60.00
STEFANICK, DARRELL	2024 BOOT ALLOWANCE	150.00
STEFANICK, DARRELL	JULY - SEPTEMBER PHONE USAGE	195.00
STEVENSON, CAMERON	OPERATOR'S MEDICAL	150.00
STUART WRIGHT LTD.	CHAIN, HOOKS	141.56
STUART WRIGHT LTD.	CUTTING WHEEL	(23.00)
STUART WRIGHT LTD.	CUTTING WHEEL	23.00
STUART WRIGHT LTD.	CUTTING WHEEL	26.48
SUPERIOR SAFETY CODES INC.	SAFETY PERMITS	93.75
SURINA, GERARD	JULY - SEPTEMBER PHONE USAGE	60.00
SWIFT OILFIELD SUPPLY	VALVES, INSULATING KITS	3,516.14
SWIFT OILFIELD SUPPLY	SUPPLIES - GAS UT	312.17
TAILOR, VIREN	MILEAGE, SUBSISTENCE	1,118.63
TAILOR, VIREN	JUL-SEPT PHONE USAGE	195.00
THOR, KAYO	JULY - SEPTEMBER PHONE USAGE	60.00
TRACH, COTE	JULY - SEPTEMBER PHONE USAGE	60.00
ULTIMATE GLASS	F 150 WINDSHIELD - AG	315.00
ULTIMATE GLASS	INVENTORY - PW SHOP	682.50
UNITED FARMERS OF ALBERTA	CREDIT FOR INVOICE PAID TWICE	(96.67)
VAN HOUTTE COFFEE SERVICES INC.	COFFEE - GAS UT	404.94
VAN HOUTTE COFFEE SERVICES INC.	COFFEE - PW SHOP	704.33
VITAL PROPERTY SERVICES INC	JANITORIAL SERVICES - SEPTEMBER	4,320.16
WARD TIRECRAFT (LLOYD)	TIRE CHANGEOVERS	207.90
WARD TIRECRAFT (LLOYD)	TIRE CHANGEOVERS	750.23

COUNTY OF VERMILION RIVER CHEQUE EFT DISTRIBUTION
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Vendor Name	Transaction Description	Document Amount
WARD TIRECRAFT (LLOYD)	TIRE CHANGEOVERS	602.55
WAREHOUSE SERVICES INC.	BATTERY	173.21
WAREHOUSE SERVICES INC.	PARKING BRAKE PARTS	81.10
WAREHOUSE SERVICES INC.	BRAKES	489.05
WEBB'S FORD LTD.	TRUCK SERVICE & REPAIR - PW	787.50
WEBB'S FORD LTD.	2024 F 150 - PW	83,707.60
WEBB'S FORD LTD.	STABILIZER SHOCK	143.80
WEBB'S FORD LTD.	PARKING CABLE ASSEMBLY	157.08
WHITFORD, ALEX	JULY - SEPTEMBER PHONE USAGE	195.00
WILKINSON, ANDREA	2024 BOOT ALLOWANCE	134.39
WOBESER, NATASHA	MILEAGE, SUPPLIES	148.51
WOBESER, NATASHA	JULY - SEPTEMBER PHONE USAGE	195.00
WOBESER, NATASHA	MILEAGE/SUPPLIES	1,896.26
WOOD, STEPHEN	JULY - SEPTEMBER PHONE USAGE	60.00
WSP CANADA INC.	BRIDGE MAINTENANCE	5,887.35
WSP CANADA INC.	CULVERT REPLACEMENT PROJECT	3,934.18
WSP CANADA INC.	BRIDGE PROGRAM	2,671.20
WSP CANADA INC.	EIDSVIK PIT	477.75
WSP CANADA INC.	FIVE YEAR REPORTS	158.55
ZAYAC, GARRY	JULY - SEPTEMBER PHONE USAGE	60.00
TOTAL EFT:		462,260.56

TOTAL CHEQUES: \$219,850.91

TOTAL EFT: \$462,260.56

GRAND TOTAL: \$682,111.47

FINANCE MANAGER



DATE SIGNED

sep 27/24

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
OCTOBER 11, 2024

Vendor Name	Transaction Description	Document Amount
1171363 ALBERTA LTD.	PLATE TRANSFER/REGISTRATION	28.00
3 GUYS AND A SMALL FRY	PROPERTY CLEAN UP - DEWBERRY	1,260.00
3 GUYS AND A SMALL FRY	PROPERTY CLEAN UP - DEWBERRY	11,025.00
ALBERTA MUNICIPAL SERVICES CORP.	OCTOBER STATEMENT - POWER	28,981.87
AMAZON.COM.CA INC.	MAGNETS	14.16
AMAZON.COM.CA INC.	K CUP HOLDER	37.37
AMAZON.COM.CA INC.	SAFETY VEST	52.49
AMAZON.COM.CA INC.	MOUNTS FOR TRAILER SWITCHES	188.94
AMAZON.COM.CA INC.	WIRELESS MOUSE	199.90
AMAZON.COM.CA INC.	SHOE RACK	62.71
AMAZON.COM.CA INC.	COUNCIL SNACKS	45.14
AMAZON.COM.CA INC.	SHOE COVERS	52.48
AMAZON.COM.CA INC.	WIRELESS MOUSE	83.98
AMAZON.COM.CA INC.	TACTICAL SHOES -PS	347.67
AMAZON.COM.CA INC.	HATS - PS	51.40
AMAZON.COM.CA INC.	TRAUMA KIT REFILL	53.73
AMAZON.COM.CA INC.	COUNCIL SNACKS	27.67
AMAZON.COM.CA INC.	STORAGE BASKETS	40.62
AMAZON.COM.CA INC.	PRIVACY CURTAINS	94.60
AMAZON.COM.CA INC.	RUG	127.68
AMAZON.COM.CA INC.	HDMI CABLE	41.98
AMAZON.COM.CA INC.	USB C CABLE	35.68
AMAZON.COM.CA INC.	WATER DISPENSER	29.38
AMAZON.COM.CA INC.	BATTERIES	71.82
BANDIT ENERGY SERVICES	DIRECTIONAL BORING	4,087.44
BANDIT ENERGY SERVICES	RISER RACKS	3,555.72
BANDIT ENERGY SERVICES	RISER INVENTORY	7,070.62
BANDIT ENERGY SERVICES	RISER INVENTORY	3,277.43
BANDIT ENERGY SERVICES	WELDING SERVICES - GAS UT	4,916.14
BANDIT ENERGY SERVICES	TIE IN SPOOLS	3,466.52
BECOTTE, LANDON & PAM	REFUND ON TERMINATED ACCOUNT - GAS	35.12

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
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Vendor Name	Transaction Description	Document Amount
CANADIAN NATIONAL RAILWAYS	CTA SIGNAL MAINTENANCE	2,307.00
CANADIAN NATURAL RESOURCES	REFUND PAYMENT - INACTIVE TAX ROLL	5,731.71
CDW CANADA CORP	MICROSOFT LICENSES - COUNCIL	167.64
CHINOOK EQUIPMENT LTD.	INVENTORY - PW SHOP	3,537.00
CLEARGRID LTD	METER DATA COLLECTION - OCTOBER	6,300.00
CLEARTECH INDUSTRIES INC.	WOODEN PALLET RETURN	(42.00)
CLEARTECH INDUSTRIES INC.	WOODEN PALLET RETURN	(42.00)
CLEARTECH INDUSTRIES INC.	CONTAINER, PALLET RETURN	(252.00)
CLEARTECH INDUSTRIES INC.	CONTAINER RETURN	(393.75)
CLEARTECH INDUSTRIES INC.	CONTAINER, PALLET RETURN	(252.00)
CLEARTECH INDUSTRIES INC.	SODIUM HYPOCHLORITE	989.10
COMCO PIPE & SUPPLY COMPANY	WELDING MATERIALS	132.30
COMCO PIPE & SUPPLY COMPANY	WELDING MATERIALS	1,923.60
COMCO PIPE & SUPPLY COMPANY	WELDING MATERIALS	564.48
DECALS & SIGN OBSESSIONS	NUMBER DECALS	28.35
DENHAM CHRYSLER LTD.	DIPSTICK	159.60
DEW-FAB WELDING	FUEL TANK REPAIRS - PW	474.08
DEW-FAB WELDING	TRUCK RIG UP	18,277.14
DEW-FAB WELDING	REPAIR SNOW BLADE CUTTING EDGE	1,613.72
DEW-FAB WELDING	SERVICE CALL	721.88
DEW-FAB WELDING	TRUCK RIG UP	18,277.14
DIAMOND INTERNATIONAL TRUCKS	INVENTORY - PW SHOP	136.33
DIAMOND INTERNATIONAL TRUCKS	CORE RETURN	(630.00)
DPOC QUADIENT CANADA LTD	POSTAGE	5,250.00
E CONSTRUCTION LTD	DEWBERRY RAILWAY AVE	119,362.65
E CONSTRUCTION LTD	HOLDBACK RELEASE	209,217.62
EDMONTON KENWORTH LTD	DPF CLEANING	309.75
EECOL ELECTRIC CORP	ELECTRICAL SUPPLIES	60.28
EECOL ELECTRIC CORP	FUSES	116.48
EECOL ELECTRIC CORP	ELECTRICAL SUPPLIES	292.71
EECOL ELECTRIC CORP	SCADA PARTS	24.15

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Vendor Name	Transaction Description	Document Amount
ELEMENT MATERIALS TECHNOLOGY CANADA INC	3RD QUARTER WATER SAMPLES	1,162.58
FARKASH FARMS LTD.	DAMAGES - GAS UT	1,200.00
FERBEY SAND & GRAVEL LTD.	SAND FOR HYDROVAC HOLES - GAS UT	966.00
FYN, ROBBY	REFUND ON TERMINATED ACCOUNT - GAS	125.41
GMACK OILFIELD SERVICES LTD	SWAMP MAT	88.20
GMACK OILFIELD SERVICES LTD	SWAMP MAT	1,096.20
GOVERNMENT OF ALBERTA (FOREST & PARKS)	PIPELINE INSTALLTION	378.00
HACH SALES & SERVICE CANADA LTD.	CHEMICALS - W & S	1,943.55
HNATOW, DONNA	REFUND ON TERMINATED ACCOUNT - GAS	274.89
IMAGE PRESS	2025 WALL CALENDARS	3,354.75
INTEGRITY LAND INC	BLACKFOOT WASTEWATER SYSTEM	465.94
INTEGRITY WASTE SOLUTIONS	GARBAGE BINS - OCTOBER	3,104.21
IRELAND FARM EQUIPMENT LTD.	HOSE	28.22
IRELAND FARM EQUIPMENT LTD.	GENERATOR	3,264.45
IT'S TIME PROMOTIONS INC.	CVR HATS	1,200.63
IT'S TIME PROMOTIONS INC.	PROTECTIVE SERVICES SIGN	175.35
JO-AL'S SEPTIC TANK SERVICE	CLEAN AND SERVICE PORTABLE TOILETS	420.00
JOHN DEERE FINANCIAL	INVENTORY - PW SHOP	1,758.37
JOHN DEERE FINANCIAL	NUTS & BOLTS	16.40
JOHN DEERE FINANCIAL	WATER PUMP	1,012.61
KINCH, JASON	DAMAGES - GAS UT	2,500.00
KING'S ENERGY GROUP	CARDLOCK FUEL - PV FIRE - SEPTEMBER	116.52
KITSCOTY FIRE DEPARTMENT	ATU PAYMENT - MAY 10	4,177.88
KITSCOTY MEATS & GROCERY	FUEL - KITSCOTY FIRE - SEPTEMBER	306.83
KITSCOTY MEATS & GROCERY	FUEL - KITSCOTY FIRE - AUGUST	506.98
KITSCOTY, VILLAGE OF	COUNCIL CHAMBER CLEANING	300.00
KITSCOTY, VILLAGE OF	WATER & SEWER - KITSCOTY - SEPTEMBER	133.91
LINDE CANADA INC.	CYLINDER RENTAL - SEPTEMBER	30.52
LINESTAR UTILITY SUPPLY INC	GROUNDING RODS	66.78
LLOYD LOCK & KEY	PADLOCKS	1,053.99
LLOYDMINSTER & DISTRICT CO-OP	CARDLOCK FUEL - BLACKFOOT FIRE - SEPTEMBER	53.12

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
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Vendor Name	Transaction Description	Document Amount
LONG'S DRUG STORE LTD.	REFUND DOUBLE TAX PAYMENT	2,980.86
LOOMIS EXPRESS	FREIGHT	58.72
M.D. OF PROVOST	NORTHEAST ASB CONFERENCE	400.00
MCLAUGHLIN IMPROVEMENT ASSOC.	HAMELT BEAUTIFICATION GRANT	1,000.00
MOTION INDUSTRIES (CANADA) INC	EYE WASH STATION DECALS	37.17
MOTION INDUSTRIES (CANADA) INC	SPILL KIT DECALS	119.67
MOTION INDUSTRIES (CANADA) INC	EYE WASH STATION DECALS	35.83
MOTION INDUSTRIES (CANADA) INC	PIN FLAGS	157.50
MOTION INDUSTRIES (CANADA) INC	EYE WASH STATION DECALS	(37.17)
MPE ENGINEERING LTD.	BLACKFOOT WASTEWATER SYSTEM	5,472.60
NORTH COUNTRY DIRECTIONAL BORING INC.	DIRECTIONAL BORING	2,388.75
NORTH COUNTRY DIRECTIONAL BORING INC.	DIRECTIONAL BORING	6,909.00
OSINCHUK, DARREL	CNRL CAP OFF - GAS UT	500.00
PUROLATOR COURIER LTD.	FREIGHT	57.20
R.B ANDERSON LTD	DIRECT DEBIT/DEPOSIT SCHEDULER -GAS UT	136.45
REC-TECH POWER PRODUCTS	WINDSHIELD LATCH	157.49
REYNOLDS MIRTH RICHARDS &	ONION LAKE CREE NATION	915.44
REYNOLDS MIRTH RICHARDS &	REVITALIZE ENERGY	1,291.50
REYNOLDS MIRTH RICHARDS &	KASTEN ENERGY, BPL HOLDINGS	687.54
REYNOLDS MIRTH RICHARDS &	REVITALIZE ENERGY	605.35
REYNOLDS MIRTH RICHARDS &	PISMO ENERGY LTD	2,322.25
RIVERHILL ENTERPRISES LTD.	MOVE GAS SHACK	1,496.25
RONA INC.	PAINTING SUPPLIES	114.38
RONA INC.	ANTIFREEZE, INSECTICIDE	44.35
RONA INC.	GLOVES, LADDER, SCREWS	252.14
RONA VERMILION	PAINTING SUPPLIES	51.31
ROYAL BANK OF CANADA	REFUND CREDIT ON ACCOUNT - GAS	715.86
RPH DISTRIBUTORS LTD.	VALVES	2,794.84
SGS CANADA INC.	CLUBROOT TEST	207.06
SHAW CABLESYSTEMS G.P	INTERNET - EMERGENCY SERVICES	110.25
SITE RESOURCE GROUP INC	SAND MIXING	43,569.75

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
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Vendor Name	Transaction Description	Document Amount
SOLIDEARTH GEOTECHNICAL INC.	ROAD RECONSTRUCTION ANALYSIS	4,760.86
STARTEC REFRIGERATION SERVICE	CNG COMPRESSOR SERVICE	41,956.71
TANMAR CONSULTING INC.	ASSESSMENT SERVICES - OCTOBER	16,275.00
TANMAR CONSULTING INC.	DIP REVIEW	43,312.50
TC RENTALS	CONTAINER RENTAL - OCTOBER	315.00
TELUS	OFFICE PHONES - OCTOBER	1,689.87
TELUS MOBILITY INC.	GAS SIMS	124.22
TINGLEY HARVEST CENTER	HYDRAULIC COUPLERS	509.44
TOP GRADE CONSTRUCTION LTD.	ROAD REHABILITATION	10,647.21
TOP GRADE CONSTRUCTION LTD.	ROAD REHABILITATION	274,737.75
TRI-POWER SOLUTIONS LTD.	THERMOSTAT	234.28
TRI-POWER SOLUTIONS LTD.	FAN, THERMOSTAT	298.08
TRUCK ZONE	INVENTORY - PW SHOP	23.57
VERCOMM WIRELESS	VERMILION REPEATER RENTAL - OCTOBER	183.75
VERMEER CANADA INC.	SHIELDS FOR BRON 150	675.51
VERMILION CHRYSLER LTD.	GASKETS, THERMOSTAT	2,394.22
VERMILION CHRYSLER LTD.	GASKETS, VALVE	(734.17)
VERMILION CHRYSLER LTD.	GASKET	(82.80)
VERMILION CHRYSLER LTD.	2024 DURANGO - PS	68,864.25
VERMILION GUN CLUB	RANGE RENTAL	500.00
VERMILION READY MIX CONCRETE	DEWBERRY MUSEUM	866.25
VERMILION VOICE	COUNTY ADS	656.25
VERMILION, TOWN OF	WATER & SEWER - VERMILION -SEPTEMBER	203.68
VERMILION, TOWN OF (FIRE CALLS)	FIRE CALLS - SEPTEMBER	7,146.91
VIELSOLAR 571200 LTD	CHARGE CONTROLLER FOR SCADA	215.02
WEBB'S MACHINERY (VERM) LTD.	BEARING	195.01
WEBB'S MACHINERY (VERM) LTD.	TRANSMISSION PARTS	6,689.32
WESCO DISTRIBUTION CANADA LP	VESORIUM PARTS	169.25
WEST LAKE ENERGY CORP	REFUND DOUBLE TAX PAYMENT	2,989.71
WEST-CAN SEAL COATING INC	ROAD MAINTENANCE	763,621.07
WILSON REGISTRIES	TRAILER REGISTRATION - AG	113.00

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
OCTOBER 11, 2024

Vendor Name	Transaction Description	Document Amount
WILSON REGISTRIES	DRIVERS ABSTRACT	15.00
WILSON REGISTRIES	TITLE SEARCH - TAXES	14.00
WILSON REGISTRIES	CERTIFIED DOCUMENTS	30.00
WILSON REGISTRIES	TITLE SEARCH - TAXES	14.00
WILSON REGISTRIES	TITLE SEARCH - TAXES	28.00
WILSON REGISTRIES	PLATE REGISTRATION	140.00
WILSON REGISTRIES	TITLE SEARCH - TAXES	14.00
WOLSELEY CANADA INC.	FITTINGS	92.56
WOLSELEY CANADA INC.	BUSHING	(3.68)
WOLSELEY CANADA INC.	PVC PIPE END	63.98
ZWIF ENTERPRISE LTD	SCAN TOOL UPDATE	824.25
TOTAL CHEQUES:		1,821,343.68
APEX DISTRIBUTION INC.	SUPPLIES - GAS UT	8,889.69
ARMITAGE, AUSTIN	STONE CHIP SEAL	47.25
ASL PAVING LTD.	COLD MIX	18,198.44
BAKER, MARTY	MILEAGE - SEPTEMBER	830.72
BAR ENGINEERING CO. LTD.	2024 ROAD MAINTENANCE PROGRAM	1,819.51
BAR ENGINEERING CO. LTD.	INFRASTRUCTURE ASSESSMENT - CLANDONALD	10,897.39
BARCHARD ENGINEERING LTD.	HONEYWELL INSTRUMENTS	15,378.30
BATTERY WORLD (LLOYDMINSTER)	SCADA BATTERIES	562.13
BECKETT, DARIN	VENTS, TRAPS, TRAINING	1,039.34
BIOCLEAN DISASTER SERVICES	PROPERTY CLEAN UP - CLANDONALD	9,900.24
BORDER CITY DOOR SERIVCE LTD.	OVERHEAD DOOR OPENERS	273.00
BORDER PAINT & COLOR CENTRE INC	PAINT SUPPLIES	171.52
C.V.R. #24 STAFF FUND	CONTRIBUTIONS - PP 20	82.80
CANADA LIFE (NON VESTED)	CONTRIBUTIONS - PP 20	187.01
CANADA LIFE (VESTED)	CONTRIBUTIONS - PP 20	2,505.91
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	628.57
CANOE PROCUREMENT GROUP OF CANADA	INVENTORY - PW SHOP	1,263.81
CANOE PROCUREMENT GROUP OF CANADA	TIRES	8,896.56
CANOE PROCUREMENT GROUP OF CANADA	PIN	277.69

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
OCTOBER 11, 2024

Vendor Name	Transaction Description	Document Amount
CANOE PROCUREMENT GROUP OF CANADA	SEAL, BEARING, WASHER, PIN	587.86
CANOE PROCUREMENT GROUP OF CANADA	SERVICE KING PIN BEARINGS	1,896.71
CANOE PROCUREMENT GROUP OF CANADA	CHAIRMATS	459.40
CANOE PROCUREMENT GROUP OF CANADA	CHAIRMATS	306.26
CANOE PROCUREMENT GROUP OF CANADA	FLAT REPAIR	71.93
CANOE PROCUREMENT GROUP OF CANADA	FIELD CALL	162.75
CANOE PROCUREMENT GROUP OF CANADA	COFFEEMATE	34.99
CANOE PROCUREMENT GROUP OF CANADA	TIRES	6,727.06
CANOE PROCUREMENT GROUP OF CANADA	DAILY PLANNERS, DESK PADS	384.81
CANOE PROCUREMENT GROUP OF CANADA	MERCAPTAN TEST TUBES	880.83
CERTIFIED TRACKING SOLUTIONS	GPS UNITS - SEPTEMBER	4,844.12
CORNERSTONE CO-OP	CARDLOCK FUEL - PW - SEPTEMBER	17,390.84
CORNERSTONE CO-OP	BULK FUEL - SEPTEMBER	128,805.85
CORNERSTONE CO-OP (VERMILION CARDLOCK)	CARDLOCK FUEL - VERMILION FIRE - SEPTEMBER	254.33
CULLIGAN LLOYDMINSTER	WATER - OFFICE	57.00
CULLIGAN LLOYDMINSTER	WATER - AG	30.00
CULLIGAN LLOYDMINSTER	WATER - GAS SHOP	111.00
CULLIGAN LLOYDMINSTER	WATER - PW SHOP	86.00
CUSACK, LESLIE	MILEAGE - SEPTEMBER	748.16
DENIS, DARRELL	PENSION OVERCONTRIBUTION	341.41
DE LA TORRE, JORGE	2024 BOOT ALLOWANCE	150.00
ELDER, CHRIS	SUBSISTENCE, MILEAGE	709.18
FASTENAL CANADA	EYEWASH SOLUTION	267.59
FASTENAL CANADA	SUPPLIES - GAS UT	687.87
FEDERATION OF ALBERTA GAS	INSPECTION SERVICES	88.20
FIRST TRUCK CENTRE LLOYDMINSTER	INVENTORY - PW SHOP	941.76
FIRST TRUCK CENTRE LLOYDMINSTER	INVENTORY - PW SHOP	78.74
FIRST TRUCK CENTRE LLOYDMINSTER	HEADLIGHT SCREWS	4.58
FIRST TRUCK CENTRE LLOYDMINSTER	EXHAUST PARTS	197.15
FIRST TRUCK CENTRE LLOYDMINSTER	RADIATOR	5,606.99
FIRST TRUCK CENTRE LLOYDMINSTER	MOTOR MOUNT	640.49

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
OCTOBER 11, 2024

Vendor Name	Transaction Description	Document Amount
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	412.60
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	1,073.99
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	1,143.35
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	1,190.91
FIVE STAR SERVICES & PROCUCTS INC.	UNIFORMS - PS	1,196.73
FORT GARRY INDUSTRIES (WINNIPEG)	INVENTORY - PW SHOP	150.52
FORT GARRY INDUSTRIES (WINNIPEG)	INVENTORY - PW SHOP	119.49
FORT GARRY INDUSTRIES (WINNIPEG)	INVENTORY - PW SHOP	(781.10)
FORT GARRY INDUSTRIES (WINNIPEG)	INVENTORY - PW SHOP	241.61
FORT GARRY INDUSTRIES (WINNIPEG)	FIRE EXTINGUISHER/ FIRST AID KIT	123.90
FOX ENERGY SYSTEMS INC.	SIGNS	477.14
GARNETT, ROGER	MILEAGE	739.20
HANCOCK PETROLEUM INC.	CARDLOCK FUEL - SEPTEMBER	4,990.21
HARVEY, MICHELLE	PHONE USAGE - JULY - SEPTEMBER	90.00
HARVEY, MICHELLE	MILEAGE, SUBSISTENCE	1,568.17
HODGES MARLOWE, SUSAN	MILEAGE, SUBSISTENCE	87.84
HRYCIUK, STACEY	MILEAGE - SEPTEMBER	714.11
HYDRODIG CANADA INC.	HYDROVAC SERVICES	2,464.19
INTEGRA TIRE	TIRE CHANGEOVERS/BALANCING	684.08
INTEGRA TIRE	TIRE CHANGEOVERS	239.56
INTEGRA TIRE	TIRE CHANGEOVERS	180.76
INTEGRA TIRE	TIRE CHANGEOVERS	431.55
INTEGRA TIRE	FLAT REPAIR	49.39
INTEGRA TIRE	TIRE CHANGEOVERS	1,019.24
INTEGRA TIRE	TIRE CHANGEOVERS	1,458.11
INTEGRA TIRE	TIRE CHANGEOVERS	2,397.10
KNEEN, MEAGAN	2024 BOOT ALLOWANCE	150.00
KUNEFF, GEORGE	MILEAGE - SEPTEMBER	785.92
LASH ENTERPRISES	INVENTORY - PW SHOP	17,554.98
LASH ENTERPRISES	INVENTORY - PW SHOP	107.54
LASH ENTERPRISES	INVENTORY - PW SHOP	303.52

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
OCTOBER 11, 2024

Vendor Name	Transaction Description	Document Amount
LASH ENTERPRISES	INVENTORY - PW SHOP	294.05
LASH ENTERPRISES	O RING	5.25
LASH ENTERPRISES	SEAL	7.44
LASH ENTERPRISES	HOSE, CLAMP	219.24
LASH ENTERPRISES	PIPE COUPLING	33.75
LASH ENTERPRISES	SEAL, FILTER	163.36
LASH ENTERPRISES	SHAFT SEAL	(23.18)
MARWAYNE, VILLAGE OF	BIOWAY CLEANING CHEM KIT	131.66
MARWAYNE, VILLAGE OF	WATER & SEWER - MARWAYNE - SEPTEMBER	77.95
MCLEAN, CANDICE	PHONE USAGE - JULY - SEPTEMBER	195.00
MIDWAY DISTRIBUTORS LTD.	INVENTORY - PW SHOP	223.86
MIDWAY DISTRIBUTORS LTD.	INVENTORY - PW SHOP	122.82
MIDWAY DISTRIBUTORS LTD.	INVENTORY - PW SHOP	302.75
MIDWAY DISTRIBUTORS LTD.	INVENTORY - PW SHOP	48.18
MIDWAY DISTRIBUTORS LTD.	INVENTORY - PW SHOP	105.76
MIDWAY DISTRIBUTORS LTD.	SHOP SUPPLIES	193.15
MIDWAY DISTRIBUTORS LTD.	IMPACT WRENCH	256.19
MIDWAY DISTRIBUTORS LTD.	BRAKELEEN	179.35
MIDWAY DISTRIBUTORS LTD.	GARBAGE BAGS	39.89
MIDWAY DISTRIBUTORS LTD.	POWER TOWELS	8.40
MIDWAY DISTRIBUTORS LTD.	BRAKLEEN	110.30
MIKE'S OILFIELD SERVICES LTD.	AIR TEST	1,443.75
MURRAY, CLINTON	MILEAGE - SEPTEMBER	895.36
MUSTERER, HANNAH	MILEAGE, BATTERY	399.51
MUSTERER, HANNAH	COUNCIL LUNCH	158.21
NAPA AUTO PARTS VERMILION	SHOP SUPPLIES, INVENTORY - PW	1,344.49
NAPA AUTO PARTS VERMILION	INVENTORY, SHOP SUPPLIES - PW	2,418.89
NAPA AUTO PARTS VERMILION	TOOLS, SHOP SUPPLIES - PW	226.42
NEUREUTER, CHRIS	SUBSISTENCE	70.00
NEXTGEN AUTOMATION	COPIES - COPY ROOM PRINTER	704.17
NORTHERN FACTORY WORKWEAR	HATS - GAS UT	332.47

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
OCTOBER 11, 2024

Vendor Name	Transaction Description	Document Amount
OPTIMUM WELDING LTD.	WELDING SERVICES	3,003.00
PC CORP	MICROSOFT 365 SUBSCRIPTIONS	2,799.65
PETTY, JAIME	MILEAGE, CLEANING SUPPLIES	143.46
PRINCESS AUTO	SOCKET SET, RATCHETS	117.57
PRINCESS AUTO	PAINT SUPPLIES	111.94
PRINCESS AUTO	HOSE, SYPHON	113.35
PRINCESS AUTO	VACUUM BAGS	31.49
PRO LINE LOCATORS LTD.	LINE LOCATE SERVICES	522.90
REITER, DEBBIE	OFFICE SUPPLIES	114.47
ROADATA SERVICES LTD.	TRAVIS PERMITS	4,300.80
ROSENAU TRANSPORT LTD.	FREIGHT	89.11
ROSENAU TRANSPORT LTD.	FREIGHT	174.15
ROSENAU TRANSPORT LTD.	FREIGHT	89.11
ROSENAU TRANSPORT LTD.	FREIGHT	119.84
ROSENAU TRANSPORT LTD.	FREIGHT	97.85
ROSENAU TRANSPORT LTD.	FREIGHT	130.70
ROSENAU TRANSPORT LTD.	FREIGHT	308.61
STELMASCHUK, JASON	MILEAGE - SEPTEMBER	545.92
STUART WRIGHT LTD.	NUTS & BOLTS	718.83
SUPERIOR SAFETY CODES INC.	SAFETY PERMITS - GAS UT	93.75
SUPERIOR SAFETY CODES INC.	SAFETY PERMITS - GAS UT	93.75
SUPERIOR SAFETY CODES INC.	SAFETY PERMITS - GAS UT	93.75
SUPERIOR SAFETY CODES INC.	SAFETY PERMITS - AUGUST - P & D	4,806.39
SWIFT OILFIELD SUPPLY	FEATHERBLOCK PIPE STANDS	567.00
SWYRIPA, DALE	MILEAGE - SEPTEMBER	399.36
ULTIMATE GLASS	INVENTORY - PW SHOP	341.25
UNITED FARMERS OF ALBERTA	ISOPROPYL ALCOHOL	100.77
UNITED FARMERS OF ALBERTA	CARDLOCK FUEL - SEPTEMBER	6,736.45
VAN HOUTTE COFFEE SERVICES INC.	COFFEE- AG	146.93
VAN HOUTTE COFFEE SERVICES INC.	COFFEE - PW SHOP	697.50
VAN HOUTTE COFFEE SERVICES INC.	COFFEE - GAS UT	281.29

COUNTY OF VERMILION RIVER CHEQUE AND EFT DISTRIBUTION
OCTOBER 11, 2024

Vendor Name	Transaction Description	Document Amount
VAN HOUTTE COFFEE SERVICES INC.	COFFEE - OFFICE	503.00
VERMILION RIVER REGIONAL WASTE	CVR REQUISITION - OCTOBER	64,661.25
VITAL PROPERTY SERVICES INC	JANITORIAL SERVICES - AG SHOP	105.00
VITAL PROPERTY SERVICES INC	JANITORIAL SERVICES - OCTOBER	4,320.16
WARD TIRECRAFT (LLOYD)	SERVICE CALL, TIRE CHANGEOVERS	1,590.33
WARD TIRECRAFT (LLOYD)	TIRE CHANGEOVER	51.98
WARD TIRECRAFT (LLOYD)	FLAT REPAIR	180.55
WARD TIRECRAFT (LLOYD)	SERVICE CALL, TIRE CHANGEOVER	1,296.13
WAREHOUSE SERVICES INC.	INVENTORY - PW SHOP	717.44
WAREHOUSE SERVICES INC.	BATTERY	157.46
WAREHOUSE SERVICES INC.	SUPPLIES - GAS UT	284.88
WSP CANADA INC.	BRIDGE MAINTENANCE	1,852.20
WSP CANADA INC.	BRIDGE PROGRAM	667.80
WSP CANADA INC.	CULVERT REPLACEMENT	26,986.00
XEROX CANADA LTD.	COPIES - GAS SHOP	55.43
XEROX CANADA LTD.	COPIES - WEST OFFICE	316.51
TOTAL EFT:		439,093.85

TOTAL CHEQUES:	<u>\$1,821,343.68</u>
TOTAL EFT:	<u>\$439,093.85</u>
GRAND TOTAL:	<u>\$2,260,437.53</u>

FINANCE MANAGER



DATE SIGNED

11 October 2024



MEETING DATE: OCTOBER 22, 2024

BRIEFING NOTE - TO COUNCIL

SUBJECT

PUBLIC WORKS SEPTEMBER 2024 MONTHLY REPORT

RECOMMENDATION

THAT the County of Vermilion River receive the September 2024 Public Works Monthly Report as information.

DETAILS

Background: The Public Works Department has prepared a report that summarizes the department activities and provides an overview of the projects for the month of September 2024. The intention of the department is to use the feedback provided by Council and revise and expand on the report so that valuable information is communicated to Council on a regular basis going forward.

Desired Outcome (s): THAT the County of Vermilion River receive the September 2024 Public Works Monthly Report as information.

IMPLICATIONS OF RECOMMENDATION

Organizational: Communicate departmental operations for transparency and to facilitate collaboration between Public Works, Council and other departments.

ATTACHMENTS

Monthly PW Report Sep 2024

PREPARED BY: Jennifer Robertson

DATE: 2024-10-15

Public Works Monthly Report – For the Month of September 2024

Each month Council will receive a report regarding the various activities under the Public Works department. Each report will include information on the previous months activities as well as updated year to date information. All efforts will be made to ensure that the information provided is accurate and up to date as possible.

Administration

The following policies were brought to Council in September to be rescinded:

PW 013 – Sale of Gravel Standards & Procedures

PW 026a – Gravel Pit Reclamation

PW 026b – Administrative Guidelines for Gravel Pit Reclamation

The review process for the following policies began this summer and will be brought to Council in October:

PW 010 – Road Construction Standards & Procedures

PW 012 – Public Works Projects Policy

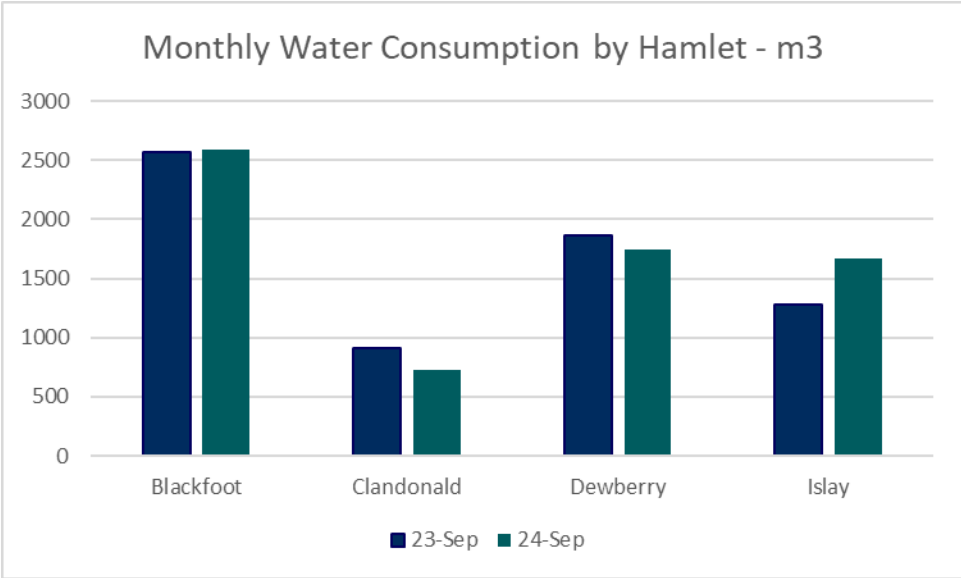
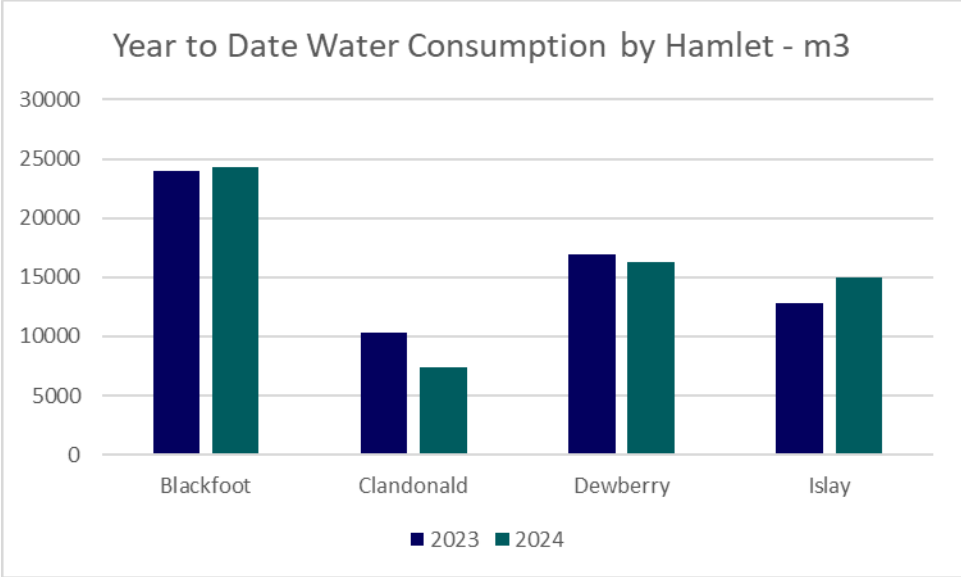
PW 019 – Emergent Projects

PW 020 – Drainage Ditches

The corporate plan and the long-term plans were presented at the annual strategic planning meeting. Public Works is currently working on an Asset Management Plan to be presented to Council before the end of 2024.

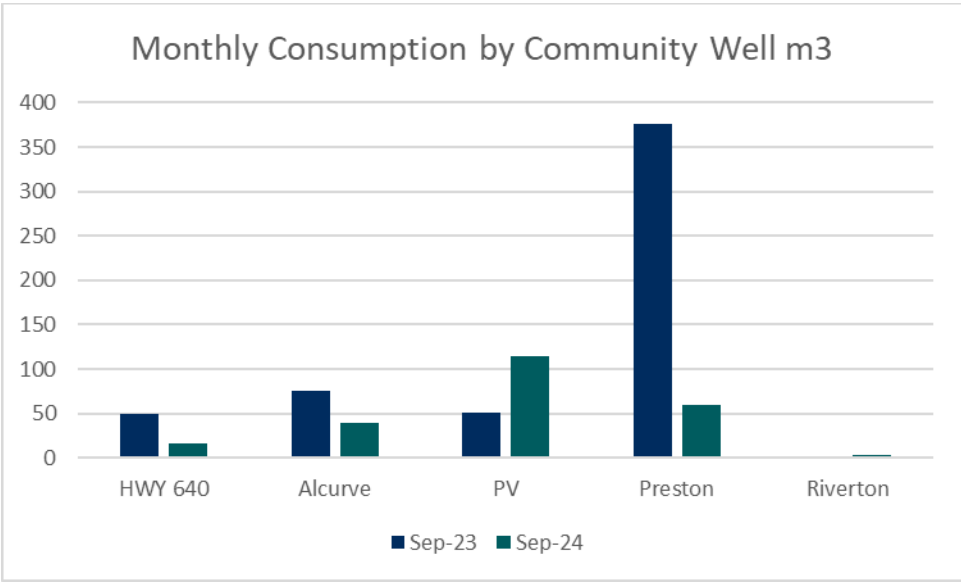
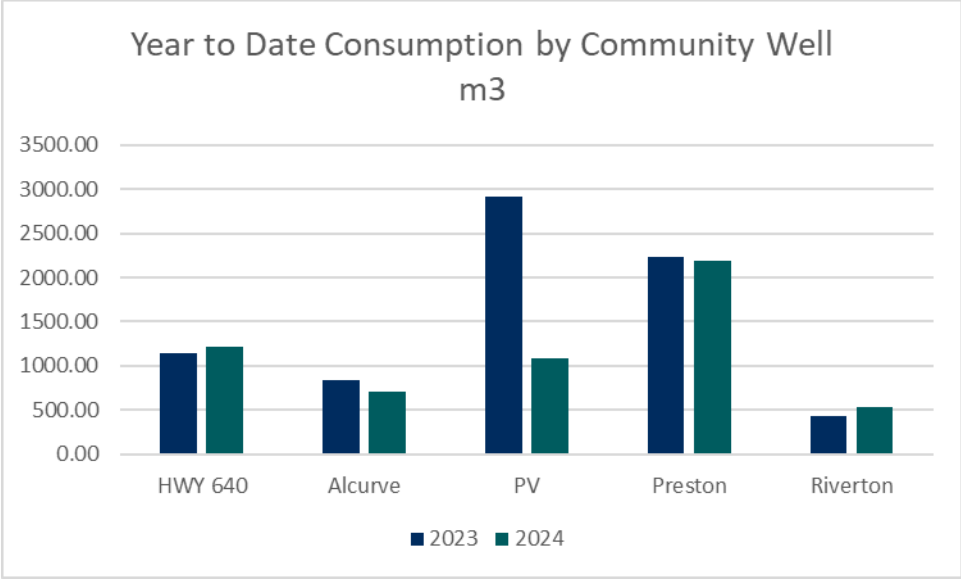
Water & Sewer

The graphs below illustrate the water consumption in the Hamlets on the ACE water distribution line per the water volume billed from ACE.



Included in the monthly consumption for Dewberry is the water sold at the bulk water station. For the month of September it was 122.5 m3.

The graphs below illustrate the water consumption at the rural water wells per the water volume billed through the token system.



Water Activities of Note:

- Preparing for fall.

Gravel Activities

The chart below shows the total gravel inventory in cubic yards.

Total Gravel Inventory Volume Yards
as of September 30 2024

3/4"	165,650.90
1 1/2"	45,210.91
Reject	244,185.26

The chart below shows the gravel used on roads to date for 2022, 2023 and 2024. This does not include gravel hauled between pits and stockpiles.

Tonnes of Gravel Used as of September

	2022	2023	2024
3/4"	89,010.63	103,797.82	108,930.96
1 1/2"	5,145.64	4,814.16	2,742.14
Reject	270.84	93.08	0.00

Gravel activities of note:

- Eidsvik Pit – Crushing began Oct 15; approximately 3-4 weeks to finish. 40,000 yd3 total.
- Bykowski 3 Pit – Crushing began Oct 8; approximately 2-3 weeks to finish. 30,000 yd3 total.
- Tondu 2 Pit – Supplier says crushing will begin sometime in Fall 2024. 25,000 yd3 total.
- Prep for the next crush at Unwin Pit began Oct 15, should finish in about 1-2 weeks.

Road Maintenance

Road Maintenance activities of note:

- Graveling roads when weather and road conditions allow utilizing 6 County trucks and 1 contract gravel company truck as needed. Roads in most need of gravel and with heavy traffic volumes are being given priority.
- Additional applications of Dust Suppression will be completed as needed on high traffic volume roads as required.
- Working on undeveloped roads to facilitate agricultural seasonal access.
- 105 road maintenance concerns were received in September via the concern tracker. There have been 643 road maintenance concerns received this year to date.

Fleet Management

The chart below summarizes the work orders by department completed by the Public Works equipment maintenance shop for the month as well as the current year to date.

Public Works Maintenance Shop
Work Orders by Department

	Month	YTD
Public Works	89	740
Ag & Enviro	2	14
Gas	7	87
Protective Services	1	18
Total	99	859

Fleet management activities to note:

- Wings are going on the graders when the regular preventative maintenance occurs.
- Sanding/plow trucks are being rigged up for winter snow removal and sanding.

Safety

Safety activities to note:

- Working on updating policies through the Health and Safety Committee and leadership.
- Meeting with all PW staff to reinforce safe working practices.
- Preparing for the annual audit.

Road Rehab & Cobble

The order for the 2024 road rehab projects is:

1. TWP 524 BIG HILL
2. RR 40 TWP 524 – South 1 mile
3. RR 20 TWP 510 – TWP 512
4. RR 62 TWP 494 – TWP 504

Rehab Project Costs to September 29 2024

Project #	Road Segment	Miles	Cost
84-062	RR 62 TWP 494 - TWP 504	6	470,696.17
84-065	TWP 524 - BIG HILL	1.7	164,506.25
85-134	RR 40 TWP 522-524	1	102,262.64
85-135	RR 20 TWP 510-512	2	184,711.12
Total		10.7	922,176.18

- Highlighted projects are completed

The tentative order for the cobble crew is:

1. RR 15 TWP 494 – HWY 16
2. RR 14 TWP 490 – TWP 492
3. RR 15 TWP 500 – TWP 502
4. RR 25 TWP 510 – TWP 512
5. RR 22 HWY 16 – TWP 504
6. TWP 530 RR 32 – RR 34
7. RR 33 HWY 45 – TWP 534
8. TWP 540 HWY 893 – RR 44
9. RR 50 HWY 45 – TWP 540
10. TWP 550 HWY 893 – RR 45
11. RR 55 HWY 640 – TWP 550
12. RR 55 TWP 542 – TWP 544
13. TWP 480 RR 13 – RR 14
14. TWP 472 Hwy 17 – RR 12
15. RR 40 TWP 510 – 512

Cobble Project Costs to September 29 2024

Project #	Road Segment	Cost
84-136	RR 14 TWP 490 – TWP 492	43,783.88
85-138	RR 22 HWY 16 – TWP 504	56,002.87
85-140	RR 25 TWP 510 - TWP 512	39,588.79
85-141	TWP 530 RR 32 - RR 34	48,741.68
85-142	RR 33 HWY 45 - TWP 534	23,351.51
85-143	TWP 540 HWY 893 - RR 44	23,930.66
85-144	RR 50 HWY 45 - TWP 540	22,987.01
85-145	TWP 550 HWY 893 - RR 45	28,883.22
85-146	RR 55 HWY 640 - TWP 550	29,074.34
85-147	TWP 480 RR 13 - RR 14	26,517.28
85-148	TWP 472 Hwy 17 - RR 12	31,275.38
85-149	RR 40 TWP 510 - TWP 512	0.00
86-048	RR 15 TWP 494 – HWY 16	34,947.39
86-049	RR 15 TWP 500 – TWP 502	24,051.80
Total		433,135.81

- Highlighted projects are completed

GIS

GIS activities to note:

- Working on updating the snowplow flag mapping for the 2024/2025 season and getting access for field staff.

Facilities

Facility activities to note:

- Facilities seasonal crew started to wind down.
- Addressing facility inspection deficiencies and completing any required maintenance and repairs.
- Cleaning up properties taken over by CVR.
- Welcome signs in Dewberry and Clandonald are being painted by seasonal staff member.

Projects & Tenders

Project Updates:

- 2024 Road Maintenance Program: Completed in early September. This project included:
 - o Twp 502 (RR 20 to half-mile east of RR 14), Treatment type: Micro-surfacing
 - o Twp 534 (Hwy 897 to RR 21). Treatment type: Graded Aggregate Seal Coat (chip seal) and spot patching between RR 23 and RR 24

- 2024 Line Painting: AAA Striping & Seal Coating completed September 20th.
- RR 23 and TWP 560 (cost share) is completed. They started at the North end of the project and worked South. Atco has relocated the power pole at the north end of the project and sight line has been improved at the intersection. There are some deficiencies in the oiled road aspect of the project that will be addressed in the spring of 2025.
- Clandonald Condition Assessment: Final draft of the report received in September. The information from this assessment will be incorporated into the Hamlet long term plan.
- Blackfoot Lagoon project:
 - o Phase 2 is almost complete. Information will be presented at the October P&P meeting.
 - o Land discussion for the lagoon expansion is ongoing.

Industry Activity

The chart below shows a comparison of the permits issued for work in CVR in September in 2023 and 2024.

Permit Approval Requests

	23-Sep	24-Sep
Type	Quantity	Quantity
Service Rig	151	148
Heavy Haul	158	111
Drilling Rig	14	15
Sr/HH Combo	2	1
Total	325	275

The chart below shows information regarding oil and gas production within CVR as reported and compiled by Alberta Energy Regulator. The information provided is for the most recent data that is available.

Oil & Gas Reporting Per AER for August 2024

Oil Production (m3)	126,535.4
Gas Production (1,000 m3)	25,041.4
Gas Flared (1,000 m3)	3,239.3
Gas Vented (1,000 m3)	847.5
New Drills	10
New Abandonments	78

The GIS department has created an interactive map on the server to highlight hot spots of production. The link to access this map is:

<https://gis.county24.com/maps/apps/dashboards/f2eef1d58afc4122a665c2e68a1b407a>

To log in information for the GIS server is the same as your division email address. Please let PW know if you encounter issues trying to access this map.



MEETING DATE: OCTOBER 22, 2024

BRIEFING NOTE - TO COUNCIL

SUBJECT

CONCERN TRACKER REPORT

RECOMMENDATION

THAT the County of Vermilion River receive the Current Concern Tracker Report from October 2, 2024, to October 15, 2024, and the Active and In-Progress Concern Tracker Report up to October 1, 2024, for information.

DETAILS

Background: Public Works Administration has prepared a report of all concerns received and entered into the Concerns tracker from October 2, 2024, to October 15, 2024, and a report of all Active and In-Progress Concerns up to October 1, 2024.

Desired Outcome (s): THAT the County of Vermilion River receive the Current Concern Tracker Report from October 2, 2024, to October 15, 2024, and the Active and In-Progress Concern Tracker Report up to October 1, 2024, for information.

ATTACHMENTS

- 1). Concern Tracker Report from October 2, 2024 to October 15, 2024
- 2). Active and In-Progress Concern Tracker Report up to October 1, 2024

PREPARED BY: Karri Shurnaik

DATE: October 16, 2024

All Concerns Received from October 2, 2024, to October 15, 2024

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
02 Oct 2024 10:33:04 AM	Reeve BAKER called to request some mulching at the Paradise Valley Waste Transfer Site right at the entrance on the main road on the South side of the road by the signage. It is all grown in with Caragana and brush.	<p style="text-align: center;">Karri Shurnaik 08 Oct 2024 01:13:39 PM Kevin GRAHAM on October 8, 2024: Complete</p> <p style="text-align: center;">Karri Shurnaik 03 Oct 2024 08:35:23 AM Kevin GRAHAM on October 3, 2024: On the list.</p>	Reeve BAKER	Public Works	Completed	1	COM - 14875
03 Oct 2024 10:03:46 AM	Reeve BAKER called on behalf of a Farmer. There is a backroad, RR 25 South of TWP 490 that a farmer wants a grader to go down and smooth it out as the road is quite rough. He is going to start silageing on Tuesday. Please call Reeve Baker and let him know if this can be done by then.	<p style="text-align: center;">Karri Shurnaik 08 Oct 2024 01:14:22 PM Kevin GRAHAM on October 8, 2024: Completed on October 7, 2024.</p> <p style="text-align: center;">Karri Shurnaik 03 Oct 2024 10:54:12 AM Div 1 Backroad</p>	Reeve BAKER called on behalf of a Farmer	Public Works	Completed	1	COM - 14877
07 Oct 2024 04:22:26 PM	<p>Elaine KNOWLSON calling. She though she saw a grader on the road that connects HWY 17 on the Unwin road. She saw it coming from the West at 12:30. It doesn't appear that the grader went across the road. The Unwin road is very washboardy. The grader didn't finish off the road . Maybe it was just forgot. There must need for some aggregate be brought to fill the holes. The road is especially bad going onto HWY 17 from TWP 462. Check both sides as it gets an awful lot of farm traffic from Alberta going to Saskatchewan. There is a really heavy semi activity and just going through harvest and its getting used a lot.</p>	<p style="text-align: center;">Karri Shurnaik 08 Oct 2024 01:15:46 PM Kevin GRAHAM on October 8, 2024: Road was fixed up today. Complete</p>	Elaine KNOWLSON	Public Works	Completed	1	COM - 14883

All Concerns Received from October 2, 2024, to October 15, 2024

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
08 Oct 2024 08:52:42 AM	Don GREEN called. He is wondering if he could get TWP 482 from RR 34 to RR 40 graded, need to fill in some ruts.	Karri Shurnaik 15 Oct 2024 01:04:01 PM Kevin GRAHAM on October 15, 2024: Complete Karri Shurnaik 08 Oct 2024 08:55:10 AM Div 2 Backroad	Don GREEN	Public Works	Completed	2	COM - 14884
09 Oct 2024 09:23:45 AM	David FLINT called about a road. Its' TWP 482 between RR 32 and RR 33, it hasn't been graded all summer. He's been told that it is a back road but that shouldn't matter because it's a busy road. The grass is coming so far in, it is getting narrow and it's getting dangerous because the grass is coming so far into the road. They they built the road around the slough and nothings been done to maintain it the way it should be. Dale brought it up at council and they all agree that it's a busy road.	Karri Shurnaik 15 Oct 2024 01:04:59 PM Kevin GRAHAM on October 15, 2024: Bladed up. Complete	David FLINT	Public Works	Completed	2	COM - 14886

All Concerns Received from October 2, 2024, to October 15, 2024

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
02 Oct 2024 09:02:33 AM	<p>Treena SNELGROVE called about the construction on RR 62 right off of HWY 16. This morning she wanted to go on TWP 504 to avoid the construction. She is a little irritated with the workers as they made her go through the construction on RR 62 it instead of around it, she was told not to use RR 62 on Monday. The road is so bad and it is wrecking vehicles. She would prefer to drive around the construction instead of through it. Please call her back.</p>	<p style="text-align: center;">Karri Shurnaik 02 Oct 2024 11:34:25 AM</p> <p>Dave MARUSHAK on October 2, 2024: Called and talked to Treena and explained that we were expecting a load of gravel coming down TWP 504 and the road is narrow. She hasn't damaged her vehicle, it just gets covered in mud. She appreciated the phone call and is appreciative for the work that is being done on RR 62. Complete</p>	Treena SNELGROVE	Public Works	Completed	3	COM - 14874
09 Oct 2024 03:50:16 PM	<p>Larry MCDONALD called. He lives on RR 62 and TWP 503. They put dust control down and didn't come to my corner and we used to have oil right to the corner and we paid for it. The oil company paid for dust control. He's not very happy with this crap that goes on. The stuff they put on to the North was way too much and it was going down into the ditches and has made the road soft. The County goes and builds a good road and the people putting the dust control on has now wrecked the road and the road is now soft and it will never be good. You will sink in 6" in with how much was put down on the road. He knows they will be putting dust control down again by the highway in a couple of days because they just finished graveling the road and they won't allow the dust from the gravel to go billowing onto the highway. This crap is not right the way it's been done. He knows CNRL has paid for the dust control on TWP 503 because he works for them. He just wishes someone would come out and have a look at the road before they send out the dust control guy again.</p>	<p style="text-align: center;">Karri Shurnaik 15 Oct 2024 01:11:32 PM</p> <p>Kevin GRAHAM on October 15, 2024: Talked to Larry. He will have to fill out the forms on where he would like dust suppression applied for next year. Complete</p>	Larry MCDONALD	Public Works	Completed	3	COM - 14888

All Concerns Received from October 2, 2024, to October 15, 2024

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
09 Oct 2024 04:03:10 PM	Treena SNELGROVE called to request a new No Exit sign. It has it has been pulled out of the ground on RR 62 and TWP 503 and it is badly faded. People are going into their yard. If the sign was replaced it will hopefully stop people from going into their yard.	<p style="text-align: center;">Karri Shurnaik 15 Oct 2024 01:12:09 PM Kevin GRAHAM on October 15, 2024: Complete</p>	Treena SNELGROVE	Public Works	Completed	3	COM - 14889
10 Oct 2024 03:36:07 PM	Hugh STEWART called. He talked to Dave and he was told to phone in regarding RR 62. So yeah they have rebuilt us a road here but the dust control parts are bad. The guys they are working on the bad patches. They slobbered the road and all the gravel is gone. It has sunk into the road. He talked to the dust control guy this morning and spoke to Dave. The gravel is all pressed into the ground. My concern is that it's a sheet and there will be zero traction when the road gets wet or the frost is in the road. There is no gravel at all. Hugh would suggest that they put gravel on top. Before freeze up, he'd like to get some gavel put on so they can get some traction up by the acreages it's like driving on putty. It's possibly worse now than before. The bad part was the hill. He hates complaining now that they've gotten a road built. He's always said that the road will get fixed when somebody gets killed.	<p style="text-align: center;">Karri Shurnaik 15 Oct 2024 01:14:45 PM Kevin GRAHAM on October 15, 2024: Road was graveled and packed in. Complete</p>	Hugh STEWART	Public Works	Completed	3	COM - 14891

All Concerns Received from October 2, 2024, to October 15, 2024

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
09 Oct 2024 09:11:04 AM	Shirley SHWARTZ called. There is a stop sign that missing on RR 73 and TWP 514 on the North side. The post is there but no sign. The Stop sign on the South side of the intersection is there.	Karri Shurnaik 15 Oct 2024 01:04:26 PM Kevin GRAHAM on October 15, 2024: Complete	Shirley SHWARTZ	Public Works	Completed	4	COM - 14885
11 Oct 2024 03:05:37 PM	John ROBINSON called. He has some really big holes in the end of the driveway at RA 513001 RR 53. They are big and they are in the Chinese pavement and are 8" deep. There are 2 of them.	Karri Shurnaik 15 Oct 2024 01:16:29 PM Kevin GRAHAM on October 15, 2024: Fixed up on October 15, 2024. Complete	John ROBINSON	Public Works	Completed	4	COM - 14894
15 Oct 2024 09:45:40 AM	Chance STEPANICK. The grader is on TWP 522 West off HWY 41. He is wondering if there is any possible way he could do TWP 522 East of HWY 893.	Karri Shurnaik 16 Oct 2024 09:21:08 AM Kevin GRAHAM on October 16, 2024: The different portions of TWP 522 are on different grader beats and will be done on the rotation. Complete	Chance STEPANICK	Public Works	Completed	4	COM - 14895

All Concerns Received from October 2, 2024, to October 15, 2024

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
10 Oct 2024 01:01:49 PM	<p>Email received from Planning & Community Services on behalf of Harley NEWMAN, Operations Manager for T-1 Transport Inc: Also, was just wondering if our ditchline could be looked and possibly cleaned up. Manitoulin was also wondering about the same. Let me know if there's something I need to fill out in order to facilitate this</p> <p style="text-align: center;">Thanks</p>	<p style="text-align: center;">Karri Shurnaik 16 Oct 2024 09:16:07 AM</p> <p>Kevin GRAHAM on October 16, 2024: Talked to Harley. The ditch will be cleaned. First call has been done.</p> <p style="text-align: center;">Karri Shurnaik 15 Oct 2024 01:40:05 PM</p> <p>October 15, 2024 1:22 PP: Harley NEWMAN called. The one ditch in the NW corner is ridding the property line. The ditch line is cut too high and doesn't want to drain properly in the Spring. He would like to have someone stop by and talk to him and Manitoulin. The ditch line on their East property line of the shop for Mantoulin is close to their property. Harley said that he would pass on this information to the County about Mantoulin as well.</p>	<p style="text-align: center;">Planning & Community Services on behalf of Harley NEWMAN</p>	<p style="text-align: center;">Public Works</p>	<p style="text-align: center;">In Progress</p>	<p style="text-align: center;">5</p>	<p style="text-align: center;">COM - 14890</p>
11 Oct 2024 10:21:06 AM	<p>Brad SIDEBOTTOM called to advise the RGE RD since for RGE RD 11 at TWP 510 is missing.</p>		<p style="text-align: center;">Brad SIDEBOTTOM</p>	<p style="text-align: center;">Public Works</p>	<p style="text-align: center;">Active</p>	<p style="text-align: center;">5</p>	<p style="text-align: center;">COM - 14893</p>

All Concerns Received from October 2, 2024, to October 15, 2024

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
02 Oct 2024 11:10:16 AM	Deputy Reeve CUSACK called to ask for some mulching on a backroad, RR 42 south TWP 530. Someone has sprayed the trees and now they dead and falling.	<p style="text-align: center;">Karri Shurnaik 15 Oct 2024 10:36:10 AM Kevin GRAHAM on October 15, 224: Complete</p> <p style="text-align: center;">Holli Harty 02 Oct 2024 11:19:32 AM Backroad DIV 7</p>	Deputy Reeve CUSACK	Public Works	Completed	6	COM - 14876
07 Oct 2024 03:00:14 PM	Sandra DAVIES stopped in at the Reception trailer and called. TWP 543 and East of RR 35, the road is partially oiled and there are cracks and deep cracks in the road. It is a school bus route and she is wondering if someone can stop by and take a look at the road.	<p style="text-align: center;">Karri Shurnaik 15 Oct 2024 10:37:08 AM Kevin GRAHAM on October 15, 224: Completed on October 9, 2024</p>	Sandra DAVIES	Public Works	Completed	6	COM - 14881
11 Oct 2024 09:42:14 AM	Councillor MURRAY called on behalf of Lorry JONES. He would like RR 20 graded North of TWP 532. It's a dead end road. Lorry Jones is not paying his taxes until the road gets graded.	<p style="text-align: center;">Karri Shurnaik 15 Oct 2024 01:15:44 PM Kevin GRAHAM on October 15, 2024: Complete</p> <p style="text-align: center;">Karri Shurnaik 11 Oct 2024 09:45:55 AM Div 3 Backroad</p>	Councillor MURRAY on behalf of Lorry JONES	Public Works	Completed	6	COM - 14892

All Concerns Received from October 2, 2024, to October 15, 2024

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
07 Oct 2024 09:06:42 AM	Michael DESAULNIERS called. He lives by the Clandonald dump. By the railway tunnel, someone has dumped a bunch of garbage and they gone in there and looks like they have been stripping wire.	<p style="text-align: center;">Karri Shurnaik 08 Oct 2024 01:15:07 PM</p> Kevin GRAHAM on October 8, 2024: Cleaned up on October 7, 2024. Complete	Michael DESAULNIERS	Public Works	Completed	7	COM - 14878
07 Oct 2024 03:36:37 PM	Deputy Reeve CUSAK called on behalf of Tara RYBCHINSKY. TWP 550 and RR 61 at the correction line, there is a culvert that runs North and South. She thinks that the one end on her side it is 2-3' higher than what she thinks it should be and on the other end, it is all collapsed. All the water is backing up into their corrals and the corral isn't drying out. They they are doing cattle this week.	<p style="text-align: center;">Karri Shurnaik 16 Oct 2024 09:16:51 AM</p> Kevin GRAHAM on October 15, 224: In the process of fixing, contractor has been hired.	Deputy Reeve CUSAK on behalf of Tara RYBCHINSKY	Public Works	In Progress	7	COM - 14882
09 Oct 2024 09:52:12 AM	Brian KLUTZ called. He wants to get a bit of gravel where his son lives. It is on RR 72 North of TWP 524. It's graveled to his yard but he has silage pit 200 yards to the North. It's a no through road and it's a greasy mess. SW 26-52-7 W4M	<p style="text-align: center;">Karri Shurnaik 16 Oct 2024 09:17:47 AM</p> Kevin GRAHAM on October 16, 2024: Road was graveled with 1 1/2". Complete <p style="text-align: center;">Karri Shurnaik 09 Oct 2024 09:53:08 AM</p> Div 7 backroad	Brian KLUTZ	Public Works	Completed	7	COM - 14887
15 Oct 2024 11:01:43 AM	Steve ROTH called to ask for some grading to be done on RR 61 south of HWY 640 for 2 miles. There is a lot of washboard.	<p style="text-align: center;">Holli Harty 15 Oct 2024 03:54:49 PM</p> Email from Kevin Graham October 15, 2024 11:16 am: Grader is there now working on the road. Complete	Steve ROTH	Public Works	Completed	7	COM - 14896

All Concerns Received from October 2, 2024, to October 15, 2024

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
07 Oct 2024 09:22:03 AM	<p>Denton EDGE called to ask for something to help with the dust on TWP 524 between RR 42 and RR 43 in the coulee. There has been a lot of rig activity and seemingly now more industry traffic. The dust is just hanging in the coulee especially in the mornings his child is getting dusted out getting on the bus and the bus is trying to turn around in a lingering cloud of dust.</p>	<p style="text-align: center;">Karri Shurnaik 15 Oct 2024 01:03:12 PM</p> <p>Kevin GRAHAM on October 15, 2024: Too late in the season for application. Put on the list for next year. Complete</p>	Denton EDGE	Public Works	Completed	Multiple	COM - 14879

All Active In-Progress Concerns Up to October 1, 2024

Date Created	Notes	Comments	Department	Status	Item Number
16 Sep 2024 10:57:21 AM	Perry GARTNER called. There is a mess on TWP 502 East of RR 14. The mud, rock and debris is coming out from the old Platinum/Calrock yard next to Kobes welding. He has one of the rocks that missed his truck but not the one that got his windshield. Please call him back.		Enforcement Services	Active	COM - 14816

All Active In-Progress Concerns Up to October 1, 2024

Date Created	Notes	Comments	Department	Status	Item Number
10 Jul 2024 10:17:07 AM	<p>Vasyl KVITKA was in the office to report there may be a collapsed culvert by his property at 54 Deerfoot Estate. He was out walking and his foot went down about 20 inches or so and is now a large hole. He has but a shovel and a fire over the spot to mark the spot. He would like someone to go take a look as soon as possible as he is concerned about the drainage backing up if it is collapsed.</p>	<p>Karri Shurnaik 26 Sep 2024 09:45:23 AM September 26, 2024: Vasyl KVITKA stopped in at the reception trailer and I spoke with him on the phone and explained that P&C needs to obtain easement before any work can be done. He will call Roger on Monday.</p> <p>Karri Shurnaik 10 Sep 2024 11:50:03 AM Ben MCPHEE on September 10, 2024: P&C have to obtain easement. Once this has ben completed, the County can replace the culvert.</p> <p>Karri Shurnaik 22 Jul 2024 12:33:10 PM Kevin GRAHAM on July 22, 2024: On the list.</p>	Planning & Development	In Progress	COM - 14630
16 Sep 2024 04:40:50 PM	<p>Email received from Terry OPPER via Report a Concern. Describe Your Concern (provide as much detail as possible): Yes the house that the person moved over to the next lot I think you should come investigate I think they are hooked up to old sewer blk pipe comming out west side of house then there is short one and I see water come out and he has a ditch dug back of his property I seen water comming out of this short pipe I have waited patiently for them to make right it just doesn't look right I don't want to start trouble but if it was vice versa I am sure someone would report me</p>		Planning & Development	Active	COM - 14828

All Active In-Progress Concerns Up to October 1, 2024

Date Created	Notes	Comments	Department	Status	Item Number
<p>30 Sep 2024 11:30:38 AM</p>	<p>Email received from Nicole DAMSGAARD via Report a Concern. Describe Your Concern (provide as much detail as possible): Good Afternoon,</p> <p>Over the weekend the Blackfoot Lions Club removed the old playground in Blackfoot. Following this they have left many large and some very deep holes, chunks of cement, pieces of metal, and posts around the area. Some the of the moveable items are being scattered in the park. This is a safety concern if someone falls into a hole, trips or rides their bike over leftover equipment or gets injured on the metal. I am concerned about the safety of everyone but mostly kids, especially with the pieces being moved and not seen as people walk the park or ride bikes down the hill causing a collision or tripping hazard.</p> <p>I am asking if the county is able to help rectify the safety concerns themselves or intervene to force the Lions club to complete this project so the park is safe for everyone to use again. They (Randy Prost) have also stated they don't know when they will have time to come finish the project.</p> <p>I have attached a photo, but it does not show all concerns listed.</p> <p>Thank you for any assistance you can provide,</p>	<p style="text-align: center;">Karri Shurnaik 01 Oct 2024 09:19:32 AM</p> <p>Email was sent to Planning & Community Services on September 24, 2024 and they reached out to the individuals in charge of this project and no reply has been received.</p>	<p>Planning & Development</p>	<p>Active</p>	<p>COM - 14867</p>

All Active In-Progress Concerns Up to October 1, 2024

Date Created	Notes	Comments	Department	Status	Item Number
01 Sep 2023 09:13:33 AM	Email from Councillor STELMASCHUK via Report a Concern: Request to repair/rejuvenate the large Wooden Morning Gold Estates sign located near the North Entrance. It has become faded and missing some wood pieces. Thanks for your help and have a great day!	<p>Karri Shurnaik 10 Sep 2024 11:34:32 AM Ben MCPHEE on September 10, 2024: Signage plan is being worked on.</p> <p>Holli Harty 14 Sep 2023 11:31:11 AM Email from Kevin Graham Sept 13 7:12 am: Was sent to P&D for approval</p>	Public Works	In Progress	COM - 13982
31 Jul 2024 12:08:55 PM	Email received from Concendor STELMASCHUK via Report a Concern. This is NOT a concern but only a request. Would we be able to add a larger RR20 sign on the intersection of RR20 and TWP510 turning southbound? This is a fairly busy truck route to the CNRL Battery, and a larger sign would allow for easier viewing of the route. Feel free to call if you have any questions. Have a great day! Jason Stelmaschuk	<p>Karri Shurnaik 02 Oct 2024 12:26:26 PM Ben MCPHEE on October 2, 2024: To be installed.</p> <p>Karri Shurnaik 18 Sep 2024 08:27:57 AM Ben MCPHEE on September 18, 2024: To be discussed at Strategic Planning</p>	Public Works	In Progress	COM - 14674
30 Aug 2024 11:32:24 AM	Joanne HENNING called and would like to discuss a texas gate that was moved on TWP 552 between RR 12 and RR 11.	<p>Karri Shurnaik 17 Sep 2024 03:45:22 PM Kevin GRAHAM on September 17, 2024: The Texas Gate in question is going to Council as an agenda item.</p>	Public Works	In Progress	COM - 14750
03 Sep 2024 09:15:48 AM	Jim HAVERSLEW called, he lives at NE 4-48-7 W4M . He is wondering about some chipping along RR 73. Some of the trees are growing up along the side of the road and he would like them gone so it is easier to cut the grass. trees Please call him to discuss	<p>Karri Shurnaik 18 Sep 2024 10:08:54 AM Kevin GRAHAM on September 18, 2024: On the list for mulching</p>	Public Works	In Progress	COM - 14759
11 Sep 2024 12:39:56 PM	Ben MCPHEE on behalf of Councillor KUNEFF: RR 71 North of TWP 520 has some access issues.	<p>Karri Shurnaik 17 Sep 2024 08:52:41 AM Kevin GRAHAM on September 17, 2024: Met with Don MACDONALD and looked at the road. Will fix t up once the crop is off. Need to build up part of the road from his field.</p>	Public Works	In Progress	COM - 14806

MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

**FAMILY AND COMMUNITY SUPPORT SERVICES FUNDING ALLOCATIONS –
MOTION REQUIRED**

RECOMMENDATION

THAT the County of Vermilion River approve the 2025 Family and Community Support Services funding allocations as presented.

DETAILS

Background: The provincial Family and Community Support Services (the “FCSS”) Grant Program is a partnership between the Government of Alberta and participating municipalities and Metis Settlements to design and deliver local preventative social services to improve the well-being of individuals, families and communities.

The FCSS definition of prevention is “a proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.” The FCSS Regulation provides further direction that services provided under a local program must do one (1) or more of the following:

- Help people to develop independence, strengthen coping skills and become more resistant to crisis
- Help people develop an awareness of social needs
- Help people to develop interpersonal and group skills which enhance constructive relationships among people
- Help people and communities to assume responsibility for decisions and actions which affect them
- Provide supports that help sustain people as active participants in the community

The Government of Alberta contributes eighty (80) per cent of the funding for this program, while participating municipalities are required to match the remaining twenty (20) per cent. The County of Vermilion River (the “County”) is responsible for establishing, administering and



operating local FCSS funding for programs; designing and delivering preventative social programs; and evaluating, monitoring and reporting on programs. The municipality chooses if they would like to deliver services themselves or fund other organizations to deliver services within their community.

The County funds other organizations to deliver services in the community. For the 2025 funding year, the Government contribution was \$249,187.57. The County contribution is \$62,296.89. A total of 33 applications were received for 2025 funding. \$249,187.57 is allocated to external applicants. The remainder of the agreement, \$62,296.89, is our municipal contribution that is utilized to implement volunteer recognition programs, provide senior access services, and administer the program.

The County continues to administer the funds for the Village of Kitscoty (the “Village”) FCSS program. The Village Council will approve the recommendations for their 2025 FCSS funding at a future meeting. A summary of the funds distributed will be shared once approved by the Village Council. Kitscoty FCSS approved funds are distributed when the County of Vermilion River funds are sent out.

Discussion: The services delivered or funded through local FCSS programs will align with one (1) or more of the prevention strategies to help prevent or mitigate the impact of the key social issues and to build stronger and more resilient communities now and for the future. Some examples of the types of services and supports that align with the above strategies include:

- Assisting communities to identify their social needs and develop responses to meet those needs
- Promoting, encouraging, and supporting volunteer work in the community
- Developing the skills of individuals and families for greater resiliency such as mentoring programs
- Supporting the social development of children and their families
- Supporting seniors to remain connected to their communities and providing home supports
- Providing information and supporting access to available social supports in the community

The types of activities that are not eligible for funding include those that provide primarily for recreational needs or leisure time pursuits; direct assistance (e.g., money, food, clothing or shelter); those that are primarily rehabilitative in nature; and services ordinarily provided by a government or government agency.



A summary of the applications along with recommendations for funding amounts are included. When funding recommendations are made, consideration is given to the number of County residents that participate or benefit from the service, the type of population (i.e., senior, children, youth, community) and having the availability of preventative services available to County residents when needed.

Funds are approved by Council in late fall. Funds will be distributed in February 2025, conditional to completion of the 2024 FCSS Year End Reporting, which is due on January 31, 2025.

Relevant Policy/Legislation Practices:

FCSS Act

FCSS Handbook

Desired Outcome (s): THAT the County of Vermilion River approve the 2025 Family and Community Support Services Funding allocations as presented.

Response Options: THAT the County of Vermilion River approve the 2025 Family and Community Support Services Funding allocations as presented.

IMPLICATIONS OF RECOMMENDATION

Organizational: Council to approve funding allocations, Administration to distribute funds

Financial: Administration will submit necessary payment requests to Finance for funding to be distributed in February 2025, after agency year end reports are submitted, and Provincial funding is received

Communication Required: Approval letters will be sent out to successful applicants

Implementation: Administration manages and records approvals, as well as completes a follow-up with organizations

ATTACHMENTS

1. Summary recommendation for Council 2025



PREPARED BY: Community Development Coordinator

REVIEWED BY: Director of Planning & Community Services

DATE: October 16, 2024

Organization	2024	2025 Request	Recommended	Total participants (2023)	# of County Resident Served (2023)	Project Description
Blackfoot & District Golden Slippers Association	\$2,500.00	\$2,500.00	\$2,500.00	8	8	The primary use is for Seniors and children. Without this facility we could not offer a location in our community. Low rent is a also a factor in keeping our building occupied.
BIPS Social Emotional Coach Program	\$53,000.00	\$60,000.00	\$53,000.00	185	303	The SEC program and its proposed projects embody the very essence of preventative care, aiming to enhance the social well-being of children, youth and families through the early intervention and promotion strategies. Our approach is purposefully designed to address issues early, offering services that directly contribute to the prevention of more severe social, emotional, and mental health issues in the future. Here's how: Early access to support, early detection and connection, cultivating positive self-perception and belonging, skills for life, empowerment through representation, equity and access.
Clandonald Friendship Club		\$3,000.00	\$3,000.00	11	11	Provides a focal meeting place for senior citizens to gather for social, cultural and recreational interaction. These purposeful scheduled activities help seniors continue to be active. Both mentally and physically helping seniors to feel less isolated thus enhancing their quality of independent living.
Catholic Social Services	\$13,500.00	\$15,000.00	\$13,500.00	10	163	CSS helps to assess the social needs of individuals and families and navigate their way forward to prevent further conflicts or hardships. FCSS enhances the social well-being of individuals, families, and community through prevention by funding CSS supports to individuals, couples, and families of all faiths and cultures. Therapeutic counselling is offered on a sliding fee scale ranging from \$ 15 to \$120/hour. Provide informational presentation on Mental Health topic[s] if requested in community. Payment will not be a barrier to accessing needed services.
Dewberry Community Newsletter	\$2,500.00	\$2,500.00	\$2,500.00	431	431	Provide a resource to access information about community, to promote community engagement, encourage support of local businesses, build sense of community and generate awareness for new residents.
Dewberry & District Agricultural Society	\$2,500.00	\$2,500.00	\$2,000.00	none to report		Volunteer Appreciation. An evening for volunteers to attend an event and enjoy. To say thank you for their commitment to the community.
Dewberry Early Childhood Education Society	\$4,000.00	\$5,000.00	\$4,000.00	14	14	Early childhood education with a focus on early literacy, numeracy, speech/occupational therapy needs, socialization/social skills, and play. Provide access in our community to contracted specialists such as SLP, OT, PT for children age 3-6 who are eligible for our program.
Dewberry Kids Movement Class	\$0.00	\$1,000.00	\$750.00	new application	new application	Kids movement class allows all children ages 6 and under to come and enjoy play. There is no fee, so this meets needs of any income household. It allows children a safe and stable environment for play and socialization.
Dewberry Senior Citizens Society	\$3,500.00	\$3,500.00	\$3,500.00	41	41	Developing social network, increasing self confidence and self esteem, increasing opportunities for community involvement, utilizing volunteers to provide programs for seniors, community and children, creating opportunities for meeting people, interacting, connecting with others and developing relationships.
East Central Alberta Catholic Schools	\$5,000.00	\$6,000.00	\$5,000.00	23	43	The Family School Liaison (FSL Program) is focused on assisting students to be successful in school and in life. The FSL worker provides short term sessions to teach life skills to students and families. If necessary, the FSL worker provides referrals to other community supports and services.
Focus Society for Support Services	\$18,563.00	\$43,408.64	\$15,000.00	16		The Disability Support Services Program (DSS) provides a safe, individually goal oriented program to each of the clients. The service introduces community involvement, enhancing social well-being through life skills coaching and encouragement. Staff work with clients and their families to achieve personal enhancing outcomes while they participate in community inclusion and interactions, benefiting both the clients and community members. The program also provides in-home supports to clients to teach and reach measurable outcomes that increase independence and confidence of clients in their daily lives.
Friends of Vermilion Health Centre Society	\$2,185.00	\$2,185.00	\$2,185.00	0	39	This project will help to offset costs for the residents for rental of the handivan which allows residents to participate in community events and engage in the community and surrounding area. Handivan operations and associated costs have increased and of course those increased fees have been passed onto the users of this services.
Inclusion Lloydminster	\$3,000.00	\$5,000.00	\$2,500.00	5	only reported County res	Series of workshops and community conversations; engage community members, individuals with developmental disabilities, and families in dialogue; Establish a shared vision for inclusion; facilitate valuable peer support among families; educate community members on the experiences and challenges faced by individuals with developmental disabilities and their families; promote positive attitudes and active participation in the community; raises awareness and foster safe, inclusive environments; connects families to essential resources for support and accessibility; mitigates feelings of burnout and isolation for individuals and families; create a more inclusive and thriving community for everyone.
Islay Health Centre Auxiliary Society	\$2,500.00	\$2,500.00	\$2,500.00	12	12	Allows residents to make personal decisions about their own needs, increasing their independence. Allows for a variety in activities. Prevents isolation by giving residents and community members the chance to socialize with others.
Kitscoty Community Cabin 4 Kids	\$5,000.00	\$5,000.00	\$5,000.00	6	26	Create a nurturing environment where children can grow and learn.
Kitscoty Public Library	\$1,500.00	\$5,000.00	\$1,500.00	8	27	Summer Fun/Teen-Adult Programming/Books for Newborns - Provide opportunities for community members of all ages to develop social skills by offering Summer Fun, Teen/Adult programming and Books for Newborns. Provide opportunities to enhance existing relationships, build new relationships and connect with others. We will provide information to help access community support, social support and other resources as they are needed.
Kitscoty & District Community & Seniors Association	\$2,000.00	\$2,400.00	\$2,000.00	411	1350	Activities to help connect with others. Programs to provide ways to maintain social and mental well being.

Kitscoty Rug Rats Playschool	\$3,000.00	\$3,000.00	\$3,000.00	8	14	Activities and crafts designed to stimulate social, physical, emotional and educational development. Family support through Ages & Stages Questionnaires, newsletters and informational pamphlets. Progress reports and optional parent/teacher interviews. Family support through a lending library of books that address children's needs and parenting struggles.
Lloydminster & Area Brain Injury Society	\$2,000.00	\$3,000.00	\$1,500.00	1	15	Ensures persons with an acquired brain injury are active in society and enjoy their life free of barriers.
Lloydminster Sexual Assault Services	\$2,000.00	\$4,000.00	\$3,653.00	635	1433	Provides education, prevention, and awareness about a variety of topics related to fostering healthy relationships in our communities.
Marwayne Lil Critters Playschool Society	\$4,000.00	\$4,000.00	\$4,000.00	12	24	We are the only playschool in the Village of Marwayne, hoping to enhance our ability to provide improved programming to our playschool. Children will learn how to develop and interact socially with others.
Paradise Valley & District Senior Citizens	\$1,500.00	\$1,500.00	\$1,500.00	490	742	A focal meeting place for senior citizens to gather for social, cultural and recreational interaction. Purposeful scheduled activities help seniors continue to be active thus enhancing their quality of independent living.
Pioneer Lodge & House	\$2,000.00	\$3,500.00	\$3,000.00	120	only reported County res	This program will expand activities to include volunteers/family, and paid staff to increase positive interaction and engage residents and family. In addition, the long range goal is to have one place to answer questions seniors may have to help navigate funding, facilitate support for applying to Government agencies for help to enhance their lives.
Senior Support Program	\$26,204.00	\$27,000.00	\$27,000.00	230	825	The Senior Support Program is a partnership with the Town of Vermilion, County of Vermilion River, Villages of Marwayne, Paradise Valley and Kitscoty. The core purpose is to work collaboratively to deliver citizen-centred programs and services that improve the life of Albertans in this region. Although focused on Seniors, this program encourages family participation to be welcoming and inclusive in addressing social needs.
The Spark Foundation of Lloydminster	\$2,500.00	\$10,000.00	\$2,500.00	0	5998	The Lloydminster Community Youth Centre, operated by the Spark Foundation of Lloydminster, is a recreational drop in facility for at-risk youth which serves the City of Lloydminster and the surrounding areas of Blackfoot, Kitscoty, Alcurve, Paradise Valley, Marshall, Lashburn, Maidstone, Onion Lake, and Lone Rock, as well as youth living rurally. LCYC support services include: recreational and sport opportunities, in person and telephone support and outreach, emergency food and personal care items, transportation to LCYC and other group programs/activities, access to in-house and community based programs, in-school visits, homework help, hot meals, summer programs and community volunteer and leadership opportunities.
The Spark Foundation of Lloydminster	\$6,125.00	\$8,000.00	\$2,500.00	0	447	The Community Education and Engagement Program exists to raise awareness about family violence and healthy relationships, increase community knowledge of the societal issue and highlight local programs & services available to individuals and families who are experiencing family violence. This includes targeted programs such as: Leading Change (male allies), Living Well (older adults) and Family Violence in your Workplace.
Vermilion & Area Brighter Beginnings	\$53,000.00	\$53,048.00	\$53,000.00	97	157	Outreach consists of programming for parents and children to help meet their social and emotional needs. Offer parent knowledge on resources available for their family so they are confident in their ability to parent. Children receive a preschool program to help develop social competencies. Background: Initiated and developed in 2009. The goal was to support rural and isolated families within a group setting throughout CVR. Additional, a second goal was to promote and support optimal child development within these communities. We wanted to provide an access point for families to begin this conversation.
Vermilion & District Chamber of Commerce	\$2,500.00	\$2,500.00	\$2,500.00	31	88	One day in-person symposium learning how to effectively have challenging conversations and improve personal wellness. Hope to give business owners/managers, employees and community members strategies to be able to have challenging conversations and improve their personal wellness.
Vermilion & District Housing Foundation	\$5,000.00	\$5,000.00	\$5,000.00	184	only reported on County	VDHF advocates for seniors. Through FCSS funding we can improve our resident's quality of life, which in turn supports seniors to live fulfilled and rewarding quality of life and Vermilion Valley Lodge. We continue to build community connections with the schools in our community and have strong intergenerational program. VDHF provides organized community and cultural outings utilizing the services of the Vermilion and Area handi-van. This thereby, promotes community inclusion. In addition, we propose to use some of the funds provided to assist our residents in expenses related to using the FOCUS transport van for appointments.
Vermilion Elementary School	\$1,100.00	\$1,500.00	\$1,100.00	23	52	Roots of Empathy is an evidence based classroom program that has shown significant effect in reducing levels of aggression among school children while raising social/emotional competence and increasing empathy. Roots of Empathy's mission is to build caring, peaceful, and civil societies through the development of empathy in children and adults.
Vermilion is Being Empowered (VIBE)	\$10,000.00	\$12,560.00	\$11,000.00	1130	4953	VIBE receives baseline funding from AHS. This amount is not increasing but our expenses and staffing costs are. We need the additional funding to maintain and provide mental health awareness programming, materials, events and summer programming for youth and their families in Vermilion, Kitscoty, Dewberry, Marwayne, Innisfree and Mannville.
Vermilion Play Development Program	\$3,000.00	\$4,000.00	\$3,500.00	26	107	Early intervention and supports for children in the area of physical, emotional, social and cognitive development through assessments, training, resources and partnerships with services available for children and families. Developing tolerance and acceptance of others despite differences and diversity. Offering experiences to learn conflict resolution, making new friendships and understanding others in a positive setting. Teaching activities and encouraging skills in creativity, physical exercise and leadership that will create positive routines and confidence.
Walking Through Grief Support	\$4,059.00	\$5,000.00	\$4,000.00	6	95	Support for those who grieve life losses (individual and group) Support for parents attending with children (Hope After Loss – Audra's Legacy) Provide information for the learning of coping skills on the grief journey Empowerment for those grieving to increase their resilience to future crisis'
	\$251,260.00	\$314,101.64	\$249,188.00			



MEETING DATE: OCTOBER 22, 2024

BRIEFING NOTE - TO COUNCIL

SUBJECT

SUBDIVISION APPLICATION – 310 PARK AVE and 300 PARK AVE IN SE-12-47-3W4M WITHIN THE VILLAGE OF PARADISE VALLEY – FOR INFORMATION

RECOMMENDATION

THAT the County of Vermilion River receive the application for subdivision of Lot 1 Block B Plan 0323102 and Pt. Lot C Plan 1471NW in SE-12-47-3W4M in the Village of Paradise Valley as information.

DETAILS

Background: An application was received for a proposed 1.17 acre boundary adjustment of Lot 1 Block C Plan 0323102 & Pt. Lot C Plan 1471NW in SE-12-47-3W4M, municipal address: 310 Park Ave & 300 Park Ave within the Village of Paradise Valley as shown on the attached application package.

Discussion: The boundary adjustment within the Village of Paradise Valley (the “Village”) does not impact the County of Vermilion River infrastructure or lands as the school and church lands are within the Village boundary.

Relevant Policy/Legislation Practices:

Municipal Government Act (MGA)

Desired Outcome (s): THAT the County of Vermilion River receive the application for subdivision of Lot 1 Block B Plan 0323102 and Pt. Lot C Plan 1471NW in SE-12-47-3W4M within the Village of Paradise Valley as information.

Response Options: THAT the County of Vermilion River receive the application for subdivision of Lot 1 Block B Plan 0323102 and Pt. Lot C Plan 1471NW in SE-12-47-3W4M within the Village of Paradise Valley as information.

IMPLICATIONS OF RECOMMENDATION

Organizational: Comments or recommendations to be provided to Planning and Community Services

Financial: N/A

Communication Required: Council, Administration

Implementation: None

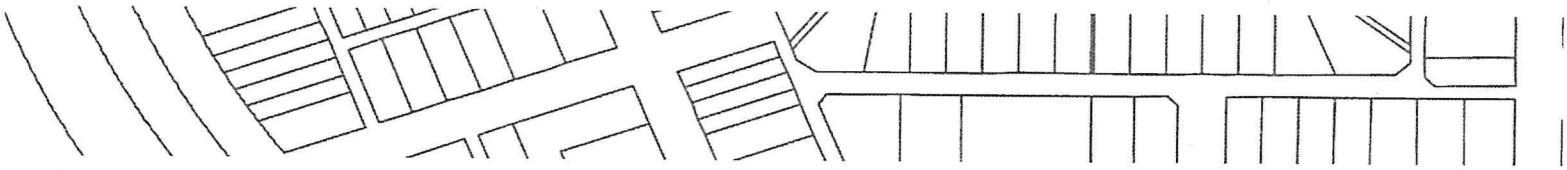
Pertains to this Corporate Goal: #4

ATTACHMENTS

1. 24-R-915 Application_Severed
2. Revised Tentative Plan

PREPARED BY: Director of Planning & Community Services

DATE: October 16, 2024



October 10, 2024

MPS FILE NUMBER: 24-R-915



REFERRAL AGENCY

Dear Sir/Madam:

RE: PROPOSED SUBDIVISION

Legal Description: Lot 1 Block B Plan 032-3102 & Pt. Lot C Plan 1471NY in SE 12-47-3-W4

Municipal Address: 310 Park Ave & 300 park Ave

Village of Paradise Valley

A copy of this subdivision application is referred to you for comments.

Any concerns or recommended conditions of approval should be explained in detail.

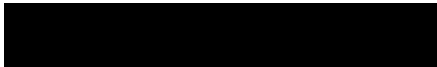
Please respond quoting our file number within twenty-one (21) days of the date of this letter. The application will be finalized, and a report prepared for the consideration of the municipality's Subdivision Authority on the information available at that time.

Please note that you are expected to make representation on any appeal that involves your input.

Thank you for participating in the review of this submission.

Please contact me at (780) 486-1991 or s.barrett@munplan.ab.ca for any clarification.

Yours truly,



Shelly Barrett
Municipal Planning Services (2009) Ltd.

cc:

- Forestry & Parks
- EPEA - Red Deer Southern Region
- AER
- Transportation & Economic Corridors - Vermilion
- Canada Post Gary/Roseanna
- County of Vermilion River (ADJ)

- Arts, Culture & Status of Women
- CPR
- Atco Electric Lloydminster
- Telus Communications (Alberta NE)
- County of Vermilion River Gas Co-op
- Alberta Health Services (Central Zone)

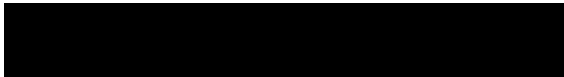
Please forward to our office a list of adjacent landowners so that we may notify them of the subdivision application pursuant to s.653(3)(b) of the *Municipal Government Act*. A referral list form is attached for your use, should you wish to use it.

DATE RECEIVED: OCT 07 2024

DEEMED COMPLETE: October 10, 2024

This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application, or by a person authorized to act on the registered owner's behalf.

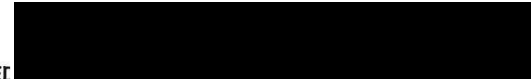
1. Name of registered owner of land to be subdivided
BOARD OF TRUSTEES OF THE BUFFALO TRAIL REGIONAL DIV
CHURCH OF GOD AT PARADISE VALLEY ALBERTA



2. Name of person authorized to act on behalf of owner (if any)

KEVIN B. BEATTY, A.L.S.

Address, Phone Number, and Fax Number



3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

ALL PART of the SE 1/4 SEC. 12 TWP. 47 RANGE 3 WEST OF 4 MERIDIAN.

Being ALL PART of LOT C BLOCK REG. PLAN NO. 1471 NY C.O.T. NO. 032 208 591

Area of the above parcel of land to be subdivided ALL OF LOT 1, BLOCK B, PLAN 0323102 0.474 hectares (1.17 acres) C.O.T. No. 032 208 575

Municipal address (if applicable) 310 Park Ave & 300 Park Ave

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of: VILLAGE OF PARADISE VALLEY

b. Is the land situated immediately adjacent to the municipal boundary? YES NO X

If 'YES', the adjoining municipality is

b. Is the land situated within 1.6 KM of a right-of-way of a highway? YES X NO

If 'YES', the Highway # is: 897

d. Is a river, stream, lake, other water body, drainage ditch, or canal within (or adjacent to) the proposed parcel? YES NO X

If 'YES', the name of the water body/course is:

e. Is the proposed parcel within 1.5 KM of a sour gas facility? YES NO X

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED (Please describe)

Table with 3 columns: Existing Use of the Land, Proposed Use of the Land, Land Use District Designation. Includes handwritten entries: Paradise Valley school and Church of God, Same - boundary adjustment, Institutional (I) District.

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (Please describe, where appropriate)

Table with 3 columns: Nature of the Topography, Nature of the Vegetation and Water, Soil Conditions. Includes handwritten entries: FLAT, SOME PLANTED TREES, GRASS, GRAVEL PARKING LOT, LOAM.

7. STRUCTURES AND SERVICING

Describe any buildings/structures on the land and whether they are to be demolished or moved.

Describe the manner of providing water and sewage disposal.

EXISTING CHURCH and Youth group buildings to remain as is. Municipal system in Village of Paradise Valley.

8. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I KEVIN B. BEATTY hereby certify that I am the registered owner OR I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full true statement of the facts relating to this application for subdivision.



SEPTEMBER 26, 2024 Date

PLAN OF PROPOSED SUBDIVISION

OF PART OF
LOT C, PLAN 1471 NY
AND ALL OF
LOT 1, BLOCK B, PLAN 032 3102
WITHIN

S.E. 1/4 SEC. 12-TWP. 47-RGE. 3-W. 4M.

KEVIN B. BEATTY, A.L.S. 2024 SCALE 1:2000

VILLAGE OF PARADISE VALLEY

AREA REQ'D WITHIN: LOT C, PLAN 1471 NY = 0.056 ha. (0.14 acre)

LOT 1, BLOCK B, PLAN 032 3102 = 0.418 ha. (1.03 acres)

TOTAL = 0.474 ha. (1.17 acres)

Lot D

Plan 1471 NY

VALLEY STREET

Titled Area: 6.496 ha (15.97 ac)
Existing: 0.418 ha (0.14 ac)
Proposed Lot 1A: 0.474 ha (1.17 ac)
Remainder: 6.022 ha (14.8 ac)

SE 1/4 SEC. 12-47-3-4

(C. of T. 942 126 364)

Lot C
Plan 1471 NY
(REMAINDER)

C. of T. 152-086-956-14 (Plan 1215 EO)

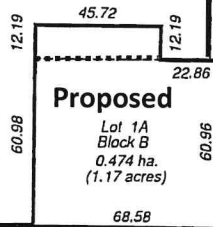
ALLOWANCE

SCHOOL AVENUE

ROAD

Road Plan 4984 MC

GOVERNMENT



CHURCH STREET

PLAN 6

6

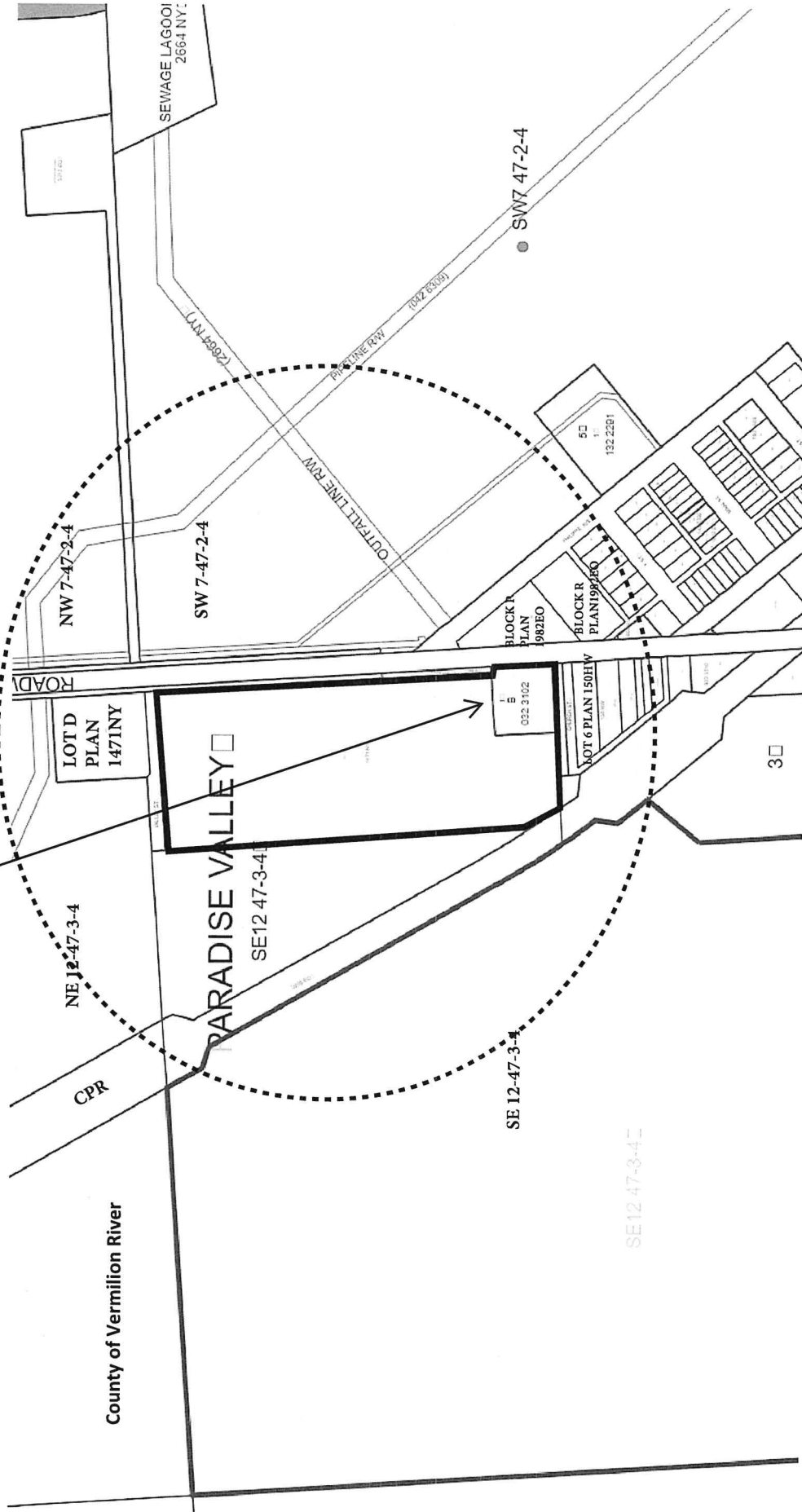
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150 HW 4

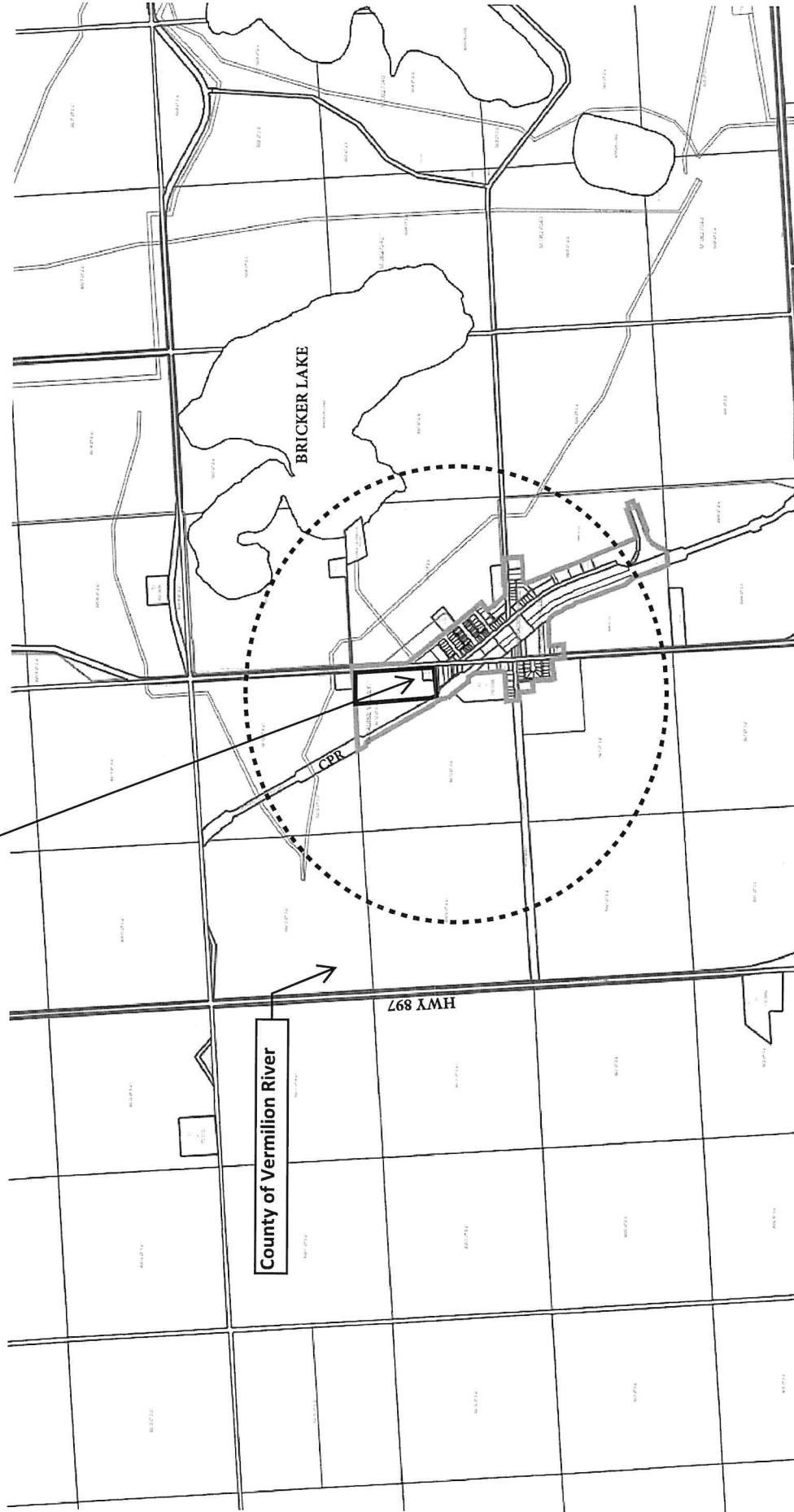
C. of T. 942 118-431
(Plan 1215 EO)

August 24, 2024
FILE No. : 11082

BT BEATTY LAND SURVEYS
P.O. BOX 9
CHAUVIN, AB T0B 0V0
(780)753-4281

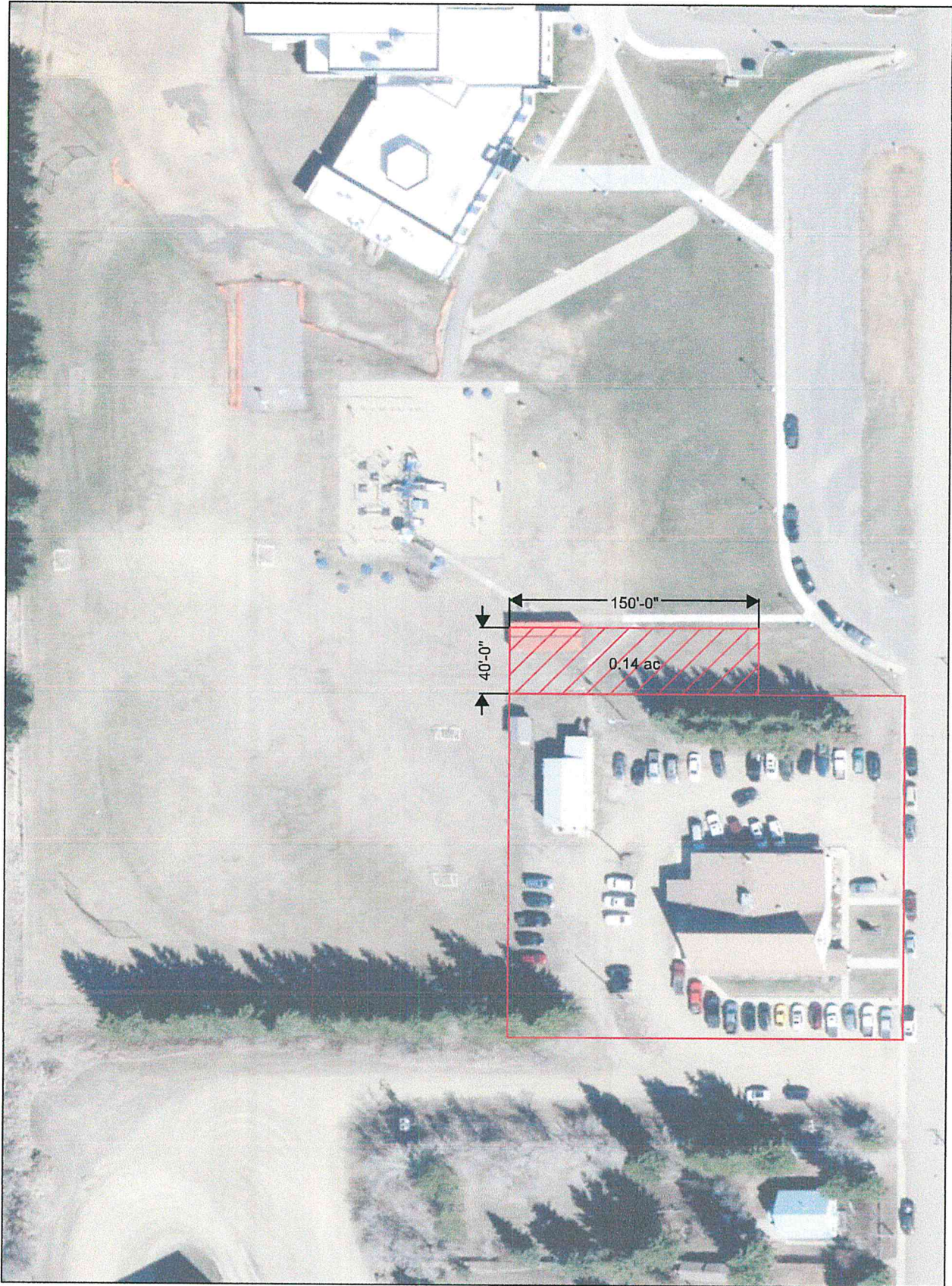


Legal Description: Pt. Lot C Plan 1471 NY & Lot 1 Block B Plan 032-3102 in SE 12-47-3-W4
Municipal Address: 310 Park Ave & 300 Park Ave
Village of Paradise Valley

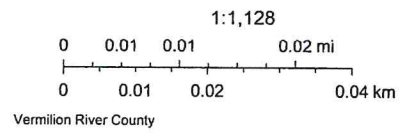


Legal Description: Pt. Lot C Plan 1471 NY & Lot 1 Block B Plan 032-3102 in SE 12-47-3-W4
Municipal Address: 310 Park Ave & 300 Park Ave
Village of Paradise Valley

County of Vermilion River



5/8/2023, 1:10:34 PM



PLAN OF PROPOSED SUBDIVISION

OF PART OF
LOT C, PLAN 1471 NY
AND ALL OF
LOT 1, BLOCK B, PLAN 032 3102
WITHIN

S.E.1/4 SEC.12-TWP.47-RGE.3-W.4M.

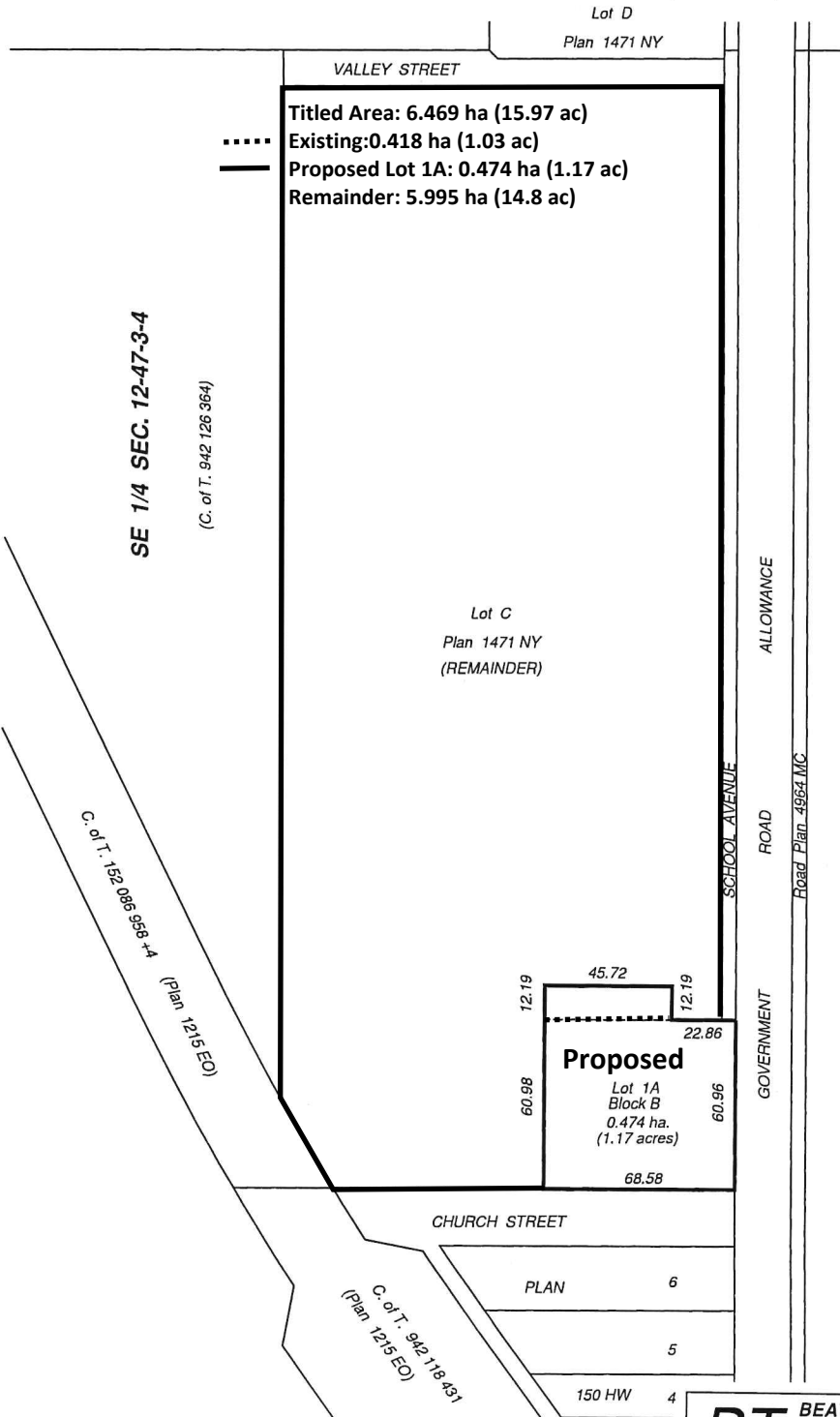
KEVIN B. BEATTY, A.L.S. 2024 SCALE 1:2000

VILLAGE OF PARADISE VALLEY

AREA REQ'D WITHIN: LOT C, PLAN 1471 NY = 0.056 ha. (0.14 acre)

LOT 1, BLOCK B, PLAN 032 3102 = 0.418 ha. (1.03 acres)

TOTAL = 0.474 ha. (1.17 acres)



..... Existing: 0.418 ha (1.03 ac)
 ——— Proposed Lot 1A: 0.474 ha (1.17 ac)
 Remainder: 5.995 ha (14.8 ac)

Lot D
Plan 1471 NY

Lot C
Plan 1471 NY
(REMAINDER)

SE 1/4 SEC. 12-47-3-4

(C. of T. 942 126 364)

C. of T. 152 086 958 +A
(Plan 1215 EO)

C. of T. 942 118 431
(Plan 1215 EO)

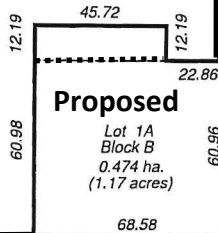
ALLOWANCE

ROAD

GOVERNMENT

SCHOOL AVENUE

Road Plan 4964 MC



Proposed

Lot 1A
Block B
0.474 ha.
(1.17 acres)

CHURCH STREET

PLAN 6

5

150 HW 4

BT BEATTY LAND SURVEYS
 P.O. BOX 9
 CHAUVIN, AB T0B 0V0
 (780)753-4281

August 24, 2024
FILE No. : 11082



MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

COUNTY OF ST. PAUL REQUEST FOR TWO YEAR EXTENSION ON ICF AGREEMENT

RECOMMENDATION

THAT the County of Vermilion River approve the request from the County of St. Paul for a two-year extension on the current Rural Intermunicipal Collaboration Framework (ICF) Agreement.

DETAILS

Background: Alberta Municipal Affairs staff have indicated that they anticipate new legislation will be brought forward in the spring. Granting the extension will ensure that the next round of negotiations are completed taking into account any legislative changes.

Discussion: This would extend the agreement from five (5) years to seven (7) years.

Relevant Policy/Legislation Practices:

Desired Outcome (s): To approve the request for extension from the County of St. Paul

Response Options: THAT the County of Vermilion River approve the request from the County of St. Paul for a two-year extension on the current Rural Intermunicipal Collaboration Framework (ICF) Agreement.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial:

Communication Required:

Implementation:



ATTACHMENTS

1. Letter of request from County of St. Paul

PREPARED BY: Executive Assistant Susan Hodges Marlowe for CAO Alan Parkin

DATE: October 17, 2024

COUNTY OF ST. PAUL

5015 49 Avenue, St. Paul, Alberta, T0A 3A4
www.county.stpaul.ab.ca

Our Mission - To create desirable rural experiences



October 15, 2024

County of Vermilion River
Box 69
Kitscoty, AB T0B 2P0

Dear CAO Parkin:

RE: Request for a two (2) year extension on current Rural Intermunicipal Collaboration Framework (ICF) Agreement

Upon recent review of our current Rural ICF agreement with your municipality, section B.(3) states the following:

"it is agreed by the Municipalities that the Councils shall review at least once every five years, commencing no later than 2024, the terms and conditions of the agreement."

At the recent meeting of Council on September 24, 2024, Council made a motion to request a two (2) year extension with each of our partners on the current ICF agreements, both urban and rural.

County Council acknowledges the importance and thus far, the successes, that these agreements have achieved collaboratively for each of our municipalities. Overall, the County feels these agreements have enhanced efficiency, improved service delivery and fostered a stronger community tie amongst municipalities. Given the positive outcomes achieved under our current ICF agreement, County Council believes extending this agreement will allow us to continue to build on our achievements and allow us time to further enhance our mutual goals.

Further, Alberta Municipal Affairs staff have indicated that they anticipate new legislation will be brought forward in the spring. Granting the extension will ensure that the next round of negotiations are completed taking into account any legislative changes.

Thank you for considering our request and if you have any concerns, or wish to discuss our request in further detail, please feel free to reach out to me at jwallsmith@county.stpaul.ab.ca or at 780-645-3301 ext. 1208.

Best regards,

[Redacted Signature]

Jason Wallsmith, CPA, CMA
Chief Administrative Officer

/btr



MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

NORTH SASKATCHEWAN WATERSHED ALLIANCE REQUISITION

RECOMMENDATION

THAT the County of Vermilion River approve the North Saskatchewan Watershed Alliance (NSWA) Municipal Contribution January 1 to December 31, 2025 per capita request of \$4,796.40.

DETAILS

Background: The County of Vermilion River approved this request in 2024.

Discussion: Council has in the past supported the NSWA

Relevant Policy/Legislation Practices:

Desired Outcome (s): To continue to support NSWA

Response Options: THAT the County of Vermilion River approve the North Saskatchewan Watershed Alliance Municipal Contribution January 1 to December 31, 2025 per capita request of \$4,796.40.

IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial: Payment of \$4,796.40

Communication Required:

Implementation: Upon approval

ATTACHMENTS

1. NSWA Letter to Council
2. Invoice 2025.023
3. NSWA Highlights

PREPARED BY: Executive Assistant Susan Hodges Marlowe for CAO Alan Parkin

DATE: October 17, 2024



202, 9440 49 Street, Edmonton, AB T6B 2M9 | NSWA.AB.CA

October 15, 2024

*Reeve Baker and Council,
County of Vermilion River*

RE: Partnering for the County of Vermilion River's Sustainable Water Future

I hope this message finds you well. I'm writing on behalf of the North Saskatchewan Watershed Alliance (NSWA) to thank you for your past contributions and to request your continued support in 2024. Your ongoing partnership is crucial to maintaining the environmental health of the County of Vermilion River and the entire watershed.

Water management is central to the County of Vermilion River's well-being. Clean drinking water, protection from floods and droughts, and effective stormwater systems are vital to your community's prosperity. The wetlands, streams, and lakes in and around the County of Vermilion River are all connected to the larger North Saskatchewan watershed, meaning water issues can't be managed in isolation. **What happens upstream affects you, and your actions affect your neighbors downstream.** That's why regional cooperation through the NSWA is so essential.

For 25 years, the NSWA has been at the forefront of water management in our region, bringing together municipalities, government bodies, and experts to address complex water challenges. Last year, the County of Vermilion River was one of 47 municipalities that joined forces to support this essential work.

This year, we ask for your continued collaboration and a contribution of **\$ 4,796.40** to sustain these efforts. Your support enables:

- **Practical, science-driven water management** tools to inform local decision-making;
- **Collaborative solutions** for water quality, flood risks, and drought preparedness;
- **Cutting-edge projects** like the State of the Watershed update, using the global-standard Freshwater Health Index, will offer a comprehensive view of the North Saskatchewan River's health. This will help Beaver County set priorities and provide tools to communicate water health to residents. Your contribution makes this possible."

We invite you to explore our [latest Annual Report](#) or visit www.nswa.ab.ca for more information. If you'd like further details, I'm happy to meet with you, and our Executive Director, Scott Millar (scott.millar@nswa.ab.ca), is also available for presentations or questions.

We sincerely appreciate your ongoing commitment to water stewardship and look forward to continuing our partnership into 2025.

Warm regards,

Steph Neufeld

Chair, North Saskatchewan Watershed Alliance



Invoice

Date	Invoice #
10/02/2024	2025.023

202 - 9440 49
Street NW
Edmonton, Alberta
T6B 2M9

Phone #	587.525.6821
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

Invoice To
County of Vermilion River PO Box 69 Kitscoty AB T0B 2P0

Description	Amount
Municipal Contribution January 1 to December 31, 2025 - Per Capita Funding Request Population 7,994 (as per 2021 census) x \$0.60/capita	4,796.40
Thank you for your support	Total \$4,796.40

GST/HST No. 890443419

HIGHLIGHTS FROM 2023-2024

The North Saskatchewan Watershed Alliance (NSWA) is a non-profit, multi-stakeholder organization dedicated to **improving the health and sustainability of the North Saskatchewan River and its watershed.**

Under the Alberta *Water for Life* strategy, the NSWA carries the responsibility of developing and then encouraging voluntary implementation of an integrated watershed management plan.

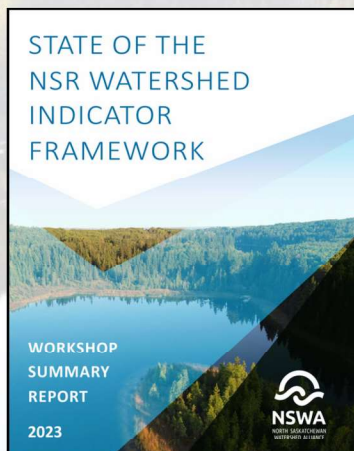
Implemented through collaboration and community engagement, the plan sets out the actions needed to protect and enhance the quantity and quality of water and the health of aquatic ecosystems within the watershed and support the social and economic well-being of the region.



River Reaches of the North Saskatchewan River

STATE OF THE WATERSHED ASSESSMENT

The State of the Watershed assessment examines numerous aspects of watershed health so that we have a baseline from which to determine if actions are needed to improve watershed health.



The State of the Watershed will make use of an internationally recognized methodology called the Freshwater Health Index (FHI), developed by Conservation International and adapted for its first use in North America by the NSWA.

Throughout the last year, NSWA has hosted workshops, launched a Governance and Engagement survey, and convened subject matter experts from many different sectors to validate the evaluations used in the FHI.

YOUTH WATER COUNCIL

The NSWA launched the inaugural session of the Youth Water Council in February 2024 with nine students from grades 10, 11, and 12 who live in the central portion of the North Saskatchewan watershed.

The first of its kind for the NSWA, the Council is a youth-led initiative that aims to provide education on local watershed issues and empowering Council members with the opportunity to act.



RIPARIAN HEALTH ACTION PLAN

The NSWA continues to promote practices and policies that support riparian health. Over the summer of 2023, the NSWA engaged with over 60 people to hear their riparian policy concerns and innovations.

Additionally, the NSWA published the report Legal Foundations for Municipal Riparian Management (2023) that discusses municipal roles and responsibilities, liabilities and tools enabled through provincial and federal legislation.

WATERSHED MOMENTS ANIMATED SERIES

NSWA developed a 4-part animated video series starring the dynamic water droplet duo, H₂ and O, from Alberta Watersheds Inc. These characters go on an educational adventure that promotes watershed literacy and highlights the importance of watersheds.

The videos were released at the 2024 World Water Day event on March 22. Be sure to find them on NSWA's YouTube Channel Playlist called Watershed Moments.



STAY CONNECTED TO NSWA

Email us at water@nswa.ab.ca to join our newsletter and event mailing list.

Visit us at www.nswa.ab.ca to see more on our partners, our work, and our results.

Connect with us on the social media platform of your choice.



NorthSaskRiver



north_sask_river



@NorthSaskRiver



northsaskriver

MEETING DATE: OCTOBER 22, 2024

BRIEFING NOTE - TO COUNCIL

SUBJECT

RURAL MUNICIPALITY ASSOCIATION BYLAW AMENDMENTS – 2024 FALL CONVENTION

RECOMMENDATION

THAT the County of Vermilion River accepts the Rural Municipality Association Bylaw Amendments as information.

DETAILS

Background:

The Rural Municipality Association (RMA) has provided the County of Vermilion River with the proposed bylaw amendments to review prior to the RMA conference from November 4 – 7, 2024. RMA Bylaws state that proposed amendments must be circulated to Full Members at least twenty-one (21) days prior to the convention where the vote will be held.

Discussion:

There is no direct action needed by the County of Vermilion River RMA members. Please refer to the complete Amendment Summary from the RMA. The Amendment Summary is attached.

A brief outline of the proposed amendments:

- Changed language to be more inclusive of MASH sector entities so they can enroll in RMA Insurance and Canoe programs.
- Full members must give one year's notice to withdraw membership, associate members depend on the agreement with the RMA insurance or Canoe program.
- Full membership fees are due September 1. Associate member fees are due within 30 days of the issue of the invoice.
- There is a new process for filling president vacancy mid term.



- The financial year for the RMA is changing from August 1 – July 31 to January 1 – December 31.
- Removed “inspecting records at the Convention”. Members can inspect the books and records anytime with reasonable notice.

Desired Outcome (s):

THAT the County of Vermilion River accepts the Rural Municipality Association Bylaw Amendments as information.

Response Option(s): THAT the County of Vermilion River accepts the Rural Municipality Association Bylaw Amendments as information.

IMPLICATIONS OF RECOMMENDATION

Organizational: None.

Financial: None.

Communication Required: None.

Implementation: None.

ATTACHMENTS

RMA Bylaw Amendments – 2024 Fall Convention.pdf

PREPARED BY: Hannah Musterer

DATE: October 16, 2024

October 7, 2024

RMA Presenting Bylaw Amendments at 2024 Fall Convention

Minor revisions to bylaws are required to implement changes to RMA's year and align with current policies

RMA's [bylaws](#) clarify the association's objectives, membership, election processes, governance structure, and other key aspects of how RMA operates.

As per the bylaws, any bylaw amendments must be approved by a three-fifths majority of RMA Full Members, and proposed amendments must be circulated to Full Members at least twenty-one days prior to the convention where the vote will be held.

Each proposed amendment is summarized below.

Amendment Summary by Bylaws Sections

Note: Each section includes a summary of the proposed changes and an explanation of the purpose of the changes, as well as the actual proposed amendments. Proposed amendments are identified as follows (additions are identified in [green](#), omissions in ~~red-strikethrough~~, surrounding clauses included for context):

Section B: Membership

Purpose: Upon reviewing the membership section, the RMA Board of Directors identified the need for clarification, including:

- ♦ 2. (b) Clarification has been added to the definition of Associate Member to clarify who can participate in RMA's Insurance and Canoe programs. The current term "non-taxable" is difficult to define and has restricted subsidiaries of municipalities and other MASH sector entities that may pay taxes. The proposed amendments would accommodate these potential members who did not qualify under the "non-taxable" definition.
- ♦ 3. Clarification that a Full member must provide one year's written notice to the Board to withdraw its membership. An associate member would be free with withdraw their membership based on the terms of their agreement with RMA Insurance or Canoe.

Proposed Amendments:

- ♦ 2. (b) Associate Members shall consist of [government entities, non-profit organizations and charities as defined within the Income Tax act, RSC 1985 c 1 \(5th Sopp\) as amended and/or subsidiary entities owned by those organizations](#) ~~non-taxable entities~~ including, but not limited to, municipalities that are not Full Members; service, housing, or utility authorities, agencies, or commissions; school boards and educational institutions; public sector agencies and institutions; associations; and not for profit organizations and community groups, who have paid ~~the any~~ applicable membership fee for the year. The rights and privileges of Associate Members shall be limited access to the Association's Business Services. Associate Members are non-voting members and are not entitled to participate in a distribution of the assets of the Association.
- ♦ Any [Full](#) Member wishing to withdraw its membership may do so upon one year's prior written notice to the Board.

Section C: Membership Fee

Purpose: A simple amendment to this section has been identified to clarify when both Full and Associate membership fees are due.

Proposed Amendment:

- ◆ 5. In each year, the respective membership fee shall be paid to the Association and shall be due and payable by each Full Member on or before September 1st. The membership fees paid are non-refundable. Associate Member fees shall be due and payable withing 30 days of issue of the invoice.

Section F: Vacancies

Purpose: Upon review of the RMA's Bylaws in conjunction with the RMA Board Elections Policy, clarification is needed to align when an election for President or Vice President may take place should a vacancy occur mid-term during a scheduled election for RMA board positions. A new clause to start this section is proposed as follows, with clarifying subsequent amendments to the following clause.

Proposed Amendments:

- ◆ New 19. In the event that a current President or Vice President that is mid-term (i.e., one (1) year into a two (2) year term) submits a nomination package for the position of President or Vice President for a scheduled election at a Convention, a call for nominations for the potential vacancy of President or Vice President will be issued after the scheduled President or Vice President nomination deadline. The current President or Vice President is not required to resign their seat mid-term to pursue another position, therefore the mid-term election of President or Vice President will only take place at such Convention should the current President or Vice President be successful in being elected President or Vice President.
- ◆ Revised 20 (formerly clause 19). If during any year outside of the annual election process described in Section 19, there is a vacancy in the role ~~is that~~ of President, the Vice President shall assume the role of interim President until such time as an election for President can be held at the next following Convention. If a vacancy in the Board is that of Vice President, outside of the election process described in Section 19, the vacancy shall remain open until the next following Convention.

Section G: Financial Year

Purpose: The RMA Board is proposing amendments to change the financial year end.

Proposed Amendment:

- ◆ 23. Unless otherwise established by the Board from time to time, the financial year of the Association shall be from the first day of ~~August~~ January to the thirty-first day of ~~July~~ December in the following same calendar year.

Section H: Auditing

Purpose: Amendments are proposed to reflect that financial records and books are not easily accessible at convention, but a member can book an appointment with RMA to view the records at any time.

Proposed Amendments:

- ♦ 25. The books and records of the Association may be inspected by any Full Member of the Association ~~at the Convention or~~ at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each Director shall at all times have access to such books and records.

The proposed amendments will be presented and voted on by members during the annual general meeting at the RMA 2024 Fall Convention on Wednesday, November 6, 2024.

For more information visit: RMAAlberta.com

William Peachman

Legal Counsel

william@RMAAlberta.com

Duane Gladden

CEO / Executive Director

duane@RMAAlberta.com

MEETING DATE: OCTOBER 22, 2024

BRIEFING NOTE - TO COUNCIL

SUBJECT

QUESTIONS FOR SUBMISSION TO THE PROPOSED ALBERTA HUB SURVEY.

RECOMMENDATION

THAT the County of Vermilion River approve Council's questions for the proposed Alberta HUB Membership Survey:

1. What are the most valuable deliverables of Alberta HUB?
2. What areas of development and advocacy should Alberta HUB focus on in the next five years?
3. What areas of development and advocacy should Alberta HUB focus on in the next ten years?

DETAILS

Background:

The County of Vermilion River is a member of Alberta HUB.

The Policies and Priorities committee had a discussion on October 15, 2024, regarding questions to include in the proposed Alberta HUB Membership Survey on behalf of the Council of the County of Vermilion River.

The proposed survey questions needed to be distributed to Alberta HUB on October 15, 2024, to meet the deadline for submission.

Discussion:

Administration sent an email to the Director of Alberta HUB on October 15, 2024, on behalf of Council with the following content:



“This morning at the County of Vermilion River Policy and Priority Meeting, the County of Vermilion River Policy and Priority Committee moved to submit the following questions to the proposed Alberta HUB Survey:

1. What are the most valuable deliverables of Alberta HUB?
2. What areas of development and advocacy should Alberta HUB focus on in the next five years?
3. What areas of development and advocacy should Alberta HUB focus on in the next ten years?

The Chief Administrative Officer and the Committee members of Alberta HUB, Deputy Reeve Leslie Cusack and alternate Councillor Dale Swirypa were included in the email to Alberta HUB.

Desired Outcome (s):

THAT the County of Vermilion River approve Council’s questions for the proposed Alberta HUB Membership Survey.

Response Options:

THAT the County of Vermilion River approve Council’s questions for the proposed Alberta HUB Membership Survey:

1. What are the most valuable deliverables of Alberta HUB?
2. What areas of development and advocacy should Alberta HUB focus on in the next five years?
3. What areas of development and advocacy should Alberta HUB focus on in the next ten years?

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.

Pertains to this Corporate Goal:

ATTACHMENTS

None.

PREPARED BY: H. Musterer

DATE: October 16, 2024

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

Another Summer of Tourism Success



Hello all Tourism Partners,

We are pleased to provide this report on our Summer Marketing activities. Once again we are seeing consistent growth for summer tourism marketing and the work we are doing benefits all of the region.

Go East of Edmonton is creating an Economic Impact in every community.

This report highlights the very successful efforts of the Go East of Edmonton Team in attracting visitors who are not only spending money but also exploring communities they might not have otherwise visited.

Key Takeaways in this Document:

Grants - Over \$100,000 from Grants in 2024 for marketing and development.

Travel Guide- another successful year with incredible demand and readership.

Website- Traffic continues to soar with over 550,000 pageviews over the past year.

Social Media- grew to over 56,000 followers reaching over 1 million annually.

Digital Marketing- highly effective again this summer on Google and Meta Ads.

New Content Created- Driving Traffic to Major Attractions and events all summer long.

Roadtrip Adventure Game- more successful with 40% increased travellers and expenditures into the region.

NRED Tourism Development Project -successful projects plus training and support to local businesses.

Invitation for New Board Members- positions are available to join our leadership team.

Go East of Edmonton AGM – Nov 20, more details coming soon.

Grants from Travel Alberta...

New Milestone reached- for 4 years in a row we have earned \$50,000 or more in grant funds from Travel Alberta. In 2023 we are pleased to say that once again Travel Alberta entrusted us as the DMO to promote the whole region for summer tourism events and activities. **Travel Alberta staff commented how strong our results were from Marketing** and provided the funding for 2024 for our Summer and Roadtrip promotion.

Travel Guide is another great success in 2024!

A Success Year after Year – The 2024 Travel Guide saw the redesigned and enhanced Outdoor Adventures, Great Attractions and Eat-Drink-Shop sections with a complete rewrite of all editorial in the guide, plus the ever popular Roadtrip Adventure Game section.

Testimonials continue to come in about the guide, its great content, and numerous operators have stated the positive return on investment received from it. The travel guide receives the majority of all our testimonials that come in, and is the **#1 reason people say they learned about roadtrips into the region.**

Weekly calls came in starting April through to July asking how and where they can get a copy- this was the highest demand we have ever seen for the Travel Guide!

In 2024, we distributed to over 50 outlets in Calgary+Red Deer, over 350 in Edmonton area plus key locations and visitor centres around Alberta, in addition to complete distribution in our local area. With 67,000 copies printed it was running out early in August in key locations.

Year after year, the Travel Guide has proven itself as an effective unique marketing tool- many have said it is the Best and most popular Travel Guide in Alberta!

Website Traffic continues to Soar through the Summer of 2024!

Over 550,000 pageviews reached again- *for the Go East of Edmonton website.*

Across all our regions of East Central Alberta and Northeast Lakeland, no tourism website even comes close to achieving this high of Traffic!

For the period of May 1 to September 15 from Google Analytics: these results are comparable to 2023!

Leads to Partners- click thrus to partners content is over 23,000!

Total Users is again over 255,000 people! Website Sessions (Visits) is over 330,000.

Google Search Reports that the Go East of Edmonton Website appeared in **over 11 Million searches** (Impressions) in the past year and resulting in **200,000 clicks to Partners pages and content** on the website!!! (1 Million more impressions/searches in 2024)

60% increase in pageviews to the Roadtrip Adventure Game is a huge increase over last year!

For the first time our overall website traffic is slightly higher or the same/similar as it was in 2023 for: Outdoor Adventures, Attractions, Events Calendar, Camping, Golfing, Things to do, and Travel guide.

These numbers also do not include the Annual **online version of the printed travel guide**. For the past year once again we consistently reached **200,000 pageviews** for the annual online travel guide!

Total Pageviews for the website and Online Guide is consistently over 700,000 annually!

Go East of Edmonton Website is where your content, events and activities need to be. Be sure to send us your events and updates every month to info@goeastofedmonton.com!

Social Media Success...now over 56,000 followers!

New Milestones reached – *we have surpassed well over 56,000 total followers from all social channels. As of Sept 30, we have reached over 38,000 followers on Facebook and over 10,000 subscribers to our e-newsletter! Instagram and our new Tik Tok page continue to grow as well.*

Interesting and Impressive facts:

- We are on social media every day 7 days per week!
- Dozens of new people follow us every day. In the summer, up to 1000 people may follow us in one month.
- And Wow...**we once again reached over 1 Million** (From June, July August) *summer reach from Facebook and Instagram combined.*

Once again In 2024 so far we have reached over 1.5 million people combined from Facebook and Instagram. **Be sure to always Tag us [@goeastofedmonton](https://www.instagram.com/goeastofedmonton), or [#goeastofedmonton](https://www.tiktok.com/@goeastofedmonton)**

Did you see us on Global TV?

On Thursday June 13, we were live on the Global TV morning show to promote the region, Roadtrip Adventure Game and the 2024 Travel Guide. **It was another great interview.** See it here...

<https://goeastofedmonton.com/videos/>

We also ran Ads on the Global TV morning show starting in June till early July.

Other Digital Marketing Results... (From May till September 15)

1. Facebook/Instagram Ads and Google Display, Search and Retargeting Ads
 - Impressions have reached nearly **5.5 Million**.

There are 50 videos on our Youtube Channel for Go East Roadtrip Videos with total views of **over 1 Million views** since all videos have been launched!!

Pattison Edmonton Digital Billboards- Rotating Ads ran from May to June in targeted locations with nearly **100,000 plays** reaching over 2.5 Million total vehicle traffic.

Radio Station promotion – every week we continue to do a talk show on Country 106- Vegreville east central area, and we do a monthly Talk show on Country 99- Lakeland area. We ran ads on CFCW and 5 other area radio stations to promote summer travel into the region.

Its clear that Go East of Edmonton is the #1 promoter of this region with a strong impact for tourism and economic development.

New Content Created in 2024...

8 Great Attractions is our new feature section (In the Travel Guide and on the website) including Metis Crossing, Ukrainian Village and our top attractions.

<https://goeastofedmonton.com/things-to-do/8-great-attractions/>

Antique Week and **Expanding Open Farm Days** promotions were new successful projects.

Monthly Blogs promote all the top events and things to do all summer long.

<https://goeastofedmonton.com/itineraries-roadtrips/trip-ideas/>

Plus, we have updated Trip Ideas, articles and Destination pages including **Indigenous Experiences** from across the region to help drive traffic and more visitation. We also continued **Roadtrip Influencer Campaigns** in the summer of 2024.

Roadtrip Adventure Game in 2024 resulted in a huge increase of Roadtrippers!

We have some **great successes to share** for 2024. This is still *A One-of-a-kind Promotion in Alberta!*

- Nearly 2000 people to date have signed up for the Roadtrip Adventure Game on the website.
- Hundreds of Families played the game and spent money across the region. We tracked over 530 different people who played the game and/or scanned to win in 2024.
- All Age Groups played the Game from kids with Parents to Millennials, Boomers and Seniors!
- Prizes contributed from the partners and sponsors actually topped over \$10,000.00
- The Game ended early September with announcements of winners coming soon in late October.
- Many thanks go to sponsors MCSNET Internet services, CFCW Radio and Canalta Hotels, as well as the participating communities. Learn more at <https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>
- Every community has been promoted through our social media channels. and <https://www.facebook.com/GoEastofEdmonton> with a total reach of over 200,000 views!

- **The amount of people that went to every Community – all 46 locations increased by 40% over last year.** This is a very significant amount of increased roadtripping and expenditures projected across the region.
- **New Special Events in 2024 - we partnered with the Ukrainian Village in June to promote to schools at Childrens day.** We also attended events around the region in June and early July to promote the game launch! This was successful as people told us they found out at our display at events.

40% Increased Travellers and 30% More Stickers Given away in 2024!

Some sticker stations reported to double the amount of stickers given away, while some others had **significant increases**. The vast majority of sticker stations reported more stickers given away in 2024 as compared to 2023. Unofficial results are that: **30% more stickers given away to a total of over 11,000 stickers across the region and over 1000 entries submitted from all prize categories.** Entries in most prize categories increased between 30 to 40% this year. Repeat players doubled over last year and overall it's an increase of 40% of players/roadtrippers in 2024.

Roadtrip Scan to Win more than doubled in 2024.

In the 2nd year of the Scan to Win feature we received **over 2300 scans from travellers** this summer for Bonus prizes. This is an opportunity for travellers to enter for bonus prizes, at the sticker stations as well as local businesses. This was more than double the amount from last year. **One roadtripper visited and scanned at 75 locations and Businesses in the region!**

Google Map Guides...reach over 4x as many views as last year!

- As part of the QR code scan, travellers could access Google maps that were specific to the roadtrip route they were on. It had events, things to do, local businesses from all the communities.
- Between spring till now our **Google map guides had reached over 85,000 views.** The maps were also placed on the Community pages all over the website to continue to promote the region throughout the summer.
- You can see one of our map guides on <https://goeastofedmonton.com/itineraries-roadtrips/roadtrip-adventure-game/>

Top 5 ranked in order- How did they find out about the Game?

1. Go East Travel Guide
2. Played before
3. Friends/Family word of mouth
4. Social Media
5. Store/event

Top 5 where did the Roadtrippers/players come from?

1. 48% Edmonton metro area
2. 44% Local East Areas
4. 4% Other Alberta
5. 4% BC/SK

A Success Year after Year...our last survey results from Game Roadtrippers

Over 400 Room nights booked of Hotels, Camping and B&B-Unique Accommodations.

Over 80% stated they ate and shopped locally and 75% visited attractions.

Some Roadtrippers spent over \$2000 on their roadtrip, while approx. 75% spent under \$1000, and approx. 25% spent over 1000.

75% said they will come back to take another roadtrip in our region.

Amazing Visitor Testimonials Include:

- I love this so much! Not only fantastic sights but great people. Highly recommend this roadtrip to all!
- I love the Go East Roadtrip Game, this year was my 4th time, looking forward to next year!
- We love the Roadtrip Adventures with the Go East Guide and tell everyone about it!
- Numerous comments from people that they Loved this town or place they visited.
- Many people said they would not have come here if not for the Go East Roadtrip Game!

We asked Sticker Station Managers and staff for **Feedback, and received these Great Comments...**

- A lot of people came and said they loved it and they will be back to visit the community again!
- More people came through this year. Increased traffic, and many large families travelling this year. A lot of Bikers playing this year. Everyone seemed to be having a lot of fun.
- Most stations (where applicable) said that travellers made purchases at the station and around the town. Some came specifically to make purchases. As much as 25% to 50%, 75% or more made purchases at a station!
- We love being a sticker station. Not only does it increase traffic but we get to meet so many people!
- This game is fantastic and we look forward to being a part of it next year!

It is our recommendation to continue the Game across the region for 2025!

We are estimating once again that the ROI and spending generated from the Roadtrip Adventure Game is over \$200,000 in 2024. Considering inflation in 2024, this is a great achievement in a tourism promotion!

Amazing Grand Total...

Over \$700,000 spent in the region by Go East of Edmonton Game Roadtrippers since 2021!!

New Tourism Development Underway – NRED Program Funding...

In 2024 the **NRED Grant for Tourism Development and Industry Support**, continued for new project work and training programs to support the tourism Industry. A new Go East of Edmonton Industry Hub will be ready by 2025. Funds will continue till early 2025 so if you have tourism businesses that are new or needing support or have a Tourism Development project- contact us for assistance.

Invitation for new Board Members to Join us...

We want to invite partner organizations to consider putting forward name(s) for board member positions that are available. As the most active and effective DMO promoting the region we look forward to receiving your input and working with all communities to grow tourism. Contact us for details.

Announcing AGM for Go East of Edmonton Regional Tourism.

Plan to attend our upcoming In-person Meeting for our AGM and presentations. Save the date of November 20, 2024. Watch for the Invitation coming in a separate email. Looking forward to seeing everyone soon!

Sincerely from, Kevin Kisilevich on behalf of the Go East of Edmonton Team Members.



COMMITTEE MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

AG 014 HAMLET BEAUTIFICATION POLICY UPDATE – MOTION REQUIRED

RECOMMENDATION

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 approve the updated AG 014 Hamlet Beautification Policy as presented.

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	
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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 inquires 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 <input type="checkbox"/> NO <input type="checkbox"/>
DID YOU SUCCESSFULLY COMPLETE YOUR 2022 HAMLET BEAUTIFICATION PROJECT (valued at \$1,000)? YES <input type="checkbox"/> NO <input type="checkbox"/>
WHAT ACTIVITIES DID YOU UNDERTAKE in 2022 to spend the funds (check all that apply)? <input type="checkbox"/> Grass Mowing <input type="checkbox"/> Brush Management <input type="checkbox"/> Hamlet Clean Up <input type="checkbox"/> Park Clean Up <input type="checkbox"/> Playground Clean Up <input type="checkbox"/> Tree Planting <input type="checkbox"/> 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

LE 001 COUNCILLOR REMUNERATION POLICY

RECOMMENDATION

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 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: Executive Assistant Susan Hodges Marlowe for CAO A. Parkin

DATE: October 9, 2024

POLICY #LE 001

COUNCILLOR REMUNERATION AND EXPENSES

APPROVAL DATE:	May 26, 1995	CROSS-REFERENCE:	PE 002 County Payroll Schedule
RESPONSIBILITY:	Administration		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)	EFFECTIVE DATE:	February 14, 2023
		NEXT REVIEW DATE:	October 2023

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 Vermillion River
1.a(vi) **County Business** is professional services for or on behalf of the County of Vermillion River
1.a(vii) **County** is the Municipality of the County of Vermillion 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 Vermillion 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 Vermillion 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 Vermillion 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 Vermillion 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 Vermillion 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
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APPROVAL DATE:	May 26, 1995	CROSS-REFERENCE:	Municipal Government Act
RESPONSIBILITY:	Administration		Procedural Bylaw in effect at the time
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% <small>(2.54% CPI) (2.66% TAX ADJ)</small>	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

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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: OCTOBER 22, 2024

BRIEFING NOTE - TO COUNCIL

SUBJECT

RESCIND POLICY NG 012 – AUTOMATED METER READING INSTALLATIONS

RECOMMENDATION

THAT 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 rescind Policy NG 012 – Automated Meter Reading Installations.

Response Options:

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: OCTOBER 22, 2024

BRIEFING NOTE - TO COUNCIL

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 approve Policy NG 016 Natural Gas Billing Policy as presented.

Response Options:

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
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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.

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.



MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

RESCIND POLICY PW020 DRAINAGE DITCHES

RECOMMENDATION

THAT the County of Vermilion River Rescind PW020 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 Rescind PW020 Drainage Ditches.

IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: Budget items remain.

Communication Required: N/A

Implementation: Upon Council Approval

ATTACHMENTS

PW020 Drainage Ditches

PREPARED BY: Ben McPhee

DATE: October 16, 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



MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

POLICY PD 021 – COMMUNITY ENHANCEMENT FUNDING POLICY – MOTION REQUIRED

RECOMMENDATION

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 to the October 15, 2024, Policy and Priorities Committee Meeting for discussion.

Policy PD 021 – Community Enhancement Funding Policy statement is “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.”

This policy was brought back to discuss the addition of campgrounds to the Policy PD 021 – Community Enhancement Funding Policy. A campground can be considered both a tourism/economic development asset (generates revenue, job creation and economic stimulus) and a community service (outdoor recreation, community gatherings and promote environmental dedication).

Discussion: The detailed changes and amended changes are presented in an attached document. The summary of changes proposed are:

1. Addition of funding campgrounds, with amendments
 - a. Council direction for amendments was to fund campgrounds that are operated by non-profit community organizations only and distribute funding into two (2) categories of campgrounds.



- i. Category 1 consisting of campgrounds with 51 or more sites, funded at \$3,000.00
 - ii. Category 2 would consist of campgrounds with 50 or less sites, funded at \$1,000.00
2. Increase event funding to \$40,000.00 and expand the funding to include sponsorship of community-based organization's events and initiatives throughout the year
3. Change wording of Winter Recreation to Ski Hill and increase regular funding of a Ski Hill to \$15,000.00

Relevant Policy/Legislation Practices:

Policy PD 021 – Community Enhancement Funding

Desired Outcome (s): 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 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 16, 2024

POLICY #: PD 021		POLICY TITLE:	COMMUNITY ENHANCEMENT FUNDING
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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
- 1.m. **Community Sponsorship** means a mutually beneficial agreement between the CVR and community based organization

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**
 - 1. **General**
 - a. Council shall establish as a budget amount to be distributed through funding categories each fiscal year

- b. Projects eligible for County funding must provide services to rural residents
- c. Non-Profit Organizations requesting funding must be registered or incorporated under the Province of Alberta *Societies Act*
- d. County of Vermilion River Council will have final approval on all funding allocations with the exception of Sponsorship funding, which can be approved the Director of Planning and Community Services
- 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
- f. Multiple grant applications to different grant funding projects/programs will generally not be accepted
- g. Funding approved in one fiscal year does not guarantee approved funding in subsequent years
- h. Funding will not be retroactive for a previous years' project. All applications must be submitted in the same year the funding is allocated
- i. The County may approve all, part, or deny any request received
- 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
- 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

2. Operational Assistance – Recreation Facilities

- a. Applicants seeking funding shall complete a Recreation Facility Grant Application and submit for review by Planning and Community Services

- 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
- 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
- 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.
- 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 <i>(up to a maximum of 4)</i>	\$700 per diamond
Golf Courses	\$6,500
Outdoor Rinks	\$3,000
Playgrounds	
- Hamlets	\$1,000
- Day Use	\$6,000
Soccer <i>(per association)</i>	\$2,000
Ski Hill	\$15,000
INDOOR FACILITY	
Facility Type	Facility Funding
Curling Rinks <i>(up to a maximum of three sheets)</i>	\$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
Campgrounds	
- Category 1	\$3,000
- Category 2	\$1,000

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

3. Operational Assistance – Community Halls

- 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
- 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
- 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
- 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

- e. Community Halls categories, halls that may fall under those categories and range of investment in our communities approved by Council:
 - i. 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. Capital Project Assistance

- a. Applicants seeking funding shall complete a Capital Funding Grant Application and submit for review by Planning and Community Services
- 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
- 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
- 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
- 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

- f. All Capital Projects will be funded a maximum of up to 25% of the total project costs
- g. Special Capital Projects should meet the special capital funding goals:
 - i. Sustainability – management of financial, environmental, and social resources to ensure long-term viability and resilience
 - ii. Efficiency – the degree to which resources are utilized optimally to achieve project outcomes
 - iii. Commitment – dedication and obligation of financial resources, time and effort towards successful initiation, execution and completion of the projects' goals and objectives
- 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
- i. All requested funding for Capital Projects shall be at the discretion of Council
- j. Available funds may vary from year to year and will be limited by the amounts in Reserve Funds
- k. Organizations must demonstrate the ability to execute the project by providing the following information:
 - i. A project plan (i.e., project schedule, scope, milestones, and deliverables)
 - ii. The benefit to the community and County residents
 - iii. A financial outline as referenced in the Application Guidelines
 - iv. Any other information that may be requested during review of the application that will assist Council
- l. Project requests to be fully funded by the County will generally not be accepted

5. Community Sponsorship

- a. The County provides financial support, in-kind resources, or other assistance to help organizations to carry out projects that directly benefit the well-being of County residents.
- b. Applicants seeking funding shall complete a Grant Application and submit for review by Planning and Community Services
- c. 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
- d. 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.
- e. Ineligible expenses would be capital, utilities, honorarium, staffing, etc.
- f. Maximum funding per Event is \$2,000. Funding distribution will be evaluated using criteria 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
 - 0-25 points – funding ineligible
- g. Applications will be accepted by the County 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.
- h. Applicants may only apply every second year for funding for one event per Community Organization

- i. Events should be inclusive and open to all community members. Events typically are one-time occurrences, such as festivals, special projects, or singular events
- j. 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
- k. 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
- l. Community Organizations are invited to submit requests to Planning and Community Services for donations of promotional items for use at special events

6. General Procedures

- 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
- b. Applicants will be reviewed by Planning and Community Services and recommendations brought forward to Council for approval
- c. The County of Vermilion River will notify applicants, in writing, of the final decision
- 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
- 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

- f. Non-Profit Organizations that serve rural residents within the County of Vermilion River are eligible for these funds
- g. Non-Profit Organizations will be eligible for funding according to what category they fall under as indicated in the Application Guidelines
- 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
- i. Applications will be evaluated by criteria in the procedures

7. Reporting

- a. Grant Recipients are expected to submit a project report and financial statement on an annual basis or once the project is complete
- b. Failure to submit a report, or delinquency in submission, may affect future grant application consideration

8. Recognition

- 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
- b. Recognition may appear in many forms; however, the County of Vermilion River requires that the minimum recognition be made:
 - i. Social Media posting with County Logo/Name
 - ii. Recipients will be recognized in graphic or text in the County's Newsletter
 - iii. Program Recipients of \$10,000 or more shall place an advertisement or article in the local newspaper with County Logo/Name

- iv. Facilities receiving funds over \$5,000 shall use onsite signage, in consultation with Planning and Community Services
- c. Recognition may also be as indicated below:
 - i. Photo opportunity with Council or a Councillor and photo(s) will be used for the promotion of funding provided to the recipient
 - ii. Recognition events or at an event shall be accompanied by a media release
 - iii. County Logo/Name in Agency Newsletter

9. Community Letters of Support

- a. The County will issue letters of support to local Community Organizations seeking external funding opportunities in relation to community enhancement
 - i. Organizations shall submit an application for their request of support with the cost and scope of the proposed project
 - ii. The request of a letter of support will be placed on the next Regular Council Meeting

10. Library Funding

- 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%

- 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	



POLICY #: PD 021		POLICY TITLE:	COMMUNITY ENHANCEMENT FUNDING
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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
- 1.m. **Community Sponsorship** means a mutually beneficial agreement between the CVR and community based organization

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**
 - 1. **General**
 - 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



- b. Projects eligible for County funding must provide services to rural residents
- c. Non-Profit Organizations requesting funding must be registered or incorporated under the Province of Alberta *Societies Act*
- d. County of Vermilion River Council will have final approval on all funding allocations with the exception of Sponsorship funding, which can be approved the Director of Planning and Community Services
- 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
- f. Multiple grant applications to different grant funding projects/programs will generally not be accepted
- g. Funding approved in one fiscal year does not guarantee approved funding in subsequent years
- h. Funding will not be retroactive for a previous years' project. All applications must be submitted in the same year the funding is allocated
- i. The County may approve all, part, or deny any request received
- 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
- 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

2. Operational Assistance – Recreation Facilities

- a. Applicants seeking funding shall complete a Recreation Facility Grant Application and submit for review by Planning and Community Services



- 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
- 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
- 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.
- 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 <i>(up to a maximum of 4)</i>	\$700 per diamond
Golf Courses	\$6,500
Outdoor Rinks	\$3,000
Playgrounds	
- Hamlets	\$1,000
- Day Use	\$6,000
Soccer <i>(per association)</i>	\$2,000
Winter Recreation-Ski Hill	\$6,600 \$15,000
INDOOR FACILITY	
Facility Type	Facility Funding
Curling Rinks <i>(up to a maximum of three sheets)</i>	\$4,500

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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
<u>Campgrounds</u>	
- <u>Category 1</u>	<u>\$3,000</u>
- <u>Category 2</u>	<u>\$1,000</u>

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

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3. Operational Assistance – Community Halls

- 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
- 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
- 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
- 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



- e. Community Halls categories, halls that may fall under those categories and range of investment in our communities approved by Council:
 - i. 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. Capital Project Assistance

- a. Applicants seeking funding shall complete a Capital Funding Grant Application and submit for review by Planning and Community Services
- 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
- 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
- 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
- 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

- f. All Capital Projects will be funded a maximum of up to 25% of the total project costs
- g. Special Capital Projects should meet the special capital funding goals:
 - i. Sustainability – management of financial, environmental, and social resources to ensure long-term viability and resilience
 - ii. Efficiency – the degree to which resources are utilized optimally to achieve project outcomes
 - iii. Commitment – dedication and obligation of financial resources, time and effort towards successful initiation, execution and completion of the projects' goals and objectives
- 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
- i. All requested funding for Capital Projects shall be at the discretion of Council
- j. Available funds may vary from year to year and will be limited by the amounts in Reserve Funds
- k. Organizations must demonstrate the ability to execute the project by providing the following information:
 - i. A project plan (i.e., project schedule, scope, milestones, and deliverables)
 - ii. The benefit to the community and County residents
 - iii. A financial outline as referenced in the Application Guidelines
 - iv. Any other information that may be requested during review of the application that will assist Council
- l. Project requests to be fully funded by the County will generally not be accepted



5. ~~Community Funding—Events~~ **Community Sponsorship**

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~~a.~~ The County provides financial support, in-kind resources, or other assistance to help organizations to carry out projects that directly benefit the well-being of County residents.

~~b.~~ Applicants seeking funding shall complete a Grant Application and submit for review by Planning and Community Services

~~b.c.~~ 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

~~b.d.~~ 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.

~~b.e.~~ Ineligible expenses would be capital, utilities, honorarium, staffing, etc.

~~f.~~ Maximum funding per Event is \$2,000. Funding distribution will be evaluated using criteria 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

~~e.~~ 0-25 points – funding ineligible

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~~f.g.~~ Applications will be accepted by the County annually in April and October. Applications will be directed to Council for review 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.

~~g.h.~~ Applicants may only apply every second year for funding for one event per Community Organization



- h.i. Events should be inclusive and open to all community members. Events typically are one-time occurrences, such as festivals, special projects, or singular events
- h.j. 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
- h.k. 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
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7. Reporting

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- b. Failure to submit a report, or delinquency in submission, may affect future grant application consideration

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- 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
- b. Recognition may appear in many forms; however, the County of Vermilion River requires that the minimum recognition be made:
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 - ii. Recipients will be recognized in graphic or text in the County's Newsletter
 - iii. Program Recipients of \$10,000 or more shall place an advertisement or article in the local newspaper with County Logo/Name



- iv. Facilities receiving funds over \$5,000 shall use onsite signage, in consultation with Planning and Community Services
- c. Recognition may also be as indicated below:
 - i. Photo opportunity with Council or a Councillor and photo(s) will be used for the promotion of funding provided to the recipient
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- a. The County will issue letters of support to local Community Organizations seeking external funding opportunities in relation to community enhancement
 - i. Organizations shall submit an application for their request of support with the cost and scope of the proposed project
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10. Library Funding

- 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%



- 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%
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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	

POLICY PD 021 – COMMUNITY ENHANCEMENT FUNDING POLICY

List of Changes

Previous Version of Policy	Suggested Changes			Discussion
1. Addition of Campgrounds to Facility Funding				
Under Table 1.0 campgrounds are not funded.	Campground	Operated By	# of Sites	Only campgrounds that are a Non-profit organization would be eligible for funding. This would eliminate Rolling Greens Fairways, Camp N RV Campground, Vermilion Provincial Park, Johnston Campground, and Hidden Lake Campground.
	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	

Table 1.0				<p>Campgrounds would be divided into two categories. Category 1 and Category 2. Category 1 would be for community organizations that operate campgrounds with 51 or more sites. Category 2 would be for community organizations with 50 sites or less).</p> <p>Funds would be distributed per organization, not per campground.</p> <p>This would be an additional \$8,000 to the recreation budget.</p>	
	Campground		# of Campgrounds		Cost
	Category 1 (51 or more sites)	\$3,000	1		\$3,000
	Category 2 (5-50 sites)	\$1,000	5		\$5,000
2.Community Funding – Events					
5. Community Funding – Events	Name Change – Community Sponsorship				
No Definition	Community Sponsorship means a mutually beneficial agreement between the CVR and a community-based organization.			Add to definitions.	
5.a New addition	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.				
5.f. Maximum funding per Event is \$2,000.00	<p>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:</p> <p>100-75 points – 100% funding requested</p> <p>75-50 points – 75 % funding requested</p>				

	50-25 points – 50% funding requested 25- 0 points – funding ineligible	
4.c.i.1.d County of Vermilion River Council will have final approval on all funding allocations.	4.c.i.1.d County of Vermilion River Council will have final approval on all funding allocations, with the exception of Sponsorship Funding, which can be approved by the Director of Planning and Community Services.	
5.g 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
3.Other Revisions and Changes		
4.c.i.1.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.a Council shall establish a budget amount to be distributed through funding categories each fiscal year.	
Table 1.0	Ski Hill - \$15,000	Ski Hills are currently labelled as Winter Recreation and receive \$6,600. At the February 28, 2023 Regular Meeting of Council,

		<p>the following motion was passed: Motion Number: 2023-02-55 <i>THAT the County of Vermillion 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>
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MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

RESCIND POLICY PW 010 – ROAD CONSTRUCTION STANDARDS AND PROCEDURES

RECOMMENDATION

THAT the County of Vermilion River rescind Policy 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): THAT the County of Vermilion River rescind Policy PW 010 – Road Construction Standards and Procedures.

IMPLICATIONS OF RECOMMENDATION

Implementation: Upon Council approval.

ATTACHMENTS

- Policy PW 010 – Road Construction Standards and Procedures

PREPARED BY: Ben McPhee

DATE: 2024-10-16

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.



MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

RESCIND PW012 PUBLIC WORKS PROJECTS POLICY

RECOMMENDATION

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:

To 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 Project Policy

PREPARED BY: Ben McPhee

DATE: October 16, 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 than 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).

MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

PW 015 (6TH REVISION); SNOW PLOW FLAG

RECOMMENDATION

THAT the County of Vermilion River approve PW 015 Snow Plow Flag Policy as presented.

DETAILS

Background: During the Policy and Priorities Committee Meeting on October 15, 2024 the PW 015 Snow Plow Flag Policy approved August 20, 2024 was asked to be reviewed and decided to be brought back to the next council to remove the blanket restrictions on Subdivisions.

Discussion: To remove the blanket restrictions for Subdivisions residences and have the properties assessed if it can be cleared with County Equipment as defined in 1.n

Relevant Policy/Legislation Practices: PW 032 Winter Road Maintenance Standards

Desired Outcome (s): To approve the policy as presented.

Response Options: THAT the County of Vermilion River approve PW 015 Snow Plow Flag Policy as presented.

IMPLICATIONS OF RECOMMENDATION

Communication Required: Contact those residence effected by the Revision 5 Policy Update

Implementation: Upon council approval

ATTACHMENTS

PW 015 (6th Revision); Snow Plow Flag DRAFT

PREPARED BY: Holli Harty for Tristan Pidruchney

DATE: October 16, 2024

POLICY #PW 015	POLICY TITLE: SNOW PLOW FLAG
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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)	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.1.n. **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.1.o. **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.



MEETING DATE: OCTOBER 22, 2024

REQUEST FOR DECISION - TO COUNCIL

SUBJECT

RESCIND POLICY PW019 EMERGENT PROJECTS

RECOMMENDATION

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:

THAT the County of Vermilion River rescind Policy PW 019 Emergent Projects.



IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: Emergent Projects budget remains in place and consistent.

Communication Required: N/A

Implementation: Upon Council Approval

ATTACHMENTS

PW019 – Emergent Projects

PREPARED BY: Ben McPhee

DATE: October 16, 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.