



## Regular Council Meeting Agenda

April 8, 2025, 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 - COUNCILLOR DALE SWYRIPA
3. ADDITIONS TO AGENDA
4. ADOPTION OF AGENDA  
**Motion Number:**  
THAT the County of Vermilion River approve the April 8, 2025 Regular Council Meeting Agenda as presented.
5. APPOINTMENTS
  - 5.a 9:05 AM VERMILION PHYSICIAN RECRUITMENT AND RETENTION COMMITTEE - KIRBY WHITLOCK, GREG SMITH 8
6. COUNCIL NEW BUSINESS
  - 6.a CHEIF ADMINISTRATIVE OFFICER  
**MARCH 2025 CHIEF ADMINISTRATIVE OFFICER REPORT** 12  
**Recommendation:**  
THAT the County of Vermilion River approve the Chief Administrative Officer's written report for March 2025 as information.

**COUNCIL MEETING AND EVENTS CALENDARS AND  
COUNCIL ACTION TRACKER**

17

**Motion Number:**

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

**6.b FINANCE**

**2025 TAX PENALTY BYLAW - FOR DISCUSSION**

23

**Motion Number:**

THAT the County of Vermilion River receive the report on changes to the Tax Penalty Bylaw as information.

**2025 Tax Presentation – For Information**

47

**Motion Number:**

THAT the County of Vermilion River accept the 2025 Tax Presentation as information, and provides the following direction to administration in regards to the 2025 tax mill rate Bylaw.

**MARWAYNE AG SOCIETY FUNDING OPTIONS**

87

**Motion Number:**

THAT the County of Vermilion River approve the withdrawal of \$ \_\_\_\_\_ from the Contingency Reserve for the Marwayne Ag Society Capital request of \$740,000.00.

**Motion Number:**

THAT the County of Vermilion River approve the withdrawal of \$240,000.00 from the Recreation Reserve for the Marwayne Ag Society Capital request of \$740,000.00.

**Motion Number:**

THAT the County of Vermilion River approve the internal financing of \$ \_\_\_\_\_ for \_\_\_\_\_ years at an interest rate of four (4) per cent per annum from the Recreation Reserve to the Contingency Reserve.

**Request for Information**

**6.c PUBLIC WORKS AND UTILITIES**

**2025 SALE OF GRADERS**

102

**Motion Number:**

THAT the County of Vermilion River send two CAT 140 Graders to Ritchie Bros. Auctioneers with the guaranteed minimum of \$423,500.00 less a 10 per cent commission, netting \$381,150.00.

**CONCERN TRACKER REPORT**

105

**Motion Number:**

THAT the County of Vermilion River receive the Current Concern Tracker Report from March 19, 2025, to April 1, 2025, and a report of the Active and In-Progress Concern Tracker up to March 18, 2025, for information.

**USED WATER TRUCK BUDGET REQUEST**

123

**Motion Number:**

THAT the County of Vermilion River increase the 2025 capital equipment budget by \$32,000.00 to accommodate an increased cost of a used water truck with the funding to be used from the equipment reserve.

**Request for Information**

**6.d NATURAL GAS UTILITY**

**Request for Information**

**6.e AGRICULTURE AND ENVIRONMENT**

**Request for Information**

**6.f PROTECTIVE SERVICES**

**MEMORANDUM OF UNDERSTANDING - LAKELAND COLLEGE EMERGENCY TRAINING SCHOOL AND COUNTY OF VERMILION RIVER**

125

**Motion Number:**

THAT the County of Vermilion River approve the signing of the Memorandum of Understanding between Lakeland College Emergency Training School and the County of Vermilion River.

**DOG CONTROL - UPDATE #5**

131

**Motion Number:**

THAT the County of Vermilion River receive the Dog Control report as information.

**Request for Information**

**6.g PLANNING AND COMMUNITY SERVICES**

**ALBERTA UTILITIES COMMISSION PROPOSED CHANGES TO RULE 007: FACILITY APPLICATIONS – FOR INFORMATION**

136

**Motion Number:**

THAT the County of Vermilion River receive the draft blackline version of Rule 007: *Facility Applications* as information.

**CITY OF LLOYDMINSTER LAND USE BYLAW – RESPONSE LETTER TO THE COUNTY OF VERMILION RIVER – FOR INFORMATION**

337

**Motion Number:**

THAT the County of Vermilion River receive the response letter from the City of Lloydminster regarding the City of Lloydminster draft Land Use Bylaw as information.

**MARWAYNE PLAYGROUND – MOTION REQUIRED**

342

**Motion Number:**

THAT the County of Vermilion River approve the Marwayne Playground Community Association funding request for \$44,000.00 from the General Recreation Reserve, to be released no sooner than 60 days before beginning construction of the new playground.

**Request for Information**

**6.h GENERAL ADMINISTRATION**

**Motion Number:**

THAT the County of Vermilion River pursuant to Section 424(1) of the Municipal Government Act, acquires title and becomes owner of the following properties.

Property Number	Lot	Block	Plan	Certificate of
1	1	3	2129EO	082
2	2	3	2129EO	0023
3	14	3	6110ET	0023
4	13	3	6110ET	0023
5	12	3	6110ET	002
6	5	4	647EO	072
8	13	4	2338EO	152

**Motion Number:**

AND THAT the County of Vermilion River provides direction to Administration to sell the following properties through private sale via advertisement by the Development Officer:

**Motion Number:**

THAT the County of Vermilion River does not acquire title and become the owner of the following properties.

Property Number	Lot	Block	Plan	Certificate of
7	9	14	8621214	092

**VERMILION AND DISTRICT HOUSING FOUNDATION - ADJUSTED REQUISITION**

**Motion Number:**

THAT the County of Vermilion River receive the Vermilion and District Housing Foundation adjusted requisition of \$633,184.00 as information.

**MARCH REPORT FOR THE ASSISTANT CHEIF  
ADMINISTRATIVE OFFICER**

384

**Motion Number:**

THAT the County of Vermilion River accepts the March Report for the Assistant Chief Administrative Officer as presented.

**VILLAGE AND HAMLET NEWSLETTERS COUNCIL ACTION  
TRACKER**

387

**Motion Number:**

THAT the County of Vermilion River receive the Villages of Kitscoty and Marwayne and Hamlet of Dewberry April newsletters and the Council Action Tracker as information.

**CORRESPONDENCE**

440

**Motion Number:**

THAT the County of Vermilion River receive the following correspondence as information:

Letter Parkland County Bill C-293 ASB Concerns

Alberta HUB minutes and drone presentation

North Saskatchewan Watershed Alliance Heritage River Commemorative Plaque and Interpretive Signage

Letter from Municipal Affairs *Local Authorities Election Act*

STARS Ally Impact Report

Vermilion and District Housing Foundation Minutes

Nursing Week Declaration

Vermilion River Regional Waste Management Commission meeting minutes

**Request for Information**

**7. POLICIES**

**7.a RESCIND POLICY PE 002 - COUNTY PAYROLL SCHEDULE**

501

**Motion Number:**

THAT the County of Vermilion River rescind Policy PE 002 – County Payroll Schedule

**8. BYLAWS**

**9. DISPOSITION OF APPOINTMENT BUSINESS**

**9.a VERMILION PHYSICIAN RECRUITMENT AND RETENTION COMMITTEE**

507

**Motion Number:**

THAT the County of Vermilion River receive the Vermilion Physicians Recruitment and Retention Committee presentation as information and direct Administration as follows:

**10. NOTICES OF MOTION**

**11. COUNCIL REPORTS**

**12. ADJOURNMENT**

**Vermilion District Health Care Providers  
Attraction & Retention Committee  
TERMS OF REFERENCE  
Revised February 2024**

**Purpose:**

The purpose of the Vermilion District Health Care Providers Attraction & Retention Committee is to build a sustainable system for health professional recruitment and retention in collaboration with local health professionals that will ensure ongoing healthcare services to the community.

**Objectives:**

1. To coordinate recruitment and retention of needed health professionals (including but not limited to physicians, dentists, optometrists, chiropractors and other health care providers) amongst the existing health professionals, AHS and the community.
2. To reduce the need for recruitment through retention efforts.  
Efforts should focus on three areas:
  - Integration into the medical practice community
  - Family integration into the community
  - Family quality of life issues
3. To facilitate community involvement in the attraction, recruitment and retention process together with health professionals, AHS and Community.

**Membership:**

Vermilion District Health Care Providers Attraction & Retention Committee will consist of (11) members, (5) of which are voting members and (6) of which are non-voting members:

- 1 member each from the (4) participating municipalities of
  - Mannville
  - County of Vermilion River
  - County of Minburn
  - and Town of Vermilion (all whom are voting members)
- 1 administrator - an employee of one of the participating municipalities (non-voting) and administrative support
- 1 physician advisor
- 1 clinic advisor (non-voting)
- 1 AHS representative (non-voting)
- 1 RPAP representative (non-voting)
- Up to a max of 3 community representatives (voting other than requisitions)
- Kalyna Primary Care Network (non-voting)

Vermilion District Health Care Providers Attraction & Retention Committee will appoint from within its' members, through consensus, the position of Chair and Vice-Chair.



**Finances:**

Finances shall be raised from the participating communities using annual or special per capita requisitions as voted on by the majority. Other fundraising activities may be considered.

Funds may be used to support recruitment and appreciation activities and include but are not limited to bursaries, appreciation gifts/celebrations, recruitment incentives, and other recruitment and retention activities as voted on by the membership.

**Term:**

Members of the Vermilion District Health Care Providers Attraction & Retention Committee will commit to involvement on a year to year basis. This term can be reviewed and amended at any time by the Vermilion District Health Care Providers Attraction & Retention Committee if needed.

Members representing the County, the Town and Alberta Health Services, shall ensure that alternate members are appointed and that the members are responsible to ensure alternates are advised of meetings if the appointed member is unable to attend.

**Meetings:**

1. Meetings will be held 3X per year (October, February, June), unless called by the Chair.
2. Quorum will be considered. Four voting members is the minimum attendance required for a meeting. Phone conference would be considered acceptable for meeting minimum attendance for motions when needed.
3. Motions will be moved by one voting member and carried by the majority of voting members present.
4. Minutes should not be made public until approved by Vermilion District Health Care Providers Attraction & Retention Committee at a subsequent meeting. Members that are a representative may share these minutes with their organization.
5. Minutes will be distributed by email to the members of Vermilion District Health Care Providers Attraction & Retention Committee at least one week prior to the next meeting when possible.

**Communication:**

The Chair shall be the contact for the Committee, unless there is an alternate designate, and will ensure that approved messages and actions of the committee are communicated to residents by way of newspaper, municipal websites or other forms of communication.

**Governance Structure:**

1. The Vermilion District Health Care Providers Attraction & Retention Committee shall function on a collaborative/consensus committee process, meaning that all parties should participate equally and that decision-making will aim to have full agreement on course of action to be followed. Formal voting is required for financial matters or only as a last option.
2. The Committee may decide to appoint working sub-committees to work on specific functions, such as physician attraction, clinic issues, communication and marketing,

organizing a site visit, housing, spousal employment, etc.

3. Such working sub-committees shall be chaired by one member of the Vermilion District Health Care Providers Attraction & Retention Committee and may include additional members outside the Committee. All working sub-committees should report back to the Committee on a regular basis.

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Chairperson

Date:

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Administrator

February 25, 2025

**Re: Per capita Request for the Health Care Providers Attraction and Retention Committee**

Dear Mayor/Reeve and Council:

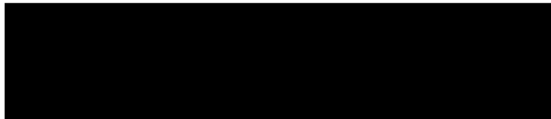
At a recent Health Care Providers Attraction and Retention committee meeting on October 24, 2024, in Vermilion, a motion was made to ask the member Municipalities to contribute \$6.50 per capita to allow the committee to expand its focus.

- County of Minburn with a population of approximately 1127 at \$6.50 per capita for a total of \$7,325.50
- Village of Manville with a population of approximately 765 at \$6.50 per capita for a total of \$4,972.50
- Town of Vermilion with a population of approximately 4000 at \$6.50 per capita for a total of \$26,000
- County of Vermilion with half a population of approximately 4000 at \$6.50 per capita for a total of \$26,000

The current physicians complement in Vermilion is four. A new doctor arrived on October 25, 2024, and should be starting mid-April 2025. There is the possibility of two new doctors starting by July 2025 as well.

We thank you in advance for your consideration and we look forward to your response in the very near future regarding the per capita funding.

Sincerely,



Kirby Whitlock  
Health Care Providers Attraction and Retention Committee

**MEETING DATE: APRIL 8, 2025**

# REQUEST FOR DECISION - TO COUNCIL

## SUBJECT

**MARCH 2025 CHIEF ADMINISTRATIVE OFFICER REPORT**

## RECOMMENDATION

THAT the County of Vermilion River approve the Chief Administrative Officer's written report for March 2025 as information.

## DETAILS

**Background:** As approved by Council at the February 14, 2023, Regular Meeting of Council, the Chief Administrative Officer (the "CAO") will provide a monthly report. Motion #: 2023-02-13

**Discussion:** For March 2025, the following activities over and above day-to-day business were undertaken by the CAO.

Attended the artificial turf announcement at Holy Rosary High School in Lloydminster, with Deputy Reeve Cusack; Agricultural Fieldman interviews (2); site and project meetings for admin building project; open house at Kitscoty Hall; supervisory (START) training first session and brought greetings for second session; STARS Edmonton base tour; RMA spring convention; *Provincial Priorities Act* session (virtual); Health and Safety Committee Meeting; Farm 4.0 event at Lakeland College.

### **Education/Conference:**

To date, the CAO has booked attendance at Economic Developers Association Conference on April 9-11, 2025. Registration: \$565.25. Registered to attend Society of Local Government Managers of Alberta on May 13-17, 2025. Registration: \$649.00. (Budget for 2025 \$6,000.00 as per Motion #: 2024-08-06 on August 20, 2024 Regular Meeting of Council).

### **Project Updates:**

- A. Lloydminster Intermunicipal Collaboration Framework (ICF) project: No activity in March 2025, as awaiting announcement by Province in regard to changes to ICFs
  - a. Project Phase 1 – start up: completed

- b. Project Phase 2 – Service Inventory and Service Level Reviews: completed
  - c. Project Phase 3 – ILC and staff meetings and preparation of draft report: 50 (50%) per cent completed
  - d. Project Phase 4 – Bylaw preparation: not started
  - e. Project Phase 5 – Approval and closeout: not started
    - i. Project is on schedule to be completed by 2027
  - f. Project financing:
    - i. Provincial grant amount: \$50,000.00
    - ii. Contract amount with TSI (contractor): \$84,338.00 plus contingency of \$15,162.00, for a total amount of: \$99,000.00 + GST
    - iii. Amount spent to March 31, 2025: \$47,021.00 + GST
    - iv. Amount invoiced to City of Lloydminster for their portion (twenty-five (25%) per cent) at March 31, 2025: \$11,755.25 (County of Vermilion River amount: \$11,755.25 + GST)
- B. Administration Building Renovation Project **(2024 Corporate Goal #6)**
- a. Preliminary drawings and budget of \$5 million approved by Council on January 30, 2024
  - b. Project budget spent to March 31, 2025: \$1,389,795.30
  - c. Project budget remaining: \$3,610,204.70
  - d. Division 1 – General Requirements (Budget: \$960,000.00)
    - i. Moving expenses to date: \$46,678.23
    - ii. Temporary relocation expenses to date: \$146,321.53
    - iii. Construction management to date: \$195,000.00 – COMPLETE
    - iv. Permits/fees, insurance, design, other to date: \$278,895.00
  - e. Division 3 – Concrete to date: \$10,000.00 (Budget: \$350,000.00)
  - f. Division 5 – Metals to date: \$65,000.00 (Budget: \$100,000.00)
  - g. Division 6 – Wood, plastics, composites to date: \$95,000.00 (Budget: \$450,000.00)
  - h. Division 7 – thermal and moisture protection to date: \$98,500.00 (Budget: \$350,000.00)
  - i. Division 8 – Openings to date: \$0 (Budget: \$250,000.00)
  - j. Division 9 – Finishes to date: \$0 (Budget: \$550,000.00)
  - k. Division 10 – Specialties to date: \$0 (Budget: \$100,000.00)
  - l. Division 11 – Equipment and furnishings to date: \$0 (Budget: \$350,000.00)
  - m. Division 22 – Plumbing to date: \$50,000.00 (Budget: \$300,000.00)
  - n. Division 23 – HVAC to date: \$75,000.00 (Budget: \$400,000.00)



- o. Division 26 – Electrical to date: \$65,000.00 (Budget: \$250,000.00)
- p. Division 31 – Demolition and asbestos abatement
  - i. Demolition to date: \$119,800.00
  - ii. Asbestos abatement to date: \$144,600.54 – COMPLETE
- q. Division 32 – Exterior improvements to date: \$0 (Budget: \$250,000.00)
- r. Approved change orders to date:
  - i. Change Order 1 – replace water tank with 50 gallon water tank
    - 1. Results: \$4,900.00 credit
  - ii. Change Order 2 – removal of basement foundation repair works
    - 1. Results: \$225,000.00 credit
  - iii. Change Order 3 – due to building code requirements, main floor roof truss needed to be fire protected with 5/8” fireguard drywall and conduit installed in ceiling space for all electrical wiring to meet fire code for type A2 assembly of Council Chambers
    - 1. Results: \$37,458.75 additional cost
  - iv. Change Order 4 – spray foam insulation due to ceiling height constraints on main floor level. This is in order to meet energy code compliance and yet keep minimal reduction in ceiling height. In addition, gable attic walls will be spray foamed for additional insulation value
    - 1. Results: \$20,790.00 additional cost
  - v. Summary of Change Orders to March 31, 2025: \$171,651.25 (CREDIT)

### **Corporate Goals 2025 – from 2025 Corporate Report**

**Goal #1 – Roads** – Project open house held February 26, 2025. Gravel hauling has begun on some roads when weather permits, more to continue as weather warms

**Goal #2 – Asset Management** – Policy on March 25, 2025 Regular Meeting of Council

**Goal #3 – Advocacy** – advocacy in regard to education tax increases, this will be through mail-outs with tax notices

**Goal #4 – Economic Development** – received SCOP grant to fund a full-time Economic Development Officer. Three (3) years of projects and funding in place for Ec. Dev. Job advertisements for full-time Economic Development Officer has been posted

**Goal #5 – Education** – START supervisory training started in March 2025 (15 to attend)

### Council Priorities

- A. Blackfoot wastewater solution – work on design for evaporation pond. Approval from Province in regard to funding for pond. Application for Federal funding has been submitted
- B. Tap 10/20 project completion – no activity to date
- C. Vegetation (brush) control in public roadways – ongoing
- D. Industry participation in upgrades of assets/roads – ongoing
- E. Increased engagement with residents – Open House on March 6, 2025; road project engagement February 2025
- F. Management of stray animals – working on alternative solutions; information in April
- G. Increased opportunities for Natural Gas Utility – had virtual meetings with a gas to liquids company. Awaiting industrial information being prepared
- H. Seniors/Social Housing – successful conclusion to housing requisition; awaiting ministerial order. Arranging a meeting with Minister Nixon in April 2025

### Human Resources Report

- A. **START** (Supervisor Training and Readiness Toolkit)
  - a. Keldar Leadership – Skills for High Performance Teamwork (*in-person sessions held locally*)
  - b. Full day session: March 13, 2025 (15-person group, plus 7 senior leaders)
  - c. Half day sessions (15-person group):
    - i. April 7, 14 2025
    - ii. May 22, 2025
    - iii. June 26, 2025
    - iv. September 18, 2025
    - v. October 23, 2025
    - vi. November 20, 2025
    - vii. December 11, 2025
- B. **Hiring Update** (*four (4) job openings posted*):
  - a. PW - Construction Foreman – until suitable candidate found
  - b. GU – Seasonal Natural Gas Utility Laborer (two (2) positions)
  - c. AD – Economic Development officer – closing April 30, 2025
  - d. PS – Community Peace Officer – closing April 25, 2025

As of March 31, 2025, the CAO has 50 hours of vacation remaining.



**Relevant Policy/Legislation Practices:**

2024 Corporate Report

*Municipal Government Act*

**Desired Outcome (s):** THAT the County of Vermilion River approve the Chief Administrative Officer's written report for March 2025 as information.

**Response Options:** THAT the County of Vermilion River approve the Chief Administrative Officer's written report for March 2025 as information.

## IMPLICATIONS OF RECOMMENDATION

**Organizational:** Ongoing updates on activities

## ATTACHMENTS

**PREPARED BY:** Alan Parkin

**DATE:** April 1, 2025





# FUTURE REQUIRED MEETING LIST FOR COUNCIL MEMBERS

Month	Meeting Name	Date	Time	Attendees	Location
<b>April 2025</b>	Regular Meeting of Council	April 8, 2025	9 AM	All Council	Village Council Chambers
	ASCHA Conference	Mar 30-Apr 2			
	EDA Conference	Apr 9-11		D.R. L. Cusack	CAO and ACAO
	FED GAS O&M meeting	Apr 10-11		C. D. Swyripa	In Person
	Policy and Priorities Committee	April 15, 2025	9 AM	All Council	Village Council Chambers
	Regular Meeting of Council	April 22, 2025	9 AM	All Council	Village Council Chambers
	Vermilion Parks, Rec and Culture	April 28, 2025	5:30 PM	C. S. Hryciuk	Vermilion Town Office
	Vermilion River Regional WMA	Apr. 29, 2025	6 PM	C. S. Hryciuk R. M. Baker C. G. Kuneff	Vermilion Transfer Site
<b>May 2025</b>	Regular Meeting of Council	May 6, 2025	9 AM	All Council	Village Council Chambers
	Policy and Priorities Committee	May 20, 2025	9 AM	All Council	Village Council Chambers
	Vermilion Parks, Rec and Culture	May. 26, 2025	5:30 PM	C. S. Hryciuk	Vermilion Town Office
	Regular Meeting of Council	May 27, 2025	9 AM	All Council	Village Council Chambers
	Vermilion River Regional WMA	May. 27, 2025	6 PM	C. S. Hryciuk R. M. Baker C. G. Kuneff	Vermilion Transfer Site
	FCM Conference	May 29-June 1			Ottawa
<b>June 2025</b>	Regular Meeting of Council	June 10, 2025	9 AM	All Council	Village Council Chambers
	FED GAS O&M meeting	June 16-17		C. D. Swyripa	In Person

Month	Meeting Name	Date	Time	Attendees	Location
<b>June 2025</b>	Policy and Priorities Committee	June 17, 2025	9 AM	All Council	Village Council Chambers
	Vermilion Parks, Rec and Culture	June 23, 2025	5:30 PM	C. S. Hryciuk	Vermilion Town Office
	Regular Meeting of Council	June 24, 2025	9 AM	All Council	Village Council Chambers
	Vermilion River Regional WMA	June 24, 2025	6 PM	C. S. Hryciuk R. M. Baker C. G. Kuneff	Vermilion Transfer Site
<b>July 2025</b>	Regular Meeting of Council	July 15, 2025	9 AM	All Council	Village Council Chambers
	FED GAS O&M meeting	July 17-18		C. D. Swyripa	In Person
<b>Aug 2025</b>	Regular Meeting of Council	Aug. 11, 2025	9 AM	All Council	Village Council Chambers
	FED GAS O&M meeting	Aug. 14-15		C. D. Swyripa	In Person
<b>Sept 2025</b>	Regular Meeting of Council	Sept. 9, 2025	9 AM	All Council	Village Council Chambers
	FED GAS O&M meeting	Sept 11-12		C. D. Swyripa	In Person
	Policy and Priorities Committee	Sept. 16, 2025	9 AM	All Council	Village Council Chambers
	Regular Meeting of Council	Sept. 23, 2025	9 AM	All Council	Village Council Chambers
	Council Road Tour	Sept. 25, 2025	9 AM	All Council	Village Council Chambers
	Vermilion Parks, Rec and Culture	Sept. 29, 2025	5:30 PM	C. S. Hryciuk	Vermilion Town Office
	Vermilion River Regional WMA	Sept. 30, 2025	6 PM	C. S. Hryciuk R. M. Baker	Vermilion Transfer Site
<b>Oct 2025</b>	Regular Meeting of Council	Oct 14, 2025	9 AM	All Council	Village Council Chambers
	FED GAS O&M meeting	Oct 16-17		C. D. Swyripa	In Person
	<b>ELECTION DAY</b>	<b>OCT. 20</b>			
	Vermilion Parks, Rec and Culture	Oct. 27, 2025	5:30 PM	C. S. Hryciuk	Vermilion Town Office
<b>Oct 2025</b>	Organizational Meeting of Council	Oct. 28, 2025	8:30 AM	All Council	Village Council Chambers
	Regular Meeting of Council	Oct 28, 2025	9 AM	All Council	Village Council Chambers
	Vermilion River Regional WMA	Oct. 28, 2025	6 PM	C. S. Hryciuk R. M. Baker	Vermilion Transfer Site

Month	Meeting Name	Date	Time	Attendees	Location
<b>Nov 2025</b>	Regular Meeting of Council	Nov. 4, 2025	9 AM	All Council	Village Council Chambers
	Policy and Priorities Committee	Nov. 12, 2025	9 AM	All Council	Village Council Chambers
	FED GAS O&M meeting	Nov 13-14		C. D. Swyripa	Virtual
	RMA Fall Conference	Nov. 17-20		All Council	
	FED GAS Conference	Nov. 24-27		All Council	
	Vermilion Parks, Rec and Culture	Nov. 24, 2025	5:30 PM	C. S. Hryciuk	Vermilion Town Office
	Vermilion River Regional WMA	Nov. 25, 2025	6 PM	C. S. Hryciuk R. M. Baker	Vermilion Transfer Site
<b>Dec 2025</b>	Regular Meeting of Council	Dec. 2, 2025	9 AM	All Council	Village Council Chambers
	Policy and Priorities Committee	Dec. 9, 2025	9 AM	All Council	Village Council Chambers
	FED GAS O&M meeting	Dec 11-12		C. D. Swyripa	Virtual
	Regular Meeting of Council	Dec. 16, 2025	9 AM	All Council	Village Council Chambers
	Christmas Day	Dec. 25, 2025			Office Closed
	Boxing Day	Dec. 26, 2025			Office Closed
	New Year's Day	Jan. 1, 2025			Office Closed





# 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
Apr 2025	Lakeland College Farm 4.0: The Future of Agriculture	April 3, 2025	8:30 AM to 4:00 PM	Dale	Leslie	George	Clinton	Stacey	Marty	Jason	CVR Ag and Env will have a booth at this event. Vermilion Regional Centre
	13 <sup>th</sup> Annual Marwayne PBR	April 11	6:30 Wild Pony 7PM PBR	Dale	Leslie	George	Clinton	Stacey	Marty	Jason	\$30 per ticket (sold at door)
	Kitscoty Dinner Theatre	April 11-13		Dale	Leslie	George	Clinton	Stacey	Marty	Jason	
May 2025	Kitscoty Legion Perogy Supper	May 3, 2025		Dale	Leslie	George	Clinton	Stacey	Marty	Jason	Kitscoty Legion
	Kitscoty Community Assoc. Popovich's County Music	May 14		Dale	Leslie	George	Clinton	Stacey	Marty	Jason	Kitscoty Hall
June 2025	Senior Week BBQ Kitscoty Community Hall	June 4 11:30	1:30	Dale	Leslie	George	Clinton	Stacey	Marty	Jason	
June 2025	STAFF Safety BBQ	June 10, 12 noon	1:30	Dale	Leslie	George	Clinton	Stacey	Marty	Jason	PW workshop



**MEETING DATE:2025-04-08**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

2025 TAX PENALTY BYLAW – FOR DISCUSSION

### **RECOMMENDATION**

THAT the County of Vermilion River receive the report on changes to Tax Penalty Bylaw as information.

### **DETAILS**

Background:

Council asked Administration to bring back the current Tax Penalty Bylaw for discussion regarding a potential progressive penalty system.

Prior to 2017, the County of Vermilion River imposed a 12 per cent penalty on the current levy outstanding after the due date and an additional six (6) per cent penalty on all tax arrears outstanding in January of the following year.

In 2017, the County of Vermilion River changed the penalty on the current levy outstanding to eight (8) per cent after the due date and the additional penalty on all tax arrears in January to 12 per cent.

As of 2023, the County of Vermilion River imposes an eight (8) per cent penalty on all taxes outstanding after the due date, then an additional six (6) per cent on all taxes outstanding in January and another six (6) per cent on all taxes outstanding in May.

Rational used in previous discussions.

- The county has budgeted \$400,000.00 in penalty revenue for the 2025 budget.
- Penalties are used to discourage people from delaying payments.
- Penalties also encourage taxpayers to pay their taxes, which the county uses to fund municipal services.
- CVR sometimes faces a situation where a taxpayer compares their payment to potential investment returns. If the investment generates more income than the penalty for late payment, the county may end up using its own funds to cover operations instead.



Discussion:

- Is the county willing to charge a penalty to encourage taxpayers to pay on time?
- If a penalty is necessary, what should the penalty percentage be?
- What penalty amount would be significant enough to encourage taxpayers to prioritize paying property taxes over other investment opportunities?
- The current version of the penalty bylaw, which calculates the penalty based on the total outstanding amount, is the simplest to enforce and easiest to understand.
- Each instance of the current penalty calculation process, along with follow-up communication and notifications, requires significant staffing. It is estimated that each penalty takes about 12 to 16 hours to calculate, reconcile, post, print notification letters, mail them out and follow up with taxpayers.

Relevant Policy/Legislation Practices: Tax Penalty Bylaw

## ATTACHMENTS

Bylaw 24-05 Tax Penalty Bylaw

City of Lloydminster Tax Penalty Bylaw

Town of Vermilion Penalty Rates

Village of Kitscoty Tax Penalty Bylaw

PREPARED BY: Nancy Fleming

REVIEWED BY: Viren Tailor

DATE: March 20, 2025



# THE COUNTY OF VERMILION RIVER

## BYLAW 24-05

### TAX PENALTY BYLAW

*BEING A BYLAW OF THE COUNTY OF VERMILION RIVER IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE IMPOSITION OF PROPERTY TAX PENALTIES FOR UNPAID TAXES*

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**A BYLAW** To provide for the addition of penalties on current and arrears of taxes and rescind Bylaw 23-09.

**WHEREAS** pursuant to sections 344, 345 and 346 of the Municipal Government Act, Council may impose penalties for non-payment of property taxes in the current year as well as for arrears on property tax; and

**WHEREAS** the Council of the County of Vermilion River deems it to be in public interest to define the terms of payment and impose penalties for non-payment so as to encourage the payment of taxes in the year in which they are levied; and

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

#### Terms of Payment

- Due Date

Current taxes have a Due Date of October 1.

Supplementary taxes or the portion have a Due Date that is forty-five (45) days after the supplementary tax notice date.

### Penalties Imposed for Late Payment

Due date	Penalty Date	Penalty rate	Note
October 1	Oct 2	8%	On all balance
January 15	Jan 16	6%	On all balance
May 1	May 2	6%	On all balance

### Supplementary portion of the Taxes

45 <sup>th</sup> day of the Supplementary tax notice	46 <sup>th</sup> day of the Supplementary tax notice	8%	On Supplementary portion of the taxes
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Should the Due Dates stated above fall on a non-business day for the County, the Due Date is deemed to fall on the next business day as per Interpretation act of Alberta, S. 22(1) Computation of time.

### Rescinding of Penalties

Rescinding of Penalties will be subject to the Policy # FI 015 - Tax Penalty Cancellation Policy.

### Administrative Discretion

Notwithstanding penalties imposed for late payments, the Chief Administrator Officer (CAO), at their sole discretion, choose not to apply to the tax account a penalty in the amount of TWENTY DOLLARS (\$20.00) or less.

### Rescind Bylaw 23-09

Bylaw No. 23-09 is rescinded upon this Bylaw coming into effect.

This Bylaw shall come into effect as and from the third and final reading.

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

**THIS** Bylaw shall come into force and effect upon receiving Third and Final Reading and having been signed by the Reeve and Chief Administrative Officer.

Read this First time this 23 day of April, 2024

Read this Second time this 14 day of May, 2024

Read a Third and Final time and finally passed, this 14 day of May, 2024

**SIGNED** by the Reeve and Chief Administrative Officer this 14 day of May, 2024.

  
\_\_\_\_\_  
REEVE

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

**BYLAW NO. 06-2021**

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO PROVIDE FOR THE ESTABLISHMENT OF PENALTIES ON UNPAID TAXES.

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a Bylaw to deal with the peace, order and good government of the City.

AND WHEREAS the *Lloydminster Charter* provides authority to City Council to pass bylaws for municipal purposes;

AND WHEREAS the *Lloydminster Charter* provides authority to the City to pass bylaws respecting the enforcement of bylaws.

NOW THEREFORE the Council of the City of Lloydminster deems it necessary to establish a Bylaw to impose penalties on unpaid Taxes at the rates set out in the Bylaw; and

NOW THEREFORE, the Council of the City of Lloydminster, pursuant to the authority granted in Section 15 of the *Lloydminster Charter*, enacts as follows:

**1. SHORT TITLE**

1.1. This Bylaw shall be cited as the Tax Penalty Bylaw.

**2. DEFINITIONS**

2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

**3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CITY MANAGER**

3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the City Manager.

3.2. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may carry out anything required for the administration of this Bylaw, including but not limited to the following:

3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the City;

3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;

3.2.3. establish any forms required for the administration of this Bylaw.

**4. PENALTIES ON CURRENT YEAR TAXES**

4.1. Any Taxes levied for the Current Year shall be due upon the Date of Mailing indicated on the taxation notice. The penalty shall not be imposed sooner than thirty (30) days after the taxation notice is mailed.

4.2. Any Current Year Taxes that have not been paid by 11:59:59 PM local time in Lloydminster on the Penalty Date shall be subject to penalties in accordance with



**BYLAW NO. 06-2021**

the rates set out in Schedule "B". The penalty shall be applied the day after the Penalty Date.

4.3. Where the Penalty Date for the late payment of Current Year Taxes falls on a weekend or holiday, the Penalty Date shall be deemed to fall on the next business day and no penalties shall be applied until the day after the deemed Penalty Date. The same conditions in section 4.2 apply to the deemed Penalty Date. Payments made at a financial institution, dropped off at City Hall or postmarked on or before the Penalty Date shall be honoured even if they have not been received by the Penalty Date.

4.4. The penalties shall be added to and form part of the tax roll.

**5. PENALTIES ON TAX ARREARS**

5.1. All balances remaining unpaid as of December 31, including accumulated penalties and any charges added or transferred to the tax roll, shall become Tax Arrears on January 1.

5.2. Any Tax Arrears that have not been paid by 11:59:59 PM local time in Lloydminster on the Penalty Date shall be subject to penalties in accordance with the rates set out in Schedule "B". The penalty shall be applied the day after the Penalty Date.

5.3. Where the Penalty Date for the late payment of Tax Arrears falls on a weekend or holiday, the Penalty Date shall be deemed to fall on the next business day and no penalties shall be applied until the day after the deemed Penalty Date. The same conditions in section 5.2 apply to the deemed Penalty Date. Payments made at a financial institution, dropped off at City Hall or postmarked on or before the Penalty Date shall be honoured even if they have not been received by the Penalty Date.

5.4. The penalties shall be added to and form part of the Tax Roll.

**6. PENALTIES**

6.1. Any person who contravenes this Bylaw is guilty of an offence.

6.2. Persons having contravened certain sections of this Bylaw may be subjected to disciplinary action.

**7. NUMBER AND GENDER REFERENCES**

7.1. All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

**8. SEVERABILITY**

8.1. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

This Bylaw shall come into force and effect upon the final passing thereof.



**BYLAW NO. 06-2021**

The following bylaws and all amendments thereto are hereby repealed:

- Property Tax Penalty Bylaw, No. 18-2019

INTRODUCED AND READ a first time this 8 day of March, 2021, A.D.

READ a second time this 22 day of March, 2021, A.D.

READ a third time this 22 day of March, 2021, A.D.

**MAR 3 1 2021**

Date Signed

  
MAYOR

**MAR 3 1 2021**

Date Signed

  
CITY CLERK

**BYLAW NO. 06-2021**

SCHEDULE "A"

**Definitions**

<b>Charter</b>	Refers to the <i>Lloydminster Charter</i>
<b>City</b>	The City of Lloydminster and the area contained within the corporate boundaries of the City
<b>City Manager</b>	The Commissioner of the City of Lloydminster as appointed by Council or designate
<b>Council</b>	The Municipal Council of the City of Lloydminster
<b>Current Year</b>	The year in which the tax is imposed
<b>Date of Mailing</b>	The date of mailing indicated on the taxation notice
<b>Penalty Date</b>	The dates as outlined in Schedule "B"
<b>Person</b>	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization
<b>Tax Arrears</b>	Taxes that remain unpaid after December 31 of the year in which they are imposed
<b>Taxes</b>	Includes property, business, business improvement district, special and local improvement taxes, and all other taxes or charges lawfully imposed pursuant to <i>The Lloydminster Charter</i>



**BYLAW NO. 06-2021**

SCHEDULE "B"

**Penalty Dates & Rates**

<b>Taxes</b>	<b>Penalty Date</b>	<b>Penalty</b>
<b>Current Year Taxes</b>	July 25 <sup>th</sup>	3%
	September 25 <sup>th</sup>	4%
	November 25 <sup>th</sup>	5%
	<i>Total Current Penalties</i>	<i>12%</i>
<b>Tax Arrears</b>	January 25 <sup>th</sup>	5%
	April 25 <sup>th</sup>	5%
	September 25 <sup>th</sup>	5%
	<i>Total Arrears Penalties</i>	<i>15%</i>

Supplementary/Partial Year Taxes

Penalties will follow the same structure as the rates above. Tax notices will have to be issued 30 days prior to any penalty being imposed against the outstanding balance.





## Town of Vermilion

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# Property Taxes

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## Notice to Residents:

We would like to inform you that our current software provider will be sunsetting their software, necessitating a transition to new software for the Town's operations. This transition is expected to occur in the coming months and likely into the new year, with several functions potentially moving as early as July and August.

While our staff will make every effort to minimize disruptions to our residents, we kindly ask for your patience during this transition period. There may be potential longer wait times and some inconveniences, including impacts on online portals such as Customer Self-Serve.

We understand the importance of access to services and information, and we are committed to maintaining a high level of service throughout this transition. However, there may be temporary limitations on certain functionalities as we work to fully implement the new software.

In the interim, we would like to offer Tax Certificates at a reduced rate of \$25 for all inquiries until the Customer Self-Serve feature is available again. We appreciate your understanding and cooperation as we work to ensure a seamless transition to our new software platform.

Should you have any questions or concerns, please do not hesitate to reach out to us. Your patience and cooperation are greatly appreciated as we strive to continue serving our community to the fullest extent of our resources.

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## Property Taxes for the Town of Vermilion are due by July 15th.

Tax payments may be made by cash, cheque, debit, online banking or online using Pay Simply. Pay Simply is accessible using the "Pay Online" button below and will charge a processing fee. Further details including the amount of the fee are available on the Pay Simply website and we recommend you note the amount of their fee prior to using their service.

**Please keep in mind that any payment made through a financial institution can take 3-5 business days for the Town to receive.**

A penalty of 12% is applied to current year’s property taxes on July 16th except those property owners that have signed up for the Pre-Authorized Tax Payment Plan.

Further penalties of 8% and 4% are applied to all balances that remain outstanding on January 1st and March 1st, respectively.

**Payments must be received by Town of Vermilion prior to penalty date to avoid penalties.**

Please include details of your payment including invoice number and/or account number is applicable.

The Town of Vermilion no longer funds future road improvements through local improvement taxes. Eliminating any new/future local improvement taxes is made possible by an infrastructure reserve funded by a fee on utility bills. Additionally, properties that are currently paying local improvement taxes will not need to pay the additional fee until the related debenture is paid.

This commenced October 1, 2022.

Information regarding your property tax account with the Town of Vermilion can be accessed through eServices.

2024 Bylaw Taxation Rates (</media/zcgfrow/bylaw524signed.pdf>)

*Mill Rates*

Type	2021	2022	2023	2024
Municipal Residential	5.8866	5.9157	4.4755	4.6618
Municipal Residential - Self Serve	4.7136	4.7369	3.8253	-
Municipal Non-Residential - M&E	9.5917	9.6391	9.0741	9.4501
Recreation	2.0025	2.0124	3.4837	3.5592
Library	0.4862	0.5371	0.4529	0.4536
ASFF Residential	3.0722	2.4352	2.4492	2.5491
ASFF Non-Residential	3.8935	3.7692	3.5612	3.7234
Separate School Residential	3.0722	2.4352	2.4492	2.5491
Separate School Non-Residential	3.8935	3.7692	3.5612	3.7234
Total Residential Rate	11.5538	10.9813	11.0958	11.4515
Total Commercial Rate	16.0505	16.0387	16.8064	17.4141
VDHF	0.1063	0.0809	0.2345	0.2278

Source: Town of Vermilion, 2021-2024

## Tax Assessment Summary

Tax Year	2020	2021	2022	2023
Tax Assessment	583,305,430	554,285,170	570,628,360	604,240,020

Source: Town of Vermilion, 2020-2023

Online Tax Certificate and Search: \$25.00 each

Non-Online Tax Certificate and Search: \$35.00 each

## Frequently Asked Questions

### Why am I being charged a penalty when I didn't receive my tax notice?

Tax Notices are sent to the mailing address recorded at the Alberta Land Titles Office and it is the property owner's responsibility to keep the Land Titles record accurate. Under the Municipal Government Act, once mailed, the tax notice is considered to have been received within seven days. In June of each year, the Town of Vermilion advertises on our website and in the newspaper, reminding property owners that taxes are due. It is the responsibility of the property owner to ensure taxes are paid by the due date.

### I have owned the property for only a few months, why am I being billed for the full year?

All charges on a tax account become the responsibility of the registered owner of the property. When you purchase a property, adjustments for taxes are made between the vendor and the purchaser.

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## Contact Us

Town of Vermilion

5021 - 49 Ave

Vermilion, AB T9X 1X1

Phone: 780-853-5358 [\(tel:7808535358\)](tel:7808535358)

## Sign up to our Newsletter

Stay up to date on the Town's activities, events, programs and operations by subscribing to our news and notices.

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**TAX PENALTY BYLAW NO. 2025-02  
VILLAGE OF KITSCOTY  
INCORPORATED IN THE PROVINCE OF ALBERTA**

**A BYLAW TO IMPOSE TAX PENALTIES FOR NON-PAYMENT OF TAXES LEVIED WITHIN THE VILLAGE OF KITSCOTY, IN THE PROVINCE OF ALBERTA.**

**WHEREAS**, Section 344 of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto provide that a Council may, by Bylaw, impose penalties in the year in which taxes are imposed if the tax remains unpaid after the due date shown on the tax notice;

**AND WHEREAS**, Section 345 of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto provide that a Council may, by Bylaw, impose penalties in any year following the year in which a tax imposed if the tax remains unpaid after December 31, of the year in which it is imposed;

NOW THEREFORE, the Council of Village of Kitscoty in the Province of Alberta, duly assembled, hereby enacts as follows:

This Bylaw may be referred to as the “Tax Penalty Bylaw”

Definitions:

1. In this Bylaw “Taxes”

-include all property taxes, business taxes, revitalization zone taxes, local improvement charges, penalties, and unpaid costs, charges, and expenses as provided in Section 553 of the Municipal Government Act unless specifically stated otherwise.

2. Penalties-Rates and Dates Imposed

- a. When any taxes levied for the current year will be due as of June 30<sup>th</sup> and remain unpaid as of July 1<sup>st</sup> of the current tax year, such taxes are subject to a penalty thereon in the amount of three percent (3%) on the current tax levy;
- b. Taxes remaining unpaid on the tax roll and not paid by September 30<sup>th</sup> of the current tax year, shall have an additional penalty of nine percent (9%) imposed on the current year taxes outstanding balance on October 1<sup>st</sup> of the current tax year;
- c. Taxes remaining on the tax roll and not paid by December 31<sup>st</sup> of the current tax year, shall have an additional penalty of twelve percent (12%) imposed on January 1<sup>st</sup> of the succeeding year and on January 1<sup>st</sup> of each year thereafter so long as the taxes remain unpaid, calculated as twelve (12%) on the outstanding balance including current tax year and previous years’ penalties;
- d. Section 346 of the Municipal Government Act provides that a penalty imposed under Section 344 or Section 345 is part of tax in respect of which it is imposed.

3. EFFECTIVE DATE

Bylaw #2025-02 Tax Penalty Bylaw hereby rescinds Bylaw #2024-04 with third and final reading.

This Bylaw comes into effect upon third and final reading.

READ a first time the 18<sup>th</sup> day of February 2025.

READ a second time 18<sup>th</sup> day of February 2025.

READ a third and final time this 18<sup>th</sup> day of February 2025.



Chief Elected Official  
Chief Administrative Officer



**MEETING DATE: APRIL 25, 2023**

# **BRIEFING NOTE - TO COUNCIL**

## **SUBJECT**

**2023 PENALTY BYLAW FOR INFORMATION**

## **RECOMMENDATION**

THAT the County of Vermilion River direct administration to bring back Bylaw (Bylaw and Policy) to the next Council meeting

## **DETAILS**

Background/ Discussion:

Administration will provide two options:

### **Option 1-Bylaw**

Administration have attached a copy of Bylaw which shows some amendments to accommodate below changes:

1. Definition of Due Date
2. Definition of Payments
  - a. Handling of postal payment method
  - b. Handling of electronic payment method
3. Section about Rescinding Penalties

### **Option 2-Bylaw and Policy**

Second option will be to create a policy to handle Penalty Cancellation. Policy is attached herewith for review and comments.

Below changes to bylaw is also attached for council's consideration:

1. Definition of Due Date
2. Definition of Payments (REMOVED FROM BY-LAW, DEFINED IN POLICY),
  - a. Handling of postal payment method
  - b. Handling of electronic payment method
3. Section about Rescinding Penalties
  - a. Refer to newly created policy

**Discussion:**

Points to be Considered during discussion,

- Option that adheres to the bylaw principle “encourage the Payment of Taxes in the year in which they are levied”
- Option that encourages payment of taxes to be made before the deadline to assist cashflow need for the municipal services
- Option that clearly defines circumstances where penalties can be cancelled
- Avoid the situation where tax payer has to exercise the right to come in front of the council and ask for tax relief,
- Option that provides the most effective and efficient time management for Council and Administration
  - Policies can be amended with council direction
  - Bylaw requires three readings for any amendment
- Option that establishes a uniform and consistent approached to address late tax penalty cancellation request
- Option that assists the Council in fulfilling their duty under MGA to provide direction which is equitable and fair to all of the County residents

## ADDITIONAL DISCUSSION DETAILS

Following table shows the penalties for the surrounding municipalities.

	Penalty 1	Penalty 2	Penalty 3	Penalty 4	Penalty 5
County of Vermilion River	Jan 16 Penalty of 12% on all balance	Oct 1 Penalty of 8% of current year taxes only	none	none	none
County of Minburn	Feb 1 Penalty of 5% on all balance	Nov 1 Penalty of 12% on current year taxes only	none	none	none
Town of Vermilion	Jan 1 Penalty of 8% on all balance	Mar 1 Penalty of 4% on all balance	Jul 16 Penalty of 12% of current year taxes only	none	none
City of Lloydminster	Jan 25 Penalty of 5% on all balance	April 25 Penalty of 5% on all balance	July 25 Penalty of 3% on current years tax only	Sep 25 Penalty of 9% on all balance	Nov 25 Penalty of 5% on current year taxes

Should County of Vermilion River consider changing penalty percentage or how penalties are calculated?

**Discussion-1:** Does the County of Vermilion River have a need to change the penalty rate?

**Discussion-2:** Does the County of Vermilion River have a need to revise October 1 penalty on all balance instead of current year balance only?

**Discussion-3:** Does the County of Vermilion River have a need to introduce a new penalty on all outstanding balance? Current Penalty on all balance is in Jan only (i.e. Penalty for 2022 outstanding taxes will have penalty on Jan 2023 and then Jan 2024).

## ATTACHMENTS

Option 1- Bylaw

Option 2-Bylaw and policy

Sample policy from City of Edmonton

Sample policy from Rocky View County

PREPARED BY: Lisa Han

REVIEWED BY: Viren Tailor

DATE: April 19 2023



**MEETING DATE: APRIL 8, 2025**

# **BRIEFING NOTE - TO COUNCIL**

## **SUBJECT**

**2025 Tax Presentation – For Information**

## **RECOMMENDATION**

THAT the County of Vermilion River accept the 2025 Tax Presentation as information, and provides the following direction to administration in regards to the 2025 tax mill rate Bylaw.

## **DETAILS**

Background:

Discussion:

Relevant Policy/Legislation Practices:

Desired Outcome (s):

Response Options:

## **IMPLICATIONS OF RECOMMENDATION**

Organizational:



Financial:

Communication Required:

Implementation:

Pertains to this Corporate Goal:

## ATTACHMENTS

2025 Council Presentation

PREPARED BY: Viren Tailor

DATE: April 1, 2025



# 2025 Property Tax Projection

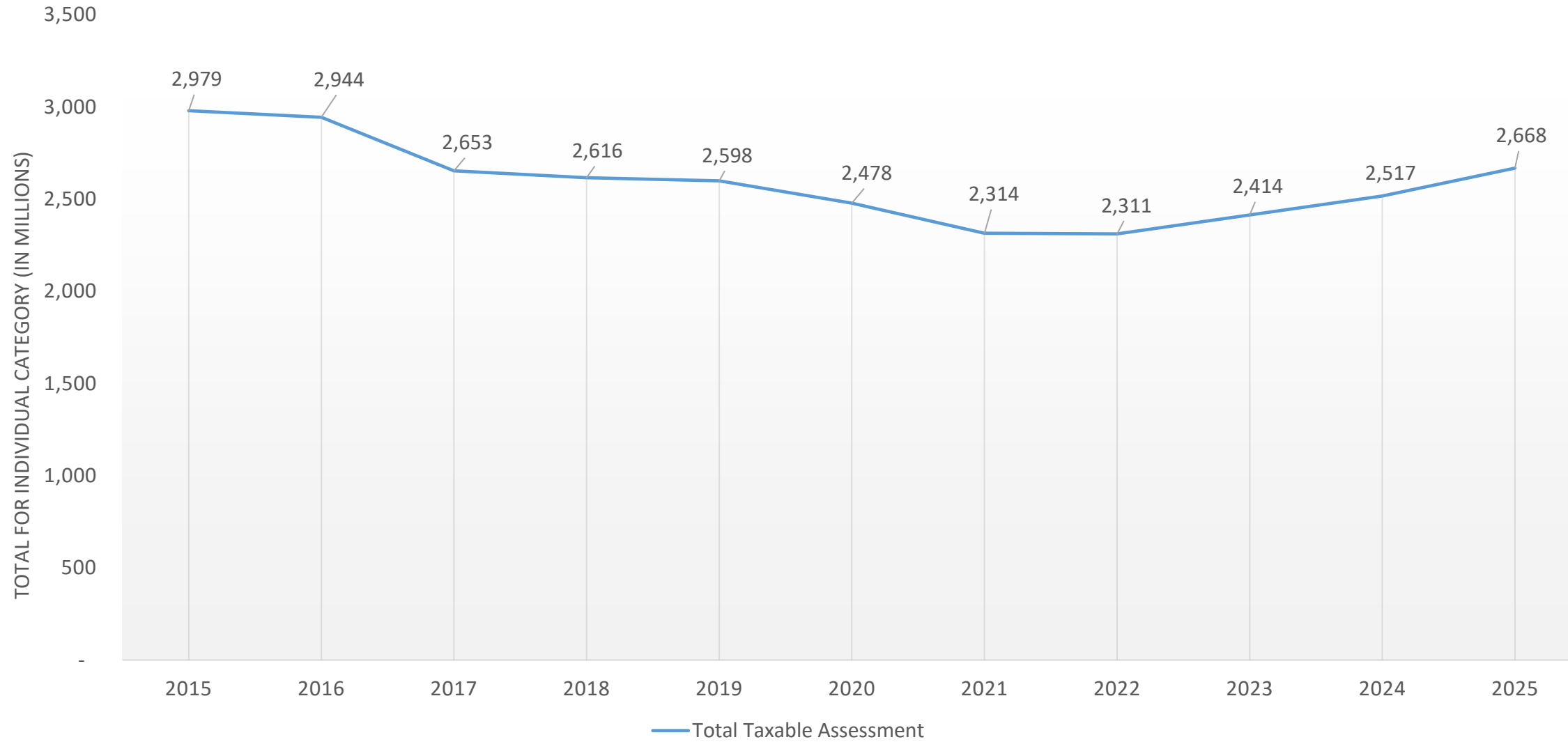


*County of*  
**VERMILION** **River**

# Assessment change by District & Hamlets

Area	Assessment Category	Actual Dec Assessment 2020	Actual Dec Assessment 2021	Actual Dec Assessment 2022	Actual Dec Assessment 2023	Actual Dec Assessment Dec 2024	Actual Assessment 2025	Changes
Vermilion	Rec District	339,263,090	328,089,400	323,228,460	378,570,980	403,621,390	417,011,680	3.32%
Dewberry	Rec District	203,055,840	202,549,000	202,171,260	215,422,160	223,586,290	234,896,790	5.06%
Separate	School	16,418,192	15,789,734	23,543,461	25,288,263	25,978,839	27,155,524	4.53%
Public	School	2,171,407,868	2,037,846,137	2,049,149,249	2,372,584,767	2,497,611,802	2,640,512,527	5.72%
Blackfoot	Assessment	42,020,980	46,631,200	40,463,010	41,552,130	43,478,880	43,430,980	-0.11%
Clandonald	Assessment	6,700,850	6,322,260	6,137,770	6,706,850	6,969,800	7,083,560	1.63%
Dewberry	Assessment		12,152,440	12,525,550	12,694,380	13,504,910	13,226,020	-2.07%
Islay	Assessment	11,110,200	10,403,500	10,279,230	10,827,830	11,262,930	11,204,530	-0.52%
McLaughlin	Assessment	3,011,390	2,548,480	2,362,470	2,579,870	2,678,470	2,694,170	0.59%
Rivercourse	Assessment	1,319,000	1,302,500	1,324,000	1,397,000	1,462,300	1,463,500	0.08%
Streamstown	Assessment	1,844,600	1,677,500	1,660,200	1,799,700	1,896,900	1,888,000	-0.47%
Tulliby Lake	Assessment	1,022,500	1,090,200	1,115,100	1,138,800	1,154,900	1,182,100	2.36%
Multi Lot Res	Div #3	11,967,700	11,298,570	11,331,120	11,893,120	12,685,320	12,727,520	0.33%
Multi Lot Res	Div #4	19,220,970	18,320,790	18,727,990	19,970,960	20,943,690	21,100,710	0.75%
Multi Lot Res	Div #5	136,690,230	130,833,430	132,113,080	139,733,860	147,047,640	148,785,670	1.18%
Total RESIDENTIAL		968,760,340	941,854,940	958,628,010	1,018,503,790	1,081,404,260	1,096,741,170	1.42%
Total FARM		184,637,690	184,600,490	183,739,620	183,719,020	183,665,760	183,688,280	0.01%
Total COMMERCIAL		283,898,850	269,779,040	301,941,200	316,609,020	328,453,720	348,330,850	6.05%
Total M&E		283,151,290	260,608,670	233,761,190	250,140,720	257,961,180	287,139,000	11.31%
Total LINEAR		751,412,680	657,588,200	628,681,980	644,619,440	672,105,720	751,778,750	11.85%
Total Assessment		2,471,860,850	2,314,431,340	2,306,752,000	2,413,591,990	2,523,590,640	2,667,678,050	5.71%

# ASSESSMENT TRENDS



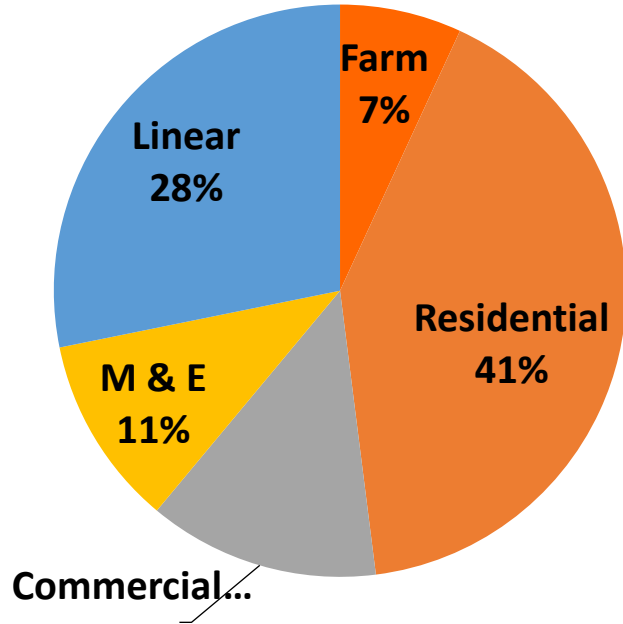
— Total Taxable Assessment

# Mill Rate Summary Sheet

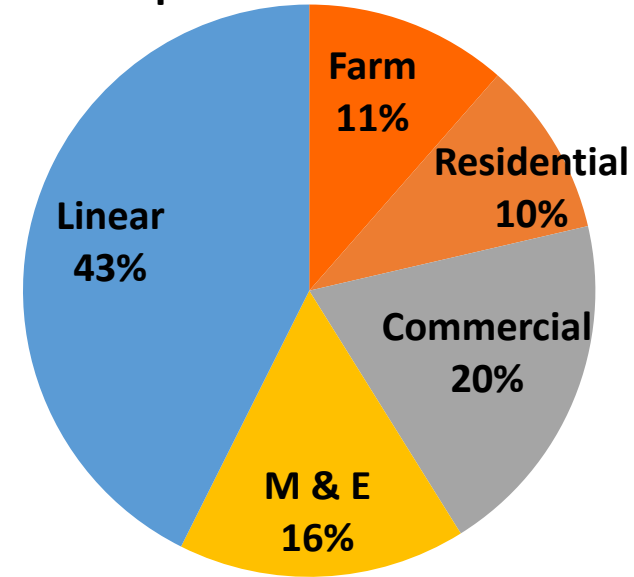
<u>Tax code</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>% Change 25/24</u>
<b><u>Municipal</u></b>				
Residential - General	2.9258	2.6304	2.3000	-13%
Div 3-5 Multi Lot Residential (Incremental)	0.3540	0.3540	0.3400	-4%
Residential - Urban (iii)-Islay (Incremental)	4.7185	4.3040	4.6000	7%
Residential - Urban (vii)Tulliby Lake (Incremental)	0.8540	0.8540	0.9000	5%
Residential - Urban (vi) Steamstown (Incremental)	0.8540	0.8540	0.9000	5%
Residential - Urban (ii)-Cld (Incremental)	4.7185	4.3040	4.6000	7%
Residential - Urban (iv)-Mcl (Incremental)	2.0858	1.9158	2.2500	17%
Residential - Urban (v)-Rvrccs (Incremental)	2.0858	1.9158	2.2500	17%
Residential - Urban (i) Blkft (Incremental)	3.8624	3.5274	3.7000	5%
Residential - Urban (viii) Dewberry (Incremental)	13.0742	10.1696	10.5000	3%
Farm	18.3462	18.5434	18.0000	-3%
Commercial-NSB	17.6701	17.1644	16.3685	-5%
Linear	17.6701	17.1644	16.3685	-5%
M & E	17.6701	17.1644	16.3685	-5%
School Public -Res & Farm	2.4716	2.4591	2.7505	12%
School Public Non Res	3.7036	3.5815	3.5842	0%
School Separate - Res & Farm	2.4716	2.4591	2.7505	12%
School Separate - Non Res	3.7036	3.5815	3.5842	0%
Designated Industrial Prop (DIP)	0.0746	0.0765	0.0765	0%
Seniors Housing	0.2439	0.2323	0.2361	2%
Fire	0.4765	0.5157	0.5505	7%
V. R. Waste Management	0.2921	0.2917	0.2809	-4%
Recreation	0.4054	0.6101	0.6373	4%
Vermilion Recreation	0.2198	0.2198	0.0000	-100%
Marwayne Recreation				
Three Cities (PV) Recreation				
Dewberry Recreation	0.2080	0.2080	0.0000	-100%
Northern Lights Library	0.0369	0.0354	0.0000	-100%
Allowance Non Collect				
Farmland Minimum	50.0000	50.0000	50.0000	0%
Residential & Non Residential	50.0000	50.0000	50.0000	0%
<i>Hamlet rates are shown as an incremental rates to Residential - General</i>				
<i>MLRS rates are shown as an incremental rates to Residential - General</i>				

# Allocation of Assessment & Taxes

2025-Assessment Breakdown



2025-Municipal Tax Revenue Breakdown



<u>Municipal Tax Revenue Allocation</u>				
<u>Assessment Class</u>	<u>Assessment</u>	<u>Assessment %</u>	<u>Taxes</u>	<u>Taxes %</u>
Farm	183,688,280	7%	3,306,389	11%
Residential	1,096,741,170	41%	2,866,297	10%
Commercial	348,330,850	13%	5,701,654	20%
M & E	287,139,000	11%	4,700,035	16%
Linear	751,778,750	28%	12,305,439	43%
<b>Total</b>	<b>2,667,678,050</b>	<b>100%</b>	<b>28,879,813</b>	<b>100%</b>

## BUDGET COMPARISONS

Tax Year / Category	2025 (Budget)	2024 (Budget)	% Change
MUNICIPAL TAXES	28,879,813	28,074,712	2.87%
RECREATION LEVY	1,700,000	1,669,000	1.86%
LIBRARY LEVY	-	89,087	-100.00%
FIRE SERVICE	1,468,557	1,297,805	13.16%
WASTE MGMT AUTHORITY	749,351	734,089	2.08%
REQUISITION - SENIORS HOUSING FOUNDATION	629,839	584,604	7.74%
SCHOOL FOUNDATION	7,464,034	6,672,753	11.86%
DESIGNATED INDUSTRIAL (DIP REQ)	82,581	73,850	11.82%
<b>TOTAL TAX COLLECTION</b>	<b>40,974,175</b>	<b>39,195,900</b>	<b>4.54%</b>

2025 numbers are DRAFT as of March 20, 2025

# SOURCE OF MUNICIPAL TAX REVENUE

CATEGORY	2025	2024	% change
FARM	3,306,389	3,405,772	-2.92%
RESIDENTIAL	2,866,297	3,175,540	-9.74%
NON-RESIDENTIAL	22,707,127	21,493,400	5.65%
TOTAL MUNICIPAL TAXES	28,879,813	28,074,712	2.87%

Note - Due to rounding, and decimal points, it is possible to have a small difference in actual tax collected and taxes to be collected as per budget. This variance is normally less than \$500 on \$28M tax collection budget

# Mill Rate Ratio

## Minimum & Maximum Rate Areas

	Min Mill Rate			Max Mill Rate
	Base Residential		Comm Ver. Rec Area	M&E Vermilion Area
Gen Muni	2.3000		16.3685	16.3685
Gen Rec	0.6373		0.6373	0.6373
Fire	0.5505		0.5505	0.5505
Waste Mgt	0.2809		0.2809	0.2809
Library	-		-	-
Ver Rec Area	0		-	-
<b>Total</b>	<b>3.7687</b>		<b>17.8372</b>	<b>17.8372</b>
Seniors	0.2361		0.2361	0.2361
School	2.7505		3.5842	-
<b>Total Mill Rate</b>	<b>6.7553</b>		<b>21.6575</b>	<b>18.0733</b>
<b>MIN to MAX</b>	<b>3.7687</b>			<b>17.8372</b>

**Ratio 4.73**

Must be under 5





**147110410**  
**LOT 1 BLOCK 1 PLAN 0225281**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	477,400	3,271
2024 Total Actual	505,200	3,423
2025 (Anticipated)	502,000	3,391



**350280117**  
**NE-28-50-3-4**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	416,220	2,575
2024 Total Actual	433,520	2,660
2025 (Anticipated)	441,200	2,695



**549330401**  
**LOT 1 BLOCK 1**  
**PLAN 9623859**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	306,980	2,140
2024 Total Actual	322,880	2,227
2025 (Anticipated)	332,880	2,217

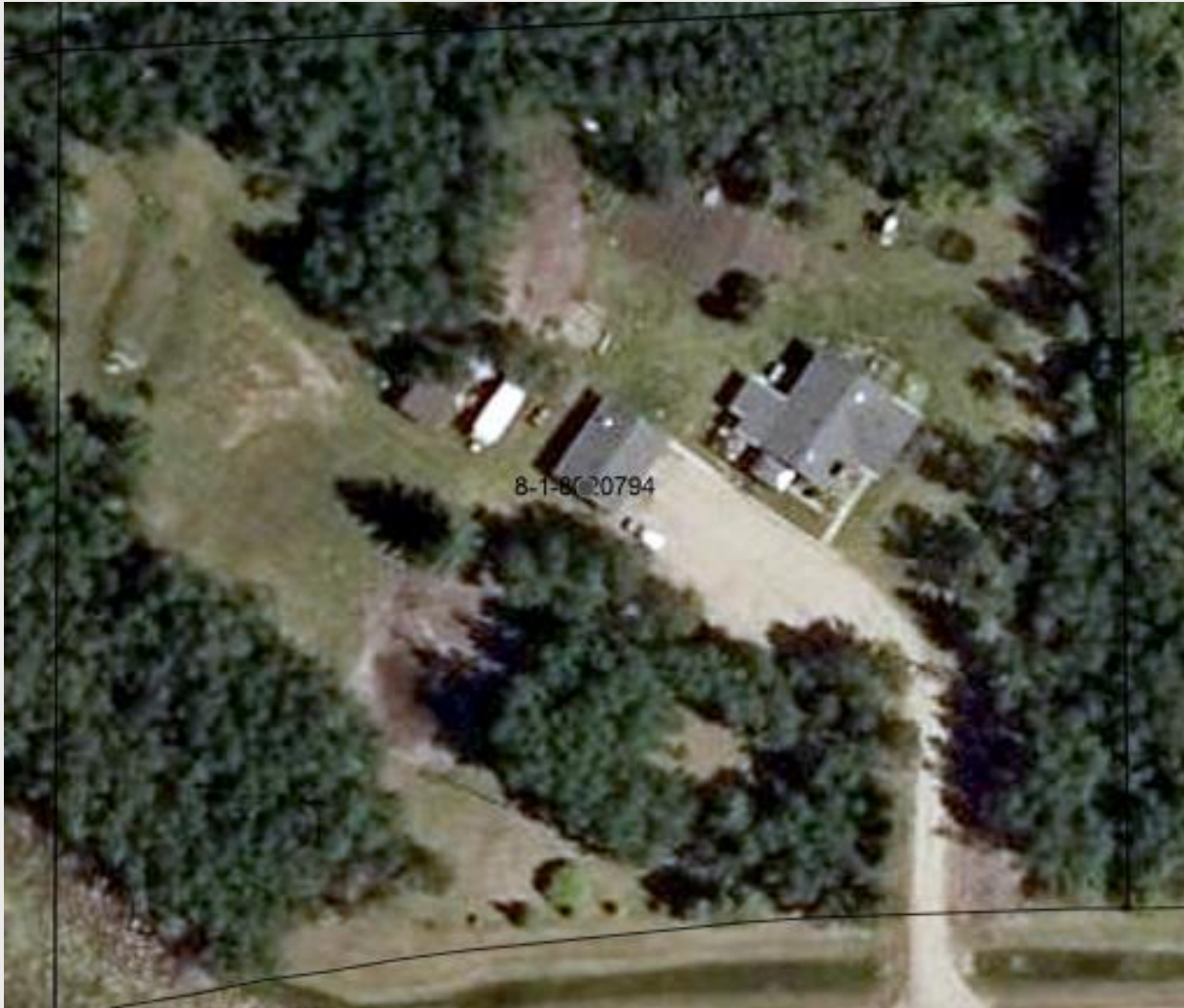


**551290100**  
**LOT 1 BLOCK NONE PLAN 8920844**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2022 Actual	129,730	668
2023 Actual	135,030	679
2024 (Anticipated)	135,330	657

**840794081**

**LOT 8 BLOCK 1 PLAN 8020794**



Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	436,900	3,148
2024 Total Actual	453,200	3,231
2025 (Anticipated)	450,700	3,198



**253100406**

**SW-10-53-2-4**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	25,640	571
2024 Total Actual	25,640	582
2025 (Anticipated)	25,640	576



**802002409**  
**LOT 11A BLOCK 9 PLAN 1582HW**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	165,400	1,948
2024 Total Actual	173,200	1,955
2025 (Anticipated)	175,600	1,994



**995483012**  
**13-30-48-05-4**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2022 Actual	1,163,500	22,890
2023 Actual	975,510	18,860
2023 (Anticipated)	559,240	10,336





**996482904**  
**4-29-48-06-4**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	1,287,630	25,594
2024 Total Actual	1,263,180	24,749
2025 (Anticipated)	1,364,410	25,335



**992492415**

**SW-24-49-2-4**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	81,840	1,571
2024 Total Actual	79,890	1,512
2025 (Anticipated)	186,950	3,393



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

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2022 Actual	1,308,600	29,873
2023 Actual	1,291,100	28,961
2024 (Anticipated)	1,342,500	29,075



**809000503**  
**LOT 2 BLOCK 2 PLAN 3581MC**  
**SE-2-55-2-4**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	151,600	3,461
2024 Total Actual	150,600	3,378
2025 (Anticipated)	150,900	3,268



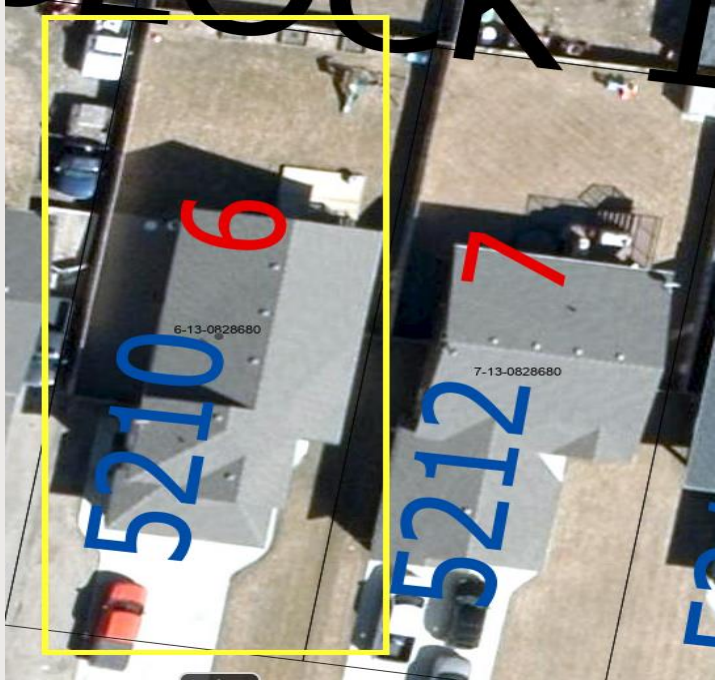
**350360307**  
**SE-36-50-3-4**  
**159 Acres (No Structure)**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	35,730	796
2024 Total Actual	35,730	811
2025 (Anticipated)	35,730	802



**800821211**

**BLACKFOOT PROPERTY**



Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	391,800	4,198
2024 Total Actual	415,300	4,278
2025 (Anticipated)	420,400	4,395



**805017101**  
**ISLAY PROPERTY**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	179,200	2,073
2024 Total Actual	187,700	2,079
2025 (Anticipated)	184,500	2,095



**821530518**  
**DEWBERRY**  
**PROPERTY**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	239,900	4,830
2024 Total Actual	257,300	4,413
2025 (Anticipated)	245,100	4,229





**806000108**  
**Mclaughlin**  
**PROPERTY**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	63,400	567
2024 Total Actual	66,700	580
2025 (Anticipated)	69,800	629



**809000709**  
**Tulliby Lake**  
**PROPERTY**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	97,500	751
2024 Total Actual	85,600	653
2025 (Anticipated)	103,200	790



**149195504**  
**Lake View Estate**  
**PROPERTY**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	540,500	3,895
2024 Total Actual	560,100	3,993
2025 (Anticipated)	568,600	4,034



**352220312**  
**SE-22-52-3-4**  
**523020 RANGE ROAD 32**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	907,900	20,726
2024 Total Actual	926,100	20,773
2025 (Anticipated)	950,900	20,594



**149330267**  
**COMMERCIAL PROPERTY BY LLOYD**  
**KAMS INDUSTRIAL**

Tax Year	Assessment	Total Taxes (CVR PROJECTED)
2023 Total Actual	7,412,900	169,225
2024 Total Actual	7,463,800	167,421
2025 (Anticipated)	8,608,100	186,430

# End of slide

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# Assessment Statistics

## ASSESSMENTS Data as of March 29, 2024

Taxable	Previous Assessment		New Assessment		Growth	Inflation / Deflation	%
	2022 Asmt for 2023 Taxation	2023 Asmt for 2024 Taxation	2022 Asmt for 2023 Taxation	2023 Asmt for 2024 Taxation			
Farmland	\$ 183,719,020	\$ 183,665,270	\$ 183,665,270	\$ 183,665,270	\$ (53,750)	\$ -	0.00%
Farm Site	\$ 401,899,380	\$ 431,019,250	\$ 431,019,250	\$ 431,019,250	\$ 6,864,470	\$ 22,255,400	5.54%
M&E (No school tax)	\$ 3,621,670	\$ 6,059,180	\$ 6,059,180	\$ 6,059,180	\$ 2,328,060	\$ 109,450	3.02%
M&E (DIP)(No school tax)	\$ 241,162,660	\$ 250,953,640	\$ 250,953,640	\$ 250,953,640	\$ 10,058,820	\$ (267,840)	-0.11%
Non-Res B&S (DIP)	\$ 41,265,980	\$ 41,927,090	\$ 41,927,090	\$ 41,927,090	\$ 1,008,550	\$ (347,440)	-0.84%
Non-Residential Small Business	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Non-Residential	\$ 273,613,330	\$ 278,423,710	\$ 278,423,710	\$ 278,423,710	\$ 2,349,430	\$ 2,460,950	0.90%
Non-Res Linear (DIP)	\$ 636,665,430	\$ 687,086,360	\$ 687,086,360	\$ 687,086,360	\$ 21,547,180	\$ 28,873,750	4.54%
Non-Res Industrial (DIP)	\$ 575,590	\$ 559,430	\$ 559,430	\$ 559,430	\$ -	\$ (16,160)	-2.81%
Residential	\$ 614,983,010	\$ 649,091,810	\$ 649,091,810	\$ 649,091,810	\$ 7,817,060	\$ 26,291,740	4.28%
<b>Taxable Total:</b>	<b>\$ 2,397,506,070</b>	<b>\$ 2,528,785,740</b>	<b>\$ 2,528,785,740</b>	<b>\$ 2,528,785,740</b>	<b>\$ 51,919,820</b>	<b>\$ 79,359,850</b>	<b>3.31%</b>
Grant-in-lieu	2022 Asmt for 2023 Taxation	2023 Asmt for 2024 Taxation	2022 Asmt for 2023 Taxation	2023 Asmt for 2024 Taxation	Growth	Inflation / Deflation	%
Non-Residential	\$ 80,100	\$ 79,800	\$ 79,800	\$ 79,800	\$ (1,300)	\$ 1,000	1.25%
Residential					\$ -	\$ -	
<b>Grant-in-lieu total:</b>	<b>\$ 80,100</b>	<b>\$ 79,800</b>	<b>\$ 79,800</b>	<b>\$ 79,800</b>	<b>\$ (1,300)</b>	<b>\$ 1,000</b>	<b>1.25%</b>
Municipal only	2022 Asmt for 2023 Taxation	2023 Asmt for 2024 Taxation	2022 Asmt for 2023 Taxation	2023 Asmt for 2024 Taxation	Growth	Inflation / Deflation	%
Non-Residential GIP (muni only)	\$ 215,500	\$ 215,500	\$ 215,500	\$ 215,500	\$ -	\$ -	0.00%
<b>Municipal only total:</b>	<b>\$ 215,500</b>	<b>\$ 215,500</b>	<b>\$ 215,500</b>	<b>\$ 215,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
Exempt	2022 Asmt for 2023 Taxation	2023 Asmt for 2024 Taxation	2022 Asmt for 2023 Taxation	2023 Asmt for 2024 Taxation	Growth	Inflation / Deflation	%
Not assigned	\$ 226,489,170	\$ 231,132,040	\$ 231,132,040	\$ 231,132,040	\$ 1,553,870	\$ 3,089,000	1.36%
<b>Exempt Total</b>	<b>\$ 226,489,170</b>	<b>\$ 231,132,040</b>	<b>\$ 231,132,040</b>	<b>\$ 231,132,040</b>	<b>\$ 1,553,870</b>	<b>\$ 3,089,000</b>	<b>1.36%</b>



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# THE COUNTY OF VERMILION RIVER

## BYLAW 25-07

### 2025 Property Tax and Supplementary Property Tax Bylaw

**BEING A BYLAW OF THE COUNTY OF VERMILION RIVER IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY FOR THE 2025 TAXATION YEAR.**

**A BYLAW** To provide authorization for the rates of Taxation to be levied against assessable property, including supplementary assessments for the 2025 taxation year.

**WHEREAS** pursuant to sections 353 and 354 of the Municipal Government Act, RSA 2000, c M-26 as amended, County Council must pass a property tax bylaw annually authorizing the Council to impose a tax in respect of property in the municipality to raise revenue sufficient to meet the estimated expenditures and requisitions.

**ANDWHEREAS** pursuant to section 369 of the Municipal Government Act, RSA 2000, c M-26 as amended provides that the County Council must pass a supplementary property tax bylaw annually to authorize the levying of a supplementary property tax in respect for which supplementary assessments have been made.

**AND WHEREAS** pursuant to section 369(2.01) of the Municipal Government Act, RSA 2000, c M-26 a council may pass a bylaw authorizing it to impose a supplementary tax on Designated Industrial Property if it passes a bylaw to impose a supplementary tax on all other property in the municipality.

**WHEREAS** the estimated expenditures for the year 2025 are \$ 40,998,429 as detailed in the estimates duly recorded:

**AND WHEREAS** it is estimated that the total of all revenues and transfers from all other sources, other than taxation, are \$ 12,118,616 and the balance \$28,879,813 is to be raised by general municipal taxation.

**AND WHEREAS** The General Municipal Levy, Requisitions and Special Levies are:

General Municipal (Excludes DI Properties)	\$	28,879,813
General Municipal (DI Properties only)	\$	82,581
Division 3,4 and 5 Multi Lot Residential Subdivisions	\$	62,045
Allowance for Prior Committed Taxes	\$	
Recreation General	\$	1,700,111
Recreation – Vermilion Special	\$	
Recreation – Dewberry Special	\$	
Culture – Library	\$	
Fire Service General	\$	1,468,557
Waste Management	\$	749,351
<b>Education Property Tax</b>		
Alberta School Foundation Fund	\$	7,388,717
Opted Out Boards	\$	75,317
Seniors Housing	\$	629,839
Mill Rate Stabilization Reserve	\$	
<b>Total</b>	<b>\$</b>	<b>41,036,331</b>

**AND WHEREAS** Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government act, RSA 2000, cM-26

**AND WHEREAS** the total assessed value of taxable property within the County of Vermilion River as shown on the Assessment Roll as of March 27, 2025 is :

**2025 ASSESSMENTS**

Residential	\$	1,096,741,170
Farm	\$	183,688,280
Non-Res large Business	\$	348,330,850
Machinery & Equipment	\$	287,139,000
Linear	\$	751,778,750
<b>Total</b>	<b>\$</b>	<b>2,667,678,050</b>

**NOW THEREFORE** The Council of the County of Vermilion River in the Province of Alberta, duly assembled, hereby authorizes, and instructs the County Administration to levy the following rates against assessments within the assessment roll and against the assessed value of property for which supplementary assessment has been prepared:

	<b>Tax</b>	<b>Assessment</b>	<b>Mill Rate</b>
<b>Municipal General</b>			
Urban General (a)	\$ 1,927,943	\$ 838,236,250	2.3000
DI Properties	\$ 82,581	\$ 1,079,494,260	0.0765
Urban(b)(i) Blackfoot	\$ 259,397	\$ 43,232,760	6.0000
Urban(b)(ii) Clandonald	\$ 42,387	\$ 6,143,080	6.9000
Urban(b)(iii) Islay	\$ 74,155	\$ 10,747,150	6.9000
Urban(b)(iv) Mclaughlin	\$ 12,251	\$ 2,692,420	4.5500
Urban(b)(v) Rivercourse	\$ 6,467	\$ 1,421,400	4.5500
Urban(b)(vi) Streamstown	\$ 6,042	\$ 1,888,000	3.2000

Urban(b)(vii)Tulliby Lake	\$ 2,902	\$ 906,800	3.2000
Urban(b)(viii)Dewberry	\$ 115,035	\$ 8,987,100	12.8000
<b>Urban(c)Multi-Lot Country Residential</b>			
i) Country Air Estates	\$ 19,369	\$ 7,336,720	2.6400
ii) Creekside Estates	\$ 16,451	\$ 6,231,400	2.6400
iii) Deerfoot Estates	\$ 35,755	\$ 13,543,530	2.6400
iv) Hawkstone Estates	\$ 48,521	\$ 18,379,000	2.6400
v) Horizon View Acres	\$ 33,912	\$ 12,845,300	2.6400
vi) Lakeview Estates	\$ 51,790	\$ 19,617,600	2.6400
vii) Denwood Estates	\$ 6,289	\$ 2,382,200	2.6400
viii) Morning Gold Estates	\$ 49,391	\$ 18,708,900	2.6400
ix) Ravine View	\$ 19,313	\$ 7,315,680	2.6400
x) Robinwood Acres	\$ 16,607	\$ 6,290,500	2.6400
xi) Silver Willow Estates	\$ 27,252	\$ 10,322,700	2.6400
xii) Sandpiper Estates	\$ 18,631	\$ 7,057,040	2.6400
xiii) Willow Creek Estates	\$ 49,319	\$ 18,681,500	2.6400
xiv) Brennan Acres	\$ 12,913	\$ 4,891,460	2.6400
xv) Grandview Estates	\$ 20,565	\$ 7,789,910	2.6400
xvi) Indian Lake Meadows	\$ 28,623	\$ 10,842,040	2.6400
xvii) Cloverview Estates	\$ 27,062	\$ 10,250,730	2.6400
Farm	\$ 3,306,389	\$ 183,688,280	18.0000
Non Residential / M&E	\$ 22,707,179	\$ 1,387,248,600	16.3685
<b>School Requisitions</b>			
ASFF Residential/Farm	\$ 3,449,166	\$ 1,254,014,339	2.7505
ASFF Non Residential	\$ 3,939,551	\$ 1,099,143,688	3.5842

CSSRD Residential / Farm	\$ 72,627	\$ 26,405,111	2.7505
CSSRD Non Residential	\$ 2,690	\$ 750,413	3.5842
Seniors Housing Foundation	\$ 629,839	\$ 2,667,678,050	0.2361
<b>Municipal Special Levies</b>			
Recreation General	\$ 1,700,111	\$ 2,667,678,050	0.6373
Recreation Vermillion District	\$	\$ 417,011,680	0.0000
Recreation Dewberry District	\$	\$ 234,896,790	0.0000
Library	\$	\$ 2,667,678,050	0.0000
Fire Service	\$ 1,468,557	\$ 2,667,678,050	0.5505
Waste Management	\$ 749,351	\$ 2,667,678,050	0.2809

Notwithstanding the foregoing, the minimum tax on any parcel, as allowed by the Municipal Government Act Section 357(1), for General Municipal purposes, will be:

Fifty (\$50.00) Dollars for:

- Farmland
- Urban General
- Urban Residential (i),(ii),(iii),(iv),(v),(vi),(vii)
- Non Residential Assessment

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

**THIS** Bylaw repeals and replaces Bylaw 24-04 upon coming into effect.

**THIS** Bylaw shall come into force and effect upon receiving Third and Final Reading and having been signed by the Reeve and Chief Administrative Officer.

Read this First time this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Read this Second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Read a Third and Final time and finally passed, this \_\_\_\_\_ day of \_\_\_\_\_, 2025

**SIGNED** by the Reeve and Chief Administrative Officer this \_\_\_\_\_ day of \_\_, 2025.

\_\_\_\_\_  
REEVE

DRAFT

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



**MEETING DATE: APRIL 8, 2025**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**MARWAYNE AG SOCIETY FUNDING OPTIONS**

## **RECOMMENDATION**

THAT the County of Vermilion River approve the withdrawal of \$\_\_\_\_\_ from the Contingency Reserve for the Marwayne Ag Society Capital request of \$740,000.00.

THAT the County of Vermilion River approve the withdrawal of \$240,000.00 from the Recreation Reserve for the Marwayne Ag Society Capital request of \$740,000.00.

THAT the County of Vermilion River approve the internal financing of \$\_\_\_\_\_ for \_\_\_\_\_ years at an interest rate of four (4) per cent per annum from the Recreation Reserve to the Contingency Reserve.

## **DETAILS**

Background: As per direction given at the 25 March 2025 Regular Council meeting, Administration was asked to bring back option on funding the Marwayne Ag Society request of \$740,000.00.

Discussion Points:

- Financing from Third Party (Loans to Local Authorities) for property that County does not hold ownership will cost:
  - 5 year 3.97%
  - 10 year 4.35%
  - 15 year 4.72%
  - 20 years 4.94%
- The County is now in a financial position to finance internally. The interest earned will be coming back into the County as general revenue.
- To support future capital request and fund internally, a healthy Reserve balance should be maintained. As purposed in the revised Reserve Policy FI 004, a minimum amount



for the Community Services Reserve of \$500,000.00 to \$700,000.00, is this still a good amount?

- The Park Trust Municipal Reserve should not be considered for funding. The Park Trust Municipal Reserve is to benefit the County owned Parks and Recreation areas that are going to be an increasing need soon with the many Hamlets and Residential Subdivisions. The Park Trust Municipal Reserve can help alleviate or reduce the County's budget impact on the rate payer.

Relevant Policy/Legislation Practices:

- Per the MGA section 671(2)
- PD 021 Community Enhancement Funding Policy
- Updated FI 004 Reserve Policy

Desired Outcome (s): THAT the County of Vermilion River approve the withdrawal of \$500,000.00 from the Contingency Reserve for the Marwayne AG Society Capital request of \$740,000.00.

THAT the County of Vermilion River approve the withdrawal of \$240,000.00 from the Recreation Reserve for the Marwayne Ag Society Capital request of \$740,000.00.

THAT the County of Vermilion River approve the internal financing of \$500,000.00 for five (5) years at an interest rate of four (4) per cent per annum from the Recreation Reserve to the Contingency Reserve.

Response Options: THAT the County of Vermilion River approve the withdrawal of \$500,000.00 from the Contingency Reserve for the Marwayne AG Society Capital request of \$740,000.00..

THAT the County of Vermilion River approve the withdrawal of \$240,000.00 from the Recreation Reserve for the Marwayne Ag Society Capital request of \$740,000.00.

THAT the County of Vermilion River approve the internal financing of \$500,000.00 for five (5) years at an interest rate of four (4) per cent per annum from the Recreation Reserve to the Contingency Reserve.



## IMPLICATIONS OF RECOMMENDATION

Organizational: None

Financial: Internal financing of loan

Communication Required: None

Implementation: Setting up loan repayment

## ATTACHMENTS

Scenario: CVR Loan \$500K with Cash \$240K Reserve forecast

Internal Financing Calculation \$500,000.00 for five (5) years

Scenario: CVR Loan \$250K (5yr) with Cash \$490K Reserve forecast

Internal Financing Calculation \$250,000.00 for five (5) years

Scenario: CVR Loan \$250K (3yr) with Cash \$490K Reserve forecast

Internal Financing Calculation \$250,000.00 for three (3) years

Contingency Reserve Balance Forecast

Loans to Local Authorities – \$500,000.00 for 5-year term

Loans to Local Authorities – \$500,000.00 for 10-year term

Loans to Local Authorities – \$500,000.00 for 15-year term

Loans to Local Authorities – \$500,000.00 for 20-year term

PREPARED BY: Natasha Wobeser

DATE: 1 April 2025



**COUNTY OF VERMILION RIVER  
INTERNAL FINANCING CALCULATION**

**Principal:** 250,000.00  
**Interest Rate:** 4.00%  
**Payments:** 44,631.45  
**Start Date:** 17-Apr-25

<u>Date</u>	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Balance</u>
17-Oct-25	44,631.45	39,631.45	5,000.00	210,368.55
17-Apr-26	44,631.45	40,424.08	4,207.37	169,944.47
17-Oct-26	44,631.45	41,232.56	3,398.89	128,711.91
17-Apr-27	44,631.45	42,057.21	2,574.24	86,654.70
17-Oct-27	44,631.45	42,898.36	1,733.09	43,756.34
17-Apr-28	44,631.45	43,756.34	875.11	(0.00)
	<u>267,788.70</u>	<u>250,000.00</u>	<u>17,788.70</u>	

\*Assumption that funding is given out to Marwayne AG Society on 17 April 2025 Cheque Run



**COUNTY OF VERMILION RIVER  
INTERNAL FINANCING CALCULATION**

**Principal:** 500,000.00  
**Interest Rate:** 4.00%  
**Payments:** 55,663.26  
**Start Date:** 17-Apr-25

<u>Date</u>	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Balance</u>
17-Oct-25	55,663.26	45,663.26	10,000.00	454,336.74
17-Apr-26	55,663.26	46,576.53	9,086.73	407,760.21
17-Oct-26	55,663.26	47,508.06	8,155.20	360,252.16
17-Apr-27	55,663.26	48,458.22	7,205.04	311,793.94
17-Oct-27	55,663.26	49,427.38	6,235.88	262,366.56
17-Apr-28	55,663.26	50,415.93	5,247.33	211,950.63
17-Oct-28	55,663.26	51,424.25	4,239.01	160,526.38
17-Apr-29	55,663.26	52,452.73	3,210.53	108,073.65
17-Oct-29	55,663.26	53,501.79	2,161.47	54,571.87
17-Apr-30	55,663.26	54,571.86	1,091.40	0.00
	<u>556,632.60</u>	<u>500,000.00</u>	<u>56,632.60</u>	

\*Assumption that funding is given out to Marwayne AG Society on 17 April 2025 Cheque Run



**COUNTY OF VERMILION RIVER  
CONTINGENCY RESERVE BALANCE**

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Opening Balance	3,000,000	4,609,356	3,966,356	3,437,236
2024 Surplus & additions	2,379,355			
Addition				
Withdrawal - mill rate stabilization	(470,000)	(337,000)	(217,000)	-
Withdrawal - DIP appeals	(300,000)	(306,000)	(312,120)	(318,362)
Closing Balance	<u>4,609,356</u>	<u>3,966,356</u>	<u>3,437,236</u>	<u>3,118,874</u>



**COUNTY OF VERMILION RIVER  
INTERNAL FINANCING CALCULATION**

**Principal:** 250,000.00  
**Interest Rate:** 4.00%  
**Payments:** 27,831.63  
**Start Date:** 17-Apr-25

<u>Date</u>	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Balance</u>
17-Oct-25	27,831.63	22,831.63	5,000.00	227,168.37
17-Apr-26	27,831.63	23,288.26	4,543.37	203,880.11
17-Oct-26	27,831.63	23,754.03	4,077.60	180,126.08
17-Apr-27	27,831.63	24,229.11	3,602.52	155,896.97
17-Oct-27	27,831.63	24,713.69	3,117.94	131,183.28
17-Apr-28	27,831.63	25,207.96	2,623.67	105,975.32
17-Oct-28	27,831.63	25,712.12	2,119.51	80,263.19
17-Apr-29	27,831.63	26,226.37	1,605.26	54,036.83
17-Oct-29	27,831.63	26,750.89	1,080.74	27,285.93
17-Apr-30	27,831.63	27,285.93	545.70	0.00
	<u>278,316.30</u>	<u>250,000.00</u>	<u>28,316.30</u>	

\*Assumption that funding is given out to Marwayne AG Society on 17 April 2025 Cheque Run

**COUNTY OF VERMILION RIVER  
COMMUNITY SERVICES RESERVES  
SCENARIO: CVR LOAN - \$500K CASH \$240K**

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
Opening Balance	416,279	921,279	797,308	764,277	729,355	692,504	772,350	961,540	1,206,379	1,449,211	1,692,042	1,932,827
2024 Year end Adjustments	564,618											
2024 Additional withdraw	(50,000)											
Addition (Levy to Tax payer)	1,700,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000
Withdrawal	(1,592,704)	(2,023,971)	(1,933,031)	(1,934,922)	(1,936,851)	(1,820,154)	(1,710,810)	(1,655,161)	(1,657,168)	(1,657,168)	(1,659,216)	(1,659,216)
Withdrawal - PV	(61,250)											
Withdrawal - CVR Loan repayment	(55,663)											
Closing Balance	<u>921,279</u>	<u>797,308</u>	<u>764,277</u>	<u>729,355</u>	<u>692,504</u>	<u>772,350</u>	<u>961,540</u>	<u>1,206,379</u>	<u>1,449,211</u>	<u>1,692,042</u>	<u>1,932,827</u>	<u>2,173,611</u>

**Note:**

- Kept Levy to Tax Payer in 2025 similar to 2024 levy
- **\$240K cash payout in 2025 can come out of the already estimated \$250k Capital payout**
- CVR Loan repayment will fall part of 2026 to 2030 Debenture Payments as previously presented.

<b>FACILITY TYPE</b>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
Halls	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200
ICE Rinks	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000
Seniors	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800
Parks	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
AG Grounds	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000
Museum	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800
Winter Recreation	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Community Agreements	400,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Sponsorship	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Debenture Payments	347,004	376,453	283,658	283,658	283,658	166,961	55,649	-	-	-	-	-
Capital pay out	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Campground	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Library	90,900	92,718	94,573	96,464	98,393	98,393	100,361	100,361	102,368	102,368	104,416	104,416
<b>TOTALS WITHDRAWAL</b>	<u>1,592,704</u>	<u>2,023,971</u>	<u>1,933,031</u>	<u>1,934,922</u>	<u>1,936,851</u>	<u>1,820,154</u>	<u>1,710,810</u>	<u>1,655,161</u>	<u>1,657,168</u>	<u>1,657,168</u>	<u>1,659,216</u>	<u>1,659,216</u>

**COUNTY OF VERMILION RIVER  
COMMUNITY SERVICES RESERVES  
SCENARIO: CVR LOAN - \$250K (5yr) CASH \$490K**

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
Opening Balance	416,279	699,111	630,803	653,435	674,177	692,989	800,667	989,857	1,234,695	1,477,527	1,720,359	1,961,143
2024 Year end Adjustments	564,618											
2024 Additional withdraw	(50,000)											
Addition (Levy to Tax payer)	1,700,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000
Withdrawal	(1,592,704)	(1,968,308)	(1,877,368)	(1,879,259)	(1,881,188)	(1,792,322)	(1,710,810)	(1,655,161)	(1,657,168)	(1,657,168)	(1,659,216)	(1,659,216)
Withdrawal - PV	(61,250)											
Withdrawal - Additional Capital	(250,000)											
Withdrawal - CVR Loan repayment	(27,832)											
Closing Balance	699,111	630,803	653,435	674,177	692,989	800,667	989,857	1,234,695	1,477,527	1,720,359	1,961,143	2,201,927

**Note:**

- Kept Levy to Tax Payer in 2025 similar to 2024 levy
- **\$240K cash payout in 2025 can come out of the already estimated \$250k Capital payout**
- CVR Loan repayment will fall part of 2026 to 2030 Debenture Payments as previously presented.

<b>FACILITY TYPE</b>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
Halls	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200
ICE Rinks	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000
Seniors	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800
Parks	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
AG Grounds	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000
Museum	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800
Winter Recreation	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Community Agreements	400,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Sponsorship	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Debenture Payments	347,004	320,790	227,995	227,995	227,995	139,129	55,649	-	-	-	-	-
Capital pay out	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Campground	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Library	90,900	92,718	94,573	96,464	98,393	98,393	100,361	100,361	102,368	102,368	104,416	104,416
<b>TOTALS WITHDRAWAL</b>	<b>1,592,704</b>	<b>1,968,308</b>	<b>1,877,368</b>	<b>1,879,259</b>	<b>1,881,188</b>	<b>1,792,322</b>	<b>1,710,810</b>	<b>1,655,161</b>	<b>1,657,168</b>	<b>1,657,168</b>	<b>1,659,216</b>	<b>1,659,216</b>

**COUNTY OF VERMILION RIVER  
COMMUNITY SERVICES RESERVES  
SCENARIO: CVR LOAN - \$250K (3yr) CASH \$490K**

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
Opening Balance	416,279	682,311	580,404	569,436	601,210	675,685	811,194	1,000,384	1,245,223	1,488,055	1,730,886	1,971,671
2024 Year end Adjustments	564,618											
2024 Additional withdraw	(50,000)											
Addition (Levy to Tax payer)	1,700,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000
Withdrawal	(1,592,704)	(2,001,907)	(1,910,967)	(1,868,227)	(1,825,525)	(1,764,491)	(1,710,810)	(1,655,161)	(1,657,168)	(1,657,168)	(1,659,216)	(1,659,216)
Withdrawal - PV	(61,250)											
Withdrawal - Additional Capital	(250,000)											
Withdrawal - CVR Loan repayment	(44,631)											
Closing Balance	682,311	580,404	569,436	601,210	675,685	811,194	1,000,384	1,245,223	1,488,055	1,730,886	1,971,671	2,212,455

**Note:**

- Kept Levy to Tax Payer in 2025 similar to 2024 levy
- **\$240K cash payout in 2025 can come out of the already estimated \$250k Capital payout**
- CVR Loan repayment will fall part of 2026 to 2030 Debenture Payments as previously presented.

<b>FACILITY TYPE</b>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
Halls	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200	108,200
ICE Rinks	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000	207,000
Seniors	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800	20,800
Parks	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
AG Grounds	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000	34,000
Museum	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800	6,800
Winter Recreation	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Community Agreements	400,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Sponsorship	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Debenture Payments	347,004	354,389	261,594	216,963	172,331	111,297	55,649	-	-	-	-	-
Capital pay out	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Campground	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Library	90,900	92,718	94,573	96,464	98,393	98,393	100,361	100,361	102,368	102,368	104,416	104,416
<b>TOTALS WITHDRAWAL</b>	1,592,704	2,001,907	1,910,967	1,868,227	1,825,525	1,764,491	1,710,810	1,655,161	1,657,168	1,657,168	1,659,216	1,659,216



# Loan Calculator

Print

**Recalculation options**

Type Blended Amortization

▼ Term 5

Deferment NA

Recalculate Loan

**Calculations based on:**

Principal is \$500,000.00

Term is 5 Years

Loan Type is Blended

Deferred payments  
NA

Interest rate of 3.97 %

Payment #	Payment	Principal	Interest	Balance
1	\$55,619.59	\$45,694.59	\$9,925.00	\$454,305.41
2	\$55,619.59	\$46,601.63	\$9,017.96	\$407,703.78
3	\$55,619.59	\$47,526.67	\$8,092.92	\$360,177.11
4	\$55,619.59	\$48,470.07	\$7,149.52	\$311,707.04
5	\$55,619.59	\$49,432.21	\$6,187.38	\$262,274.83
6	\$55,619.59	\$50,413.43	\$5,206.16	\$211,861.40
7	\$55,619.59	\$51,414.14	\$4,205.45	\$160,447.26
8	\$55,619.59	\$52,434.71	\$3,184.88	\$108,012.55
9	\$55,619.59	\$53,475.54	\$2,144.05	\$54,537.01
10	\$55,619.59	\$54,537.01	\$1,082.58	\$0.00
<b>Totals:</b>	<b>\$556,195.90</b>	<b>\$500,000.00</b>	<b>\$56,195.90</b>	

# Loan Calculator

Print

**Recalculation options**

Type Blended Amortization

▼ Term 10

Deferment NA

Recalculate Loan

**Calculations based on:**

Principal is \$500,000.00

Term is 10 Years

Loan Type is Blended

Deferred payments  
NA

Interest rate of 4.35 %

Payment #	Payment	Principal	Interest	Balance
1	\$31,097.19	\$20,222.19	\$10,875.00	\$479,777.81
2	\$31,097.19	\$20,662.02	\$10,435.17	\$459,115.79
3	\$31,097.19	\$21,111.42	\$9,985.77	\$438,004.37
4	\$31,097.19	\$21,570.59	\$9,526.60	\$416,433.78
5	\$31,097.19	\$22,039.76	\$9,057.43	\$394,394.02
6	\$31,097.19	\$22,519.12	\$8,578.07	\$371,874.90
7	\$31,097.19	\$23,008.91	\$8,088.28	\$348,865.99
8	\$31,097.19	\$23,509.35	\$7,587.84	\$325,356.64
9	\$31,097.19	\$24,020.68	\$7,076.51	\$301,335.96
10	\$31,097.19	\$24,543.13	\$6,554.06	\$276,792.83
11	\$31,097.19	\$25,076.95	\$6,020.24	\$251,715.88
12	\$31,097.19	\$25,622.37	\$5,474.82	\$226,093.51
13	\$31,097.19	\$26,179.66	\$4,917.53	\$199,913.85
14	\$31,097.19	\$26,749.06	\$4,348.13	\$173,164.79
15	\$31,097.19	\$27,330.86	\$3,766.33	\$145,833.93
16	\$31,097.19	\$27,925.30	\$3,171.89	\$117,908.63
17	\$31,097.19	\$28,532.68	\$2,564.51	\$89,375.95
18	\$31,097.19	\$29,153.26	\$1,943.93	\$60,222.69
19	\$31,097.19	\$29,787.35	\$1,309.84	\$30,435.34
20	\$31,097.19	\$30,435.34	\$661.85	\$0.00
<b>Totals:</b>	<b>\$621,943.80</b>	<b>\$500,000.00</b>	<b>\$121,943.80</b>	

# Loan Calculator

Print

**Recalculation options**

Type Blended Amortization

▼ Term 15

Deferment NA

Recalculate Loan

**Calculations based on:**

Principal is \$500,000.00

Term is 15 Years

Loan Type is Blended

Deferred payments  
NA

Interest rate of 4.72 %

Payment #	Payment	Principal	Interest	Balance
1	\$23,445.13	\$11,645.13	\$11,800.00	\$488,354.87
2	\$23,445.13	\$11,919.96	\$11,525.17	\$476,434.91
3	\$23,445.13	\$12,201.27	\$11,243.86	\$464,233.64
4	\$23,445.13	\$12,489.22	\$10,955.91	\$451,744.42
5	\$23,445.13	\$12,783.96	\$10,661.17	\$438,960.46
6	\$23,445.13	\$13,085.66	\$10,359.47	\$425,874.80
7	\$23,445.13	\$13,394.48	\$10,050.65	\$412,480.32
8	\$23,445.13	\$13,710.59	\$9,734.54	\$398,769.73
9	\$23,445.13	\$14,034.16	\$9,410.97	\$384,735.57
10	\$23,445.13	\$14,365.37	\$9,079.76	\$370,370.20
11	\$23,445.13	\$14,704.39	\$8,740.74	\$355,665.81
12	\$23,445.13	\$15,051.42	\$8,393.71	\$340,614.39
13	\$23,445.13	\$15,406.63	\$8,038.50	\$325,207.76
14	\$23,445.13	\$15,770.23	\$7,674.90	\$309,437.53
15	\$23,445.13	\$16,142.40	\$7,302.73	\$293,295.13
16	\$23,445.13	\$16,523.36	\$6,921.77	\$276,771.77
17	\$23,445.13	\$16,913.32	\$6,531.81	\$259,858.45
18	\$23,445.13	\$17,312.47	\$6,132.66	\$242,545.98
19	\$23,445.13	\$17,721.04	\$5,724.09	\$224,824.94
20	\$23,445.13	\$18,139.26	\$5,305.87	\$206,685.68
21	\$23,445.13	\$18,567.35	\$4,877.78	\$188,118.33
22	\$23,445.13	\$19,005.54	\$4,439.59	\$169,112.79
23	\$23,445.13	\$19,454.07	\$3,991.06	\$149,658.72
24	\$23,445.13	\$19,913.18	\$3,531.95	\$129,745.54
25	\$23,445.13	\$20,383.14	\$3,061.99	\$109,362.40
26	\$23,445.13	\$20,864.18	\$2,580.95	\$88,498.22
27	\$23,445.13	\$21,356.57	\$2,088.56	\$67,141.65
28	\$23,445.13	\$21,860.59	\$1,584.54	\$45,281.06
29	\$23,445.13	\$22,376.50	\$1,068.63	\$22,904.56
30	\$23,445.13	\$22,904.56	\$540.57	\$0.00
<b>Totals:</b>	<b>\$703,353.90</b>	<b>\$500,000.00</b>	<b>\$203,353.90</b>	

# Loan Calculator

Print

**Recalculation options**

Type Blended Amortization

▼ Term 20

Deferment NA

Recalculate Loan

**Calculations based on:**

Principal is \$500,000.00

Term is 20 Years

Loan Type is Blended

Deferred payments  
NA

Interest rate of 4.94 %

Payment #	Payment	Principal	Interest	Balance
1	\$19,817.62	\$7,467.62	\$12,350.00	\$492,532.38
2	\$19,817.62	\$7,652.07	\$12,165.55	\$484,880.31
3	\$19,817.62	\$7,841.08	\$11,976.54	\$477,039.23
4	\$19,817.62	\$8,034.75	\$11,782.87	\$469,004.48
5	\$19,817.62	\$8,233.21	\$11,584.41	\$460,771.27
6	\$19,817.62	\$8,436.57	\$11,381.05	\$452,334.70
7	\$19,817.62	\$8,644.95	\$11,172.67	\$443,689.75
8	\$19,817.62	\$8,858.48	\$10,959.14	\$434,831.27
9	\$19,817.62	\$9,077.29	\$10,740.33	\$425,753.98
10	\$19,817.62	\$9,301.50	\$10,516.12	\$416,452.48
11	\$19,817.62	\$9,531.24	\$10,286.38	\$406,921.24
12	\$19,817.62	\$9,766.67	\$10,050.95	\$397,154.57
13	\$19,817.62	\$10,007.90	\$9,809.72	\$387,146.67
14	\$19,817.62	\$10,255.10	\$9,562.52	\$376,891.57
15	\$19,817.62	\$10,508.40	\$9,309.22	\$366,383.17
16	\$19,817.62	\$10,767.96	\$9,049.66	\$355,615.21
17	\$19,817.62	\$11,033.92	\$8,783.70	\$344,581.29
18	\$19,817.62	\$11,306.46	\$8,511.16	\$333,274.83
19	\$19,817.62	\$11,585.73	\$8,231.89	\$321,689.10
20	\$19,817.62	\$11,871.90	\$7,945.72	\$309,817.20
21	\$19,817.62	\$12,165.14	\$7,652.48	\$297,652.06
22	\$19,817.62	\$12,465.61	\$7,352.01	\$285,186.45
23	\$19,817.62	\$12,773.51	\$7,044.11	\$272,412.94
24	\$19,817.62	\$13,089.02	\$6,728.60	\$259,323.92
25	\$19,817.62	\$13,412.32	\$6,405.30	\$245,911.60
26	\$19,817.62	\$13,743.60	\$6,074.02	\$232,168.00
27	\$19,817.62	\$14,083.07	\$5,734.55	\$218,084.93
28	\$19,817.62	\$14,430.92	\$5,386.70	\$203,654.01
29	\$19,817.62	\$14,787.37	\$5,030.25	\$188,866.64
30	\$19,817.62	\$15,152.61	\$4,665.01	\$173,714.03
31	\$19,817.62	\$15,526.88	\$4,290.74	\$158,187.15
32	\$19,817.62	\$15,910.40	\$3,907.22	\$142,276.75
33	\$19,817.62	\$16,303.38	\$3,514.24	\$125,973.37
34	\$19,817.62	\$16,706.08	\$3,111.54	\$109,267.29

35	\$19,817.62	\$17,118.72	\$2,698.90	\$92,148.57
36	\$19,817.62	\$17,541.55	\$2,276.07	\$74,607.02
37	\$19,817.62	\$17,974.83	\$1,842.79	\$56,632.19
38	\$19,817.62	\$18,418.80	\$1,398.82	\$38,213.39
39	\$19,817.62	\$18,873.75	\$943.87	\$19,339.64
40	\$19,817.62	\$19,339.64	\$477.98	\$0.00
<b>Totals:</b>	<b>\$792,704.80</b>	<b>\$500,000.00</b>	<b>\$292,704.80</b>	



**MEETING DATE: APRIL 8, 2025**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**2025 SALE OF GRADERS**

## **RECOMMENDATION**

THAT the County of Vermilion River send two CAT 140 Graders to Ritchie Bros. Auctioneers with the guaranteed minimum of \$423,500.00 less a 10 per cent commission, netting \$381,150.00.

## **DETAILS**

Background:

Annually Public work sells used equipment as replacements are received. This is done in accordance with the purchasing policy and the disposal of County Materials policy.

Discussion:

Public Works is proposing the sale of two 2019 CAT 140 graders. One with approximately 8,072 hours, and another with 9,044 hours. Normally Public works will purchase three graders and sell three graders annually, however this year it is recommended that two be sold and one of the graders be kept in the fleet as a loaner. This is help prevent the amount of down time in a grader beat as machines are either down for maintenance or broke down. For example, this past winter it averaged that there were three to four graders broke down at any given time and for various reasons. The second reason it is recommended that this grader be kept is due to the recent replacements it has had to the unit. It has had an engine replaced and transmission rebuilt in the past few years and can see a longer return possible for the unit.

For the sale of the remaining two graders, Public Works ran an advertisement to sell the graders privately for the month of March, and received no submissions. Public Works also requested guaranteed minimum's from two auctioneers that specialize in the sale of construction equipment.



The best value to the County of Vermilion River is with Ritchie Bros. Auctioneers whose commission is 10 per cent with a guarantee of \$423,500.00 which would net the County \$381,150.00.

The second companies submission was a commission of eight (8) per cent with a guarantee of \$385,000.00 which would net the County \$354,200.00.

With both companies, if the graders as a package sell for more than the minimum, then the commission percentage would apply with the additional amounts as well.

Relevant Policy/Legislation Practices:

AD004 – Purchasing policy

AD009 – Disposal of County Materials & Items

Desired Outcome (s): To sell the graders at auction with a guaranteed minimum.

Response Options: To sell the graders via auction.

To keep the graders.

To try to sell the graders privately again.

## IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: Sale of Asset (Revenue)

Communication Required: None



Implementation:  
Upon Council Approval

## ATTACHMENTS

PREPARED BY: Ben McPhee

DATE: April 1, 2025





**MEETING DATE: APRIL 8, 2025**

# **BRIEFING NOTE - TO COUNCIL**

## **SUBJECT**

**CONCERN TRACKR REPORT**

## **RECOMMENDATION**

THAT the County of Vermilion River receive the Current Concern Tracker Report from March 19, 2025, to April 1, 2025, and a report of the Active and In-Progress Concern Tracker up to March 18, 2025, for information.

## **DETAILS**

Background: Public Works has prepared a report of all concerns received and entered in the Concern Tracker from March 19, 2025, to April 1, 2025, and a report of the Active and In-Progress Concern Tracker up to March 18, 2025.

Desired Outcome (s): THAT the County of Vermilion River receive the Current Concern Tracker Report from March 19, 2025, to April 1, 2025, and the Active and In-Progress Concern Tracker up to March 18, 2025.

## **ATTACHMENTS**

- 1.) Concern Tracker Report from March 19, 2025 to April 1, 2025
- 2.) Active and In-Progress Concern Tracker up to March 18, 2025

PREPARED BY: Karri Shurnaik

DATE: April 2, 2025

### All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
26 Mar 2025 10:22:36 AM	Reeve BAKER called to advise of a frozen culvert that is flooding. It is on TWP 472 and RR 13 1/2 mile South of the intersection.	Karri Shurnaik 02 Apr 2025 10:23:15 AM Kevin GRAHAM on April 1, 2025: Had hoe go clean out the ditch. Complete	Reeve BAKER	Public Works	Completed	1	COM - 15256
28 Mar 2025 10:19:29 AM	Ron BRASSINGTON from Paradise Valley called. They are having 2 loads of cattle going out at 10:30- 11:00 today. He would like TWP 480 RR 30 East 2/3 of a mile cleared and sanded.	Karri Shurnaik 02 Apr 2025 10:29:58 AM Kevin GRAHAM on April 1, 2025: Complete	Ron BRASSINGTON	Public Works	Completed	1	COM - 15267

## All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
20 Mar 2025 10:35:58 AM	<p>Protective Services received a call from Kitscoty RCMP regarding a complaint they received from Alan Christie. Someone dumped about 9 bags of garbage on an approach off Highway 893 just north of Highway 619. Birds have started picking at the bags.</p> <p>A peace officer is stopping to check some of the bags to see if a name can be found in the debris but he's requesting we also notify PW for clean up.</p>	<p>Karri Shurnaik 02 Apr 2025 10:05:42 AM Kevin GRAHAM on April 1, 2025: Cleaned up. Complete</p> <p>Jolene Levesque 20 Mar 2025 10:40:41 AM Public Safety Case Report - CVR-2025-000070</p>	Alan Christie	Public Works	Completed	2	COM - 15237
25 Mar 2025 11:02:47 AM	Albert O'HARE called to advise there is a frozen culvert on TWP 504 and RR 33 that needs maintenance	<p>Karri Shurnaik 02 Apr 2025 10:08:57 AM Kevin GRAHAM on April 1, 2025: Complete</p>	Albert O'HARE	Public Works	Completed	2	COM - 15245

## All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
24 Mar 2025 09:31:49 AM	Christin MARTIN called. The ditch in the front of their house at RA 503077 RR 63 is filling up with water. She thinks the culvert is plugged or frozen. The water is coming up onto the road and across their driveway. Someone came and dug up a trench across their driveway. Her husband went out and had words with the individual.	Karri Shurnaik 02 Apr 2025 10:06:11 AM Kevin GRAHAM on April 1, 2025: Fixed up. Complete	Christin MARTIN	Public Works	Completed	3	COM - 15238
24 Mar 2025 09:36:29 AM	Christin MARTIN lives at RA 503077 RR 63 and it's a fairly busy Range Road. People are flying by their house. They have lost 4 cats in the last 2 months and she is concerned about her kids safety.		Christin MARTIN	Enforcement Services	Active	3	COM - 15239
26 Mar 2025 09:03:17 AM	Ryan GIBSON called. There are a couple of roads that the water is flowing over. RR 63 and HWY 619 1/2 mile North, it is flooding over in 2 spots one spot is because the culvert is too small to handle the water, a bigger culvert needs to be installed. The second culvert is big, about 4' and it is plugged. Neither one need to be thawed. The big one has a beaver screen over it. There is another spot on RR 62 and HWY 619 1/2 mile North. When it was built, no culvert was put in the approach and you can't use 1/2 the road as it is always muddy.	Karri Shurnaik 26 Mar 2025 03:29:43 PM Kevin GRAHAM on March 26, 2025: Road and culverts fixed up. Complete	Ryan GIBSON	Public Works	Completed	3	COM - 15252

## All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
26 Mar 2025 10:13:55 AM	Brody REMPLE called to advise from the grader banks the culvert at his approach at 483044 RGE RD 73 is frozen and backup quite far into his driveway. He is very concerned about wash out as it is fairly new approach that was built a year and a half ago.	<p>Karri Shurnaik 02 Apr 2025 10:14:08 AM Kevin GRAHAM on April 1, 2025: Complete</p> <p>Karri Shurnaik 26 Mar 2025 11:58:12 AM Brody called and left a voice mail on the Reception main line on March 25, 2025 at 6:18 PM about the culvert being frozen. He is concerned as well because the farmer field has 300' of water backing up onto his land right beside RR 73.</p>	Brody REMPLE	Public Works	Completed	3	COM - 15255
28 Mar 2025 08:47:08 AM	Lisa DEVOS lives at NW 6-49-4 W4M. She is wondering if the plows are out. TWP 490 and North of RR 50 roads could use a plow.	<p>Karri Shurnaik 02 Apr 2025 10:29:40 AM Kevin GRAHAM on April 1, 2025: Complete</p> <p>Karri Shurnaik 28 Mar 2025 08:52:55 AM Lisa expressed her thanks to myself and my help with getting the direction to the graders to know that the roads need clearing and helping her to be able to get to work during the winter.</p>	Lisa DEVOS	Public Works	Completed	3	COM - 15266
31 Mar 2025 12:16:52 PM	Jason WILHELM called. They are hauling grain to one of their bin yards and noticed that a culvert plugged on RR 55 North of TWP 480 about a 1/2 mile North. The water is almost going over the road.	<p>Karri Shurnaik 02 Apr 2025 10:30:54 AM Kevin GRAHAM on April 1, 2025: Complete</p>	Jason WILHELM	Public Works	Completed	3	COM - 15271

### All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
31 Mar 2025 12:51:06 PM	Richard DARGIS called wanting to talk about roads. There is a chunk of road between HWY 16 and G3 that doesn't seem to get it and gravel. They travel this road all year round and it doesn't seem to get anything. It needs gravel real bad. If he doesn't hear anything back or doesn't see any gravel, he will be calling back.	Karri Shurnaik 02 Apr 2025 10:32:54 AM Kevin GRAHAM on April 1, 2025: Talked to Richard. The road was wet and it will dry. Complete	Richard DARGIS	Public Works	Completed	3	COM - 15272

## All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
25 Mar 2025 09:57:29 AM	Fran SCHAUMELEFFEL from the Vermilion River Waste Commission called to ask for a culvert to be steamed at the main gate of the Vermilion Transfer Site and its starting to back up and making the road soft. They should also check the two new culverts at the terminal building.	Karri Shurnaik 02 Apr 2025 10:08:35 AM Kevin GRAHAM on April 1, 2025: Complete	Fran SCHAUMELEFFEL from the Vermilion Waste Transfer	Public Works	Completed	4	COM - 15244
25 Mar 2025 11:56:46 AM	Gerdy CRUTHERS called to advise there is a plugged or frozen culvert on TWP 510A east from HWY 41 about 3/4 of a mile that is coming over the road and starting to make a mess of it.	Holli Harty 25 Mar 2025 01:45:36 PM March 25, 2025 11:50 am: Call from Hines Farm to report Culvert plugged March 25, 2025 1:05 pm: Call from Melissa Guenther to report Culvert plugged March 25, 2025 1:24 pm: Email from Kevin Graham; Completed	Gerdy CRUTHERS	Public Works	Completed	4	COM - 15246
26 Mar 2025 09:09:24 AM	Jack ROCHFORD called. There is a culvert going into his yard at RA 515047 RR 55 that is plugged and could use some steaming.	Karri Shurnaik 02 Apr 2025 10:13:15 AM Kevin GRAHAM on April 1, 2025: Complete	Jack ROCHFORD	Public Works	Completed	4	COM - 15253
26 Mar 2025 10:52:06 AM	Kory YUSTAK called concerned that we are ripping up the road again on TWP 524 between HWY 897 and RGE RD 33. The road really does not need grading as it is nicely compacted and doing this just causes the road to rut up and have fluid haulers throw rock chips. He has discussed this in the past and does not know why ripping up the road is less of a safety concern then leaving it when it does not have washboard. He can speak for everyone along there that they do not want this section ripped up when there doesn't appear to be a need for it. If you would like to further explain or discuss please call him.	Karri Shurnaik 02 Apr 2025 10:23:57 AM Kevin GRAHAM on April 1, 2025: Regular maintenance. Complete	Kory YUSTAK	Public Works	Completed	4	COM - 15257
26 Mar 2025 01:23:17 PM	Scott WILSON called. He farms North of Vermilion. On TWP 514 and RR 64 there is a big washout in the road at the intersection. The culvert is plugged on the east side of the road.	Karri Shurnaik 02 Apr 2025 10:25:30 AM Kevin GRAHAM on April 1, 2025: Fixed up. Culvert needs replacing.	Scott WILSON	Public Works	In Progress	4	COM - 15260

## All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
27 Mar 2025 09:50:40 AM	Email received from Craig WYNNYK via Report a Concern. Describe Your Concern (provide as much detail as possible): The amount of gravel put in the ditch from grading . Cutting grass is going to be difficult and hard on the equipment. Could this be cleaned up		Craig WYNNYK	Public Works	Active	4	COM - 15263
27 Mar 2025 03:48:54 PM	Darrel PANKIW called. West of Marwayne there is an oil lease on TWP 522 between RR 40 and RR 42. The culvert is plugged and water is going right over the road onto the other side.		Darrel PANKIW	Public Works	Active	4	COM - 15265
28 Mar 2025 01:18:02 PM	John ROBINSON called about a blocked culvert on RR 53 North of TWP 512 SW22-51-5 he thinks the water is going to come up over his driveway.	Karri Shurnaik 02 Apr 2025 10:30:18 AM Kevin GRAHAM on April 1, 2025: Complete	John ROBINSON	Public Works	Completed	4	COM - 15268
01 Apr 2025 01:03:12 PM	Dianne SUTTON called to see why the grader didn't clear her driveway after the last snow. I explained about the frost being out of the road and that if a grader cleared the snow in her driveway that there would be an increased possibility of damage that could be done. She doesn't care as there is a foot of snow on her driveway and it is difficult to get in and out of and there are already holes in her driveway and she needs gravel anyways.	Karri Shurnaik 02 Apr 2025 11:12:11 AM Kevin GRAHAM on April 2, 2025: Went an looked at driveway. Talked to Dianne and let her know there isn't enough snow to go and remove. Complete  Karri Shurnaik 01 Apr 2025 01:07:22 PM Is enrolled in the snow removal program	Dianne SUTTON	Public Works	Completed	4	COM - 15276



### All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
24 Mar 2025 09:42:55 AM	<p>Email received from Tracy ZELENY.                      The culvert in front of our house is plugged - causing the water from the ditch to be running across the road. Is this something you take care of? And then replace the gravel? Pictures from yesterday.                      30043 township road 512. Tracy Zeleny 780-808-1899 (see attachment)</p>	<p>Karri Shurnaik                      02 Apr 2025 10:06:46 AM                      Kevin GRAHAM on April 1, 2025: Culvert was opened up. Complete</p>	Tracy ZELENY	Public Works	Completed	5	COM - 15240
25 Mar 2025 09:31:56 AM	<p>Kyle BOERRICHTER called to advise there is a storm drain at his residence 5509 52 Avenue that is needing to be steamed as it is starting to back up.</p>	<p>Karri Shurnaik                      02 Apr 2025 10:08:15 AM                      Kevin GRAHAM on April 1, 2025: Water was pumped out. Complete</p> <p>Karri Shurnaik                      26 Mar 2025 03:31:07 PM                      Kevin GRAHAM on March 26, 2025: Talked to Kyle and let him know we are working on it.</p> <p>Karri Shurnaik                      26 Mar 2025 09:23:41 AM                      March 26, 2025 9:14 AM: Kyle called for an updated on when the water will be taken care of. The whole corner is right full and is running across the street and it is up on his lawn and he doesn't want his basement to get flooded because the yard is saturated. Pleas call him back with an update.</p>	Kyle BOERRICHTER	Public Works	Completed	5	COM - 15243

## All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
26 Mar 2025 08:38:48 AM	Email received from Garth RAPSON on behalf of Buffalo Trail Public Schools: We received a road maintenance request from one of our drivers. This is what he sent in to us: Please have the county address the following road that is washing out from water running over it TWP-520 heading East from Hwy-897 to where the sloughs are heading to RR-21 at Streamstown. The culvert needs to be steamed out before the washout gets worse (see attachment)	Karri Shurnaik 02 Apr 2025 10:10:16 AM Kevin GRAHAM on April 1, 2025: Bladed up. Complete	Garth RAPSON on behalf of Buffalo Trail Public Schools	Public Works	Completed	5	COM - 15249
26 Mar 2025 08:45:16 AM	Email received from Garth RAPSON on behalf of Buffalo Trail Public Schools: We received a road maintenance request from one of our drivers. This is what he sent in to us: Grader to Blade the whole run, Extreme wash board and large ruts.Worse two are .TWP-520 from RR-13 to the Dodds stop. TWP-522 from RR-20 to RR-13 I have also included a map with the areas I believe he is referring to highlighted. Thank you for your help with this. (see attachment)	Karri Shurnaik 02 Apr 2025 10:10:41 AM Kevin GRAHAM on April 1, 2025: Complete	Garth RAPSON on behalf of Buffalo Trail Public Schools	Public Works	Completed	5	COM - 15250
26 Mar 2025 09:12:40 AM	Pete with Crude Master Transport called. Their shop is on RR 14 and Production Avenue. The culverts are blocked and water is running across all the driveways on the Production Avenue	Karri Shurnaik 02 Apr 2025 10:13:48 AM Kevin GRAHAM on April 1, 2025: Opened. Complete	Pete with Crude Master Transport	Public Works	Completed	5	COM - 15254
26 Mar 2025 02:08:17 PM	Kim WILDEMAN works at Agriterra. The water is going over the approach affecting the entrance to their business beside Agland on Spruce Hill Road. He is concerned what will happen if we get the forecasted snow.	Karri Shurnaik 02 Apr 2025 10:25:56 AM Kevin GRAHAM on April 1, 2025: Opened up. Complete	Kim WILDEMAN from Agriterra	Public Works	Completed	5	COM - 15261
27 Mar 2025 08:39:05 AM	Mathew ST JERMAINE called. He lives on the corner of HWY 897 and TWP 524 on the East side of the HWY. His whole yard is flooded because our culverts are frozen.	Karri Shurnaik 02 Apr 2025 10:28:34 AM Kevin GRAHAM on April 1, 2025: Pipes are running. Complete	Mathew ST JERMAINE	Public Works	Completed	5	COM - 15262

## All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
27 Mar 2025 10:03:25 AM	Dean HILTZ called to report a blocked culvert that is causing water to flow over his driveway and into the barn yard. 30064 TWP 504.	Karri Shurnaik 02 Apr 2025 10:28:59 AM Kevin GRAHAM on April 1, 2025: Complete	Dean HILTZ	Public Works	Completed	5	COM - 15264
01 Apr 2025 08:40:47 AM	Kelly NEAR called. Somebody has dumped a dump truck worth of snow and ice on Miller Street going East by Rec Tec.	Karri Shurnaik 02 Apr 2025 11:10:48 AM Kevin GRAHAM on April 2, 2025: Complete	Kelly NEAR	Public Works	Completed	5	COM - 15273
01 Apr 2025 11:26:46 AM	The lights for the outdoor rink in Blackfoot are on 24/7. There is no ice anymore. Could they get turned off for the season? For next year could some sort of sensor be put on so they turn off and on automatically? Complaints have also been received from one resident that is affected by the "spot Lights"		Ben MCPHEE and a resident of Blackfoot	Planning & Development	Active	5	COM - 15274
01 Apr 2025 11:33:36 AM	A request has been made by Ben MCPHEE to address the piling of creosote soaked railway ties in Blackfoot South of the tracks. There is concern of the smell that will occur with warmer temperatures and as well the environmental aspect of when the ties warm up, the creosote will leak from the ties and contaminate the surrounding ground in the County of Vermilion ROW.		Ben MCPHEE	Enforcement Services	Active	5	COM - 15275

## All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
25 Mar 2025 04:14:00 PM	Bruce PARKER called to advise of a plugged or frozen culvert on RR 25 just south of the property 535008 RGE RD 35	Karri Shurnaik 02 Apr 2025 10:09:23 AM Kevin GRAHAM on April 1, 2025: Complete	Bruce PARKER	Public Works	Completed	6	COM - 15247
26 Mar 2025 08:37:05 AM	Councillor MURRAY called to advise the culvert on RR 24 north HWY 641 by the Franklin residence has frozen up again and will need to be steamed out.	Karri Shurnaik 02 Apr 2025 10:09:45 AM Kevin GRAHAM on April 1, 2025: Complete	Councillor MURRAY	Public Works	Completed	6	COM - 15248
26 Mar 2025 08:57:32 AM	Jackie KULCZYCKI called to see if the County is out steaming culverts. At HWY 45 and RR 30 water is coming down from the North and water is going across the road to the West and South. The culvert is also frozen at her driveway at SW 31-52-2 W4M	Karri Shurnaik 02 Apr 2025 10:12:49 AM Kevin GRAHAM on April 1, 2025: Complete	Jackie KULCZYCKI	Public Works	Completed	6	COM - 15251

## All Concerns Received from March 19, 2025 to April 1, 2025

Date Created	Notes	Comments	Received From	Department	Status	Division	Item number
24 Mar 2025 01:56:54 PM	Greg BODIE from Clandonald called. He lives in a rental property at 5001 50 Street in Clandonald. On the North side, the culvert is full of ice and the ditch is full of water and it's backing up into their yards.	Karri Shurnaik 02 Apr 2025 10:07:11 AM Kevin GRAHAM on April 1, 2025: Complete	Greg BODIE	Public Works	Completed	7	COM - 15241
24 Mar 2025 04:19:22 PM	Lori HOPALUK called. She is calling because she has young kids on the school bus and the sign is missing at 33-53-5 W4M RA 535010 RR 53	Karri Shurnaik 02 Apr 2025 10:07:31 AM Kevin GRAHAM on April 1, 2025: Complete	Lori HOPALUK	Public Works	Completed	7	COM - 15242
26 Mar 2025 11:58:53 AM	Joan KAZIECHKO called. She lives on the corner of corner HWY 41 and TWP 530 RA 64076 TWP 530. With the snow melting, the West side ditch is full of water and not flowing to the East side. The water is not running through the culvert and it seems like the culvert is frozen and is running over the driveway. She would like it fixed before it erodes her driveway. She thinks that it needs steaming.	Karri Shurnaik 02 Apr 2025 10:24:29 AM Kevin GRAHAM on April 1, 2025: Opened up. Complete	Joan KAZIECHKO	Public Works	Completed	7	COM - 15258
26 Mar 2025 12:24:13 PM	Cindy JYJUR called. She lives at RA 532020 RR 53. There are some very big puddles in the ditch and she is worried that the water might go onto the road. She thinks the culvert is frozen.	Karri Shurnaik 02 Apr 2025 10:24:50 AM Kevin GRAHAM on April 1, 2025: Complete	Cindy JYJUR	Public Works	Completed	7	COM - 15259
28 Mar 2025 04:11:48 PM	Russell DOUGAN called. He lives on RR 62 North of TWP 524, the first house on the East Side. The culvert is plugged at the end of his driveway. He was hoping that it could get cleared out next week. The ditch is full of water.	Karri Shurnaik 02 Apr 2025 10:30:36 AM Kevin GRAHAM on April 1, 2025: Complete	Russell DOUGAN	Public Works	Completed	7	COM - 15269
31 Mar 2025 08:31:35 AM	Email received from Ben MCPHEE: Can we get the Clandonald hall cleared first thing tomorrow please? There is a funeral there tomorrow.	Karri Shurnaik 31 Mar 2025 09:01:15 AM Kevin GRAHAM on March 31, 2025: Complete	Ben MCPHEE	Public Works	Completed	7	COM - 15270

## All Active In-Progress Concerns Up to March 18, 2025

Date Created	Notes	Comments	Department	Status	Item Number
27 Feb 2025 12:05:36 PM	David INGE called to request that the County do more mowing are there is quite a bit or regrowth. He would like to see the County mow all the roads within the County as the RM of Britania mows all their roads. Please call him back to discuss.	Karri Shurnaik 02 Apr 2025 11:31:53 AM ACAO MUSTERER on April 2, 2025: I have called and left a voice mail.	Agriculture/Environment	Active	COM - 15216

## All Active In-Progress Concerns Up to March 18, 2025

Date Created	Notes	Comments	Department	Status	Item Number
10 Feb 2025 10:00:41 AM	Brian ROGAN called to report that the light on top of the transmission tower on Highway 41 south SW 6-48-6-W4 has been out for the past couple months.	<p>Jolene Levesque 02 Apr 2025 11:26:32 AM April 2, 2025 - Ongoing Contractor is having problems getting parts that will work with the current lighting system.</p> <p>Jolene Levesque 11 Feb 2025 11:27:35 AM February 11, 2025 - Contactor contacted to repair light. Called Mr. Rogan and left a message advising that his concern is being addressed.</p>	Fire/Emergency/Disaster	In Progress	COM - 15180

## All Active In-Progress Concerns Up to March 18, 2025

Date Created	Notes	Comments	Department	Status	Item Number
10 Jul 2024 10:17:07 AM	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 tire 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>Karri Shurnaik 07 Jan 2025 01:50:00 PM January 7, 2025, Right-of-Way Agreement has been received. The culvert is scheduled to be replaced in the Spring.</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&amp;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&amp;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>	Public Works	In Progress	COM - 14630
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 16 Oct 2024 09:25:46 AM Kevin GRAHAM on October 16, 2024: Called and left a voice mail for Jim on October 15, 2024.</p> <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



## All Active In-Progress Concerns Up to March 18, 2025

Date Created	Notes	Comments	Department	Status	Item Number
31 Oct 2024 01:44:19 PM	<p>Email received from Councillor HRYCIUK on behalf of HINES, BALOW, KOCHAN: Had a request from landowners pre planning for 2025. Hines/Barlow/Kochan RR72 south of Twp 481. We put some larger fill in the bad spots a few years ago which made a big difference for them. This year there is about a half dozen holes that could use some preventative help before they get larger and hopefully Time for grader to give a good smooth out.</p> <p>RR72 1 mile south of 481, then also 1 mile east and 1 mile west of that intersection</p>	<p>Karri Shurnaik 13 Nov 2024 09:41:53 AM Ben MCPHEE on November 13, 2024: 1 1/2" gravel to be used. To be completed by December weather permitting.</p> <p>Karri Shurnaik 31 Oct 2024 01:50:10 PM Div 3 Backroad</p>	Public Works	In Progress	COM - 14923
09 Dec 2024 10:21:34 AM	<p>Brad VETTER from Cenovus called about the intersection of RR 70 and TWP 520 on the North West side. The trees are interfering with the visibility and they have to go onto the road to see if there is oncoming traffic. Please call him back and let him know what can be done.</p>	<p>Karri Shurnaik 08 Jan 2025 10:12:30 AM Kevin GRAHAM on January 6, 2025: Let Brad know that this is on the list for mulching.</p>	Public Works	In Progress	COM - 15003
11 Dec 2024 11:04:39 AM	<p>David INGE called. He heard that the County was mulching in ditches. He would like some work done along TWP 504 from RR 20 to RR 13. They have to move equipment down the road in Spring and Fall and the trees are hanging over top of the road surfaces. Please call him back and let him know.</p>	<p>Karri Shurnaik 08 Jan 2025 10:17:32 AM Kevin GRAHAM on January 8, 2025: On the list.</p>	Public Works	In Progress	COM - 15024

## All Active In-Progress Concerns Up to March 18, 2025

Date Created	Notes	Comments	Department	Status	Item Number
18 Feb 2025 01:07:35 PM	Hugh CHRISTIE called. He like to get a mile of TWP 495 between RR 33 and RR 34 to get it mulched to widen out to get equipment out. Please call him back	<p>Karri Shurnaik 27 Feb 2025 02:40:12 PM Kevin GRAHAM on February 27, 2025: On the list to mulch. There is too much snow right now.</p> <p>Karri Shurnaik 18 Feb 2025 04:34:22 PM Hugh Called back on February 18, 2025 at 4:04 PM: He talked to Jason MITCHELL who rents his land and he would like an additional mile of road done. Please mulch RR 33 from North of TWP 495 to TWP 500.</p> <p>Karri Shurnaik 18 Feb 2025 01:10:20 PM Div 2 Back Road</p>	Public Works	In Progress	COM - 15197
07 Mar 2025 10:20:34 AM	Email from Charleen TEASDALE via Report a Concern: Corner of Rg road 34 and Twp road 470 is in need of some attention. A bit of gravel has been placed by that is a bandaid solution. It needs a culvert and deeper ditches, immediately! Follow Up: yes-i-would-like-to-be-contacted-about-my-concern	<p>Holli Harty 18 Mar 2025 11:08:38 AM Email from Kevin Graham Mar 7, 2025: Looked at intersection Culvert needs replaced and ditches cleaned up talk to Her as well told her we will get it done this summer</p>	Public Works	In Progress	COM - 15226

**MEETING DATE: APRIL 8, 2025**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**USED WATER TRUCK BUDGET REQUEST**

## **RECOMMENDATION**

THAT the County of Vermilion River increase the 2025 capital equipment budget by \$32,000.00 to accommodate an increased cost of a used water truck with the funding to be used from the equipment reserve.

## **DETAILS**

Background:

For the 2025 capital equipment budget, it is planned to replace a water truck utilized in public works primarily for road rehab with a used unit in better condition. The current truck has blowby issues and consistent mechanical issues.

Discussion:

The original budget proposed for the used water truck purchase was \$120,000.00

and was then adjusted in the final capital budget to \$180,000.00 as it was difficult to locate a decent unit at the \$120,000.00 cost. At the time of the adjustment of pricing, other equipment purchases came in lower than budgeted, and the increase cost to the water truck did not result in an increase overall in the capital equipment budget.

Public Works has found a used unit in Saskatchewan for a purchase price of \$200,000.00 (before GST and PST) that is an excellent unit that should last longer than all of the other units that have been looked at previously. It also has a larger capacity than the unit being replaced, which will be valuable to these jobs as drought conditions persist.

The increase of \$32,000.00 rather than \$20,000.00 is due to uncertainty of whether the County is able to recoup the PST on equipment once it is registered in Alberta or not. This is being investigated at the time of writing the agenda item.



Relevant Policy/Legislation Practices:

Desired Outcome (s):

To increase the capital equipment budget to accommodate the purchase.

Response Options:

To approve as presented.

To deny the request.

## IMPLICATIONS OF RECOMMENDATION

Organizational: N/A

Financial: Increase to capital budget of \$32,000.00

Communication Required: N/A

Implementation: Upon Council Approval

## ATTACHMENTS

None

PREPARED BY: Ben McPhee

DATE: April 2, 2025



**MEETING DATE: APRIL 8, 2025**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**Memorandum of Understanding – Lakeland College Emergency Training School & County of Vermilion River**

## **RECOMMENDATION**

THAT the County of Vermilion River approve the signing of the Memorandum of Understanding between Lakeland College Emergency Training School and the County of Vermilion River.

## **DETAILS**

**Background:** Lakeland College and the County Fire Service have had an informal agreement as it pertains to training for the last several years. With the threat of ever-expanding wildfires, provincial emergencies and industrial fires, a partnership with the College to provide support, assistance, equipment and personnel to assist the County in local and regional emergencies.

This not only supports our Fire Division, but also strengthens our Emergency Management Team, who can call for trained personnel when dealing with disasters.

Discussion:

### **Relevant Policy/Legislation Practices:**

- *Municipal Government Act*
- *Emergency Management Act*
- *Forest & Prairie Protection Act*
- *Fire Bylaw (#23-10)*

Desired Outcome (s):

Response Options:

## IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial: Cost of utilizing Lakeland College are the same as those for other departments, based on a per hour/per apparatus cost recovery.

Communication Required:

Implementation:

## ATTACHMENTS

- Draft MOU

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

DATE: 31 March 2025

# MEMORANDUM OF UNDERSTANDING

Between

**The Board of Governors of Lakeland College**

and

**The County of Vermilion River**

## **1. Purpose**

This Memorandum of Understanding (MOU) establishes a collaborative framework between Lakeland College's Emergency Training Centre (ETC) and the County of Vermilion River to support emergency response and logistical needs where feasible. ETC's involvement will be aligned with Work-Integrated Learning (WIL) principles, ensuring student participation remains an educational experience rather than an emergency response role.

Nothing in this MOU shall create an obligation or expectation for the ETC to provide emergency response or support. Participation in any emergency activity is entirely at ETC's discretion and subject to operational feasibility, student and staff competency and availability, risk assessment, and resource capacity. ETC shall not be held liable for declining or being unable to provide assistance in any given situation.

## **2. Scope of Collaboration**

ETC may assist the County of Vermilion River in emergency situations on a tertiary-response basis, subject to operational feasibility, resource availability, and risk assessment. Support may include, but is not limited to:

- Wildland and Structural Fire Support – Assisting in fire suppression under appropriate supervision.
- Flood Response – Providing personnel for sandbagging and logistical efforts.
- Search and Rescue – Supporting large-scale search operations in non-hazardous conditions.
- Logistical Assistance – Loaning firefighting equipment, apparatus, breathing apparatus, bunker gear, hoses, and drones with operators.
- Incident Command Support – Assisting in Emergency Coordination Centers (ECC) or at incident sites in a supporting role under County direction.

Participation in any emergency response is subject to ETC availability and a case-by-case evaluation of timing, resources, and risk. There is no obligation or expectation that the ETC

## **3. Request and Activation Process**

The County of Vermilion River will submit requests for assistance in writing (email or formal request) whenever possible. In urgent situations, verbal requests may be made but must be followed up in writing as soon as practicable.

A separate Request and Activation Procedure will be developed under this MOU to outline the steps for submitting, evaluating, and approving requests. This procedure document will be flexible and amendable without requiring modifications to this MOU.

#### **4. Liability and Safety Considerations**

- Any student participation under this MOU is considered a Work-Integrated Learning (WIL) experience, ensuring alignment with Lakeland College's educational objectives. Students are not acting as emergency responders but rather engaging in supervised, real-world learning opportunities.
- The County of Vermilion River retains full command and control over any emergency operations in which ETC participates. ETC assumes no liability for incident outcomes, including but not limited to property damage, injuries, or operational decisions made by the County or its personnel.
- The County agrees to indemnify and hold harmless Lakeland College, the ETC, its staff, and students from any claims, demands, or legal actions arising from ETC's participation in emergency support activities.

#### **5. Reimbursement for Services and Assets**

- Any deployment of ETC resources (personnel, students, or equipment) in an emergency situation shall be subject to full reimbursement, in accordance with the Alberta Government's Wildland Urban Interface (WUI) guidelines and other applicable provincial frameworks.
- Rates for personnel and assets will align with provincially established compensation structures.
- Where no applicable provincial rate exists, ETC will submit a rate that is reasonable, based on comparable industry standards and widely accepted rates within the emergency services sector.
- The County will ensure that requests for assistance are structured in a manner that allows for eligible cost recovery through provincial mechanisms. ETC reserves the right to decline requests where reimbursement cannot be secured or where deployment would negatively impact institutional operations.

#### **6. Media and Public Communications**

- Lakeland College and ETC may publicly acknowledge their participation in emergency support activities, focusing on the educational value and collaborative nature of the partnership.
- ETC and Lakeland College will not comment on the details, circumstances, or operational aspects of any emergency response, as those matters fall under the County of Vermilion River's jurisdiction.
- The County agrees to consult with Lakeland College before making public statements that reference ETC's involvement. Any use of Lakeland College or ETC branding, logos, or names in media releases, social media, or public communications must be approved by the College to ensure accuracy and alignment with institutional values.

#### **7. Review and Renewal**

- An informal review of this MOU will be conducted annually to assess its effectiveness and discuss any operational or procedural improvements.



- A formal review is required every two years, at which time amendments may be proposed by either party.
- Either party may request modifications at any time; however, formal amendments must be mutually agreed upon in writing.
- Either party may terminate this MOU with 90 days' written notice to the other party.

**8. Signatures**

This Memorandum of Understanding is entered into on this \_\_\_\_ day of [Month], [Year], by:

**County of Vermilion River**

Date: \_\_\_\_\_

Per \_\_\_\_\_  
 Alan Parkin  
 Chief Administrative Officer

**THE BOARD OF GOVERNORS OF  
 LAKELAND COLLEGE**

Date: \_\_\_\_\_

Per \_\_\_\_\_  
 Dr. Alice Wainwright-Stewart  
 President and CEO

## Schedule 'A'

---

### Rates & Compensation

When deployed alongside the County of Vermilion River in assistance to a request from the Province of Alberta for the purposes of battling a wildfire, the Provincial Wildland Urban Interface (WUI) rates will apply.

When requested regionally, to assist with the response to a call for service from the County, through EC911 dispatching protocols, the following rates will apply:

Labour Rate (per hour – calculated at .25 intervals): \$30.61

Asset Rate (per hour):

- Aerial Unit: \$1,000
- Pumper/Tanker: \$400
- Rescue/Wildland: \$200
- Trailers: \$100

When responding to a call within the purvey of Alberta Transportation, standard Alberta Transportation rates will apply, less the cost of apparatus and personnel time already reimbursed by the County of Vermilion River.

**MEETING DATE: APRIL 8, 2025**

# **BRIEFING NOTE - TO COUNCIL**

## **SUBJECT**

**DOG CONTROL – UPDATE #5**

## **RECOMMENDATION**

THAT the County of Vermilion River receive the Dog Control update as information.

## **DETAILS**

Background: The County of Vermilion is considering options for dog control within our municipality.

Previously, the County had an agreement with the old Lloydminster SPCA to provide services. That organization no longer exists, having been replaced by Border Paws.

The County has four options regarding dog control;

1) Reimbursement and Community Education

The County can initiated a program where vetted residents can drop off stray dogs to the Border Paws facility, pay the appropriate fees, and submit those fees back to the County for approval and reimbursement. This would allow Public Safety Officers a chance to investigate the complaint to determine if the stray falls within the mandate of the program, and initiate a reimbursement to that resident consistent with the fees applied by Border Paws. This would run parallel to an education component that would stress the importance of chipping/tagging dogs, spay/neutering them and being responsible pet owners.

2) Border Paws - Lloydminster

On March 1, 2025, Border Paws sent a letter to the County of Vermilion River [attached] advising of a new negotiated rate for their services. This is different than the previous two letters sent around December 2024 and February 2025. This new letter has new rates of \$50,000 plus 15 per cent for capital (\$7500.00) annually, plus intake fees of \$350.00 per stray dog and \$150.00 per stray cat. Despite the cost estimates, there is no guarantee for space.

### 3) Pets Purpose

Pets Purpose is a volunteer association of animal fosters that are currently operating in and around the City of Lloydminster. They are similar to now disbanded group known as “Fur Babies”. These volunteers take in strays and keep them for re-homing and adoption. This society has been working to come to an agreement with a local kennel, Waggles, to potentially keep stray dogs while awaiting adoption and re-homing. The main issue is the confinement of dogs with parvovirus (“parvo”) as this may interfere with the owners current boarding operation. Pets Purpose has reached out to a local veterinary service and got permission to utilize a specialized testing method for stray dogs to determine if parvo is absent, which would allow dogs unrestrained access to the kennel. The two organizations are working out the details as it pertains to dogs that have parvo and how they can be isolated. Depending on the intake quantity, there may be room for all intakes. The cost of this program would be dependent on the number of dogs taken in, about \$300.00 a dog, and any rental fees for Waggles (estimated at \$1,500.00 a month).

### 4) “Hands Off” Approach

There is no requirement to handle dogs, and some neighbouring municipalities have adopted a hands off approach to legislation and enforcement due to rising cost and overwhelming numbers of strays.

Whatever option chosen by Council, amends will need to be made to the existing Public Safety Bylaw, in order to define “stray” and outline the procedure for dealing with stray dog intakes.

Discussion: Which option would Council prefer Protective Services to further investigate?

Relevant Policy/Legislation Practices:

Desired Outcome (s):

Response Options:

## IMPLICATIONS OF RECOMMENDATION

Organizational:

Financial: Dog Budget has been accounted for in the 2025 Operational Budget

Communication Required:



Implementation:

Pertains to this Corporate Goal:

## ATTACHMENTS

- Border Paws – Proposal March 2025

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

DATE: 31 March 2025

January 8, 2025

**ATT: COUNTY OF VERMILION RIVER**

**Subject: Adjustment to Poundkeeper Fee Structure**

We at Border Paws Animal Shelter deeply value the partnership we've shared with you in ensuring the welfare of the animals in our community. As you know, the rapid rate of inflation, capacity challenges, and a significant drop in adoptions nationally have all placed increased pressure on our resources. To continue providing the proper level of care for the animals we serve, we must update our fee structure, effective January 1, 2025.

Our new structure offers two options tailored to meet varying municipal needs:

**Option 1: Annual Facility Access Fee + Discounted Intake Fees**

- **Annual Facility Access Fee: \$50,000/year, plus an additional 15% annually for capital upgrades**
  - This fee is intended to help cover the general operational costs of maintaining the facility and staffing necessary to provide animal care and intake services.
  - The facility access fee will be invoiced once in full at the beginning of the calendar year.
- **Discounted Intake Fees:**
  - Canine (per intake): \$350
  - Feline (per intake): \$150
  - Intake fees will be invoiced at the time of intake.
  - This option is ideal for municipalities seeking predictable budgeting, as it provides discounted intake fees throughout the year.

5206 63 Street  
Lloydminster AB T9V 3A6  
Email: [finance@borderpaws.ca](mailto:finance@borderpaws.ca)

## Option 2: Standard Intake Fees Only

- Standard Intake Fees:
  - Canine (per intake): \$1,000
  - Feline (per intake): \$500
  - Intake fees will be invoiced at the time of intake.
  - This option allows flexibility by avoiding an upfront access fee; however, intake fees per animal will be higher.

## Important Notes for Both Options:

- **No Guaranteed Space Reservations:** While we strive to accommodate all intake requests, space availability will remain on a first-come, first-served basis.
- **Mandatory Quarantine Period:** A two-week quarantine period is required for all animals unless reclaimed by their owner within that timeframe.

We recognize that changes in pricing can impact municipal budgets, and we are committed to working with you to ease this transition. The updated structure ensures that Border Paws Animal Shelter can continue offering humane and high-quality care for animals while adapting to current economic challenges.

To discuss your preferred option or address any concerns, please don't hesitate to reach out directly to myself at [president@borderpaws.ca](mailto:president@borderpaws.ca)

Thank you for your ongoing partnership and for helping us create a community where every animal is treated with compassion and respect.

Sincerely,

Amanda Williams  
Board President  
Border Paws Animal Shelter

5206 63 Street  
Lloydminster AB T9V 3A6  
Email: [finance@borderpaws.ca](mailto:finance@borderpaws.ca)

**MEETING DATE: APRIL 8, 2025**

## **BRIEFING NOTE - TO COUNCIL**

### **SUBJECT**

**ALBERTA UTILITIES COMMISSION PROPOSED CHANGES TO RULE 007: FACILITY APPLICATIONS – FOR INFORMATION**

### **RECOMMENDATION**

THAT the County of Vermilion River receive the draft blackline version of Rule 007: *Facility Applications* as information.

### **DETAILS**

**Background:** The Alberta Utilities Commission (the “AUC”) has issued a draft blackline version of the rule formerly known as Rule 007: *Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations, Hydro Developments and Gas Utility Pipelines*.

The draft blackline version is available for written feedback until May 23, 2025. A number of issues were assessed to inform the draft blackline version of Rule 007: *Facility Applications*. This assessment included feedback received through written and oral consultation, conducted by the AUC, that was held from May to September 2024, consideration of the *Electric Energy Land Use and Visual Assessment Regulation (EELUVAR)* enacted on December 6, 2024, and the current interim information requirements published in Bulletin 2024-25.

The interim information requirements continue to apply until the final version of the rule is released. Other information can be found on AUC’s website: [Rule 007: Engagement Page](#)

The draft blackline version of Rule 007 also includes changes to clarify, reorganize and improve the rule. The document describes major issues considered and the rationale for the changes proposed. It is not an exhaustive list of the changes proposed in the draft blackline.

**Discussion:** The AUC is seeking written feedback from interested parties on the draft blackline document until May 23, 2025.





**Relevant Policy/Legislation Practices:**

Rule 007: *Facility Applications*

**Desired Outcome (s):** THAT the County of Vermilion River receive the draft blackline version of Rule 007: *Facility Applications*, as information.

**Response Options:** THAT the County of Vermilion River receive the draft blackline version of Rule 007: *Facility Applications*, as information.

## IMPLICATIONS OF RECOMMENDATION

**Communication Required:** Council, Alberta Utilities Commission, Administration

## ATTACHMENTS

1. Bulletin 2025-02
2. Rule 007\_Blackline

**PREPARED BY:** Director of Planning & Community Services

**DATE:** March 27, 2025

## Facility Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations, Hydro Developments and Gas Utility Pipelines

This rule as amended was approved by the Alberta Utilities Commission on March ~~XX18~~, 2025~~2~~, and is effective on ~~March-XXXXX XX28~~, 2025~~4~~.

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## 1 Purpose

This rule applies to applications for the construction, alteration, operation and connection of power plants, [hydro developments](#), substations, transmission lines, energy storage facilities and industrial system designations, pursuant to the [Hydro and Electric Energy Act](#), and for approval of a needs identification document, pursuant to the [Electric Utilities Act](#) and the [Transmission Regulation](#).

This rule also applies to applications for the construction, operation or modification of [gas utility pipelines](#) or [pipeline installations](#), pursuant to the [Pipeline Act](#) and the [Gas Utilities Act](#).

Any [person](#) intending to construct, alter, operate, or connect, power plants, hydro developments, substations, transmission lines, energy storage facilities, ~~or industrial system designations, including ownership changes and construction or alteration, time extensions, or construct, operate or modify a~~ [gas utility pipelines](#) or [pipeline installations](#) must file an application with the Alberta Utilities Commission in accordance with this rule. As well, an application must be filed for time extensions and approval transfers for facilities previously approved by the AUC.

This rule groups information requirements together for each specific application type. For example, an applicant for a wind power plant can find all the relevant information requirements in subsection 4.3, while an applicant for a time extension related to a power plant can find all the relevant information requirements in Section 5.

This rule also contains appendixes that an applicant must be familiar with before submitting an application.

If you are accessing this rule online, it contains hyperlinks to reference other sections and definitions of certain words and phrases.

Text boxes that contain supplemental information to meet the rule requirements are found throughout this rule.



## 2 Application process



The following section describes the application process. It provides guidance for preparation of an application, an overview of the eFiling System and the AUC's process for deeming an application complete.

### 2.1 Preparation of an application

~~Prior to~~**Before** filing an application, an applicant must follow the participant involvement program guidelines set out in [Appendix A1](#) – Participant involvement program guidelines, [Appendix A1-B](#) – Participant involvement program guidelines for Indigenous groups and/or [Appendix A2](#) – ISO participant involvement program guidelines. An applicant must **include documentation** describing its notification and consultation program in its application.

To assist with compiling the information requirements for an application, applicants can find application forms hyperlinked in each section of this rule. The forms are also listed on the Rule 007 related information page on the AUC website.

### 2.2 Submission via the eFiling System

An applicant must file its application electronically using the AUC's eFiling System. The eFiling System is accessible via the AUC website at [www.auc.ab.ca](http://www.auc.ab.ca).

All applicants must request a new proceeding and add applications electronically. Applications include **online** application forms that the applicant completes using the eFiling System, together with attachments that the applicant uploads to the eFiling System. An application ~~form~~ must be created for each separate facility within a project before the proceeding can be registered.

~~Applicants can find the application forms hyperlinked in the respective information requirement sections of this rule. The forms are also listed on the Rule 007 Related information page on the AUC website. All documents filed must be in a searchable format.~~

A scanned page is an image and cannot be searched for specific words. Optical character recognition (OCR) converts the contents of a file to a searchable format to provide accurate output in the eFiling System search results.

After all the application forms and attachments have been uploaded to the eFiling System the proceeding can then be registered.

**All documents filed in respect of a proceeding, including any application submissions and any documents received ~~prior to~~before the commencement of the proceeding, will be placed on the public record, unless the Commission directs otherwise.**

Instructions on how to use the eFiling System, including: request a new proceeding, submit an application, and upload documents, can be found in the [eFiling System User Guide](#). Questions and issues on the use of the eFiling System should be directed to the filing services support staff at 403-592-4500 or by email to [info@auc.ab.ca](mailto:info@auc.ab.ca).

### 2.3 Application deemed complete

The Commission reviews all applications to ensure regulatory compliance and completeness.

#### **The Commission will not process an application that contains major deficiencies.**

If the application contains major deficiencies, it will be closed and the applicant will receive an explanation via the eFiling System. An example of a major deficiency is the omission of key information, such as neglecting to include [participant involvement information](#), a renewable energy referral report from Alberta Environment and Protected Areas [Fish and Wildlife Stewardship \(AEPA-FWS\)](#) for a [new or amended](#) wind or solar power plant application, ~~participant involvement information~~ or a noise impact assessment when applying to build a power plant in proximity to residences.

If the application has minor deficiencies, or where clarification of information provided in the application is required, the Commission may request further information from the applicant. Failure to respond in the stated time frame may result in the Commission closing the application with written notification of the reason for the rejection.

The Commission will issue an application complete letter in a proceeding when it has deemed an application to be complete.

- When determining if an application is complete, the Commission considers whether the information provided by the applicant about the proposed facility satisfies all of the Commission's information requirements.

## 3 Application processing timelines

The AUC has established performance standards and timelines for processing facility applications. There are five categories of facility applications based on process requirements that are driven by the complexity of an application. Descriptions of the application categories and the corresponding processing timelines are set out in Table 3.1.

Before registering a proceeding, ensure a separate application has been created for each facility within your project.

Example: Two applications are required if applying for a time extension for a project that consists of a substation and a transmission line.

Table 3.1: Performance standards for facility applications

Category	1	2	3	4	5
<b>Process</b>	<ul style="list-style-type: none"> <li>• no notice</li> <li>• no objections</li> <li>• no information requests</li> </ul>	<ul style="list-style-type: none"> <li>• no notice</li> <li>• no objections</li> <li>• one round of AUC information requests</li> </ul>	<ul style="list-style-type: none"> <li>• notice</li> <li>• no objections/ no person with standing</li> <li>• one or more rounds of AUC information requests</li> </ul>	<ul style="list-style-type: none"> <li>• notice</li> <li>• objections</li> <li>• no participant information requests</li> <li>• written/oral hearing</li> </ul>	<ul style="list-style-type: none"> <li>• notice</li> <li>• objections</li> <li>• participant information requests</li> <li>• written/oral hearing</li> </ul>
<b>Record development timeline</b>	5 business days*	35 days	90 days	120 days	205 days
<b>Performance standard</b>	90 per cent			80 per cent	
<b>Decision writing timeline</b>	15 days	20 days	30 days	75 days	90 days
<b>Performance standard</b>	100 per cent				

\* This is the only performance standard based on business days; all other performance standards are based on calendar days.

The performance standards for record development are premised on the process steps necessary to ensure a complete application and a sufficient evidentiary record to allow the Commission to decide whether approval of an application is in the public interest. Those process steps are summarized in Table 3.2.

Table 3.2: Record development steps

Record development steps by category					
Process	Category				
	1	2	3	4	5
AUC application review	X	X	X	X	X
Notice of application			X	X	X
AUC information request round 1		X	X	X	X
AUC information request round 2			X	X	X
Objection/standing ruling				X	X
Completeness notification	X	X	X	X	X
Notice of hearing				X	X
Participant information requests					X
Intervener evidence				X	X
Rebuttal evidence				X	X
Oral or written hearing				X	X
Argument/reply argument				X	X

[Applicants may be charged for publication costs associated with the AUC's notice of application or notice of hearing.](#)

The record development timelines are based on the receipt of applications that are complete or substantially complete. The timelines do not take into account process steps that are in addition to those outlined in Table 3.2 (such as technical meetings, negotiated settlements, supplemental information requests and motions for various matters), which could extend the overall timeline.

The Commission will assign new applications to one of the five category types listed above and will advise applicants of the application category in an application response letter that is issued in the proceeding. The Commission may revise the assigned category if more process steps are required to consider the application.

As described throughout this rule, the Commission allows checklist applications to be submitted in certain instances. The Commission will assess the eligibility for an application to be filed as a

Checklist applications may be submitted for new power plants equal to or greater than one MW and less than 10 MW, minor amendments to transmission facilities and for time extensions for transmission facilities, for some routine abbreviated needs identification document applications and for minor amendments to gas utility pipelines.

checklist application and will issue a decision within five business days of receiving a properly completed checklist application.

#### 4 Power plants

Power plant applications are made pursuant to Section 11 of the *Hydro and Electric Energy Act*.

This section provides information on power plant exemptions and situations where an application may not be required. It sets out the checklist application process for new power plants that are equal to or greater than one MW and less than 10 MW and then sets out information requirements for power plants 10 MW or greater, by type of power plant, specifically:

- wind power plants
- solar power plants
- thermal power plants
- other power plants
- hydroelectric power plants and [hydro developments](#)
- community generation

If a power plant has an associated substation (for example a collector substation or step-up transformer), ~~to be connected to the transmission system, the applicant must choose whether the substation is considered:~~

~~• As a part of the power plant. In this situation, a power plant approval is requested and no separate substation permit and licence requested, or~~

~~Separate from the power plant. In this situation,~~ a power plant approval and a substation permit and licence ~~are both~~ should be requested.

If there is duplication between the requirements for a power plant application and an associated substation or connection order (for example, if one participant involvement program was completed for the project and each application requires a summary of the participant involvement program), the applicant must satisfy the requirements in full in one of the applications, and may refer to that application in the other application(s).

If a separate substation, [energy storage facility](#), or connection ~~order to the Alberta Interconnected Electric System~~ is also part of the ~~project proposed development~~, a separate application form ~~for each component should~~ must be added ~~for each component to the proceeding in eFiling prior to before~~ registering the proceeding.

## 4.1 Exemptions

The following section lists power plants that may not require an AUC application or approval. If no exemptions for power plants are applicable, the owner must file a power plant checklist application or a power plant application containing all the information required by this rule and [Rule 012: Noise Control](#).

Even if an owner of a power plant is exempt from filing an application under this rule, the Commission retains the jurisdiction to investigate issues in relation to compliance with this rule and Rule 012, and to confirm that the requirements for exemption are satisfied and continue to be satisfied.

### 4.1.1 Micro-generation

If a customer, within the meaning of [Rule 024: Rules Respecting Micro-Generation](#), is proposing a micro-generation generating unit, the customer must refer to Rule 024 to determine whether the proposed micro-generation generating unit (power plant) meets the requirements for an exemption or an application is required under this rule.

### 4.1.2 Power plants less than one megawatt

If the power plant is less than one MW, the owner may proceed without filing an application if the requirements of subsection 3(3) of the *Hydro and Electric Energy Regulation* are met.

### 4.1.3 Isolated generating unit

If the power plant is an isolated generating unit [as defined in the Isolated Generating Units and Customer Choice Regulation](#) with a [total capability](#) of less than 10 MW, the owner may proceed without filing an application if the requirements of subsection 4(3) of the *Hydro and Electric Energy Regulation* are met.

## 4.2 Checklist applications for new power plants equal to or greater than one megawatt and less than 10 megawatts that are not proposed as micro-generation units under the Micro-generation Regulation

An applicant must file a checklist application using the checklist form if the power plant:

- Is or will be located at a site that will have a total capability of one MW or greater and less than 10 MW, regardless of whether the energy generated is solely for its own use or for export to the Alberta Interconnected Electric System;
- Does not directly and adversely affect any person;
- Has no adverse effect on the environment; and
- Complies with [Rule 012: Noise Control](#).

The checklist form contains questions reflecting the location, capability and type of power plant and confirmation that all of the regulatory requirements for the project have been met. If the project is a wind or solar power plant, the applicant must submit a signed renewable energy referral report from Alberta Environment and Protected Areas (AEPA)-Fish and Wildlife Stewardship (AEPA-FWS)- [and the Renewable Energy Project Submission report](#). Applicants are not required to file any other related supporting documents (e.g., participant involvement program summaries, noise impact assessment); however, applicants are required to retain all related supporting documents. The Commission will continue to ensure compliance with its requirements via an audit review process.

[An application to construct and operate a power plant that is 10 MW or greater is not eligible for the checklist application process and must include the requirements corresponding to the power plant type \(e.g., wind, solar, thermal\).](#)

The Commission will assess eligibility for an application to be filed as a checklist application and will issue a decision within five business days of receiving a properly completed checklist application. Applicants may be asked to file supplemental information for applications that are not eligible to be filed as checklist applications.

Please use the [Power plant checklist application form](#) to assemble the information requirements for a checklist application.

~~An application to construct and operate a power plant that is 10 MW or greater is not eligible for the checklist application process and must include the requirements corresponding to the power plant type (e.g., wind, solar, thermal).~~

#### 4.2.1 Amendment process

If amendments are required to a power plant that was approved under the checklist application process, the applicant must follow the amendment process filing requirements corresponding to the power plant type (e.g., wind, solar, thermal), as set out below.

### 4.3 Wind power plant applications

An application to construct and operate a wind power plant must include the information requirements listed in subsection 4.3.2.

#### 4.3.1 Applications where changes in equipment or layout are anticipated after the approval of the application

Wind turbine technology continues to advance rapidly, often in less time than it takes for a project to progress through the development, permitting and pre-construction cycle. To

provide applicants with flexibility to accommodate technology selection after a project is approved, the requirements for a wind power plant include allowances that must be finalized in a project update.

An applicant submits one of the following types of applications to construct and operate a wind power plant:

- An application where no changes are anticipated after the approval of the application, and the applicant has identified specific equipment, including type and model, and proposes a specific layout for the project.
- An application where changes in equipment or layout are anticipated after the approval of the application.

~~If an applicant is filing for a project where no changes are anticipated after the approval of the application, and the applicant has identified specific equipment, including type and model, and proposed a specific layout for the project, the applicant must submit its application in accordance with the information requirements set out in subsection 4.3.2.~~

If an applicant is filing for a project where changes in equipment or layout are anticipated after the approval of the application, the applicant must submit its application in accordance with the information requirements set out in subsection 4.3.2. An applicant must submit a final project update to the Commission at least 90 days ~~prior to~~before the start of construction, in accordance with the requirements set out in subsection 4.3.3.

#### 4.3.2 Information requirements



Please use the [Wind power plant application form](#) to assemble the information requirements for the project. Wind power plant is abbreviated as WP below.

##### Project description

WP1) State the approvals that are being applied for from the AUC and describe the power plant and collector system, including the number of wind-powered generators (or turbines) and their make, model, the [nominal capability](#) of each wind-powered generator in MW and the [total capability](#) of the power plant in MW. If the vendors have not been selected or the equipment has not been finalized, provide:

- The total capability of the power plant in MW.

The maximum hub height and maximum rotor-swept area in the application must not exceed what was assessed in the AEPA [FWS](#) renewable energy referral report.



- The anticipated maximum hub height and maximum rotor-swept area of the individual turbines.
- WP2) Provide a list of existing approvals for facilities directly affected by this project, if any.
- WP3) Provide details of the project ownership structure, including the names of all companies having an ownership interest in the project and their ownership share, and if applicable, the name of the project operator. Confirm that the applicant is a [qualified owner](#).
- WP4) For a municipality or a subsidiary of a municipality to hold an interest in a generating unit, provide documentation confirming compliance with Section 95 of the *Electric Utilities Act*.
- WP5) Describe the location of the project:
- Provide the legal description of the proposed power plant site (legal subdivision [LSD], section, township, range, meridian and/or plan, block, lot, municipal address for urban parcels) and connection point, if applicable.
  - Provide the longitude and latitude coordinates for the centre of each structure supporting a wind-powered generator.
  - Provide a Keyhole Markup Language (.kml/.kmz) file that ~~contains~~[reflects the information shown on the drawings and maps submitted to address information requirement WP6. The file should contain the geospatialgraphic data \(geometry, location and attributes\) of each of the major components, including wind turbine locations, substation locations and project boundary of the proposed power plant. This file should reflect the information shown on the drawings and maps submitted to address information requirement WP6. See the glossary definition for .kml/.kmz files for detailed specifications.](#)
- WP6) Provide the following drawings and maps with units of measure/scale and the direction of north specified:
- i. A legible plant site drawing showing all wind turbines, ~~collector~~ substations, collector lines and access roads and the power plant ~~site~~ [project](#) boundary.
  - ii. Legible maps showing:
    - The power plant ~~site~~ [project](#) boundary.

- Land ownership of surrounding lands, including any residences and dwellings within the notification [radius and consultation radii](#) described in [Appendix A1](#) – Participant involvement program guidelines, [Table A1-1](#): Electric facility application notification and consultation requirements.
- Neighbouring municipalities, [First Nation reserves](#), Metis Settlements, including nearby roads, water bodies and other landmarks that may help identify the general location of the project area. This map may be at a larger scale than the detailed maps provided in response to other information requirements.
- All registered [aerodromes](#) and any known unregistered aerodromes within 4,000 metres from proposed turbine locations.
- Important environmental features and [sensitive areas](#) in the [local study area](#).
- Any additional [energy-related facilities](#) within the project area.
- The proposed collector line route or routes, and major land use and resource features (e.g., vegetation, topography, existing land use, existing rights-of-way). This information should also be provided in air photo mosaics.

WP7) Provide the requested approval date from the Commission, the expected construction start date, the expected in-service date of the project and the requested construction completion date to be used in the project approval. Provide the rationale for these dates.

[WP8\)](#) Describe any public benefits that will be generated by the proposed project.

#### Project connection

[WP8\)](#)[WP9\)](#) If a connection order is not concurrently being applied for, provide the expected date when the connection order application will be submitted.

[WP9\)](#)[WP10\)](#) Provide the asset identification code assigned by the independent system operator (ISO) and the ISO Project ID number related to your system access service request, if available.

~~WP10)~~WP11) \_\_\_\_\_ If the power plant is to be connected to the transmission system, provide a map with one or more conceptual layouts showing possible routes and general land locations for facilities that would be used to interconnect the power plant to the Alberta Interconnected Electric System.

If the power plant is to be connected to the distribution system, provide a statement from the distribution facility owner indicating that it is willing to connect the generating facilities.

#### Emergency response plan

WP11)WP12) \_\_\_\_\_ Confirm the applicant has or will have a corporate or site-specific emergency response plan for the construction and operation of the proposed power plant. If the applicant will have a corporate emergency response plan, ~~please~~ explain why it decided not to develop a site-specific emergency response plan.

WP12)WP13) \_\_\_\_\_ Provide a summary of the following:

- The site-specific risks (construction phase and operations phase) that have been identified to date.
- The emergency mitigation measures that have been identified.
- The site monitoring and communication protocols that will be put into place.

WP14) ~~WP13)~~ \_\_\_\_\_ Confirm that local responders and authorities have been ~~contacted or notified~~ and given an opportunity to provide feedback regarding the project emergency response plan. Describe any requirements or feedback received and describe how the applicant intends to address the requirements and feedback received.

#### Shadow flicker assessment

WP15) ~~WP14)~~ \_\_\_\_\_ Submit a shadow flicker assessment report that predicts the extent of shadow flicker at receptors within 1.5 kilometres from the centre point of each turbine where the potential for shadow flicker is possible. The assessment report must:

- Describe the time, location and duration of the shadow flicker predicted to be caused by the project.
- Describe the software or tools used in the assessment, the assumptions and the input parameters (equipment-specific and environmental) utilized.

- Describe the qualification of the individual(s) that performed the assessment.
- Include a map that identifies all receptors and the expected

A copy of the map identifying all shadow flicker receptors and the expected duration of shadow flicker for each receptor must be included as part of the applicant's participant involvement program materials.

If requested by the owner or occupant of a receptor (that has is located within 1.5 kilometres of a turbine), the applicant must flicker assessment report and communicate the results specific to that receptor.

duration of shadow flicker for each receptor.

WP16) The shadow flicker assessment must provide prediction results for two scenarios:

- Worst-case scenario: sunlight is present from sunrise to sunset, each turbine is always operating and facing the sun at all times of the day.
- Adjusted-case scenario: statistical weather data (i.e., sunshine and wind direction) is used to produce more representative predictions. Identify and describe the source of the weather data used in the modelling including justification for its use.

WP17) Provide a table comparing predicted shadow flicker durations to 30 hours per year for the adjusted-case scenario and 30 minutes per day for the worst-case scenario.

WP18) If predicted shadow flicker durations exceed the above thresholds for one or more receptors, determine mitigation measures that could be implemented to reduce the duration of shadow flicker to comply with threshold values, and evaluate the effectiveness and feasibility of the mitigation measures via modelling. Confirm in the application that shadow flicker mitigation measures will be implemented during project construction and/or operations (as appropriate).

Municipal land use information

WP19) Confirm whether the proposed project area complies with the applicable municipal planning documents including municipal development plans, intermunicipal development plans, area structure plans, land use bylaws (including applicable setbacks) and other municipal bylaws.

Identify any instances where the proposed project area does not comply with applicable municipal planning documents and provide a justification for any non-compliance.

WP20) Provide the current land use zoning for the proposed project area. If applicable, provide the land use amendment and/or development permit status for the proposed project area.

### Environmental information

WP21) ~~WP15)~~—If preparation of either a federal impact assessment or a provincial environmental impact assessment report was required, provide a copy as an appendix to the application and a separate environmental evaluation is not required. If a federal impact assessment or a provincial impact assessment report was not required, submit an environmental evaluation of the project. The environmental evaluation must:

- Describe the present (pre-project) environmental and land use conditions in the local study area. Provide all definitions and standards (i.e., *Alberta Wetland Identification and Delineation Directive*) used to prepare this description.
- Identify and describe the project activities and infrastructure that may adversely affect the environment. Include a description and the area (hectares) of permanent and temporary project activities and infrastructure.
- Identify the specific ecosystem components (i.e., terrain and soils, surface water bodies and hydrology, groundwater, wetlands, vegetation species and communities, wildlife species and habitat, aquatic species and habitat, air quality and environmentally sensitive areas) within the local study area that may be adversely affected by the project.
- Describe any potential adverse effects of the project on the ecosystem components during the life of the project.
- Describe the methodology used to identify, evaluate and rate the adverse environmental effects and determine their significance, along with an explanation of the scientific rationale for choosing this methodology.

All projects must be compliant with any applicable regional land use plans adopted under the *Alberta Land Stewardship Act*.

- Describe the mitigation measures the applicant proposes to implement during the life of the project to reduce the potential adverse effects.
- Describe the predicted residual adverse effects of the project and their significance after implementation of the proposed mitigation.
- Describe any monitoring activities the applicant proposes to implement during the life of the project to verify the effectiveness of the proposed mitigation.
- List the key environmental regulations and guidelines applicable to the project and provide rationale for any deviations from the guidelines.
- List the qualifications of the individual(s) who conducted or oversaw the environmental evaluation and indicate any respective practice areas, practice standards or standards of competence demonstrated by these individuals.

It is an applicant's responsibility to be aware of any emergency orders issued by Environment and Climate Change Canada that may be applicable to a project.

~~WP22)~~ ~~WP16)~~—For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide ~~a copy of~~ the environmental impact analysis completed for the corresponding federal government department. ~~Indicate whether~~If not contained within the impact analysis, include information describing all project has the potential to cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental ~~review process~~effects of the project. Projects on federal lands may be subject to provincial laws, standards and permits. The applicant must address how it has considered AUC Rule 007, Rule 012 and [Rule 033: Post-approval Monitoring Requirements for Wind and Solar Power Plants](#) and describe the steps taken, if any, to address specific requirements set out in these rules.

WP23) ~~WP17)~~ Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

Owners of approved and constructed wind power plants are required to submit an annual post-construction monitoring survey report to AEP and the AUC pursuant to Rule 033: *Post-approval Monitoring Requirements for Wind and Solar Power Plants.*

### Agricultural information

WP24) Using the current version of the Agricultural Regions of Alberta Soil Inventory Database (AGRASID), describe the agricultural capability of soils intersecting the project footprint as provided in the spring-seeded small grains (SSSGRAIN) attribute of the Land Suitability Rating System (LSRS) table. Provide a table showing the amount of area for each LSRS class impacted by the project in hectares (e.g., 80 hectares of Class 2).

WP25) For the project footprint, identify whether:

- a) The project lands contain irrigation infrastructure.
- b) The project lands are within an irrigation district. If so, whether:
  - The project has been discussed with the applicable irrigation district.
  - Irrigation acres (either permanent, terminable or annual) are or have been assigned to the project lands.
  - An application for water rights or irrigation acres has been made for the project lands.
- c) The landowners have obtained a Private Irrigation Water Licence for irrigating the project lands.

WP26) List the professional qualifications of the author(s) who prepared or reviewed the above information regarding agricultural land.

WP27) Submit an agricultural impact assessment if any LSRS Class 1 or Class 2 land is reported within the project footprint, or if any Class 3

land is reported within the project footprint and the project is within a municipality identified in “Schedule 1 - Class 3 Land Municipalities” in the *Electric Energy Land Use and Visual Assessment Regulation*.

An agricultural impact assessment must include a soils component and a description of the current and proposed agricultural activities. The AUC requests the following information for inclusion in an agricultural impact assessment:

*Soils component*

- a) Describe all soil series within the project area and report all potential impacts to:
  - Soil quality (i.e., compaction, rutting, salinity, sodicity, fertility, contamination, clubroot).
  - Soil quantity (i.e., wind erosion, water erosion).
  - Hydrology and hydrogeology (i.e., topography, soil drainage, depth to groundwater).
- b) Describe how potential impacts to soil quality, quantity, hydrology and hydrogeology will be adequately mitigated during construction, operation and reclamation.
- c) Describe all earthworks (e.g., stripping and grading) planned for the project, including the following information:
  - Methodology to anchor structures (e.g., screw piles, concrete footings).
  - The extent of stripping and grading, with an estimate of the area of agricultural land impacted.
  - Description of how these activities have been reduced in both extent and intensity (as practical) to protect the quality, quantity and hydrology of impacted soils.
  - Description of how and where stripped soils will be stockpiled and what steps will be taken to preserve the quality and quantity of stockpiled soils prior to project reclamation.
  - Description of how soils will be returned to preserve the quality, quantity and hydrology of the disturbed soils.



Current and proposed agricultural activities

- d) Describe the current agricultural activity within the project lands (e.g., crop rotation, grazing regime) and typical yield, revenue or other applicable measure of productivity for the agricultural activities on the project lands. Comment on any constraints to co-locating the current agricultural activities within the project lands and any project alterations, upgrades or specialized equipment necessary to maintain the current agricultural activities. Describe how the performance of the proposed agricultural activities will be reported and monitored.
- e) If the current agricultural activities are not feasible, explain why. Provide a proposal for co-locating alternative agricultural activities (e.g., crops and/or livestock) with the proposed project, including:
- The specifics of the co-located alternative agricultural activities including sufficient details to demonstrate the feasibility of such an agricultural system (e.g., cropping proposal, availability of forage, stocking rates, specialized equipment, animal welfare needs, water requirements and sources).
  - The forecasted timing, expected production (yield, revenue or other applicable measure of productivity) and marketability of the agricultural products of the co-located alternative agricultural system.
  - If other practices are being considered that support agriculture (e.g., cover crops for soil health).
  - Compare the expected productivity of the co-located alternative agricultural system to the productivity of the current agricultural activity within the project lands (i.e., response to request WP27[d]) and express it as a percentage of the current productivity.
- f) Describe how the performance of the co-located agricultural activities will be evaluated over the course of the project life and the potential for changes to the agricultural activities in the event of poor productivity performance.

Visual impact assessment

- WP28) The Commission shall not accept any applications for the construction or operation of a wind power plant in a buffer zone as defined in Schedule 2 of the *Electric Energy Land Use and Visual Assessment Regulation*.

If the project is located within a visual impact assessment zone, as defined in Schedule 3 of the *Electric Energy Land Use and Visual Assessment Regulation*, submit a visual impact assessment. The visual impact assessment must include:

- An evaluation of the anticipated visual impacts on the buffer zone or visual impact assessment zone.
- Visual simulations from key vantage points illustrating the potential visual impact of the project.
- Key vantage points should include locations with valued viewsdapes determined to have a major or major/moderate severity of impact ranking in the visual impact assessment. If desired, visualizations may also be provided for other viewpoints in the project area so that a range of views at different distances and in different landscapes may be presented. Some of these additional visualizations can include viewpoints from nearby residences.
- Visualizations must include an accurate representation of the viewsdape:
  - Before project construction has commenced.
  - After project construction has been completed, but without any mitigation measures implemented.
  - After project construction has been completed, and any proposed mitigation measures have been implemented.
- The visualizations should include an explanation of how they were prepared, how they are to be viewed, and what was done to ensure they were prepared accurately. A map must be provided that shows the location and direction of each visualization.
- Proposed mitigation measures to minimize or offset any adverse visual effects on the buffer zone or visual impact assessment zone.
- Describe the mitigation measures that will be implemented, including their location, predicted effectiveness during the project's full life cycle and whether the mitigation measures have been discussed with adjacent landowners. If vegetation screening is planned, confirm that it has also been discussed with local authorities.

End-of-life management and reclamation security

WP29) ~~WP18)~~—Submit ~~a copy of~~ the initial renewable energy operations conservation and reclamation plan (REO C&R Plan) as set out in the *Conservation and Reclamation Directive for Renewable Energy Operations*.

WP30) ~~WP19)~~—Provide an overview of how the operator will ensure sufficient funds are available at the project end of life to cover the cost of decommissioning and ~~reclamation~~Describe the reclamation security plan for the proposed power plant. The plan should include-:

- A cost estimate prepared by a third party which describes the estimated costs of reclaiming the proposed project.
- Confirmation that the operator will have sufficient funds at the project end of life to meet its reclamation security plan.
- How the amount of the reclamation security will be calculated.
- The year of initial posting and when each subsequent amount will be added.
- The frequency with which the reclamation security estimate will be updated or re-assessed.
- What form the reclamation security will take (e.g., letter of credit, surety bond, other). Include an explanation of why the form of security was selected, having regard to its attributes and priority in bankruptcy, including how the secured party would be able to realize on the reclamation security should the project owner and operator be in default.
- The security beneficiaries to whom the reclamation security will be committed.
- When and how the beneficiary can access the security and any constraints on such access.
- The estimated salvage value of project components, including any supporting calculations and assumptions used to substantiate the salvage value.
- The standard to which the project site will be reclaimed upon decommissioning.

## Noise

~~WP31)~~ ~~WP20)~~—Provide a noise impact assessment in accordance with Rule 012. If mitigation measures are recommended in the assessment, confirm the mitigation measures the applicant will implement.

~~WP32)~~ Confirm that the applicant will comply with the construction noise requirements in Section 2.10 of Rule 012, or explain why it is not feasible or practical to implement them.

## Approvals, reports and assessments from other agencies

~~WP33)~~ ~~WP21)~~—Identify any other acts (e.g., *Environmental Protection and Enhancement Act, Water Act, Public Lands Act, Highway Development and Protection Act and Wildlife Act*) that may apply to the project, identify approvals the project may require, and provide the status of each of these approvals.

~~WP34)~~ ~~WP22)~~—Submit both the Renewable Energy Project Submission report, and a signed renewable energy referral report from Alberta Environment and Protected Areas (AEPA) Fish and Wildlife Stewardship (AEPA-FWS). ~~If the applicant is unable to provide a renewable energy referral report at time of application, the applicant must clearly identify the reason and provide details of its status.~~

As noted in Section 2.3, the Commission will close any applications filed without an AEPA-FWS referral report.

~~WP35)~~ ~~WP23)~~—~~Confirm that~~Provide a the ~~Historical Resources Act approval has been obtained or has been applied for.~~ If a historic resource impact assessment is required, briefly describe any known historical or archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature. ~~If a Historical Resources Act approval has been obtained, provide a copy of it.~~

Applicants are responsible for ensuring that any summary provided protects the confidential and sensitive nature of a historical resource site.

~~WP36)~~ ~~WP24)~~—If the government of Alberta, through the Aboriginal Consultation Office (ACO) or otherwise, directed consultation with an Indigenous group for related approvals (i.e., *Public Lands Act, Water Act, Environmental Protection and Enhancement Act, Historical Resources Act, Government Organization Act, etc.*) the applicant must provide ~~a copy of~~ the pre-consultation assessment, the adequacy assessment and the specific issues and response table (if prepared). If the government of Alberta, through the ACO or otherwise, indicated that a pre-consultation assessment is not required, the applicant must provide ~~a copy of~~ that direction. If advice from the government of Alberta has not been obtained, the applicant must provide justification for its decision to not seek advice.

—An applicant is responsible for fulfilling the requirements of all other agencies with jurisdiction over a project. For example, ~~both Transport Canada and NAV CANADA have separate requirements. Transport Canada requires that an aeronautical assessment form for obstruction~~

Participant involvement program

~~WP37)~~ ~~WP25)~~—Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See [Appendix A1](#) – Participant involvement program guidelines and [Appendix A1-B](#) – Participant involvement program guidelines for Indigenous groups.)

~~WP38)~~ ~~WP26)~~—List all ~~occupants, residents and landowners on~~ ~~landspersons~~ within the appropriate notification radius as shown below and described in [Appendix A1](#) – Participant involvement program guidelines, as well as Indigenous groups, owners of aerodromes or other interested persons that were notified or consulted as part of the participant involvement program.

Table 4.1: Notification radius for wind power plants

Size	Location	Notification radius
< 1 MW	urban	first row of occupied properties
	rural	1,500 metres
1 - <10 MW	urban	first row of occupied properties
	rural	1,500 metres
≥ 10 MW	urban or rural	1,500 metres

WP39) WP27)—Supply a list of contact information for all persons listed in WP38 who have been contacted as part of the participant involvement program in an Excel spreadsheet in accordance with the template included in Appendix A1 – Participant involvement program guidelines.

WP40) WP28)—Summarize consultation with local municipal jurisdictions (e.g., cities, towns, municipal districts, counties). Describe how the applicant engaged with potentially affected municipalities to modify the proposed power plant or to mitigate any of its potential adverse impacts to the municipality.

WP41) As described in Section 6.3 of Appendix A1, confirm that the municipal engagement form was provided to the affected municipality to complete for a minimum of 30 days, before filing the application. If the municipality completed the municipal engagement form, provide this form. If the municipality declined to complete the municipal engagement form, confirm what steps were taken to follow up with the municipality, including submitting copies of correspondence.

WP42) WP29)—Summarize consultation with Environment and Climate Change Canada regarding potential interference with nearby weather radars. If Environment and Climate Change Canada has identified the potential for significant interference with a weather radar, provide a copy of a mitigation agreement to be concluded with Environment and Climate Change Canada prior to before the operation of the power plant.

WP43) WP30)—Summarize consultation with Alberta First Responder Radio Communications System, identify potential interference with other radar/radio frequency towers and provide mitigation measures agreed upon.

WP44) WP31)—Provide a feedback summary table to identify all persons who expressed a concern(s) about the project. For each person, that includes the following information:

- The name and land location of the person(s).
- The specifics of the concern(s).
- Steps taken to try and resolve the concern(s).

The AUC considers a concern to be resolved when the stakeholder in question expresses that they are satisfied with a proposed solution. The AUC does not consider that an applicant's acknowledgment of a stakeholder concern resolves the concern.

- Whether the concern(s) was resolved.

Community generation

If the project is a proposed community generation project, the applicant must also submit the information specified in subsection 4.8.

**4.3.3 Amendment process**

This section outlines the process for projects that have received AUC approval and require an amendment. Depending on the scope of the proposed changes in relation to the original application, an applicant can make one of the following three types of submissions to amend its wind power plant approval: final project update, letter of enquiry, or amendment application.

Descriptions of eligibility for each of the submission types are described in the following sections.

Final project update

If an applicant has applied for a project where changes in equipment or layout are anticipated after the application has been approved, a final project update must be submitted to the Commission at least 90 days ~~prior to~~before the start of construction. The allowances and requirements for a final project update are outlined below.

For wind power projects where the applicant is able to confirm that the project has stayed within the outlined allowances, an applicant is only required to submit a final project update on the record of the original proceeding. The AUC will review the update to confirm that the project has stayed within the allowances.



Please use the [Wind power plant final project update requirements form](#) to assemble the information required for the final project update.

If project amendments as described in the final project update are not within the outlined allowances, an applicant must submit either a letter of enquiry or an amendment application to the AUC.

Table 4.2: Final project update requirements for wind power plants

Project element	Allowance relative to approved element	Requirement for project update
Hub height, rotor-swept area of individual turbines.	Cannot increase.	Confirm hub height and, rotor-swept area of individual turbines.
Environmental effects from hub height and rotor-swept area of individual turbines.	The actual hub height and actual rotor-swept area must not exceed what was assessed in the Alberta Environment and Protected Areas Fish and	Confirm that environmental effects from hub height and rotor-swept area of individual turbines have not increased.

Project element	Allowance relative to approved element	Requirement for project update
	Wildlife Stewardship renewable energy referral report.	
Total capability of power plant in MW.	Cannot increase <del>or decrease</del> by more than $\pm 10$ per cent or $\pm 10$ MW, whichever is less.	Confirm total capability of power plant in MW.  <u>If the decrease is more than 10 per cent, confirm that the ISO has no concerns with the change.</u>
Project layout.	Number of turbines cannot increase.	Confirm final turbine locations. Confirm eliminated turbine locations.
Extent of land use disturbance within the approved <u>power plant</u> project boundary.	May increase or decrease.	Confirm extent of land use disturbance (in hectares) within the approved <u>power plant</u> project boundary.
Total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for <u>permanent-class III (seasonal) or above</u> wetlands.	Cannot increase.	Confirm total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for <u>permanent-class III (seasonal) or above</u> wetlands have not increased over what has been approved.
Noise environment.	Must continue to meet permissible sound levels at the most affected <u>receptor(s)</u> (as determined under Rule 012).	Provide sound output of noise generating equipment.  Provide table of predicted noise levels (to one decimal point) from finalized project at receptors.  Confirm that the project continues to meet permissible sound levels at the most affected receptors (as determined under Rule 012).  Provide any new or additional noise mitigation measures <u>that will be</u> implemented to ensure that permissible sound levels will be met.
Participant involvement program.	If new or additional notification or consultation is required, including any requirements under Rule 012, there cannot be any unresolved objections	Confirm that new or additional notification or consultation either was not required or that it was undertaken. Provide a summary of any new or additional notification or consultation that was undertaken.



Project element	Allowance relative to approved element	Requirement for project update
	arising from the final project update.	Confirm that there are no unresolved objections to the project arising from the final project update.
Final plant site layout.	<p>Each turbine and <b>collector</b> substation cannot be relocated more than 100 metres from the approved location.</p> <p>Changes to the layout of access roads, collector lines and crane paths can be made within the approved <b>power plant</b> project boundary as long as an <b>experienced wildlife biologist</b> has confirmed that these changes do not infringe on any wildlife habitat or any wildlife features, or alter any mitigation commitments.</p>	<p>Provide a final plant site drawing and map showing the location of the project's turbines, <b>collector</b> substation(s), <b>access</b> roads, collector lines and the <b>power plant</b> project boundary. <b>and Also</b> provide a <b>Keyhole Markup Language (.kml/.kmz) file that contains the geospatial data of each major component as explained in WP5.</b></p> <p>Confirm that the location of each turbine and collector substation has not been relocated more than 100 metres from the approved location.</p> <p>If changes are made to the layout of access roads, collector lines and crane paths, provide confirmation from an experienced wildlife biologist that these changes do not infringe on any wildlife habitat or any wildlife features, or alter any mitigation commitments. Confirm that the changes all occur within the approved <b>power plant</b> project boundary.</p>
<b>Power plant</b> project boundary.	Approved <b>power plant</b> project boundary cannot increase.	Confirm that the approved <b>power plant</b> project boundary has not increased.

### Letter of enquiry

If an applicant is making minor alterations to an existing or approved but not yet constructed wind power plant that exceed the final project update allowances set out in Table 4.2 **but do not have potential adverse impacts on the environment or any person**, the applicant may submit a letter of enquiry. In the letter of enquiry, the applicant must provide information respecting the need, nature, extent, land affected and the timing of the alterations. The applicant must demonstrate that the proposed alterations do not have any adverse impacts on the environment or any **person**.

### Amendment application

If an applicant is making changes to an existing or approved but not yet constructed wind power plant that exceed the final project update allowances outlined in Table 4.2 and do not meet the criteria for a letter of enquiry, the applicant must file an

amendment application that provides all applicable information required within subsection 4.3.2.

#### 4.4 Solar power plant applications

An application to construct and operate a solar power plant, must include the information requirements listed in subsection 4.4.2.

##### 4.4.1 Applications where changes in equipment or layout are anticipated after the approval of the application

Solar technology continues to advance rapidly, often in less time than it takes for a project to progress through the development, permitting and pre-construction cycle. To provide applicants with flexibility to accommodate technology selection after a project is approved, the requirements for a solar power plant include allowances that must be finalized in a project update.

An applicant submits one of the following types of applications to construct and operate a solar power plant:

- An application where no changes are anticipated after the approval of the application, and the applicant has identified specific equipment, including type and model, and proposes a specific layout for the project.
- An application where changes in equipment or layout are anticipated after the approval of the application.

~~If an applicant is filing for a project where no changes are anticipated after the approval of the application, and the applicant has identified specific equipment, including type and model, and proposed a specific layout for the project, the applicant must submit its application in accordance with the information requirements set out in subsection 4.4.2.~~

If an applicant is filing for a project where changes in equipment or layout are anticipated after the approval of the application, the applicant must submit its application in accordance with the information requirements set out in subsection 4.4.2. An applicant must submit a final project update to the Commission at least 90 days ~~prior to~~ before the start of construction, in accordance with the requirements set out in subsection 4.4.3.

##### 4.4.2 Information requirements



Please use the [Solar power plant application form](#) to assemble the information required for the project. Solar power plant is abbreviated as SP below.

##### Project description

- SP1) State the approvals that are being applied for from the AUC and describe the power plant and collector system, including the number

of solar photovoltaic panels and their make, model and the **nominal capability** of each solar photovoltaic panel in MW and the **total capability** of the power plant in MW. If the vendors have not been selected or the equipment has not been finalized, provide:

- The **total capability** of the power plant in MW.
- The anticipated type and number of solar modules, the physical dimensions of the solar array and the type of solar tracking system, if applicable.

SP2) Provide a list of existing approvals for facilities directly affected by this project, if any.

SP3) Provide details of the project ownership structure, including the names of all companies having an ownership interest in the project and their ownership share, and if applicable, the name of the project operator. Confirm that the applicant is a **qualified owner**.

SP4) For a municipality or a subsidiary of a municipality to hold an interest in a generating unit, provide documentation confirming compliance with Section 95 of the *Electric Utilities Act*.

SP5) Describe the location of the project:

- Provide the legal description of the proposed power plant site (legal subdivision [LSD], section, township, range, meridian and/or plan, block, lot, municipal address for urban parcels) and connection point, if applicable.
- Provide a Keyhole Markup Language (.kml/.kmz) file that ~~reflects~~**contains the information shown on the drawings and maps submitted to address information requirement SP6. The file should contain the geospatialgraphic data (geometry, location and attributes) of each of the major components, including substation locations and project boundary of the proposed power plant. This file should reflect the information shown on the drawings and maps submitted to address information requirement SP6. See the glossary definition for .kml/.kmz files for detailed specifications.**

SP6) Provide the following drawings and maps with units of measure/scale and the direction of north specified:

- i. A legible plant site drawing showing the solar array, ~~collector~~ substations, collector lines and access roads and the power plant ~~site-project~~ boundary.

ii. Legible maps showing:

- The power plant [site-project](#) boundary.
- Land ownership of surrounding lands, including any residences and dwellings within the notification [and consultation radii radius](#) described in [Appendix A1](#) – Participant involvement program guidelines, [Table A1-1](#): Electric facility application notification and consultation requirements.
- Neighbouring municipalities, [First Nation reserves](#), Metis Settlements, including nearby roads, water bodies and other landmarks that may help identify the general location of the project area. This map may be at a larger scale than the detailed maps provided in response to other information requirements.
- All registered [aerodromes](#) and any known unregistered aerodromes within 4,000 metres of the edge of the proposed power plant [site-project](#) boundary.
- Important environmental features and [sensitive areas](#) in the [local study area](#).
- Any additional [energy-related facilities](#) within the project area.
- The proposed collector line route or routes, and major land use and resource features (e.g., vegetation, topography, existing land use, existing rights-of-way). This information should also be provided in air photo mosaics.

SP7) Provide the requested approval date from the Commission, the expected construction start date, the expected in-service date of the project and the requested construction completion date to be used in the project approval. Provide the rationale for these dates.

[SP8\)](#) [Describe any public benefits that will be generated by the proposed project.](#)

Project connection

[SP8\)SP9\)](#) If a connection order is not concurrently being applied for, provide the expected date when the connection order application will be submitted.

SP9)SP10) Provide the asset identification code assigned by the independent system operator (ISO) and the ISO Project ID number related to your system access service request, if available.

SP10)SP11) \_\_\_\_\_ If the power plant is to be connected to the transmission system, provide a map with one or more conceptual layouts showing possible routes and general land locations for facilities that would be used to interconnect the power plant to the Alberta Interconnected Electric System.

If the power plant is to be connected to the distribution system, provide a statement from the distribution facility owner indicating that it is willing to connect the generating facilities.

#### Emergency response plan

SP11)SP12) \_\_\_\_\_ Confirm the applicant has or will have a corporate or site-specific emergency response plan for the construction and operation of the proposed power plant. If the applicant will have a corporate emergency response plan, ~~please~~ explain why it decided not to develop a site-specific emergency response plan.

SP12)SP13) \_\_\_\_\_ Provide a summary of the following:

- The site-specific risks (construction phase and operations phase) that have been identified to date.
- The emergency mitigation measures that have been identified.
- The site monitoring and communication protocols that will be put into place.

Confirm that local responders and authorities have been contacted or notified regarding the project emergency response plan. Describe any requirements or feedback received and describe how the applicant intends to address the requirements and feedback received.

#### Solar glare assessment

SP14) Submit a solar glare assessment for the project. The solar glare assessment must:

- Predict potential glare impacts from the project at the following types of receptors:

- Residential receptors within 800 metres from the power plant project boundary.
- Highways, major roadways, railways, and associated intersections within 800 metres from the power plant project boundary.
- Registered and known unregistered aerodromes within 4,000 metres from the power plant project boundary, and associated runways, flight paths and air traffic control towers.
- Confirm that within the glare model, the height of route receptors (e.g., highways, roadways and railways) and associated intersections reflects the eye level for road users as follows:
  - passenger vehicle (1.08 metres),
  - single-unit truck and bus (1.8 metres), and
  - large truck and trailer combination (2.3 metres).
- Predict glare within a critical field of view (FOV) and a conservative FOV for route receptors (e.g., highways, roadways and railways), runways and flight paths, as described in the table below.

Table 4.3 FOVs for glare receptors

<u>Receptor</u>	<u>Field of view (degrees)</u>	
	<u>Critical FOV</u>	<u>Conservative FOV</u>
<u>Highway</u> <u>Heavily travelled road</u> <u>Railway</u> <u>Runway</u> <u>Flight path</u>	<u>25</u>	<u>50</u>
<u>Local road</u>	<u>15</u>	<u>25</u>
<u>Dwelling</u> <u>Air traffic control tower</u>	<u>Assume sensitive to glare in all directions</u>	

- Confirm that the project will use solar panels with anti-reflective coating or equivalent technology.
- Describe the software or tools used in the assessment, the assumptions and the input parameters (equipment-specific and environmental) utilized.

- Provide prediction results in terms of daily glare (in minutes) and annual glare (in hours) from the entire project for each receptor. The prediction results must distinguish different types of glare effects (e.g., green glare: glare with low potential for temporary after-image, or yellow glare: glare with potential for temporary after-image).
- Include a map (or maps) showing the project layout and identifying the solar glare receptors that were assessed.
- Describe the qualifications of the individual(s) performing the assessment.

It is an applicant's responsibility to be aware of Transport Canada's document TP1247E, *Aviation: Land Use In The Vicinity of Aerodromes*, and to be aware of Alberta Transportation's document, *Assessment Requirements for Solar Developments near Provincial Highways*.

SP15) Predicted glare levels shall be compared to the following limits.

*Table 4.4 Limits on acceptable glare impacts*

<b>Receptor</b>	<b>Field of view (degrees)</b>	<b>Limit (yellow glare)</b>
<u>Highway</u>	<u>25</u>	<u>0</u>
<u>Heavily travelled road</u>	<u>50</u>	<u>30 minutes per day and 30 hours per year</u>
<u>Railway</u>		
<u>Local road</u>	<u>15</u>	<u>0</u>
	<u>25</u>	<u>30 minutes per day and 30 hours per year</u>
<u>Runway</u>	<u>25</u>	<u>0</u>
<u>Flight path</u>	<u>50</u>	<u>30 minutes per day and 30 hours per year</u>
<u>Dwelling (assuming sensitive to glare in all directions)</u>		<u>30 minutes per day and 30 hours per year</u>
<b>Receptor</b>	<b>Field of view (degrees)</b>	<b>Limit (any glare)</b>
<u>Air traffic control tower (assuming sensitive to glare in all directions)</u>		<u>0</u>

Note: The Commission retains the discretion to permit a glare limit in excess of, or below, the limits in Table 4.4.

Applicants are to design their solar power plants with an aim to eliminate or mitigate predicted glare on transportation routes, runways, flight paths and residences as much as possible.

SP16) The solar glare assessment must determine and describe potential mitigation measures as below.

- If predicted glare impacts exceed the limits in Table 4.4, determine mitigation measures that could be implemented to reduce glare within the glare limits, and evaluate the effectiveness and feasibility of the mitigation measures via modelling. Confirm in the application that these mitigation measures will be implemented during the project construction. For example,
  - For a project with rotating solar panels, describe the minimum resting angle that will be used during project operation to eliminate or mitigate the predicted glare on transportation routes, runways, flight paths and residences.
  - For a project with fixed-tilt solar panels, describe physical screenings as mitigation measures to eliminate or mitigate the predicted glare on routes, runways, flight paths and residences.
- If glare with potential for temporary after-image (i.e., yellow glare) is predicted on receptors but predicted glare levels do not exceed the limits in Table 4.4, describe potential mitigation measures that could be implemented to eliminate glare from the project in the event of a complaint or concern and verify the effectiveness and feasibility of the recommended glare mitigation measures via modelling.

~~SP14) Submit a solar glare assessment report that predicts the solar glare at receptors within 800 metres from the boundary of the project and registered aerodromes and known unregistered aerodromes within 4,000 metres from the boundary of the project where the potential for glare is possible. The assessment report must:~~

- ~~• Describe the time, location, duration and intensity of solar glare predicted to be caused by the project.~~
- ~~• Describe the software or tools used in the assessment, the assumptions and the input parameters (equipment-specific and environmental) utilized.~~
- ~~• Describe the qualification of the individual(s) performing the assessment.~~



- ~~Identify the potential solar glare at critical points along highways, major roadways and railways.~~
- ~~Identify the potential solar glare at any registered and known unregistered aerodromes within 4,000 metres from the boundary of the project, including the potential effect on runways, flightpaths and air traffic control towers.~~
- ~~Include a map (or maps) identifying the solar glare receptors, critical points along highways, major roadways and railways and aerodromes that were assessed.~~

It is an applicant's responsibility to be aware of Transport Canada's document TP1247E, *Aviation: Land Use In The Vicinity of Aerodromes*.

A copy of the map(s) identifying the solar glare receptors and a table providing the expected intensity of the solar glare must be included as part of the applicant's participant involvement program materials.

If requested by the occupant of a receptor (that has the potential for solar glare and is located within 800 metres of the power plant project boundary), the applicant must provide a copy of its solar glare assessment report and communicate the results specific to that receptor.

- ~~Include a table that provides the expected intensity of the solar glare (e.g., green, yellow or red) and the expected duration of solar glare at each identified receptor, critical points along highways, major roadways and railways and any registered and known unregistered aerodromes.~~

Municipal land use information

SP17) Confirm whether the proposed project area complies with the applicable municipal planning documents including municipal development plans, intermunicipal development plans, area structure plans, land use bylaws (including applicable setbacks) and other municipal bylaws.

A copy of the map(s) identifying the solar glare receptors and a table providing the expected intensity of the solar glare must be included as part of the applicant's participant involvement program

Identify any instances where the proposed project area does not comply with applicable municipal planning documents and provide a justification for any non-compliance.

SP18) Provide the current land use zoning for the proposed project area. If applicable, provide the land use amendment and/or development permit status for the proposed project area.

Environmental information

SP19) SP15)—If preparation of either a federal impact assessment or a provincial environmental impact assessment report was required, provide a copy as an appendix to the application and a separate environmental evaluation is not required. If a federal impact assessment or a provincial impact assessment report was not required, submit an environmental evaluation of the project. The environmental evaluation must:

- Describe the present (pre-project) environmental and land use conditions in the local study area. Provide all definitions and standards (i.e., Alberta Wetland Identification and Delineation Directive) used to prepare this description.
- Identify and describe the project activities and infrastructure that may adversely affect the environment. Include a description and the area (hectares) of permanent and temporary project activities and infrastructure.
- Identify the specific ecosystem components (i.e., terrain and soils, surface water bodies and hydrology, groundwater, wetlands, vegetation species and communities, wildlife species and habitat, aquatic species and habitat, air quality and environmentally sensitive areas) within the local study area that may be adversely affected by the project.
- Describe any potential adverse effects of the project on the ecosystem components during the life of the project.
- Describe the methodology used to identify, evaluate and rate the adverse environmental effects and determine their significance, along with an explanation of the scientific rationale for choosing this methodology.

All projects must be compliant with any applicable regional land use plans adopted under the *Alberta Land Stewardship Act*.

- Describe the mitigation measures the applicant proposes to implement during the life of the project to reduce the potential adverse effects.
- Describe the predicted residual adverse effects of the project and their significance after implementation of the proposed mitigation.
- Describe any monitoring activities the applicant proposes to implement during the life of the project to verify the effectiveness of the proposed mitigation.

It is an applicant's responsibility to be aware of any emergency orders issued by Environment and Climate Change Canada that may be applicable to a project.

- List the key environmental regulations and guidelines applicable to the project and provide rationale for any deviations from the guidelines.
- List the qualifications of the individual ~~or individual(s)~~ who conducted or oversaw the environmental evaluation: and indicate the respective practice areas, practice standards or standards of competence demonstrated by these individuals.

SP20) ~~SP16)~~—For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide ~~a copy of~~ the environmental impact analysis completed for the corresponding federal government department. ~~Indicate whether the project has the potential to cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental review process. If not contained within the impact analysis, include information describing all potential environmental effects of the project.~~ Projects on federal lands may be subject to provincial laws, standards and permits. The applicant must address how it has considered AUC Rule 007, Rule 012 and Rule 033 and describe the steps taken, if any, to address specific requirements set out in these rules.

SP21) ~~SP17)~~—Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities

Owners of approved and constructed solar power plants are required to submit an annual post-construction monitoring survey report to ACPA-FWS and the AUC pursuant to Rule 033: *Post-approval Monitoring Requirements for Wind and Solar Power Plants.*

that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

### Agricultural information

SP22) Using the current version of the Agricultural Regions of Alberta Soil Inventory Database (AGRASID), describe the agricultural capability of soils intersecting the project footprint as provided in the spring-seeded small grains (SSSGRAIN) attribute of the Land Suitability Rating System (LSRS) table. Provide a table showing the amount of area for each LSRS class impacted by the project in hectares (e.g., 80 hectares of Class 2).

SP23) For the project footprint, identify whether:

- a) The project lands contain irrigation infrastructure.
- b) The project lands are within an irrigation district. If so, whether:
  - The project has been discussed with the applicable irrigation district.
  - Irrigation acres (either permanent, terminable or annual) are or have been assigned to the project lands.
  - An application for water rights or irrigation acres has been made for the project lands.
- c) The landowners have obtained a Private Irrigation Water Licence for irrigating the project lands.

SP24) List the professional qualifications of the author(s) who prepared or reviewed the above information regarding agricultural land.

SP25) Submit an agricultural impact assessment if any LSRS Class 1 or Class 2 land is reported within the project footprint, or if any Class 3 land is reported within the project footprint and the project is within a municipality identified in "Schedule 1 - Class 3 Land Municipalities" in the *Electric Energy Land Use and Visual Assessment Regulation*.

An agricultural impact assessment must include a soils component and a description of the current and proposed agricultural activities. The AUC requests the following information for inclusion in an agricultural impact assessment:

### Soils component

- a) Describe all soil series within the project area and report all potential impacts to:
- Soil quality (i.e., compaction, rutting, salinity, sodicity, fertility, contamination, clubroot).
  - Soil quantity (i.e., wind erosion, water erosion).
  - Hydrology and hydrogeology (i.e., topography, soil drainage, depth to groundwater).
- b) Describe how potential impacts to soil quality, quantity, hydrology and hydrogeology will be adequately mitigated during construction, operation and reclamation.
- c) Describe all earthworks (e.g., stripping and grading) planned for the project, including the following information:
- Methodology to anchor structures (e.g., screw piles, concrete footings).
  - The extent of stripping and grading, with an estimate of the area of agricultural land impacted.
  - Description of how these activities have been reduced in both extent and intensity (as practical) to protect the quality, quantity and hydrology of impacted soils.
  - Description of how and where stripped soils will be stockpiled and what steps will be taken to preserve the quality and quantity of stockpiled soils prior to project reclamation.
  - Description of how soils will be returned to preserve the quality, quantity and hydrology of the disturbed soils.

*Current and proposed agricultural activities*

- d) Describe the current agricultural activity within the project lands (e.g., crop rotation, grazing regime) and typical yield, revenue or other applicable measure of productivity for the agricultural activities on the project lands. Comment on any constraints to co-locating the current agricultural activities within the project lands and any project alterations, upgrades or specialized equipment necessary to maintain the current agricultural activities. Describe how the performance of the proposed agricultural activities will be reported and monitored.

- e) If the current agricultural activities are not feasible, explain why. Provide a proposal for co-locating alternative agricultural activities (e.g., crops and/or livestock) with the proposed project, including:
- The specifics of the co-located alternative agricultural activities including sufficient details to demonstrate the feasibility of such an agricultural system (e.g., cropping proposal, availability of forage, stocking rates, specialized equipment, animal welfare needs, water requirements and sources).
  - The forecasted timing, expected production (yield, revenue or other applicable measure of productivity) and marketability of the agricultural products of the co-located alternative agricultural system.
  - If other practices are being considered that support agriculture (e.g., cover crops for soil health).
  - Compare the expected productivity of the co-located alternative agricultural system to the productivity of the current agricultural activity within the project lands (i.e., response to request SP25[d]) and express it as a percentage of the current productivity.
- f) Describe how the performance of the co-located agricultural activities will be evaluated over the course of the project life and the potential for changes to the agricultural activities in the event of poor productivity performance.

#### Visual impact assessment

SP26) If the project is located within a buffer zone or a visual impact assessment zone, as defined in Schedule 2 and Schedule 3 of the *Electric Energy Land Use and Visual Assessment Regulation*, submit a visual impact assessment. The visual impact assessment must include:

- a) An evaluation of the anticipated visual impacts on the buffer zone or visual impact assessment zone.
- b) Visual simulations from key vantage points illustrating the potential visual impact of the project.
- Key vantage points should include locations with valued viewsapes determined to have a major or major/moderate severity of impact ranking in the visual impact assessment. If desired, visualizations may also be provided for other viewpoints in

the project area so that a range of views at different distances and in different landscapes may be presented. Some of these additional visualizations can include viewpoints from nearby residences.

- Visualizations must include an accurate representation of the viewscape:
  - Before project construction has commenced.
  - After project construction has been completed, but without any mitigation measures implemented.
  - After project construction has been completed, and any proposed mitigation measures have been implemented.
- The visualizations should include an explanation of how they were prepared, how they are to be viewed, and what was done to ensure they were prepared accurately. A map must be provided that shows the location and direction of each visualization.

c) Proposed mitigation measures to minimize or offset any adverse visual effects on the buffer zone or visual impact assessment zone.

SP27) Describe the mitigation measures that will be implemented, including their location, predicted effectiveness during the project's full life cycle and whether the mitigation measures have been discussed with adjacent landowners. If vegetation screening is planned, confirm that it has also been discussed with local authorities

#### End-of-life management and reclamation security

SP28) ~~SP18)~~—Submit ~~a copy of~~ the initial renewable energy operations conservation and reclamation plan (REO C&R Plan) as set out in the *Conservation and Reclamation Directive for Renewable Energy Operations*.

SP29) ~~SP19)~~—Describe the reclamation security plan for the proposed power plant. The plan should include:~~Provide an overview of how the operator will ensure sufficient funds are available at the project end of life to cover the cost of decommissioning and reclamation.~~

- A cost estimate prepared by a third party which describes the estimated costs of reclaiming the proposed project.

- Confirmation that the operator will have sufficient funds at the project end of life to meet its reclamation security plan.
- How the amount of the reclamation security will be calculated.
- The year of initial posting and when each subsequent amount will be added.
- The frequency with which the reclamation security estimate will be updated or re-assessed.
- What form the reclamation security will take (e.g., letter of credit, surety bond, other). Include an explanation of why the form of security was selected, having regard to its attributes and priority in bankruptcy, including how the secured party would be able to realize on the reclamation security should the project owner and operator be in default.
- The security beneficiaries to whom the reclamation security will be committed.
- When and how the beneficiary can access the security and any constraints on such access.
- The estimated salvage value of project components, including any supporting calculations and assumptions used to substantiate the salvage value.
- The standard to which the project site will be reclaimed upon decommissioning.

### Noise

SP30) SP20)—Provide a noise impact assessment in accordance with Rule 012. If mitigation measures are recommended in the assessment, confirm the mitigation measures the applicant will implement.

SP31) Confirm that the applicant will comply with the construction noise requirements in Section 2.10 of Rule 012 or explain why it is not feasible or practical to implement them.

### Approvals, reports and assessments from other agencies

SP32) SP21)—Identify any other acts (e.g., *Environmental Protection and Enhancement Act, Water Act, Public Lands Act and Wildlife Act*) that may apply to the project, identify approvals the project may require, and provide the status of each of these approvals.



~~SP33) SP22)~~—Submit both the Renewable Energy Project Submission report, and a signed renewable energy referral report from Alberta Environment and Protected Areas (AEPA) Fish and Wildlife Stewardship (AEPA-FWS). ~~If the applicant is unable to provide a renewable energy referral report at time of application, the applicant must clearly identify the reason and provide details of its status.~~

~~SP34) SP23)~~—~~Confirm that a~~Provide the *Historical Resources Act* approval ~~has been obtained or has been applied for~~. If a historic resource impact assessment is required, briefly describe any known historical or archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature. ~~If a Historical Resources Act approval has been obtained, provide a copy of it.~~

Applicants are responsible for ensuring that any summary provided protects the confidential and sensitive nature of a historical resource site.

~~SP35) SP24)~~—If the government of Alberta, through the Aboriginal Consultation Office (ACO) or otherwise, directed consultation with an **Indigenous group** for related approvals (i.e., *Public Lands Act, Water*

An applicant is responsible for fulfilling the requirements of all other agencies with jurisdiction over a project. For example:

- Transport Canada requires that an aeronautical assessment form for obstruction evaluation and a final drawing of the solar panel layout be submitted at least 90 days ~~prior to~~before the start of construction.
- NAV CANADA requires that a land use proposal submission form be submitted ~~prior to~~before project construction.

*Act, Environmental Protection and Enhancement Act, Historical Resources Act, Government Organization Act, etc.)* the applicant must provide ~~a copy of~~ the pre-consultation assessment, the adequacy assessment and the specific issues and response table (if prepared). If the government of Alberta, through the ACO or otherwise, indicated that a pre-consultation assessment is not required, the applicant must provide ~~a copy of~~ that direction. If advice from the government of Alberta has not been obtained, the applicant must provide justification for its decision to not seek advice.

#### Participant involvement program

~~SP36) SP25)~~—Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See **Appendix A1** – Participant

involvement program guidelines and [Appendix A1-B](#) – Participant involvement program guidelines for Indigenous groups.)

~~SP37)~~ ~~SP26)~~ Confirm that, if applicable, Alberta Transportation, the municipality in which the project is located, the applicable railway companies, and the owner of any registered and known unregistered aerodrome within 4,000 metres of the [power plant](#) project boundary were consulted and provide a summary of any objections received, mitigations discussed, and any outstanding objections.

If the glare assessment includes runways, flight paths and/or highways as receptors, the applicant must confirm that it has provided a copy of the glare assessment to Transport Canada, Alberta Transportation and the local government, and has consulted these parties about potential glare impacts.

~~SP38)~~ ~~SP27)~~ List all ~~occupants, residents and landowners on~~ [landspersons](#) within the appropriate notification radius as shown below and described in [Appendix A1](#) – Participant involvement program guidelines, as well as Indigenous groups, owners of aerodromes or other interested persons that were [notified or](#) consulted as part of the participant involvement program.

*Table 4.35: Notification radius for solar power plants*

Size	Location	Notification radius
≥150 kW but < 1 MW	<a href="#">urban</a>	first row of occupied properties
	<a href="#">rural</a>	400 metres
1 - <10 MW	urban	first row of occupied properties
	rural	800 metres
≥ 10 MW	urban or rural	800 metres

~~SP39)~~ ~~SP28)~~—Supply a list of contact information for all persons listed in SP38 who had been contacted as part of the participant involvement program in an Excel spreadsheet in accordance with the template included in Appendix A1 – Participant involvement program guidelines.

~~SP29)~~—Summarize consultation with local municipal jurisdictions (e.g., cities, towns, municipal districts, counties).

~~SP40)~~ As described in Section 6.3 of Appendix A1, confirm that the municipal engagement form was provided to the affected municipality to complete for a minimum of 30 days, before filing the application. If the municipality completed the municipal engagement form, provide this form. If the municipality declined to complete the municipal engagement form, confirm what steps were taken to follow up with the municipality, including submitting copies of correspondence.

~~SP41)~~ Describe how the applicant engaged with potentially affected municipalities to modify the proposed power plant or to mitigate any of its potential adverse impacts to the municipality, prior to filing the application.

~~SP42)~~ ~~SP30)~~—Provide a feedback summary table to identify all persons who expressed a concern(s) about the project. For each person, that includes the following information:

- The name and land location of the person(s).
- The specifics of the concern(s).
- Steps taken to try and resolve the concern(s).
- Whether the concern(s) was resolved.

#### Community generation

If the project is a proposed community generation project, the applicant must also submit the information specified in subsection 4.8.

The AUC considers a concern to be resolved when the stakeholder in question expresses that they are satisfied with a proposed solution. The AUC does not consider that an applicant's acknowledgment of a stakeholder concern resolves the concern.

### 4.4.3 Amendment process

This section outlines the process for projects that have received AUC approval and require an amendment. Depending on the scope of the proposed changes in relation to the original application, an applicant can make one of the following three types of submissions to amend its solar power plant approval: final project update, letter of enquiry, or amendment application.

Descriptions of eligibility for each of the submission types are described in the following sections.

#### Final project update

If an applicant has applied for a project where changes in equipment or layout are anticipated after the application has been approved, a final project update must be submitted to the Commission at least 90 days ~~prior to~~ before the start of construction. The allowances and requirements for a final project update are outlined below.

For solar power projects where the applicant is able to confirm that the project has stayed within the outlined allowances, an applicant is only required to submit a final project update on the record of the original proceeding. The AUC will only review the update to confirm that the project has stayed within the allowances.

Please use the [Solar power plant final project update requirements form](#) to assemble the information required for the final project update.

If project amendments as described in the final project update are not within the outlined allowances, an applicant must submit either a letter of enquiry or an amendment application to the AUC.

Table 4.46: Final project update requirements for solar power plants

Project element	Allowance relative to approved element	Requirement for project update
Type, number and physical dimensions of solar modules, including solar tracking system.	Can change.	Confirm the final type and number of solar modules, the physical dimensions of the solar array, and the type of solar tracking system, if applicable. <del>Provide confirmation that the changes do not cause added solar glare to occur at critical points along highways, major roadways and railways and any registered and known unregistered aerodromes.</del>
<u>Total capability</u> of power plant in MW.	Cannot increase <del>or decrease</del> by more than <del>+/-</del> 10 per cent or <del>+/-</del> 10 MW, whichever is less.	Confirm <u>total capability</u> of power plant in MW.

Project element	Allowance relative to approved element	Requirement for project update
		<u>If the decrease is more than 10 per cent, confirm that the ISO has no concerns with the change.</u>
Extent of land use disturbance located within the approved <u>power plant</u> project boundary.	May increase or decrease.	Confirm extent of land use disturbance (in hectares) located within the approved <u>power plant</u> project boundary.
Total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for <u>class III (seasonal) or above permanent</u> wetlands.	Cannot increase.	Confirm total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for <u>class III (seasonal) or above permanent</u> wetlands <u>has</u> not increased over what <u>was</u> <u>has been</u> approved.
Noise environment	Must continue to meet permissible sound levels at the most affected <u>receptor(s)</u> (as determined under Rule 012).	<p>Provide sound output of noise generating equipment.</p> <p>Provide table of predicted noise levels (to one decimal point) from finalized project at receptors.</p> <p>Confirm that the project continues to meet permissible sound levels at the most affected receptors (as determined under Rule 012).</p> <p>Provide any new or additional noise mitigation measures <u>that will be</u> implemented to ensure that permissible sound levels will be met.</p>
<u>Glare</u>	<u>N/A</u>	<p><u>Confirm that the changes do not cause additional solar glare at route receptors (e.g., highways, major roadways and railways) and any registered and known unregistered aerodromes.</u></p> <p><u>Confirm that the glare mitigations described in the original application are still valid and effective, or provide any new or additional glare mitigation measures that could be implemented in the event of a complaint/concerns and verify the</u></p>

Project element	Allowance relative to approved element	Requirement for project update
		<u>effectiveness of these new or additional glare mitigation measures via modelling</u>
Participant involvement program.	If new or additional notification or consultation is required, including any requirements under Rule 012, there cannot be any unresolved objections to the project arising from the final project update.	<p>Confirm that new or additional notification or consultation either was not required or that it was undertaken. Provide a summary of any new or additional notification or consultation that was undertaken.</p> <p>Confirm that there are no unresolved objections to the project arising from the final project update.</p>
Final plant site layout.	The solar array and <del>collector</del> substation cannot be relocated more than 100 metres from the approved location.	<p>Provide a final plant site drawing and map showing the location of the project's solar arrays, <del>collector</del> substation(s), <u>access</u> roads, collector lines and the <u>site-power plant project boundary</u>. <del>and</del> Also provide a <u>Keyhole Markup Language- (.kml/.kmz) file that contains the geospatial data of each major component as explained in SP5.</u></p> <p>Confirm that the location of the solar array and <del>collector</del>-substation(s) has not been relocated more than 100 metres from the approved location.</p> <p>If changes are made to the layout of access roads and collector lines, provide confirmation from an <u>experienced wildlife biologist</u> that the changes do not infringe on any wildlife habitat or any wildlife features, or alter any mitigation commitments. Confirm that the changes all occur within the approved <u>power plant</u> project boundary.</p>
<u>Power plant</u> project boundary.	Approved <u>power plant</u> project boundary cannot increase.	Confirm that the approved <u>power plant</u> project boundary has not increased.

### Letter of enquiry

If an applicant is making minor alterations to an existing or approved but not yet constructed solar power plant that exceed the final project update allowances set out in Table 4.46, but do not have potential adverse impacts on the environment or any person, the applicant may submit a letter of enquiry. In the letter of enquiry, the applicant must provide information respecting the need, nature, extent, land affected

and the timing of the alterations. The applicant must demonstrate that the proposed alterations do not have any adverse impacts on the environment or any [person](#).

#### Amendment application

If an applicant is making changes to an existing or approved but not yet constructed solar power plant that exceed the final project update allowances outlined in Table 4.46 and do not meet the criteria for a letter of enquiry, the applicant must file an amendment application that provides all applicable information required within subsection 4.4.2.

### 4.5 Thermal power plant applications

An application to construct and operate a thermal power plant must include the information requirements listed in subsection 4.5.2.

#### 4.5.1 Applications where changes in equipment are anticipated after the approval of the application

To provide applicants with flexibility to accommodate technology selection after a project is approved, the requirements for a thermal power plant include allowances that must be finalized in a project update.

An applicant submits one of the following types of applications to construct and operate a thermal power plant:

- An application where no changes are anticipated after the approval of the application, and the applicant has identified specific equipment, including type and model, and proposes a specific layout for the project.
- An application where changes in equipment or layout are anticipated after the approval of the application.

~~If an applicant is filing for a project where no changes are anticipated after the approval of the application, and the applicant has identified specific equipment, including type and model, and proposed a specific layout for the project, the applicant must submit its application in accordance with the information requirements set out in subsection 4.5.2.~~

If an applicant is filing for a project where changes in equipment or layout are anticipated after the approval of the application, the applicant must submit its application in accordance with the information requirements set out in subsection 4.5.2. An applicant must submit a final project update to the Commission at least 90 days ~~prior to~~ before the start of construction, in accordance with the requirements set out in subsection 4.5.3.

## 4.5.2 Information requirements



Please use the [Thermal power plant application form](#) to assemble the information requirements for the project. Thermal power plant is abbreviated as TP below.

### Project description

- TP1) State the approvals that are being applied for from the AUC and describe the power plant, including the number of generating units and their make, model and the nominal capability of each generating unit in MW. If the vendors have not been selected or the equipment has not been finalized, provide:
- The [total capability](#) of the power plant in MW.
  - The anticipated make and model of each generating unit.
- TP2) Provide a list of existing approvals for facilities directly affected by this project, if any.
- TP3) Provide details of the project ownership structure, including the names of all companies having an ownership interest in the project and their ownership share, and if applicable, the name of the project operator. Confirm that the applicant is a qualified owner.
- TP4) For a municipality or a subsidiary of a municipality to hold an interest in a generating unit, documentation confirming compliance with Section 95 of the *Electric Utilities Act* is required.
- TP5) Describe the location of the project:
- Provide the legal description of the proposed power plant site (legal subdivision [LSD], section, township, range, meridian and/or plan, block, lot, municipal address for urban parcels) and connection point, if applicable.
  - Provide a Keyhole Markup Language (.kml/.kmz) file that ~~contains~~[reflects the information shown on the drawings and maps submitted to address information requirement TP6. The file should contain the geographicspatial data \(geometry location, and attributes\)for of](#) each of the major components,~~including substation locations and project boundary of the proposed power plant. This file should reflect the information shown on the drawings and maps submitted to address information requirement TP6. See the glossary definition for .kml/.kmz files for detailed specifications.~~



- TP6) Provide the following drawings and maps with units of measure/scale and the direction of north specified:
- i. A legible plant site drawing showing all major equipment components, for example, generators, turbines, heat recovery steam generators, step-up transformers, boilers and the power plant site-project boundary.
  - ii. Legible maps showing:
    - The power plant site-project boundary.
    - Land ownership of surrounding lands, including any residences and dwellings within the notification radius-and consultation radii described in [Appendix A1](#) – Participant involvement program guidelines, [Table A1-1](#): Electric facility application notification and consultation requirements.
    - Neighbouring municipalities, [First Nation reserves](#), Metis Settlements, including nearby roads, water bodies and other landmarks that may help identify the general location of the project area. This map may be at a larger scale than the detailed maps provided in response to other information requirements.
    - Important environmental features and [sensitive areas](#) in the [local study area](#).
    - Any additional [energy-related facilities](#) within the project area.
    - The major land use and resource features (e.g., vegetation, topography, existing land use, existing rights-of-way). This information should also be provided in air photo mosaics.
- TP7) Present the estimated power plant heat rates, efficiency of the power plant and details of the cooling system for the power plant.
- TP8) For power plants with natural gas piping located within the power plant site-project boundary, provide the following information:
- A schematic showing the tie-in points and associated design and operating pressures (both upstream and downstream of the tie-in points).
  - The diameter, maximum operating pressure (in kilopascals), design pressure (in kilopascals), wall thickness, pipe specification, pipe grade and length of the natural gas pipelines proposed within the power plant site.

- The design philosophy that will be utilized for the pipeline connections.
- The ~~associated~~ qualifications of the gas installation contractor.
- Confirmation that the fuel gas piping within the proposed plant site will be designed and constructed as pressure piping in accordance with the *Pressure Equipment Safety Regulation AR49/2006* administered by the Alberta Boilers Safety Association (ABSA) and that all required ABSA approvals will be obtained ~~prior to~~before operation.

TP9) Provide the requested approval date from the Commission, the expected construction start date, the expected in-service date of the project and the requested construction completion date to be used in the project approval. Provide the rationale for these dates.

~~TP10)~~ Describe any public benefits that will be generated by the proposed project.

Project connection

~~TP11)~~ ~~TP10)~~—If a connection order is not concurrently being applied for, provide the expected date when the connection order application will be submitted.

~~TP12)~~ ~~TP11)~~—Provide the asset identification code assigned by the independent system operator (ISO) and the ISO Project ID number related to ~~the~~your system access service request, if available.

~~TP13)~~ ~~TP12)~~—If the power plant is to be connected to the transmission system, provide a map with one or more conceptual layouts showing possible routes and general land locations for facilities that would be used to interconnect the power plant to the Alberta Interconnected Electric System.

If the power plant is to be connected to the distribution system, provide a statement from the distribution facility owner indicating that it is willing to connect the generating facilities.

## Emergency response plan

TP14) ~~TP13)~~—Confirm the applicant has or will have a corporate or site-specific emergency response plan for the construction and operation of the proposed power plant. If the applicant will have a corporate emergency response plan, **please** explain why it decided not to develop a site-specific emergency response plan.

TP15) ~~TP14)~~—Provide a summary of the following:

- The site-specific risks (construction phase and operations phase) that have been identified to date.
- The emergency mitigation measures that have been identified.
- The site monitoring and communication protocols that will be put into place.

TP16) ~~TP15)~~—Confirm that local responders and authorities have been contacted or notified regarding the project emergency response plan. Describe any requirements or feedback received and describe how the applicant intends to address the requirements and feedback received.

## Municipal land use information

TP17) Confirm whether the proposed project area complies with the applicable municipal planning documents including municipal development plans, intermunicipal development plans, area structure plans, land use bylaws (including applicable setbacks) and other municipal bylaws.

Identify any instances where the proposed project area does not comply with applicable municipal planning documents and provide a justification for any non-compliance.

TP18) Provide the current land use zoning for the proposed project area. If applicable, provide the land use amendment and/or development permit status for the proposed project area.

It is an applicant's responsibility to be aware of any emergency orders issued by Environment and Climate Change Canada that may be applicable to a project.

## Environmental information

TP19) ~~TP16)~~ Identify the current emissions standards or guidelines that are applicable to the proposed project. Submit a table that provides the plant's emission rates (e.g., kg/MWh) for nitrogen oxides (NO<sub>x</sub>), sulphur dioxide (SO<sub>2</sub>), and primary particulate matter. The table must compare the emission rates to the current Alberta Air Emissions Standards for Electricity Generation and any other emission standards or guidelines that are applicable to the proposed project.

All projects must be compliant with any applicable regional land use plans adopted under the *Alberta Land Stewardship Act*.

TP20) ~~TP17)~~ Indicate whether the proposed plant will be in compliance with the Alberta air quality standards or guidelines (e.g., Ambient Air Quality Objectives and Guidelines Summary) applicable to the proposed project for ground-level concentrations of pollutants. Identify all standards and guidelines that apply.

TP21) ~~TP18)~~ Provide a summary of any feedback received to date from AEPA addressing the environmental aspects of the project and any mitigation measures and monitoring activities recommended by AEPA.

TP22) ~~TP19)~~ Provide ~~a copy of~~ the emissions modelling report that was prepared for the *Environmental Protection and Enhancement Act* application to AEPA.

TP23) ~~TP20)~~ If preparation of either a federal impact assessment or a provincial environmental impact assessment report was required, provide a copy as an appendix to the application and a separate environmental evaluation is not required. If a federal impact assessment or a provincial impact assessment report was not required, submit an environmental evaluation of the project. The environmental evaluation must:

- Describe the present (pre-project) environmental and land use conditions in the local study area. Provide all definitions and standards (i.e., *Alberta Wetland Identification and Delineation Directive*) used to prepare this description.
- Identify and describe the project activities and infrastructure that may adversely affect the environment. Include a description and the area (hectares) of permanent and temporary project activities and infrastructure.

- Identify the specific ecosystem components (i.e., terrain and soils, surface water bodies and hydrology, groundwater, wetlands, vegetation species and communities, wildlife species and habitat, aquatic species and habitat, air quality and environmentally sensitive areas) within the local study area that may be adversely affected by the project.
- Describe any potential adverse effects of the project on the ecosystem components during the [life of the project](#).
- Describe the methodology used to identify, evaluate and rate the adverse environmental effects and determine their [significance](#), along with an explanation of the scientific rationale for choosing this methodology.
- Describe the mitigation measures the applicant proposes to implement during the life of the project to reduce the potential adverse effects.
- Describe the predicted residual adverse effects of the project and their significance after implementation of the proposed mitigation.
- Describe any monitoring activities the applicant proposes to implement during the life of the project to verify the effectiveness of the proposed mitigation.
- List the key environmental regulations and guidelines applicable to the project and provide rationale for any deviations from the guidelines.
- List the qualifications of the individual ~~or individual(s)~~ who conducted or oversaw the environmental evaluation ~~and indicate the respective practice areas, practice standards or standards of competence demonstrated by these individuals.~~

TP24) ~~TP21)~~—For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide ~~a copy of~~ the environmental impact analysis completed for the corresponding federal government department. ~~Indicate whether the project has the potential to cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental review process. If not contained within the impact analysis, include information describing all potential environmental effects of the project.~~ Projects on federal lands may be subject to provincial laws, standards and permits. The applicant must address how it has considered AUC Rule 007 and Rule 012 and describe the steps taken, if any, to address specific requirements set out in these rules.

TP25) ~~TP22)~~—Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

#### Visual impact assessment

TP26) If the project is located within a buffer zone or a visual impact assessment zone, as defined in Schedule 2 and Schedule 3 of the *Electric Energy Land Use and Visual Assessment Regulation*, submit a visual impact assessment. The visual impact assessment must include:

- An evaluation of the anticipated visual impacts on the buffer zone or visual impact assessment zone.
- Visual simulations from key vantage points illustrating the potential visual impact of the project.
- Key vantage points should include locations with valued viewsapes determined to have a major or major/moderate severity of impact ranking in the visual impact assessment. If desired, visualizations may also be provided for other viewpoints in the project area so that a range of views at different distances and in different landscapes may be presented. Some of these additional visualizations can include viewpoints from nearby residences.
- Visualizations must include an accurate representation of the viewscape:
  - Before project construction has commenced.
  - After project construction has been completed, but without any mitigation measures implemented.
  - After project construction has been completed, and any proposed mitigation measures have been implemented.
- The visualizations should include an explanation of how they were prepared, how they are to be viewed, and what was done to ensure they were prepared accurately. A map must be provided that shows the location and direction of each visualization.

- Proposed mitigation measures to minimize or offset any adverse visual effects on the buffer zone or visual impact assessment zone.
- Describe the mitigation measures that will be implemented, including their location, predicted effectiveness during the project's full life cycle and whether the mitigation measures have been discussed with adjacent landowners. If vegetation screening is planned, confirm that it has also been discussed with local authorities.

#### End-of-life management and reclamation security

~~TP27)~~ ~~TP23)~~ ~~Provide a~~ ~~Describe an~~ ~~overview of how~~ ~~the operator will ensure sufficient funds are available at the project end of life to cover the cost of decommissioning and~~ reclamation security plan for the proposed power plant. The plan should include:

- A cost estimate prepared by a third party which describes the estimated costs of reclaiming the proposed project.
- Confirmation that the operator will have sufficient funds at the project end of life to meet its reclamation security plan.
- How the amount of the reclamation security will be calculated.
- The year of initial posting and when each subsequent amount will be added.
- The frequency with which the reclamation security estimate will be updated or re-assessed.
- What form the reclamation security will take (e.g., letter of credit, surety bond, other). Include an explanation of why the form of security was selected, having regard to its attributes and priority in bankruptcy, including how the secured party would be able to realize on the reclamation security should the project owner and operator be in default.
- The security beneficiaries to whom the reclamation security will be committed.
- When and how the beneficiary can access the security and any constraints on such access.

- The estimated salvage value of project components, including any supporting calculations and assumptions used to substantiate the salvage value.
- The standard to which the project site will be reclaimed upon decommissioning.

### Noise

- ~~TP28)~~ ~~TP24)~~—Provide a noise impact assessment in accordance with Rule 012. If mitigation measures are recommended in the assessment, confirm the mitigation measures the applicant will implement.
- ~~TP29)~~ Confirm that the applicant will comply with the construction noise requirements in Section 2.10 of Rule 012 or explain why it is not feasible or practical to implement them.

### Approvals, reports and assessments from other agencies

- ~~TP30)~~ ~~TP25)~~—Identify any other acts (e.g., *Environmental Protection and Enhancement Act, Water Act, Public Lands Act and Wildlife Act*) that may apply to the project, identify approvals the project may require, and provide the status of each of these approvals.

Applicants are responsible for ensuring that any summary provided protects the confidential and sensitive nature of a historical resource site.

- ~~TP31)~~ ~~TP26)~~—~~Confirm that a~~Provide the *Historical Resources Act* approval ~~has been obtained or has been applied for~~. If a historic resource impact assessment is required, briefly describe any known historical or archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature. ~~If a Historical Resources Act approval has been obtained, provide a copy of it.~~

- ~~TP32)~~ ~~TP27)~~—If the government of Alberta, through the Aboriginal Consultation Office (ACO) or otherwise, directed consultation with an **Indigenous group** for related approvals (i.e., *Public Lands Act, Water Act, Environmental Protection and Enhancement Act, Historical Resources Act, Government Organization Act*, etc.) the applicant must provide ~~a copy of~~ the pre-consultation assessment, the adequacy assessment and the specific issues and response table (if prepared). If the government of Alberta, through the ACO or otherwise, indicated that a pre-consultation assessment is not required, the applicant must provide ~~a copy of~~ that direction. If advice from the government of Alberta has not been obtained, the applicant must provide justification for its decision to not seek advice.



## Participant involvement program

TP33) ~~TP28)~~— Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See [Appendix A1](#) – Participant involvement program guidelines and [Appendix A1-B](#) – Participant involvement program guidelines for Indigenous groups).

TP34) ~~TP29)~~— List all ~~occupants, residents and landowners on~~ landspersons within the appropriate notification radius as shown below and described in [Appendix A1](#) – Participant involvement program guidelines, as well as Indigenous groups or other interested persons that were notified or consulted as part of the participant involvement program.

Table 4.57: Notification radius for thermal power plants

Size	Location	Notification radius
< 1 MW	urban	first row of occupied properties
	rural	1,500 metres
1 - <10 MW	urban	first row of occupied properties
	rural	1,500 metres
≥ 10 MW	urban or rural	2,000 metres

TP35) ~~TP30)~~— Supply a list of contact information for all persons listed in TP34 ~~who had been contacted as part of the participant involvement program~~ in an Excel spreadsheet in accordance with the template included in [Appendix A1](#) – Participant involvement program guidelines.

TP31)— Summarize consultation with local municipal jurisdictions (e.g., cities, towns, municipal districts, counties).

TP36) As described in Section 6.3 of Appendix A1, confirm that the municipal engagement form was provided to the affected municipality to complete for a minimum of 30 days, before filing the application. If the municipality completed the municipal engagement form, provide this form. If the municipality declined to complete the municipal engagement form, confirm what steps were taken to follow up with the municipality, including submitting copies of correspondence.

TP37) Describe how the applicant engaged with potentially affected municipalities to modify the proposed power plant or to mitigate any of its potential adverse impacts to the municipality, prior to filing the application.

~~TP38)~~ ~~TP32)~~—Provide a feedback summary table to identify all persons who expressed a concern(s) about the project. ~~For each person, that includes~~ the following information:

- The name and land location of the person(s).
- The specifics of the concern(s).
- Steps taken to try and resolve the concern(s).
- Whether the concern(s) was resolved.

The AUC considers a concern to be resolved when the stakeholder in question expresses that they are satisfied with a proposed solution. The AUC does not consider that an applicant's acknowledgment of a stakeholder concern resolves the concern.

#### Community generation

If the project is a proposed community generation project, the applicant must also submit the information specified in subsection 4.8.

#### **4.5.3 Amendment process**

This section outlines the process for projects that have received AUC approval and require an amendment. Depending on the scope of the proposed changes in relation to the original application, an applicant can make one of the following three types of submissions to amend its thermal power plant approval: final project update, letter of enquiry, or amendment application.

Descriptions of eligibility for each of the submission types are described in the following sections.

#### Final project update

If an applicant has applied for a project where changes in equipment are anticipated after the application has been approved, a final project update must be submitted to the Commission at least 90 days ~~prior to~~before the start of construction. The allowances and requirements for a final project update are outlined below.

For thermal power projects where the applicant is able to confirm that the project has stayed within the outlined allowances, an applicant is only required to submit a final project update on the record of the original proceeding. The AUC will review the update to confirm that the project has stayed within the allowances.

Please use the [Thermal power plant final project update form](#) to assemble the information required for the final project update.

If project amendments as described in the final project update are not within the outlined allowances, an applicant must submit either a letter of enquiry or an amendment application to the AUC.

Table 4.68: Final project update for thermal power plants

Project element	Allowance relative to approved element	Requirement for project update
Make, model, vendor and specifications associated with final generation equipment.	May change.	Confirm final make, model, vendor and specifications associated with the final generation equipment to be installed.
Total capability of power plant in MW.	Cannot increase <del>or decrease</del> by more than <del>+/-</del> 10 per cent or <del>+/-</del> 10 MW, whichever is less.	Confirm total capability of power plant in MW.  <u>If the decrease is more than 10 per cent, confirm that the ISO has no concerns with the change.</u>
Extent of land use disturbance located within the approved <u>power plant</u> project boundary.	May increase or decrease.	Confirm extent of land use disturbance (in hectares) located within the approved <u>power plant</u> project boundary.
Total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; <del>or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for permanent wetlands.</del>	Cannot increase.	Confirm total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for <u>permanent class III (seasonal) or above</u> wetlands have not increased over what has been approved.
Noise environment.	Must continue to meet permissible sound levels at the most affected <u>receptor(s)</u> (as determined under Rule 012).	Provide sound output of noise generating equipment.  Provide table of predicted noise levels (to one decimal point) from finalized project at receptors.  Confirm that the project continues to meet permissible sound levels at the most affected receptors (as determined under Rule 012).  Provide any new or additional noise mitigation measures <u>that will be</u> implemented to ensure that permissible sound levels will be met.
Air emissions.	Cannot increase.	Confirm that air emissions associated with the updated project do not exceed

Project element	Allowance relative to approved element	Requirement for project update
		those specified in the original application.
Participant involvement program.	If new or additional notification or consultation is required, including any requirements under Rule 012, there cannot be any unresolved objections to the project arising from the final project update.	Confirm that new or additional notification or consultation either was not required or that it was undertaken. Provide a summary of any new or additional notification or consultation that was undertaken.  Confirm that there are no unresolved objections to the project arising from the final project update.
Final plant site layout.		Provide a final plant site drawing and map with locations <del>and descriptions</del> of the project's major components and the site boundary. <del>and</del> Also provide a <u>Keyhole Markup Language (.kml/.kmz) file that contains the geospatial data of each major component as explained in TP5.</u>

### Letter of enquiry

If an applicant is making minor alterations to an existing or approved but not yet constructed thermal power plant that exceed the final project update allowances set out in Table 4.68 but do not have potential adverse impacts on the environment or any person, the applicant may submit a letter of enquiry. In the letter of enquiry, the applicant must provide information respecting the need, nature, extent, land affected and the timing of the alterations. The applicant must demonstrate that the proposed alterations do not have any adverse impacts on the environment or any person.

### Amendment application

If an applicant is making changes to an existing or approved but not yet constructed thermal power plant that exceed the final project update allowances outlined in Table 4.68 and do not meet the criteria for a letter of enquiry, the applicant must file a complete amendment application that provides all applicable information required within subsection 4.5.2.

## 4.6 Other power plant applications

An application to construct and operate a power plant must include the information outlined in subsection 4.6.2.

Examples of other power plants are biomass, and geothermal and compressed air power plants.

#### 4.6.1 Applications where changes in equipment are anticipated after the approval of the application

To provide applicants with flexibility to accommodate technology selection after a project is approved, the requirements for a power plant include allowances that must be finalized in a project update.

An applicant submits one of the following types of applications to construct and operate a power plant:

- An application where no changes are anticipated after the approval of the application, and the applicant has identified specific equipment, including type and model, and proposes a specific layout for the project.
- An application where changes in equipment or layout are anticipated after the approval of the application.

~~If an applicant is filing for a project where no changes are anticipated after the approval of the application, and the applicant has identified specific equipment, including type and model, and proposed a specific layout for the project, the applicant must submit its application in accordance with the information requirements set out in subsection 4.6.2, as appropriate for the specifications of the generation type.~~

If an applicant is filing for a project where changes in equipment or layout are anticipated after the approval of the application, the applicant must submit its application in accordance with the information requirements set out in subsection 4.6.2. An applicant must submit a final project update to the Commission at least 90 days ~~prior to~~ before the start of construction, in accordance with the requirements set out in subsection 4.6.3.

#### 4.6.2 Information requirements



Please use the *Other power plant applications form* to assemble the information requirements for the project. Other power plant is abbreviated as OP below.

##### Project description

- OP1) State the approvals that are being applied for from the AUC and describe the power plant, including the number of generating units and their make, model and the **nominal capability** of each generating unit in MW. If the vendors have not been selected or the equipment has not been finalized, provide:
- The **total capability** of the power plant in MW.
  - The anticipated make and model of each generating unit.

- OP2) Provide a list of existing approvals for facilities directly affected by this project, if any.
- OP3) Provide details of the project ownership structure, including the names of all companies having an ownership interest in the project and their ownership share, and if applicable, the name of the project operator. Confirm that the applicant is a [qualified owner](#).
- OP4) For a municipality or a subsidiary of a municipality to hold an interest in a generating unit, documentation confirming compliance with Section 95 of the *Electric Utilities Act* is required.
- OP5) Describe the location of the project:
- Provide the legal description of the proposed power plant site (legal subdivision [LSD], section, township, range, meridian and/or plan, block, lot, municipal address for urban parcels) and connection point, if applicable.
  - Provide a Keyhole Markup Language (.kml/.kmz) file that [reflects the information shown on the drawings and maps submitted to address information requirement OP6](#). The file should contain the [geospatial graphic data \(geometry location, and attributes\)](#) ~~for of~~ each of the major components, ~~including substation locations and project boundary of the proposed power plant~~. This file should reflect the information shown on the drawings and maps submitted to address information requirement OP6. See the glossary definition for .kml/.kmz files for detailed specifications.
- OP6) Provide the following drawings and maps with units of measure/scale and the direction of north specified:
- i. A legible plant site drawing showing all major equipment components and the power plant [siteproject](#) boundary.
  - ii. Legible maps showing:
    - The power plant [siteproject](#) boundary.
    - Land ownership of surrounding lands, including any residences and dwellings within the notification [and consultation](#) ~~radius~~ described in [Appendix A1](#) – Participant involvement program guidelines, [Table A1-1](#): Electric facility application notification and consultation requirements.

- Neighbouring municipalities, [First Nation reserves](#), Metis Settlements, including nearby roads, water bodies and other landmarks that may help identify the general location of the project area. This map may be at a larger scale than the detailed maps provided in response to other information requirements.
- Important environmental features and [sensitive areas](#) in the [local study area](#).
- Any additional [energy-related facilities](#) within the project area.
- The major land use and resource features (e.g., vegetation, topography, existing land use, existing rights-of-way). This information should also be provided in air photo mosaics.

OP7) Present the estimated power plant heat rates, efficiency of the power plant and details of the cooling system for the power plant.

OP8) For power plants with natural gas piping located within the power plant site, provide the following information:

- A schematic showing the tie-in points and associated design and operating pressures (both upstream and downstream of the tie-in points).
- The diameter, maximum operating pressure (in kilopascals) and length of the natural gas pipelines proposed within the power plant site.
- The design philosophy that will be utilized for the pipeline connections.
- The associated qualifications of the gas installation contractor.
- Confirmation that the fuel gas piping within the proposed plant site will be designed and constructed as pressure piping in accordance with the *Pressure Equipment Safety Regulation AR49/2006* administered by the Alberta Boilers Safety Association (ABSA) and that all required ABSA approvals will be obtained ~~prior to~~[before](#) operation.

OP9) Provide the requested approval date from the Commission, the expected construction start date, the expected in-service date of the project and the requested construction completion date to be used in the project approval. Provide the rationale for these dates.

OP10) Describe any public benefits that will be generated by the proposed project.

### Project connection

~~OP11)~~ ~~OP10)~~—If a connection order is not concurrently being applied for, provide the expected date when the connection order application will be submitted.

~~OP12)~~ ~~OP11)~~—Provide the asset identification code assigned by the independent system operator (ISO) and the ISO project ID number related to your system access service request, if available.

~~OP13)~~ ~~OP12)~~—If the power plant is to be connected to the transmission system, provide a map with one or more conceptual layouts showing possible routes and general land locations for facilities that would be used to interconnect the power plant to the Alberta Interconnected Electric System.

If the power plant is to be connected to the distribution system, provide a statement from the distribution facility owner indicating that it is willing to connect the generating facilities.

### Emergency response plan

~~OP14)~~ ~~OP13)~~—Confirm the applicant has or will have a corporate or site-specific emergency response plan for the construction and operation of the proposed power plant. If the applicant will have a corporate emergency response plan, ~~please~~ explain why it decided not to develop a site-specific emergency response plan.

~~OP15)~~ ~~OP14)~~—Provide a summary of the following:

- The site-specific risks (construction phase and operations phase) that have been identified to date.
- The emergency mitigation measures that have been identified.
- The site monitoring and communication protocols that will be put into place.

~~OP16)~~ ~~OP15)~~—Confirm that local responders and authorities have been contacted or notified regarding the project emergency response plan. Describe any requirements or feedback received and describe how the applicant intends to address the requirements and feedback received.

### Municipal land use information



OP17) Confirm whether the proposed project area complies with the applicable municipal planning documents including municipal development plans, intermunicipal development plans, area structure plans, land use bylaws (including applicable setbacks) and other municipal bylaws.

Identify any instances where the proposed project area does not comply with applicable municipal planning documents and provide a justification for any non-compliance.

OP18) Provide the current land use zoning for the proposed project area. If applicable, provide the land use amendment and/or development permit status for the proposed project area.

### Environmental information

OP19) ~~OP16)~~ Identify any current emissions standards or guidelines that are applicable to the proposed project. Submit a table that provides the plant's emission rates (e.g., kg/MWh) for nitrogen oxides (NO<sub>x</sub>), sulphur dioxide (SO<sub>2</sub>), and primary particulate matter. The table must compare the emission rates to the current Alberta Air Emissions Standards for Electricity Generation and any other emission standards or guidelines that are applicable to the proposed project.

It is an applicant's responsibility to be aware of any emergency orders issued by Environment and Climate Change Canada that may be applicable to a project.

OP20) ~~OP17)~~ Indicate, if applicable, whether the proposed plant will be in compliance with the Alberta air quality standards or guidelines (e.g., Ambient Air Quality Objectives and Guidelines Summary) applicable to the proposed project for ground-level concentrations of pollutants. Identify all standards and guidelines that apply.

OP21) ~~OP18)~~ Provide a summary of feedback received to date from AEPA addressing the environmental aspects of the project and any mitigation measures and monitoring activities recommended by AEPA.

OP22) ~~OP19)~~ Provide ~~a copy of~~ the emissions modelling report that was prepared for the *Environmental Protection and Enhancement Act* application to AEPA, if applicable.

~~OP23)~~ ~~OP20)~~—If preparation of either a federal impact assessment or a provincial environmental impact assessment report was required, provide a copy as an appendix to the application and a separate environmental evaluation is not required. If a federal impact assessment or a provincial impact assessment report was not required, submit an environmental evaluation of the project. The environmental evaluation must:

All projects must be compliant with any applicable regional land use plans adopted under the *Alberta Land Stewardship Act*.

- Describe the present (pre-project) environmental and land use conditions in the local study area. Provide all definitions and standards (i.e., *Alberta Wetland Identification and Delineation Directive*) used to prepare this description.
- Identify and describe the project activities and infrastructure that may adversely affect the environment. Include a description and the area (hectares) of permanent and temporary project activities and infrastructure.
- Identify the specific ecosystem components (i.e., terrain and soils, surface water bodies and hydrology, groundwater, wetlands, vegetation species and communities, wildlife species and habitat, aquatic species and habitat, air quality and environmentally sensitive areas) within the local study area that may be adversely affected by the project.
- Describe any potential adverse effects of the project on the ecosystem components during the life of the project.
- Describe the methodology used to identify, evaluate and rate the adverse environmental effects and determine their significance, along with an explanation of the scientific rationale for choosing this methodology.
- Describe the mitigation measures the applicant proposes to implement during the life of the project to reduce the potential adverse effects.
- Describe the predicted residual adverse effects of the project and their significance after implementation of the proposed mitigation.
- Describe any monitoring activities the applicant proposes to implement during the life of the project to verify the effectiveness of the proposed mitigation.
- List the key environmental regulations and guidelines applicable to the project and provide rationale for any deviations from the guidelines.

- List the qualifications of the individual ~~or individual(s)~~ who conducted or oversaw the environmental evaluation: and indicate the respective practice areas, practice standards or standards of competence demonstrated by these individuals.

~~OP24)~~ ~~OP21)~~—For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide ~~a copy of~~ the environmental impact analysis completed for the corresponding federal government department. ~~Indicate whether the project has the potential to cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental review process. If not contained within the impact analysis, include information describing all potential environmental effects of the project.~~ Projects on federal lands may be subject to provincial laws, standards and permits. The applicant must address how it has considered AUC Rule 007 and Rule 012 and describe the steps taken, if any, to address specific requirements set out in these rules.

~~OP25)~~ ~~OP22)~~—Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

#### Visual impact assessment

~~OP26)~~ If the project is located within a buffer zone or a visual impact assessment zone, as defined in Schedule 2 and Schedule 3 of the *Electric Energy Land Use and Visual Assessment Regulation*, submit a visual impact assessment. The visual impact assessment must include:

- An evaluation of the anticipated visual impacts on the buffer zone or visual impact assessment zone.
- Visual simulations from key vantage points illustrating the potential visual impact of the project.

- Key vantage points should include locations with valued viewsapes determined to have a major or major/moderate severity of impact ranking in the visual impact assessment. If desired, visualizations may also be provided for other viewpoints in the project area so that a range of views at different distances and in different landscapes may be presented. Some of these additional visualizations can include viewpoints from nearby residences.
- Visualizations must include an accurate representation of the viewscape:
  - Before project construction has commenced.
  - After project construction has been completed, but without any mitigation measures implemented.
  - After project construction has been completed, and any proposed mitigation measures have been implemented.
- The visualizations should include an explanation of how they were prepared, how they are to be viewed, and what was done to ensure they were prepared accurately. A map must be provided that shows the location and direction of each visualization.
- Proposed mitigation measures to minimize or offset any adverse visual effects on the buffer zone or visual impact assessment zone.
- Describe the mitigation measures that will be implemented, including their location, predicted effectiveness during the project's full life cycle and whether the mitigation measures have been discussed with adjacent landowners. If vegetation screening is planned, confirm that it has also been discussed with local authorities.

End-of-life management and reclamation security

OP27) OP23) Provide an overview of how the operator will ensure sufficient funds are available at the project end of life to cover the cost of decommissioning and reclamation. Submit the initial renewable energy operations conservation and reclamation plan (REO C&R Plan) as set out in the *Conservation and Reclamation Directive for Renewable Energy Operations*.

OP28) Describe the reclamation security plan for the proposed power plant. The plan should include:

- A cost estimate prepared by a third party which describes the estimated costs of reclaiming the proposed project.
- Confirmation that the operator will have sufficient funds at the project end of life to meet its reclamation security plan.
- How the amount of the reclamation security will be calculated.
- The year of initial posting and when each subsequent amount will be added.
- The frequency with which the reclamation security estimate will be updated or re-assessed.
- What form the reclamation security will take (e.g., letter of credit, surety bond, other). Include an explanation of why the form of security was selected, having regard to its attributes and priority in bankruptcy, including how the secured party would be able to realize on the reclamation security should the project owner and operator be in default.
- The security beneficiaries to whom the reclamation security will be committed.
- When and how the beneficiary can access the security and any constraints on such access.
- The estimated salvage value of project components, including any supporting calculations and assumptions used to substantiate the salvage value.
- The standard to which the project site will be reclaimed upon decommissioning.

### Noise

OP29) ~~OP24)~~ Provide a noise impact assessment in accordance with Rule 012. If mitigation measures are recommended in the assessment, confirm the mitigation measures the applicant will implement.

OP30) Confirm that the applicant will comply with the construction noise requirements in Section 2.10 of Rule 012 or explain why it is not feasible or practical to implement them.

## Approvals, reports and assessments from other agencies

~~OP31)~~ ~~OP25)~~—Identify any other acts (e.g., *Environmental Protection and Enhancement Act*, *Water Act*, *Public Lands Act* and *Wildlife Act*) that may apply to the project, identify approvals the project may require, and provide the status of each of these approvals.

~~OP32)~~ ~~OP26)~~—~~Confirm that a~~Provide the *Historical Resources Act* approval ~~has been obtained or has been applied for~~. If a historic resource impact assessment is required, briefly describe any known historical or archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature. ~~If a *Historical Resources Act* approval has been obtained, provide a copy of it.~~

Applicants are responsible for ensuring that any summary provided protects the confidential and sensitive nature of a historical resource site.

~~OP33)~~ ~~OP27)~~—If the government of Alberta, through the Aboriginal Consultation Office (ACO) or otherwise, directed consultation with an Indigenous group for related approvals (i.e., *Public Lands Act*, *Water Act*, *Environmental Protection and Enhancement Act*, *Historical Resources Act*, *Government Organization Act*, etc.) the applicant must provide ~~a copy of~~ the pre-consultation assessment, the adequacy assessment and the specific issues and response table (if prepared). If the government of Alberta, through the ACO or otherwise, indicated that a pre-consultation assessment is not required, the applicant must provide ~~a copy of~~ that direction. If advice from the government of Alberta has not been obtained, the applicant must provide justification for its decision to not seek advice.

## Participant involvement program

~~OP34)~~ ~~OP28)~~—Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See Appendix A1 – Participant involvement program guidelines and Appendix A1-B – Participant involvement program guidelines for Indigenous groups).

~~OP35)~~ ~~OP29)~~—List all ~~occupants, residents and landowners on~~ landspersons within the appropriate notification radius as shown below and described in Appendix A1 – Participant involvement program guidelines, as well as Indigenous groups or other interested persons that were notified or consulted as part of the participant involvement program.

Table 4.79: Notification radius for other power plants

Size	Location	Notification radius
< 1 MW	urban	first row of occupied properties
	rural	1,500 metres
1 - <10 MW	urban	first row of occupied properties
	rural	1,500 metres
≥ 10 MW	urban or rural	2,000 metres

~~OP36)~~ ~~OP30)~~—Supply a list of contact information for all persons ~~who had been contacted as part of the participant involvement program listed in OP38~~ in an Excel spreadsheet in accordance with the template included in Appendix A1 – Participant involvement program guidelines.

~~OP31)~~—Summarize consultation with local municipal jurisdictions (e.g., cities, towns, municipal districts, counties).

~~OP37)~~ As described in Section 6.3 of Appendix A1, confirm that the municipal engagement form was provided to the affected municipality to complete for a minimum of 30 days, before filing the application. If the municipality completed the municipal engagement form, provide this form. If the municipality declined to complete the municipal engagement form, confirm what steps were taken to follow up with the municipality, including submitting copies of correspondence.

~~OP38)~~ Describe how the applicant engaged with potentially affected municipalities to modify the proposed power plant or to mitigate any of its potential adverse impacts to the municipality, prior to filing the application.

~~OP39)~~ ~~OP32)~~—Provide a feedback summary table to identify all persons who expressed a concern(s) about the project. For each person that, includes the following information:

- The name and land location of the person(s).
- The specifics of the concern(s).
- Steps taken to try and resolve the concern(s).
- Whether the concern(s) was resolved.

The AUC considers a concern to be resolved when the stakeholder in question expresses that they are satisfied with a proposed solution. The AUC does not consider that an applicant's acknowledgment of a stakeholder concern resolves the concern.

## Community generation

If the project is a proposed community generation project, the applicant must also submit the information specified in subsection 4.8.

### 4.6.3 Amendment process

This section outlines the process for projects that have received AUC approval and require an amendment. Depending on the scope of the proposed changes in relation to the original application, an applicant can make one of the following three types of submissions to amend its power plant approval: final project update, letter of enquiry, or amendment application.

Descriptions of eligibility for each of the submission types are described in the following sections.

#### Final project update

If an applicant has applied for a project where changes in equipment are anticipated after the approval of the application, a final project update must be submitted to the Commission at least 90 days ~~prior to~~before the start of construction. The allowances and requirements for a final project update are outlined below.

For power projects where the applicant is able to confirm that the project has stayed within the outlined allowances, an applicant is only required to submit a final project update on the record of the original proceeding. The Commission will review the update to confirm that the project has stayed within the allowances.



Please use the [Other power plant final project update requirements form](#) to assemble the information required for the final project update.

If project amendments as described in the final project update are not within the outlined allowances, an applicant must submit either a letter of enquiry or an amendment application to the AUC.

*Table 4.810: Final project update requirements for other power plants*

Project element	Allowance relative to approved element	Requirement for project update
Make, model, vendor and specifications associated with final generation equipment.	May change.	Confirm final make, model, vendor and specifications associated with the final generation equipment to be installed.
<u>Total capability</u> of power plant in MW.	Cannot increase <del>or decrease</del> by more than $\pm 10$ per cent or $\pm 10$ MW, whichever is less.	Confirm <u>total capability</u> of power plant in MW. <u>If the decrease is more than 10 per cent, confirm that the ISO has no concerns with the change.</u>



Project element	Allowance relative to approved element	Requirement for project update
Extent of land use disturbance located within the approved <u>power plant</u> project boundary.	May increase or decrease.	Confirm extent of land use disturbance (in hectares) located within the approved <u>power plant</u> project boundary.
Total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; <del>or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for permanent wetlands.</del>	Cannot increase.	Confirm total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for <u>permanent-class III (seasonal) or above</u> wetlands <u>has</u> ve not increased over what <u>was-has been</u> approved.
Noise environment.	Must continue to meet permissible sound levels at the most affected <u>receptor(s)</u> (as determined under Rule 012).	Provide sound output of noise generating equipment.  Provide table of predicted noise levels (to one decimal point) from finalized project at receptors.  Confirm that the project continues to meet permissible sound levels at the most affected receptors (as determined under Rule 012).  Provide any new or additional noise mitigation measures <u>that will be</u> implemented to ensure that permissible sound levels will be met.
Air emissions.	Cannot increase.	Confirm that air emissions associated with the updated project do not exceed those specified in the original application.
Participant involvement program.	If new or additional notification or consultation is required, including any requirements under Rule 012, there cannot be any unresolved objections to the project arising from the final project update.	Confirm that new or additional notification or consultation either was not required or that it was undertaken. Provide a summary of any new or additional notification or consultation that was undertaken.  Confirm that there are no unresolved objections to the project arising from the final project update.
Final plant site layout.		Provide a final plant site drawing and map with locations <u>and descriptions</u> of the project's major components and the site boundary.; <u>and-Also</u> provide a <u>Keyhole Markup Language (.kml/.kmz)</u> file <u>that contains the geospatial data of each major component as explained in OP5.</u>

### Letter of enquiry

If an applicant is making minor alterations to an existing or approved but not yet constructed power plant that exceed the final project update allowances set out in Table 4.810 but do not have potential adverse impacts on the environment or any person, the applicant may submit a letter of enquiry. In the letter of enquiry, the applicant must provide information respecting the need, nature, extent, land affected and the timing of the alterations. The applicant must demonstrate that the proposed alterations do not have any adverse impacts on the environment or any **person**.

### Amendment application

If an applicant is making changes to an existing or approved but not yet constructed power plant that exceed the final project update allowances outlined in Table 4.810 and do not meet the criteria for a letter of enquiry, the applicant must file a complete amendment application that provides all applicable information required within subsection 4.6.2.

## **4.7 Hydroelectric power plants and hydro developments**

An application to construct or alter a hydroelectric power plant and an associated **hydro development** must contain all of the following information requirements.

Hydro development applications are made pursuant to **sSections 9 and 10** of the *Hydro and Electric Energy Act*.

Power plant applications are made pursuant to Section 11 of the *Hydro and Electric Energy Act*.

A hydro development project may, depending on its size, require assessments by the Natural Resources Conservation Board, AEPA, and federal agencies including the Impact Assessment Agency of Canada.

### **4.7.1 Applications where changes in equipment are anticipated after the approval of the application**

To provide applicants with flexibility to accommodate technology selection after a project is approved, the requirements for a hydroelectric power plant include allowances that must be finalized in a project update.

An **applicant** submits one of the following types of applications to construct and operate a hydroelectric power plant:

- An application where no changes are anticipated after the approval of the application, and the applicant has identified specific equipment, including type and model, and proposes a specific layout for the project.
- An application where changes in equipment or layout are anticipated after the approval of the application.

If an applicant is filing for a project where changes in equipment or layout are anticipated after the approval of the application, the applicant must submit its application in accordance with the information requirements set out in subsection 4.7.2. An applicant must submit a final project update to the Commission at least 90 days before the start of construction, in accordance with the requirements set out in subsection 4.7.3.

#### 4.7.14.7.2 Information requirements



Please use the *Hydroelectric power plant and hydro development application form* to assemble the information requirements for the project. Hydroelectric power plant is abbreviated as HE below.

- HE1) State the approvals that are being applied for from the AUC. Describe the power plant including the number of generating units and their make, model and the **nominal capability** of each generating unit in MW, and the **hydro development**, including technical and engineering details.
- HE2) Provide a list of existing approvals for facilities directly affected by this project, if any.
- HE3) Provide details of the ownership structure, including the names of all companies having an ownership interest in the project and their ownership share, and if applicable, the name of the project operator. Confirm that the applicant is a **qualified owner**.
- HE4) For a municipality or a subsidiary of a municipality to hold an interest in a generating unit, provide documentation confirming compliance with Section 95 of the *Electric Utilities Act*.
- HE5) Describe the location of the project:
- Provide the legal description of the proposed hydro development (legal subdivision [LSD], section, township, range, meridian and/or plan, block, lot, municipal address for urban parcels) and connection point, if applicable.
  - Provide a Keyhole Markup Language (.kml/.kmz) file that reflects the information shown on the drawings and maps submitted to address information requirement HE6. The file should contain the geospatialgraphic data (geometry, location and attributes) of each of the major components, including substation location and project boundary of the proposed hydro development. This file should reflect the information shown on the drawings and maps submitted to address information requirement HE6 See the glossary definition for .kml/.kmz files for detailed specifications.

HE6) Provide the following drawings and maps with units of measure/scale and the direction of north specified:

- i. A legible plant site drawing showing all major equipment components of the proposed hydro development and the site-project boundary.
- ii. Legible maps showing:
  - The proposed hydro development site-project boundary.
  - Land ownership of surrounding lands, including any residences and dwellings within the notification and consultation radius described in [Appendix A1](#) – Participant involvement program guidelines, [Table A1-1](#): Electric facility application notification and consultation requirements.
  - Neighbouring municipalities, [First Nation reserves](#), Metis Settlements, including nearby roads, water bodies and other landmarks that may help identify the general location of the project area. This map may be at a larger scale than the detailed maps provided in response to other information requirements.
  - Important environmental features and [sensitive areas](#) in the [local study area](#).
  - Any additional [energy-related facilities](#) within the project area.
  - The major land use and resource features (e.g., vegetation, topography, water bodies, existing land use, existing rights-of-way). This information should also be provided in air photo mosaics.

HE7) Provide the requested approval date from the Commission, the expected construction start date, the expected in-service date of the project and the requested construction completion date to be used in the project approval. Provide the rationale for these dates.

HE8) Describe any public benefits that will be generated by the proposed project.

Project connection

~~HE8)HE9)~~ ~~HE8)~~ If a connection order is not concurrently being applied for, provide the expected date when the connection order application will be submitted.

~~HE9)HE10)~~ ~~HE9)~~—Provide the asset identification code assigned by the independent system operator (ISO) and the ISO Project ID number related to your system access service request, if available.

~~HE10)HE11)~~ ~~HE10)~~—If the proposed hydro development is to be connected to the transmission system, provide a map with one or more conceptual layouts showing possible routes and general land locations for facilities that would be used to interconnect the proposed hydro development to the Alberta Interconnected Electric System.

If the proposed hydro development is to be connected to the distribution system, provide a statement from the distribution facility owner indicating that it is willing to connect the generating facilities.

#### Emergency response plan

~~HE11)HE12)~~ ~~HE11)~~—Confirm the applicant has or will have a corporate or site-specific emergency response plan for the construction and operation of the proposed hydro development. If the applicant will have a corporate emergency response plan, ~~please~~ explain why it decided not to develop a site-specific emergency response plan.

~~HE12)HE13)~~ ~~HE12)~~—Provide a summary of the following:

- The site-specific risks (construction phase and operations phase) that have been identified to date.
- The emergency mitigation measures that have been identified.
- The site monitoring and communication protocols that will be put into place.

~~HE14)~~ ~~HE13)~~—Confirm that local responders and authorities have been contacted or notified regarding the project emergency response plan. Describe any requirements or feedback received and describe how the applicant intends to address the requirements and feedback received.

#### Municipal land use information

~~HE15)~~ Confirm whether the proposed project area complies with the applicable municipal planning documents including municipal development plans, intermunicipal development plans, area structure plans, land use bylaws (including applicable setbacks) and other municipal bylaws.

Identify any instances where the proposed project area does not comply with applicable municipal planning documents and provide a justification for any non-compliance.

HE16) Provide the current land use zoning for the proposed project area. If applicable, provide the land use amendment and/or development permit status for the proposed project area.

### Environmental information

HE17) ~~HE14)~~ Provide a summary of feedback received to date from AEPA addressing the environmental aspects of the project and any mitigation measures and monitoring activities recommended by AEPA.

HE18) ~~HE15)~~ If preparation of either a federal impact assessment or a provincial environmental impact assessment report was required, provide a copy as an appendix to the application and a separate environmental evaluation is not required. If a federal impact assessment or a provincial impact assessment report was not required, submit an environmental evaluation of the project. The environmental evaluation must:

- Describe the present (pre-project) environmental and land use conditions in the **local study area**. Provide all definitions and standards (i.e., *Alberta Wetland Identification and Delineation Directive*) used to prepare this description.
- Identify and describe the project activities and infrastructure that may adversely affect the environment. Include a description and the area (hectares) of permanent and temporary project activities and infrastructure.
- Identify the specific ecosystem components (i.e., terrain and soils, surface water bodies and hydrology, groundwater, wetlands, vegetation species and communities, wildlife species and habitat, aquatic species and habitat, air quality and environmentally sensitive areas) within the **local study area** that may be adversely affected by the project.
- Describe any potential adverse effects of the project on the ecosystem components during the **life of the project**.

All projects must be compliant with any applicable regional land use plans adopted under the *Alberta Land Stewardship Act*.

It is an applicant's responsibility to be aware of any emergency orders issued by Environment and Climate Change Canada that may be applicable to a project.

- Describe the methodology used to identify, evaluate and rate the adverse environmental effects and determine their **significance**, along with an explanation of the scientific rationale for choosing this methodology.
- Describe the mitigation measures the applicant proposes to implement during the life of the project to reduce the potential adverse effects.
- Describe the predicted residual adverse effects of the project and their significance after implementation of the proposed mitigation.
- Describe any monitoring activities the applicant proposes to implement during the life of the project to verify the effectiveness of the proposed mitigation.
- List the key environmental regulations and guidelines applicable to the project and provide rationale for any deviations from the guidelines.
- List the qualifications of the individual or individuals who conducted or oversaw the environmental evaluation. Include a description and the area (hectares) of permanent and temporary project activities and infrastructure.

HE19) ~~HE16)~~—Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

HE20) ~~HE17)~~—For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide ~~a copy of~~ the environmental impact analysis completed for the corresponding federal government department. ~~Indicate whether the project has the potential to cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental review process. If not contained within the impact analysis, include information describing all potential environmental effects of the project.~~ Projects on federal lands may be subject to provincial laws, standards and permits. The applicant must address how it has considered AUC Rule 007 and Rule 012 and describe the steps taken, if any, to address specific requirements set out in these rules.

### Visual impact assessment

HE21) If the project is located within a buffer zone or a visual impact assessment zone, as defined in Schedule 2 and Schedule 3 of the *Electric Energy Land Use and Visual Assessment Regulation*, submit a visual impact assessment. The visual impact assessment must include:

- An evaluation of the anticipated visual impacts on the buffer zone or visual impact assessment zone.
- Visual simulations from key vantage points illustrating the potential visual impact of the project.
- Key vantage points should include locations with valued viewsapes determined to have a major or major/moderate severity of impact ranking in the visual impact assessment. If desired, visualizations may also be provided for other viewpoints in the project area so that a range of views at different distances and in different landscapes may be presented. Some of these additional visualizations can include viewpoints from nearby residences.
- Visualizations must include an accurate representation of the viewscape:
  - Before project construction has commenced.
  - After project construction has been completed, but without any mitigation measures implemented.
  - After project construction has been completed, and any proposed mitigation measures have been implemented.
- The visualizations should include an explanation of how they were prepared, how they are to be viewed, and what was done to ensure they were prepared accurately. A map must be provided that shows the location and direction of each visualization.
- Proposed mitigation measures to minimize or offset any adverse visual effects on the buffer zone or visual impact assessment zone.
- Describe the mitigation measures that will be implemented, including their location, predicted effectiveness during the project's full life cycle and whether the mitigation measures have been discussed with adjacent landowners. If vegetation screening



is planned, confirm that it has also been discussed with local authorities.

**End-of-life management and reclamation security**

**HE22)** Submit the initial renewable energy operations conservation and reclamation plan (REO C&R Plan) as set out in the *Conservation and Reclamation Directive for Renewable Energy Operations*.

**HE23)** ~~HE18)~~ Describe the reclamation security plan for the proposed power plant. The plan should include~~Provide an overview of how the operator will ensure sufficient funds are available at the project end of life to cover the cost of decommissioning and reclamation.;~~

- A cost estimate prepared by a third party which describes the estimated costs of reclaiming the proposed project.
- Confirmation that the operator will have sufficient funds at the project end of life to meet its reclamation security plan.
- How the amount of the reclamation security will be calculated.
- The year of initial posting and when each subsequent amount will be added.
- The frequency with which the reclamation security estimate will be updated or re-assessed.
- What form the reclamation security will take (e.g., letter of credit, surety bond, other). Include an explanation of why the form of security was selected, having regard to its attributes and priority in bankruptcy, including how the secured party would be able to realize on the reclamation security should the project owner and operator be in default.
- The security beneficiaries to whom the reclamation security will be committed.
- When and how the beneficiary can access the security and any constraints on such access.
- The estimated salvage value of project components, including any supporting calculations and assumptions used to substantiate the salvage value.
- The standard to which the project site will be reclaimed upon decommissioning.

## Noise

~~HE24)~~ ~~HE19)~~—Provide a noise impact assessment in accordance with Rule 012. If mitigation measures are recommended in the assessment, confirm the mitigation measures the applicant will implement.

~~HE25)~~ Confirm that the applicant will comply with the construction noise requirements in Section 2.10 of Rule 012 or explain why it is not feasible or practical to implement them.

## Approvals, reports and assessments from other agencies

~~HE26)~~ ~~HE20)~~—Identify any other acts (e.g., *Environmental Protection and Enhancement Act, Water Act, Public Lands Act and Wildlife Act*) that may affect the project, identify approvals the project may require, and provide the status of each of these approvals.

~~HE27)~~ ~~HE21)~~—~~Confirm that a~~Provide the *Historical Resources Act* approval ~~has been obtained or has been applied for.~~ If a historic resource impact assessment is required, briefly describe any known historical or archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature. ~~If a *Historical Resources Act* approval has been obtained, provide a copy of it.~~

Applicants are responsible for ensuring that any summary provided protects the confidential and sensitive nature of a historical

~~HE28)~~ ~~HE22)~~—If the government of Alberta, through the Aboriginal Consultation Office (ACO) or otherwise, directed consultation with an Indigenous group for related approvals (i.e., *Public Lands Act, Water Act, Environmental Protection and Enhancement Act, Historical Resources Act, Government Organization Act, etc.*) the applicant must provide ~~a copy of~~ the pre-consultation assessment, the adequacy assessment and the specific issues and response table (if prepared). If the government of Alberta, through the ACO or otherwise, indicated that a pre-consultation assessment is not required, the applicant must provide ~~a copy of~~ that direction. If advice from the government of Alberta has not been obtained, the applicant must provide justification for its decision to not seek advice.

## Participant involvement program

~~HE29)~~ ~~HE23)~~—Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See Appendix A1 – Participant

involvement program guidelines and [Appendix A1-B](#) – Participant involvement program guidelines for Indigenous groups.)

~~HE30)~~ ~~HE24)~~ List all ~~occupants, residents and landowners on lands~~ persons within the appropriate notification radius as shown below and described in [Appendix A1](#) – Participant involvement program guidelines, as well as Indigenous groups, non-governmental organizations or other interested persons that were notified or consulted as part of the participant involvement program.

*Table 4.911: Notification radius for hydroelectric power plants*

Size	Location	Notification radius	Personal consultation
< 1 MW	urban	first row of occupied properties	N/A
	rural	1,500 metres	N/A
1 - <10 MW	urban	first row of occupied properties	first row of occupied properties
	rural	1,500 metres	N/A
≥ 10 MW	urban or rural	2,000 metres	800 metres

Because a [hydro development](#) may affect persons located at significant distances upstream and downstream of the facility, identifying directly and adversely affected persons may require a broader interpretation than in other facility review processes.

~~HE31)~~ ~~HE25)~~ Supply a list of contact information for all persons listed in HE30 ~~who had been contacted as part of the participant involvement program~~ in an Excel spreadsheet in accordance with the template included in [Appendix A1](#) – Participant involvement program guidelines.

~~HE26)~~ Summarize consultation with local municipal jurisdictions (e.g., cities, towns, municipal districts, counties).

The AUC considers a concern to be resolved when the stakeholder in question expresses that they are satisfied with a proposed solution. The AUC does not consider that an applicant’s acknowledgment of a stakeholder concern resolves the concern.

HE32) As described in Section 6.3 of Appendix A1, confirm that the municipal engagement form was provided to the affected municipality to complete for a minimum of 30 days, before filing the application. If the municipality completed the municipal engagement form, provide this form. If the municipality declined to complete the municipal engagement form, confirm what steps were taken to follow up with the municipality, including submitting copies of correspondence.

HE33) Describe how the applicant engaged with potentially affected municipalities to modify the proposed power plant or to mitigate any of its potential adverse impacts to the municipality, prior to filing the application.

HE34) HE27) Provide a feedback summary table to identify all persons who expressed a concern(s) about the project. For each person, that includes the following information:

- The name and land location of the person(s).
- The specifics of the concern(s).
- Steps taken to try and resolve the concern(s).
- Whether the concern(s) was resolved.

### Community generation

If the project is a proposed community generation project, the applicant must also submit the information specified in subsection 4.8.

### 4.7.3 Amendment process

This section outlines the process for projects that have received AUC approval and require an amendment. Depending on the scope of the proposed changes in relation to the original application, an applicant can make one of the following three types of submissions to amend its hydroelectric power plant approval: final project update, letter of enquiry, or amendment application.

Descriptions of eligibility for each of the submission types are described in the following sections.

#### Final project update

If an applicant has applied for a project where changes in equipment are anticipated after the application has been approved, a final project update must be submitted to the Commission at least 90 days before the start of construction. The allowances and requirements for a final project update are outlined below.

For hydroelectric power projects where the applicant is able to confirm that the project has stayed within the outlined allowances, an applicant is only required to submit a final project update on the record of the original proceeding. The AUC will review the update to confirm that the project has stayed within the allowances.

Please use the Hydroelectric power plant final project update form to assemble the information required for the final project update.

If project amendments as described in the final project update are not within the outlined allowances, an applicant must submit either a letter of enquiry or an amendment application to the AUC.

Table 4.12: Final project update for Hydroelectric power plants

<u>Project element</u>	<u>Allowance relative to approved element</u>	<u>Requirement for project update</u>
<u>Make, model, vendor and specifications associated with final generation equipment.</u>	<u>May change.</u>	<u>Confirm final make, model, vendor and specifications associated with the final generation equipment to be installed.</u>
<u>Total capability of power plant in MW.</u>	<u>Cannot increase by more than 10 per cent or 10 MW, whichever is less.</u>	<u>Confirm total capability of power plant in MW.</u>  <u>If the decrease is more than 10 per cent, confirm that the ISO has no concerns with the change.</u>
<u>Extent of land use disturbance located within the approved power plant project boundary.</u>	<u>May increase or decrease.</u>	<u>Confirm extent of land use disturbance (in hectares) located within the approved power plant project boundary.</u>
<u>Total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features</u>	<u>Cannot increase.</u>	<u>Confirm total disturbance (in hectares) to native grasslands or other types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; or any encroachments into Alberta Environment and Protected Areas' minimum setbacks for class III (seasonal) or above wetlands have not increased over what has been approved.</u>
<u>Noise environment.</u>	<u>Must continue to meet permissible sound levels at the most affected receptor(s) (as determined under Rule 012).</u>	<u>Provide sound output of noise generating equipment.</u>  <u>Provide table of predicted noise levels (to one decimal point) from finalized project at receptors.</u>

		<p><u>Confirm that the project continues to meet permissible sound levels at the most affected receptors (as determined under Rule 012).</u></p> <p><u>Provide any new or additional noise mitigation measures that will be implemented to ensure that permissible sound levels will be met.</u></p>
<u>Air emissions.</u>	<u>Cannot increase.</u>	<u>Confirm that air emissions associated with the updated project do not exceed those specified in the original application.</u>
<u>Participant involvement program.</u>	<u>If new or additional notification or consultation is required, including any requirements under Rule 012, there cannot be any unresolved objections to the project arising from the final project update.</u>	<p><u>Confirm that new or additional notification or consultation either was not required or that it was undertaken. Provide a summary of any new or additional notification or consultation that was undertaken.</u></p> <p><u>Confirm that there are no unresolved objections to the project arising from the final project update.</u></p>
<u>Final plant site layout.</u>		<u>Provide a final plant site drawing and map with locations and descriptions of the project's major components and the site boundary, and provide a .kml/.kmz file that contains the geospatial data of each major component as explained in HE5.</u>

### Letter of enquiry

If an applicant is making minor alterations to an existing or approved but not yet constructed hydroelectric power plant that exceed the final project update allowances set out in Table 4.12 but do not have potential adverse impacts on the environment or any person, the applicant may submit a letter of enquiry. In the letter of enquiry, the applicant must provide information respecting the need, nature, extent, land affected and the timing of the alterations. The applicant must demonstrate that the proposed alterations do not have any adverse impacts on the environment or any person.

### Amendment application

If an applicant is making changes to an existing or approved but not yet constructed hydroelectric power plant that exceed the final project update allowances outlined in Table 4.12 and do not meet the criteria for a letter of enquiry, the applicant must file a

[complete amendment application that provides all applicable information required within subsection 4.7.2.](#)

## 4.8 Community generation

If an applicant is applying to have a small-scale generating unit qualified as a community generating unit, or to report changes to an existing community generating unit, the application must include the information outlined below.

Community generation applications are made pursuant to the *Small Scale Generation Regulation*. To be eligible to be qualified as a community generating unit, a generating unit must first be qualified as a small-scale generating unit by the distribution facility owner for the service area in which the generating unit is located.

These information requirements do not apply to changes to a small-scale generating unit unless the changes may make the community generating unit cease to be a community generating unit, as outlined in Section 10 of the *Small Scale Generation Regulation*.

### 4.8.1 Information requirements



Please use the [Community generating unit application form](#) to assemble the information requirements for the project. Community generating unit is abbreviated as CG below.

#### Project description

- CG1) Describe the generating unit(s) including quantity, make, model and the [total capability](#) in MW.
- CG2) Describe the location of the generating unit(s).
- Provide the legal description of the generating unit site (legal subdivision [LSD], section, township, range, meridian and/or plan, block, lot, municipal address for urban parcels) and connection point, if applicable.
  - Confirm if the generating unit is located within an isolated community as defined in the *Isolated Generating Units and Customer Choice Regulation*. If the generating unit is located within an isolated community, confirm that the generating unit is not designated as an isolated generating unit.
- CG3) Confirm if the generating unit requires an AUC power plant approval.

- If the generating unit has an existing AUC power plant approval, provide the AUC power plant approval number.
- If there is an active AUC power plant application associated with the generating unit, provide the AUC proceeding number. If an application for an AUC power plant approval will be submitted at a later date, provide the estimated application date.
- If the generating unit does not require an AUC power plant approval, explain why an approval is not required.
- If the generating unit does not require an AUC power plant approval because it is a small power plant within the meaning of the *Hydro and Electric Energy Regulation*, confirm that the generating unit complies with each of the requirements of subsection 3(3) of that regulation.

If an application for an AUC power plant approval is being submitted concurrently with a community generation application, clearly indicate this in both the application for community generation and the power plant application.

CG4) Confirm if the generating unit is currently in service and if so, provide the in-service date. If the generating unit is not in service, provide the estimated in-service date. If the generating unit has not been constructed, provide the estimated construction start date.

#### Eligibility

CG5) Confirm that the generating unit qualifies as a small-scale generating unit under the *Small Scale Generation Regulation*; include documentation from the distribution facility owner confirming that qualification.

CG6) Describe how the community group associated with the generating unit satisfies the definition of community group in subsection 1(e) of the *Small Scale Generation Regulation*.

CG7) Provide the community benefits agreement or community benefits statement associated with the generating units, as defined in subsections 1(b) and 1(c) of the *Small Scale Generation Regulation*. Clearly describe the benefits received by the community group under the community benefits agreement or community benefits statement. Indicate the category or categories each benefit falls within (i.e., social, environmental or economic).



CG8) Provide details of the ownership structure of the generating unit, including the names of all entities having an ownership interest in the generating unit and their ownership share. Confirm if the generating unit is wholly owned by the community group identified in the community benefits statement or community benefits agreement.

CG9) Provide a detailed breakdown of costs for the meter equipment associated with the generating unit, excluding any related installation or commissioning costs. If the meter equipment has not been procured, provide an estimate of costs that will be incurred for the meter equipment, excluding any related installation or commissioning costs.

Pursuant to the *Small Scale Generation Regulation*, costs to install or commission the meter are excluded from the Commission's determination of the amount of compensation.

#### 4.8.2 Amendment process

Notice of any changes that may cause a qualified community generating unit to cease being a community generating unit, including changes described in subsection 10(1) of the *Small Scale Generation Regulation*, should be filed as a letter of enquiry application through the eFiling System.

A letter of enquiry notifying the Commission of changes to a qualified community generating unit may be filed by the generating unit owner or the distribution facility owner for the service area in which the generating unit is located.

### 5 Time extension applications for power plants

This section outlines the requirements for applications for a time extension to complete the construction or alteration of a power plant or [hydro development](#). Time extensions may be granted at the discretion of the Commission.

An application for a time extension for a power plant or hydro development must include the information outlined below.

Applications for a time extension to complete the construction or alteration of a power plant or hydro development are made pursuant to Section 19 of the *Hydro and Electric Energy Act*.

Time extension applications should be filed well in advance of the currently approved construction completion date ~~in order~~ to give the Commission sufficient time to consider the application.

## 5.1 Initial period to construct

From the power plant's initial approval date, applicants will have five years to finish construction.

After the five-year period to construct has passed, if a power plant has not been completed, applicants must file a new power plant application.

Time extension requests of short duration will only be available in limited and exceptional circumstances (e.g., a short extension request for projects that have already substantially completed construction and are facing a minor delay)."

### 5.15.2 Information requirements



Please use the *Time extension application for power plants form* to assemble the information requirements for the project. Time extension application for power plants is abbreviated as TEP below.

- TEP1) Provide a list of the existing approvals for facilities affected.
- TEP2) Explain whether construction of the approved power plant and other associated facilities has commenced. If it has not yet commenced, explain whether it will commence ~~prior to~~before the expiry date of the existing approval. Explain why the construction or alteration completion date will not be met, why the time extension is required and provide an updated project schedule, including the expected construction start date, the expected in-service date of the project and the requested construction completion date to be used in the project approval.
- TEP3) Provide a new noise impact assessment, as required under subsection 1.5 of Rule 012 if one or more of the following conditions is satisfied:
- The most affected dwelling(s) as defined by Rule 012 have changed; or
  - There are new **energy-related facilities** that may influence sound levels at dwellings located within 1.5 kilometres of the approved facility boundary.
- If mitigation measures are recommended in the assessment, provide a statement in the application confirming the measures the applicant proposes to implement.
- TEP4) Confirm that the applicant will implement the construction noise mitigation measures outlined in Section 2.10 of Rule 012, or explain why it is not feasible or practical to implement any of these construction noise mitigation measures.

- TEP5) ~~TEP4)~~—Confirm that the participant involvement program meets the requirements contained in [Appendix A1 – Participant involvement program guidelines](#) and [Appendix A1-B – Participant involvement program guidelines for Indigenous groups](#). Describe any concerns specific to the time extension request, raised by directly and adversely affected persons and how the concerns were dealt with or will be dealt with.
- TEP6) ~~TEP5)~~—Supply a list of contact information for all [persons](#) who were contacted as part of the participant involvement program in an [Excel spreadsheet](#) in accordance with the template included in Section 9 of [Appendix A1 – Participant involvement program guidelines](#).
- TEP7) ~~TEP6)~~—For a time extension to construct or alter a solar or wind power plant, provide:
- Confirmation that the renewable energy referral report will remain valid until the commencement of construction. If it will not remain valid until the commencement of construction, submit an updated renewable energy referral report from Alberta Environment and Protected Areas (~~AEPA~~) Fish and Wildlife Stewardship (~~AEPA-FWS~~), or confirmation that an updated referral report will be obtained such that the referral report is maintained as current until the commencement of construction.
  - Confirmation that the project wildlife surveys remain current and do not require updating, or confirmation that all wildlife surveys will be maintained as current until the commencement of construction.
- TEP8) ~~TEP7)~~—For a time extension to construct or alter a power plant that is not solar or wind power, provide confirmation that the project does not require a wildlife survey or that the project wildlife surveys remain current and do not require updating.
- TEP9) ~~TEP8)~~—If the project has received a connection order, confirm that the Alberta Electric System Operator (if the project is to be connected to the transmission system) or the distribution facility owner (if the project is to be connected to the distribution system) has no concerns with the new construction or alteration completion date.
- TEP10) ~~TEP9)~~—Provide any available updates on outstanding directions associated with the existing approvals.

## 6 Decommission and salvage or cancellation of power plants

Discontinuing the operation of a power plant is referred to as **decommission** in this section. Dismantling or removing any works or installations forming part of a power plant is referred to as salvaging.

Notifications to decommission and salvage power plants are made pursuant to Section 22 of the *Hydro and Electric Energy Act*. This notice should be filed as a letter of enquiry application through the eFiling System.

Provide a feedback summary table to identify all persons who expressed a concern(s) about the project that includes the following information:

- The name and land location of the person(s).
- The specifics of the concern(s).
- Steps taken to resolve the concern(s).
- Whether the concern(s) was resolved.

Applications to decommission and salvage a power plant that contains an isolated generating unit are made pursuant to Section 21 of the *Hydro and Electric Energy Act*.

Cancellation of an approval for an unconstructed power plant does not require an application. Instead, the power plant approval holder should indicate that the project is being cancelled in a response to the Commission's direction to provide confirmation of completion of the power plant.

## 7 Transmission lines, substations and other transmission facilities

This section outlines the requirements for applications for needs identification documents, and situations where needs identification documents may not be required. It then sets out the requirements for applications to construct and alter transmission facilities, including transmission lines, substations, telecommunications facilities and fibre optic facilities.

### 7.1 Needs identification document applications to construct or alter a substation or transmission line

The independent system operator (ISO) is responsible for identifying the need for the construction of new transmission projects or alterations to existing transmission facilities as set out in Section 34 of the *Electric Utilities Act* and the *Transmission Regulation*. When the ISO identifies such a need, it seeks approval from the Commission of a needs identification document which is sometimes referred to as a "NID" or a "NID application."

The ISO may submit an abbreviated needs identification document (ANID) application for a project responding to a generation or load system access service request at an estimated cost of less than \$15 million for system-related cost.

A NID or an ANID can be submitted either as a stand-alone application or concurrently with a related facility application. When applications are filed concurrently, the NID and facility applications will be reviewed in a single Commission proceeding; however, the ISO will remain responsible for any concerns raised with respect to the need and the proposed technical solution of system enhancement, upgrade or interconnection. An approval, if granted, will be issued to the ISO for the needs identification document or abbreviated needs identification document ~~prior to~~ before or at the same time as a permit and licence (if granted) is issued to the facility applicant.

Unless otherwise directed, a NID application must contain the information set out in the requirements listed in the *Transmission Regulation*, and information requirements set out in subsection 7.1.1 of this rule. An ANID application must include the information outlined in subsection 7.1.2. If the information required is not provided, the application must indicate the reason for which the information was omitted.

For routine ANIDs driven by system access service requests from generators and non-distribution facility owner loads, the ISO may file a checklist application confirming that the regulatory requirements for the proposed work have been completed. An ANID will only qualify as routine, and be eligible to be filed as a checklist application, if:

- There are no unresolved stakeholder objections.
- There are no system-related costs.
- The project does not result in any Category A adverse system impacts.
- The project is not anticipated to result in significant environmental effects.
- The alternative selection is straightforward or obvious (i.e.g., the ISO has compelling rationale for why one technical solution is superior).

For checklist applications, the ISO will not be required to file any other related supporting documents (e.g., technical studies, participant involvement program summaries), however, it will be required to retain the related supporting documents. The Commission will continue to ensure compliance with its requirements via audit procedures. The Commission will assess eligibility for an application to be filed as a checklist application and will issue a decision within five business days of receiving a properly completed checklist application. The ISO will be asked to file supplemental information for applications that are not eligible to be filed as checklist applications.



Please use the [Needs identification document checklist application form](#) to assemble the information required for a routine ANID checklist application.

Pursuant to the *Transmission Regulation*, a NID application is not required for:

- Maintenance upgrades, enhancements or other modifications to a transmission facility proposed by a transmission facility owner (TFO) or market participant if the maintenance upgrade, enhancement, or other modification improves the efficiency or operation of the transmission facility but does not materially affect transmission facility capacity.
- A transmission facility approved by the ISO pursuant to an abbreviated needs approval process established under ISO Rules Section 501.3.

If the exemption above does not apply, or if the TFO or market participant does not have prior approval from the ISO under the abbreviated needs approval process, it must receive AUC approval of the NID or ANID before an application for a new transmission facility or a time extension or alteration to an existing facility may be considered. Alternatively, the NID application may be submitted concurrently with the facility application under Section 15.4 of the *Hydro and Electric Energy Act*.

#### 7.1.1 Needs identification document application information requirements



Please use the [Needs identification document application form](#) to assemble the information requirements for the project. Needs identification document is abbreviated as NID below.

NID1) Provide the information required under subsection 11(3) of the *Transmission Regulation*.

NID2) Provide information to support the ISO assessment of the need and selection of a preferred option. This information should include but is not limited to:

- A desktop evaluation to evaluate the environmental and land use effects of the options.
- Technical analyses (such as power flow studies, stability studies, reactive power and other necessary studies) ~~prior to~~before and following connection of the applied-for load or generators.
- Short-circuit levels of all substations in the area under consideration before and after the proposed expansion or enhancements are completed.
- Transmission system losses before and after the proposed expansion or enhancements are completed.

NID3) Provide the rationale, determination and assumptions for the following:

- The proposed transmission line configurations for each option.

- Applicable ratings/capability for major elements.
- Electrical configuration of proposed new substations or amendments to existing substations for breaker arrangements, line terminations and other major equipment.

NID4) Provide an Association for the Advancement of Cost Engineering (AACE) Class 4 cost estimate for the applied-for option in accordance with the requirements in ISO Rules Section 504.5 and the Alberta Electric System Operator (AESO) Information Document #2015-002R, Service Proposals and Cost Estimating. The format of the cost estimate provided must take the form of the estimate summary that is obtained by completing the AESO’s cost estimate template (available on the AESO web page).

NID5) Indicate the date by which the transmission development described in the proposed needs identification document approval must be direct assigned to a transmission facility owner or market participant.

NID6) Describe the participant involvement program conducted by the ISO, including the rationale used to develop the participant involvement program (see [Appendix A2](#) – ISO participant involvement program guidelines). A summary of how the ISO addressed the issues raised by participants must be included in the NID application. If a facility application is not filed concurrently with a

Where an energy storage facility is proposed in a needs identification document application, please provide the information required from NID1 to NID6, where applicable.

NID application, explain how stakeholders were contacted and supply a postal code drop list or a list of contact information for all persons contacted as part of the participant involvement program in an Excel spreadsheet in accordance with the template included in Appendix A1 – Participant involvement program guidelines.

### 7.1.2 Abbreviated needs identification document application information requirements



Please use the [Abbreviated needs identification document application form](#) to assemble the information requirements for the project. Abbreviated needs identification document is also abbreviated-ashortened to “NID” below.

NID7) Provide the information required under subsections 11(3)(a), (b), (f), (g) and (h) of the *Transmission Regulation*.

NID8) Provide information to support the ISO’s assessment of the need and selection of a preferred option. Depending on the nature of the need and the proposed solution, this information may include but is not limited to:

- A desktop evaluation to evaluate the environmental and land use effects of the options.
- Technical analyses (such as power flow studies, stability studies, reactive power and other necessary studies) ~~prior to~~before and following connection of the applied-for load or generators.
- Short-circuit levels of all substations in the area under consideration before and after the proposed expansion or enhancements are completed.
- Transmission system losses before and after the proposed expansion or enhancements are completed.

NID9) Provide the rationale, determination and assumptions for the following:

- The proposed transmission line configurations for each option.
- Applicable ratings/capability for major elements.
- Electrical configuration of proposed new substations or amendments to existing substations for breaker arrangements, line terminations and other major equipment.

NID10) For projects where connection options are causing or exacerbating existing local area congestion, provide a connection assessment and the details of any operating procedures or remedial action schemes, generation must-run or constraint management protocols that may be implemented to meet reliability requirements ~~prior to~~before the transmission system enhancement or expansion being implemented.

NID11) Provide an AACE Class 4 cost estimate for the applied-for option and other viable options in accordance with the requirements in ISO Rules Section 504.5 and the AESO Information Document #2015-002R, Service Proposals and Cost Estimating. The format of the cost estimate provided must take the form of the estimate summary that is obtained by completing the AESO's cost estimate template (available on the AESO web page).

NID12) Provide a description of the participant involvement program conducted by the ISO, including the rationale used to develop the participant involvement program (see [Appendix A2](#) – ISO participant involvement program guidelines). A summary of how the ISO addressed the issues raised by participants must be included in the application.



## 7.2 Transmission line, substation and other transmission facility applications

This section outlines the requirements for applications to construct or alter transmission facilities, including transmission lines, substations, telecommunication facilities, and fibre optic facilities.

Applications to construct and operate [transmission facilities](#) are made pursuant to sections 14 and 15 of the *Hydro and Electric Energy Act*.

Applications by a market participant to construct and temporarily operate a substation or transmission line are made pursuant to Section 24.31 of the *Transmission Regulation*.

Any application to construct and operate a substation or transmission line must include the information outlined in subsection 7.2.1.

If the proposed development includes both a substation application and a transmission line application, and there is duplication between the requirements (for example, if one participant involvement program was completed for the project and each application requires a summary of the participant involvement program), the applicant must satisfy those requirements in full in one of the applications, and may refer to that application in the other application.

A separate application form should be submitted for each [transmission facility](#) and interconnection application as part of a single proceeding. [If a power plant or energy storage facility is also part of the proposed development, a separate application must be added in eFiling before registering the proceeding.](#)

If a new connection to the Alberta Interconnected Electric System is also necessary, a connection order application must also be made, pursuant to Section 18 of the *Hydro and Electric Energy Act*, and include the information indicated in Section 11.

Applications to discontinue, dismantle or remove an approved transmission facility are made pursuant to Section 21 of the *Hydro and Electric Energy Act*. The information requirements for these applications can be found in Section 9.

### 7.2.1 Information requirements



Please use the [Transmission/substation facility application form](#) to assemble the information requirements for the project. Transmission/substation facility is abbreviated as TS below.

#### Project description

- TS1) Provide a description of the proposed project.
- TS2) Confirm if the application is for a customer project or an application related to a proposal for a market participant under Section 24.31 of the *Transmission Regulation*.

- TS3) Provide details of the ownership structure, including the names of all companies having an ownership interest in the project and their ownership share, and if applicable, the name of the operator of the facilities that is seeking to acquire the permit or licence. Confirm that the applicant is a [qualified owner](#).
- TS4) Provide a list of existing approvals for facilities directly affected by this project, if any.
- TS5) Provide ~~a copy of~~ the ISO direct assignment letter pursuant to the *Electric Utilities Act*. Alternatively, if a needs identification document was not required, provide ~~a copy of~~ the ISO approval letter pursuant to the abbreviated needs approval process, or provide a statement in the application that the project was exempt pursuant to the *Transmission Regulation* (as described in subsection 7.1 of this rule).
- TS6) Provide the most up-to-date functional specification issued by the ISO.
- TS7) Describe the design and ratings of the transmission line and major elements of the substation.
- TS8) If the ISO requires the facility applicant to determine the choice of [conductors](#), describe the conductor size and arrangement selected and the basis for the conductor selection.
- TS9) If the application is not direct assigned by the ISO, provide the rationale for the rating/size of any proposed conductor or piece of [major substation equipment](#).
- TS10) Describe the proposed transmission line structure type, including height, ~~and~~ spacing ~~and use of structure guy wire anchors~~; if more than one type of structure is proposed, state where each type will be used.
- TS11) State the right-of-way width and the basis for determining the width.
- TS12) Describe all major substation equipment being applied for, including the height of any telecommunications structure, and provide a list of the final major equipment, ~~including only transmission-level equipment~~ that would be in the substation.
- TS13) Describe the switching and protection features of the proposed transmission facilities.
- TS14) Describe the electrical interaction of proposed transmission facilities with other facilities, such as pipelines, railways, telephone, radio and television transmission facilities, and other surface structures.

- TS15) Describe the changes to existing facilities required to accommodate the proposed facilities.
- TS16) Describe ~~any transmission line~~ the methodology for routing/siting the proposed transmission facility, including the principles and criteria used in identifying and assessing routes/sites, and how information and stakeholder feedback was incorporated, alternatives to the proposal, and compare the relative effects (environmental, social and economic, including any associated distribution costs) of these alternatives with the proposal.
- ~~TS17)~~ Describe the process used for routing/siting the proposed transmission facility, including identification of a study area, preliminary route/site identification, subsequent route/site revisions, and selection of final route(s)/site(s). Provide rationale for siting decisions, such as adding, modifying or removing routes/sites.
- ~~TS18)~~ Identify the proposed transmission facility route/site that the applicant considers to have the lowest overall impacts and provide quantitative (e.g., metric tables) and qualitative descriptions of the potential effects and comparisons to any other proposed routes/sites. If the route alternatives are segmented, include a comparison of the effects of each segment to the effects of its corresponding alternative segments.
- ~~TS17)TS19)~~ TS17) Provide an electric single-line diagram or switching map showing new facilities in place in the system. In the case of a substation, provide an electric single-line diagram and a substation layout diagram, including major ~~items of~~ equipment items and the fenced boundary of the substation, with units of measure/scale.
- ~~TS18)TS20)~~ TS18) Discuss the construction schedule, equipment and method of construction, and method of eventual right-of-way maintenance.
- ~~TS19)TS21)~~ TS19) Provide the requested approval date from the AUC, the expected construction start date, the expected in-service date of the project and the requested construction completion date to be stipulated in the project permit(s) and licence(s).
- ~~TS20)TS22)~~ TS20) If available, provide the location of any required temporary or permanent workspace areas and access roads, and state whether these locations are requested to be listed in a permit and licence.
- ~~TS21)TS23)~~ TS21) Provide the following drawings and maps with units of measure/scale and the direction of north specified:
- i. A legible map defining the study area ~~and state the reasons for the chosen area.~~

- ii. Legible maps of the proposed facilities showing:
  - The preferred transmission line route and any alternative routes or segments.
  - Right-of-way widths.
  - Location of the transmission line on the right-of-way.
  - Location of the transmission line relative to property lines.
  - Kilometre points along each transmission line route.
  - Consultation and notification radius boundaries described in Appendix A1 – Participant involvement program guidelines, Table A1-1: Electric facility application notification and consultation requirements.
- iii. Legible maps and air photo mosaics upon which the proposed transmission line route(s) and/or substation site(s) have been imposed and showing the residences, landowner names, and major land use and resource features along the route(s) and/or adjacent to the substation site(s) (e.g., agricultural crops or pasture, topography, soil type, existing land use, existing rights-of-way, aerodromes, telecommunication towers, existing or potential historical, archaeological or paleontological sites, and superficial and mineable resources).
- iv. Legible maps showing the most relevant environmental features, wildlife and aquatic habitat, ecological communities, environmentally sensitive areas, protected areas and designations present in the local study areaA legible transmission facilities structure and cross-section drawing series showing-:
  - Proposed right-of-way width.
  - Proposed structure type.
  - Proposed structure height and width.
  - Proposed transmission line conductor height.

TS24) ~~TS22)~~—Provide a Keyhole Markup Language (.kml/.kmz) file that reflects the information shown on the drawings and maps submitted to address information requirement TS21. that The file should contains the geospatialgraphic data (geometry, location and attributes) of each of the

major components. See the glossary definition for .kml/.kmz files for detailed specifications the transmission line centrelines for all applied for transmission route options and substation locations. This file should reflect the information shown on the drawings and maps submitted to address information requirement TS21.

TS25) ~~TS23)~~—If applicable, describe the measures proposed to minimize potential visual effects of the proposed development, including the identification of project components and locations that require screening and the screening measures (e.g., fences, earth berms, painting, landscaping) to be used.

#### Municipal land use information

TS26) Confirm whether the proposed transmission facilities comply with the applicable municipal planning documents including municipal development plans, intermunicipal development plans, area structure plans, land use bylaws (including applicable setbacks) and other municipal bylaws.

Identify any instances where the proposed project area does not comply with applicable municipal planning documents and provide a justification for any non-compliance.

#### Environmental information

TS27) ~~TS24)~~—Submit an environmental evaluation of the project. The environmental evaluation must:

- Describe the present (pre-project) environmental and land-use conditions for the proposed route, substation location and any alternatives. Provide all definitions and standards (i.e., Alberta Wetland Identification and Delineation Directive) used to prepare this description.
- Identify and describe the potential effects of construction and operation of the project on the environment. In particular, describe any potential adverse effects on soils, terrain, vegetation species and communities, wetlands, wildlife species and wildlife habitat, aquatic species and habitat, groundwater, surface water bodies and hydrology, environmentally sensitive areas, and land use within the local study area following and referencing published Alberta Environment and Protected Areas (AEPA) guidelines if applicable. Include a description and the area (hectares) of permanent and temporary project activities and infrastructure.
- Describe the methodology used and any field surveys conducted to identify, evaluate, and rate any potential environmental effects and determine their

All projects must be compliant with any applicable regional land use plans adopted under the *Alberta Land Stewardship Act*.

significance, along with an explanation of the scientific rationale for choosing this methodology.

- Describe the mitigation measures the applicant proposes to implement during the **life of the project** to reduce the potential adverse effects.
- Describe the predicted residual adverse effects of the project and their significance after implementation of the proposed mitigation.
- Describe any monitoring activities the applicant proposes to implement during the life of the project to verify the effectiveness of the proposed mitigation.
- List the key environmental regulations and guidelines applicable to the project and provide rationale for any deviations from the guidelines.
- List the qualifications of the individual(s) who conducted or oversaw the environmental evaluation and indicate the respective practice areas, practice standards or standards of competence demonstrated by these individuals.
- Present an overall comparison of the proposed routes, in particular, identify the environmental features and any potential environmental effects (e.g., on native vegetation communities, rare plants, wetlands, topography, unique terrain features, sensitive soils, wildlife species setbacks and wildlife habitat, and environmentally significant areas), and identify land use and resource features (e.g., agricultural, residential, recreational, forestry, trapping and hunting areas, protective notations, and existing or potential historical, archaeological or paleontological sites) for each route in a table with stated units (kilometre, total number, length, area, count, etc.).
- ~~Summarize the compatibility of the proposed facility with various municipal services if a proposed transmission line passes through or immediately adjacent to an urban centre.~~
- Provide a legible environmental map series with air photo mosaics showing:
  - The proposed transmission facilities including centrelines, right-of-ways, site boundaries, fence boundaries, temporary/permanent workspace areas, and/or access roads.
  - Relevant topography, soil type, environmental features, wildlife and aquatic habitat, ecological communities, environmentally sensitive areas, protected areas and designations present in the local study area.

It is an applicant's responsibility to be aware of any emergency orders issued by Environment and Climate Change Canada that may be applicable to a project.

- If the project crosses agricultural land, describe any plans to prevent the spread of weeds and pests on agricultural land.
- If the project involves the modification or repair of an existing substation, describe any current or past on-site use of polychlorinated biphenyls (PCB) and summarize any site-specific incident spill records. Where soil disturbance will occur on or immediately adjacent to the substation site, describe any soil sampling or contamination assessment to be undertaken and describe any plans to safely manage, transport and dispose of contaminated soils.

~~TS28)~~ ~~TS25)~~—For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide ~~a copy of~~ the environmental impact analysis completed for the corresponding federal government department. ~~Indicate whether the project has the potential to cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental review process.~~ If not contained within the impact analysis, include information describing all potential environmental effects of the project. Projects on federal lands may be subject to provincial laws, standards and permits. The applicant must address how it has considered AUC Rule 007 and Rule 012 and describe the steps taken, if any, to address specific requirements set out in these rules.

~~TS29)~~ ~~TS26)~~—Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

~~TS30)~~ ~~TS27)~~—Describe any decommissioning of existing transmission facilities and describe the reclamation plan that will be carried out, including for any temporary workspace areas and temporary access roads following commissioning.

#### Noise

~~TS31)~~ ~~TS28)~~—Provide a noise impact assessment in accordance with Rule 012 for new substations and transformer additions within an existing substation, clearly indicating the impact of the new substation and/or transformer addition. If mitigation measures are recommended in the assessment, confirm the mitigation measures the applicant will implement.

Confirm in the application that the applicant will implement the construction noise mitigation measures outlined in Section 2.10 of Rule 012, or explain why it is not feasible or practical to implement any of these construction noise mitigation measures.

TS32) ~~Confirm that the applicant will comply with the construction noise requirements in Section 2.10 of Rule 012 or explain why it is not feasible or practical to implement them.~~

#### Approvals from other agencies

TS33) ~~TS29)~~—Identify any other acts (e.g., *Environmental Protection and Enhancement Act, Water Act, Public Lands Act and Wildlife Act*) that may apply to the project, identify approvals the project may require, and provide the status of each of these approvals.

TS34) ~~TS30)~~—For the preferred route and possible alternatives, applicants must provide a summary of feedback received to date from AEPA (including the local wildlife biologist of AEPA) addressing the environmental aspects of the project, and confirmation that AEPA is satisfied with any proposed mitigation measures and monitoring activities, or identify any unresolved project aspects where agreement with AEPA was not achieved.

TS35) ~~TS31)~~—~~Confirm that~~Provide a the *Historical Resources Act* approval ~~has been obtained or has been applied for.~~ If a historic resource impact assessment is required, briefly describe any known historical, archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature. ~~If a *Historical Resources Act* approval has been obtained, provide a copy of it.~~

Applicants are responsible for ensuring that any summary provided protects the confidential and sensitive nature of a historical resource.

TS36) ~~If the government of Alberta, through the Aboriginal Consultation Office (ACO) or otherwise, directed consultation with an Indigenous group for related approvals (i.e., *Public Lands Act, Water Act, Environmental Protection and Enhancement Act, Historical Resources Act, Government Organization Act, etc.*) the applicant must provide the pre-consultation assessment, the adequacy assessment and the specific issues and response table (if prepared). If the government of Alberta, through the ACO or otherwise, indicated that a pre-consultation assessment is not required, the applicant must provide that direction. If advice from the government of Alberta has not been obtained, the applicant must provide justification for its decision to not seek advice.~~

#### Participant involvement program

TS37) ~~TS32)~~—Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See Appendix A1 – Participant involvement program)



guidelines and Appendix A1-B – Participant involvement program guidelines for Indigenous groups).

~~TS38)~~ ~~TS33)~~ List all ~~occupants, residents and landowners~~ persons within the appropriate notification radius as determined using Appendix A1 – Participant involvement program guidelines, as well as Indigenous groups and other interested persons that were notified or consulted as part of the participant involvement program.

~~TS39)~~ ~~TS34)~~ Supply a list of contact information for all persons listed in TS38 ~~who had been contacted as part of the participant involvement program~~ in an Excel spreadsheet in accordance with the template included in Appendix A1 – Participant involvement program guidelines.

~~TS35)~~ Summarize consultation with local municipal jurisdictions (e.g., cities, towns, municipal districts, counties).

~~TS40)~~ Describe how the applicant engaged with potentially affected municipalities to modify the proposed transmission facilities or to mitigate any of its potential adverse impacts to the municipality, prior to filing the application.

~~TS41)~~ ~~TS36)~~ Provide a feedback summary table to identify all persons who expressed a concern(s) about the project. ~~that For each person, includes~~ the following information:

- The specifics of the concern(s).
- Steps taken to resolve the concern(s).
- Whether the concern(s) was resolved.

The AUC considers a concern to be resolved when the stakeholder in question expresses that they are satisfied with a proposed solution. The AUC does not consider that an applicant's acknowledgment of a stakeholder concern resolves the concern.

### Economic assessment

~~TS42)~~ ~~TS37)~~ Provide an AACE Class 3 cost estimate for the preferred route and all alternatives on a common basis, in accordance with the requirements in ISO Rules Section 504.5 and the AESO Information Document #2015-002R, Service Proposals and Cost Estimating. The format of the cost estimate provided must take the form of the estimate summary that is obtained by completing the AESO's cost estimate template (available on the AESO web page). Where identifiable, include costs to be borne by persons other than the applicant and the applicant's customer(s) in the comparison. This information

requirement may not be applicable to market participant and merchant line applications.

### Market participant choice

~~TS38)~~ ~~In addition to the above, if~~ TS43) If the applicant is a market participant applying under Section 24.31 of the *Transmission Regulation*, the applicant must ~~also~~:

- Provide confirmation that all required agreements are in place with the TFO including the asset transfer agreement, the written agreement with the TFO for the temporary operation of the **transmission facility**, if available, and confirmation of ISO approval of the connection proposal.
- Specify the temporary period for which the market participant expects to hold the operating licence, which may not exceed the term specified in the written agreement with the TFO for the temporary operation of the transmission facility.

If the written agreement with the TFO for the temporary operation of the transmission facility is not available at the time of application filing, the market participant must provide confirmation that the agreement is in place ~~prior to~~**before** operation.

If a market participant or TFO is applying to transfer an operating licence for a **transmission facility** to a TFO, pursuant to the *Transmission Regulation* and the *Hydro and Electric Energy Act*, the application must be filed with the AUC ~~prior to~~**before** the end of the temporary period for which the market participant expects to hold the operating licence. The requirements for an application to transfer an operating licence from a market participant to a TFO can be found in Section 14 of this rule.

### Energy storage facility

~~TS39)~~ ~~If an energy storage facility is to be constructed and operated as part of a transmission line, the applicant must also submit the information specified in Section 10.~~

~~TS40)~~ ~~An applicant seeking to construct and operate an energy storage facility as part of a transmission line must provide the approval number for the associated needs identification document application.~~

## 7.2.2 Amendment process

This section outlines the process for transmission facilities that have received AUC approval and require an amendment. Depending on the scope of the proposed changes in

relation to the original application, an applicant can proceed to amend its transmission facilities approvals without filing an application, by submitting a checklist application or an amendment application. If the amendment is related to an energy storage facility that is to be constructed and operated as part of a transmission line, applications must include the information outlined in subsection 10.4 as applicable.

#### No application

No application is required if there are no changes to the existing permit and licence and the project meets all of the following conditions:

- It is considered a minor alteration.
- There are no adverse effects on a [person](#) or the environment.

If a decision is required by the AUC, a [letter-of-enquirychecklist](#) application or an amendment application should be submitted.

If no application is required, proponents shall retain a project record for information purposes that includes a project description, the need, nature, extent and the timing of the project, and the criteria used to determine that the project was a minor alteration with no adverse effects on a person or the environment. The project record could be requested by the Commission in the event that there is a complaint related to the project. Further, the project record may be subject to a subsequent compliance review by the AUC.

Examples of projects that would likely be considered minor alterations have no adverse effects on a person or the environment, and would therefore not require an application, include:

- Addition or replacement of equipment in a substation that is not considered [major substation equipment](#).
- A like-for-like replacement of major substation equipment where there is no change to the substation's fenced area or noise profile.
- A like-for-like [transmission tower](#) replacement [of an individual or small number of transmission structures](#) with no change to the transmission line's approved right-of-way. [A marginal increase, up to 25 per cent, from the height of the existing structure is allowable.](#)
- Most maintenance to substations, transmission lines and telecommunications towers.

#### Checklist application

If the project is a minor alteration and there are no adverse effects on a person or the environment, but the project requires the amendment of an existing permit and licence, or requires a decision by the AUC, the application should be filed as a checklist application.

The applicant must file a checklist application, confirming that all the regulatory requirements for the proposed amendment have been met ~~and a draft of the amended permit and licence~~, including an updated transmission ~~line route facilities~~ map. All applications for minor **transmission facility** alterations must be filed as a checklist application using the checklist form. The checklist form contains questions respecting the need, nature, extent and the timing of the alterations and confirmations that the proposed alterations do not have any adverse impacts on the environment and people.

Applicants are not required to file any other related supporting documents (e.g., environmental evaluations, participant involvement program summaries), however, applicants are required to retain all related supporting documents. The Commission will continue to ensure compliance with its requirements via an audit review process.

The Commission will assess eligibility for an application to be filed as a checklist application and will issue a decision within five business days of receiving a properly completed checklist application. Applicants may be asked to file supplemental information for applications that are not eligible to be filed as checklist applications.



Please use the **Electric transmission checklist application form** and accompanying instructions to assemble the information requirements for a transmission facility alteration.

#### Amendment application

If an applicant is making changes that are not a minor alteration, or there are potentially adverse effects on a person or the environment, the applicant must file an amendment application with the AUC that provides all applicable information required within subsection 7.2.1.

## 8 Time extension applications for transmission facilities

An application for a time extension for a [transmission facility](#) must be filed as a checklist application confirming that the regulatory requirements for the proposed time extension have been met ~~and, in some cases, a draft of the amended permit and licence must be included.~~

Applications for a time extension to complete the construction or alteration of a substation or transmission line are made pursuant to Section 19 of the *Hydro and Electric Energy Act*.

Applicants will not be required to file any other related supporting documents (e.g., environmental evaluations, participant involvement program summaries), however, applicants will be required to retain the related supporting documents. The Commission will continue to ensure compliance with its requirements via audit procedures.

The Commission will assess eligibility for an application to be filed as a checklist application and will issue a decision within five business days of receiving a properly completed checklist application. Applicants will be asked to file supplemental information for checklist applications that do not meet the requirements.



Please use the [Electric transmission time extension checklist application form](#) and accompanying instructions to assemble the information requirements for a time extension for a transmission facility.

If a time extension is related to an energy storage facility that is to be constructed and operated as part of a transmission line, applications must include the information outlined in subsection 10.7 as applicable.

## 9 Decommission and salvage or cancellation for transmission facilities

Applications to discontinue the operation of, or dismantle or remove any work or installation forming part of a permit and/or licence with respect to a substation, a transmission line and other transmission facilities are made pursuant to Section 21 of the *Hydro and Electric Energy Act*.

An application to [decommission](#) or salvage a [transmission facility](#) must include the information outlined in subsection 9.1. If the decommission and salvage is related to an energy storage facility that is to be constructed and operated as part of a transmission line, applications must include the information outlined in subsection 10.5 as applicable.

An application to cancel a transmission facility permit and licence must include the information outlined in subsection 9.2. If the cancellation is related to an energy storage facility that is to be

Time extension applications should be filed well in advance of the currently approved construction completion date in order to give the Commission sufficient time to consider the application.

constructed and operated as part of a transmission line, applications must include the information outlined in subsection 10.6 as applicable.

## 9.1 Decommission and salvage information requirements



Please use the *Decommission and salvage application form* to assemble the information requirements for the project. Decommission and salvage is abbreviated as DST below.

- DST1) Provide the permit and licence of the facility to be **decommissioned** or salvaged.
- DST2) Provide a letter from the ISO endorsing the project.
- DST3) Provide information on: the salvage, remediation and reclamation work to be performed; an assessment of contamination; the legislative requirements or other published guidelines that will be adhered to or considered.
- DST4) Confirm that decommissioning will take place in a **accordance** with any clean up and reclamation plan in place.
- DST5) Provide a cost estimate and the schedule for the **decommission and** salvage.
- DST6) ~~Confirm that personal notification was provided to occupants, residents, landowners, Indigenous groups and other utilities on, or directly adjacent to, the project right-of-way or location~~ Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See Appendix A1 – Participant involvement program guidelines and Appendix A1-B – Participant involvement program guidelines for Indigenous groups).
- ~~DST7) List all persons within the appropriate notification radius as described in Appendix A1 – Participant involvement program guidelines, as well as Indigenous groups, owners of aerodromes or other interested persons that were notified or consulted as part of the participant involvement program.~~
- ~~DST8) Supply a list of contact information for all persons listed in DST7 in an Excel spreadsheet in accordance with the template included in Appendix A1 – Participant involvement program guidelines.~~  
Summarize consultation with local municipal jurisdictions (e.g., cities, towns, municipal districts, counties).
- ~~DST9) DST7) Provide a feedback summary table to identify all persons who expressed a concern(s) about the project. For each person, that includes the following information:~~

- The specifics of the concern(s).
- Steps taken to resolve the concern(s).
- Whether the concern(s) was resolved.

DST10) Provide a Keyhole Markup Language (.kml/.kmz) file that contains the geographic data of the proposed decommission and salvage locations of transmission lines. See the glossary definition for .kml/.kmz files for detailed specifications.

## 9.2 Cancellation information requirements



Please use the [Cancellation application form](#) to assemble the information required for the cancellation of a project. Cancellation is abbreviated as CT below.

### Needs identification document approval cancellation

CT1) Provide the approval number to be cancelled and the rationale for the cancellation.

### Transmission line, substation and other transmission facility cancellation

CT2) Provide the permit and licence [and connection order](#) number [\(if applicable\)](#) to be cancelled.

~~CT3) Provide the connection order number to be cancelled, if applicable.~~

CT3) Provide a letter from the ISO endorsing the cancellation.

CT4) Describe whether any work on the construction of the transmission line or substation has been started, and if so, describe the extent of the work.

CT5) If any work on the construction of the transmission line or substation has been started, describe how the site will be reclaimed.

CT6) Confirm that personal notification was provided to occupants, residents, landowners, Indigenous groups, and other utilities on, or [directly adjacent](#) to, the project right-of-way or location.

## 10 Energy storage facilities

If an applicant is applying to construct and operate a new energy storage facility or to alter an approved energy storage facility, the application must include the information requirements listed in subsection 10.3 or 10.4.

If a substation, power plant or connection to the Alberta Interconnected Electric System ~~order~~ is also part of the project, a separate ~~interconnection~~ application form for each component should be added to the proceeding in eFiling prior to before registering the proceeding.

### 10.1 Energy storage facility as part of an electric distribution system



If an energy storage facility is to be constructed and operated as part of an electric distribution system, in addition to the information requirements ~~ES1 to ES32~~ in subsection 10.34, the applicant must provide information demonstrating that:

- it is not able to competitively procure non-wires services;
- there is only one provider of a non-wires service available;
- competitively procuring non-wires services is not economic; or
- the proposed use of an energy storage facility would provide superior safety and reliability to the electric distribution system.

### 10.2 Exemption



If the energy storage facility is less than one MW, the owner may proceed without filing an application if the requirements of subsection 3(3) of the *Hydro and Electric Energy Regulation* are met.

The following types of ownership may apply to an energy storage facility:

**Merchant** - Private ownership with unlimited-full market participation. An application should be made under Section 13.01(1) of the *Hydro and Electric Energy Act*.

**Distribution facility owner (DFO)** – Requires certain DFO-specific criteria to be met and no market participation. An application should be made under Section 25.1 of the *Hydro and Electric Energy Act*.

**Transmission facility owner**– Requires an approved needs identification document application and no market participation. An application should be made under sections 14 and 15 of the *Hydro and Electric Energy Act*.



### 10.3 Energy storage facility information requirements



Please use the [Energy storage facility application form](#) to assemble the information requirements for the project. Energy storage facility is abbreviated as ES below.

The applicant for a pumped hydro energy storage facility should also submit information required under Section 4.7 Hydroelectric power plants and hydro developments.

#### Project description

- ES1) State the approvals that are being applied for from the AUC.
- ES2) Provide the [total capability](#) in MW and storage capacity in megawatt hour (MWh) of the project.
- ES3) Describe where the proposed energy storage facility is charged from and discharged to.
- ES4) Summarize the discussions held with the ISO, transmission facility owner, and/or distribution facility owner regarding the interconnection of the proposed energy storage facility, including any concerns indicated and solutions proposed.
- ES5) Provide a single-line diagram for the project including the metering points for the proposed project.
- ES6) Describe the recycling plan, based on current regulations, for the energy storage facility at project end of life and confirm that the final recycling plan will be in accordance with the regulation in place at the time of [decommissioning](#).
- ES7) Provide a list of existing approvals for facilities directly affected by this project, if any.
- ES8) Provide details of the project ownership structure, including the names of all companies having an ownership interest in the project and their ownership share, and if applicable, the name of the project operator. Confirm that the applicant is a [qualified owner](#).
- ES9) Provide documentation confirming compliance with Section 95 of the *Electric Utilities Act*, if applicable.
- ES10) Describe the location of the project:
  - Provide the legal description of the proposed project site (legal subdivision [LSD], section, township, range, meridian and/or plan, block, lot, municipal address for urban parcels) and connection point, if applicable.

- Provide a Keyhole Markup Language (.kml/.kmz) file that reflects the information shown on the drawings and maps submitted to address information requirement ES11. The file should contain the geospatial data (geometry, location and attributes) for of each of the major components and project boundary of the proposed project. This file should reflect the information shown on the drawings and maps submitted to address information requirement ES11See the glossary definition for .kml/.kmz files for detailed specifications.

ES11) Provide the following drawings and maps with units of measure/scale and the direction of north specified:

- i. A legible plant site drawing showing all major equipment components and the project ~~site~~ boundary.
- ii. Legible maps showing:
  - The project ~~site~~ boundary.
  - Land ownership of surrounding lands, including any residences and dwellings within the notification ~~and consultation~~ ~~radius~~ described in [Appendix A1](#) – Participant involvement program guidelines, [Table A1-1](#): Electric facility application notification and consultation requirements.
  - Neighbouring municipalities, [First Nation reserves](#), Metis Settlements, including nearby roads, water bodies and other landmarks that may help identify the general location of the project area. This map may be at a larger scale than the detailed maps provided in response to other information requirements.
  - Important environmental features and [sensitive areas](#) in the [local study area](#).
  - Any additional [energy-related facilities](#) within the project area.
  - The major land use and resource features (e.g., vegetation, topography, existing land use, existing rights-of-way). This information should also be provided in air photo mosaics.

ES12) Provide the requested approval date from the Commission, the expected construction start date, the expected in-service date of the project and the requested construction completion date to be used in the project approval. Provide the rationale for these dates.

ES13) Describe any public benefits that will be generated by the proposed project.

## Project connection

ES13)ES14) \_\_\_\_\_ If a connection order is not concurrently being applied for, provide the expected date when the connection order application will be submitted.

ES14)ES15) \_\_\_\_\_ Provide the asset identification code assigned by the independent system operator (ISO) and the ISO Project ID number related to your system access service request, if available.

ES15)ES16) \_\_\_\_\_ If the energy storage facility is to be connected to the transmission system, provide a map with one or more conceptual layouts showing possible routes and general land locations for facilities that would be used to interconnect the energy storage facility to the Alberta Interconnected Electric System.

If the energy storage facility is to be connected to the distribution system, provide a statement from the distribution facility owner indicating that it is willing to connect the energy storage facilities.

## Emergency response plan

ES16)ES17) \_\_\_\_\_ Confirm the applicant has or will have a corporate or site-specific emergency response plan for the construction and operation of the proposed energy storage facility. If the applicant will have a corporate emergency response plan, ~~please~~ explain why it decided not to develop a site-specific emergency response plan.

ES17)ES18) \_\_\_\_\_ Provide a summary of the following:

- The site-specific risks (construction phase and operations phase) that have been identified to date.
- The emergency mitigation measures that have been identified.
- The site monitoring and communication protocols that will be put into place.

ES19) Describe the location and the extent of available capacity of the emergency responders to address an emergency

ES20) Confirm that local responders and authorities have been contacted or notified regarding the project emergency response plan. Describe any requirements or feedback received and describe how the applicant intends to address the requirements and feedback received.

ES21) Describe how the applicant will continually update and improve its emergency response program including the site-specific emergency response plans, including how it will continue to incorporate input from local fire departments and nearby landowners/residents.

ES22) Confirm that the site-specific response plan will be finalized two months prior to construction commencement.

ES23) ~~ES18)~~ Confirm that local responders and authorities have been contacted or notified regarding the project emergency response plan. Describe any requirements or feedback received and describe how the applicant intends to address the requirements and feedback received.

Additional requirements for battery energy storage facilities

ES24) Describe the battery chemistry, for example, Nickel Manganese Cobalt (NMC) or Lithium Iron Phosphate (LFP).

ES25) Provide the name of the vendor if available.

ES26) Explain the systems that will be used by the applicant to monitor the site and what will be monitored for example, 24/7 remote monitoring, mechanism to trigger a protection mode for isolation, the use of infrared cameras or smoke detectors.

It is an applicant's responsibility to be aware of any emergency orders issued by Environment and Climate Change Canada that may be applicable to a project.

ES27) Submit a report that provides air quality dispersion modelling and a risk assessment using the best available information on the battery type to be used (e.g., select the characteristics of the most likely or most representative choice of battery vendor). The report should include, but is not limited to:

- The assumptions and methodologies used in the modelling.
- The chemistry and toxicity of the emissions to adjacent residents and animals at the closest residence and the proposed project boundary.
- A map or visual depiction illustrating the conclusions of the report.
- The credentials and qualifications of the individual or individuals who performed the modelling and prepared the report.

- Describe what training (initial and ongoing) will be provided to emergency responders and indicate whether the emergency responders have requested training.
- The mitigation measures that should be included in the site-specific emergency response plan.

ES28) Describe how the applicant plans to continually implement ongoing upgrades to improve the safety of the project, including but not limited to firmware and software enhancements, monitoring capability enhancements, process changes and safety standards as they are developed.

ES29) Provide a preliminary site-specific emergency response plan that, at a minimum,

Incorporates the vendor specific procedures that are set out related to emergency response.

Describes the proposed fire extinguishing agent, fire-fighting approach and any signage or instructions that will be proposed at the site to warn passing by persons.

Describes who, in the event of a fire, will undertake third party air monitoring, what will be monitored and how the monitoring will be conducted

#### Municipal land use information

ES30) Confirm whether the proposed energy storage facility complies with the applicable municipal planning documents including municipal development plans, intermunicipal development plans, area structure plans, land use bylaws (including applicable setbacks) and other municipal bylaws.

Identify any instances where the proposed energy storage facility does not comply with applicable municipal planning documents and provide a justification for any non-compliance.

ES31) Provide the current land use zoning for the proposed energy storage facility. If applicable, provide the land use amendment and/or development permit status for the proposed energy storage facility.

#### Environmental information

ES32) ~~ES19)~~ Provide a summary of feedback received to date from AEPA addressing the environmental aspects of the project and any

mitigation measures and monitoring activities recommended by AEPA.

~~ES33)~~ ~~ES20)~~ If preparation of either a federal impact assessment or a provincial environmental impact assessment report was required, provide a copy as an appendix to the application and a separate environmental evaluation is not required. If a federal impact assessment or a provincial impact assessment report was not required, submit an environmental evaluation of the project. The environmental evaluation must:

- Describe the present (pre-project) environmental and land use conditions in the local study area. Provide all definitions and standards (i.e., Alberta Wetland Identification and Delineation Directive) used to prepare this description.
- Identify and describe the project activities and infrastructure that may adversely affect the environment. Include a description and the area (hectares) of permanent and temporary project activities and infrastructure.
- Identify the specific ecosystem components (i.e., terrain and soils, surface water bodies and hydrology, groundwater, wetlands, vegetation species and communities, wildlife species and habitat, aquatic species and habitat, air quality and environmentally sensitive areas) within the local study area that may be adversely affected by the project.
- Describe any potential adverse effects of the project on the ecosystem components during the life of the project.
- Describe the methodology used to identify, evaluate and rate the adverse environmental effects and determine their significance, along with an explanation of the scientific rationale for choosing this methodology.
- Describe the mitigation measures the applicant proposes to implement during the life of the project to reduce the potential adverse effects.
- Describe the predicted residual adverse effects of the project and their significance after implementation of the proposed mitigation.
- Describe any monitoring activities the applicant proposes to implement during the life of the project to verify the effectiveness of the proposed mitigation.
- List the key environmental regulations and guidelines applicable to the project and provide rationale for any deviations from the guidelines.

- List the qualifications of the individual or individuals who conducted or oversaw the environmental evaluation and indicate the respective practice areas, practice standards or standards of competence demonstrated by these individuals.

~~ES34)~~ ~~ES21)~~— For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide ~~a copy of~~ the environmental impact analysis completed for the corresponding federal government department. If not contained within the impact analysis, include information describing all potential environmental effects of the project. Indicate whether the project has the potential to cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental review process. Projects on federal lands may be subject to provincial laws, standards and permits. The proponent must address how it has considered AUC Rule 007 and Rule 012 and describe the steps taken, if any, to address specific requirements set out in these rules.

All projects must be compliant with any applicable regional land use plans adopted under the *Alberta Land Stewardship Act*.

~~ES35)~~ ~~ES22)~~— Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

#### End-of-life management and reclamation security

~~ES36)~~ ~~ES23)~~— ~~Provide an overview of how the operator will ensure sufficient funds are available at the end of life of the project to cover the cost of decommissioning and reclamation. Describe the reclamation security plan for the proposed power plant. The plan should include-:~~

- A cost estimate report prepared by a third party which describes the estimated costs of reclaiming the proposed project.
- Confirmation that the operator will have sufficient funds at the project end of life to meet its reclamation security plan.

- How the amount of the reclamation security will be calculated.
- The year of initial posting and when each subsequent amount will be added.
- The frequency with which the reclamation security estimate will be updated or re-assessed.
- What form the reclamation security will take (e.g., letter of credit, surety bond, other). Include an explanation of why the form of security was selected, having regard to its attributes and priority in bankruptcy, including how the secured party would be able to realize on the reclamation security should the project owner and operator be in default.
- The security beneficiaries to whom the reclamation security will be committed.
- When and how the beneficiary can access the security and any constraints on such access.
- The estimated salvage value of project components, including any supporting calculations and assumptions used to substantiate the salvage value.
- The standard to which the project site will be reclaimed upon decommissioning.

## Noise

ES37) ~~ES24)~~— Provide a noise impact assessment in accordance with Rule 012. If mitigation measures are recommended in the assessment, confirm the mitigation measures the applicant will implement.

ES38) Confirm that the applicant will comply with the construction noise requirements in Section 2.10 of Rule 012 or explain why it is not feasible or practical to implement them.

## Approvals, reports and assessments from other agencies

ES39) ~~ES25)~~— Identify any other acts (e.g., *Environmental Protection and Enhancement Act, Water Act, Public Lands Act and Wildlife Act*) that may apply to the project, identify approvals the project may require, and provide the status of each of these approvals.



~~ES40) ES26)~~ ~~Confirm that a~~ Provide the *Historical Resources Act* approval ~~has been obtained or has been applied for.~~ If a historic resource impact assessment is required, briefly describe any known historical or archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature. ~~If a *Historical Resources Act* approval has been obtained, provide a copy of it.~~

Applicants are responsible to ensure that any summary provided protects the confidential and sensitive nature of a historical resource site.

~~ES41) ES27)~~ If the government of Alberta, through the Aboriginal Consultation Office (ACO) or otherwise, directed consultation with an **Indigenous group** for related approvals (i.e., *Public Lands Act, Water Act, Environmental Protection and Enhancement Act, Historical Resources Act, Government Organization Act*, etc.) the applicant must provide ~~a copy of~~ the pre-consultation assessment, the adequacy assessment and the specific issues and response table (if prepared). If the government of Alberta, through the ACO or otherwise, indicated that a pre-consultation assessment is not required, the applicant must provide ~~a copy of~~ that direction. If advice from the government of Alberta has not been obtained, the applicant must provide justification for its decision to not seek advice.

#### Participant involvement program

~~ES42) ES28)~~ Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See **Appendix A1** – Participant involvement program guidelines and **Appendix A1-B** – Participant involvement program guidelines for Indigenous groups).

~~ES43) ES29)~~ List all ~~occupants, residents and landowners on~~ landspersons within the appropriate notification radius as shown below and described in **Appendix A1** – Participant involvement program guidelines, as well as **Indigenous groups** or other interested persons that were notified or consulted as part of the participant involvement program.

Table 10.1: Notification radius for energy storage facilities

Size	Location	Notification radius
≥150 kW but < 1 MW	urban	first row of occupied properties
	rural	400 metres
1 - <10 MW	urban	first row of occupied properties
	rural	800 metres
≥ 10 MW	urban or rural	800 metres

ES44) ~~ES30)~~— Supply a list of contact information for all **persons listed in ES43** who had been contacted as part of the participant involvement program in an **Excel** spreadsheet in accordance with the template included in **Appendix A1** – Participant involvement program guidelines.

ES31)— Summarize consultation with local **municipal** jurisdictions (e.g., **cities, towns, municipal districts, counties**).

ES45) ~~As described in Section 6.3 of Appendix A1, confirm that the municipal engagement form was provided to the affected municipality to complete for a minimum of 30 days, before filing the application. If the municipality completed the municipal engagement form, provide this form. If the municipality declined to complete the municipal engagement form, confirm what steps were taken to follow up with the municipality, including submitting copies of correspondence.~~

The AUC considers a concern to be resolved when the stakeholder in question expresses that they are satisfied with a proposed solution. The AUC does not consider that an applicant's acknowledgment of a stakeholder concern resolves the concern.

ES46) ~~Describe how the applicant engaged with potentially affected municipalities to modify the proposed energy storage facility or to mitigate any of its potential adverse impacts to the municipality, before filing the application.~~

ES47) ~~ES32)~~— Provide a feedback summary table to ~~identify~~ all persons who expressed a concern(s) about the project. ~~For each person, that includes~~ the following information:

- ~~The name and land location of the person(s).~~
- The specifics of the concern(s).
- Steps taken to try and resolve the concern(s).
- Whether the concern(s) was resolved.

## 10.4 Amendment process for energy storage facilities

This section outlines the process for projects that have received AUC approval and require an amendment. Depending on the scope of the proposed changes in relation to the original application, an applicant can make one of the following three types of submissions to amend its energy storage facility approval: final project update, letter of enquiry, or amendment application.

Descriptions of eligibility for each of the submission types are described in the following sections.

### Final project update

If an applicant has applied for a project where changes in equipment or layout are anticipated after the application has been approved, a final project update must be submitted to the Commission at least 90 days ~~prior to~~ before the start of construction. The allowances and requirements for a final project update are outlined below.

For energy storage projects where the applicant is able to confirm that the project has stayed within the outlined allowances, an applicant is only required to submit a final project update on the record of the original proceeding. The AUC will review the update to confirm that the project has stayed within the allowances.

Please use the [Energy storage facility final project update requirements form](#) to assemble the information required for the final project update.

If project amendments as described in the final project update are not within the outlined allowances, an applicant must submit either a letter of enquiry or an amendment application to the AUC.

Table 10.2: *Final project update requirements for energy storage facilities*

Project element	Allowance relative to approved element	Requirement for project update
Total capability of energy storage facility in MW.	Cannot increase <del>or decrease</del> by more than $\pm 10$ per cent or $\pm 10$ MW, whichever is less.	Confirm total capability of energy storage facility in MW.  <i>If the decrease is more than 10 per cent, confirm that the ISO has no concerns with the change.</i>
Chemistry of the batteries, where applicable	Cannot change.	Confirm that the selected battery chemistry is the same as approved.
Vendor of the batteries, where applicable	Cannot change.	Confirm that the vendor is the same as approved.
Extent of land use disturbance within the approved project boundary.	May increase or decrease.	Confirm extent of land use disturbance (in hectares) within the approved project boundary.
Total disturbance (in hectares) to native grasslands or other	Cannot increase.	Confirm total disturbance (in hectares) to native grasslands or other types of

Project element	Allowance relative to approved element	Requirement for project update
types of wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; <del>or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for permanent wetlands.</del>		wildlife habitat, encroachment into Alberta Environment and Protected Areas' minimum setbacks for wildlife habitat features; or, any encroachments into Alberta Environment and Protected Areas' minimum setbacks for <u>class III (seasonal) or above permanent</u> wetlands have not increased over what has been approved.
Noise environment.	Must continue to meet permissible sound levels at the most affected <u>receptor(s)</u> (as determined under Rule 012).	Provide sound output of noise generating equipment.  Provide table of predicted noise levels (to one decimal point) from finalized project at receptors.  Confirm that the project continues to meet permissible sound levels at the most affected receptors (as determined under Rule 012).  Provide any new or additional noise mitigation measures <u>that will be</u> implemented to ensure that permissible sound levels will be met.
Participant involvement program.	If new or additional notification or consultation is required, including any requirements under Rule 012, there cannot be any unresolved objections arising from the final project update.	Confirm that new or additional notification or consultation either was not required or that it was undertaken. Provide a summary of any new or additional notification or consultation that was undertaken.  Confirm that there are no unresolved objections to the project arising from the final project update.
Final site layout.		Provide a final site drawing and map with the locations and descriptions of the project's major components and the site boundary, and provide a .kml/.kmz file <u>that contains the geospatial data of each major component as explained in ES10.</u>
Project boundary.	Cannot increase.	Confirm that the approved project boundary has not increased.

### Letter of enquiry

If an applicant is making minor alterations to an existing or approved but not yet constructed energy storage facility that exceed the final project update allowances set out in Table 10.2 but do not have potential adverse impacts on the environment or any person, the applicant may submit a letter of enquiry. In the letter of enquiry, the applicant must provide information respecting the need, nature, extent, land affected and the timing of the alterations. The applicant must demonstrate that the proposed alterations do not have any adverse impacts on the environment or any person.

### Amendment application

If an applicant is making changes to an existing or approved but not yet constructed energy storage facility that exceed the final project update allowances outlined in Table 10.2 and do not meet the criteria for a letter of enquiry, the applicant must file a complete amendment application that provides all applicable information required within subsection 10.34.

## **10.5 Decommission and salvage of energy storage facilities**

Please use the [Energy storage facility decommission and salvage application form](#) to assemble the information requirements if applications to decommission and salvage an energy storage facility are made pursuant to sections 21 or 30(1) of the *Hydro and Electric Energy Act*. Decommission and salvage of energy storage facility is abbreviated as DSES below.

- DSE1) Provide the approval of the facility to be decommissioned or salvaged.
- DSE2) Provide a letter from the ISO or distribution facility owner endorsing the project.
- DSE3) Provide information on the salvage, remediation and reclamation work to be performed; an assessment of contamination; and the legislative requirements or other published guidelines that will be adhered to or considered.
- DSE4) Confirm that decommissioning will take place in alignment with any cleanup and reclamation plan in place.
- DSE5) Provide a cost estimate and the schedule for the salvage.
- DSE6) ~~Confirm that personal notification was provided to occupants, residents, landowners, Indigenous groups and other utilities directly adjacent to the project boundary~~ Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See Appendix A1 – Participant involvement program guidelines and Appendix A1-B – Participant involvement program guidelines for Indigenous groups).

DSE7) Provide a feedback summary table to identify all persons who expressed a concern(s) about the project. ~~For each person, that~~ includes the following information:

- The name and land location of the person(s).
- The specifics of the concern(s).
- Steps taken to resolve the concern(s).
- Whether the concern(s) was resolved.

If notifications to decommission and salvage energy storage facilities are made pursuant to Section 22 of the *Hydro and Electric Energy Act*, the notices should be filed as a letter of enquiry application through the eFiling System.

## 10.6 Cancellation of energy storage facilities

Please use the [Energy storage facility cancellation form](#) to assemble the information requirements if the energy storage facility contains an isolating generating unit, is part of a transmission line or electric distribution system. Cancellation of energy storage facility is abbreviated as CES below.

- CES1) Provide the approval number to be cancelled.
- CES2) Provide the connection order number to be cancelled, if applicable.
- CES3) Provide a letter from the ISO or distribution facility owner endorsing the cancellation.
- CES4) Describe whether any work on the construction of the energy storage facility has been started, and if so, describe the extent of the work.
- CES5) If any work on the construction of the energy storage facility has been started, describe how the site will be reclaimed.
- CES6) Confirm that personal notification was provided to occupants, residents, landowners, Indigenous groups, and other utilities [directly adjacent](#) to the project boundary.

Cancellation of an approval for an unconstructed energy storage facility that does not contain an isolated generating unit, is not part of a transmission line or electric distribution system does not require an application. Instead, the energy storage facility approval holder should indicate that the project is being cancelled in a response to the Commission's direction to provide confirmation of completion of the energy storage facility and provided the reason why the project is being cancelled.

## 10.7 Time extension applications for energy storage facilities

### 10.7.1 Initial period to construct

From the energy storage facility's initial approval date, applicants will have five years to finish construction.

After the five-year period to construct has passed, if an energy storage facility has not been completed, applicants must file a new energy storage facility application.

Time extension requests of short duration will only be available in limited and exceptional circumstances (e.g., a short extension request for projects that have already substantially completed construction and are facing a minor delay).

### 10.7.2 Information requirements



Please use the *Energy storage facility time extension application form* to assemble the information requirements for the project. Time extension application for energy storage facility is abbreviated as TEES below.

- TEES1) Provide a list of the existing approvals for facilities affected.
- TEES2) Explain whether construction of the approved energy storage facility has commenced. If it has not yet commenced, explain whether it will commence ~~prior to~~ before the expiry date of the existing approval. Explain why the construction or alteration completion date will not be met, why the time extension is required and provide an updated project schedule, including the expected construction start date, the expected in-service date of the project and the requested construction completion date to be used in the project approval.
- TEES3) Provide a new noise impact assessment, as required under subsection 1.5 of Rule 012 if one or more of the following conditions is satisfied:
- The most affected dwelling(s) as defined by Rule 012 have changed; or
  - There are new [energy-related facilities](#) that may influence sound levels at dwellings located within 1.5 kilometres of the approved facility boundary.
- TEES4) Confirm that the participant involvement program meets the requirements contained in [Appendix A1](#) – Participant involvement program guidelines and [Appendix A1-B](#) – Participant involvement program guidelines for Indigenous groups. Describe any concerns specific to the time extension request, raised by directly and adversely affected persons and how the concerns were dealt with or will be dealt with.

- TEES5) Supply a list of contact information for all [persons](#) who were contacted as part of the participant involvement program in an [Excel spreadsheet](#) in accordance with the template included in Section 9 of [Appendix A1](#) – Participant involvement program guidelines.
- TEES6) Provide confirmation that the project does not require a wildlife survey or that the project wildlife surveys remain current and do not require updating.
- TEES7) Confirm that the Alberta Electric System Operator or the distribution facility owner has no concerns with the new construction or alteration completion date.
- TEES8) Provide any available updates on outstanding directions associated with the existing approvals.

## 11 Interconnection applications

An application to interconnect a power plant or an energy storage facility to the Alberta Interconnected Electric System, or to interconnect two or more [transmission facilities](#) owned by different parties must include the information outlined in subsection 11.1.

An application is required pursuant to Section 18 of the *Hydro and Electric Energy Act*, for the interconnection of a power plant to the Alberta Interconnected Electric System or for interconnection of two or more transmission elements owned by different parties.

If a power plant, energy storage facility, substation or transmission line is also part of the proposed development being applied for, a separate application form for each component should be added to the proceeding in eFiling before registering the proceeding.

If the proposed development includes multiple components and there is duplication between the requirements (for example, if one participant involvement program was completed for the project and each application requires a summary of the participant involvement program), the applicant must satisfy those requirements in full in one of the applications, and may refer to that application in the other applications.

### 11.1 Information requirements



Please use the [Interconnection application form](#) to assemble the information requirements for the project. Interconnection is abbreviated as IC below.

#### 11.1.1 Connection to the distribution system

IC1) Describe the connection that is being applied for.



~~IC1)~~IC2) Provide a statement that the local distribution facility owner has agreed to the interconnection, the legal land location (included legal subdivision (LSD)) of the interconnection point, and an electric single-line diagram showing the interconnection point with the distribution facility owner.

### 11.1.2 Connection to the transmission system

IC3) Describe the connection that is being applied for.

~~IC2)~~IC4) Provide a statement from the ISO, at such time determined by the ISO, that endorses the interconnection and confirms that the interconnection will not result in adverse effects to the interconnected electric system.

An interconnection application to connect to the transmission system can be made by the transmission facility owner or market participant along with their facility application to construct and operate any facilities necessary to connect a power plant or a **transmission facility**. The Commission will consider requirement IC2 to be met if the application to connect to the transmission system is accompanied by a needs identification document from the ISO.

## 12 Industrial system designation applications

An application to designate facilities as an industrial system must include the information outlined in subsection 12.1.

Applications requesting that an electric system be designated as an industrial system are made pursuant to Section 4 of the *Hydro and Electric Energy Act*.

If a power plant, energy storage facility, substation or transmission line is also part of the project being applied for, a separate application form for each component should be added to the proceeding in eFiling before registering the proceeding.

If there is duplication between the requirements for an industrial system designation and an associated facility application (for example, if one participant involvement program was completed for the project and each application requires a summary of the participant involvement program), the applicant must satisfy those requirements in full in one of the applications, and may refer to the response in the corresponding application.

## 12.1 Information requirements



Please use the *Industrial system designation application form* to assemble the information requirements for the project. Industrial system designation is abbreviated as ISD below.

### Project description

- ISD1) State the approvals that are being applied for from the AUC and include a complete list of all electric facilities and equipment of 25 kilovolts or more to be included in the industrial system designation.
- ISD2) Provide a list of existing approvals for facilities directly affected by this project, if any.
- ISD3) Provide the legal description of the location of the electric facilities to be included in the proposed industrial system (legal subdivision [LSD], section, township, range, meridian and/or plan, block, lot, municipal address for urban parcels) and connection point, if applicable.
- ISD4) Provide the following drawings and maps with units of measure/scale and direction of north specified:
- A legible site drawing showing all major components of the industrial operation.
  - A legible map showing the location of major electric facilities, such as power plants, transmission lines and substations.
- ISD5) Provide an electrical single-line diagram of the entire industrial complex. This diagram must clearly show existing facilities, future facilities and their ownership.
- ISD6) Provide block diagrams showing electrical, natural gas, steam, water and feedstock flows between the different blocks representing processes, including the flow of electricity to and from the Alberta Interconnected Electric System. Relevant units of measurement must be included to indicate flows (e.g., megawatts for electric flows, and cubic metres per second for gas and water flows). Also include in these diagrams the volumes consumed or produced by each process block.
- ISD7) Provide a detailed description of the overall industrial process and include a list of the companies that own or operate different aspects of the industrial process, and describe how the different aspects of the industrial process will be managed.
- ISD8) Provide an annual estimate of the gross amounts for generation, on-site load, import from and export to the Alberta Interconnected Electric System.

ISD9) Demonstrate, by way of an economic comparison, that the internal supply through on-site generation is the most economic source of power for the industrial complex. For example, if the industrial complex uses cogeneration to produce electric and thermal energy, the applicant must provide a comparison of the costs of the internal supply of electricity and process heat with the alternative of contracting electrical supply from the Alberta Interconnected Electric System and installing heat exchangers or boilers in place to satisfy the thermal requirements of the industrial process. The economic comparison must be provided in a format similar to what is provided in [Appendix B1](#) – Economic comparison format – requirement ISD9.

All assumptions must be clearly stated, along with the basis for each assumption. In the discussion of the assumptions, address significant factors that could affect the economic comparison, such as fuel prices, power pool prices and delivery tariffs.

Provide a discussion of the sensitivities of the economic analysis in relation to the major factors that could have an impact on the economic comparison.

ISD10) Demonstrate that there is significant investment in:

- The expansion or extension of the industrial operations processes.
- The development of the electricity supply.

ISD11) Provide an assessment of losses and congestion on transmission lines due to the electric power that the industrial complex would supply to the Alberta Interconnected Electric System. The assessment must also take into account other existing generation and generation under construction.

ISD12) If the industrial operation extends beyond the contiguous property of the industrial complex, provide information to satisfy the Commission that the overall cost of providing the owner's own distribution or transmission facilities to interconnect the integral parts of the industrial operation is equal to or less than the tariffs applicable for distribution or transmission in the service area where the industrial operation is located.

ISD13) If the industrial system will result in a significant and sustained increase in efficiency in the process of the industrial operation or in the production and consumption of electric energy by the industrial operation as a result of the integration of the electric system with the industrial operations the electric system forms part of and serves, provide a thermal energy balance to demonstrate this increase in efficiency.

ISD14) Explain how the proposal meets the principles of an industrial system outlined in subsection 4(2) of the *Hydro and Electric Energy Act*.

ISD15) Explain how the proposal meets the criteria of an industrial system outlined in subsection 4(3) of the *Hydro and Electric Energy Act*.

#### Participant involvement program

ISD16) Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See [Appendix A1](#) – Participant involvement program guidelines and [Appendix A1-B](#) – Participant involvement program guidelines for Indigenous groups).

ISD17) Supply a list of contact information for all [persons](#) contacted as part of the participant involvement program in an [Excel](#) spreadsheet in accordance with the template included in [Appendix A1](#) – Participant involvement program guidelines.

ISD18) [Provide a feedback summary table to identify all persons who expressed a concern\(s\) about the project. For each person, that includes](#) the following information:

- [The name and land location of the person\(s\).](#)
- The specifics of the concern(s).
- Steps taken to try and resolve the concern(s).
- Whether the concern(s) was resolved.

The AUC considers a concern to be resolved when the stakeholder in question expresses that they are satisfied with a proposed solution. The AUC does not consider that an applicant's acknowledgment of a

### 13 Gas utility pipelines

[Gas utility pipeline](#) applications are made pursuant to the *Pipeline Act* and [the Gas Utilities Act](#).

This section provides information on gas utility pipeline exemptions and situations where an application may not be required. It then sets out the requirements for need applications, and the requirements for applications to construct, operate, or modify gas utility pipeline(s) or [a pipeline installation\(s\)](#). Lastly, it sets out ongoing operational and reporting requirements for gas utility pipelines, including obligations related to flaring, incinerating, venting and storage.

#### 13.1 Exemptions

The following [subsections](#) lists [gas utility pipelines](#), installations and activities that [may-do](#) not require an AUC application or licence. If no exemptions are applicable, the gas utility must file

a gas utility pipeline application containing all the information required by this rule and Rule 012: *Noise Control*.

Even if a gas utility is exempt from filing an application, the gas utility must provide a project-specific information package to any landowners, occupants, and residents that may be directly and adversely affected. The gas utility must file an application if there are unresolved objections.

### 13.2 **Certain Exempt pipeline installations**

No licence is required for the following **pipeline installations**:

- loading racks
- meter stations
- regulator stations
- line heaters associated with pipelines

#### 13.2.1 **Certain Exempt pipelines and activities**

No licence is required for the following pipelines and activities:

- Pipelines forming part of a **rural** gas utility, as defined in the *Gas Distribution Act*.
- Low pressure distribution pipelines operated at a maximum operating pressure (MOP) of 700 kilopascals or less.
- A **pipeline replacement** if each individual section is less than 100 metres long and:
  - The replaced pipe is removed.
  - The work is carried out within the existing right-of-way.
  - The replacement sections are identical, of the same material, or evaluated as being equal or superior to the existing material.
- A pipeline or tie-in that is wholly within a single-surface lease boundary or is wholly within adjacent or abutting facility surface leases, per subsection 1(4) of the *Pipeline Rules*.

- A temporary surface pipeline that will be in continuous use for less than 21 consecutive days (consent for temporary surface pipelines must be obtained from the local Alberta Energy Regulator (AER) field centre).

No licence is required for a temporary surface pipeline that will be in continuous use for less than 21 days, however consent for the pipeline must be obtained from the local Alberta Energy Regulator field centre. If a temporary surface pipeline is expected to be in continuous use for 21 days or longer, a licence must be obtained from the Commission.

### 13.3 Project need

This section sets out the requirements for establishing the need for a [gas utility pipeline](#) capital project as part of a facility application.

The need for a gas utility pipeline capital project must be established before a licence will be issued regardless of what form of rate regulation applies to the gas utility. The Commission will assess the need for a project in the first instance the gas utility identifies the project to the Commission, either as part of a rate filing (i.e., general rate application or as part of an application for companies that are operating under performance-based regulation) or a facility application.

If a gas utility files an application for a licence for a project where the need was not previously assessed and approved in the rate decision, or before the rate decision is issued, the need will be considered in conjunction with the facility application instead of the rate filing.

Need for a project should be addressed only one time, although need may be reconsidered if there is a material change in circumstances.

Projects that are part of a multi-component, integrated program should be identified and reviewed as part of that larger program to ensure that the Commission has a full understanding of the program scope and implications.

#### 13.3.1 Need assessment information requirements



Please use the [Gas utility pipeline need assessment application form](#) to assemble the information required for the project. [Gas utility pipeline](#) is abbreviated as GU below.

- GU1) Identify any current or anticipated rate or facility applications associated with the project.
- GU2) Provide an explanation of why the project is required, including but not limited to:
  - A description of current infrastructure and why it cannot be used to meet the need identified.

- Forecast demand information for growth projects.
  - For replacement projects, an explanation of why the current system is no longer adequate to meet current and future requirements.
- GU3) Describe whether the project is part of a larger initiative including a description of the project's various components, functions and forecast in-service dates.
- GU4) Provide a summary of the studies and analysis performed in identifying the timing and nature of the need.
- GU5) Describe alternatives considered to address the identified need, including doing nothing.
- GU6) Provide technical and economic comparisons of all viable alternatives considered, including:
- An evaluation of operational efficiency and reliability provided by each option.
  - An estimate of the capital, operating and maintenance costs for each option.
  - An economic assessment, with documentation of assumptions, illustrating the cumulative present value of revenue requirements over a 20-year term, depicted, where possible, with a year-by-year graphical representation.
  - A description of related infrastructure that will be impacted e.g., distribution facilities that will also be required and a cost estimate for such facilities.
  - An evaluation of factors respecting implementation of each alternative, including timing and risks during construction.
  - A summary of any ratepayer or industry [dialogueconsultation](#), including any feedback.
  - A high-level evaluation of the land use impacts of each alternative.
- GU7) Describe the applicant's choice of preferred alternative, including:
- The rationale for selecting the alternative.
  - The implementation schedule for the alternative.

### 13.3.2 Abbreviated need

An abbreviated need assessment process is available for the [gas utility pipeline](#) projects identified in Table 13.1 where there are no unresolved objections or significant environmental impacts. Thresholds in Table 13.1 indicate the [scope and associated maximum project cost](#) ~~or scope for eligibility, and where~~ a project falls into two or more categories, the lower threshold applies.

Table 13.1: *Abbreviated need thresholds*

<a href="#">Project scope</a>	<a href="#">Maximum project cost</a>
New growth projects.	\$1,000,000
<a href="#">Pipeline replacement</a> projects required to comply with class location changes.	\$2,000,000
Replacement, removal or relocation projects for existing facilities within or in close proximity to the existing right-of-way.	\$1,000,000
Replacement, removal or relocation projects for existing facilities where the project is fully reimbursed under the terms of a third party contribution.	No limit
New growth projects for receipt or delivery connections involving less than 100 metres of pipeline, and the associated metering and regulating facilities.	100 metres

### 13.3.3 Abbreviated need information requirements



Please use the [Gas utility pipeline abbreviated need assessment application form](#) to assemble the information required for the project. [Gas utility pipeline](#) is abbreviated as GU below.

- GU8) Describe which threshold in Table 13.1 applies to the project.
- GU9) Confirm that there are no unresolved interested party objections or significant environmental impacts.
- GU10) Provide an estimated capital cost for the project.
- GU11) Provide an explanation of why the project is required, including but not limited to:
  - A description of current infrastructure and why it cannot be used to meet the need identified.
  - For replacement projects, an explanation of why the current system is no longer adequate to meet current and future requirements.



## 13.4 Gas utility pipeline applications

This section outlines the requirements for applications to construct and operate [gas utility pipelines](#) and [pipeline installations](#), and to replace existing pipelines or pipeline segments greater than 100 metres in length.

The types of pipelines requiring a licence under this rule are listed in the consultation and notification table in Appendix A1 – Participant involvement program guidelines under Section 5 specific to gas utility pipelines, along with their respective consultation and notification requirements. ~~The applicant must identify the correct category type for the proposed pipeline and perform all associated consultations and notifications.~~

~~If a gas utility is not able to confirm that an information requirement is satisfied, the gas utility must provide a detailed explanation of which regulatory standards or requirements are not met and, wherever possible, support the explanation with a technical assessment that demonstrates how the project's design, construction and operational considerations nevertheless address public safety and environmental concerns.~~

The category type of a gas utility pipeline is dependent on the pipe diameter and the hydrogen sulphide (H<sub>2</sub>S) content of the transported product.

### 13.4.1 Information requirements



Please use the [Gas utility pipeline licence application form](#) to assemble the information required for the project. [Gas utility pipeline](#) is abbreviated as GU below.

#### Project description

- GU12) State the licence(s) being applied for from the AUC.
- GU13) Provide a description of the proposed project.
- GU14) Provide a list of existing approvals for facilities directly affected by this project, if any.
- GU15) Describe whether the need for the project has already been established or is currently under consideration in another proceeding. If so, provide the proceeding number. If not, confirm that need will be considered in conjunction with the facility application.
- GU16) If a capital cost forecast for the project has previously been provided to the Commission, confirm that current cost estimates do not vary by more than +/-30 per cent. If the previous and current cost estimates vary by more than +/- 30 per cent, provide updated capital cost forecasts.
- GU17) For pipeline applications that involve new construction or an amendment to

change or correct the pipeline route/right-of-way, submit a right-of-way plan and confirm that no permanent dwellings exist within the pipeline right-of-way boundaries. Also submit a Keyhole Markup Language (.kml/.kmz) file that contains the geospatial data (geometry, location and attributes) of each pipeline segment. See the glossary definition for .kml/.kmz files for detailed specifications.

- GU18) Provide the H<sub>2</sub>S content in the gas phase in mol/kmol.
- GU19) Confirm that the partial pressure of H<sub>2</sub>S in the gas phase is less than 0.30 kilopascals. If not, ~~please~~ provide the partial pressure of H<sub>2</sub>S in the gas phase.
- GU20) Confirm that the project meets all applicable Canadian Standards Association (CSA) Z662 design requirements. This includes confirming that all steel pipe, fittings, flanges and valves meet the applicable requirements of a standard or specification given in Table 5.3 of CSA Z662. If a gas utility is not able to confirm that a requirement is satisfied, the gas utility must provide a detailed explanation of which regulatory standards or requirements are not met and, wherever possible, support the explanation with a technical assessment that demonstrates how the project's design, construction and operational considerations nevertheless address public safety and environmental concerns.
- ~~GU21) Confirm that all steel pipe, fittings, flanges and valves meet the applicable requirements of a standard or specification given in Table 5.3 of CSA Z662.~~
- ~~GU22)GU21)~~ Confirm that procedures for corrosion mitigation, monitoring, evaluation and record keeping will be implemented ~~prior to~~before operation.
- ~~GU23)GU22)~~ For pipeline installation applications, confirm that piping within the line heater is designed to meet American Society of Mechanical Engineers (ASME) B31.3.
- ~~GU24)GU23)~~ For pipeline installation applications, submit a process flow diagram that accurately represents the operations of the installation and contains:
- All existing and proposed equipment at the pipeline installation including process equipment, measurement points and safety equipment.
  - Source(s) of all inlet or receipts and deliveries, including all fuel lines, flare lines and vent points.
  - A legend and annotations clearly identifying new equipment.

~~GU25~~GU24) \_\_\_\_\_ For pipeline installation applications, submit a plot plan that clearly indicates the on-lease location of all the equipment (with the exception of valves) as indicated on the process flow diagram.

The partial pressure of H<sub>2</sub>S in the gas phase is determined by multiplying the mole fraction of H<sub>2</sub>S in the gas phase by the maximum operating pressure (MOP). The applicant must use the results of the calculation to determine the need for sour service materials as required by CSA Z662.

#### Emergency response plan

~~GU26~~GU25) \_\_\_\_\_ Confirm the applicant has ~~or will have~~ a corporate-level emergency response plan that addresses the fundamentals for handling an emergency situation arising from the construction or operation of a **gas utility pipeline** or pipeline installation.

#### Environmental information

~~GU27~~GU26) \_\_\_\_\_ If preparation of either a federal impact assessment or a provincial environmental impact assessment report was required, provide a copy as an appendix to the application and a separate environmental evaluation is not required. If a federal impact assessment or a provincial impact assessment report was not required, submit an environmental evaluation of the project. The environmental evaluation must:

- Describe the present (pre-project) environmental and land use conditions in the **local study area**. Provide all definitions and standards (i.e., Alberta Wetland Identification and Delineation Directive) used to prepare this description.
- Identify and describe the project activities and infrastructure that may adversely affect the environment. In particular, describe any potential adverse effects on soils, terrain, vegetation species and communities, wetlands, wildlife species and habitat, aquatic species and habitat, groundwater, surface water bodies and hydrology, environmentally **sensitive areas**, and land use within the local study area, following and referencing published AEPA guidelines if applicable. Include a description and the area (hectares) of permanent and temporary project activities and infrastructure.

All projects must be compliant with any applicable regional land use plans adopted under the *Alberta Land Stewardship Act*.

- Describe the methodology used to identify, evaluate, and rate any adverse environmental effects and determine their **significance**, along with an explanation of the scientific rationale for choosing this methodology.
  - Describe the mitigation measures the applicant proposes to implement during the life of the project to reduce the potential adverse effects.
  - Describe the predicted residual adverse effects of the project and their significance after implementation of the proposed mitigation.
  - Describe any monitoring activities the applicant proposes to implement during the life of the project to verify the effectiveness of the proposed mitigation.
  - List the qualifications of the individual(s) who conducted or oversaw the environmental evaluation **and indicate the respective practice areas, practice standards or standards of competence demonstrated by these individuals.**
- It is an applicant's responsibility to be aware of any emergency orders issued by Environment and Climate Change Canada that may be applicable to a project.
- Present an overall comparison of the proposed routes and identify the environmentally preferred route. In particular, identify the major environmental features and any potential environmental effects (e.g., on native vegetation communities, rare plants, wetlands, topography, unique terrain features, sensitive soils, wildlife species setbacks and habitat, and environmentally significant areas), and identify land use and resource features (e.g., agricultural, residential, recreational, forestry, trapping and hunting areas, protective notations, and existing or potential archaeological sites) for each route in a table with stated units (kilometre, total number, etc.).
  - Summarize the compatibility of the proposed facility with various municipal services if a proposed transmission line passes through or immediately adjacent to an urban centre.
  - If the project crosses agricultural land, describe any plans to prevent the spread of weeds and pests on agricultural land.

**GU28)GU27)** \_\_\_\_\_ For projects wholly or partially located on federal lands (First Nation reserves, national parks or military bases), provide **a copy of** the environmental impact analysis completed for the corresponding federal government department. **Indicate whether the project has the potential to**

~~cause effects that may cross into another jurisdiction. Environmental effects that originate on federal lands, but cross into another jurisdiction, must be addressed as part of the environmental review process. If not contained within the impact analysis, include information describing all potential environmental effects of the project.~~ Projects on federal lands may be subject to provincial laws, standards and permits. The applicant must address how it has considered AUC Rule 007 and Rule 012 and describe the steps taken, if any, to address specific requirements set out in these rules.

~~GU29)GU28)~~ Submit a stand-alone, project-specific environmental protection plan (or environmental management plan) that itemizes and summarizes all of the mitigation measures and monitoring activities that the applicant is committed to implementing during construction and operation to minimize any adverse effects of the project on the environment.

#### Nitrogen oxides emissions

~~GU30)GU29)~~ When nitrogen oxides (NO<sub>x</sub>) emissions are present at pipeline installations that require registration or approval with the Alberta Energy Regulator (AER):

- Confirm that dispersion modelling has been conducted in accordance with the *AEPA Air Quality Model Guideline*.
- Based on dispersion modelling, indicate whether the predicted NO<sub>2</sub> concentrations will be in compliance with the *Alberta Ambient Air Quality Objectives and Guidelines* using guidance from the *AEPA Air Quality Model Guideline*.
- Standby equipment used only for emergency purposes can be excluded from dispersion modelling.
- Confirm that the engine exhaust stack height is set in accordance with the direction given in the *AEPA Code of Practice for Compressor and Pumping Stations and Sweet Gas Processing Plants*.
- NO<sub>x</sub> emissions from steam generation units, heaters and boilers can be excluded from dispersion modelling if their combined contribution is less than three per cent of the total NO<sub>x</sub> emissions.

#### Noise

~~GU30)~~ ~~GU31~~ Provide a noise impact assessment in accordance with Rule 012. ~~If mitigation measures are recommended in the assessment, confirm the mitigation measures the applicant will implement.~~

GU31) Confirm that the applicant will comply with the construction noise requirements in Section 2.10 of Rule 012 or explain why it is not feasible or practical to implement them.

Approvals, reports and assessments from other agencies

GU31)GU32) Identify any other acts (e.g., *Environmental Protection and Enhancement Act, Water Act, Public Lands Act, Highway Development and Protection Act* and *Wildlife Act*) that may apply to the project, identify approvals the project may require, and provide the status of each of these approvals.

GU32)GU33) If the proposed gas utility pipeline or an activity related to a gas utility pipeline will result in a surface disturbance in the transportation/utility corridors, provide a ministerial consent or letter of non-objection from Alberta Infrastructure.

GU33)GU34) ~~Confirm that a~~Provide the *Historical Resources Act* approval ~~has been obtained or has been applied for.~~ If a historic resource impact assessment is required, briefly describe any known historical or archaeological sites, palaeontological sites, or traditional use sites of a historic resource nature. ~~If a *Historical Resources Act* approval has been obtained, provide a copy of it.~~

Applicants are responsible for ensuring that any summary provided protects the confidential and sensitive nature of historical resource sites.

Participant involvement program

GU34)GU35) Identify the consultation and notification radius applicable to the project as set out in the consultation and notification table in [Appendix A1](#) – Participant involvement program guidelines under Section 5.

GU35)GU36) Provide the distance to the nearest residence in kilometres. For pipeline installations, also provide the distance to the nearest surface development in kilometres.

~~GU36)~~ ~~For pipeline installations, provide the distance to the nearest surface development in kilometres.~~

GU37) Summarize the participant involvement information, including a description of the activities undertaken and include any engagement materials provided. (See [Appendix A1](#) – Participant involvement program guidelines and [Appendix A1-B](#) – Participant involvement program guidelines for Indigenous groups).

GU38) Supply a list of contact information for all [persons](#) who had been contacted

as part of the participant involvement program in an Excel spreadsheet in accordance with the template included in Appendix A1 – Participant involvement program guidelines.

GU39) Summarize consultation with local municipal jurisdictions (e.g., cities, towns, municipal districts, counties).

GU40) Confirm that all other Crown disposition holders, oil and gas reserve owners, and pipeline licensees that may be directly and adversely affected have been notified of the project.

GU41) Provide a feedback summary table to identify all persons who expressed a concern(s) about the project. For each person, that includes the following information:

- The name and land location of the person(s).
- The specifics of the concern(s).
- Steps taken to try and resolve the concern(s).
- Whether the concern(s) was resolved.

#### Operational and storage requirements

GU42) Confirm in the application that the applicant will comply with the operational and storage requirements set out in sections 13.6 and 13.7 of this rule, as applicable.

### 13.5 Amendments

#### 13.5.1 Amendment process

This section outlines the process for projects that have received a pipeline licence and require a licence amendment due to a physical alteration or a change in operating parameters.

A licence amendment is also required to correct erroneous or invalid information on a current licence, and to notify the Commission when a previously approved pipeline or installation is not constructed.

Depending on the scope of the proposed changes in relation to the original application, a gas utility can make one of the following two types of submissions to amend its pipeline licence: a checklist amendment application or an amendment application.

Unless otherwise specified, an amendment application must be filed and the gas utility must obtain a licence amendment ~~prior to~~before undertaking any activity described in this

section. Within 90 days of receiving an amended licence, the gas utility must file a related OneStop application with the [Alberta Energy Regulator](#), and file confirmation of the OneStop update with the Commission.

Table 13.2 outlines the eligibility requirements ~~and application process~~ for checklist amendment applications and amendment applications.

Table 13.2 Amendment ~~process-application type eligibility-and application requirements~~

	Checklist amendment application	Complete amendment application
<b>Description Scope</b>	<ul style="list-style-type: none"> <li><del>No decision report issued because the aAmendments to existing pipelines that</del> reflects record updates due to an error, a review of as-built information or a discontinuation or abandonment notification.</li> <li>Approval for the amendment or related activity is set out in an earlier decision or the amendment is administrative in nature.</li> <li>Minimal or no capital cost implications to customers.</li> </ul>	<ul style="list-style-type: none"> <li>Amendments to existing pipelines that involve ground disturbance and construction activities.</li> <li>Cost allocation to customers greater than \$10,000.</li> </ul>
<b>Pipeline amendment application examples</b>	<ul style="list-style-type: none"> <li>Record amendments.</li> <li><b>Pipeline splits</b> due to as-built review.</li> <li>Abandonment applications filed within 90 days of completing the abandonment operation.</li> <li>Low-pressure conversion (also known as deletion).</li> <li>Maximum operating pressure (MOP) decrease.</li> <li>Pipeline splits and abandonments requested and paid for by a third party.</li> </ul>	<ul style="list-style-type: none"> <li><del>Pipeline removals or partial removals and</del></li> <li><del>Pipeline replacements &gt; 100 metres in length projects.</del></li> <li>Pipeline splits applied for in conjunction with removal and replacement projects.</li> <li>Maximum operating pressure (MOP) increase.</li> <li><del>Compressor addition</del></li> <li><del>Removal of a surface pipeline in operation for more than 21 days, etc.</del></li> <li><del>All other application types not mentioned in checklist amendment application column, including:</del></li> <li><del>compressor addition or removal of a surface pipeline in operation for more than 21 days, etc.</del></li> </ul>



	Checklist amendment application	Complete amendment application
<b>Application process</b>	<ul style="list-style-type: none"> <li>• An applicant files its application using the eFiling system.</li> <li>• The Commission reviews the application for eligibility for a checklist amendment.</li> <li>• If the Commission determines that a checklist amendment application is sufficient, the Commission reviews the application for completeness, accuracy and technical correctness.</li> <li>• If the Commission approves the application, it issues an amended licence but no decision report.</li> <li>• The applicant files a related OneStop application with the AER.</li> <li>• The AER follows up directly with the applicant on any errors found on the OneStop application.</li> <li>• The applicant files confirmation of the OneStop update with the AUC within 90 days of AUC approval.</li> </ul>	<ul style="list-style-type: none"> <li>• An applicant files its application using the eFiling System.</li> <li>• The Commission reviews the application for completeness, accuracy and technical correctness.</li> <li>• If any checklist amendment application activities are applied for in conjunction with any of the complete amendment application activities, the application will be treated as a complete amendment application.</li> <li>• If the Commission approves the application, it will issue a decision report and a licence.</li> <li>• The applicant files a related OneStop application with the AER.</li> <li>• The AER follows up directly with the applicant on any errors found on the OneStop application.</li> <li>• The applicant files confirmation of the OneStop update with the AUC within 90 days of AUC approval.</li> </ul>

### 13.5.2 Checklist amendment application

If a gas utility establishes that the proposed alterations are low-risk activities, the gas utility may file a checklist application confirming that the regulatory requirements for the proposed amendment have been met. All checklist amendment applications must be filed using the checklist form. The checklist form contains questions respecting the need, nature and extent of the alterations and confirmations that the proposed alterations do not have any adverse impacts on the environment and people.

The gas utility must also comply with the applicable notification and consultation requirements for pipeline activities requiring licence amendments, which are listed in the consultation and notification table in Appendix A1 – Participant involvement program guidelines under Section 5 and Appendix A1-B - Participant involvement program guidelines for Indigenous groups.

Applicants will not be required to file any other related supporting documents (e.g., environmental evaluations, participant involvement program summaries), however, applicants will be required to retain the related supporting documents. The Commission will continue to ensure compliance with its requirements via audit procedures.

The Commission will assess eligibility for an application to be filed as a checklist amendment application and will issue a decision within five business days of receiving a properly completed checklist application. Applicants will be asked to file supplemental information for checklist applications that do not meet the requirements.



Please use the [Gas utility pipeline checklist amendment application form](#) to assemble the information requirements for eligible [gas utility pipeline](#) amendment applications.

A checklist amendment application is ordinarily eligible for the following types of amendments:

- [Pipeline discontinuation](#).
- [Pipeline abandonment](#).
- Low pressure conversion (deletion from licence).
- Maximum operating pressure (MOP) decrease.
- [Pipeline split](#) (unless undertaken in conjunction with other amendments).
- Administrative or record-keeping updates.

~~Some checklist amendment applications have specific regulatory requirements, these are described in further detail below.~~

#### Pipeline discontinuation

A licence amendment is not required ~~prior to~~[before](#) a pipeline discontinuation; however, the gas utility must notify the Commission by submitting a checklist amendment application within 90 days of completion of the pipeline discontinuation.

When discontinuing a pipeline, the gas utility must ensure that proper discontinuation procedures are in place, cathodic protection is maintained, and setback distances are retained (right-of-way boundaries). A gas utility should be prepared to explain, with reference to supporting documentation, how it ensured that the pipeline was discontinued in accordance with the requirements of the *Pipeline Rules*.

#### Pipeline abandonment

A licence amendment is not required ~~prior to~~[before](#) a pipeline abandonment; however, the gas utility must notify the Commission by submitting a checklist amendment application within 90 days of completion of the pipeline abandonment.

When abandoning a pipeline, the gas utility must ensure that proper abandonment procedures are in place and take the measures required to ensure that the pipeline is left in a permanently safe and secure condition. A gas utility should be prepared to explain, with reference to supporting documentation, how it ensured that the pipeline was abandoned in accordance with the requirements of the *Pipeline Rules*.

#### Maximum operating pressure decrease

The gas utility must determine if either of the following is affected by a decrease in maximum operating pressure (MOP) and take the necessary mitigation measures to ensure continued compliance:

- Pipeline integrity under the new MOP.
- Pressure compatibility with upstream and downstream pipelines (i.e., any necessary adjustments in overpressure protection).

### 13.5.3 Amendment application

If a gas utility is making changes that do not meet the criteria for a checklist amendment application, the gas utility must file an amendment application that responds to all applicable information requirements contained in subsection 13.5.43.1 as well as any additional information requirements subsection 13.4.4 specific to the amendment. The gas utility must also comply with the applicable notification and consultation requirements for pipeline activities requiring licence amendments, which are listed in the consultation and notification table in Appendix A1 – Participant involvement program guidelines under Section 5 and in Appendix A1-B – Participant involvement program guidelines for Indigenous groups.

An amendment application is ordinarily required for the following types of amendments:

- pipeline removal
- partial pipeline removal
- pipeline resumption
- maximum operating pressure increase

### 13.5.4 Information requirements



Please use the *Gas utility pipeline licence application form* to assemble the information requirements for the project. *Gas utility pipeline* is abbreviated as GU below.

#### Pipeline resumption

GU42)GU43) Explain whether the pipeline has been discontinued or abandoned,

and provide the date on which it was last in active flowing service.

[GU43](#))[GU44](#)) \_\_\_\_\_ Confirm that the pipeline was discontinued or abandoned in accordance with the requirements of the pipeline rules.

[GU44](#))[GU45](#)) \_\_\_\_\_ Confirm that the pipeline will operate under the same parameters approved by the Commission when it was last in active flowing service.

[GU45](#))[GU46](#)) \_\_\_\_\_ Confirm that cathodic protection was maintained in accordance with CSA Z662.

[GU46](#))[GU47](#)) \_\_\_\_\_ Describe the integrity of the external coating, with reference to an engineering assessment or other supporting documentation if available. If the pipeline has previously been abandoned, provide a comprehensive engineering assessment supporting the resumption.

A licence may be granted to resume operation of an abandoned pipeline or a pipeline that was not discontinued in accordance with the *Pipeline Rules* if the licensee has supported the application with a comprehensive engineering assessment.

#### Maximum operating pressure increase

[GU47](#))[GU48](#)) \_\_\_\_\_ Describe what testing was undertaken to confirm capability for the increased MOP.

[GU48](#))[GU49](#)) \_\_\_\_\_ Confirm that the pipe, valves, flanges and fittings are suitable for the increased MOP.

[GU49](#))[GU50](#)) \_\_\_\_\_ Confirm that an increase in MOP will not affect the existing overpressure protection on upstream and downstream pipelines.

[GU50](#))[GU51](#)) \_\_\_\_\_ Describe whether any pipeline setbacks are affected by the increased MOP.

[GU51](#))[GU52](#)) \_\_\_\_\_ Describe whether the increased MOP will necessitate either of the following:

- pipeline class re-designation
- pipeline level reclassification

### 13.6 Time extension applications for gas utility pipelines

If a gas utility is applying for a time extension for a **gas utility pipeline** ~~prior to~~**before** the licence expiring, a **time extension checklist amendment** application must be filed confirming that the regulatory requirements for the proposed time extension have been met.

~~Prior to~~**Before** initiating new construction when a licence is nearing expiry, the gas utility must conduct a new resident and landowner search and **include these persons in the participant involvement program for the time extension to** determine if any new issues have arisen since the licence was granted.

If a gas utility intends to proceed with a proposed gas utility pipeline for which a licence has expired, the gas utility must fulfil all applicable requirements, including participant involvement requirements in **Appendix A1 – Participant involvement program guidelines**, before filing a new application. The applicant should contact the Commission for further direction on how to proceed.



Please use the **Gas utility pipeline time extension checklist application form** to assemble the information requirements for the time extension application.

Time extension applications should be filed at least 30 days ~~prior to~~**before** the licence expiry date in order to give the Commission proper time to consider the

New pipeline licences and amendments expire one year from the date of issue if right-of-way clearing, construction or operation **has not yet** started. For administrative purposes, the pipeline status “to be constructed” automatically changes to an “operating” status one year from the date the licence was issued.

### 13.7 Operational requirements

This section sets out operational requirements applicable to gas utilities.

#### 13.7.1 Pipeline flaring, incinerating and venting

~~GU53)~~—A **gas utility pipeline** licensee must comply with sections 6 and 7 of *AER Directive 060: Upstream Petroleum Industry Flaring, Incinerating, and Venting* **and provide the expected flaring/incineration volumes and durations**.

#### 13.7.2 ~~Temporary V~~enting and fugitive emissions management requirements

~~GU54)~~—Temporary, short-term venting is allowed at gas utility pipelines and **pipeline installations** on the following conditions:

~~(ia)~~ Gas must be sweet.

~~(bii)~~ Gas must not contain any free hydrocarbon liquid (if free hydrocarbon liquids are present in the produced gas, a flare [or other gas combustion device] and liquid separation must be used).

~~(ciii)~~ All liquids must be separated and contained in accordance with the storage requirements of *AER Directive 055: Storage Requirements for the Upstream Petroleum Industry*.

~~(div)~~ Total gas volume must not exceed  $2 \times 10^3 \text{ m}^3$  and the duration must not exceed 24 hours.

~~GU55)~~—Temporary venting is permitted within 500 metres of a residence if the volume vented does not exceed  $500 \text{ m}^3$ . Venting volumes in excess of  $500 \text{ m}^3$  requires the approval of the local AER field centre and the consent of the resident whose residence is within 500 m of the venting.

~~GU56)~~—In the event of an upstream process upset, gas containing more than 10 mol/kmol  $\text{H}_2\text{S}$  must not be vented to the atmosphere. Venting must not result in  $\text{H}_2\text{S}$  odours outside the boundary of the site of the pipeline installation.

~~GU57)~~—Venting must not result in off-site exceedances of the *Alberta Ambient Air Quality Objectives*.

### 13.7.3 Records of pipeline flaring, incinerating and venting

A gas utility pipeline licensee must keep records as follows and submit the records to the Commission upon request:

- ~~GU58)~~—A licensee must keep all equipment and controls design information ~~and submit it to the Commission upon request, if the Commission determines that there is a concern with the equipment or controls.~~
- ~~GU59)~~—A licensee must keep copies of operating limits and procedures ~~and submit them to the Commission upon request.~~
- ~~GU60)~~—A licensee must keep design information on flare and incinerator system liquid separation equipment ~~and submit it to the Commission upon request.~~
- ~~GU61)~~—A licensee must keep information on backflash controls ~~and submit it to the Commission upon request if the Commission determines that there is a concern with the equipment or controls.~~
- ~~GU62)~~—A licensee must maintain a log of flaring, incinerating, and venting occurrences for each pipeline and pipeline installation and respond to public complaints ~~and to comply with release reporting requirements set out in the *Pipeline Rules*~~. Logs must:

- ~~(a)~~— Include information on complaints related to flaring, incinerating, and venting events and how these complaints were investigated and addressed.
- ~~(b)~~— Describe each flaring, incinerating, and venting incident and any changes implemented to prevent future events of a similar nature from occurring.
- ~~(c)~~— Include the date, time, duration, gas source or type (e.g., gas containing sulphur compounds such as mercaptans), and volumes for each incident.
- ~~(d)~~— Be kept for a minimum of 12 months.

~~GU63) — Flaring, incinerating, and venting records must be made available to the Commission upon request for each pipeline or pipeline installation, where flaring, incinerating, and venting occur.~~

~~GU64) — A licensee may retain logs for remote or semi-attended facilities at a central location where public complaints related to the pipeline installation in question would normally be received.~~

### 13.8 Storage requirements

~~GU65) — A gas utility pipeline licensee must comply with all applicable requirements of AER Directive 055: Storage Requirements for the Upstream Petroleum Industry.~~

## 14 Approval transfer applications

An application to transfer an approval with respect to a power plant, interconnection, [transmission facility](#), energy storage facility or industrial system designation, or [gas utility pipeline](#) must include the information outlined below.

Both the existing and proposed approval holders shall register as applicants to the application. The future approval holder must be listed as the primary applicant.

Each approval that is being requested to be transferred must be submitted as a separate application, however, all of the transfers may be requested in a single proceeding.

If a market participant or TFO is applying to transfer an operating licence for a [transmission facility](#) to a TFO, pursuant to the *Transmission Regulation* and the *Hydro and Electric Energy Act*, the application must be filed with the AUC ~~prior to~~[before](#) the end of the temporary period for which the market participant expects to hold the operating licence.

### 14.1 Information requirements



Please use the [Electric facility approval transfer application form](#) or [Gas utility pipeline approval transfer application form](#) to assemble the information requirements for the project. Approval transfer is abbreviated as AT below.

#### 14.1.1 Electric facility approval transfer

- AT1) State the approvals or licences to be transferred, including connection orders, if applicable.
- AT2) Provide a list of existing approvals for facilities directly affected by the application.
- AT3) Provide a list of companies that may be affected by the transfer and confirm that these companies have no concerns regarding the application. This must include the [ISO and](#) transmission facility owner (TFO) or distribution facility owner that the facilities are connected to.
- AT4) Provide the effective date of the transfer.
- AT5) Provide details of the current and proposed ownership structure, including the names of all companies having an ownership interest and their ownership share, and if applicable, the name of the operator of the facilities that is seeking to acquire the approval, permit or licence. Confirm that the proposed approval holder is a [qualified owner, that it will take over the existing reclamation security plan for the facilities, and that it has sufficient funds to meet the plan.](#)



- AT6) If the proposed approval holder is a municipality or a subsidiary of a municipality, provide documentation confirming compliance with Section 95 of the *Electric Utilities Act*.
- AT7) For a transfer of an operating licence from a market participant to a TFO the application must include:
- Confirmation by the ISO that there has been satisfactory completion of all activities and requirements as required by the ISO connection process.
  - Confirmation by the TFO of its readiness to accept the facilities.
  - The date the transfer is to take effect.

#### 14.1.2 Gas utility pipeline approval transfer

- AT8) State the licence(s) to be transferred.
- AT9) Provide a list of companies that may be affected by the transfer and confirm that these companies have no concerns regarding the application.
- AT10) Provide the effective date of the transfer.
- AT11) Describe the need that is being met by the pipeline transfer and the alternatives considered.
- AT12) Describe the pipeline integrity review that has been undertaken to ensure the safety and reliability of the pipeline.

## 15 Abbreviations

AACE	Association for the Advancement of Cost Engineering
AEPA	Alberta Environment and Protected Areas
<u>AEPA-FWS</u>	<u>Alberta Environment and Protected Areas Fish and Wildlife Stewardship</u>
AER	Alberta Energy Regulator
AESO	Alberta Electric System Operator (the independent system operator in Alberta (ISO))
AIES	Alberta Interconnected Electric System
ANID	abbreviated needs identification document
ASME	American Society of Mechanical Engineers
CSA	Canadian Standards Association
AUC	Alberta Utilities Commission
H <sub>2</sub> S	hydrogen sulphide
ISD	industrial system designation
ISO	independent system operator
Kg/MWh	kilograms per megawatt hour
kW	kilowatt
kWh	kilowatt-hour
LSD	legal subdivision
MOP	maximum operating pressure
MW	megawatt
MWh	megawatt hour
NID	needs identification document
NO <sub>x</sub>	nitrogen oxides
PIP	participant involvement program
SO <sub>2</sub>	sulphur dioxide
TFO	transmission facility owner

## 16 Glossary

Some of the terms used in this rule are defined for this particular context; these definitions are not necessarily the same as the generally accepted broader definitions of the terms.

Table 16.1: Glossary

Term	Definition
Aerodrome	Includes airports, heliports and registered and unregistered airstrips.
Commission	The Alberta Utilities Commission.
Conductor	The catch-all term for common conductors and bundling arrangements used for overhead electric power transmission lines, for example, different sizes of aluminum-conductor-steel-reinforced (ACSR) conductors, or all-aluminum-alloy (AAAC) conductors, arranged in two- or four-conductor bundles. In the case of an underground transmission system, conductor is the catch-all term for common types of underground cables, such as different sizes of cross-linked polyethylene (XLPE) cables.
Decommission (see also reclamation)	The permanent closure of all or part of a facility followed by removal of process equipment, buildings and other structures.
Directly adjacent	Any adjacent property that is within 100 metres of the right-of-way, substation site or power plant <a href="#">site-project</a> boundary, as applicable, and would include property across the road from a right-of-way, but would exclude the property that is across a major divided highway.
Energy-related facilities	A facility under the jurisdiction of the Commission or other regulatory agency, used for energy generation or resource extraction. These include mining, extraction, processing and transportation (except by road or rail line) as well as federally regulated electrical transmission lines and pipelines.
Experienced wildlife biologist	Experienced wildlife biologist means a wildlife surveyor working in Alberta who has: <ul style="list-style-type: none"> <li>(i) The ability to positively identify target species by sight and/or sound.</li> <li>(ii) Familiarity with the species biology, including habitat requirements of the species and experience in identifying the species habitat features.</li> <li>(iii) Familiarity with survey methods as described in the Sensitive Species Inventory Guidelines.</li> <li>(iv) Attained a Bachelor of Sciences degree in Biology, Environmental Sciences, Renewable Resources, or holds a Technical Diploma in Natural Resources or Environmental Management from a certified college.</li> <li>(v) Multiple years of wildlife and surveying experience.</li> </ul>

Term	Definition
<del>Gas utility pipeline</del>	<del>A gas pipeline of a gas utility designated by regulation or of its affiliate, as set out in the <i>Gas Utilities Act</i>.</del>
<del>Hydro development</del>	<del>A project for the furnishing of hydro energy to a power plant, and includes dams, diversion works, water conduits and all structures, machinery, appliances, fixtures and equipment, and all appurtenances and land and rights of way required in connection with that project.</del>
First Nation reserve	A tract of land, the legal title to which is vested in Her Majesty, that has been set apart by Her Majesty for the use and benefit of a band subject to the <i>Indian Act</i> and to the terms of any treaty or surrender. Also known as 'Indian reserve'.
<u>First row of development surrounding</u>	<u>The first row of houses surrounding, or other developments facing, the proposed development that are also within 200 metres of the right-of-way boundary and includes property that is across the road from the right-of-way.</u>
<u>Gas utility pipeline</u>	<u>A gas pipeline of a gas utility designated by regulation or of its affiliate, as set out in the <i>Gas Utilities Act</i>.</u>
<u>Hydro development</u>	<u>A project for the furnishing of hydro energy to a power plant, and includes dams, diversion works, water conduits and all structures, machinery, appliances, fixtures and equipment, and all appurtenances and land and rights of ways required in connection with that project.</u>
Indigenous group	First Nation, Metis Settlement or other group that has an Aboriginal or treaty right as provided in Section 35 of the <i>Constitution Act, 1982</i> .
Industrial	Industrial areas are within 800 metres of a single large industrial/commercial complex or numerous small or medium industrial/commercial facilities where no residential development exists.
<u>.kml/.kmz files</u>	<p><u>A key markup language file is a file format used to display geographic data in a browser such as Google Earth. The file should contain the geospatial data (geometry, location and attributes) of each of the major components, including:</u></p> <ul style="list-style-type: none"> <li><u>● Point geometry for wind turbine, inverter, substation, compressor station and energy storage facility locations (if applicable).</u></li> <li><u>● Line geometry for transmission line centrelines for all applied for transmission route options, or nearby electric transmission and distribution lines, and gas pipelines (if applicable).</u></li> <li><u>● Polygon geometry for the proposed power plant project boundary or for nearby power plant project boundaries (if applicable).</u></li> <li><u>● If the map scale is greater than 1:100,000, then use polygon geometry for substation area and energy storage facility footprint (if applicable).</u></li> </ul> <p><u>Attributes should clearly describe each component, for example:</u></p>

Term	Definition
	<p><u>o Name: "Line 123L", Description: "Proposed transmission line – preferred route"; or</u></p> <p><u>o Name: "Turbine 12", Description: "Proposed wind turbine"; or</u></p> <p><u>o Name: "Licence 1234", Description: "Relocated pipeline segment – line 99")</u></p> <p><u>and similar type components should have the same attributes (e.g., all transmission lines, or all turbines or all pipeline segments have a name and description).</u></p>
Life of the project	The length of time required to construct, operate, <b>decommission</b> and reclaim all phases of a development.
<u>Local authority</u>	<u>The municipality and other relevant municipal parties such as emergency services, infrastructure services, and planning services.</u>
Local study area	The area existing outside the boundaries of the project area, where there is a reasonable potential for immediate environmental impacts due to ongoing project activities. Defines the spatial extent directly or indirectly affected by the project.
Major substation equipment	Includes transformers, <u>transmission-level</u> circuit breakers, capacitor banks, static VAR (volt-ampere reactive) compensators, reactors and telecommunications structures.
Minimal visual or noise impact	Visual or noise impact that is not reasonably expected to interfere with the use and enjoyment of property.
Nominal capability	The nameplate <b>capae</b> <u>bility</u> of a single generating unit.
Partial pipeline removal	The physical removal of <u>part of a pipeline or</u> a pipeline where crossings are not being removed.
Person	Includes <u>a municipality or local authority, agency,</u> individual, Indigenous group, unincorporated entity, partnership, association, corporation, trustee, executor, administrator or legal representative.
Pipeline abandonment	The permanent deactivation of a pipeline in accordance with the <i>Pipeline Rules</i> .
Pipeline discontinuation	The temporary deactivation of a pipeline or part of a pipeline.
Pipeline installation	Any equipment, apparatus, mechanism, machinery, or instrument incidental to the operation of a gas utility pipelines. Under this rule, only compressor stations are listed on the licence as pipeline installations.
Pipeline removal	The removal of an entire pipeline, including crossings of roads, railways, and watercourses.
Pipeline replacement	The replacement of an existing pipeline or a pipeline segment.

Term	Definition
Pipeline resumption	Resuming operations on a discontinued pipeline or on a pipeline that has not been in active flowing service within the last 12 months to its original licensed parameters.
Pipeline split	When one pipeline segment is split into multiple line segments that are each assigned an individual line number.
<u>Power plant project boundary</u>	<u>The limits of a power plant project defined using all quarter sections of land on which permanent project infrastructure is sited (above and below ground), including collector lines. If any portion of a project is sited within a quarter section, that quarter section should be included in the project boundary.</u>
Qualified owner	<p>An owner of an asset that falls under one of the following categories:</p> <ul style="list-style-type: none"> <li>a) Registered under the <i>Companies Act</i>.</li> <li>b) Registered, incorporated or continued under the <i>Business Corporations Act</i>.</li> <li>c) Registered, incorporated or continued under the <i>Cooperatives Act</i>.</li> <li>d) Incorporated by an ordinance or an act of the legislature that empowers it to engage in the business of generation or transmission of electricity.</li> <li>e) A bank.</li> <li>f) A railway company incorporated under an act of the Parliament of Canada.</li> <li>g) A loan corporation or trust corporation.</li> <li>h) An insurer licensed under the <i>Insurance Act</i>.</li> <li>i) A municipal corporation.</li> <li>j) A co-operative association.</li> </ul>
Receptors	<p>Receptors means any permanently or seasonally occupied (minimum use of six weeks per year or more) dwellings used for the purpose of human rest; including a nursing home or hospital with the exception of an employee or worker residence, dormitory, or construction camp located within an energy-related facilities industrial plant boundary. Trailer parks and campgrounds may qualify as a dwelling if it can be demonstrated that they are in regular and consistent use.</p> <p>The dwelling must not be mobile and should have some sort of foundation or features of permanence (e.g., electrical power, domestic water supply, septic system) associated with it. Summer cottages or manufactured homes are examples of seasonally occupied dwellings, while a holiday trailer simply pulled onto a site is not</p>
<p>Reclamation</p> <p>(for the purposes of this document, decommissioning is included as part of the process of reclamation)</p>	<p>The process of reconverting disturbed land to its former or other productive uses.</p> <p>All practical and reasonable methods of designing and conducting an activity to ensure:</p> <ul style="list-style-type: none"> <li>▪ stable, non-hazardous, non erodible, favourably drained soil conditions, and</li> <li>▪ equivalent land capability.</li> </ul> <p>(1) The removal of equipment or buildings or other structures and appurtenances,</p>

Term	Definition
	(2) The decontamination of buildings or other structures or other appurtenances, or land or water, (3) The stabilization, contouring maintenance, conditioning or reconstruction of the surface of land, Any other procedure, operation or requirement specified in the regulations.
Rural	Rural communities are outside the municipal boundaries of cities, towns and villages or inside the municipal boundaries where no subdivision development exists within 800 metres of the proposed facility.
Sensitive areas	Areas that are important to the long-term maintenance of biological diversity, soil, water or other natural processes, at multiple spatial scales. These areas contain rare or unique elements, or include elements that may require special management consideration due to their conservation needs.
Significance	A measure of the magnitude, duration, frequency, timing, probability of occurrence, ecological and social context, geographic extent, and degree of reversibility of an effect on a valued ecosystem component.
Surface development	A railway, pipeline, canal or other right-of-way, road allowance, surveyed roadway, dwelling, industrial plant, aircraft runway or taxiway, buildings used for military purposes, permanent farm buildings, school, or church.
Total capability	The cumulative capability of all generating units at a site.
Transmission facility	A transmission line, substation, telecommunications structure, or fibre optic cable.
Urban	Urban communities are within the municipal boundaries of cities, towns and villages where subdivision development exists within 800 metres of the proposed facility.

## Appendix A1 – Participant involvement program guidelines

### 1 Purpose

#### 1.1 Purpose of the participant involvement program guidelines

These guidelines list the factors that an applicant should consider when creating its participant involvement program (PIP). The Commission expects that an applicant will adhere to these guidelines when developing its PIP. However, the Commission recognizes that there may be circumstances where it may be appropriate for an applicant to deviate from these guidelines. In those circumstances, the Commission expects the applicant to explain the circumstances and rationale for the deviation.

The precise extent and scope of an applicant's PIP cannot be predetermined because each application is unique and may present circumstances that must be addressed on an individual basis.

A PIP must be conducted before an electric facility or [gas utility pipeline](#) application can be submitted to the Commission. An applicant should consider these guidelines in relation to new electric facility or gas utility pipeline projects, and also when it is modifying, seeking a time extension, salvaging, or [decommissioning](#) an existing electric facility or modifying, seeking a time extension, removing or resuming service on a gas utility pipeline or installation.

The Commission requires the applicant to assume responsibility for informing stakeholders and [Indigenous groups](#) and involving them in the applicant's project.

If there is a potential for the applicant's project to impact Aboriginal or treaty rights as provided in Section 35 of the *Constitution Act, 1982* (Section 35 rights), applicants must specifically address this as part of the participant involvement program and identify the Indigenous groups consulted. Section 35 rights may be practiced on unoccupied Crown land and other lands to which the members have a right of access for such purposes.

#### 1.2 Purpose of the participant involvement program

It is paramount that effective communications take place between the applicant and all potentially affected [persons](#) including [Indigenous groups](#), the public, local authorities, agencies, industry and government so that concerns may be raised, properly addressed, and if possible, resolved. All persons whose rights may be directly and adversely affected by a proposed development must be informed of the application, have an opportunity to voice their concerns and have an opportunity to be heard.



## 2 Electric facility and gas utility pipeline development: a cooperative venture

Stakeholders and [Indigenous groups](#) are strongly encouraged to participate in ongoing issue identification, problem solving and planning with respect to local electric facility and [gas utility pipeline](#) projects. Early involvement in informal discussions with an applicant may lead to greater opportunity to influence project planning and mitigation of potential impacts. Recognition of landowner groups with common concerns and issues at an early stage of the PIP, especially in highly developed areas, may be an efficient way for applicants and potentially affected [persons](#) to interact and discuss the project and any related concerns.

## 3 Planning a participant involvement program

In its PIP, the applicant is expected to consider how to effectively communicate and interact with [persons](#) whose rights may be directly and adversely affected by the proposed project. This includes the public, local authorities, agencies, industry, [Indigenous groups](#) and government and may also include other groups that have a stake in electric facility and [gas utility pipeline](#) projects, should such groups make themselves known to the applicant.

As mentioned above, the development and implementation of the PIP must occur ~~prior to~~before ~~the filing of~~ an application with the Commission. The elements of the PIP must include:

- Project-specific information.
- A response to questions and concerns.
- A discussion of options, alternatives and mitigation measures.

Local authorities and various provincial departments have a role in ensuring orderly land use and development. Applicants ~~should~~must consider whether it is appropriate to involve these groups at an early stage in the planning of the electric facility or gas utility pipeline project and its PIP.

The Commission encourages an applicant to be sensitive to the capacity challenges and timing constraints of Indigenous groups (e.g., seasonal land use and cultural activities) and other stakeholders (e.g., planting, harvesting, calving seasons and statutory holidays) when developing and ~~implementing~~conducting its PIP.

## 4 Information to be provided

Comprehensive project-specific information must be developed and made available to all [persons](#) included in the PIP. Distribution of project-specific information may include, but is not limited to, website content, email, and addressed or unaddressed postal mail.

The applicant must use appropriate language and terminology in all written, electronic and website materials so that stakeholders and [Indigenous groups](#) can clearly understand the details of the proposed project and the impact(s) it may have upon them. At a minimum, all persons must be

given the following project-specific information and be provided with options for accessing more

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detailed information in the format of their choice (e.g., postal mail, website or electronic communication):

- Applicant contact name(s) and phone number(s) for further information or for raising concerns.
- Location of proposed ~~electric or gas utility~~ facilities, including site-specific map.
- A description of the general nature of potential impacts of the project, such as potential impacts on environment, traffic and construction impacts, visual impacts, noise impacts, etc.
- In the case of transmission facilities, a brief explanation of the need for the proposed facilities.
- Discussion of the potential restrictions on the development of lands adjacent to the proposed project, such as setbacks.
- Description of proposed on-site equipment.
- If applicable, a map(s) that identifies all receptors and the expected duration of shadow flicker for each receptor.
- If applicable, a map(s) identifying the solar glare receptors, registered and known unregistered [aerodromes](#), and critical points along highways, major roadways, and railways. The information must include information on the expected intensity and duration of any solar glare.
- Proposed project schedule including the deadline for persons to raise concerns with the applicant, the application filing date, construction start date and in-service date.
- The information package must include the most recent version of the following ~~Commission AUC~~ public information document:
  - *Participating in the AUC's independent review process*
- Any other information that may assist stakeholders and [Indigenous groups](#) to understand the proposed project.

If the proposed project is part of a larger project, the applicant is expected to discuss the entire project and explain how it complements other development in the area.

In addition to the aforementioned, an applicant must include the following project-specific information about the project if applying for a **gas utility pipeline** licence. In the event that one or more points are not applicable an explanation must be provided:

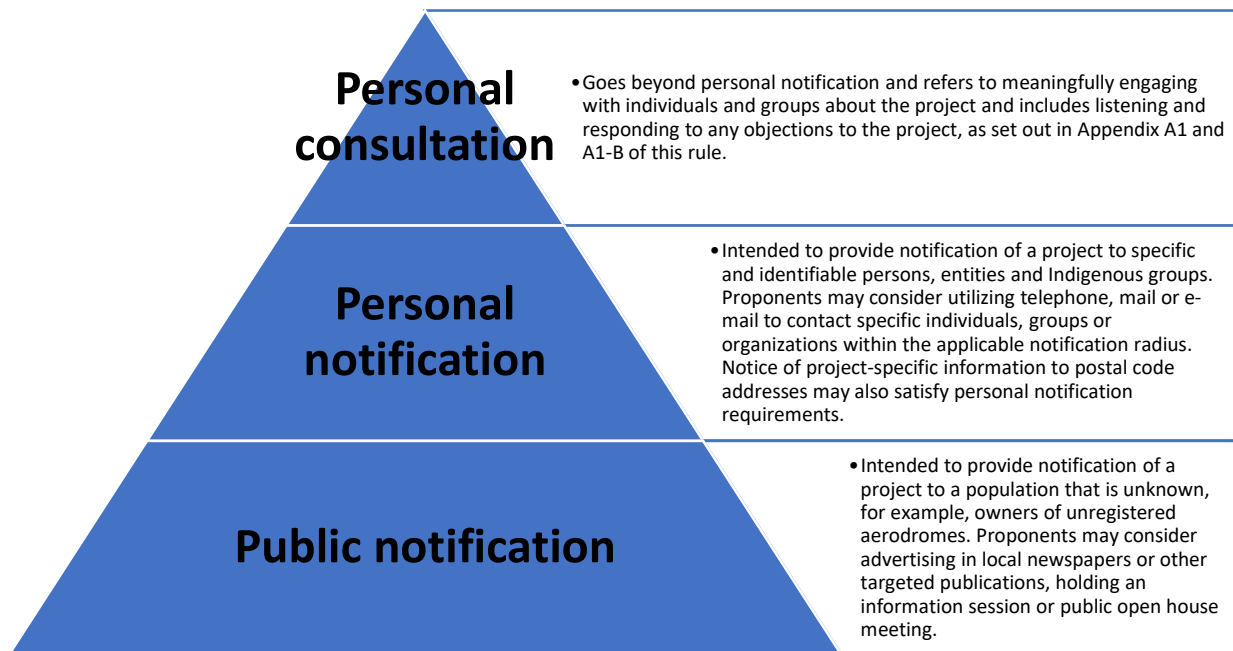
- a. Emergency contact number of the applicant/licensee,
- b. Need for the proposed development and explanation of how it fits with existing and future plans.
- c. A description of all new and existing sources of gas flaring, incinerating, or venting from the proposed gas utility pipeline or **pipeline installation(s)**, and potential opportunities or alternatives to eliminate or reduce flaring, incinerating, or venting.
- d. Potential sources of emissions and odours during normal operating conditions (including trucking operations) and measures to control or eliminate them.

## 5 Consultation and notification

Who to include – electric facility and gas utility applications

Depending on the scenario, this rule contemplates two types of notification requirements, personal notification and public notification, as well as personal consultation. ~~The Commission recommends that notification and consultation should, at a minimum, be conducted to the distances outlined in the following table.~~ The notification and consultation distances set out in

If there are populated areas just outside the minimum notification distance, applicants should consider including those areas in the participant involvement program.



Tables A1-1 and A1-2 are the minimum distances to which notification and consultation is to occur.

If there is Crown land within the distances identified in the following table, the applicant~~s~~ should consider if there is a potential for the project to impact Section 35 rights and if so, include **Indigenous groups** in the PIP. Applicants ~~are encouraged to~~**should** be aware of the government of Alberta’s consultation policies and guidelines, and to use the government of Alberta’s Landscape Analysis Indigenous Relations Tool (LAIRT) to inform their decisions about consultation. If no steps were undertaken by the applicant to identify and consult with Indigenous groups, the applicant must provide an explanation for that decision.

Table A1-1: *Electric facility application notification and consultation requirements*

Type of facility application	Notification	Personal consultation
Solar power plant or energy storage facility less than 150 kW – urban and rural	Notification is not required, however any potential effects on <b>persons</b> or the environment must be taken into account in the design and installation of the project. The Commission retains the jurisdiction to investigate issues that may arise in relation to the project.	N/A
Power plants or energy storage facilities, less than one megawatt – urban.	Provide personal notification to occupants, residents, landowners, <b>local authorities</b> , <b>First Nation reserves</b> , and Metis Settlements within the first row of occupied properties surrounding the proposed development, and consider including areas beyond the first row of occupied properties surrounding the proposed development.  For wind and solar power plants, provide personal notification to the owners of any registered <b>aerodrome</b> within 4,000 metres from the proposed turbine locations, or the edge of the proposed power plant <del>site</del> <b>project</b> boundary for solar plants, and provide public notification to owners of unregistered aerodromes within 4,000 metres measured from proposed turbine locations, or from the edge of the proposed solar power plant <del>site</del> <b>project</b> boundary, respectively.	N/A
Power plants or energy storage facilities, one to 10 megawatts – urban.	Provide personal notification to occupants, residents, landowners, <b>local authorities</b> , <b>First Nation reserves</b> , and Metis Settlements within the first row of occupied properties surrounding the proposed development, and consider including areas beyond the first row	Applicants should consider personal consultation to occupants, residents, landowners, <b>local authorities</b> , <b>First Nation reserves</b> , and Metis Settlements within the first row of occupied properties

Type of facility application	Notification	Personal consultation
	<p>of occupied properties surrounding the proposed development.</p> <p>If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.</p> <p>For wind and solar power plants, provide personal notification to the owners of any registered aerodrome within 4,000 metres from the proposed turbine locations, or the edge of the proposed solar power plant <del>site</del> <u>project</u> boundary, and provide public notification to owners of unregistered aerodromes within 4,000 metres measured from proposed turbine locations, or from the edge of the proposed solar power plant site boundary, respectively.</p>	<p>surrounding the proposed development, as the circumstances require.</p>
<p>Wind power plants, 10 megawatts or greater - urban and rural.</p>	<p>Provide public notification to occupants, residents, landowners, <u>local authorities</u>, First Nation reserves, and Metis Settlements within 1,500 metres measured from the edge of the proposed power plant <del>site</del> <u>project</u> boundary.</p> <p>Provide personal notification to the owners of any registered aerodrome within 4,000 metres from the proposed turbine locations and provide public notification to owners of unregistered aerodromes within 4,000 metres measured from the proposed turbine locations.</p> <p>For major power plant applications, if there are populated areas just outside the 1,500-metre distance, applicants should consider including those areas in the public notification.</p> <p>If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.</p>	<p>Personal consultation with occupants, residents, landowners, <u>local authorities</u>, First Nation reserves, and Metis Settlements within 800 metres measured from the edge of the proposed power plant <del>site</del> <u>project</u> boundary.</p>
<p>Solar power plants or energy storage facilities, less than one megawatt – rural (large rural industrial parks or large residential multi-parcel acreage subdivisions in this</p>	<p>Provide personal notification to occupants, residents, landowners, <u>local authorities</u>, First Nation reserves, and Metis Settlements within 400 metres from the edge of <u>the power plantsite project</u> boundary of the proposed development.</p>	<p>N/A</p>

Type of facility application	Notification	Personal consultation
category may be considered as urban).	For solar power plants, provide personal notification to the owners of any registered aerodrome within 4,000 metres from the edge of the proposed power plant <a href="#">site-project</a> boundary and provide public notification to owners of unregistered aerodromes within 4,000 metres measured from the edge of the proposed power plant <a href="#">site-project</a> boundary.	
Solar power plants or energy storage facilities, one to 10 megawatts – rural (large rural industrial parks in this category can be administered as urban).	<p>Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a>, First-Nation reserves, and Metis Settlements within 800 metres from the edge of the proposed <a href="#">site-power plant project</a> boundary, as the circumstances require.</p> <p>For solar power plants, provide personal notification to the owners of any registered aerodrome within 4,000 metres from the edge of the proposed power plant <a href="#">site-project</a> boundary and provide public notification to owners of unregistered aerodromes within 4,000 metres measured from the edge of the proposed power plant <a href="#">site-project</a> boundary.</p>	N/A
Solar power plants or energy storage facilities, 10 megawatts or greater - urban and rural.	<p>Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a>, First-Nation reserves, and Metis Settlements within 800 metres measured from the edge of the proposed site boundary.</p> <p>For solar power plants, provide personal notification to the owners of any registered aerodrome within 4,000 metres from the edge of the proposed power plant <a href="#">site-project</a> boundary and provide public notification to owners of unregistered aerodromes within 4,000 metres measured from the edge of the proposed power plant <a href="#">site-project</a> boundary.</p> <p>For major power plant applications, if there are populated areas just outside the 800-metre distance, applicants should consider including those areas in the personal notification.</p> <p>If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.</p>	Personal consultation with occupants, residents, landowners, <a href="#">local authorities</a> , First Nation reserves, and Metis Settlements within 400 metres measured from the edge of the proposed <a href="#">power plant project site</a> -boundary.

Type of facility application	Notification	Personal consultation
<p>Wind, thermal, hydro or other power plants or pumped hydro energy storage, less than one megawatt – rural (large rural industrial parks or large residential multi-parcel acreage subdivisions in this category can be administered as urban).</p>	<p>Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a>, First-Nation reserves, and Metis Settlements within 1,500-metre measured from the edge of the <a href="#">site-power plant project</a> boundary of the proposed development, as the circumstances require.</p> <p>For wind power plants, provide personal notification to the owners of any registered aerodrome within 4,000 metres from the proposed turbine locations and provide public notification to owners of unregistered aerodromes within 4,000 metres measured from the proposed turbine locations.</p>	<p>N/A</p>
<p>Wind, thermal, hydro or other power plants or pumped hydro energy storage, one to 10 megawatts – rural (large rural industrial parks in this category can be administered as urban).</p>	<p>Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a>, First Nation reserves, and Metis Settlements within 1,500-metres measured from the edge of the proposed power plant <a href="#">site-project</a> boundary, as the circumstances require.</p> <p>For wind power plants, provide personal notification to the owners of any registered aerodrome within 4,000 metres from the proposed turbine locations and provide public notification to owners of unregistered aerodromes within 4,000 metres measured from the proposed turbine locations.</p>	<p>N/A</p>
<p>Thermal, hydro or other power plants, or pumped hydro energy storage 10 megawatts or greater, urban and rural.</p>	<p>Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a>, First-Nation reserves, and Metis Settlements within 2,000 metres measured from the edge of the proposed power plant <a href="#">site-project</a> boundary.</p> <p>For major power plant applications, if there are populated areas just outside the 2,000-metre distance, applicants should consider including those areas in the personal notification.</p> <p>If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.</p>	<p>Personal consultation with occupants, residents, landowners, <a href="#">local authorities</a>, First Nation reserves, and Metis Settlements within 800 metres measured from the edge of the proposed power plant <a href="#">site-project</a> boundary.</p>
<p>Overhead transmission line and new substation</p>	<p>Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a>, First-Nation reserves, and Metis Settlements</p>	<p>Personal consultation with occupants, residents, landowners, <a href="#">local authorities</a>,</p>

Type of facility application	Notification	Personal consultation
development – rural or industrial setting.	<p>within 800 metres measured from the edge of the proposed right-of-way for the transmission line and/or the edge of the proposed substation site boundary.</p> <p>Notice of project-specific information to postal code addresses is generally sufficient to satisfy this communication requirement. If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.</p>	<p>First Nation reserves, and Metis Settlements on or directly adjacent to the proposed right-of-way for the transmission line and/or proposed substation site location.</p>
New underground transmission lines or burying of existing transmission lines- rural.	<p>Provide personal notification to occupants, residents, landowners, local authorities, First Nation reserves, and Metis Settlements within 200 metres measured from the centre of the proposed right-of-way for the transmission line.</p> <p>Alternatively, notice of project-specific information to postal code addresses is sufficient to satisfy this communication requirement. If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.</p>	<p>Personal consultation with occupants, residents, landowners, local authorities, First Nation reserves, and Metis Settlements on or directly adjacent to the right-of-way for the transmission line.</p>
Overhead or underground transmission line and/or new substation development and/or substation upgrades and/or minor transmission line replacements within the original right-of-way – urban.	<p>Provide personal notification to occupants, residents landowners, local authorities, First Nation reserves, and Metis Settlements within the first row of development surrounding the proposed project.</p> <p>If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.</p>	<p>Personal consultation with occupants, residents, landowners, local authorities, First Nation reserves, and Metis Settlements on or directly adjacent to the right-of-way or substation site location.</p>
Minor transmission line replacements within the original right-of-way – rural and industrial.	<p>Provide personal notification to occupants, residents landowners, local authorities, First Nation reserves, and Metis Settlements within 200 metres from the edge of the existing right-of-way.</p> <p>Alternatively, notice of project-specific information to postal code addresses is sufficient to satisfy this communication requirement. If the applicant considers that</p>	<p>Personal consultation with occupants, residents, landowners, local authorities, First Nation reserves, and Metis Settlements on or directly adjacent to the existing right-of-way.</p>



Type of facility application	Notification	Personal consultation
	certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.	
Substation developments within existing facilities, where there is a change in the substation fence line or which create visual or noise impact – rural and industrial.	Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a> , First Nation reserves, and Metis Settlements within 800 metres from the edge of the existing substation site boundary.  Alternatively, notice of project-specific information to postal code addresses is sufficient to satisfy this communication requirement. If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.	Personal consultation with occupants, residents, landowners, <a href="#">local authorities</a> , First Nation reserves, and Metis Settlements on or directly adjacent to the existing substation site location.
Substation developments within existing facilities, where there is no change in the substation fence line and which create minimal visual or noise impact – rural and industrial.	Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a> , First Nation reserves, and Metis Settlements within 200 metres from the edge of the existing substation site boundary.  Alternatively, notice of project-specific information to postal code addresses is sufficient to satisfy this communication requirement. If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.	Personal consultation with substation landowners.
<u>Minor substation developments within existing facilities, where there is no change in the substation fence line and no increase in operating noise – urban</u>	<u>Notification is not required, however any potential effects on persons or the environment must be taken into account in the design and installation of the project. The Commission retains the jurisdiction to investigate issues that may arise in relation to the project.</u>	<u>N/A</u>
New substation developments for customers that are wholly contained within the customer's industrial complex.	Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a> , First Nation reserves, and Metis settlements within 200 metres from the edge of the proposed substation site boundary.  Alternatively, notice of project-specific information to postal code addresses is sufficient to satisfy this communication	Personal consultation with occupants, residents and landowners on or directly adjacent to the proposed substation site location.

Type of facility application	Notification	Personal consultation
	requirement. If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.	
Decommission and salvage – transmission facilities.	Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a> , First Nation reserves, and Metis Settlements and other utilities on or directly adjacent to the existing facility right-of-way.  If the applicant considers that certain landowners that should be notified of the proposed project may be missed because they do not reside at the property, additional efforts to notify them should be considered.	N/A
Decommission and salvage – power plant.	Provide personal notification to occupants, residents, landowners, <a href="#">local authorities</a> , First Nation reserves, and Metis Settlements and other utilities on or directly adjacent to the existing facility.	N/A

For clarity:

- For the installation of fibre optic facilities where a direct and adverse effect may occur, the applicant should consult with the landowner on whose land the fibre optic work is proposed, and notify those persons [directly adjacent](#) if their rights may be directly and adversely affected. In a situation where no impact is expected, such as, for example, an insertion into an existing conduit, no consultation is required.
- Telecommunications towers should be treated similarly to a substation development or upgrade from whatever situation is applicable from the table in Section 5.

Table A1-2: Gas utility pipeline and pipeline installation consultation and notification requirements

Type of facility application	Notification	Personal consultation
New pipeline construction, H <sub>2</sub> S partial pressure ≤ 0.3 kPa, and OD ≤ 323.9mm (Type 100)	Provide personal notification to Crown disposition holders, local authorities along the right-of way and <a href="#">urban</a> authorities within 1.5 km.  In a rural or industrial setting, provide personal notification to occupants, residents, landowners, <a href="#">First Nation reserves</a> , and Metis Settlements within 0.1 km of the pipeline.	Occupants, residents, landowners, First Nation reserves, and Metis Settlements within the pipeline right-of-way, and those who request consultation after receiving notification (or otherwise convey objections or concerns).

Type of facility application	Notification	Personal consultation
	In urban communities, provide personal notification to occupants, residents, landowners, First Nation reserves, and Metis Settlements within the first row of development on each side of the pipeline.	Confirmation of non-objection is <u>required</u> from occupants, residents, landowners, <u>local authorities</u> , First Nation reserves, and Metis Settlements within the pipeline right-of-way
New pipeline construction, H <sub>2</sub> S partial pressure ≤ 0.3 kPa, and OD > 323.9mm (Type 101)	Provide personal notification to Crown disposition holders, local authorities along the right-of way and urban authorities within 1.5 km.  Provide personal notification to occupants, residents, landowners, First Nation reserves, and Metis Settlements within 0.2 km of the pipeline.	Occupants, residents, landowners, First Nation reserves, and Metis Settlements within or <u>directly adjacent</u> to the pipeline right-of-way, and those who request consultation after receiving notification (or otherwise convey objections).  Confirmation of non-objection is required from occupants, residents, landowners, First Nation reserves, and Metis Settlements within the pipeline right-of-way
Construction, or removal of a compressor station	Provide personal notification to Crown disposition holders, local authorities and occupants, residents, landowners, First Nation reserves, and Metis Settlements within 1.5 km.	Occupants, residents, landowners, First Nation reserves, and Metis Settlements within 0.5 km.  Confirmation of non-objection is required from occupants, residents, landowners, First Nation reserves, and Metis Settlements <u>adjacent to within 0.5 km of</u> the compressor station site.
Pipeline licence amendment - Complete removal (including all crossings) or partial removal	Provide personal notification to occupants, residents, landowners, First Nation reserves, and Metis Settlements within the pipeline right-of-way and within the associated setbacks <u>prior to before</u> filing the application.	N/A
Pipeline licence amendment - Not constructed	Provide personal notification to occupants, residents, landowners, First Nation reserves, and Metis Settlements within the pipeline right-of-way and within the associated setbacks.	N/A
Pipeline licence amendment - Abandonment	Provide personal notification to occupants, residents, landowners, First Nation reserves, and Metis Settlements within the pipeline right-of-way	N/A

Type of facility application	Notification	Personal consultation
	and within the associated setbacks <del>prior to</del> <u>before</u> abandonment.	
Pipeline licence amendment - Discontinuation	N/A Application is filed within 90 days of completing the discontinuation operation to advise the Commission of the discontinuation	N/A
Pipeline licence amendment - MOP change and line split	Provide personal notification to occupants, residents, landowners, First Nation reserves, and Metis Settlements within the pipeline right-of-way and within the associated setbacks only if the proposed activity decreases or eliminates setbacks.	N/A
Pipeline licence amendment - Resumption of discontinued pipeline	N/A	N/A
Pipeline licence amendment - Resumption of abandoned pipeline/ <u>pipeline installations</u>	Provide personal notification to occupants, residents, landowners, First Nation reserves, and Metis Settlements within the pipeline right-of-way and within the associated setbacks <del>prior to</del> <u>before</u> filing the application.	N/A

## 6 ~~General~~cConsiderations for notification and consultation

It is an applicant's responsibility to assess the area potentially impacted by the project and determine whether the distance of notification recommended in these guidelines should be altered to include a greater area. It may be necessary to change the distance to include stakeholders or Indigenous groups who have expressed an interest in development in the area. An applicant should explain the basis of its decision to change the distance of notification recommended in these guidelines in its application.

During the planning of its PIP, the applicant should assess ~~its~~the need for public notification to reach the broader public and determine whether an information session or public open house meeting is required. When holding such information sessions, the applicant must disclose the same project-specific information it would disclose to those individuals involved in personal consultation and notification.

The applicant must allow notified stakeholders and Indigenous groups a minimum of 14 calendar days to receive, consider and respond to the PIP for the proposed project ~~prior to~~before filing a facility application. The timeline for responses should be clearly stated in the PIP information as per Section 4.

In the case of a gas utility pipeline application, if an applicant has conducted personal consultation with every person in the applicable notification radius and obtained written confirmation of non-objection, the applicant may file an application once consultation is complete.

The applicant must make reasonable attempts to contact stakeholders and Indigenous groups, provide information about the project, discuss the project, and address any questions and concerns. If the applicant is unable to contact a stakeholder or Indigenous groups, it should be able to demonstrate reasonable attempts to establish contact. An applicant is encouraged to refresh its list of stakeholders and Indigenous groups prior to major project notification milestones and prior to filing the application with the AUC to mitigate against missing those who may have moved within the notification boundary during the consultation period.

An applicant must ensure that any local authority is included in a PIP.

The applicant is accountable for the outcomes of personal notification and consultation, including consultation and notification completed on its behalf by all personnel (including contracted personnel). Consequently, the applicant must ensure that individuals conducting personal notification and consultation:

- Possess a sound understanding of regulatory requirements and expectations for participant involvement.
- Possess full knowledge of the overall plan and direction of future development options.
- Use appropriate language and terminology in conversations and in written and electronic materials so that the stakeholders and Indigenous groups can clearly understand the details of the proposed project and the impact it may have on them, including that all applied-for routes, including alternative routes, could be approved.
- Have sufficient training and experience in conducting consultation including customer service, courtesy, and respect.

~~The applicant must provide its project-specific information to those stakeholders and Indigenous groups described in the Who to include section, above.~~ The required notification information may be made available electronically or forwarded by courier, mail, fax, email or other means as agreed upon by the applicant and occupant, resident, landowner, local authorities and stakeholders and Indigenous groups consulted.

Notification to Indigenous groups should be provided to the official consultation contact(s) on the Aboriginal Consultation Office website.

If the stakeholder or Indigenous group does not wish to receive the project-specific information or declines to consult with the applicant, the applicant must document the refusal for compliance audit purposes.

The applicant must keep a log containing information on the dates personal consultation occurred or was attempted, whether project information was provided, and to whom the project information was given.

## 6.1 Specific considerations for consultation

The applicant is expected to conduct one-on-one consultation with occupants, residents, landowners, [local authorities](#) and [Indigenous groups](#) as outlined in the Who to include in [Section 5](#), above.

Where there is more than one landowner or occupant at an address, a consultation with one adult at that address will normally be sufficient, unless a request is made to meet with more than one landowner or occupant. [An applicant is encouraged to inquire with a landowner or occupant if there are any other occupants or interest holders not listed on land title that should be included in the consultation.](#)

The applicant should use the method of consultation preferred by the occupant, resident, landowner, [local authorities](#) ~~or~~ and Indigenous groups ~~which could include face-to-face meetings, phone, email, or other electronic media.~~

Questions raised during discussions about the proposed project should alert the applicant to potential objections. The applicant should attempt to address concerns raised about the proposed project during consultation.

## 6.2 Consultation for projects on a First Nation reserve

For an application that crosses or is wholly located on a [First Nation reserve](#) the applicant is required to obtain the necessary consent and approvals from the First Nation and, if applicable, the federal government. The applicant must notify the Chief and Council, and the lands office (if applicable) about the project, seek direction on the consultation and notification requirements, and obtain any federal land tenure that may be required for the project (i.e., *Indian Act*, *First Nation Land Management Act*, or other applicable legislation).

## 6.3 Engagement with local municipal jurisdictions

[For any power plant and energy storage facility application, the applicant must provide the Municipal Engagement Form \[link\] to the affected municipality to complete for a minimum of 30 days before the application is filed. The municipal engagement form provides an opportunity for an affected municipality to share information regarding the project with the Commission. However, it is a municipality's choice whether it decides to complete the municipal engagement form. The applicant must clearly explain to the municipality that it has 30 days to complete the municipal engagement form and must also explain that the applicant will be providing responses to the same questions as part of its application.](#)

[It is the responsibility of the applicant to make attempts to follow up with the municipality regarding the municipal engagement form. If the municipality declines to complete the form](#)

within the 30 day period, the applicant must provide documentation as part of its application that shows the attempts to contact the municipality.

## 7 Changes in the project or circumstances affecting a participant involvement program

The applicant is expected to make reasonable attempts to update stakeholders on material changes to the project, even if the application is withdrawn. Stakeholders, [local authorities](#) and [Indigenous groups](#) included in the PIP should continue to be included in correspondence and information updates, except in cases where:

- The participant is no longer within the project notification distance due to a change in the location of the facilities under consideration (such as a rejected route). Participants removed from project communications for these reasons must be advised by the applicant that they will no longer be receiving communications relating to the project.
- The participant is not within the notification distance of a localized change to the facilities under consideration (such as a minor route deflection). In these cases, only participants within the notification zone surrounding the localized change require communications related to the change.

When a change in circumstances does not allow previous commitments to stakeholders or Indigenous groups to be met, the Commission expects the applicant to provide notification to all stakeholders or Indigenous groups impacted by the change in circumstances.

## 8 Extended absences

In some instances occupants, residents and landowners may be away for extended periods, such as on vacation, or they may reside out of the province. An applicant is expected to attempt to contact these stakeholders and [Indigenous groups](#) regardless of these extended absences.

When the applicant is expected to consult with stakeholders and Indigenous groups but is unable to do so, it is expected to send letters and project information to the address indicated on the most up-to-date land title documents.

If the applicant is unable to fulfill all PIP requirements, it must explain the efforts made to contact all necessary stakeholders and Indigenous groups.

## 9 Documenting the participant involvement program

The applicant ~~should~~**must** document its PIP, including the elements specified in Section 3 and it should include all information provided and received through the notification and consultation process. The applicant is required to retain communications logs, including any registered mail and courier tracking information, to record feedback and objections received ~~prior to~~**before** filing an application and the applicant's responses and follow up to resolve objections. The applicant is also required to document commitments made during its PIP and have a process in place to monitor and follow up on those commitments.

When submitting an application, the applicant must include a written summary of any unresolved objections, its responses and its follow-up to these objections. Documentation may be requested in the event of a compliance audit.

Information requirements throughout this rule require a list of contact information for all **persons** who were contacted as part of the PIP. This information should be provided in a Microsoft Excel spreadsheet with columns for name, company or organization name, address 1, address 2, city, province, postal code, country and optional email address, as shown below in Table A1-3. An email address is to be provided if a person indicates that they would prefer to be communicated with via email rather than mail. Applicants are encouraged to use Canada Post’s Precision Targeting tool to populate addresses if they are not available through other means.

Table A1-3: Requirements for contact information

Name	Company Name	Address 1	Address 2	City	Province	Postal Code	Country	Email address (optional)
Sally Sanderson		Unit 123	456 Maple Lane	Calgary	AB	T0M 0M0	Canada	sally@email.ca
Bob Boberson	Bob’s Farm Ltd.		P.O. Box 126	Calgary	AB	T8H 8N6	Canada	bob@email.ca



## Appendix A1-B – Participant involvement program guidelines for Indigenous groups

### 1 Introduction

The AUC has the authority to consider and address potential adverse impacts to Aboriginal and treaty rights as set out in Section 35 of the *Constitution Act, 1982*, when deciding whether approval of an electric facility or gas utility project is in the public interest. The Commission is committed to ensuring that **Indigenous groups** whose constitutionally protected rights may be directly and adversely affected by development have the opportunity to have their concerns heard, considered, understood and accommodated (if required).

These guidelines list the factors that an applicant should consider when creating its participant involvement program (PIP) for Indigenous groups. It is designed to augment the guidelines for the PIP in Appendix A1 by providing additional guidance to applicants on consultation with Indigenous groups.

Project applicants are responsible for discussing the project with Indigenous groups, understanding their concerns, and exploring accommodation measures where those are needed or recommended to avoid, minimize or mitigate adverse impacts on Section 35 rights. It is helpful for the Indigenous groups to be notified early in project planning to provide sufficient time for relationship building, issue identification and mitigation exploration.

If resolution of concerns is not possible applicants are responsible for providing the AUC with the record of the consultation that was undertaken, including a summary of any objections received, mitigations discussed, and any outstanding objections.

## The duty to consult

Consultation is a process intended to understand the potential for adverse impacts of anticipated Crown decisions on Aboriginal and treaty rights as set out in Section 35 of the *Constitution Act, 1982*, with a view to substantially address any impacts on those rights.

Duty to consult activities occur on a spectrum that depends on the strength of the claim of proven or asserted Section 35 rights and the potential for adverse impact on those rights. The consultation activities required to fulfill the duty range from notification only to deep consultation, and in some instances may require accommodation.

The AUC acknowledges that a duty to consult arises in relation to a proposed utility development application filed with the AUC when the following factors are all present:

1. The Crown has real or constructive knowledge of a proven or asserted Section 35 right.
2. An AUC decision is contemplated that could affect land or natural resources, including air and water.
3. The AUC's decision has the potential to adversely affect the continued exercise of a Section 35 right.

The AUC's consultation process for Indigenous groups includes: (1) pre-application engagement by proponents, (2) AUC's notice of application and the opportunity for Indigenous groups to self-identify if they consider their rights may be directly and adversely affected, and (3) public hearings in accordance with Section 9 of the *Alberta Utilities Commission Act*.

If an Indigenous group asserts that Section 35 rights are potentially affected, the group can submit a statement of intent to participate in the proceeding. The Commission will review the statement of intent to participate and make a standing decision in the normal course.

## 2 Planning a participant involvement program for Indigenous groups

The Commission requires an applicant to inform the [Indigenous groups](#) of, and involve them in discussions about, the applicant's project if there is a potential for that project to impact Section 35 rights. The applicant must specifically address this as part of the PIP and identify the Indigenous groups it consulted. Section 35 rights may be practiced on unoccupied Crown land and other lands to which the members of an Indigenous group have a right of access for such purposes.

## Request feedback on PIP for Indigenous groups

An applicant can request feedback from the AUC on the PIP for Indigenous groups ~~prior to~~**before** submitting an application to the AUC, including determining a project category for consultation purposes (i.e., A, B or C).

Requests for feedback can be submitted to [IndigConsult@auc.ab.ca](mailto:IndigConsult@auc.ab.ca).

### 2.1 When should Indigenous groups be included in the PIP?

The following planning tool was developed to assist applicants in determining whether they should include **Indigenous groups** in the participant involvement program.

The Commission has identified three Indigenous consultation categories to improve regulatory consistency, predictable decision-making, and public transparency. The three categories are based on knowledge of the potential physical impacts of a project on land or resources that could affect Section 35 rights. However, they are not a definitive categorization of all potential adverse impacts on Section 35 rights and other credibly asserted or apparent impacts must also be considered. In the event that an application has characteristics that fall into two or more categories, the more stringent notification requirements should be followed.

#### **Category A projects: Crown has determined there is a duty to consult or there are reserve or settlement lands within the consultation radii**

AUC applications for which the government of Alberta ~~or~~ **Canada** requires consultation on related approvals:

- Electric facility or gas utility projects often require approvals from multiple regulators, including the provincial and federal Crown. Other provincial regulators that issue project-related approvals include Alberta Culture, Multiculturalism and Status of Women (i.e., *Historical Resources Act*), and Alberta Environment and Protected Areas (AEPA) for *Public Lands Act*, *Water Act*, and *Environmental Protection and Enhancement Act*. Approvals issued by AEPA are often informed by recommendations from the Aboriginal Consultation Office.
- If the government of Alberta, through the Aboriginal Consultation Office or otherwise, directed consultation for a related approval, then those Indigenous groups must be included in the applicant's participant involvement program for the AUC application. The applicant is required to provide ~~a copy of~~ the pre-consultation assessment, the adequacy assessment, and the specific issues and response table (if prepared).

Additionally, the consultation radii for an application, as identified in Rule 007 [Table A1-1], may include lands set aside for or owned by an Indigenous group (i.e., **First Nation reserve** or Metis Settlement). In that case, the First Nation or Metis Settlement must be included in the PIP and given AUC notice, regardless of whether the government of Alberta has required consultation in respect of a different approval.

- If the government of Canada, through the Impact Assessment Agency, Indigenous Services Canada or otherwise, directed consultation for a related approval, then those Indigenous groups must be included in the applicant's participant involvement program for the AUC application. The applicant is required to provide any consultation related direction or decision made by the government of Canada for related approvals (if prepared).

**Category B projects: Small projects, projects on private land with little or no off-site impacts, or administrative changes**

Applications that do not ordinarily require Indigenous groups to be included in the participant involvement program:

- Applications on private land that have little or no off-site impacts, including: (1) transmission lines, (2) wind and solar power plants with Alberta Environment and Protected Areas' wildlife risk assessment of moderate or lower, and (3) thermal power plants less than 10 megawatts.
- Expansions of existing projects that are within an existing site fenceline with little or no potential for additional off-site environmental impacts (e.g., the facility will operate within the levels of existing environmental approvals under the *Water Act*, *Public Lands Act*, or *Environmental Protection and Enhancement Act*).
- Projects within a defined transportation/utility corridor established under Section 4 of Schedule 5 of the *Government Organization Act*, unless consultation is required by Alberta Infrastructure or another government of Alberta department. If so, it would be a Category A project.
- Adjustments, repairs, replacements or maintenance made in the normal course of operations.
- Short-term testing or temporary modifications to machinery, equipment or processes that do not result in a new surface disturbance beyond the normal course of operations.
- Letters of enquiry and checklist applications.

If an Indigenous group contacts the applicant and requests consultation the applicant should include the Indigenous group in the PIP or provide an explanation why it declined to do so.

**Category C projects: Projects requiring further analysis**

Projects that are not in Category A or Category B will be reviewed by the Commission on a case-by-case basis using the following questions as a guide. Applicants may request pre-application feedback from AUC staff on the participant involvement for Indigenous groups, including determining the most suitable project category.



Please use the [Request for AUC staff feedback on participant involvement program for Indigenous group form](#) to request pre-application feedback from AUC staff on the participant involvement for Indigenous groups.

In reviewing Category C applications to determine if Indigenous groups should be included in the participant involvement program, the AUC considers the nature, scope, magnitude and duration of the potential adverse impacts on Section 35 rights. Some questions that the Commission considers during the assessment of Category C projects include, but are not limited to, the following:

- Is there the potential to affect Crown land within the consultation radii? For projects on private lands, consider off-site or downstream environmental impacts.
- Does the project have the potential to affect the environment (e.g., air, water, land, wildlife/waterfowl) and potentially impact a Section 35 right (e.g., hunting, fishing, trapping, traditional uses)? If yes:
  - How significant would the impacts be? Would the project constitute a use that is visibly incompatible with the exercise of the right (e.g., hunting near a staffed facility)?
  - Would the impacts be permanent or temporary?
- Are there Indigenous groups in the area with whom the Crown normally consults (assessed using government of Alberta's Landscape Analysis Indigenous Relations Tool ([LAIRT](#)))?
- Does an Indigenous group have access to the site for the purpose of exercising Section 35 rights (e.g., hunting, fishing, trapping and traditional uses)?
- Is there a historic resources site that has the potential to be affected? Has the proponent received *Historical Resources Act* approval from Alberta Culture, Multiculturalism and Status of Women? Were any concerns identified and/or any mitigation required?
- Is the area known to be of significant importance to an Indigenous group?

The following table (Table A1-4) is a quick reference for the consultation categories.

Table A1-4: Quick reference - Indigenous consultation framework

Indigenous consultation category	Description	AUC notification requirements
Consultation Category A	<p>Crown has determined there is a duty to consult for related approvals (e.g., <i>Water Act</i>, <i>Public Lands Act</i>, <i>EPEA</i>).</p> <p>and/or</p> <p>A <a href="#">First Nation reserve</a> or Metis Settlement is within the consultation areas (Notification radius right).</p>	<p><a href="#">Indigenous groups</a> identified by the Crown must be included in the PIP.</p> <p>First Nations or Metis Settlements with reserves or Settlements within the consultation area must be included in the PIP.</p>
Consultation Category B	<p>Applications for new projects or alterations that are:</p> <ul style="list-style-type: none"> <li>• Small (e.g., thermal power plants &lt;10 MW).</li> <li>• On private land with limited to no off-site impacts (e.g., transmission lines, solar, wind).</li> <li>• In transportation/utility corridor.</li> <li>• Letters of enquiry.</li> </ul>	<p>Indigenous groups not ordinarily included in the PIP</p>
Consultation Category C	<p>Applications for new projects or amendments not captured by categories A and B.</p>	<p>Application category will be reviewed on a case-by-case basis to determine whether the Indigenous groups should be included in the PIP.</p>

## 2.2 Which Indigenous groups should be included in the participant involvement program?

If a [First Nation reserve](#) or Metis Settlement is located within the consultation radii for an application, as identified in Appendix A1 of Rule 007, then the First Nation or Metis Settlement must be included in the PIP.

If the government of Alberta, through the Alberta Consultation Office (ACO) or otherwise, directed consultation with any Indigenous groups for related approvals (i.e., *Public Lands Act*, *Water Act*, *Environmental Protection and Enhancement Act*, *Historical Resources Act*, *Government Organization Act*, etc.), the applicant must include those Indigenous groups in the PIP for the AUC application.

If advice from the government of Alberta on consultation was not sought by the applicant, the applicant must summarize the steps it took to identify and consult with Indigenous groups. Applicants are encouraged to use the government of Alberta's Landscape Analysis Indigenous Relations Tool ([LAIRT](#)) to inform their decisions about consultation. If no steps were undertaken to identify and consult with Indigenous groups, the applicant must provide an explanation.

If the government of Canada, through the Impact Assessment Agency, Indigenous Services Canada or otherwise, directed consultation for a related approval, then those Indigenous groups must be included in the applicant's participant involvement program for the AUC application. The applicant is required to provide any consultation related direction or decision made by the government of Canada for related approvals (if prepared).

If an Indigenous group contacts the applicant and requests consultation the applicant should include the Indigenous group in the PIP or provide an explanation why it declined to do so.

### 3 Specific considerations for consultation

The applicant must indicate if **Indigenous groups** were included in the PIP. If so, the applicant must include a summary of the consultation undertaken with each Indigenous group including a description of the unresolved objections that it is aware of, and its responses and follow-up to these objections.

Notification to Indigenous groups should be provided to the official consultation contact(s) and by the method identified on the Aboriginal Consultation Office website.

It is helpful for the Indigenous groups to be notified early in project planning to provide sufficient time for relationship building, issue identification and mitigation exploration.

The applicant must retain documentation of potential mitigation measures for objections that were identified or considered through the notification and consultation process ~~prior to~~before filing an application.

The applicant is expected to document all commitments made during its PIP and have a process in place to monitor and follow up on those commitments.

The applicant is accountable for the outcomes of consultation, including consultation completed on its behalf by all personnel (including contracted personnel). Consequently, the applicant must ensure that individuals conducting consultation:

- i) Possess a sound understanding of regulatory requirements and expectations for participant involvement, including Indigenous consultation.
- ii) Possess full knowledge of the overall plan and direction of future development options.
- iii) Use appropriate language and terminology so that the Indigenous groups can clearly understand the details of the proposed project and the impact it may have on them.
- iv) Have sufficient training and experience in conducting consultation including awareness of *Alberta's Consultation Policy and Guidelines*, the principles underlying the duty to consult and Section 35 rights, and the need for cultural sensitivity, courtesy and respect.

Applicants are encouraged to consider options to avoid, minimize, or mitigate impacts on Section 35 rights identified during consultation with Indigenous groups. Exploration of these concerns should be documented thoroughly in the consultation record.

Efforts to accommodate concerns may include:

- Modifying project design.
- Modifying project location or footprint.
- Modifying project timing.
- Seeking opportunities to mitigate impacts to traditional use.
- Exploring options to address concerns regarding access.

The applicant must keep a log containing information on the dates notification occurred or was attempted, whether project information was provided, and to whom the project information was given, as well as any follow-up discussions.

#### **4 Benefits to Indigenous groups**

When deciding if a project is in the public interest the Commission considers all relevant factors, including potential impacts and benefits to Indigenous groups. (*AltaLink Management Ltd v Alberta (Utilities Commission)*, 2021 ABCA 342; *Ermineskin Cree Nation v Canada (Environment and Climate Change)*, 2021 FC 758).

If an applicant would like the Commission to consider the benefits of a proposed project to an Indigenous group, the applicant should provide information clearly describing the benefits that the Indigenous group will receive and implications of not approving the project. This information should identify all Indigenous groups who may benefit from the project and should describe the nature of the expected benefits (e.g., social, environmental and economic benefits, or benefits related to Section 35 rights and traditional land use such as cultural, ceremonial and spiritual benefits). Supporting documentation such as community letters of support should be provided if available.

If the benefits to an Indigenous group derive, in whole or in part, from the Indigenous group's ownership of, or direct involvement in the project development, the applicant should explain this arrangement. This could include identifying the business structure and any formal instrument(s) through which benefits will be secured.

Information on potential benefits to Indigenous groups is not mandatory for the Commission to accept an application.



## 5 Projects on a First Nation reserve

A pre-application meeting with AUC technical staff can be requested by emailing [IndigConsult@auc.ab.ca](mailto:IndigConsult@auc.ab.ca).

An applicant for an electric facility or gas utility project on a First Nation reserve must apply to the AUC for approval and meet the application requirements listed in Rule 007, Rule 012 and Rule 033. Two exceptions are that a *Historical Resources Act* approval and an Alberta Environment and Protected Areas Fish and Wildlife Stewardship(AEPA-FWS) renewable energy referral report (wind and solar projects) are not required for on-reserve projects. Applicants must still provide sufficient or equivalent information for the Commission to understand the project’s potential environmental impacts, and impacts on cultural and historic resources.

While an AEPA renewable energy referral report is not required for wind and solar projects on-reserve, the Commission expects applicants to demonstrate that the project complies with the standards and best management practices outlined in the provincial *Wildlife Directive for Alberta Solar Energy Projects* and the *Wildlife Directive for Alberta Wind Energy Projects* (Wildlife Directives) to minimize effects to wildlife and wildlife habitat. If the project does not comply with the standards and best management practices in the Wildlife Directives, rationale for any noncompliance must be provided to the Commission for consideration.

Applicants are required to obtain the necessary consent and approvals from the First Nation and, if applicable, the federal government for on-reserve projects. The applicant should provide evidence that demonstrates they have applied for the necessary consent and approvals (e.g., band council resolution, communication from the federal government) and the expected timing of these approvals. Applicants must provide a summary of concerns raised and mitigations discussed. For more information about the on-reserve land designation process, contact Indigenous Services Canada.

## 6 Environmental impacts

It is the responsibility of the applicant to provide sufficient information to demonstrate that an on-reserve project has been sited and will be constructed and operated in a manner that minimizes environmental impact. This could, for example, include an environmental assessment completed by a qualified biologist or evidence of review from Indigenous Services Canada. Indigenous, traditional and community knowledge can be used to support an application. Additional guidance on environmental information for wind and solar projects is available in WP/SP 15, 16 and 17.

While an AEPA-FWS renewable energy referral report is not required for wind and solar projects on-reserve, the Commission expects applicants to demonstrate that the project complies with the standards and best management practices outlined in the provincial *Wildlife Directive for Alberta Solar Energy Projects* and the *Wildlife Directive for Alberta Wind Energy Projects* (Wildlife Directives) to minimize effects to wildlife and wildlife habitat. If the project does not comply with the

standards and best management practices in the Wildlife Directives, rationale for any noncompliance must be provided to the Commission for consideration.

If the project footprint extends beyond reserve lands, applicants are required to determine if an AEPA-FWS renewable energy referral report is required.

### Historic resources

Applicants must consult with the First Nation to ensure that historic resources that may be affected by an on-reserve project are identified, and that appropriate measures are taken to protect these sites. First Nation knowledge holders play an important role in this process.

While a *Historical Resources Act* approval is not required for on-reserve projects, First Nations and on-reserve applicants can contact Alberta's Ministry of Arts, Culture and Status of Women (ACSW) for assistance and advice.

If the project footprint extends beyond reserve lands, applicants are required to determine if a *Historical Resources Act* approval is required by referring to information provided by ACSW.

## Appendix A2 – Independent System Operator (ISO) participant involvement program guidelines

### 1 Purpose of the ISO stakeholder notification

~~Prior to~~Before submitting a needs identification document application or an abbreviated needs identification document application to the Commission, the ISO must notify stakeholders and **Indigenous groups** in the area where the ISO has reasonably determined that facilities could be installed to implement the ISO's preferred option to meet the need.

### 2 Content of the ISO stakeholder notification

For each application, the ISO will develop a notification approach that best aligns with the project size and location and will notify stakeholders and Indigenous groups in accordance with this approach. The ISO will explain the basis for its approach when filing a needs identification document application or an abbreviated needs identification document application with the Commission.

The ISO is not required to initiate consultation with stakeholders and Indigenous groups.

### 3 Responding to questions and concerns

The ISO must be prepared to respond to questions and concerns from stakeholders and **Indigenous groups** regarding a needs identification document application or an abbreviated needs identification document application.

### 4 Changes to the ISO notification

If the ISO revises the information provided in a notification following the ISO's issuance of a notification, the ISO must notify stakeholders and **Indigenous groups** of those changes.

In the event that the ISO decides not to proceed with a needs identification document application or an abbreviated needs identification document application for which a notification has been distributed, the ISO must notify stakeholders and Indigenous groups of this decision.

**Appendix B1 – Economic comparison format – requirement ISD9**

*Table B1: Economic comparison requirement for ISD9*

	Undiscounted values (year to year)		Discounted values (year to year)	
	Electrical supply from the AIES and purchased fuel	Internal electric supply through on-site generation	Electrical supply from the AIES	Internal electric supply through on-site generation
Capital cost				
Power production revenue				
Power consumption cost				
Fuel consumption cost				
Transmission (DTS) and distribution cost				
Transmission (STS) cost				
Operating and maintenance costs				
Total cost before tax				
Total cost after tax				
Net benefit from electrical supply from the AIES and purchased fuel versus internal supply through on- site power generation				

## Bulletin 2025-02

March 24, 2025

### **Changes proposed to Rule 007: Facility Applications – available for written feedback until May 23, 2025**

The Alberta Utilities Commission (AUC) has issued a draft blackline version of the rule formerly known as Rule 007: *Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations, Hydro Developments and Gas Utility Pipelines*.

The draft blackline version is available for written feedback until May 23, 2025. A number of issues were assessed to inform this draft blackline version of Rule 007: *Facility Applications*. This assessment included feedback received through written and oral consultation, conducted by the AUC, that was held from May to September 2024, consideration of the *Electric Energy Land Use and Visual Assessment Regulation (EELUVAR)* enacted on December 6, 2024, and the current interim information requirements published in [Bulletin 2024-25](#).

The [interim information requirements](#) continue to apply until the final version of the rule is released.

The draft blackline version of Rule 007 also includes changes to clarify, reorganize and improve the rule. This document describes major issues considered and the rationale for the changes proposed. It is not an exhaustive list of the changes proposed in the draft blackline.

Interested parties may submit their written feedback on the draft blackline by emailing [engage@auc.ab.ca](mailto:engage@auc.ab.ca). In your email, please include the following subject line: 007 rule feedback. Submissions are due by May 23, 2025.

All feedback submissions will be made publicly available on the Rule 007 [Engage page](#).

The AUC will issue the revised Rule 007 after considering the feedback received on the draft blackline.

Alberta Utilities Commission

## Appendix Issues considered and changes proposed

Description of the issue	Proposed change to Rule 007	Location in blackline
<p><b>Municipal feedback<sup>1</sup></b></p> <p>Through the AUC inquiry into the ongoing economic, orderly and efficient development of electricity generation in Alberta (Module A Report), the AUC heard that its information requirements should provide an opportunity for municipal feedback on proposed projects.</p>	<ul style="list-style-type: none"> <li>• Added municipal land use information requirements for power plants, hydro developments and energy storage facilities.</li> <li>• Added a municipal engagement form information requirement for power plant, hydro developments and energy storage projects to facilitate feedback from municipalities on the compliance of projects with municipal planning policies and an applicant's consultation program.</li> <li>• Added a process for the use of the municipal engagement form for power plant, hydro development and energy storage facility applications.</li> </ul>	<ul style="list-style-type: none"> <li>• New municipal land use information requirements in sections WP, SP, TP, OP, HE and ES.</li> <li>• Municipal engagement form required in WP, SP, TP, OP, HE and ES and located in Appendix A1.</li> <li>• Appendix A1, Section 6.3.</li> </ul>
<p><b>Visual impact assessments</b></p> <p>In its Module A Report, the AUC committed to enhancing the existing visual impact assessment requirements within Rule 007 to include a more structured visual impact assessment methodology within the AUC application review process.</p> <p>These changes are intended to meet the AUC's commitments and align with the <i>EELUVAR</i>. They are consistent with the interim information requirements released in Bulletin 2024-25.</p>	<ul style="list-style-type: none"> <li>• Added information on when a visual impact assessment is required, and that it must include an evaluation of the visual impact, visual simulations and discussion of proposed mitigation measures.</li> <li>• Specifies that a wind power plant application will not be accepted if it is in a zone where that development is prohibited by the <i>EELUVAR</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• New visual impact assessment section in sections WP, SP, TP, OP and HE.</li> </ul>

<sup>1</sup> Bulletin 2024-02 described amendments to Rule 009: *Rules on Local Intervener Costs*, expanding eligibility for cost recovery for certain parties. Rural electrification associations, municipalities and other previously ineligible participants may also qualify for partial cost recovery in circumstances where they intend to file expert or other evidence or argument that will assist the AUC in understanding issues material to the subject proceeding but would not, in the absence of partial cost recovery, otherwise be presented to the AUC.

Description of the issue	Proposed change to Rule 007	Location in blackline
<p><b>Agricultural land use and assessments</b></p> <p>The <i>EELUVAR</i> requires agricultural impact assessments to be submitted as part of the application for wind and solar power plants sited on “high quality agricultural land” as defined in the regulation.</p> <p>The proposed changes are to align Rule 007 with the <i>EELUVAR</i> and the interim information requirements released in Bulletin 2024-25, and to implement a consistent standard of expected productivity for proposed agrivoltaics plans to enhance regulatory certainty and predictability.</p> <p>The Commission is also considering how or whether to assess agricultural impacts in checklist applications.</p>	<ul style="list-style-type: none"> <li>• Updates include requiring the submission of the Land Suitability Rating System ranking for the project land, discussion regarding irrigation, and if applicable, submission of an agricultural impact assessment.</li> <li>• Added requirements regarding soils and current and proposed agricultural activities, including co-location of current or proposed agricultural activities with the proposed project.</li> </ul>	<ul style="list-style-type: none"> <li>• New agricultural information section in power plant sections WP and SP.</li> </ul>
<p><b>Reclamation security</b></p> <p>Recent amendments to the <i>Conservation and Reclamation Regulation</i> and <i>Activities Designation Regulation</i> enable Alberta Environment and Protected Areas (AEPA) to implement mandatory reclamation security for wind and solar power plants. Until further direction is provided on that program, the proposed changes are consistent with the interim information requirements released in Bulletin 2024-25.</p>	<ul style="list-style-type: none"> <li>• Added the set of interim information requirements released in Bulletin 2024-25. Requires explanation of the standard of reclamation, amount, frequency, form, timing, beneficiaries of security and a third-party estimate of the costs to reclaim the project.</li> </ul>	<ul style="list-style-type: none"> <li>• New reclamation security section in sections WP, SP, TP, OP, HE and ES.</li> </ul>
<p><b>Timelines to construct</b></p> <p>The AUC is proposing changes to its current practice of allowing time extension applications and assessing those applications on a case-by-case basis. The proposal would provide a five-year construction period for all types of power plant and energy storage facility approvals, with no further time extensions except in very limited circumstances (e.g., construction is substantially completed and there is a minor additional delay).</p>	<ul style="list-style-type: none"> <li>• From the power plant or energy storage facility’s initial approval date, applicants will have five years to finish construction.</li> <li>• After that time, applicants must file a new application.</li> <li>• Time extension requests of short duration will only be available in limited and exceptional circumstances.</li> </ul>	<ul style="list-style-type: none"> <li>• Added Section 5.1 for power plants and Section 10.7.1 for energy storage facilities.</li> </ul>

Description of the issue	Proposed change to Rule 007	Location in blackline
<p><b>Solar glare</b></p> <p>The AUC is considering whether to place standard limits on solar glare levels and duration for solar power plants.</p>	<ul style="list-style-type: none"> <li>• Proposed changes to described receptors for solar glare assessments.</li> <li>• Specified the heights of route receptors in glare modelling.</li> <li>• Specified fields of view for different types of route receptors.</li> <li>• Defined limits for acceptable glare levels and duration.</li> <li>• Added requirements about glare mitigation.</li> </ul>	<ul style="list-style-type: none"> <li>• Added requirements in SP (Section 4.4.2).</li> </ul>
<p><b>Shadow flicker requirements</b></p> <p>The AUC is considering whether to implement a standard for acceptable levels of shadow flicker duration and requirements for mitigation for wind power plants.</p>	<ul style="list-style-type: none"> <li>• Specified the scenarios for shadow flicker assessments.</li> <li>• Added defined limits for acceptable shadow flicker duration.</li> <li>• Added requirements about shadow flicker mitigation.</li> </ul>	<ul style="list-style-type: none"> <li>• Added requirements in WP (Section 4.3.2).</li> </ul>
<p><b>Indigenous consultation</b></p> <p>The AUC considered its existing Indigenous consultation requirements and proposed certain changes to clarify information provided.</p>	<ul style="list-style-type: none"> <li>• Require applicants to identify if the Government of Canada requires consultation with Indigenous groups and include those groups in the participant involvement program.</li> <li>• Clarified information requirements for on-reserve applications.</li> <li>• Added information requirements if an applicant wants the Commission to consider benefits to an Indigenous group.</li> </ul>	<ul style="list-style-type: none"> <li>• Added Appendix A1-B.</li> <li>• New sections in Appendix A1-B.</li> </ul>
<p><b>Energy storage safety requirements</b></p> <p>The AUC is considering various additional requirements for energy storage facilities related to emergency response for energy storage facilities, and air quality dispersion modelling for battery energy storage facilities.</p>	<ul style="list-style-type: none"> <li>• Confirmation that the applicant will continually update and improve its emergency response program and finalize the site-specific response plan two months prior to construction commencement.</li> <li>• Requirements specifically for battery energy storage facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Added requirements in ES (Section 10.3).</li> </ul>



**MEETING DATE: APRIL 8, 2025**

# **BRIEFING NOTE - TO COUNCIL**

## **SUBJECT**

**CITY OF LLOYDMINSTER LAND USE BYLAW – RESPONSE LETTER TO THE COUNTY OF VERMILION RIVER – FOR INFORMATION**

## **RECOMMENDATION**

THAT the County of Vermilion River receive the response letter from the City of Lloydminster regarding the City of Lloydminster draft Land Use Bylaw as information.

## **DETAILS**

**Background:** The City of Lloydminster (the “City”) has completed a comprehensive review and update of the draft of the proposed Land Use Bylaw. Following presentation to Council and Public Hearing in Q4 2024, Planning Services made amendments to the draft Land Use Bylaw as directed by Motion of Council.

The City has circulated an external referral package for comment from the County of Vermilion River (the “County”) regarding the draft Land Use Bylaw.

**Discussion:** The County sent a letter to the City on March 11, 2025 expressing observations and valuable feedback regarding the City of Lloydminster draft Land Use Bylaw.

### **Relevant Policy/Legislation Practices:**

City of Lloydminster Land Use Bylaw (05-2016)

*Municipal Government Act*

**Desired Outcome (s):** THAT the County of Vermilion River receive the response letter from the City of Lloydminster regarding the draft Land Use Bylaw, as information.

**Response Options:** THAT the County of Vermilion River receive the response letter from the City of Lloydminster regarding the draft Land Use Bylaw, as information.

## IMPLICATIONS OF RECOMMENDATION

**Communication Required:** Council, Administration, City of Lloydminster

## ATTACHMENTS

1. City of Lloydminster Response Letter
2. County letter

**PREPARED BY:** Director of Planning & Community Services

**DATE:** March 27, 2025



March 26, 2025

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

Dear Reeve Baker,

**RE: Land Use Bylaw Update**

Thank you for sharing the County of Vermilion River's input on the City of Lloydminster's draft Land Use Bylaw (file #PD No. 23-20). The comments forwarded by the County were shared with the City's Planning Services Team, who have provided responses in the following.

**1. Section 3.8 – Referral of Applications**

1.1 The County of Vermilion River has noted that a referral setback has not been established under this section of your draft Land Use Bylaw, nor has a referral setback been established for the City of Lloydminster under the Intermunicipal Development Plan. It would be prudent for the City to establish a setback to allow for easier reference.

**Response:**

Subsection 3.7 of the Draft Land Use Bylaw indicates a referral setback. This distance was increased from a 30 m distance to 100 m for Residential Districts, and 200 m for all other developments. This referral distance applies to all applications for a permitted use requiring a variance, or for any discretionary use application and will result in the County of Vermilion River being contacted when a property owned by the County falls within the established referral distance.

Planning Services further recommends that the City and Council jointly agree to referral area applicable to the City's municipal boundaries in future Intermunicipal Development Plan discussions.

**2. Section 11.1 – Airport Protection Overlay**

2.1 This section of the City's draft bylaw suggests that lands outside the City Authority have been agreed upon to have limitations applied to them by the City. The County would prefer the circular overlay removed and defined as applied under the Intermunicipal Development Plan.

**Response:**

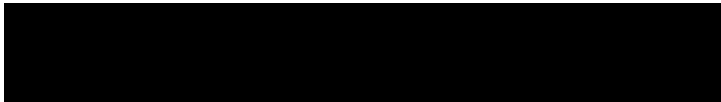
Subsection 1.3.1 of the Draft Land Use Bylaw states that *'The provisions of this Bylaw shall apply to all lands and buildings within the municipal Boundaries of the City of Lloydminster.'* This indicates that none of the provisions of the Bylaw will have any impact on any lands beyond the boundaries of the City.

While the Airport Overlay map does extend beyond the borders of the City, the County of Vermilion River is not required to comply with the regulations of this Bylaw, including the airport Overlay. This overlay remains the same as it does within our current Land Use Bylaw

No. 05-2016 and will continue to apply in the same manner being only applicable to lands located within the City of Lloydminster.

The City of Lloydminster appreciates the County of Vermilion River taking the time to review the draft Land Use Bylaw and provide comments. Should you have any follow up questions to the City's responses please do not hesitate to contact Natasha Pidkowa, Manager, Planning Services at [npidkowa@lloydminster.ca](mailto:npidkowa@lloydminster.ca).

Regards,



Gerald S. Aaiders  
Mayor  
City of Lloydminster

cc: Dion Pollard, City Manager  
Don Stang, Executive Manager, Operations  
Terry Burton, Director, Planning and Engineering  
Natasha Pidkowa, Manager, Planning



Box 69 Kitscoty, AB T0B 2P0  
Ph: 780.846.2244  
Fax: 780.846.2716  
www.vermilion-river.com

March 11, 2025

City File #: PD 23-20

City of Lloydminster  
4420 – 50<sup>th</sup> Avenue  
Lloydminster, AB/SK T9V 0W2

**RE: Land Use Bylaw Update**

The County of Vermilion River (the "County") would like to thank you for circulating the Land Use Bylaw Update External Referral PD 23-30, dated March 3, 2025.

The County acknowledges the circulation of the City of Lloydminster (the "City") Land Use Bylaw, and would like to note the following concern:

**1. Section 3.8 – Referral of Applications**

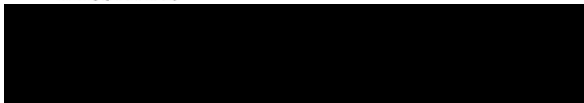
1.1. The County of Vermilion has noted that a referral setback has not been established under this section of your draft Land Use Bylaw, nor has a referral setback been established for the City of Lloydminster under the Intermunicipal Development Plan. It would be prudent of the City to establish a setback to allow for easier reference.

**2. Section 11.1 – Airport Protection Overlay**

2.1. This section of the City's draft bylaw suggests that lands outside the City Authority have been agreed upon to have limitations applied to them by the City. The County would prefer the circular overlay removed and defined as applied under the Intermunicipal Development Plan.

The County of Vermilion River would like to thank you again for providing a copy of the City of Lloydminster's Land Use Bylaw for review. Should you have any questions, please feel free to contact the County of Vermilion River.

Regards,



Marty Baker  
Reeve  
County of Vermilion River



**MEETING DATE: APRIL 8, 2025**

# REQUEST FOR DECISION - TO COUNCIL

## SUBJECT

**MARWAYNE PLAYGROUND – MOTION REQUIRED**

## RECOMMENDATION

THAT the County of Vermilion River approve the Marwayne Playground Community Association funding request for \$44,000.00 from the General Recreation Reserve, to be released no sooner than 60 days before beginning construction of the new playground.

## DETAILS

**Background:** The playground at Marwayne Jubilee School is used daily by elementary students and is always open for the community to use. The current playground structure is over 60 years old. With the deterioration of the playground equipment, there is concern for the safety of the users. If inspected today, it would not pass. A new, safer structure that is accessible for abilities of all children is needed.

The Marwayne Playground Committee (the “Committee”) has been fundraising for a new playground since May 2023. This small committee of four (4) has secured donations and facilitated several fundraisers.

This is a summary of their project budget as of the March 14, 2025 Capital Grant Application:

Revenue	
Fundraising	\$25,431.74
Donations / Sponsorships	\$12,208.00
Other Grants	\$29,208.75
<b>Total Revenue</b>	<b>\$66,848.49</b>
Expenses	
Building Construction (Equipment)	\$143,593.80
Installation	\$31,762.50
Freight	\$2,415.00
<b>Total Expenses</b>	<b>\$177,771.30</b>



**Discussion:** The Committee’s goal is to begin construction of a new playground in the Summer of 2025. As you can see, the Committee has a deficit of \$110,922.81. The Committee has submitted a Capital Project Application requesting \$44,000.00 prior to having the full amount of funding. Approval of this funding would reduce the deficit to \$66,922.81.

If the County of Vermilion River (the “County”) approves the requested amount of funding, this would aid the Committee in securing more funds. It would assist in efforts to receive matching grants. The Committee presented to the Village of Marwayne, however the response from the Village is that they would like to see the Committee closer to their fundraising goal before they commit any funding.

The Committee is working in partnership with Buffalo Trail Public Schools. Buffalo Trail Public Schools has committed \$50,000.00 to complete the landscaping. Buffalo Trail Public Schools will have the responsibility to maintain the playground structure following the completion of the structure.

Maintaining a healthy Park Trust balance allows County owned parks to benefit from the ability to fund for new and upgraded playground equipment that will be necessary in the near future.

**Relevant Policy/Legislation Practices:**

Policy PD 021 – Community Enhancement Funding Policy

**Desired Outcome (s):** THAT the County of Vermilion River approve the Marwayne Playground Community Association funding request for \$44,000.00 from the General Recreation Reserve, to be released no sooner than 60 days before beginning construction of the new playground.

**Response Options:** THAT the County of Vermilion River approve the Marwayne Playground Community Association funding request for \$44,000.00 from the General Recreation Reserve, to be released no sooner than 60 days before beginning construction of the new playground.

**IMPLICATIONS OF RECOMMENDATION**

**Organizational:** Notification to Marwayne Playground Community Association of Council decision

**Financial:** Funding amount from General Recreation Reserve



**Communication Required:** Council, Administration, Marwayne Playground Community Association, Public

**Implementation:** Upon Council approval

## ATTACHMENTS

1. Funding request
2. Map
3. Policy PD 021 – Community Enhancement Funding

**PREPARED BY:** Community Services Coordinator

**REVIEWED BY:** Director of Planning & Community Services

**DATE:** March 27, 2025





## COMMUNITY ENHANCEMENT FUNDING **SPECIAL CAPITAL PROJECT GRANT APPLICATION**

### **PURPOSE**

To fund community organizations, agricultural societies, recreation societies or associations and hall boards that are operating community facilities and programs within the County of Vermilion River. The goal is to build experiences that:

- **Accessible to all County residents**
- **Encourage participation and engagement**
- **Promote personal growth and wellbeing**
- **Safeguard natural resources, parks, and recreational opportunities**
- **Enhance community wellness**

Priority will be given to those programs/facilities focused on:

- **Healthy living and education**
- **Community enhancement**
- **Youth and seniors**

### **FUNDING OVERVIEW**

There are a variety of grants available from the County of Vermilion River. These include operational, project and capital funding options. Funding for capital projects may come from special recreation tax levies, Recreational Reserve Fund, Park Trust Fund, hamlet reserve funds, or monies carried over annually from the Events grants. All capital projects will use this application for funding.

- Not all eligible projects will receive funding and even those that are approved may receive less than their requested amounts.
- CVR will have final approval on all fund allocations.
- Those that are approved will be required to complete financial reporting at the end of the project/year. If there is any outstanding reporting from previous projects, the organization will not be considered for new funding until it is submitted properly to CVR.

*Organizations that are funded under existing cost share agreements are ineligible to apply for separate community enhancement funding but may still be eligible to apply for Park Trust Funds.*

**Inquiries about eligibility and applications can be submitted to:**

**County of Vermilion River**

**Attention: Candice McLean, Community Development Coordinator**

**4912 50 Ave Box 69 Kitscoty, AB T0B 2P0**

**email: [community@county24.com](mailto:community@county24.com) fax: 780.846.2716**



## **COMMUNITY ENHANCEMENT FUNDING SPECIAL CAPITAL PROJECT GRANT APPLICATION**

### **WHO CAN APPLY?**

- Non-profit organizations/associations looking to complete capital projects for their recreational facility or community hall.
- A special capital project may receive funding only once for capital expenditures. • Each organization may make an application for capital funding every five years.

### **WHAT CAN THE FUNDS BE USED FOR?**

- Special capital projects for new construction, renovation, major repairs or major purchases of furniture/equipment.
- Renovations that address building code and safety compliance will be given priority.

### **HOW MUCH CAN I APPLY FOR?**

- CVR may fund a variety of options. Funding for capital projects may come from special recreation tax levies, Park Trust Fund, and/or hamlet reserve funds, or monies carried over annually from the Events grants. Funds allocated from Park Trust Fund are subject to the Municipal Reserve Policy.
- All Capital projects will be funded a maximum of up to 25 per cent of the total project costs
- Available funds will vary year to year and will be limited by the amount in Reserve funds.
- A special capital project may receive funding only once for capital expenditures. • Each organization may make an application for capital funding every five years. • All requests are reviewed by Council.

### **HOW DO I APPLY?**

- Applications are accepted throughout the year.
- Please note that major funds may take up to one year to approve for funding. • Visit the County of Vermilion River website or contact the Community Development Coordinator to obtain an application form.
- Complete the application form and submit to the County of Vermilion River by the appropriate deadline.
- Organizations must demonstrate its ability to execute the project by providing the following information:
  - A project plan
  - The benefit to the community and County residents
  - A financial outline
  - Any other information that may be requested during review of the application that will assist Council



**EVALUATION CRITERIA**

- Capital Projects should meet the special capital funding goals:
  - Sustainability – management of financial, environmental, and social resources to ensure long-term viability and resilience
  - Efficiency – the degree to which resources are utilized optimally to achieve project outcomes
  - Commitment – dedication and obligation of financial resources, time and effort towards successful initiation, execution and completion of the project's goals and objectives

All applications will be evaluated based on the following points system. The score will be used in considering the maximum funded amount:

<b>CRITERIA</b>	<b>POINTS</b>
User days	5
Number of users per year	10
Business Plan/Feasibility/Needs Assessment	20
Financial Plan	10
Alternative funding sources	10
Partnerships with local groups to access facility at lower cost; partner on project	10
Safety & Building Codes	10
Initiatives to show sustainability	10
Commitment to CVR Funding Goals: Sustainability, Efficiency, Commitment	5
Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement	10



**COMMUNITY ENHANCEMENT FUNDING SPECIAL CAPITAL PROJECT  
GRANT APPLICATION**

<b>ORGANIZATION LEGAL NAME:</b> Marwayne Community Playground Association				
<b>MAILING ADDRESS:</b> (all correspondence and cheques will be mailed to this address) <div style="background-color: black; width: 100%; height: 40px;"></div>				
If Applicable: Website _____ Check if you use social media to promote your facility/organization: <input checked="" type="checkbox"/> Facebook <input checked="" type="checkbox"/> Instagram				
<b>CONTACT INFORMATION:</b>				
	<b>President/Chair</b>	<b>Vice President</b>	<b>Secretary</b>	<b>Treasurer</b>
<b>Name:</b>	Brooklyn St. Germain	Alyssa Irvine	Angela Eberhard	Ashley Gramlich
<b>Phone:</b>				
<b>Fax:</b>				
<b>Email:</b>				
<b>INCORPORATION ACT REGISTERED UNDER:</b> Alberta Corporate Registry - Marwayne Community Playground Association				
<b>INCORPORATION NUMBER:</b> 5025314906				
<b>DATE OF INCORPORATION:</b> May 26, 2023				

<b>FACILITY NAME:</b> Marwayne Jubilee School
<b>LEGAL DESCRIPTION/PHYSICAL ADDRESS:</b> 105 2nd St Marwayne AB
<b>REGISTERED HOLDER OF LAND TITLE:</b> Buffalo Trail Public Schools
<p><b>Is your facility receiving any financial assistance from other agencies, levels of government or other sources (rental fees, admissions, memberships, donations, sponsorships, fundraising etc.)?</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, please explain/list other funding sources:</p> <ul style="list-style-type: none"> <li>-Comedy night 2024 and 2025 - Many donations for silent auction</li> <li>-Growing Smiles      -Hot lunch at school (Boston Pizza and Subway)</li> <li>-Jerky Fundraiser      -Track and field canteen                      -BTPS</li> <li>-Applications for multiple grants sent                      - Asked Village of Marwayne</li> <li>-Cargill donation      -Saunders donation</li> </ul>

**FUNDING REQUEST**

SPECIAL CAPITAL GRANT APPLICATION



<b>AMOUNT OF FUNDING REQUESTED \$44 000</b>
<p><b>Describe what the Special Capital funds will be utilized for. Identify if your project is to address any Safety or Building code issues. Please add any design concepts or other details to describe/showcase your project.</b></p> <p>Our current playground structure is over 60 years old. With the deterioration, we are concerned with the safety of our children. It would not pass inspection. We are looking to build a safe structure with easy access for any disabilities. We want to promote physical, cognitive, and sensory outdoor play for not only MJS students, but for the entire community.</p> <p>We are working with Blue IMP/Once Upon a Playground. (Kailee Robinson) to build a suitable structure. Since we are a farming community, we thought it would be fitting to incorporate a farm theme for our new playground.</p> <p>Buffalo Trail will cover all landscaping (up to \$50 000) for removal of old equipment and landscape for new equipment.</p>
<p><b>Provide an overview of the impact your facility has on your community.</b></p> <p>Our playground at Marwayne Jubilee School is used daily for our elementary students and is always open for community use. It promotes social, emotional, and physical health.</p>

**FACILITY USAGE – PRIOR YEAR**

	<b># of DAYS</b>	<b># of USERS</b>
Total Usage for Facility (# of days the facility is occupied/used each year and # of users attending those days of use)	365	100+(school days)
Used by Applicant Organization (School)	180	100+
Used by Other Organizations (Community)	365	??
Used for Private Functions (i.e. rentals, etc.)	N/A	N/A

<b>FACILITY FOCUS – What area's do the programming and facility focus on?</b>
XSeniors   ✓Youth   ✓Education   ✓Healthy & Active Living   ✓Community Enhancement

## FINANCIAL OVERVIEW OF PROJECT

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SPECIAL CAPITAL GRANT APPLICATION



### COMMUNITY ENHANCEMENT FUNDING

<b>REVENUE:</b>	
Fundraising	<b>\$25 431.74</b>
Donations/Bequests/Sponsorships	<b>\$12 208.00</b>
Grants:	
Municipal	<b>\$0</b>
Provincial	<b>\$0</b>
Other: (i.e. Provincial Associations, etc.)	<b>\$29 208.75</b>
Other:	<b>\$0</b>
<b>TOTAL REVENUE</b>	<b>\$66 848.49</b>
<b>CAPITAL EXPENSES:</b>	
Building Construction (Equipment Cost)	<b>\$ 143 593.80</b>
Building Renovation	<b>\$</b>
Landscaping	<b>\$BTPS covers</b>
Major Equipment Maintenance	<b>\$</b>
Major Equipment Purchase	<b>\$</b>
Other: Installation	<b>\$ 31 762.50</b>
Freight	<b>\$2415.00</b>
<b>TOTAL EXPENSES</b>	<b>\$177 771.30</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>\$110 922.81</b>

Please attach any comprehensive Project Plans, Feasibility Studies or other details to support your Special Capital Project Application.

**Have you done any feasibility studies related to the Capital Project? Have you consulted with your community on determining a need for this Capital Project?**

No feasibility study completed. However, we consulted with the school and BTPS.

**Will you be partnering with any community groups or existing facilities? If yes, what will your partnership look like?**

Yes - This is part of Marwayne Jubilee School which is part of BTPS. The playground is part of the school yard and is open to the public as well. BTPS will be responsible to maintain the playground structure after it is built.

## OBLIGATION OF GRANT RECIPIENTS

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SPECIAL CAPITAL GRANT APPLICATION



### COMMUNITY ENHANCEMENT FUNDING

Grant funding recipients will receive notification outlining the approved grant amount, including specific items approved or denied. Organizations may only spend grant funds on the specific items approved. Recipients must submit a **Project Report** to verify that the funds were spent in the manner intended and approved prior to the next recreation grant funding cycle. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the County of Vermilion River to examine financial reports and supporting documents to determine whether the grant funding has been spent as intended and approved. Grant recipients will be required to recognize funding received from the County of Vermilion River in some manner. Indicate below, what that recognition will look like.

**FUNDER RECOGNITION PLAN: (must check at least one)**

On-site Signage (in consult with County) County Logo/Name in Agency Newsletter County Logo/Name in Advertising County Logo/Name recognized at a public event County Logo/Name recognized on Agency Social Media  
Other:

**Please note: By accepting receipt of this grant, organizations are obligated to complete the County of Vermilion River Community Enhancement & Recreation Grant Accounting Report and show proof of completed funding recognition as indicated above.**

## DECLARATION STATEMENT

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS APPLICATION CONTAINS A FULL AND ACCURATE ACCOUNT OF ALL MATTERS STATED WITHIN. FURTHERMORE, WE UNDERSTAND FULLY OUR OBLIGATION TO SUBMIT THE GRANT ACCOUNTING REPORT AND ANY REQUESTED FINANCIAL INFORMATION.

Name: (please print) Title:  
 Angela Eberhard Secretary  
 signature date:  
 [Redacted] March 13, 2025

Name: (please print) Title:  
 Ashley Gramlich Treasurer  
 [Redacted] March 13, 2025

*Note: requires two (2) authorized representatives from the applying agency to sign the application.*

The personal information on this form is being collected for the purpose of determining the eligibility of an applicant to receive recreation funding. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to the District Recreation Advisory Board and/or municipal Council and may be published in a Council meeting agenda. Questions regarding the collection of this information can be directed to the FOIP Coordinator at the County of Vermilion River office.



# Marwayne Jubilee School; 105 2nd Street South

2024 Aerial



0 0.03 0.05 0.1 Kilometers



<b>POLICY #:</b>	<b>PD 021</b>	<b>POLICY TITLE:</b>	<b>COMMUNITY ENHANCEMENT FUNDING</b>
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<b>APPROVAL DATE AND MOTION:</b>	June 27, 2023 (2023-06-57)	<b>CROSS-REFERENCE:</b>	
<b>RESPONSIBILITY:</b>	Planning and Community Services	<b>APPENDICES:</b>	
<b>APPROVER:</b>	Council	<b>EFFECTIVE DATE:</b>	
<b>REVISION DATE(S)/ MOTION #</b>	July 27, 2021; July 14, 2021; March 29, 2022 (2022-03-45); February 27, 2024 (2024-02-21); October 22, 2024 (2024-10-50)	<b>NEXT REVIEW DATE:</b>	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

<b>OUTDOOR FACILITY</b>	
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
<b>INDOOR FACILITY</b>	
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%
<b>TOTAL</b>	<b>100%</b>

- 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%
<b>TOTAL</b>	<b>100%</b>

## 5. ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	
MONITORING REVIEWS AND REVISIONS	
IMPLEMENTING POLICY	Council

<b>COMMUNICATING POLICY</b>	Council, Administration
<b>INTERNAL STAKEHOLDERS</b>	Council, Administration
<b>EXTERNAL STAKEHOLDERS</b>	

## SCHEDULE 'A'

### EVALUATION CRITERIA

- All applications will be evaluated based on the following points system

CRITERIA	POINTS
User days	5
Business Plan/Feasibility/Needs Assessment	20
Number of users per year	10
Alternative funding sources	10
Financial Plan	10
Safety & Building Codes	10
Partnerships with local groups to access facility at lower cost; partner on project	10
Initiatives to show sustainability	10
Commitment to CVR Funding Goals: Sustainability, Efficiency, Commitment	5
Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement	10

CRITERIA	POINTS	POINTS	POINTS	POINTS	POINTS
User days= the number of days the facility is used/occupied each year	3 = less than 50days/yr	5 = 51+ days in a year			
Business Plan/Feasibility/Needs Assessment: have they completed any of these types of studies. Includes public engagement.	0 if none done	10 if at least 1 done	20 if 2 or more done		
Number of users per year = the number of users attending functions, programs and events at the facility	5 = less than 100 users/yr	10 = 100 users or more/yr			
Alternative funding sources = have additional grants, fees for use, and fundraising activities to support the	5 if 1 or less additional funding	10 if 2 or more additional			



<b>facility and not be solely reliant on one source of funds</b>	<i>sources are used</i>	<i>funding sources are used</i>			
<b>Financial Plan = do they show financial need; is there a budget in place;</b>	<i>0 if none in place</i>	<i>10 if a Financial plan is in place</i>			
<b>Safety &amp; Building Codes = will the project address issues for public safety, improve building standards and viability</b>	<i>0 if neither are an issue</i>	<i>10 if it addresses building improvements and safety</i>			
<b>Partnerships with local groups to access facility at lower cost or partner with community on the project</b>	<i>0 if facility does not work with partners/comm</i>	<i>10 if project has partners, community involvement</i>			
<b>Initiatives to show sustainability = does facility have a long term business plan? Does the facility undergo strategic planning on a regular basis? Does the facility have a multi-year capital plan? Does the facility work with other community groups to grow and develop together? Does the facility undertake fundraising efforts?</b>	<i>5 if facility does 2 or less of the listed items</i>	<i>10 if facility does 3 or more of the listed items</i>			
<b>Commitment to CVR Funding Goals: Efficiency, Sustainability, Commitment</b>	<i>5 if facility shows strategy identifying 1 or more of the CVR goals</i>				
<b>Commitment to recreation focus: Seniors, Youth, Education, Healthy &amp; Active Living, Community Enhancement = does the programming and facility services focus on these areas</b>	<i>5 if facility shows focus on 1 of listed areas</i>	<i>8 if facility shows focus on 2 of the listed areas</i>	<i>10 if facility shows focus on all 3 listed areas</i>		



**MEETING DATE: APRIL 8, 2025**

# REQUEST FOR DECISION - TO COUNCIL

## SUBJECT

**TAX ARREARS PROPERTIES – NOT SOLD AT AUCTION**

## RECOMMENDATION

THAT the County of Vermilion River pursuant to Section 424(1) of the Municipal Government Act, acquires title and becomes owner of the following properties.

Property Number	Lot	Block	Plan	Certificate of Title
1	1	3	2129EO	082141526
2	2	3	2129EO	002376528+3
3	14	3	6110ET	002376528+2
4	13	3	6110ET	002376528+1
5	12	3	6110ET	002376528
6	5	4	647EO	072697256
8	13	4	2338EO	152073668

AND THAT the County of Vermilion River provides direction to Administration to sell the following properties through private sale via advertisement by the Development Officer:

THAT the County of Vermilion River does not acquire title and become the owner of the following properties.

Property Number	Lot	Block	Plan	Certificate of Title
7	9	14	8621214	092356665

## DETAILS

### Background:

County of Vermilion River held the Property Tax Auction on March 11, 2025.

- There was no attendance at the Auction, so no properties were sold at the auction.
- The Council of the County of Vermilion River has an option to take ownership of these unsold properties and become an owner and sell these properties through the Development Officer.
- The Council of the County of Vermilion River also has the option to refrain from taking ownership of these unsold properties, leaving them as tax forfeiture titles under MGA Section 428.2. This would result in the municipality becoming the eventual owner after 15 years.

### Discussion:

Properties 1 – 5 are all connected lots in the hamlet of McLaughlin.

PROPERTY #1 - Lot 1, Block 3, Plan 2129EO (5001, 49 Street, McLaughlin)

This property is a vacant lot at the corner of 49 Street and 50 Avenue.

PROPERTY #2 - Lot 2, Block 3, Plan 2129EO (5003, 49 Street, McLaughlin)

This property is a vacant lot along 49 Street.

PROPERTY #3 - Lot 14, Block 3 Plan 6110ET (5006, 50 Avenue, McLaughlin)

This property is a lot located on 50 Avenue with a shed.

PROPERTY #4 – Lot 13, Block 3, Plan 6110ET (5004, 50 Avenue, McLaughlin)

This property has an abandoned basement

PROPERTY # 5 – Lot 12, Block 3, Plan 6110ET (5002, 50 Avenue, McLaughlin)

This property is a bare land located on 50 Avenue.

PROPERTY # 6 – Lot 5, Block 4, Plan 647EO (4810, 49 Avenue, Dewberry)

This property is a single-family residential unit with a 1 ½-story bungalow, approximately 1,210 sqft in size, constructed in 1945.

PROPERTY # 8 - Lot 13, Block 4, Plan 2338EO (5002 51 Street, Clandonald)

This property is a corner lot located at 50 Avenue and 51 Street, with no permanent structure on it.

**Administration recommends that the following properties be left as it is without acquiring title.**

PROPERTY # 7 – Lot 9, Block 14, Plan 8621214 (4601 50A Avenue, Dewberry)

Due to multiple caveats registered against this property from the Crown, Administration recommends leaving this property as it is until we can get more information Government of Alberta. Corporate Services has been in contact with the province and is waiting to hear back.

Relevant Policy/Legislation Practices:

- Section 424(1) of the MGA - The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction if the parcel is not sold at the public auction, - Public Auction for Tax Recovery Property was held March 11, 2025.

- Section 425(1) of the MGA - A municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel (a) by selling it at a price that is as close as reasonably possible to the market value of the parcel or (b) by depositing the account referred to in section 427(1) (a) an amount of money equal to the price at which the municipality would be willing to sell the parcel.

- Section 428.2(1) Where a parcel of land has been offered for sale and not sold at a public auction and the certificate of title for the parcel has been marked "Tax Forfeiture" by the registrar, the municipality may require the Registrar to cancel the existing title certificate of title for the parcel of land and issue a certificate of title in the name of the municipality on the expiry of 15 years following the date of the public auction.

## ATTACHMENTS

Asmt Info - Assessment Summary (802003907).pdf  
Asmt Info - Assessment Summary (806002106).pdf  
Asmt Info - Assessment Summary (806002204).pdf  
Asmt Info - Assessment Summary (806002909).pdf  
Asmt Info - Assessment Summary (806003007).pdf  
Asmt Info - Assessment Summary (806003105).pdf  
Asmt Info - Assessment Summary (821530446).pdf  
Asmt Info - Assessment Summary (821530580).pdf

PREPARED BY: Hannah Musterer

DATE: April 2, 2025

Roll: 802003907  
 Legal: 2338EO 4 13 SW-17-53-5-4  
 Address: 5002 - 51st Street

Land Area: 12,000 Sq. Feet  
 Subdivision: Clandonald  
 Zoning: Residential - Med. Density (R1)  
 Actual Use: Vacant Residential / Unspecified



Market Land Valuation

Site Area: 12,000 Sq. Feet

Asmt	Code	Value
103	100%	12,800

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	103	Vacant Residential	12,800	0	0	12,800
<b>Grand Totals For 2023</b>			<b>12,800</b>	<b>0</b>	<b>0</b>	<b>12,800</b>

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

<p>Roll: 806002106                  Legal: 2129EO 3 1 SW-25-46-2-4                  Address: 402 Railway Ave</p>	<p>Land Area: 4,400 Sq. Feet                  Subdivision: McLaughlin                  Zoning: Residential - Med. Density (R1)</p>
--	--

Market Land Valuation	Site Area: 4,400 Sq. Feet	Asmt Code 103 100%	Value 3,000
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Assessment Totals						
Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	103	Vacant Residential	3,000	0	0	3,000
<b>Grand Totals For 2023</b>			3,000	0	0	3,000

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Roll: 806002204 Legal: 2129EO 3 2 SW-25-46-2-4 Address: 404 Railway Ave	Land Area: 3,300 Sq. Feet Subdivision: McLaughlin Zoning: Residential - Med. Density (R1)
---	---

<u>Market Land Valuation</u>	Site Area: 3,300 Sq. Feet	Asmt Code	Value
		103 100%	2,300

<u>Assessment Totals</u>						
Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	103	Vacant Residential	2,300	0	0	2,300
<b>Grand Totals For 2023</b>			2,300	0	0	2,300

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Roll: 806002909 Legal: 6110ET 3 12 SW-25-46-2-4 Address: 106 - 1 Ave	Land Area: 4,800 Sq. Feet Subdivision: McLaughlin Zoning: Residential - Med. Density (R1)
--	---

<u>Market Land Valuation</u>	Site Area: 4,800 Sq. Feet	Asmt Code	Value
		103 100%	3,200

<u>Assessment Totals</u>						
Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	103	Vacant Residential	3,200	0	0	3,200
Grand Totals For 2023			3,200	0	0	3,200

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Roll: 806003007 Legal: 6110ET 3 13 SW-25-46-2-4 Address: 104 - 3 St	Land Area: 4,800 Sq. Feet Subdivision: McLaughlin Zoning: Residential - Med. Density (R1)
---	---

Market Land Valuation      Site Area: 4,800 Sq. Feet      Asmt Code      Value  
 103 100%      3,200

<u>Assessment Totals</u>						
Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	103	Vacant Residential	3,200	0	0	3,200
<b>Grand Totals For 2023</b>			3,200	0	0	3,200

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Roll: 806003105  
 Legal: 6110ET 3 14 SW-25-46-2-4  
 Address: 102 - 3 St



Land Area: 4,800 Sq. Feet  
 Subdivision: McLaughlin  
 Zoning: Residential - Med. Density (R1)  
 Actual Use: Improved Residential / Other

Market Land Valuation      Site Area: 4,800 Sq. Feet      Asmt Code      Value  
 102 100%      3,200

Improvement Valuation

		Floor Area	Built	Asmt Code	Value
Detached	Garage	397 Sq Feet	1963	102 100%	3,300

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T		102 Residential Imp/Site	3,200	3,300	0	6,500
<b>Grand Totals For 2023</b>			<b>3,200</b>	<b>3,300</b>	<b>0</b>	<b>6,500</b>

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Roll: 821530580  
 Legal: 8621214 14 9  
 Address: 4601 - 50A Avenue

Land Area: 5,718 Sq. Feet  
 Subdivision: Dewberry  
 Zoning: Residential- Dewberry

Actual Use: Improved Residential / Designated Manufactured Home / Manufactured Home out MHC



Market Land Valuation

Site Area: 5,718 Sq. Feet

Asmt	Code	Value
102	100%	11,500

Improvement Valuation

	Floor Area	Built	Asmt	Code	Value
Foundationless Manufactured Home - Single	1,054 Sq Feet	1987	102	100%	13,100

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	102	Residential Imp/Site	11,500	13,100	0	24,600
<b>Grand Totals For 2023</b>			<b>11,500</b>	<b>13,100</b>	<b>0</b>	<b>24,600</b>

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March 21, 2025

Marty Baker, Reeve  
 Alan Parkin, Chief Administrative Officer  
 County of Vermilion River  
 Box 69  
 4912 50 Avenue  
 Kitscoty, AB T0B 2P0

Dear Reeve Marty Baker & CAO Alan Parkin:

At our January 23, 2025, Board Meeting, **Motion 2025-01-13**, the Total Annual Requisition for 2025 operations of \$935,000.00 was approved. The requisition is being submitted in accordance with the Alberta Housing Act, Chapter A-25, Section 7, and Ministerial Order Number H:165/94.

Based on the 2025 equalized assessment, the requisition from participating Municipalities is as follows:

Town/Municipality	Assessment for 2025	%	2025 Requisition Amount
Town of Vermilion	\$ 604,385,339	32.27982%	\$ 301,816
County of Vermilion River	\$ 1,267,946,245	67.72018%	\$ 633,184
Total Assessments	\$ 1,872,331,584	100%	\$ 935,000

The County of Vermilion River’s requisition amount of \$633,184.00 is due on **May 4**, 2025, as per the Alberta Housing Act, Chapter A-25, Section 7(5) which states:

*7(5) A municipality shall pay to the management body the amount requisitioned within 90 days after the mailing of the notice by the management body.*



Interest will be charged to the municipality if the payment or any portion of the payment is late as per the Alberta Housing Act, Chapter A-25, Section (7(6):

*7(6) If after the 90-day period, the amount of the requisition or any portion of it remains unpaid, the municipality shall pay interest at the rate determined by the Minister to the management body on that unpaid amount, and that unpaid amount and the accrued interest are recoverable as a debt due to the management body.*

We understand the growing pressures put upon Municipalities and the challenges to your rate payers, and accordingly we appreciate your ongoing support and partnership with Vermilion & District Housing Foundation. We truly enjoy being able to provide such a needed service to our region and are thankful for the partnerships we have in our members.

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

Respectfully,

*Sasha Savic*

Sasha Savic  
Chief Financial Officer  
Vermilion & District Housing Foundation

cc: Marty Baker, Reeve – County of Vermilion River  
Alan Parkin, CAO – County of Vermilion River

**MEETING DATE: APRIL 8, 2025**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**March Report for the Assistant Chief Administrative Officer**

## **RECOMMENDATION**

THAT the County of Vermilion River accepts the March Report for the Assistant Chief Administrative Officer as presented.

## **DETAILS**

Background:

- **Economic Development**
  - Reviewed the final draft of the Business Directory Magazine with printing and distribution expected to be completed in April.
  - Prepared a job advertisement and job description for the Economic Development Officer Position and distributed it to the Human Resources Administrator and Community Development Coordinator.
  - Reviewed and signed agreement with the province for the Small Communities and Opportunities Program grant.
  - Received confirmation that the County of Vermilion River was unsuccessful with the Northern Regional Economic Development grant application.
  
- **Election 2025**
  - Worked with the Community Development Coordinator to update the County of Vermilion River Website for the Election Page and prepared edits to the nomination package.
  - Prepared information about the Election for the March 6 Open House and the spring newsletter
  - Updated the Data Sharing Agreement with the Province for the Register of Electors.





- **Agriculture and Environment Department**
  - Conducted interviews, prepared and reviewed offer letters and job descriptions for the Agricultural Fieldman (Full-time Permanent), and Vegetation Management Applicator (Four month seasonal)
  - Reviewed the vegetation management program for applying herbicide to mulching, and construction projects to encourage collaboration between the Public Works and Agriculture and Environment Department.
  - Prepared the Strategic Roadmap for the Agriculture and Environment Department to include notes and recommendations from Council provided at the February 19 Strategic Planning meeting, and prepared and researched various action items to deliver on the goals. Once this document was prepared, it was reviewed with the Agriculture Services Supervisor and the Alternative Land Use Service (ALUS) Coordinator.
  
- **Taxes**
  - Prepared Land Title changes for properties in the municipality. The Tax Administrator is now back from leave, so the duties of overseeing the Land Titles changes will transition back to that individual moving forward.
  - Prepared material, presentation, and notes for the Property Tax Auction
  - Attended the Property Tax Auction on March 11, 2025
  
- **Auxiliary**
  - Vermilion River Regional Alliance – Prepared letters regarding change of scope for the VRRRA and distributed them to members. Prepared for the next VRRRA meeting, including booking the facility, preparing the minutes, and agenda.
  - Hosted meetings with the Interior Design Committee to determine various finishings, including flooring, carpet, paint, etc., for the County of Vermilion River Administration Building renovation project. The flooring, millings and other materials have been selected thanks to the hard work of the committee members.
  - Finished several courses for the National Advanced Certification Local Authority Administration, including Local Government Finance, Public Administration Professionalism, and Organizational Behavior and Leadership, currently on track to complete the NACLAA Level 1 certificate in June 2025.



- Prepared Bylaw 24-04, a bylaw to amend Bylaw 19-01, Council Code of Conduct.
- Prepared the following policies for review:
  - PE 002 – County Payroll Schedule
    - Prepared Directive PE 005 – Payroll Schedule

#### Important Dates

- March 4 – Attended the ALUS Partnership Advisory Committee (PAC) hosted at Lakeland College
- March 6 – County of Vermilion River Open House
- March 7 – Hosted Accelerate Action webinar for County of Vermilion River staff
- March 13 – Attended Keldar Leadership Training – Everything Disc Workplace
- March 14 – Vacation
- March 17 – Tour of Shock Trauma Air Rescue Service (STARS) facility in Edmonton
- March 17 – Rural Municipalities Association Conference
- March 18 – Rural Municipalities Association Conference
- March 19 – Rural Municipalities Association Conference
- March 28 – Vacation
- March 31 – Vacation

## IMPLICATIONS OF RECOMMENDATION

Organizational: None.

Financial: None.

Communication Required: None.

Implementation: None.

## ATTACHMENTS

None.

PREPARED BY: Hannah Musterer

DATE: April 1, 2025

**April 2025**



**The management and staff of the Village of Kitscoty want to wish everyone a Happy Easter.**

**Our Office will be closed April 18 & 21 2025 and will reopen 8:30am April 22, 2025**

# VILLAGE COUNCIL

April 2025

## COUNCIL MEETINGS

- April 7, 2025
- April 22, 2025

COUNCIL MEETINGS ARE HELD IN THE VILLAGE COUNCIL CHAMBERS 5015 - 50 STREET STARTING AT 6:30PM.

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND.

## MAYOR'S MESSAGE

In March council had the opportunity to receive a presentation from the Eastern Alberta Regional Victim Serving Society (EARVSS). Melody Littell, Director of Regional Operations, and Doris Pindroch, Assistant Director of Operations for the South Subregion, joined us to provide valuable insight into the services offered by their organization.

Through their work, they offer emotional support to victims of crime and provide services like Navigating Resources, Referrals, and connecting individuals with necessary services in times of need. In addition, the RVSS offers vital court support services to assist victims as they navigate the often-complex criminal justice system. Their services include court updates, preparation, navigation, and connections with the Crown to ensure that victims receive the guidance and support they deserve.

As with many volunteer-driven organizations, our RVSS is currently experiencing challenges due to a severe shortage of staff. In the northern region, they currently have just one community volunteer and another in training. The southern region is better staffed, with 20 volunteers registered, though only 10 are active at this time. In the last recorded quarter, Kitscoty's own RVSS representative has received six calls requesting assistance for local residents.

The dedication of these volunteers, who assist us during what is often a very dark time in our lives, deserves recognition. If you would like to learn more about these services or discover how you can make a positive impact on someone's life, please reach out to Melody Littell at 780-210-1141 or [melody.littell@earvss.ca](mailto:melody.littell@earvss.ca).

Until next month,

*Joyce Bell,*

Mayor Village of Kitscoty

E: [joyce@vokitscoty.ca](mailto:joyce@vokitscoty.ca) T: 780.846.2221 F: 780.846.2213 [www.vokitscoty.ca](http://www.vokitscoty.ca)

# Municipal Elections October 2025

**Confirm you are on the voter list or Register to vote [www.voterlink.ab.ca](http://www.voterlink.ab.ca)**

**Important information you need to know about voting:**

- You will need an Alberta's Driver's License or an Alberta Identification Card for each individual you wish to register or update.
- Your registration or update should take less than five minutes to complete.

**Prior to October 1st make sure you are a registered voter.**

**[www.voterlink.ab.ca](http://www.voterlink.ab.ca)**



## Municipal Election Webinars

**Register for upcoming events if you are interested in running for Council.**

In this engaging session, you'll learn about the roles and responsibilities of local office, how it compares to federal and provincial governments, and the incredible rewards that come with serving your community. You'll also get an inside look at how councils are structured, what's expected of council members, and the unique impact you can have in a small to mid-size municipality.

<https://www.abmunis.ca/events/municipal-election-webinar-small-mid-size-municipalities>

# Spring Finance Webinars

Attend one, two, or all!



**Monday March 17 @ 7:30pm**

## ***Budgeting 101***

*Participants will learn the 7 steps to budgeting which will help them take control of their finances and give them peace of mind.*

**Monday April 14 @ 7:30pm**

## ***The Truth About Credit***

*Participants will learn the 7 steps to budgeting which will help them take control of their finances and give them peace of mind.*

**Free!**

**Wed May 7 @ 7:30pm**

## ***The Psychology of Spending***

*Participants will learn about various marketing techniques and strategies to resist temptation.*



**Please register via Eventbrite or call/email FCSS at (403)510-4521 or [fcss@cremona.ca](mailto:fcss@cremona.ca)**

**<https://www.eventbrite.com/cc/finance-webinars-3975653>**



# What's Happening in Kitscoty



**When:** April 3, 2025

**Where:** Kitscoty Community Church basement. Entrance on the north side of building.

**Time:** 10:00 AM

Come join us for coffee, snacks and discussion about any topics of interest for those in attendance.

## Kitscoty Legion

Easter Ham Bingo April 5, 2025. Doors open at 6:30PM Bingo at 7:00PM

Perogy supper on May 3, 2025. \$15 per plate. Perogy's, cabbage rolls, sausage, deserts, coffee & tea. Doors open at 5:00PM



# Vermilion CLASS

English Language Learners

## Let's Talk

Conversational English Class

**Tuesdays**

Dates: February 4 - April 8 (10 classes)  
 Time: 11:00 am - 12:00 pm  
 Location: CLASS office  
**FREE**

Childcare available while you attend class

Meet other English Language Learners in our community

Improve your conversational English

Build confidence in everyday English

To Register: 780-853-2000  
 coordinator@classab.ca





## Coffee Time Tech Tips

Wednesdays 11:00 am - 12:00 pm

February 26 - April 16

Vermilion Public Library

**\*\*Please note: Limited Spots Available\*\***

To Register:  
 780-853-2000  
 coordinator@classab.ca  
 classab.ca

or scan here:







# Midwest Family Connections

## APRIL 2025

**FREE Indoor Playground**

Tuesdays: 9:30 to 11:30 am  
 1:00 to 7:00 pm

Wednesdays: 1:00 to 3:00 pm

Thursdays: 1:00 to 3:00 pm

Fridays: 9:30 to 11:30 am  
 Closed April 18

**Saturdays**  
 April 5, 12 & 26  
 9:30 am to 1:30 pm  
 Closed April 19

**Literacy & Parenting Skills**

Join us to connect with Indigenous culture, learn to support children's literacy, and parenting strategies. The topics include: positive discipline, storytelling & communication, and values & traditions.

Fridays 9 to 11 pm  
 March 7, 14, 21 & 28  
 April 4 & 11

ALL parents welcome  
 registration required

Indigenous & Metis Facilitator

Transportation available  
 Limited child seating spots  
 Check-in required

**Mothers First**

Thursdays, 10 to 11:30 am  
 April 3, 10, 17 & 24

A weekly group for mothers of infants to connect with one another while learning about and practicing self-care.

Location: Midwest Family Connections  
 Childcare and transportation is available.  
 Registration is required.

Suite 103, 4910 - 50th Street  
 Lloydminster SK S9V 0Y5  
 306-825-5911 or toll-free: 1-866-651-5911  
 info@midwestfamilyconnections.ca










# Kitscoty and District E.C.S.

## Kindergarten Registration Night

**PLEASE NOTE**  
We have changed the date.

**Tuesday, April 1, 2025 at 6:30 pm**

**PLEASE NOTE**  
We have changed the date.

### LOCATION:

- Kitscoty Elementary School Library – Learning Commons

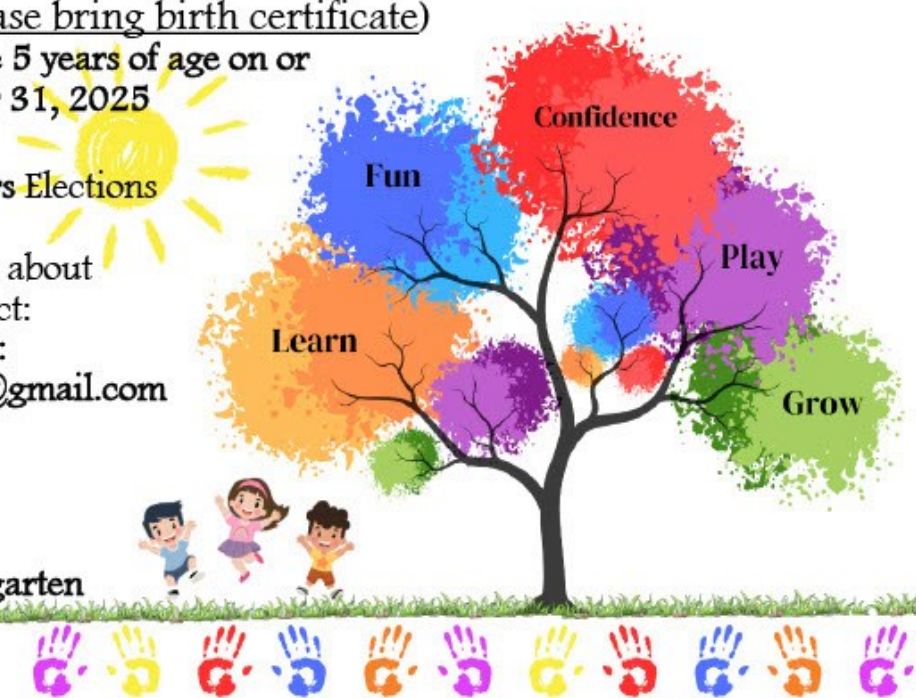
### AGENDA:

- Registration (Please bring birth certificate)  
Children must be 5 years of age on or before December 31, 2025
- Board of Directors Elections

For more information about board positions contact:  
**President, Shay Trach:**  
[kitscotyecspresident@gmail.com](mailto:kitscotyecspresident@gmail.com)

### EXTRAS:

Parent(s) and Kindergarten  
Student both attend  
(please no siblings)



## Kitscoty & District ECS

# Kitscoty Public Library

**Stop by the Library this month for some weekly activities!**

**Lego Hour** Wednesdays 4pm-5pm

**Story Time** Thursdays 4:30pm-5pm

Interested in getting involved with the Library? Our next board meeting is April 10th at 7pm

Book Club - Our next book is Finding Me by Viola Davis. Book Club will meet May 28th at 7pm to discuss.

Save the Date: May Digital Literacy Series

Everyone is welcome to join us in May as we host a series of Free Presentations covering a variety of topics around Digital Safety.

May 1 - Internet Basics and your Digital Footprint

May 8 - Identifying Scams and Critical Thinking

May 22 - Understanding Social Media & Safe Usage Guidelines for Parents

May 29 - Protecting your Accounts, Understanding Digital Hygiene & Multifactor Authentication

For more details or to pre-register to attend visit our website.

## **Library Hours**

Monday & Friday 1pm-4pm

Tuesday, Wed & Thurs 1pm-7:30pm

Website: [www.kitscotypubliclibrary.ab.ca](http://www.kitscotypubliclibrary.ab.ca)

Facebook: Kitscoty Public Library

Email: [librarian@kitscotypubliclibrary.ab.ca](mailto:librarian@kitscotypubliclibrary.ab.ca)

Kitscoty Public Library - The Living Room of our Community



# Kitscoty United Community Church

A blessed Eastertide to all!

The imprint of God's promises is set in all creation, so that we see before us that death is not the end of the story. New life is continually working around and within us even when we cannot yet see it.

Though there are challenges we face every day, personally, within our communities, provincially, nationally, and across the world, hope will not be extinguished. People continue to remember to care for one another, reaching out helping hands even to those we don't know well but whose story touches our hearts.

The core of our faith is a universal message: "Love one another as I have loved you." (John 13:34) In general terms, we say it in this way, "Do unto others as you would have them do unto you." (Matthew 7:12) Jesus showed us that his love for the world had no limit. He went to the cross to show us that God's love is the true currency of all that is meaningful in the world, not judgement, or paybacks. We honour those who live this truth, remembering that "greater love has no one than to lay down their life for their friends." (John 15:13)

May we be ones who plant the seeds of love by acts of caring and compassion, so we all can reap a harvest of goodwill and broad horizons.

Cordially, Carolyn

Rev. Carolyn Woodall 780-385-5124

Kitscoty Wesley United Church

## **Kitscoty Community Track Area Rehabilitation & Enhancement Project**

The Kitscoty Community Track is being renewed after forty years of usage! Over the past two years, the long / triple jump pit has been excavated, lined with landscape ties and refilled with sand as well as paving the runway. In addition, a new shot-put throwing circle has been poured and a throwing sector edged. The updates completed to this point have resulted in an exciting increase in the youth using the facility. With the new facilities many personal and team best performances have been witnessed at the Highway 16 and Buffalo Trail competitions at the junior high age level. Kitscoty High School has won the Highway 16 banner two out the last three years and we have had the gold medal aggregate winner for five out of six age categories in the past two years. Similarly at the senior high level, more athletes from Kitscoty are now qualifying for events in Zone and Provincial competitions.



A topographic survey of the track has been completed. The survey will be used to complete the next phase of the project which includes addressing the track drainage issues, shaping, grading and re-graveling the track as well as establishing proper 100 m running lanes. Lastly, a discus throwing circle will be poured and surrounding safety fence will be erected. This phase will be completed in the summer of 2025 and spring of 2026.

The cost of the entire project is estimated at approximately \$131 000. To date the support received is approximately \$45 000. We are looking for your generous support to complete the project!!



Charitable Donation Receipts can be issued for each level of sponsorship upon request – minimum \$100 donation.

Partnership Level	Donation <small>Product, services or cash</small>
<b>Diamond</b>	Print, school slideshow, social media recognition PLUS individual, large size logo on site signage and in slideshow
<b>Platinum</b>	Print, school slideshow, social media recognition PLUS medium size logo on site signage and in slideshow
<b>Gold</b>	Print, school slideshow, social media recognition PLUS partner name list on site signage
<b>Silver</b>	Print and school slideshow recognition PLUS partner name list within social media recognition
<b>Bronze</b>	Print recognition PLUS partner name list within school recognition slideshow
<b>Friends of the Track</b>	Print recognition

Name: \_\_\_\_\_ Contact info: \_\_\_\_\_

I would like to be a      Diamond      Platinum     partner with a donation of  
                                   Gold             Silver            \$ \_\_\_\_\_  
                                   Bronze           Friends of the Track

Receipt?            Yes, please.            No, thank you.            (circle one please)

Please make cheques payable to Buffalo Trail Public Schools or e-transfer to [khstrack@btps.ca](mailto:khstrack@btps.ca)  
 Please include "Community Track" as part of your e-transfer comments.

If you have questions or require further information, please contact Deb Venance at 780 871 4950.

**Thanking you in advance for your support!!**

# Community Association

On May 14th we are hosting the Popovich's for a Country Music Comedy Show starting at 7:30 p.m. Come early for the best seats at the centre on 50th Ave. The cost is only \$10.00 and light refreshments will be available. The event is open to the public.

The annual seniors' week celebration lunch is to be held on June 4th at the Kitscoty Hall.

On June 15th, from 1.00 pm to 3:00 p.m. your centre will hold the Official Opening and dedication of the patio addition to the centre, constructed in 2024. Hot dogs and a dessert will be provided free. Everyone is welcome. Join us as we celebrate this achievement. This project was made possible through the generosity of the late Alan Beaton, and Ethel Beaton Estates.

The recently constructed covered outside addition to the Community Centre will be available for rental this year. There will be seating for up to 50 people. and gas-fired BBQ is available. The rental rate has been established at \$25.00 per hour to a maximum of \$100.00 per day for the space and if the BBQ is required there is an additional fee of \$100.00. The new addition official opening will occur this spring.

For any rentals, please contact Dennis Roth at 780-205-8877. For memberships, at \$10.00 per year, please contact Ellen Frank at 780-846-2974.

Watch the next village newsletter for further details, and for further information, contact John Scott at 780-846-2832 [johnandshirleyscott@xplornet.ca](mailto:johnandshirleyscott@xplornet.ca)



**2025 Annual General Meeting**

**April 16, 2025, 6:30pm**

**UPSTAIRS AT THE CURLING RINK**

**BIG PLANS FOR 2025! WE NEED ALL THE HELP WE CAN GET!**

**ALL MEMBERS ARE INVITED!  
COME BE PART OF THE SUCCESS!  
MEMBERS WHO ATTEND AND PAY FOR  
MEMBERSHIPS GET 15% OFF 2025 RATES!**

**Lots to discuss!!**

**Updates to the fairways, updates to equipment,  
future Fundraising options, Regional park  
Improvements, Tournament Dates, etc!**

**AN EMAIL WILL BE SENT OUT TO ALL 2024  
MEMBERS**

**Please attend!!  
We need your  
input!**



# CABIN 4 KIDS DROP IN

ages 12 months to 3 years old

**Address**

5016 51st Street Kitseoty

**Contact Us**

780-846-2228  
director@cabin4kids.org

**Registration Link**

[www.cabin4kids.org](http://www.cabin4kids.org)

**Activities**

Child Lead Play  
Outdoor Adventures  
STEM Activities



Are you looking for just a few days a month childcare?

We can help.

We have spaces available starting April 1, 2025



## 13<sup>TH</sup> ANNUAL MARWAYNE PBR

PRESENTED BY: TERRY HINES LIVESTOCK

**FRIDAY  
APRIL 11**

**Marwayne Arena**

**6:30 Wild Pony Races**

**7:00 PBR**

**TICKETS SOLD AT DOOR  
\$30 (12 and under FREE)**

**Live band**

**THE PRAIRIE  
DOGS**

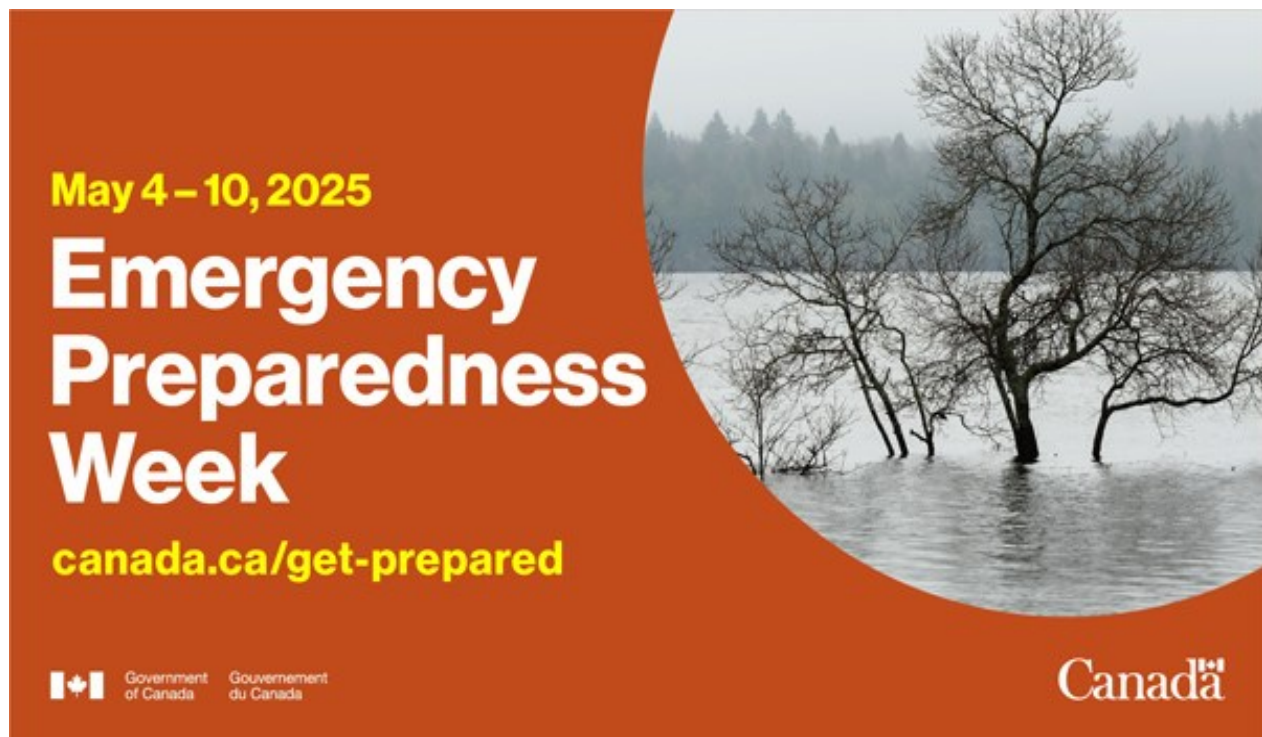
**Dance only tickets \$20**



DOORS OPENS 5PM

PROCEEDS TO  
MARWAYNE ARENA





Emergency Preparedness Week (EP Week) is a national awareness initiative and an opportunity for you to take action to ensure you're prepared to protect yourself, your family and your community during an emergency. This year, the theme is **Be Prepared. Know Your Risks.** We encourage you to understand the risks in your area and learn what actions you can take to protect yourself and your household.

By taking a few simple steps, you can become better prepared to face a range of emergencies anytime, anywhere. It is important to:

Know the risks – Although the consequences of disasters can be similar, knowing the risks specific to our community and our region can help you better prepare

Make a plan – It will help you and your family know what to do

Get an emergency kit – During an emergency, we will all need some basic supplies. We may need to get by without power or tap water. Be prepared to be self-sufficient for at least 72 hours in an emergency

## BUILDING A SUPPORT SYSTEM

Creating a support system to help with grief can be a meaningful part of the grieving process. Grief can be incredibly isolating, so having a system that provides comfort, understanding, and resources can be truly beneficial.

Consider what type of grief support you are looking for. Would you like the support to be emotional, practical, or a bit of both? Emotional support can provide space to explore the emotional changes that come with grief. Practical support can help you to continue to navigate the roles and responsibilities of life despite what point of grieving you are at. Many people benefit from both types of support at one point or another.

Think about how it feels to connect with family and friends about your grieving process. For some people, they find it easy to connect with their family members or friends because they may have also known the loved one who has died. For other people, they find that their grief is too intertwined with family members or friends. It can be helpful to be honest and to check in on your ability to support one another in your seasons of grief.

Reflect on whether you prefer support to be in person, over text/phone, or in an online connection. One of the benefits of technology can be the ability to connect with larger communities of people who may have similar shared experiences. Support groups may occur in person or virtually, so it can be helpful to explore what your community is able to offer and how you can connect with outside communities to bridge any gaps in services.

Explore social media connections and online communities to expand your support system. Many grief-focused pages on Instagram and Facebook offer daily support, quotes, and community spaces for individuals who are grieving. These can be especially helpful for people who feel isolated and need a sense of connection with others experiencing grief.

Seek out professional counselling as an additional part of your support system. Grief is a deeply personal experience. Professional counselling can provide a space for healing, help individuals understand and manage their emotions, and offer support during a difficult time.

Expand your support system into religious, spiritual, and/or cultural aspects of your life. For those with religious or spiritual beliefs, engaging in spiritual practices (prayer, meditation, rituals) can be an important part of the healing process. Many faith communities provide support groups or individual counseling to help process grief within a spiritual context. Many cultures have specific grief rituals, such as memorial services, ceremonies, or communal mourning periods, which can provide comfort and a sense of belonging. Engaging in these practices can help individuals feel supported by their community.

The best support system for grief will vary depending on the individual's needs and preferences. It is often a combination of different resources that work best.

Submitted by: Walking Through Grief Society

Funded by FCSS; City of Lloydminster, Towns of Vermilion and Wainwright, Village of Kitscoty. and County of Vermilion River.





Local athlete Adyson Krauss and her U15 Momentum Black Volleyball team competed at the Festival Fiesta in Phoenix Arizona. Where they placed 1st out of 88 teams. They were the only Canadian team left in the Gold division. Adyson is pictured, centre front, with her teammates.

Photo credit goes to Refereephoto.com

## Camp Whitney Comes to Town

Two day program for children ages 6 to 10. Children will enjoy games, songs, crafts and other activities similar to what is offered at Camp Whitney during the summer.

This is a free program. Snacks and lunch provided.

\*\*\*All Children registered will be entered in the draws to have their Camp Whitney summer registration fees paid\*\*\*

WHEN: April 23 & 24

WHERE: Kitscoty Community Church basement

TIME: 9AM to 4PM

To register your child please call 780-870-6795



# Kitscoty 4H Beef Club

This year our club had our first organizational meeting on October 16th, 2024. We hold our meetings. 3rd week of each month, alternating between Mondays and Thursdays to help accommodate everyone's busy schedules.

Since the Organizational Meeting, our club attended the 2024 Agribition in Regina on the weekend of November 28-30, 2024. We attended the cattle shows, walked thru the trade shows and had lots of fun bonding in the hotel and swimming pool in the evenings.

On Feb 20, 2025 we held our Public Speaking Competition. In our Junior category 1<sup>st</sup> Davin Paul, 2<sup>nd</sup> Avery Garnier, 3<sup>rd</sup> Brock Barr. In Intermediate Category 1<sup>st</sup> Soffeah Headon, 2<sup>nd</sup> Ben Wennekamp, 3<sup>rd</sup> Mia Garnier. Senior Category 1<sup>st</sup> Locklin Mitchell, 2<sup>nd</sup> Paul Wennekamp, 3<sup>rd</sup> Austin Porter. Congratulations to all our Members.

This past weekend on March 22, 2025 in Vermilion at the Curling Club the Clandonald 4H Multi-Club hosted district curling. We had 6 members attend this event. Austin Porter, Soffeah Headon, Nadine Paul, Harrison Mitchell, Davin Paul & Brock Barr.

We have our community volunteer days coming up washing dishes for the Community Hall Dinner Theatre the weekend of April 11-13<sup>th</sup> & we will also be planting the flowers for the Village of Kitscoty when we get warmer weather.

Please mark your calendars for our Club Achievement Day Saturday May 24, 2025 and our Interclub Show & Sale with PV Club Thursday May 29, 2025 both being held in Kitscoty, AB indoor at the arena.





## Water Meter Upgrade Program 2025-27

The Village of Kitscoty is starting a 3-year water meter replacement program as approved by Council. Over the course of 2025-2027, all water meters within the Village will be replaced. This initiative aims to replace the aging water meters in the Village as they approach their end of lifecycle.

The Village of Kitscoty is committed to ensuring continued accuracy in water billing and enhancing the monitoring systems. With the ability to detect low-flow leaks, low battery alerts, and temperature monitoring, the Village will be able to monitor potential problems earlier.

The Village office will be reaching out to residents to book a day and time for the changing of the meters. As part of our strategic approach, we will be targeting specific areas of the Village each year. The replacements will begin in the North end of the Village and will work our way south each year (2026 central, 2027 south end). The Village administration will be reaching out to you to book a day and time for your meter change. As per the Utility Bylaw 2024-02,

37.3. In the event the Village initiates a water meter change-out project, the property owner must ensure that an appointment is made to change out the old metering equipment with the new metering equipment. Failure to comply with booking such an appointment could result in utility service cancellation, reconnection charges and the full cost of the meter replacement labor charges.

If you do not hear from us, please do not worry, you may be scheduled for another year. We appreciate your patience and cooperation with this process.

Resident reminders:

- Meter changes will occur between April 1 – October 1 each year at a schedule determined by the Village administration.
- Please clear the area around the meter to ensure our Public Works has enough room to work. Your water meter should be located where your water comes into the building.
- The replacement program is mandatory.
- **There is no cost** for this program to the residents.
- A responsible adult, over the age of 18, must be present for the installation.
- Your water will be shut off briefly during and will be turned on once completed.
- The first billing after the change will appear different as it will be a mixed reading from both water meters. After that first bill, your utility bill will have no difference in appearance.

If you have any questions, please contact the office at 780-846-2221.

Thank you

Village of Kitscoty Administration

Village of Kitscoty  
P.O Box 128 Kitscoty, Alberta T0B 2P0  
(780) 846-2221(p) (780)846-2213(f) info@vokitscoty.ca

# Public Works

## VILLAGE CONTACTS

WATER & SEWER EMERGENCIES: 780-808-0517 OR 780-205-3745  
 Phone: 780-846-2221 Box 128, 5011 - 50 St Email: info@vokitscoty.ca

Jason Olson, Chief Administrative Officer cao@vokitscoty.ca  
 Ryker Morton, Public Works pwsuper@vokitscoty.ca  
 Joyce Bell, Mayor joyce@vokitscoty.ca

### Office Hours

Monday - Friday 8:30am - 4:30pm

**CLOSED APRIL 18 & 21 2025**

## WASTE MANAGEMENT

<b>WASTE TRANSFER STATION</b>	<b>WINTER HOURS : NOVEMBER 1 - APRIL 30</b>
	Wednesday 2:00 pm - 5:00 pm
	Saturday 10:00 am - 4:00 pm
<b>RECYCLING</b>	Co-mingle recycling bins are located at the WTS for all of your recycling activities (except plastic).
<b>INCLEMENT WEATHER</b>	<b>In the event of inclement weather</b> call the Vermilion River Regional Waste Management Services Office at 780-853-1070 to get updates on transfer station sites. Automated recording will inform you of any changes.

# Voices of the Village

## April 2025 NEWSLETTER



### Senior Connections in the Village Thriving!

A heartfelt thank you to all the dedicated volunteers for their hard work in organizing weekly coffee gatherings and monthly meals for our local retired and semi-retired community members. Your generosity and effort make it possible for seniors to stay connected, engage in community life, and enhance their overall well-being.

Join us at the Senior Centre every Wednesday at 10 AM for coffee, tea, and games. Be sure to watch for upcoming announcements about our monthly meal—it's the perfect opportunity to reconnect and catch up with friends!

Located at the Seniors Centre, 22 Centre Street



### Important Dates

#### MEETINGS & DEADLINES

**Council** April 28  
**Office closed** April 18 & 21

#### EVENTS

**Library Marble Maze** April 8  
**Bethel Church Brunch** April 13  
**Dance Recital** April 30  
**Travel Club Bottle Drive** May 3

#### SERVICES

**Blue Bag Recycling** April 3 & 17

**Marwayne PBR** April 11  
**Library Book Club** April 17  
**Town Wide Garage Sale** May 3  
**Dodgeball Tournament** May 3

# Operating Hours & Contacts

**In Person Office Hours:** Tuesday, Wednesday & Thursday  
8:00am—4:30pm

*\*\*Office open Mondays and Fridays but staff work remotely. Drop box available 24/7\*\**

**After Hours Water/Sewer Emergencies:** Wilson Curtis 780-205-2993  
Cary Grant 780-214-7933

**Health and Safety Emergencies:** Kitscoty RCMP 780-846-2870  
RCMP, EMS, FIRE 911

For all non-emergency inquiries, or to file a complaint, please contact the Kitscoty RCMP at 780-846-2897

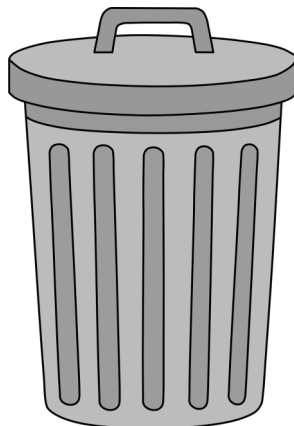
**Winter Transfer Station Hours (Nov—Apr)** Wednesday 2:00pm—5:00pm  
Saturday 10:00am—2:00pm

**Residential garbage pickup:** Thursdays 7:00am

*During inclement weather, please call the Vermilion River Regional Waste Management Services Commission at 780-853-5561 to get updates as to whether or not transfer stations are open.*

**Council Contacts:** Chris Neureuter ctneureuter@gmail.com  
Ashley Rainey 780-214-1410 a\_irvine@hotmail.com  
Roger Parkyn 780-872-8390

Friendly reminder if you have any children that attend Marwayne Jubilee School to please remind them to use the provided garbage bins around town and at the school for proper disposal. Our Public Works has noticed an increased amount of garbage being disposed incorrectly and on our boulevards. We thank you for your cooperation.



**The Village of Marwayne will be turning 100 in the year 2026!**

We are looking for ideas, volunteers, vendors, etc. to partner with us to make the 100th birthday celebration a big success!

We encourage anyone interested in joining the planning committee to contact the Village office today at 780-847-3962.

## Council Meeting Highlights

- The 2024 Audited Financial Statements were presented by Metrix Group LLP. on March 18th, 2025. Council approved them as presented.
- The Royal Canadian Mounted Police (RCMP) Quarterly Crime Statistics for our area were reviewed and received as information.
- Council appointed Shannon Kennedy as the Returning Officer for the 2025 General Municipal Election.
- Regular Village Council meeting previously scheduled on October 20th, 2025 has been rescheduled for October 27th, 2025 as a result of the General municipal Election.
- Council has agreed to participate in the Council Orientation offered with the County of Vermilion River tentatively scheduled for October 30th, 2025
- Asset Management Data Extraction and Collection proposal from Bar Engineering will be included in the 2025 budget. This will allow for administration to have the most up to date details for our asset management software as it relates to capital infrastructure maintenance and renewal planning.



You will receive your 2025 tax assessment notice in the mail in May.

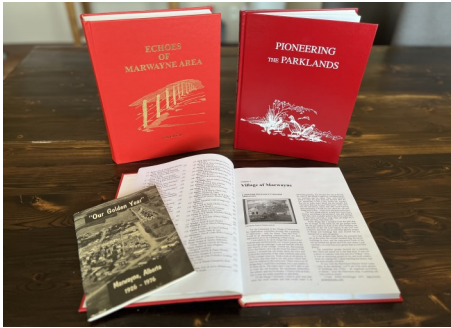
Taxes are due June 30, 2025.

If you do not receive your notice, please contact the Village Office.

happy  
easter

**Sunday, April 20, 2025**

# Marwayne History Books



*A reflection of your past-in print!*

### Available Editions

Pioneering the Parklands (1967)	\$20.00
Our Golden Year (1976)	\$10.00
Echoes of Marwayne Volume II (1988)	\$25.00
Echoes of Marwayne Volume III (2019)	\$50.00

**Available for purchase at:**  
 The Village of Marwayne Office  
 Hendricks Microtech Services

# Marwayne Community Hall

*A Unique Setting for Your Special Occasion*

Consider the beautiful, quiet location of the Marwayne Community Hall

- Banquet seating for 375 in main hall
- Large meeting room with table-seating for 80, or use it to serve buffet-style banquet
- Large covered patio backs onto nature, accessible from main hall
- Modern, beautiful bathrooms
- Stange with dressing rooms & washrooms
- Excellent sound room with A/V equipment
- Camping on site or just 10 minutes north at Lea Park
- Just a 30 minute drive from Lloydminster

**Contact 780-847-3962**

For more information visit [marwayne.ca](http://marwayne.ca)



# Have you visited our Website?

Please visit [Marwayne.ca](http://Marwayne.ca) for all kinds of information about living in our great community.

Click the News & Events tab to find current and past Newsletters in digital format.



**VILLAGE OF MARWAYNE**  
 LOTS FOR SALE

Lots For Sale  
 Parcels  
 April 2021  
 0 20 40 M



**VILLAGE OF MARWAYNE**  
 LOTS FOR SALE

Lots For Sale  
 Parcels  
 May 2021  
 0 10 20 M

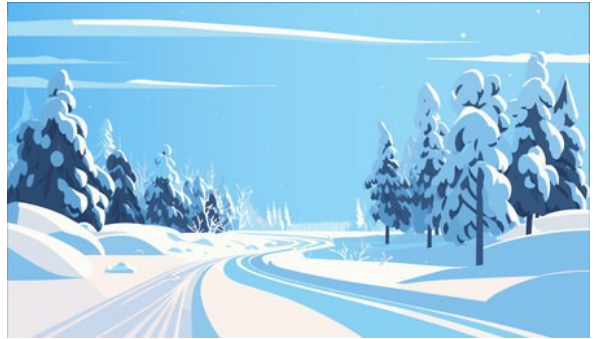


## The Scoop on Snow Covered Roads

Snow, often seen as a nuisance in urban areas, serves a vital purpose in protecting our underground infrastructure. It acts as a natural insulator, creating a barrier between the harsh winter air and the soil beneath. This insulation is critical for maintaining warmer ground temperatures, which in turn safeguards our underground water pipes from the threat of freezing.

The consequences of this exposure can be severe:

- Deeper frost penetration into the soil
- Increased stress on underground pipes
- Higher risk of water main breaks
- Potential interruptions in water supply
- Costly repairs and maintenance



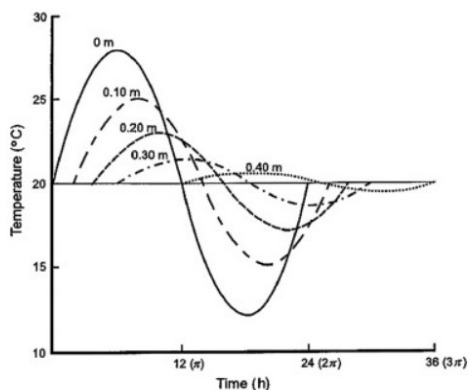
Due to some of Marwayne's older underground infrastructure, there are higher risks of freeze ups or water breaks with bare roads. We thank you for your understanding as we remove snow in accordance with our snow removal and sanding policy.

## Warmer Weather Equals More Risk of Freezing and Water Breaks

Why does the frost depth increase when the surface temperature warms up?

As the temperatures rises, frost in the ground gets pushed even deeper by the thawing ground above it. This is due to slow diffusion of heat into the ground. Unlike liquid, pieces of soil can't move around, therefore, in the absence of liquid water, heat can only be transferred by conduction, a process that follows diffusion equations and it is very slow.

The below figure shows a heat wave in the soil:



If any Marwayne residents run water during the cold winter months to prevent freezing, turning the water off when the temperatures first begin to rise increases your chances of water line freeze ups and/or water main breaks

Save Water &  
Money!

# RAIN BARREL REBATE PROGRAM

## RAIN BARREL REBATE PROGRAM

Village of Marwayne residents can apply for a \$50.00 rebate per barrel, to a maximum of \$100.00 for 2 barrels, for the purchase of a rain barrel.

Inexpensive and easy to install, rain barrels are a great way to conserve the Village of Marwayne's drinking water supply. Rain barrels collect and store rainwater that runs off your roof. This water can then be used in your yard, reducing the need to use treated water from your taps.

The average rain barrel holds approximately 200 litres of water and depending on precipitation, will fill about three times in a typical summer, saving around 600 litres of potable water! Savings will vary based on the use of the water in the rain barrel and the amount of rain received.

Find the application at <https://www.marwayne.ca/town/water-sewer>



## HOW IT WORKS

### STEP 1 - Determine Eligibility

Eligible Applicants Must:

- Be a Village Resident
- Have a Village Utility Account

### STEP 2 - Purchase a NEW Rain Barrel

Eligible Rain Barrels Must:

- Be purchased new
- Be any type of container used to catch water flowing from a downspout

### STEP 3 - Application for Rebate

To Receive your Rebate, you must send in, or bring in, the following:

- Completed application form
- Original sales receipt for new rain barrel (keep a copy for your records)

## IMPORTANT DETAILS

- One application form must be completed for each new rain barrel rebate.
- Maximum of \$100.00 utility credit per residence. No cash back option.
- Rain barrel rebates are processed on a first-come, first-processed basis.

**INCOMPLETE  
APPLICATIONS WILL BE  
RETURNED AND MUST BE  
RESUBMITTED**



# Lea Park

GOLF CLUB

Swing into Spring with  
our Pre-Season Sale!

10% OFF GOLF MEMBERSHIPS

APRIL 1<sup>st</sup> – 30<sup>th</sup>

**SENIOR: \$225.00** (~~REGULAR \$250.00~~)  
**ADULT: \$270.00** (~~REGULAR \$300.00~~)  
**YOUTH: \$112.50** (~~REGULAR \$125.00~~)

Can be purchased by cheque or e-transfer (leaparkg@gmail.com).  
Reach out to us on Facebook Messenger to purchase your  
2025 Golf Membership!



## Indoor Garage Sale

DATE: SATURDAY, MAY 3, 2025 (9AM – 4PM)

SET-UP: FRIDAY, MAY 2 (EVENING)

**PUBLIC TABLE RENTALS: \$15/EACH** (Tables provided, but limited)

RAFFLE SIDE X SIDE ON DISPLAY & TICKETS AVAILABLE

RAIN OR SHINE, IT'S NICE INSIDE THE CURLING RINK!

**TO BOOK A TABLE, CALL YOLANDA: (639) 536-4584**

# PUBLIC NOTICE

to the Electors of the Village of Marwayne in the Province of Alberta pursuant to Section 251 of the Municipal Government Act



TAKE NOTICE that the Council of the Village of Marwayne, in the Province of Alberta, has given first reading to borrowing Bylaw No. 605-25 which will, upon final passage and approval, authorize Village to borrow **\$236,038** from the Alberta Capital Finance Authority by way of debenture issue, to pay for the cost of the following municipal purpose: Industrial Park Land Development.

NOW THEREFORE NOTICE is hereby given by the Council of the Village of Marwayne that, unless a petition of the electors for a vote on Bylaw No. 605-25 is demanded, as provided for by the terms of Section 231 of the Municipal Government Act, the said Council may pass the said borrowing bylaw. Please note that the petition must clearly state both the title of the specific project and the relevant bylaw number to be considered.

Copies of Bylaw No. 605-25 and all related documents are available for inspection at the Village Office located at 210-Second Ave S, Marwayne AB. Telephone: 780-847-3962 between 8:00 am and 4:30 pm Tuesday—Thursday and also available on the municipal website at [www.marwayne.ca](http://www.marwayne.ca). All persons interested are hereby notified and they are required to govern themselves accordingly.

DATED at the Village of Marwayne, in the Province of Alberta, this 1st day of April, 2025.

**Village of Marwayne - Per: Shannon Harrower - Chief Administrative Officer**

# 13<sup>TH</sup> ANNUAL MARWAYNE PBR

PRESENTED BY: **TERRY HINES LIVESTOCK**

**FRIDAY  
APRIL 11**

**Marwayne Arena  
6:30 Wild Pony Races  
7:00 PBR**

**TICKETS SOLD AT DOOR  
\$30 (12 and under FREE)**

**Live band**

**THE PRAIRIE  
DOGS**

**Dance only tickets \$20**



**co-operators**

DOORS OPENS 5PM

PROCEEDS TO  
MARWAYNE ARENA

**REAL  
COUNTRY  
95.9**

**HQ Manure  
Maintenance**



BEAUTY FROM BEES



**LEA PARK  
FARMS**



**GARAGE  
&  
TACK SALE**  
@ Alcurve Hall

Thur. – April 17 – 9am to 5 pm  
Fri. – April 18 - 9am to 5pm

Multi family sale  
Furniture  
Plant Pots  
Household Items  
Saddles\ Bridles\ Reins  
Sewing by MJ Creations  
And so much more

Concession Available

Located 26 km north of Lloyd on Hwy17

**Palm Sunday**  
**Brunch**  
and  
**GOSPEL SERVICE**

Sponsored by  
**Bethel Lutheran Church Lea Park**  
**30060 HWY 641**

**APRIL 13, 2025**  
+ Gospel Service at 10:30 am  
at Tulliby Lake Agriplex  
+ Brunch to follow noon til 1:00pm  
+Free Will Offering

+++ There will be no service at the church this day!!!

+Good Friday service - April 18 at 7pm  
+Easter Sunday service - April 20 at 10:30am  
Info Pat Fox 780-214-1014

## A Pastor's Gleanings

As I see the warm spring sunshine thaws the frozen ground and wakes up the dormant life in it; I remembered the story Jesus told.

A man had an unfruitful tree in his garden. He said to his gardener "cut it down, why should it be taking up space in the garden?" The gardener replied "Sir let it alone this year, until I dig around it and put on manure." (Luke 13:8) His hope was that would make the tree bear fruit next year.

I think it would be good if we, turned off the TV, left off scrolling the net on our phones, and give someone a call or a visit. "As iron sharpens iron so a friend sharpens a friend." (Proverbs 27:17) The Apostle Paul wrote to the Church at Ephesus that as in the body, life flows from member to member, we too should encourage one another. (Ephesians 4:16,25) The writer of Hebrews put it "Let us consider how to stir up one another to love and good works." (Hebrews 10:24)

It could be if we would stop in and visit, *a little BS*, just might fertilize a bit and life would be more fruitful. Cultivate an old friendship, call an acquaintance, neighbour or family member to stir and warm up the soil. It just might make life more fruitful.

"And let us not neglect our meeting together, as some people do, but encourage one another ..." (Hebrews 10:25) Attending can encourage you and your presence will encourage others.

Bethel Lutheran Church Lea Park, services Sundays at 10:30. Pastors Kevin 780 872 0070 or Ed 780 808 5026.

# LEMONADE DAY

**The Village of Marwayne is excited to be sponsoring our local Lemonade Day event on June 14th, 2025!**

This free program teaches youth entrepreneurship skills, inspires creativity and encourages community engagement.

**Kids can register to participate by visiting**

**<https://lemonadeday.org/northern-alberta>**

If you would like to volunteer for this event, please contact the Village Office  
780-847-3962 or  
[admin@marwayne.ca](mailto:admin@marwayne.ca)



**LEMONADE DAY IS COMING!**

REGISTER NOW

Kids! Are you ready to run your own business and have fun at the same time?

**WHAT IS LEMONADE DAY?**

Lemonade Day is a Free, Fun program where you learn to run your own business - a Lemonade Stand! Kids learn business skills, earn their own money, give back to their community and all while having fun!

**HOW DOES IT WORK?**

Open to Kids of all abilities in Kindergarten through High School

- Register for Lemonade Day Northern Alberta.
- Attend Lemonade University to learn business skills.
- Create your Lemonade recipe.
- Build your Lemonade Stand.
- Setup and Run your Lemonade Stand on Lemonade Day \*June 14, 2025\*
- Celebrate your success!

[lemonadeday.org/northern-alberta](https://lemonadeday.org/northern-alberta)



*Lemonade Day!*<sup>®</sup> 

NORTHERN ALBERTA

# COMMUNITY WIDE GARAGE SALE



**Saturday May 3**



How it works:

- **If you are interested in having a garage sale in your yard on this day please contact us at the Village administration office.**
- We will post all the listings on Facebook, on our website and around town a few days before the big day.
- On May 3rd, make sure to advertise your big sale! Create bright signs with balloons (making sure to remove after the sale).

You can contact us by phone at 780-847-3962 or by email at [admin@marwayne.ca](mailto:admin@marwayne.ca) during regular working business hours to add your home or business to our list for maximum exposure!

## 17<sup>th</sup> Annual Marwayne

# Treasure Hunt

**Saturday, May 10**



## Pitch-In Week!

Spring is a great time to tidy up our streets and parks. Community members who stop by the Village Office May 6th—8th can grab a couple garbage bags and nitrile gloves, and adopt a spot to tidy up during the week. Then send us a photo showing how you pitched in before May 12th, and you'll be entered into our prize draw.





# MARWAYNE SPRING CLEAN UP

**Treasure Hunt will be Saturday May 10, 2025 for one day only**

## **How it works:**

Treasure Hunt is for reusable items! The stuff you know is still good but you don't want anymore. The treasure hunt is your opportunity to recycle appliances, furniture and other large items that can be re-used by someone else.

- Put your treasures on your FRONT Boulevard on **May 10**
- Residents are encouraged to tour around town looking for treasures to take home and the best part is they are free!
- Some acceptable items are: fridges, stoves, freezers, furniture, sinks, dishwashers, snow blowers, lawnmowers, patio furniture, barbecues, windows, bikes.... (If they are not in working order, please put a sign on item)

**Do NOT put regular garbage, renovation materials, or your yard clean up bags as these will not be picked up. Additional information can be found at [https://www.vermillion-river.com/living\\_here/waste\\_transfer\\_sites.html](https://www.vermillion-river.com/living_here/waste_transfer_sites.html)**

**If big items are not picked up**, Public Works staff will come around on **Monday, May 12** to assess what needs to be hauled to the dump. To save time and money, the Public Works department will only assess and pick up off a street ONCE so be sure to have your items out by **8 am on May 12**

**REMEMBER** we WILL NOT pick up anything that can be placed in your large waste bins. This is ONLY for **Big Items**. Some items that will not be picked up by the Village are: Shingles, Gyp Roc, cement/concrete, car parts or motors of any kind, animal waste, etc...

Please note during this week your items may be left on your boulevard for a few days while the Public Works Department is clearing other places in town.

**Transfer Station Hours: Wednesday 2pm-7pm & Saturday 10am-2pm.**





**MARWAYNE PUBLIC  
LIBRARY  
APRIL EVENTS:**

**April 8th - Lego marble maze making-time drop-in from 3:30 pm - 6:30 pm!**

**April 17 @ 6:00 pm - Gone Baby Gone Bookclub.**

**The library will be closed for Easter Break from April 18 to April 29th.**

**No Moms & Tots.**

**Battle of the Fairytales coming in May!**

## BUILDING A SUPPORT SYSTEM

Creating a support system to help with grief can be a meaningful part of the grieving process. Grief can be incredibly isolating, so having a system that provides comfort, understanding, and resources can be truly beneficial.

Consider what type of grief support you are looking for. Would you like the support to be emotional, practical, or a bit of both? Emotional support can provide space to explore the emotional changes that come with grief. Practical support can help you to continue to navigate the roles and responsibilities of life despite what point of grieving you are at. Many people benefit from both types of support at one point or another.

Think about how it feels to connect with family and friends about your grieving process. For some people, they find it easy to connect with their family members or friends because they may have also known the loved one who has died. For other people, they find that their grief is too intertwined with family members or friends. It can be helpful to be honest and to check in on your ability to support one another in your seasons of grief.

Reflect on whether you prefer support to be in person, over text/phone, or in an online connection. One of the benefits of technology can be the ability to connect with larger communities of people who may have similar shared experiences. Support groups may occur in person or virtually, so it can be helpful to explore what your community is able to offer and how you can connect with outside communities to bridge any gaps in services.

Explore social media connections and online communities to expand your support system. Many grief-focused pages on Instagram and Facebook offer daily support, quotes, and community spaces for individuals who are grieving. These can be especially helpful for people who feel isolated and need a sense of connection with others experiencing grief.

Seek out professional counselling as an additional part of your support system. Grief is a deeply personal experience. Professional counselling can provide a space for healing, help individuals understand and manage their emotions, and offer support during a difficult time.

Expand your support system into religious, spiritual, and/or cultural aspects of your life. For those with religious or spiritual beliefs, engaging in spiritual practices (prayer, meditation, rituals) can be an important part of the healing process. Many faith communities provide support groups or individual counselling to help process grief within a spiritual context. Many cultures have specific grief rituals, such as memorial services, ceremonies, or communal mourning periods, which can provide comfort and a sense of belonging. Engaging in these practices can help individuals feel supported by their community.

The best support system for grief will vary depending on the individual's needs and preferences. It is often a combination of different resources that work best.

Submitted by: Walking Through Grief Society

Funded by FCSS; City of Lloydminster, Towns of Vermilion and Wainwright, Village of Kitscoty. and County of Vermilion River.

**The**  
**LAUNDRY**  
**Marwayne, AB**

**\$3 Machines**

**7am - 8:30pm Daily**

**21 Centre St.**  
**(780)522-3161**

# HAVEN'T ORDERED YET?

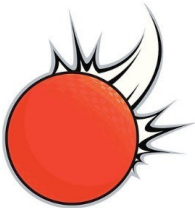
# EXTRA CANOLA AND CORN SEED IN STOCK




## 639-536-1031



## DODGEBALL TOURNAMENT Saturday May 3rd



 Marwayne School Gym  
6 players on the court  
3 female minimum per team  
\$200 entry fee  
Canteen will be open

16+ Event

**Winning team gets \$250**

*Registration Deadline: Friday April 25th.*

Contact: Alyssa Irvine 639-840-3740

The Marwayne Public Library  
will be offering a

## Free Computer Skills Course



In an effort to gauge our communities' needs regarding computer skills, we are asking you to please complete our Computer Skills Survey.

Computer Skills Survey



Paper surveys will be available at Hendricks Microtech and ATB Marwayne.

# The MJS Travel Club is headed to Europe in 2026!

Students will be going door-to-door in Marwayne to collect bottle donations on

**Saturday, May 3rd**



**MDA PRESENTS**

**2025 YEAR END**

## Recital

**WEDNESDAY, APRIL 30TH  
7:00PM**

*\$10 at the door*

**MARWAYNE COMMUNITY HALL**

**50/50 TICKETS, FLOWERS AND CANDY  
FOR SALE**

**April 7th, Wear Green**



**IN HONOUR OF THE LOGAN BOULET EFFECT**

Seek expert advice 24/7



Concerned about your newborn?  
Questions about mom's post-partum health?  
Nervous new parent?

Call the New Parent and Newborn Line  
1-833-805-BABY (2229)



**ALCURVE**  
**SPRING GARAGE**  
**SALE 2025**

Friday, April 11 - 4:00 pm - 7:00 pm  
Saturday, April 12 - 9:00 am - 3:00 pm



To book a table call/text **Carolyne @**

**780-872-0366**

\$20.00 First Table

\$15.00 Each additional table

\$15.00 Clothes Rack

**Concession available**

Located 26 kms North of  
Lloydminster on highway 17



**ALCURVE HALL**  
**CALENDAR OF**  
**EVENTS**  
**2025**

**MARCH 28**

Community Potluck and Games Night  
6pm  
Contact Kay for more info (780)808-6783

**APRIL 9**

Annual General Meeting 7pm  
Coffee Served

**APRIL 11 - 12**

Spring Garage Sale  
Friday 4 - 7pm, Saturday 9 - 3pm  
Concession available  
Contact Carolyne (780)872-0366

**MAY 1**

Chair Yoga starts every Thursday  
Contact Deb to sign up  
(780)808-0015

**SEPT 26 - 27**

Fall Garage Sale  
for more info or to  
)808-0260  
ible

**NOV 22**

Christmas Craft Fair  
Contact Deb for more info or to book a  
table (780)808-0015  
Concession available



**HWY 17 NORTH OF**  
**LLOYDMINSTER**  
**26KMS**



**306-830-7368**  
ALCURVE HALL RENTAL INFO

**DEC 31**

**NEW YEARS EVE DANCE**  
**FEATURING "THE PRAIRIE DOGS"**



# RANCH SUPPLY



Call/Text Glen 780.545.4224

#10 Railway Avenue ~ Marwayne, AB  
(across from D&D Grocery)

STOP BY THE YARD ~ ALL STOCK IS PRICED

**10' Prairie Gates \$99**

**Firewood For Sale**

**Scrap Battery Drop Off**

\*ALL PROCEEDS FROM BATTERIES  
DROPPED OFF ARE DONATED TO  
SHINE ACADEMY & MARWAYNE CURLING CLUB\*  
\*THANK YOU TO ALL WHO HAVE DONATED\*

Decorative Driveway Gates  
Security Fence Panels

24' Free Standing Livestock Panels (with gates/without)  
Galvanised Square Tubing Round Pen \$4100

Fence Line Feeders \$850  
30' Belting Grain Troughs \$1200  
Heavy Duty Four Bale Feeders \$2600

Fence Line Silage Bunks \$1500  
24' Silage Bunks \$1250

40' 3 Door Sea Can  
Dog Kennel \$525

34 Ton Kinetic Wood Splitter \$1500

# APRIL SALE

\* ATV Texas Gates \*  
2 Styles - \$850 or \$1100  
\* 24' Heavy Duty Windbreak Panels \*  
Built with 3 1/2' pipe - \$1050





# April 2025 Dewberry Community Newsletter

[dewberrynewsletter@gmail.com](mailto:dewberrynewsletter@gmail.com)



*Thank you to our Sponsor Kens Auto & Diesel Repair*



**Ken's Auto & Diesel Repair**  
 99 Centre St. & Railway Ave.  
 PO Box 160  
 Dewberry AB T0B 1G0  
 Phone: 780-847-3002 Fax: 780-847-3004  
 Email: [Shop@kensauto.ca](mailto:Shop@kensauto.ca) Website: [www.kensauto.ca](http://www.kensauto.ca)



## SPRING SPECIALS

**BUY A SELECT M18 FUEL BARE TOOL**

**RECEIVE FREE**

 <b>\$578</b> M18 FUEL™ 30 Degree Framing Nailer (Tool Only) <small>(2745-20)</small>	 <b>\$528</b> M18 FUEL™ Deep Cut Band Saw (Tool Only) <small>(2929-20)</small>	 <b>\$488</b> M18 FUEL™ 3/4" High Torque Impact Wrench Friction Ring w/ ONE-KEY™ (Tool Only) (2864-20)	 <b>M18™ REDLITHIUM™          HIGH OUTPUT™          XC6.0 Battery (48-11-1865)</b>
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**BUY A SELECT M12 FUEL BARE TOOL**

**RECEIVE FREE**

 <b>\$179</b> M12 FUEL™ HACKZALL™ Recip Saw (Tool Only) (2528-20)	 <b>\$189</b> M12 FUEL™ 3" Compact Cut Off Tool (Tool Only) (2522-20)	 <b>\$198</b> M12 FUEL™ 1/2" Hammer Drill/Driver (Tool Only) (2404-20)	 <b>M12™ REDLITHIUM™          XC 4.0 Extended          Capacity Battery (48-11-2440)</b>
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**BUY THIS**

**RECEIVE FREE**

 <b>\$548</b> M18 FUEL™ String Trimmer w/ QUIK-LOK™ Kit <small>(2016-2157)</small>	 <b>M18 FUEL™          Blower          (Tool Only) (2017-20)</b>
--	--

<b>\$328</b> M18™ REDLITHIUM™ HIGH OUTPUT™ XC6.0 Battery - 2PK (48-11-1862)	 <b>\$119</b> REDLITHIUM™ USB BEACON™ Hard Hat Light (2116-21)
 <b>\$79<sup>99</sup></b> REDLITHIUM™ USB Hard Hat Headlamp (2163-21)	 <b>\$98</b> M18™ ROVER™ Flood Light (Tool Only) (2361-20)



## Ken's Auto & Diesel Repair

99 Centre St. & Railway Ave.

PO Box 160

Dewberry AB T0B 1G0

Phone: 780-847-3002

Fax: 780-847-3004

Email: Shop@kensauto.ca

Website: www.kensauto.ca

# Thank You

**THIS APRIL WE  
CELEBRATE 37 YEARS  
IN BUSINESS.  
THANK YOU TO OUR  
COMMUNITY FOR YOUR  
CONTINUED  
YEARS OF SUPPORT!  
-KEN & STAFF**

## **Purolator**

Please use our new address for Purolator shipments.

5002 49 Ave Dewberry, AB T0B 1G0

For **Canada Post** deliveries

**please use your own address.**

# SPRING TIRE SALE

Call or stop in with your tire size for pricing



## OIL CHANGE & SERVICE

- ✓ Multi-point vehicle inspection
- ✓ Fluid level check
- ✓ Tire wear & pressure adjustment
- ✓ Battery & charging system test
- ✓ Visual brakes, suspension, steering & driveline
- ✓ Air & cabin air filter check

## \$20 TIRE ROTATIONS &

## SEASONAL TIRE/RIM CHANGEOVER

## WITH YOUR OIL CHANGE

**ASPEN**  
Fuel for professionals



*Alberta* Authorized  
Registry Agent

If your last name starts in "D" or "G" remember to renew your vehicle registration before the end of April!

**ASPEN 2 & 4 STROKE FUEL SOLD HERE!**

# This Month at the Senior Center



Contact Lois 780-847-2170

## Crib Tournament April 26

Registration Cutoff **10:15 am** Games start at **10:30 am**  
**\$25 (\$10 games, \$15 lunch)**

### TUESDAY

Exercises 1 pm  
 Shuffleboard to follow  
 Pool 7 pm  
 Open to Everyone!

### FRIDAY

Join US  **Music**  
**2:00 pm**

*Coffee*   
**Tues-Fri**  
**9-11**  
**MEETING**

April 9th @ 12 noon - Potluck with meeting to follow-New Members Welcome!

Rental Rates- \$75.00 a day or \$25.00 per hour (up to 3 hours)  
 Contact Joanne Wolfe 780-847-3807 or Denise Smith 780-581-5897

## Dewberry Valley Bison

Quality Custom Bison Meat



**Brad Romanchuk**

780-808-5823

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

[dewberryvalleybison@gmail.com](mailto:dewberryvalleybison@gmail.com)

fuelled by  
**DVB**

## Trigger Control

Vegetation Management Services

- ◆ Certified Pesticide Application
- ◆ Custom Mowing
- ◆ Tree Care
- ◆ Stump Grinding
- ◆ Snow Removal
- ◆ Skid Steer Services
- ◆ Brush Mulching

Brad Romanchuk

780-808-5823

[triggercontrolvegetation@gmail.com](mailto:triggercontrolvegetation@gmail.com)

- ◆ Commercial
- ◆ Residential
- ◆ Agricultural
- ◆ Industrial
- ◆ Fence Line
- ◆ Right-of-way

**IN LOVING MEMORY**

Wally  
Rauser



With sadness we announce the passing of Wally Rauser on Feb. 19, 2025 at the age of 92. Wally is survived by 4 sisters, 4 daughters, 1 son and their families including 9 grandchildren, 10 great grandchildren and numerous nieces and nephews.

Wally was born and raised on farms in the Mullingar and Speers region of Sask., worked at Husky Oil in Lloyd for 13 years, and farmed near Dewberry, Alta. for 33 years before retiring in the Kelowna region of B.C. He enjoyed playing fastball, curling and golf. He took pride in his children, in raising hereford cattle and in serving as director for the local credit union.

Wally worked hard and liked to have fun! We will miss him! Memories can be shared online at Everden Rust or Castanet, Kelowna.

Happy Retirement to

Gloria Sikora



After almost **34 years** of exceptional service at the Credit Union.

You will be Missed!!

enjoy



Little Brother is here!

# HUDSON DREW

Thurs, February 27  
8 lbs  
22 in

So loved by,  
Kerri + Amber  
Deklan Jax (3)

its a girl

Bryanna Marie-flor  
Bry (Bree)

February 27


11:47 p.m. 5 lbs 13 oz

An early arrival that blessed the lives of her parents Jason & Tatiana sister Ariana & brother Jaxon



• SPREAD •  
**Kindness** CHALLENGE

A challenge is issued to everyone to commit a “Random Act of Kindness” to be entered in a draw for a gift card! To participate send your name and what you chose to do as your act of kindness to dewberrynewsletter@gmail.com or drop off at the Post Office to be entered in the random draw. Only the winners name will be published in the next newsletter. Though the official day was in February, in a world where there is so much negativity why not choose to do something positive??



5 ants rented an apartment with another 5 ants. Now they're tenants



**NEUDALE**  
 Veterinary Services  
*Animal care for farm and family*

Providing comprehensive veterinary services for your large and small animals.

Open Monday to Friday: 9 a.m. – 4 p.m.  
**On-call:** available for emergencies.

**Telephone: 780-847-4071**  
**Email: [info@neudalevet.ca](mailto:info@neudalevet.ca)**

12 Center Street/Box 188  
 Dewberry, Alberta T0B 1G0

**DEWBERRY COMMUNITY  
 CHURCH YOUTH GROUP**

**SUPPER & MOVIE  
 NIGHT**



April 6th, 2025. 5:00pm-7:30pm  
**Held at the Dewberry  
 Community Church**

Permission forms will need to be filled out and brought to the event. Please feel free to invite your friends!



**HAPPY TAILS PET GROOMING**

Offering one on one Grooming in a calm and safe environment. Services Include Bath & Brush, Full Trim, Sanitary Trims, Ears & Nails.

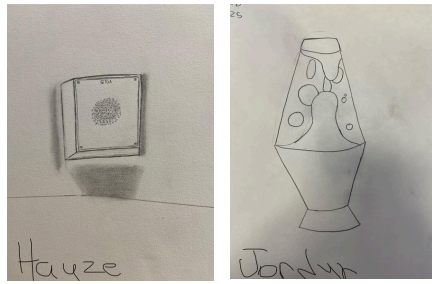
*“Big or small, I groom them all!”*

**Mainstreet Dewberry, AB**

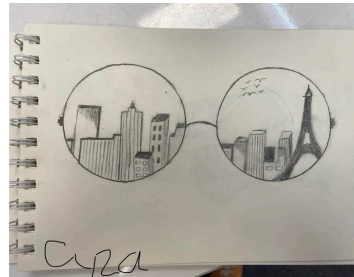
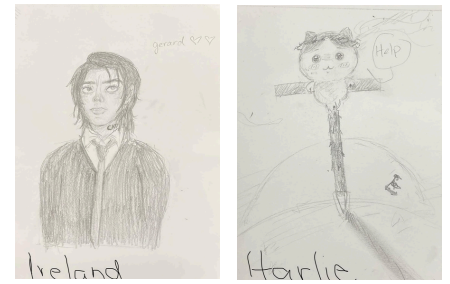
By Appointment Only  
 Call/Text Denise  
 780-214-9753

*Where every Pet Is Special*

Newsletter submission for May must be submitted by noon on April 26th



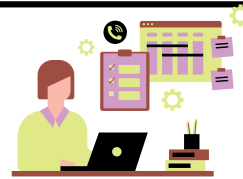
**Dewberry SCHOOL**  
Junior High  
Pencil Sketches



International Moment  
of Laughter Day April 14



April 22



Administrative  
Professionals  
Day April 23



International Dance  
Day April 29th

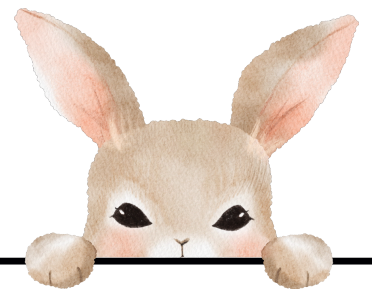


Apologies to the  
Seniors for the typo  
in last months crib  
tournament ad.

## Hall Rental Information



For your next event big or small  
Contact Kristen 639-840-2865



## Vol-un-teer

- freely offer to do something
- say or suggest something without being asked
- work for an organization without being paid
- commit to a particular undertaking



Volunteering is a great way to feel part of the community in which you live. There are a number of community groups welcoming new members or watch for an upcoming event and offer to help. Together we can make a difference!



**SAVE THE DATE** **BINGO!**

*Pancakes, Bingo and Bake Sale Auction at Riverton Hall*

*Saturday April 12, 2025 starting at 5:30 p.m.*

*12 and under-free  
13 and over - \$7.50 per person.*

*We look forward to seeing you on April 12th.*




**GREENLAWN GOODWILL LADIES CLUB**  
**BEE HAPPY, BEE THERE**

## SPRING TEA

Dewberry Seniors Center

Saturday, May 3, 2025

2 pm

\$8.00 Admission

Bake Sale Table


Raffle Table (\$2 tickets)

Crochet Afghan Raffle Table

Don't Miss the Launch of Our New Cookbook!



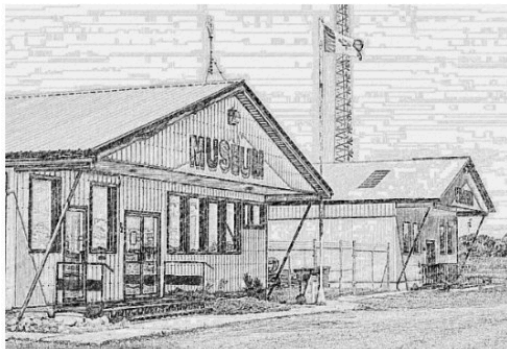
Did you know that cotton candy was actually invented by a dentist? (Dentist William Morrison along with candy maker John Wharton in 1897)




**NEW NEWSLETTER DEADLINE**  
by the 24th of each month

# Museum Notes

Spring is just around the corner? We're thinking so and planning some additions to the front of the museum. A couple of benches similar to this, some half barrel planters filled with appropriate plantings, and maybe some other creative displays from our large collections. Will be a nice place to sit in the sun in the morning, and the shade in the afternoon don't you think?



Volunteers are the lifeblood of our organization, and we are always open to more. For information on volunteering, becoming a member of the society, or about any of our activities, do not hesitate to contact us at any time. Follow our Facebook page for additional information or, email us at [dewberryvalleymuseum@gmail.com](mailto:dewberryvalleymuseum@gmail.com).



*thank you*

The Greenlawn Goodwill Ladies Club would like to thank the community for supporting our March Fundraiser Garage Sale. Funds raised help us continue giving back to needs in our community and surrounding area.

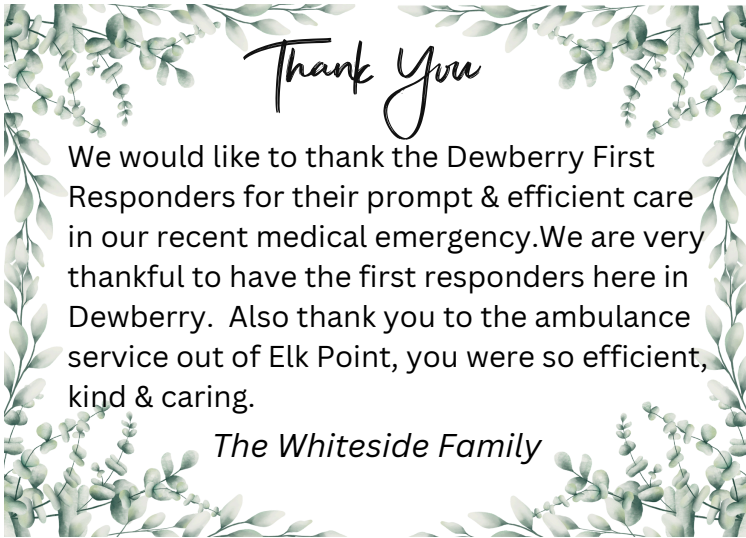


*Thank you*

I'm grateful to everyone for the cards, well wishes and visits both in the hospital and at my home during my recent recovery from surgery. Special thanks to Rhonda & Warren for taking care of everything while I was away, to my brother for keeping my dog & to my good friend who has been my chauffeur.

*Mary Bensmiller*

p.s. also thanks for the piggyback ride 😊



*Thank You*

We would like to thank the Dewberry First Responders for their prompt & efficient care in our recent medical emergency. We are very thankful to have the first responders here in Dewberry. Also thank you to the ambulance service out of Elk Point, you were so efficient, kind & caring.

*The Whiteside Family*

**LIMITED TIME OFFER**



*Lea Park*  
GOLF CLUB

*Swing into Spring with our Pre-Season Sale!*



10% OFF GOLF MEMBERSHIPS

APRIL 1<sup>st</sup> – 30<sup>th</sup>



**MARWAYNE PUBLIC LIBRARY**  
**APRIL EVENTS:**

**April 8th - Lego marbel maze making-time drop-in from 3:30 pm - 6:30 pm!**

**April 17 @ 6:00 pm - Gone Baby Gone Bookclub.**

**The library will be closed for Easter Break from April 18 to April 29th.**

**No Moms & Tots.**

**Battle of the Fairytales coming in May!**

**SENIOR: \$225.00 (REGULAR \$250.00)**  
**ADULT: \$270.00 (REGULAR \$300.00)**  
**YOUTH: \$112.50 (REGULAR \$125.00)**



# Mother's Day Raffle



**DRAW DATE: MAY 9, 2025**

**AGLC LICENCE: 729888**

**Prize Package Valued at \$650!**

**Includes:**

**Hotel Stay - Best Western Plus (Jacuzzi Suite)**

**Massage - Dewberry Massage Clinic**

**Haircut & Style - Hairitage Salon (Myrnam)**

**\$50 Shopping - Lloyd Mall**

**Movie Night for 2 - May Cinema 6 Lloyd**

**Dinner - Mr. Bills**

**Plus Gift Basket!**

**\$2.00 PER TICKET**

**IN SUPPORT OF THE DEWBERRY EARLY  
CHILDHOOD PARENT SOCIETY**



**NEUDALE** SPONSORED BY:  
Veterinary Services

**HAIRITAGE SALON**

**DEWBERRY MASSAGE**



**Dewberry Family Social**  
**Saturday, April 5th, 2025**  
**Doors Open at 4:00pm**  
**Music until 5:00pm**  
**Supper & Social at 5:00pm**  
**Dewberry Hall**

FAMILIES WITH CHILDREN ARE ENCOURAGED TO COME, STAY FOR SUPPER AND THE FAMILY SOCIAL THAT FOLLOWS.

**4:00-5:00pm Featuring: Local Talents**  
**5:45pm Feature is a Public Vocal or Musical Talent Show!** 🎤

**COME SHOW YOUR MUSICAL ENTERTAINMENTS IN OUR TALENT SHOW.**

Talent show registrations: contact Kellie  
 778-548-0044

**Adults \$20**  
**Youth (10 to 16 ) \$10**  
**Children (under 10) Free**

For more information please contact (780) 847-2170

Creating a support system to help with grief can be a meaningful part of the grieving process. Grief can be incredibly isolating, so having a system that provides comfort, understanding, and resources can be truly beneficial.

Consider what type of grief support you are looking for. Would you like the support to be emotional, practical, or a bit of both? Emotional support can provide space to explore the emotional changes that come with grief. Practical support can help you to continue to navigate the roles and responsibilities of life despite what point of grieving you are at. Many people benefit from both types of support at one point or another.

Think about how it feels to connect with family and friends about your grieving process. For some people, they find it easy to connect with their family members or friends because they may have also known the loved one who has died. For other people, they find that their grief is too intertwined with family members or friends. It can be helpful to be honest and to check in on your ability to support one another in your seasons of grief.

Reflect on whether you prefer support to be in person, over text/phone, or in an online connection. One of the benefits of technology can be the ability to connect with larger communities of people who may have similar shared experiences. Support groups may occur in person or virtually, so it can be helpful to explore what your community is able to offer and how you can connect with outside communities to bridge any gaps in services.

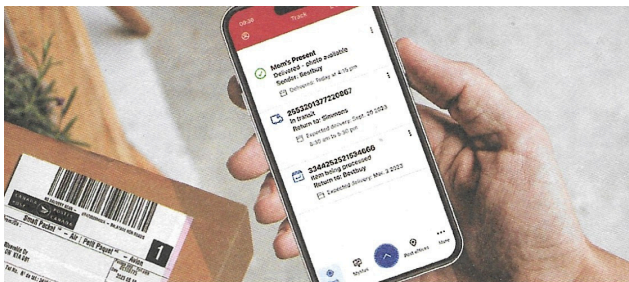
Explore social media connections and online communities to expand your support system. Many grief-focused pages on Instagram and Facebook offer daily support, quotes, and community spaces for individuals who are grieving. These can be especially helpful for people who feel isolated and need a sense of connection with others experiencing grief.

Seek out professional counselling as an additional part of your support system. Grief is a deeply personal experience. Professional counselling can provide a space for healing, help individuals understand and manage their emotions, and offer support during a difficult time.

Expand your support system into religious, spiritual, and/or cultural aspects of your life. For those with religious or spiritual beliefs, engaging in spiritual practices (prayer, meditation, rituals) can be an important part of the healing process. Many faith communities provide support groups or individual counseling to help process grief within a spiritual context. Many cultures have specific grief rituals, such as memorial services, ceremonies, or communal mourning periods, which can provide comfort and a sense of belonging. Engaging in these practices can help individuals feel supported by their community.

The best support system for grief will vary depending on the individual's needs and preferences. It is often a combination of different resources that work best.

Submitted by: Walking Through Grief Society  
 Funded by FCSS; City of Lloydminster, Towns of Vermilion and Wainwright, Village of Kitscoty, and County of Vermilion River.



## Track and manage your mail with our app

It's available for free on iOS and Android. Our mobile app makes it easy to keep an eye on your packages, find rates and a nearby post office.

### Also available:

**MyMail** - Get notified about mail that is on its way to your address.

**Automatic tracking** - We add packages to your tracking that we know are on their way to you, so you don't have to.



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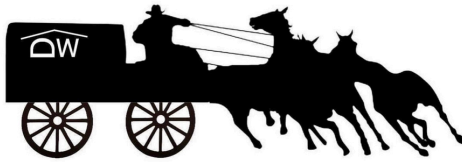


### Kids Movement Classes for April 2025!

Dates: April 4th & 11th  
 Time: 3:30-4:30pm  
 Location: Dewberry School Gym  
 Teacher/Instructor: Kellie Carson  
 Cost: FREE

All kids aged 0-5 are welcome to come run, play, and move their bodies!  
 (siblings of younger kids are welcome)

\*Parents must stay and accompany their children, only clear liquids allowed in the gym\*  
 Questions contact Kellie @ 778-548-0044



**Dewberry Chuckwagon Racing  
Heritage Society**

The 7th annual Dewberry Cutter Rally was one of the most successful to date. The day saw 32 drivers, 53 riders and many passengers come out to enjoy the perfect weather.

A big thank you to the many volunteers that helped us throughout the day! Whether it was keeping the fire going at the halfway point, helping input numbers on the computers, or preparing food in the kitchen. We can't do it without you!

We now look forward to summer! Please join us and other community groups for a **meeting to discuss ideas for the Fathers day weekend on April 10th at Dewberry Data @ 7pm.**

A big **THANK YOU!** to the following businesses who donated a silent auction item:

- Creech's Funeral Home
- Brady Anderson (Cooperators)
- NuWave Industries
- BTO Skid Steer (Bob and Tricia Oneschuk)
- Wade Holt Ram River
- Lloydminster Animal Hospital
- Cornerstone Coop Liquor Store Vermilion
- Ken's Auto and Diesel Repair
- Sandpiper Trucking
- Nutrien
- Rocky Mountain Equipment Vermilion
- Cruise Bensmiller Racing
- Branded Western Wear Vermilion
- KMC Sales Calgary
- Linda Illingworth
- David Bensmiller
- Weir Vet Services
- Trudy Nolin + Family
- Brad McMann Racing

*As well as Mike Macnab for his generous yearly donation!*

*The Islay Health Care Auxiliary is hosting:*

***The 2025 Islay Community  
Garage Sale***

*New Format!!! We're trying something different this year. If you have items that you're wanting to sell, but don't have lots to sell or a place to hold your own garage sale, rent a table at our Islay Community Garage sale.*

**Saturday May 10, 2025**

**10:00am to 3:00pm**

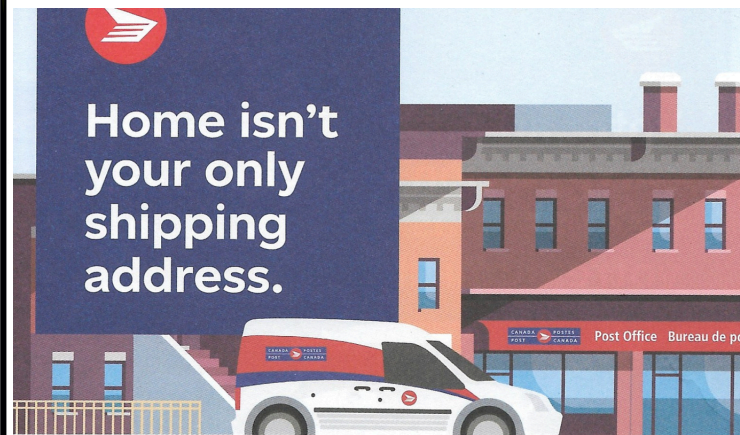
**at the Islay Community Hall**

**Home cooked lunch, baking and raffle will be available**

**To book a table or for more information contact Ruth Shaw  
780-581-5096**

**\$10 per table rental  
Booking required**

**Set up on Friday May 9 from 3:00pm to 8:00pm  
or Saturday May 10 from 8:00am to 10:00am**



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# Dewberry Community Church

Happy Easter, Dewberry!

But God showed His great love for us by sending Christ to die for us while we were still sinners. And since we have been made right in God's sight by the blood of Christ, He will certainly save us from God's condemnation. For since our friendship with God was restored by the death of His Son while we were still His enemies, we will certainly be saved through the life of His Son. So now we can rejoice in our wonderful new relationship with God because our Lord Jesus Christ has made us friends of God. - Romans 5:8-11

Chocolate eggs and bunnies are delicious. Time spent with family and friends over the Easter weekend is truly a blessing from God! But all of that, as wonderful as it is, pales in comparison to being made right with God. The truth behind Good Friday and Resurrection Sunday is that God is holy, we are not, and He demands Justice for the wrong that each of us has done. So, if God truly is just, how could He forgive us unless our sin debt was paid? One option is for each of us to pay for that sin debt for all of eternity... or... He could pay it for us.

***That's exactly what Jesus did on that cross! He took our sin with Him to the grave and rose victorious over sin and death to give us redemption and eternal life. Although God's offer of salvation through His Son is open to everyone, He will not force anyone to accept His offer. That choice is up to you. What will you choose?***

Got questions? Come have a chat with me any time 😊

Feel free to join us for:

- Every Sunday morning service at 10am.
- Kid's Club on April 1<sup>st</sup>, 8<sup>th</sup>, and 15<sup>th</sup> at 3:30pm.
- Mom's R Us on April 3<sup>rd</sup> at 10am.
- Youth Group (Movie Night) on April 6<sup>th</sup> at 5:30pm.
- Men's Breakfast on April 12<sup>th</sup> at 9am.
- Good Friday service on April 18<sup>th</sup> at 7pm.
- Sunrise service on April 20<sup>th</sup> at the Dewberry Cemetery at 6am followed by our resurrection service at 10am at the church.
- Ladies Group on April 26<sup>th</sup> at 10am.
- Our potluck on April 27<sup>th</sup> after the church service.

Shalom,

- *Pastor Matt*



# Spring Fundraiser 2025

Dewberry Pre-K and Kindergarten

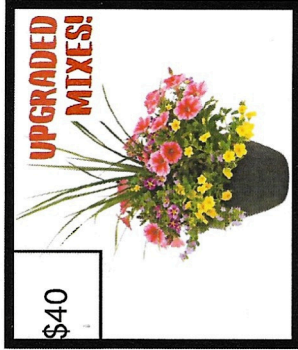
## GROUP:



\$40

### 12' PREMIUM HANGING BASKET

Say hello to our latest flower mixes! These hanging baskets are perfect for sunny spots, blooming with gorgeous flowers & trailing plants. With beautiful varieties & mixes, they're here to add a special touch to your space!



\$40

### OUTDOOR PATIO PLANTER

Discover the excitement! Our Outdoor Patio Planters feature a blend of our top-performing and upgraded plant collections, all set to thrive in full sun. They're your ticket to springtime paradise right in your very own backyard!

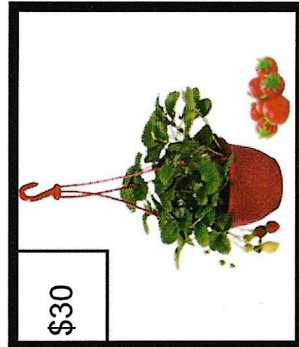


\$45

### 2G PATIO ROSE PLANTER

Add a touch of elegance to your garden! Planned in a 2-gallon pot, these Floribunda roses are bred to brave colder weather and bring back color year after year.

COLORS CANNOT BE SELECTED & MAY COME IN: LIGHT PINK, DARK PINK, WHITE, OR YELLOW.



\$30

### 12' STRAWBERRY HANGING BASKET

A treat for kids & strawberry lovers alike! Elevate snack time with homegrown strawberries all growing season long. With charming blossoms in white or pink, these ever-bearing varieties are as beautiful as they are delicious!

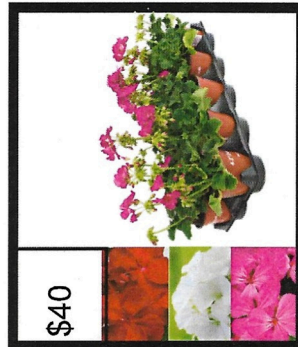


\$30

**NEW!**

### 10' BOSTON FERN HANGING BASKET

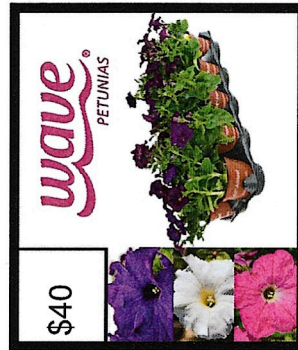
Transform your place with botanical charm! These hanging baskets boast cascading fronds that bring a breath of fresh air to both indoor & outdoor spaces. Don't miss out on this new addition, ready to redefine your space!



\$40

### 10-PACK 4' ZONAL GERANIUMS

Open the door to a garden of endless possibilities! These easy-to-grow bedding plants available in red, white, or pink, stay resilient against pesky intruders like deer & rabbits. Get ready for a burst of color! CANNOT MIX & MATCH COLORS IN A FLAT.



\$40

### 10-PACK 4' WAVE PETUNIAS

Paint your own outdoor canvas! Our cascading Wave Petunias, available in purple, white, or pink, will set the tone and elevate your garden, planter boxes, and hanging baskets. Don't miss out! CANNOT MIX & MATCH COLORS IN A FLAT.



\$40

### 3-PACK INDOOR FOLIAGE

Your very own Tropical indoor retreat is here! Welcome the cascade of a trailing Pothos, the vibrant pop of a color from a Tradescantia, & the elegant stature of a Dieffenbachia - all now part of our program! DUPLICATES & SUBSTITUTES MAY OCCUR.



\$35

### 10-PACK 4' HERBS

Elevate your dishes with a flavorful assortment of our finest herbs! Varieties may include: Basil (Sweet & Thai), Thyme, Chives (Onion & Garlic), Mint (Mojito & Peppermint), Oregano, Parsley, & Rosemary. DUPLICATES & SUBSTITUTES MAY OCCUR.



\$35

### 10-PACK 4' VEGGIES

Savor the goodness of your own homegrown veggies right from your own garden or planter! Varieties may include: Tomatoes (V4), Cucumber, Zucchini, Peppers (X2), Kale, & Romaine. DUPLICATES & SUBSTITUTES MAY OCCUR.



\$35

### 10-PACK 4' MARIGOLDS

Experience a season-long visual treat! Our Marigolds, sold in orange, promise more than just a pop of color - they're also great companions for various veggies. It doesn't get much better than the perfect balance of color & companionship!



\$15

### PREMIUM SOIL .30 L

Give your plants a boost! This organic potting soil has been formulated to help your plants reach their full potential through a blend of compost, fish meal, peat moss, glacial rock dust, & rice hull. Watch your plants thrive this Spring!



\$18

### FERTILIZER SHAKER 18 KG

Level up your gardening game! Crafted with organic granular help, this blend is a game-changer for both flowers & veggies. Say goodbye to complicated fertilizing and hello to a vibrant, thriving garden with our easy-to-use Fertilizer Shaker!





**COUNCIL RESOLUTION TRACKER**

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

- COMPLETE
- ACTIVE
- DELAYED

CANCELLED

Date	Meeting	Status	Topic	Description	Completion Date	Responsibility	Raised by	Notes
Feb. 25, 2025	Regular	Active	BTPS letter	Council would like to meet with the Buffalo Trail Public School Division in person		Planning and CS		Received a response letter and sent another letter to BTPS March 11, 2025
Feb. 25, 2025	Regular	Complete	Scope Change	Apply for scope change for Blackfoot Lagoon		Public Works		Completed
Feb. 25., 2025	Regular	Active	TWP 522 Texas Gate	TWP 522 Texas Gate resolution		Public Works		Bring back negotiations for mulching and right-of-way
Feb. 18, 2025	P and P	Complete	Marwayne Special Project	Marwayne Arena Special Project Capital Request		P and CS		Completed
Oct. 15, 2024	P and P	Active	FI 004 Reserves Policy	Postponed to bring back with amendments		Corporate Services		
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 Property is currently leased
Aug 29, 2023	Regular	Active	LUB Bylaw	Clean copy of LUB will be brought back to Council on March 11, 2025		Planning CS		2nd and 3rd Reading April 22 or if needed 3rd reading on May 6th.



January 9, 2025

The Honourable Senators of Canada  
The Senate of Canada  
Senate of Canada  
Ottawa, Ontario K1A 0A4

**RE: Parkland County ASB concerns regarding Bill C-293**

Dear Honourable Senators,

The Agricultural Service Board of Parkland County wishes to express its concerns and opposition to Bill C-293, an Act respecting pandemic prevention and preparedness. While we broadly support the objective of the bill, we have concerns regarding the potential negative impact on the agricultural industry.

About 40% of Alberta's farm cash receipts are from livestock production contributing over \$10 Billion in Alberta in 2023. This represents the livelihood of a significant number of farm families, a significant contribution to local food supply and an important economic contributor to our rural and remote communities. In Alberta, Agriculture Service Boards are empowered to protect the ability of farmers to farm through advocacy, policy and regulation enforcement which includes our *Animal Health Act*.

Clause 2, Section L (ii) of the Bill C-293 addresses the regulation of commercial activities, specifically mentioning industrial animal agriculture. Subsections (iii) and (iv) raise particular concerns by promoting the production of alternative proteins to reduce pandemic risks and suggesting the phase-out of commercial activities involving high-risk species. We believe that the language used in these provisions is vague and lacks the clarity necessary for a full understanding of its implications.

Our concerns center around the potential for overreach by the federal government into areas traditionally managed by provincial and municipal authorities. The agricultural sector, particularly in Alberta, is highly regulated, with world-class animal disease surveillance programs, food safety protocols, and biosecurity measures already in place. We believe that these existing frameworks should be recognized and considered within the scope of the bill, rather than introducing additional and potentially duplicative federal regulations.





In light of these concerns, we respectfully ask that the Senate revisit Bill C-293 to ensure that it is clear, concise, and respectful of the jurisdictional responsibilities of provincial and municipal authorities. We also request that the bill be revised to ensure fairness and equity for all industries, particularly agriculture, which plays a crucial role in both our provincial and national economies.

Thank you for your attention to this matter. We trust that the Senate will give careful consideration to our concerns and work toward an outcome that strengthens pandemic preparedness without unintended negative impacts on the agricultural sector.

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Jespersen", written over a vertical line.

Ben Jespersen  
Parkland County Agricultural Service Board  
Vice Chair

Cc: The Honourable Danielle Smith, Premier of the Province of Alberta  
The Honourable R. J. Sigurdson, Alberta Minister of Agricultural and Irrigation  
The Honourable Lawrence MacAulay, Minister of Agriculture and Agri-Food Canada  
The Honourable Mark Holland, Minister of Health Canada  
Mr. Dane Lloyd, MP Sturgeon River-Parkland  
Mr. Gerald Soroka, MP Yellowhead  
Alberta Agricultural Service Boards  
Agricultural Service Board Provincial Committee



# AERIUM Analytics

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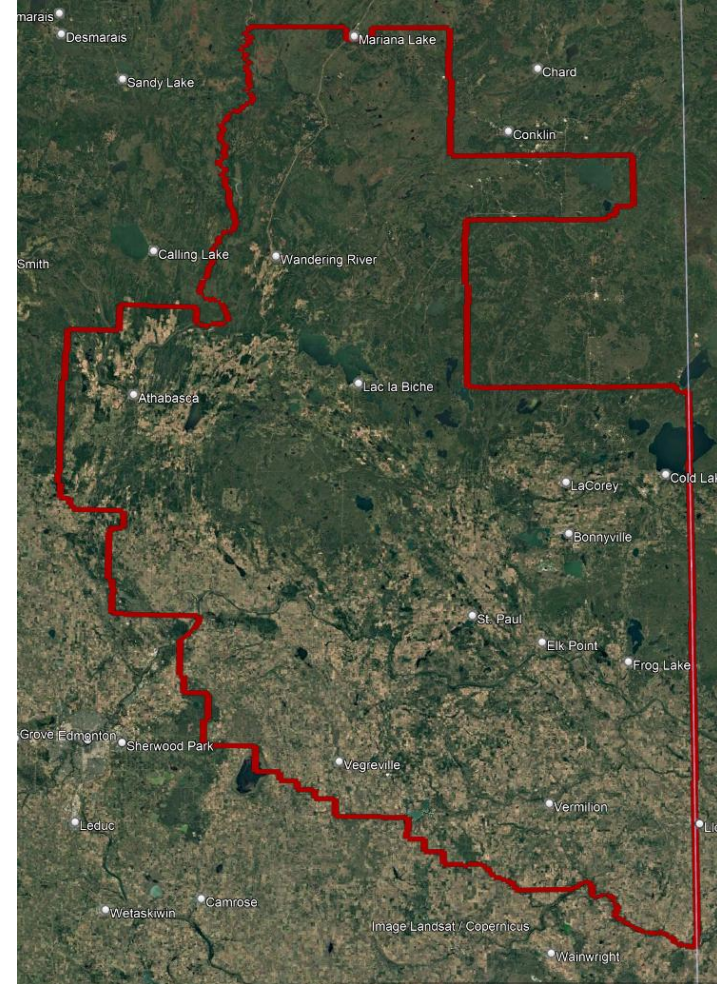
Alberta HUB Skyways Project Update

February 22, 2025

Two Hills, Alberta

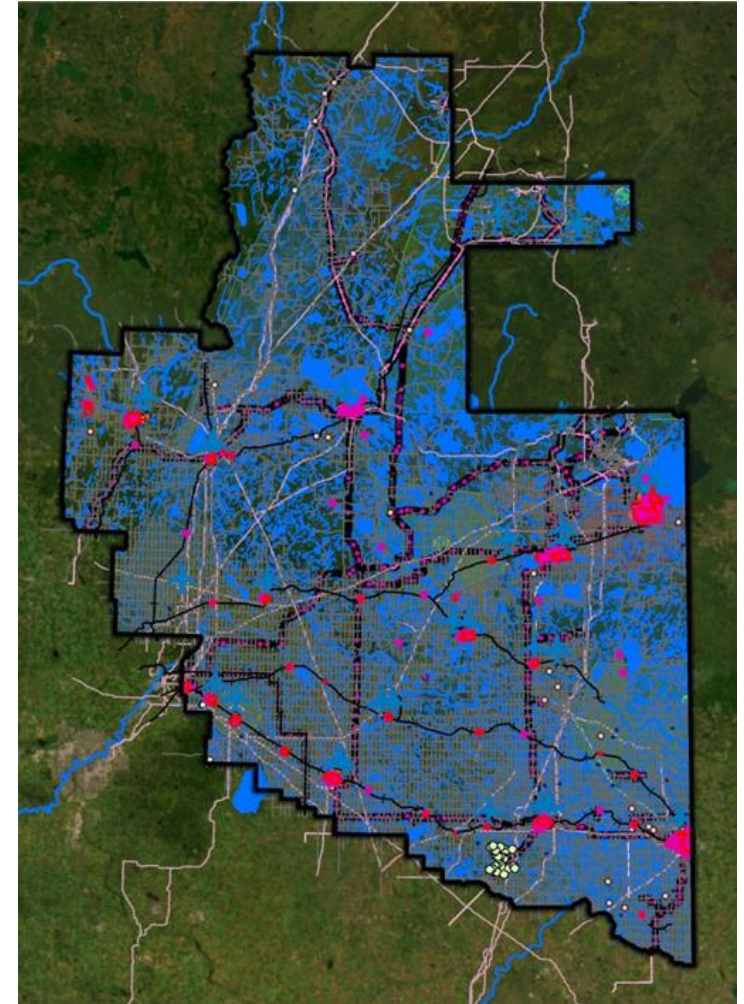
# Skyways Project Overview

- To identify the opportunities and impact of implementation of an Advanced Air Mobility Ecosystem for the Alberta Hub region. This ecosystem will consist of the following:
- Vertiport design recommendations, configurations and locations
- Routes for point-to-point drone deliveries
- Recommendations for infrastructure and other requirements to support a universal traffic management (UTM) system.
- Impact study for the Alberta Hub region
- Digitalization of the JARUS SORA process to facilitate Beyond Visual Line of Sight drone operation.



# GIS Analysis for creation of 'Skyways'

- Designing to mimic how traditional Transportation Networks operate
  - Hub and Spoke model
    - Major highways
    - Secondary highways
    - Tertiary highways
    - Local roads
  - Some hubs are natural fits, others may represent something new
    - Towns over pop. 1000
    - Strategic locations



# Rasterization

Points, lines and polygons are converted to pixels



# How it Works



Layers of things we want to avoid.

Examples include:

- Houses / Farms (homesteads)
- Towns
- Towers
- Etc...

These layers are given a high cost



Layers of things we prefer to fly over.

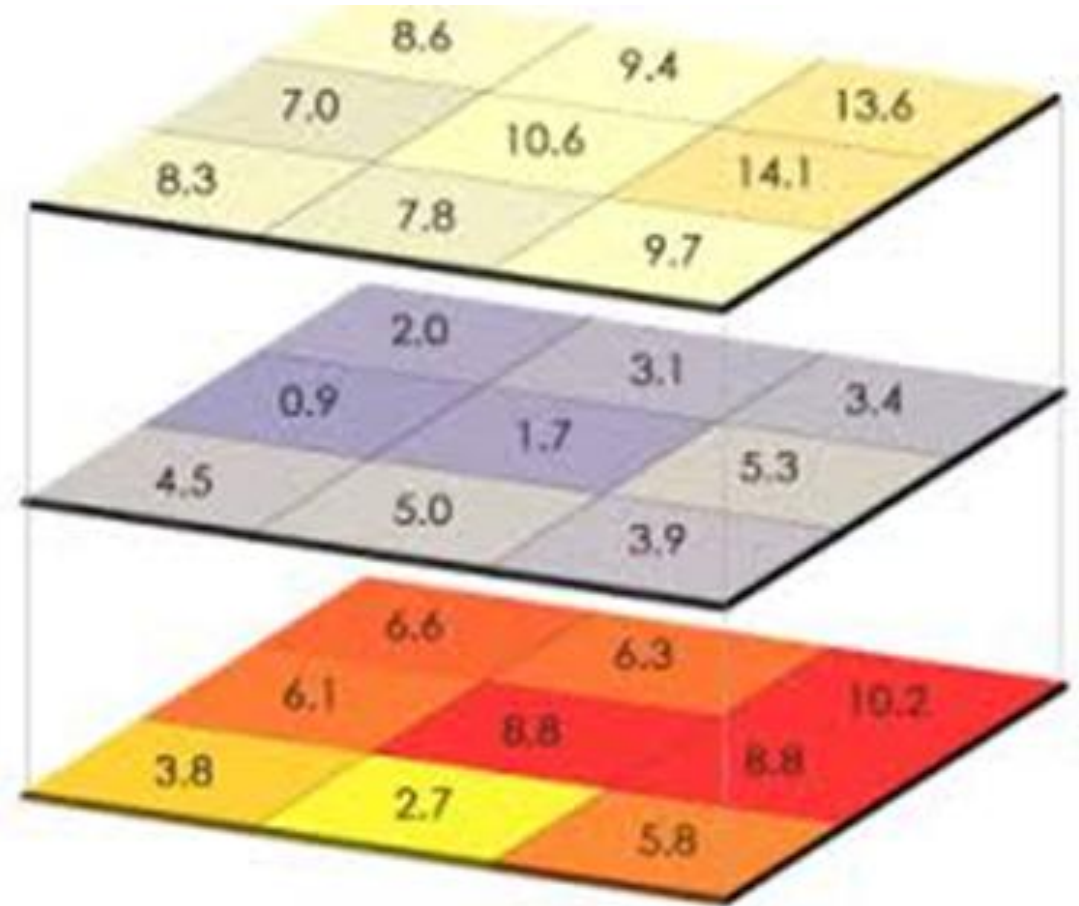
Examples Include:

- Pipelines
- Waterbodies
- Train tracks
- Etc...

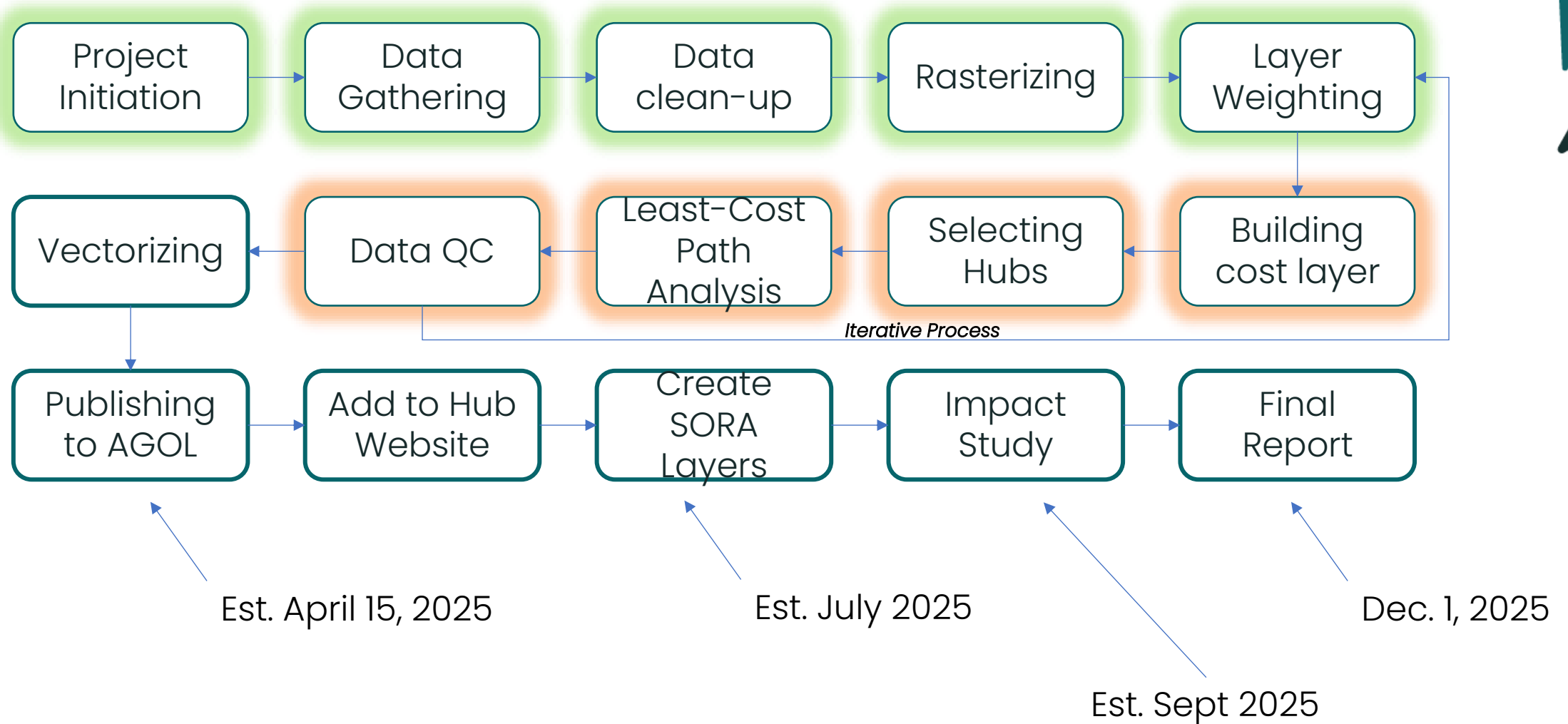
These layers are given a low cost

# Raster Math and Cost Pathing

- All the layers are overlaid
- Calculate cost for the drone to fly over any given spot (pixel)
- Then select start and end points for each segment
- GIS solves for lowest-cost route



# Project Flowchart





# Impact Assessment



Looking at how many vehicles can be taken off the road

Carbon reduction

Decreased shipping times



Local boost to economy



Saving rural airports



Retention of young tech-focused community members



Ancillary benefits

# Final Report



- Will include:
  - Impact Study on the Hub region
  - Recommendations for Advanced Air Mobility (AAM) infrastructure
  - Outlook on the AAM industry
  - Recommendations for Vertiport design

## Northeast Alberta Information HUB

February 21<sup>st</sup> , 2025, Board/Membership Meeting Minutes

Two Hills Regional Center, Two Hills, Alberta

**Attending:** Gerald Aalbers/Lloydminster, Tim MacPhee/Vegreville, Mike Tarkowski/Two Hills  
Jocelyne Lanovaz/Mannville, Sebastian Dutrisac/County of Two Hills, Alice  
Wainwright Stewart/Lakeland College, Ross Krekoski/St. Paul County, Mary Lee  
Prior/Vermilion

Karl Hauch/Bruderheim, Lorne Halisky/Smoky Lake County, Daniel Warawa/Lamont  
County, Warren Griffin/Boyle, Al Harvey/Lamont, Sonny Rajoo/Two Hills  
Jason Boorse/Elk Point, Trudy Smith/Chipman, Murray Phillips/Two Hills County,  
Donna Rudolf/Myrnam, Tammy Thompson/Vilna, Phyllis Forsyth/Bruderheim  
Najiah Moghrabi/LLB County, Treena Lane/Redwater, Leslie Cusack/County of  
Vermilion River, Joy Bell/Kitscoty, Alan Parkin/County of Vermilion River, Joanne  
Metchooyeah/Portage College, Bob Ross/Two Hills, Elisa Brosseau/Bonnyville,  
Shane Olson/Lamont County, Barry Goertz/Andrew, Ryan Donald/Fortis, Jennifer  
Kirkpatrick/Athabasca County, Scott Kovatch/M.D. of Bonnyville  
Don Slipchuk/M.D. Bonnyville, Kathy Dmytriw/Crossroads, Bob Bezpalko/Alberta  
HUB, Loni Lesie/Vilna, St. Paul, Joey Nafziger/Minburn County, Lisa Ford/JET, RED  
Dan Juhlin/Aerium, Adam Kozakiewicz/Two Hills, Leslie Cusack/County of Vermilion  
River.

**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, Lindsay Haag/EMW

**Special Guests:** Honorable Jackie Armstrong-Homeniuk, MLA Scott Cyr,  
Kate Hovland/ATCO, Dave Leew/ATCO, Robby Gill/ATCO,  
Filip Palasz/ATCO, Larry Shaben/ATCO

- 1.0 Chair Gerald Aalbers called the meeting to order at 10:05am  
Roundtable introductions  
Welcome - Two Hills councillor Mike Tarkowski / Mayor Leonard Ewanishan  
Welcome/Greetings – Honourable Jackie Armstrong-Homeniuk
- 2.0 Chair Aalbers asked for a motion to approve the agenda.  
**Mike Tarkowski moved the approval of the agenda with additions. Carried**
- 3.0 Chair Aalbers asked for a motion to approve the August 21<sup>st</sup> board meeting minutes.  
**Sebastian Dutrisac moved to approve the August 21st board meeting minutes. Carried**
- 4.0 Financial Statement as of January 31, 2025 – Jocelyne Lanovaz/ Bob Bezpalko  
**Jocelyne Lanovaz moved to approve the financial statement as of January 31st, 2025. Carried**

5.0 Alberta HUB- New Financial /Bookkeeper..

Bob advised the membership that Dianne Belanger has resigned and Kayla Ford has been hired as the new bookkeeper on a contract basis.

Chair Aalbers asked for a motion to add Kayla Ford's name as having signing authority For the Northeast Alberta Information HUB.

**Alice Wainwright Stewart moved to add Kayla Ford's name as having signing authority and complete on-line access For the Northeast Alberta Information HUB. Carried**

6.0 Alberta HUB : Value/Purpose/Expectations/Sustainability

Bob Bezpalko presented on the above-mentioned topic that referenced the Alberta HUB Member survey, meetings with JET, member expectations and sustainability options.

Bob spoke to the sustainability recommendation and road map document that Qatalyst Sent out.....

Chair Aalbers opened up the floor for a member discussion.....

**Excerpts:**

Lorne Halisky spoke to the value of Alberta HUB for the GOA.... Emphasizing how important Alberta HUB's work is for rural N.E. Alberta.

MLA Scott Cyr agreed that Alberta Hub is delivering what the GOA expects and as for funding Its important to get all the leaders together to discuss sustainability.

Scott Kovatch spoke to the value proposition of Alberta HUB

Input from the Private sector required... identify issues... offer solutions

Opportunity to amalgamate with NAGGO

Sustainability options mentioned: Municipality Controlled Corporation, Non-Profit Corp.

Additional meetings will be taking place discussing the options of sustainability and deliverables of Alberta HUB moving forward.

7.0 Alberta HUB 2025-26 operations plan – Bob Bezpalko

Bob presented the ops plan for review and discussion.

Chair Aalbers asked for a motion to approve the 2025-26 Northeast Alberta Information HUB Operations plan as presented.

**Ross Krekoski moved to approve the 2025-26 Northeast Alberta Information HUB Operations plan as presented. CARRIED**

8.0 Alberta HUB 2025-26 Budget – Bob Bezpalko

Bob presented the 2025-26 budget for review and discussion.

Chair Aalbers asked for a motion to approve the 2025-26 Northeast Alberta Information HUB Budget as presented.

**Jocelyne Lanovaz moved to approve the 2025-26 Northeast Alberta Information HUB Budget as presented. CARRIED**

9.0 Alberta HUB Northeast Alberta UAV/AAM project – Dan Juhlin Aerium Analytics

10.0 ATCO Electric – Presentation Cost of electricity / Site Selection requests process



Adjourned at 3:00pm.

---

Gerald Aalbers  
Chair  
Northeast Alberta Information HUB

---

Jocelyne Lanovaz  
Secretary/Treasurer  
Northeast Alberta Information HUB

March 24, 2025

North Saskatchewan River-adjacent Municipalities

**RE: Heritage River Commemorative Plaque and Interpretive Signage**

Dear Mayor, Reeve, Councilors,

I am writing on behalf of the North Saskatchewan Watershed Alliance, and further to a recommendation at our recent Board Meeting, to share some exciting news and encourage collaborative efforts to celebrate our shared heritage along the North Saskatchewan River.

Recently, on September 12, 2024, Smoky Lake County, the NSWA, Alberta Environment and Protected Areas, and Parks Canada celebrated the unveiling of a pair of plaques commemorating the significance of the 718km of North Saskatchewan River which flows across Alberta and being designated as a Canadian Heritage River. This not only honors the rich cultural legacy of our river but also serves as a reminder of the vital role our waterways play in shaping local identities and communities. The plaque is a beautiful addition to the landscape of the Victoria District National Historic Site of Canada, and a source of pride for Smoky Lake County.

Mindful of this milestone, the NSWA Board is inviting municipalities along the North Saskatchewan River to consider establishing your own commemorative heritage plaques, historical markers, or interpretive signage at viewpoints and/or river access points within your jurisdiction. Such markers will serve as important educational tools, enhancing visitors' understanding of our river's history, ecology, and the communities that thrive alongside it. They also foster a sense of place and belonging and encourage stewardship among residents and visitors alike.

By working together to create a cohesive network of heritage markers, we can elevate awareness of our shared history and the ecological significance of the North Saskatchewan River. Indeed, this collective effort will contribute to the promotion of tourism and recreation, and appreciation for the natural beauty that defines our region.

If your municipality is interested in pursuing this initiative, we would be happy to help coordinate and provide advice, including assistance in the planning process, design concepts, etc.

Thank you for your consideration of this opportunity to celebrate and commemorate the cultural, recreational, and natural heritage of the North Saskatchewan River. We look forward to your thoughts and hope to foster a meaningful partnership that enhances our river communities.

Warm regards,



Steph Neufeld  
Chair, NSWA Board

Encl:

- March 22, 2024 News Release: Governments of Canada and Alberta officially designate Alberta section of the North Saskatchewan River as a Canadian Heritage River - Canada.ca
- Sept. 13, 2024 News Release: Parks Canada and Alberta unveil new plaques commemorating the Alberta section of the North Saskatchewan River as a Canadian Heritage River - Canada.ca
- Sept. 12, 2024 Plaque Text.

cc: Smoky Lake County Council <council@smokylakecounty.ab.ca>  
River Valley Alliance (RVA) <contact@rivervalley.ab.ca>  
Iron Horse Trail <info@ironhorsetrail.ca>  
Explore Nordegg <info@explorenordegg.ca>  
Confluence Heritage Society <confluenceheritagesociety@gmail.com>  
Fort Edmonton Park <darren.dagleish@edmonton.ca>  
Kyle Schole, Vice Chair, NSWA kschole@outlook.com









# Governments of Canada and Alberta officially designate Alberta section of the North Saskatchewan River as a Canadian Heritage River

From: [Parks Canada](#)

## News release

The entire section of the river flowing in Alberta is now designated under the Canadian Heritage River System

March 22, 2024

Gatineau, Quebec

Parks Canada

Heritage places reflect the rich and varied stories of Canada and provide an opportunity for Canadians to learn more about our diverse history.

Today, the Honourable Steven Guilbeault, Minister of Environment and Climate Change and Minister responsible for Parks Canada, and the Honourable Rebecca Schulz, Alberta Minister of Environment and Protected Areas, announced the official designation of the remaining 718-kilometre section of the North Saskatchewan River in Alberta, as a Canadian Heritage River.

With this designation, the entire section of the river in Alberta, including the previously designated 49-kilometre section that runs through Banff National Park, is recognized under the Canadian Heritage Rivers System.

The North Saskatchewan River is a traditional gathering place, travel route, and home to Indigenous peoples including the nêhiyawak (Cree), Niitsitapi (Blackfoot), Ktunaxa, Métis, Nakota Sioux, Iroquois, Dene, Ojibwe, Sauteaux, Anishinaabe, Inuit, and Assiniboine. The North Saskatchewan River is known to some Indigenous communities by different names. To some, the river is known as kisiskâciwani-sîpiy, meaning “*swift-flowing river*” in nêhiyawêwin (Cree), to others, Omaka-ty, meaning “*the big river*” in Niitsitapi (Blackfoot). This designation provides an opportunity to foster support for wider use of Indigenous languages and cultural connections to this important waterway.

This section of the North Saskatchewan River was nominated in 2022 by the proponent, Smoky Lake County, for its outstanding cultural and recreational values. kisisâciwani-sîpy connects the Rocky Mountains to the prairies, before meeting with its sister, the South Saskatchewan River, and eventually flows into Hudson Bay. For centuries, the river was a transportation and trade route, first

for Indigenous peoples, then settlers and explorers coming from the east to the Rocky Mountains. kisiskâciwanisîpiy played a pivotal role in the fur trade, early scientific expeditions, human settlement patterns and agriculture. The river was not immune to episodes of conflict and played a role in the outcome of the North-West Resistance of 1885 and the tragic events at Frog Lake National Historic Site.

Omaka-ty has influenced human culture, recreation, and arts. It has inspired music and poetry, attracted paddlers and anglers, and hosted festivals. Today, the river continues to provide an important source of drinking water, habitat for plant and animal species, and support for the tourism and recreation industries.

-30-

## Additional multimedia





Aerial view of the North Saskatchewan River and City of Edmonton Photo: Travel Alberta / Dan Schykulski



Logos of the organizations participating in today's announcement.

## Quotes

“With this designation, the iconic North Saskatchewan River will finally receive the recognition it so deserves. Being designated as a Canadian Heritage River is extremely fitting as this waterway has been instrumental in the development of Canada over the last centuries as a main transportation and trade route and as an extremely important cultural and historic site to the many Indigenous nations in the area. Thank you to Smoky Lake County, the North Saskatchewan River Watershed Alliance, Parks Canada, the Alberta Government, and everyone who worked fervently over the past several years to make this designation possible. Because of your efforts, the North Saskatchewan River will continue to provide recreational opportunities and cultural significance for many generations of people living in Canada for years to come.”

*The Honourable Steven Guilbeault*

*Minister of Environment and Climate Change and Minister responsible for Parks Canada*

"The North Saskatchewan River is, and always will be, a vital part of Alberta. Many municipalities and Indigenous communities requested this designation as they have a long and deep relationship with this beautiful river and our growing province relies on it for drinking water, a dynamic ecosystem, and many recreational and tourism opportunities."

*The Honourable Rebecca Schulz*

*Minister of Environment and Protected Areas, Government of Alberta*

"For thousands of years, North Saskatchewan River has been an important place of gathering and community for Indigenous peoples. By ensuring its conservation, we can continue to protect the water and honour our collective relationship with nature. Edmontonians are deeply connected to the river and we are committed to making sure it stays clean and accessible for many generations to come."

*The Honourable Amarjeet Sohi*

*Mayor of the City of Edmonton*

"The North Saskatchewan River has always been an integral part of our heritage since time immemorial and continues to embody Treaty 6. At Fort Pitt, when Commissioner Morris indicated "as long as yonder river flows" he was pointing to this river, kisiskâciwanisîpiy. Designation as a Heritage River will serve to encourage respect and stewardship of this landscape and grow relations among river communities."

*Elder, Nôhkom Jo-Ann Saddleback*

*A nehiyaw and a member of the Saddle Lake Cree First Nation in Alberta*

"The Métis Nation within Alberta is very pleased that the North Saskatchewan River has formally been recognized as a Canadian Heritage River. Like the Métis, this river has played a pivotal role in the development of Alberta and Canada. It was an original transportation route along which our ancestors travelled and sang their songs. It was, and continues to be, a source of cultural, spiritual, and economic abundance for our people. Along the banks of the North Saskatchewan River, the Métis people joined our First Nations ancestors, and welcomed our European friends to build homes and communities. Today, Métis Crossing overlooks this river and has grown to become an international destination sharing the stories of shared histories and abundant futures."

*Andrea Sandmaier, President*

*Otipemisiwak Métis Government, formerly the Métis Nation of Alberta*

"Since 2019, Smoky Lake County has led a collaborative initiative of municipalities, Indigenous communities, and other recreation and stewardship groups to advance the Canadian Heritage Rivers System designation for the North Saskatchewan River across Alberta. This designation will ensure greater awareness and collaboration among various jurisdictions and river-users to foster sustainable tourism, business, and recreation opportunities through the recognition and celebration of the outstanding cultural values of this iconic river. I invite you to experience the rich cultural landscape of the Smoky Lake area which has been nurtured by the North Saskatchewan River."

*Jered Serben*

*Reeve & Division 5 Councillor, Smoky Lake County*

"The North Saskatchewan Watershed Alliance is a collaborative partnership that seeks to enhance our understanding of the watershed so we can best manage our rivers, wetlands, and lakes. We began some of the early work towards heritage recognition for the North Saskatchewan River in the early 2000s, and so we are pleased to be supporting this initiative being led by Smoky Lake County, which aims to amplify the stories and the culture of the North Saskatchewan River and its watershed."

*Scott Millar*

*Executive Director, North Saskatchewan Watershed Alliance (NSWA)*

"The beloved North Saskatchewan River is well deserving of a Canadian Heritage River designation, and the River Valley Alliance (RVA) was pleased to support this important initiative. The RVA was founded over 20 years ago to preserve, protect, enhance and connect the North Saskatchewan River Valley by creating North America's longest river valley pedestrian trail. The name given to this trail is Amisk Wacîw Mêskanaw, which is in nêhiyawêwin (Cree language), meaning Beaver Hill Road. This trail and its reclaimed name invite everyone to "sing the song" of the River Valley and foster connections with the water, the land, its vast history and the people who call it home."

*Kristine Archibald*

*Executive Director, River Valley Alliance (RVA)*

“When I was growing up in Edmonton in the 1970s, the North Saskatchewan was seen as something dirty, something your mother warned you to stay away from. But over the last decade, there’s been a huge cultural shift, as people rediscovered the river as a place for swimming, paddling, floating, and boating. The challenge now is to make the river accessible for recreation and tourism, while still protecting it as a riparian ecosystem, a wildlife corridor, and a source of safe drinking water. This exciting heritage designation, championed by the passionate advocates of Smoky Lake County, helps us to both celebrate the river’s rich social history, as we protect its ecological future.”

*The Honourable Paula Simon  
Independent Alberta Senator*

“EPCOR has a long history with the North Saskatchewan River, recognizing its significance over time and the benefits it provides today as the source of drinking water for over a million people in the Edmonton region. We welcome the North Saskatchewan’s designation as a Canadian Heritage River – inspiring communities to work together in caring for the river, to celebrate and support cultural connections of Indigenous Peoples, and protect it as a water resource for future generations. It will also encourage newcomers and youth to learn more about the North Saskatchewan River through education, conservation, and recreation.”

*John Elford  
President & CEO, EPCOR Utilities Inc.*

“Explore Edmonton’s 10-year Tourism Master Plan identifies a strategic goal to activate the river valley to create a more vibrant destination and gathering place. We recognize that the river valley and ravine system is one of Edmonton’s greatest natural assets and a significant contributor to the quality of life of Edmontonians. Long established as a gathering place for Indigenous Nations, Edmontonians continue to value the protection and celebration of the natural and cultural heritage of this area. It helps to tell the story of Edmonton and its history and share it with the world. Edmonton provides an incredible combination of urban lifestyle with a verdant river valley and park system – the largest urban greenspace in North America – through the heart of the city.”

*Traci Bednard  
President and CEO, Explore Edmonton*

## Quick facts

- The North Saskatchewan River flows within the North Saskatchewan watershed across central Alberta and into Saskatchewan. The river travels 1,287 km from its origin in the Columbia Icefield in the Rocky Mountains of western Alberta to the 'Forks' within the province of Saskatchewan. This route transects four of Alberta's six natural regions: Rocky Mountains, Foothills, Boreal Forest, and Parkland.
- In 2019, Smoky Lake County took up the project, with an intention to support sustainable heritage and cultural tourism development, and stewardship activities among the many project partners. The North Saskatchewan River's designation document highlights the many cherished stories shared by cultural, heritage and recreational sites throughout the North Saskatchewan River Watershed to be explored and developed in the future.
- As part of the North Saskatchewan River's designation, Smoky Lake County, and the North Saskatchewan River Watershed Alliance (NSWA) will act as the lead organizations conducting annual reporting to the province of Alberta and Canadian Heritage Rivers System Board.
- The Canadian Heritage Rivers System is a collaboration between the federal, provincial, and territorial governments. It gives national recognition to Canada's outstanding rivers and encourages long-term stewardship of their natural, cultural, and recreational values for the benefit and enjoyment of Canadians, now and in the future.
- There are currently 41 rivers or river segments designated under the Canadian Heritage Rivers System, totalling just over 10,000 kilometers across the country.
- Besides the Clearwater/Christina rivers near Fort McMurray (designated in 2003), the North Saskatchewan is the second river in Alberta outside of a national park to be recognized under the program.

## Associated links

- [Parks Canada](#)
- [Canadian Heritage Rivers System](#)
- [Alberta Environment and Protected Areas](#)
- [Smoky Lake County Heritage River Initiative](#)
- [North Saskatchewan River Watershed Alliance](#)

## Contacts



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Search for related information by keyword: [Nature conservation](#) | [Parks Canada](#) | [Canada](#) | [Gatineau](#) | [Water](#) | [Aboriginal peoples](#) | [general public](#) | [news releases](#)

**Date modified:**  
2024-03-22



# Parks Canada and Alberta unveil new plaques commemorating the Alberta section of the North Saskatchewan River as a Canadian Heritage River

From: [Parks Canada](#)

## News release

This section of the river was officially designated in March 2024

September 13, 2024

Smoky Lake, Alberta

Parks Canada

Heritage places reflect the rich and varied stories of Canada and provide an opportunity to learn more about our diverse history.

Yesterday, a celebration was held at the Victoria District National Historic Site to unveil new Canadian Heritage Rivers System plaques to commemorate the official designation of the Alberta section of the North Saskatchewan River as a Canadian Heritage River. Flags of Treaty 6 and the Otipemisiwak Métis Nation in Alberta were also installed and raised to commemorate the occasion.

The North Saskatchewan River is a traditional gathering place, travel route, and home to Indigenous peoples including the nêhiyawak (Cree), Niitsitapi (Blackfoot), Ktunaxa, Métis, Nakota Sioux, Iroquois, Dene, Ojibwe, Saulteaux,

Anishinaabe, Inuit, and Assiniboine. For centuries, the river was a transportation and trade route, first for Indigenous peoples, then settlers and explorers coming from the east to the Rocky Mountains and to the west coast. It played a pivotal role in the fur trade, early scientific expeditions, human settlement patterns and agriculture. Today, the river continues to provide an important source of drinking water, habitat for plant and animal species, and support for the tourism and recreation industries.

A 49-kilometer segment of North Saskatchewan River within Banff National Park was designated as a Canadian Heritage River in 1989. The final remaining 718 km section of the North Saskatchewan River within Alberta was initially nominated by Smoky Lake County in 2019 for its outstanding cultural and recreational values. The designation was accepted and officially announced on March 22, 2024 (World Water Day).

This initiative was made possible by many partners working together. The designation document identifies ongoing calls to action related to air and water quality, land use planning, and inter-sectoral/jurisdictional collaboration.

-30-

## Additional multimedia





Caption: Plaque unveiling celebration at Métis Crossing. Photo credit: Parks Canada



Logo of the organizations that participated in yesterday's announcement.

## Quotes

"Congratulations to everyone involved in the designation of this section of the North Saskatchewan River as a Canadian Heritage River. With this designation and with the installation of these new plaques, people from near and far will be able to learn more about this magnificent river's contributions to Canada, both historic and contemporary."

*The Honourable Steven Guilbeault*

*Minister of Environment and Climate Change and Minister responsible for Parks Canada*

“The North Saskatchewan River has contributed to the foundation of the Canada we know today. It has provided a means of transportation and recreation for millennia and as such is worthy of this designation. The installation of these plaques signifies the importance of this river to the Indigenous peoples of the area, Albertans, and Canadians. Congratulations and thank you to everyone involved.”

*The Honourable Randy Boissonnault*

*Minister of Employment, Workforce Development and Official Languages*

“Smoky Lake County is thrilled to share in the unveiling of these commemorative plaques, which recognize the iconic cultural, environmental, and recreational heritage of this place. These NSR plaques join the existing commemorative plaque-site that celebrates this river as the spiritual center of the more than 10,000-acre Victoria District National Historic Site of Canada (VDNHSC) which was designated in 2001. Earlier this year, the County also shared in receiving an elusive ‘Award of Excellence’ from the Alberta Professional Planners Institute (APPI) for this work.”

*Jered Serben*

*Reeve & Division 5 Councillor, Smoky Lake County*

“As a Provincially designated Watershed Planning and Advisory Council (WPAC), the North Saskatchewan Watershed Alliance welcomes this occasion as an opportunity to continue the work of Truth and Reconciliation, as well as highlight many historical and ongoing efforts for stewardship of the river’s main-stem and indeed the entire basin.”

*Scott Millar*

*Executive Director, North Saskatchewan Watershed Alliance*

“Today, as we unveil these commemorative plaques, we honour the North Saskatchewan River across Alberta not just as a Canadian Heritage River, but as a lifeline woven into the very fabric of Métis history and culture. This river was an important trade route for Métis fur traders, where York boats transported goods and furs. The river remains a symbol of our enduring connection to this land. Up and down the river and at Metis Crossing, we celebrate this river's role in shaping our past and guiding our future.”

*Andrea Sandmaier*

*President, Otipemisiwak Métis Government*

“The North Saskatchewan River is, and always will be, a vital part of Alberta. Many municipalities and Indigenous communities requested this designation as they have a long and deep relationship with this beautiful river and our growing province relies on it for drinking water, a dynamic ecosystem, and many recreational and tourism opportunities.”

*The Honourable Rebecca Schulz*

*Minister of Environment and Protected Areas, Government of Alberta*

## Quick facts

- The North Saskatchewan River flows within the North Saskatchewan watershed across central Alberta and into Saskatchewan. The river travels 1,287 km from its origin in the Columbia Icefield in the Rocky Mountains of western Alberta to the ‘Forks’ within the province of Saskatchewan. This route transects four of Alberta’s six natural regions: Rocky Mountains, Foothills, Boreal Forest, and Parkland.
- Besides the Clearwater/Christina rivers near Fort McMurray (designated in 2003), the North Saskatchewan is the second river in Alberta outside of a national park to be recognized in the Canadian Heritage Rivers System.
- The Canadian Heritage Rivers System is a collaboration between the federal, provincial, and territorial governments. It gives national recognition to Canada’s outstanding rivers and encourages long-term stewardship of their natural, cultural, and recreational values for the benefit and enjoyment of Canadians, now and in the future.
- There are currently 42 rivers or river segments designated under the

Canadian Heritage Rivers System, totalling just over 10,000 kilometers across the country.

- Parks Canada represents the Government of Canada on the Canadian Heritage Rivers Board and provides secretariat services, policy guidance, and financial support for the designation and commemoration of Canadian Heritage Rivers.

## Related products

- [Governments of Canada and Alberta officially designate Alberta section of the North Saskatchewan River as a Canadian Heritage River - March 2024 announcement](#)
- [Governments of Canada and Alberta officially accept nomination of the Alberta section of the North Saskatchewan River as a Canadian Heritage River - August 2022 announcement](#)

## Associated links

- [Parks Canada](#)
- [Canadian Heritage Rivers System](#)
- [Alberta Environment and Protected Areas](#)
- [Smoky Lake County Heritage River Initiative](#)
- [North Saskatchewan River Watershed Alliance](#)

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**Date modified:**

2024-09-13



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR118376

March 12, 2025

Dear Chief Elected Officials:

As you are aware, changes to the *Local Authorities Election Act (LAEA)* in *Bill 20, the Municipal Affairs Statutes Amendments Act, 2024*, came into force on October 31, 2024. One of these changes prohibits the use of tabulators, voting machines, vote recorders, and automated voting systems in local elections.

This change inadvertently created a lack of clarity regarding whether Elector Assistance Terminals (EATs) would be permitted in upcoming local elections. As you may know, an EAT is an assistive voting machine that enables electors with visual or physical disabilities to vote independently and privately. EATs are not connected to the Internet or another network and create a paper ballot that records the vote cast by the elector. EATs were offered in some local jurisdictions in the 2021 general elections and to electors in the 2023 provincial general election.

Our government is planning to bring forward *LAEA* amendments in spring 2025 to clarify that local authorities may, by bylaw, offer EATs to electors. In order to offer EATs in the 2025 general local elections, a local authority will be required to pass a bylaw by June 30, 2025.

If you have any questions regarding this upcoming change, please reach out to Municipal Affairs staff by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000) or via email at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca).

Sincerely,

  
Ric McIver  
Minister



# ALLY IMPACT REPORT

COUNTY OF VERMILLION RIVER



# Thank you, County of Vermillion River

From the beginning, STARS has relied on our allies to help fulfill our mission of providing critical care, anywhere.

Allies like you make it possible for STARS to continue learning, growing and innovating to ensure we can be there for the next patient, and for more communities, wherever they are and in whatever way they need us.

You support essential education and training, necessary tools, and new and improved technology, allowing us to continue providing critical care when it's needed most.

You make it possible for us to save lives, every day.

From all of us at STARS, and on behalf of the patients we serve,

*thank you.*

BUILT BY THE COMMUNITY,  
FOR THE COMMUNITY

730+

communities were  
cared for last year





In 2024, the County of Vermillion River generously contributed \$16,906 to support STARS flight operations from the Edmonton base that serves the central region of Alberta - **Thank you!** We are sincerely grateful for your commitment to our fight for life.

With your support, we can surpass obstacles and extend beyond boundaries. Most importantly, you make an immediate response possible for people every day.

STARS was built by the community, for the community, and thanks to allies like you, we can continue to reach the communities within Western Canada and the patients within who need our help.

You allow STARS to use any transportation and tools necessary to reach patients and deliver the care that can save lives.

Because of you, patients like Willem van Lankvelt will have access to world-class, rapid critical care - no matter where they live, work, or play, for generations to come.

Our partnership with County of Vermillion River is of great pride to STARS, and we are excited to show you the direct impact your gift makes in our communities.

**You make critical care anywhere, possible.**

**Thank you.**



# COUNTY OF VERMILLION RIVER 15-YEAR MISSION OVERVIEW

COUNTY OF VERMILLION RIVER STARS 15-YEAR MISSION REPORT	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	TOTAL
NEAR DEWBERRY	1		2								1	1			1	6
NEAR FROG LAKE*										1		2				3
NEAR ISLAY															1	1
NEAR KITSCOTY				1			1				1					3
NEAR LLOYDMINSTER*				2	2	1		4	1		1		2	2		15
NEAR MARWAYNE				1											1	2
NEAR PARADISE VALLEY								1								1
VERMILION HOSPITAL IFT	6	12	10	10	1	9	8	9	4	9	7	13	5	12	6	121
NEAR VERMILION		1	3	1	6	3	1	2	1		2	4		4		28
<b>TOTAL</b>	<b>7</b>	<b>13</b>	<b>15</b>	<b>15</b>	<b>9</b>	<b>13</b>	<b>10</b>	<b>16</b>	<b>6</b>	<b>10</b>	<b>12</b>	<b>20</b>	<b>7</b>	<b>19</b>	<b>8</b>	<b>180</b>
LLOYDMINSTER HOSPITAL IFT	1	4	6	13	4	11	7	17	16	35	22	21	16	10	3	186

\* Scene calls coded to nearest community - Actual mission location used to identify each occurrence within County of Vermilion River boundaries



Over the past 15-years, (from 2010 up to and including December 31, 2024) because of your support, STARS was able to carry out 180 critical inter-facility and scene missions within the County of Vermillion River and the hospital located within your area. Thank you for helping to support the residents of the County of Vermillion River in the communities where they live, work and play.

STARS is more than transport. Whether by air, ground, or satellite link, the expert care delivered by our doctors, nurses, and paramedics comes in many forms. The STARS Emergency Link Centre also acts as a critical care logistics hub, connecting patients with help beyond STARS. Because of your support, we are wherever we need to be using any transportation and tools necessary to reach our patients and deliver the care that can save their lives. For some patients, a helicopter is the right method to respond. For others, our teams will go by airplane or ground ambulances. Often, our physicians can diagnose and provide care guidance directly through phone or video link. The STARS Emergency Link Centre specializes in bringing together all the healthcare and emergency response professionals who are working to help each patient survive.

Any one of us can experience a life-changing incident or medical complication whether or not we're close to care. That's why STARS exists. Your commitment makes an impact and helps deliver critical care anywhere for your residents, ensuring every one of them has access to care when they need it the most.



# ESSENTIAL SERVICES FOR ALL, RURAL

## UNITED IN PARTNERSHIP

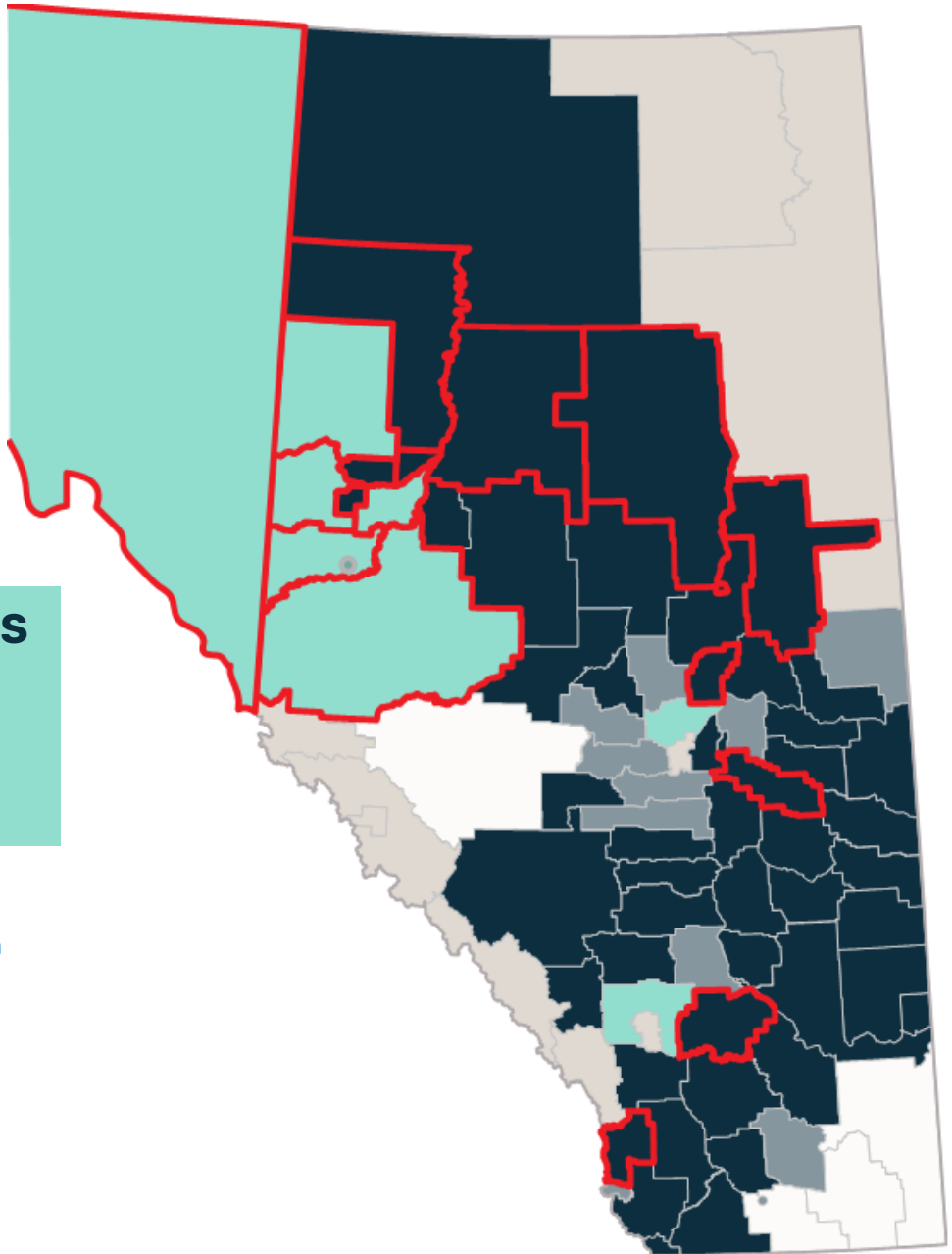
### Building a robust health & safety network.

- 94% AB Municipalities in partnership
- Includes northeastern B.C.
- 75% Regional Leaders
- Requests pending

**REGIONAL LEADERS**  
Building partnerships within.  
Based on minimum \$2 per capita

**(9) PROVINCIAL LEADERS**

- Fixed rate of support
- Standing motion
- Included in protective services budget



- Contributing less than \$2 per capita
- Contributing min. \$2 per capita (+)
- Municipal leaders
- Complete regional partnership
- Not currently supporting





# YOU MAKE IT POSSIBLE TO SAVE PEOPLE LIKE WILLEM



During what Willem van Lankvelt thought was going to be a pleasant afternoon on his bike near his family's cabin, his ride took a life-threatening turn when he was struck by a truck.

The force of the impact caused significant head trauma and severe internal bleeding. With 16 years of experience as a paramedic, he knew this was his worst-case scenario. Fortunately with your help, STARS was on the way.

Upon STARS' arrival at the scene, the air medical crew had to work quickly to stabilize Willem.

Willem already had a deep appreciation for STARS before his accident. Through his work, he had seen firsthand the everyday difference STARS makes in the lives of critically ill and injured patients thanks to allies like you. Willem even knew the crew that provided care for him, making this one of the most difficult missions that STARS flight nurse, Melvin Yumang, had ever responded to.

"The extent of his injuries were such that neither myself nor my partner Ray recognized Willem at the time," said Melvin.

He had a skull fracture, traumatic brain injury, multiple fractures of his ribs, and bleeding around his lungs. His jaw muscles were clamped shut so access to his airway was basically impossible.

Call received.  
STARS crew is  
pre-alerted.

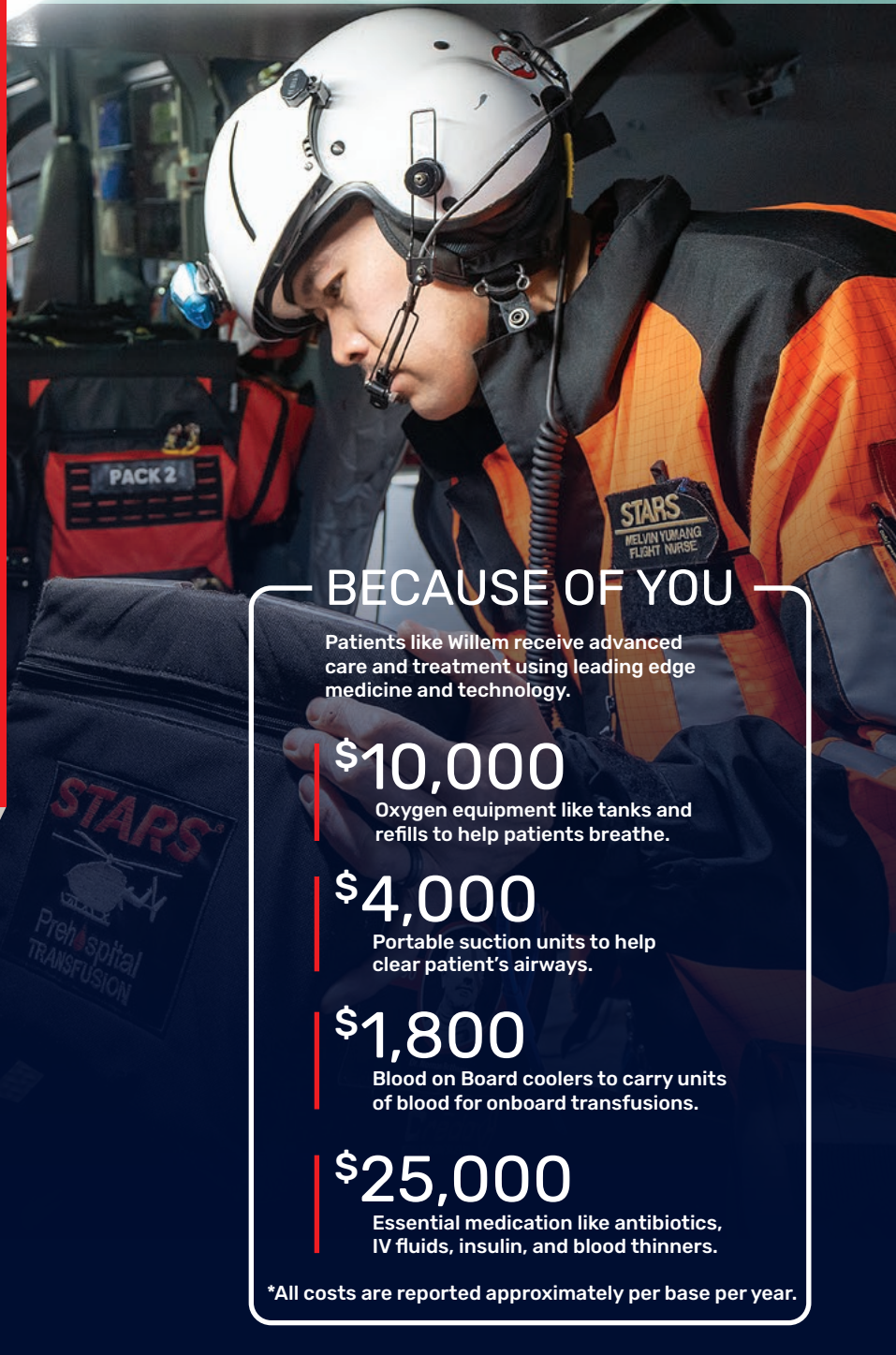
Helicopter dispatched.

Helicopter leaves  
the STARS base.

In 2016, registered nurse Melvin Yumang began his journey with STARS. In addition to years of experience in ERs and pediatric ICUs across Canada, Yumang went on to complete the six-month STARS Critical Care and Transport Medicine Academy program – a highly specialized, donor-supported certificate program offered to experienced rural health care professionals and is a requirement for new STARS air medical crew. After this intense course, he was ready to put on the STARS signature blue flight suit and care for the most critical patients. As he reflects on his eight years as a STARS flight nurse, he credits the organization’s success to the expertise of his fellow crew members. Thanks to allies like you, professionals like Yumang have access to essential training needed on STARS’ aircraft and in rural or remote health care settings.

“It’s a privilege to be able to serve those in our community.”

MELVIN YUMANG, STARS FLIGHT NURSE



## BECAUSE OF YOU

Patients like Willem receive advanced care and treatment using leading edge medicine and technology.

**\$10,000**

Oxygen equipment like tanks and refills to help patients breathe.

**\$4,000**

Portable suction units to help clear patient’s airways.

**\$1,800**

Blood on Board coolers to carry units of blood for onboard transfusions.

**\$25,000**

Essential medication like antibiotics, IV fluids, insulin, and blood thinners.

\*All costs are reported approximately per base per year.

Crew arrives on scene.

Crew stabilizes and provides necessary medical intervention to patient.

Crew and patient depart scene.

STARS arrives at hospital, and transfers patient care.



“Will’s accident was quite traumatic,” says STARS flight paramedic Ray Rempel. “There’s two things that STARS can bring to patients. One is speed, the other is a higher level of critical care. Willem needed both on that night. We were able to give him blood, and decompress the chest to allow him to breathe a little bit better. We gave medication to access his airway and provided him with the oxygen he needed.”

Thanks to your support, STARS was able to provide the critical care needed in such a difficult and complex situation. Working alongside our allies – police, fire, and EMS – on the ground, Willem was rapidly transported to the trauma centre where he received definitive care and has been able to make a successful recovery.

Because of donors like you, Willem was able to recover and return to work as a paramedic. Your support helps save people like Willem, wherever they are, whenever they need critical care. Thank you for enabling us to be there when we’re needed most.



*“To anybody who has supported STARS, I can’t put into words the impact your support has had on me and my family. Thank you.”*

**Willem van Lankvelt, STARS VERY IMPORTANT PATIENT**

Page 483 of 509



Scan the QR code to hear Willem’s story in his own words.

# YOU MAKE IT POSSIBLE FOR US TO IMPACT THOUSANDS OF LIVES

With your commitment to our fight for life, you ensure that everyone has access to critical, life-saving care, no matter where they live, work or play. In the air, on the ground, and virtually, we are wherever we need to be to give patients their best hope in a worst-case scenario.

## BECAUSE OF YOU



# 3,927

MISSIONS WERE FLOWN IN THE LAST YEAR

**1,720**  
AB/BC

**1,025**  
SK

**1,182\***  
MB/ON









# 11



AVERAGE DAILY MISSIONS

\* includes fixed-wing and helicopter missions

## Incident types

-  **CARDIAC 18.05%**
-  **ENVIRONMENTAL 0.30%**
-  **NEUROLOGICAL 12.48%**
-  **OBSTETRICAL 1.42%**
-  **PULMONARY 12.64%**
-  **VEHICLE INCIDENT 18.38%**
-  **OTHER MEDICAL 19.20%**
-  **OTHER TRAUMA 17.38%**

With support from allies like you, STARS is able to provide landing zone training for first responders and clinical training sessions for rural medical practitioners in our communities to ensure patients receive the best care possible in a worst-case scenario. This year:

# 121

outreach education sessions were fulfilled in our communities.

# 3,800+

participants attended landing zone and clinical education sessions.



# YOU MAKE IT POSSIBLE TO CONNECT WITH PATIENTS, FASTER

The STARS Emergency Link Centre (ELC) is the critical care logistics hub. You support highly skilled emergency communications specialists connecting STARS to 911 and other emergency services, overseeing helicopter missions and coordinating transport and care for patients. With dedication from allies like you, the ELC is able to run 24/7/365 and allows us to be there for the next patient, whenever they need us.

Critical patients may now receive care quicker than ever before thanks to the launch of a virtual care trial by STARS in partnership with Saskatchewan Health Authority. STARS Virtual Care allows transport physicians to be connected to local providers during active missions via a secure video connection. The trial is underway across the province of Saskatchewan.

“This new tool is allowing us to provide care more precisely and timely, because when I am consulted I can see the problem directly rather than having someone describe it to me over the phone, especially when they can often be in the midst of dealing with a very critical situation,” said STARS base medical director for Regina and Saskatoon, Dr. Dallas Pearson.



49" Ultrawide monitor  
**\$3,000**

## BECAUSE OF YOU

# 37,365

emergency requests were handled by the ELC, an average of **102/day**.

# 114

transport physicians on staff.

# 8,760

operational hours of logistics coordination by the ELC.

Phone & Bluetooth headset  
**\$2,000**

Embroidered uniform tops  
**\$35**

Air dispatch radio system  
**\$510,000**

Ergonomic dispatch chair  
**\$2,000**



BECAUSE OF YOU  
STARS has flown more than  
**60,000**  
total missions since 1985.



**YOU** MAKE IT POSSIBLE  
TO PROVIDE

**CRITICAL CARE, ANYWHERE**

**\$11.4M**

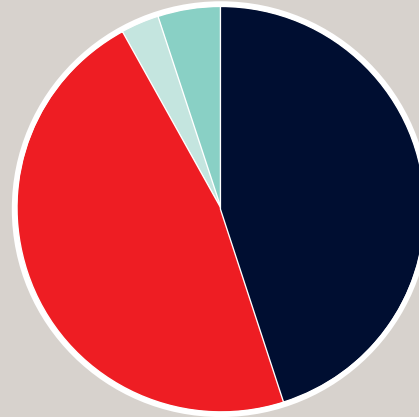
approximate annual  
cost per base

**37,345**

annual donors



### STARS funding sources, fiscal-year 2023-24



- NET FUNDRAISING
- GOVERNMENT CONTRIBUTIONS\*
- INDUSTRY SERVICES
- OTHER

\* cash received in year

## IT IS ONLY POSSIBLE WITH **YOU** BY OUR SIDE

As a charitable not-for-profit, we can only operate with the remarkable support of our community allies.

The unwavering commitment of allies like you makes it possible for us to continue providing life-saving care, wherever and whenever it's needed, and ensure we can serve Western Canadians well into the future.

**Thank you for making sure we can be there for the next patient, no matter how far.**

**529**  
active volunteers







## NEW MEDICATION HEMORRHAGE CONTROL

STARS has bolstered its medical toolkit with an innovative new blood product to help form blood clots and assist with hemorrhage control.

- Increase to 4 units of blood onboard
- Utilized in severe trauma cases
- New medication for patients requiring more than two units of blood
- Fibrinogen promotes blood clots to form



## REGIONAL LEADER



## BENEFITS

- STARS provides physical response and virtual care consultation
- Assist local practitioners with critical care/procedural guidance
- Together we enhance rural healthcare
- Residents have access to STARS 24/7 across Western Canada
- No cost to the patient

## THANK YOU



# SHANNON PAQUETTE

DONOR RELATIONS AND DEVELOPMENT OFFICER

780-890-3163

spaquette@stars.ca



## STAY IN TOUCH

Scan or click the QR code to stay up-to-date with our latest news.



1-888-797-8277 | [info@stars.ca](mailto:info@stars.ca) | [stars.ca](http://stars.ca)



VERMILION & DISTRICT HOUSING FOUNDATION  
**REGULAR BOARD MEETING MINUTES**  
 February 27, 2025

**Board Representatives:**

Councillor Stacey Hryciuk	Chair	Present	County of Vermilion River
Councillor Robert Snow	Vice-Chair	Present	Town of Vermilion
Reeve Marty Baker	Director	Present	County of Vermilion River
Councillor Joshua Rayment	Director	Present	Town of Vermilion
Kimberly Thompson	Director	Present	Public Member
Barbara Sjoquist	Director	Present	Public Member – MD of Wainwright
Marcel Berard	Director	Present	Public Member

**Administration:**

Brittany Bratrud	CAO	Present
Sasha Savic	CFO	Present
Joy Bell	Consultant	Present

**1. Call to Order**

Chair Stacey Hryciuk called the meeting to order at 4:01 PM

**1.1 Additions to Agenda**

**8.4 Advocacy Piece**

**8.5 Sponsorships**

**8.2 Receive report from negotiating committee – Moved to Closed Session**

**2. Acceptance of the Agenda**

**Motion 2025-02-19**

Director Barb Sjoquist moved to accept February 27, 2025 Board Meeting agenda with additions.

*CARRIED*

**3. 3.1 Regular Board Meeting January 23<sup>rd</sup>, 2025**

**Adoption of Minutes**

**Motion 2025-02-20**

Director Marcel Berard moved to approve January 23<sup>rd</sup>, 2025 Regular Board Meeting minutes as presented.

*CARRIED*

**3.2 Special Board Meeting February 13, 2025**

**Motion 2025-02-21**

Director Marty Baker moved to approve February 13, 2025 Special Board Meeting minutes as presented.

*CARRIED*

SA

BB

**3.3 Special Board Meeting February 19, 2025**

**Motion 2025-02-22**

Director Joshua Rayment moved to approve February 19, 2025 Special Board Meeting minutes as presented.

*CARRIED*

**4. Disbursement Listing**

**4.1 January 2025 Disbursement Listing for information**

**Motion 2025-02-23**

Director Josh Rayment moved to postpone January disbursement listing until next meeting.

*CARRIED*

**5. Financial Statements**

**5.1 Financial Statements**

**5.1.1. January 2025 Review**

**Motion 2025-02-24**

Vice-chair Rob Snow moved to approve January 2025 Review Financial Statements as presented.

*CARRIED*

**6. Correspondence**

N/A

**7. Old Business – Actioned**

**7.1.1. Handi-Van Motion 2025-01-008 – Motion required**

**Motion 2025-02-25**

Director Kim Thompson moved to table the Handi-Van Proposal AR-42.1-2024 for a minimum of six months the proposal is to be re-examined at that time.

*CARRIED*

**8. New Business**

**8.1 Admin Report Ar-45-2025 Apply for line of Credit. Action was Tabled at the January 23, 2025, meeting.**

**Motion 2025-02-26**

Vice-chair Rob Snow moved to start the application process for Line of Credit at Vermilion Credit Union.

*CARRIED*

**Motion 2025-02-27**

Vice-chair Rob Snow moved to investigate possibility of advancement of requestion funds from municipalities.

*CARRIED*

**8.2 Receive Report from Negotiating Committee**

Director Joshua Rayment moved this item into closed session as per 1.1

*CARRIED*

SA  
BB

**8.3 Admin Report AR-53-2025 Underage Tenant Approval**

**Motion 2025-02-28**

Director Joshua Rayment made the motion to approve underage tenants as suggested on admin report provided.

*REJECTED*

**8.4 Advocacy piece – For information and discussion**

**8.5 Sponsorships – For information and discussion**

**9. Incident Report – N/A**

**10. CAO Report – For Information – Motion**

**Motion 2025-02-29**

Director Joshua Rayment moved to accept the CAO Report for information.

*CARRIED*

**11. Date of Next Meeting**

Date of next meeting is scheduled for March 27, 2025 @ 4:00 PM in the Rotary Room.

**12. Closed Session**

**Motion 2025-02-30**

Vice-chair Rob Snow moved to go into Closed Session at 6:02 pm.

*CARRIED*

CAO Brittany Bratrud, CFO Sasha Savic and Consultant Joy Bell left the meeting at 6:15 PM

**Motion 2025-02-31**

Vice-chair Rob Snow moved to go out of closed session at 6:54 PM

**Motion 2025-02-32**

Vice-chair Rob Snow moved to appoint Brittany Bratrud as CAO for Vermilion & District Housing Foundation.

*CARRIED*

**Motion 2025-02-33**

Director Marcel Berard motioned to spend \$150 on card and gift for Carrie Kohlruess paid for from Board expenses.

*CARRIED*

**Motion 2025-02-34**

Director Marty motioned to add Brittany Bratrud to signing authority at the Credit Union. Signers being Rob Snow, Stacey Hryciuk, Brittany Bratrud and Sasha Savic. All expenditures will be signed by one board member and one employee.

*CARRIED*

**13. Adjournment**

Chair Stacey Hryciuk adjourned meeting of the Vermilion & District Housing Foundation Board of

SH

RB

Directors at 8:59 PM

*Stacey Hryciuk*

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Stacey Hryciuk  
Board Chairman

Signed electronically March 28/25

*Brittany Bratrud*

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Brittany Bratrud  
Chief Administrative Officer



# DECLARATION

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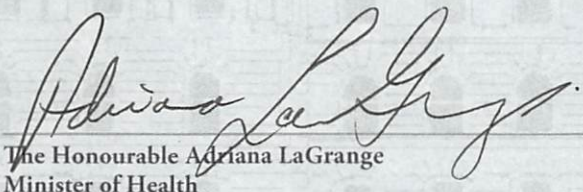
**WHEREAS:** Nurses play an integral role in the delivery of high quality care to Albertans;

**AND WHEREAS:** The annual Nursing Week provides an opportunity to celebrate the numerous contributions that nurses make, and will continue to make, to the health care system;

**AND WHEREAS:** The Government of Alberta recognizes the Alberta Association of Nurses' important mission to enhance, promote and advocate on behalf of nurses and the nursing profession;

**AND WHEREAS:** Alberta's government commends the important work of nurses in the province.

**THEREFORE: THE HONOURABLE ADRIANA LAGRANGE IS PROUD TO DECLARE MAY 12 TO 18, 2025 AS NURSING WEEK IN ALBERTA.**



The Honourable Adriana LaGrange  
Minister of Health



Good day – I hope this email finds you well. As we approach National Nurses Week, which will be celebrated from May 12 to May 18, 2025, I am writing to encourage Alberta communities to recognize and honor the invaluable contributions of nurses in our province.

Nurses are the backbone of our healthcare system, providing compassionate care, support, and expertise to patients and their families. Their dedication and hard work often go unrecognized, yet they continue to serve with unwavering commitment, especially during challenging times.

National Nurses Week is an opportunity for us to express our gratitude and appreciation for the nurses who work tirelessly to ensure our well-being. I urge you to join me in celebrating their efforts by:

1. Organizing a community event such as an appreciation lunch, award ceremonies, or public acknowledgments to honor the nurses in your area.
2. Sharing stories and messages by encouraging community members to share their positive experiences with nurses on social media or through local media outlets.
3. Provide support by offering resources and support to local nursing staff, things like wellness programs, professional development opportunities, or simply a heartfelt thank-you.

By coming together to recognize the vital role of nurses, we show our appreciation for their dedication and inspire others to pursue this noble profession. Let us make National Nurses Week a memorable and meaningful celebration for all the nurses in our communities.

Thank you for your time and ongoing support.

Sincerely,

**Terri Shaul** (she/hers)

Operations Director





**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE MANAGEMENT SERVICES  
COMMISSION ON February, 2025, AT THE VERMILION TRANSFER SITE**

**Meeting was called to order at 6:00**

**Present**

Chair: M. Baker

Vice Chair: D. Bergquist

Directors: K. Whitlock; G. Kuneff; R. Parkyn; D. Frank; S. Hryciuk; J. Rayment

The meeting was called to order at 5:58

**AGENDA:**

**MOVED** by S. Hryciuk that the agenda be accepted with addition of Preston Service Agreement added to new business

**Carried**

**MINUTES**

**Moved** by J. Rayment that the minutes of the January 28th, 2025, meeting be accepted as read.

**Carried**

**FINANCIAL REPORTS**

F. Schaumleffel presented the balance sheet, profit and loss report as well as the cheque run and credit card charges for January 2025.

**Moved** by D. Frank that the financial reports be accepted as presented

**Carried**

**CHIEF OFFICER REPORT**

F. Schaumleffel presented the CAO report for February 2025.

**Moved** by R. Parkyn that the CAO report be accepted as read

**Carried**

**.Business arising from CAO Report**

Amendment to Bylaw 2019 C Credit application for commercial account and 2% interest charge to be applied after 61 days. Delete the section on the credit application that refers to having a credit card number on file and ensure to destroy any existing customer credit card numbers on file if any.

**MOVED** by D. Frank that we amend the above motion.

**Carried**

**NEW BUSINESS:**

**Indemnity Agreement:**

The existing indemnity agreement between the County, the Board and the municipalities was presented for information. The agreement expired December 31<sup>st</sup>, 2024. The County of Vermilion River is reviewing the agreement and will present us a current one at a later date.

**Insurance deductibles and GST on claim.**

F. Schaumleffel presented the invoice for the 2 insurance deductibles totalling \$10,000.00 and the GST owed on both claims totaling \$ 63,305.89 for payment approval.

**MOVED** by D. Bergquist that the \$10,000 deductible be paid from reserves and the \$63,305.89 GST be paid from chequing as we will get a refund on the Jan-June GST return.

*Carried*

**Service Agreement for Preston Site**

A proposal was received from 3 Guys and a small fry to extend their service agreement for an additional 3 years at \$30.00/ hour. F.Schaumleffel reviewed the existing agreement and added a clause to included that the site will be subject to a minimum of 3 physical inspections per year to monitor the site and address any deficiencies or possible improvements to the site

**MOVED** by G. Kuneff that we accept the offer from 3 Guys and a Small fry for a 3 year agreement from April 1<sup>st</sup>, 2025- March 31<sup>st</sup>, 2028

*Carried*

**OLD BUSINESS:**

**Heat Detecting device for Vermilion Terminal Building,**

Information on a heat sensing camera with built in alarm for the terminal building was presented to the board.

**MOVED** by J. Rayment that we go ahead with the system if we can purchase the equipment and have it installed at a cost of up to \$10,000.00. With an additional \$100.00 per month subscription to a monitoring company.

*Carried*

Meeting was adjourned at 7:00 p.m.

Next Meeting will be Tuesday March 25, at 6:00 p.m. At the Vermilion Transfer Station

These minutes have been adopted in their entirety at the March 25th, 2025 meeting.

Chair: 

Date Mar 25/2025



**MEETING DATE: APRIL 8, 2025**

# **REQUEST FOR DECISION - TO COUNCIL**

## **SUBJECT**

**RESCIND PE 002 – COUNTY PAYROLL SCHEDULE**

## **RECOMMENDATION**

THAT the County of Vermilion River rescind Policy PE 002 – County Payroll Schedule

## **DETAILS**

Discussion:

This policy will be rescinded and replaced with a directive with the same content has been approved by the leadership team.

Desired Outcome (s): THAT the County of Vermilion River rescind Policy PE 002 – County Payroll Schedule.

## **IMPLICATIONS OF RECOMMENDATION**

Communication Required: Staff will be informed the policy has been rescinded and replaced with a directive.

## **ATTACHMENTS**

[PE 002 \(6th Revision\); County Payroll Schedule \(2021-12-14\).pdf](#)

[Directive PE 005 - Payroll Schedule.pdf](#)

PREPARED BY: Hannah Musterer

DATE: March 27, 2025

**POLICY # PE 002**

**COUNTY PAYROLL SCHEDULE**

<b>APPROVAL DATE:</b>	<b>09-02-94 (February 1994)</b>	<b>CROSS-REFERENCE:</b>	PE003 Employment Classification
<b>RESPONSIBILITY:</b>	Human Resources		
<b>APPROVER:</b>	Council	<b>APPENDICES:</b>	
<b>REVISION DATE (s):</b>	31-05-95; 14-11-97; 07-08-00; 08-02-02; 38-02-13 (February 26, 2013); 2021-12-32 (December 14, 2021)	<b>EFFECTIVE DATE:</b>	January 1, 2022
		<b>REVIEW DATE:</b>	September 2025

## 1 POLICY STATEMENT

1.01 The County of Vermilion River will issue payroll payments to County employees on a regular basis.

## 2 PURPOSE

2.01 The purpose of this policy is to establish the guiding principles by which Employees will be paid their earnings.

## 3 SCOPE

3.01 This policy applies to all Employment Classifications and Council.

## 4 DEFINITIONS

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

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

4.03 **Pay Period** is the recurring length of time over which employee time is recorded and paid; frequency of pay period is as detailed in the

Standard Operating Procedure for Payroll.

- 4.04 **Payroll Documentation** is the records associated with paying employees, from hiring documents and direct deposit authorization forms, as well as anything that substantiates total hours worked, pay rate, tax deductions, employee benefits, etc.

## 5 PROCEDURE

5.01 Employees will:

- (a) Submit payroll documentation to the Payroll & Benefits Administrator within two days of start date.
- (b) Submit completed timesheets within the time frame required by the immediate supervisor, and as per the Standard Operating Procedure for Payroll.

5.02 The County will:

- (a) Issue Payroll payments in accordance with the yearly Pay Period schedule as prepared annually by the Corporate Services Department.
- (b) When a seasonal layoff, termination or resignation occurs between scheduled paydays, Payroll will process final pay as soon as possible after receiving final approved timesheets and all termination documentation, in accordance with Alberta Labour Standards.

## 6 POLICY EVALUATION

- 6.01 The County will engage in a policy evaluation process to monitor the effectiveness of this Policy and procedures every three (3) years or as required.

The evaluation will include the following:

- a) Needs assessment.
- b) Process evaluation to measure whether the policy is meeting its intended objective; and
- c) Outcome evaluation to determine whether the policy has met its objectives and whether additional opportunities for improvement in the policy can be identified.

## 7 ROLES AND RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Human Resources Manager
MONITORING REVIEWS AND REVISIONS	Director of Corporate Services
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer



<b>Directive Title:</b>	COUNTY PAYROLL SCHEDULE
<b>Directive Number:</b>	DIR-PE 005
<b>Date of Approval:</b>	
<b>Department Sponsored by:</b>	Human Resources

**1. Purpose:**

The purpose of this policy is to establish the guiding principles by which Employees will be paid their earnings.

**2. Objective:**

To provide staff with the guiding principles by which they will be paid their earnings

**3. Definitions:**

<b>Pay Period</b>	Is the recurring length of time over which employee time is recorded and paid; frequency of pay period is as detailed in the Standard Operating Procedure for Payroll.
<b>Payroll Documentation</b>	the records associated with paying employees, from hiring documents and direct deposit authorization forms, as well as anything that substantiates total hours worked, pay rate, tax deductions, employee benefits, etc.

**4. Scope:**

This policy applies to all Employment Classifications and Council.

**5. Directive Instructions:**

5.1 Employees will:

5.1.1 Submit payroll documentation to the Payroll & Benefits Administrator within two days of the start date.

5.1.2 Submit completed timesheets within the time frame required by the immediate supervisor, and as per the Standard Operating Procedure for Payroll.

5.2 The County will:

5.2.1 Issue Payroll payments in accordance with the yearly Pay Period schedule as prepared annually by the Corporate Services Department.

5.2.2 When a seasonal layoff, termination or resignation occurs between scheduled paydays, Payroll will process final pay as soon as possible after receiving final approved timesheets and all termination documentation, in accordance with Alberta Labour Standards

**6. Responsibility:**

6.1. The Chief Administrative Officer shall review and approve all Directives.

6.2. Administration shall administer the Directive.

6.3. The sponsoring department shall be responsible for updating the Directive.

**7. Signatures:**

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Chief Administrative Officer

---

Director/ General Manager

---

Date

---

Date

**Vermilion District Health Care Providers  
Attraction & Retention Committee  
TERMS OF REFERENCE  
Revised February 2024**

**Purpose:**

The purpose of the Vermilion District Health Care Providers Attraction & Retention Committee is to build a sustainable system for health professional recruitment and retention in collaboration with local health professionals that will ensure ongoing healthcare services to the community.

**Objectives:**

1. To coordinate recruitment and retention of needed health professionals (including but not limited to physicians, dentists, optometrists, chiropractors and other health care providers) amongst the existing health professionals, AHS and the community.
2. To reduce the need for recruitment through retention efforts.  
Efforts should focus on three areas:
  - Integration into the medical practice community
  - Family integration into the community
  - Family quality of life issues
3. To facilitate community involvement in the attraction, recruitment and retention process together with health professionals, AHS and Community.

**Membership:**

Vermilion District Health Care Providers Attraction & Retention Committee will consist of (11) members, (5) of which are voting members and (6) of which are non-voting members:

- 1 member each from the (4) participating municipalities of
  - Mannville
  - County of Vermilion River
  - County of Minburn
  - and Town of Vermilion (all whom are voting members)
- 1 administrator - an employee of one of the participating municipalities (non-voting) and administrative support
- 1 physician advisor
- 1 clinic advisor (non-voting)
- 1 AHS representative (non-voting)
- 1 RPAP representative (non-voting)
- Up to a max of 3 community representatives (voting other than requisitions)
- Kalyna Primary Care Network (non-voting)

Vermilion District Health Care Providers Attraction & Retention Committee will appoint from within its' members, through consensus, the position of Chair and Vice-Chair.

**Finances:**

Finances shall be raised from the participating communities using annual or special per capita requisitions as voted on by the majority. Other fundraising activities may be considered.

Funds may be used to support recruitment and appreciation activities and include but are not limited to bursaries, appreciation gifts/celebrations, recruitment incentives, and other recruitment and retention activities as voted on by the membership.

**Term:**

Members of the Vermilion District Health Care Providers Attraction & Retention Committee will commit to involvement on a year to year basis. This term can be reviewed and amended at any time by the Vermilion District Health Care Providers Attraction & Retention Committee if needed.

Members representing the County, the Town and Alberta Health Services, shall ensure that alternate members are appointed and that the members are responsible to ensure alternates are advised of meetings if the appointed member is unable to attend.

**Meetings:**

1. Meetings will be held 3X per year (October, February, June), unless called by the Chair.
2. Quorum will be considered. Four voting members is the minimum attendance required for a meeting. Phone conference would be considered acceptable for meeting minimum attendance for motions when needed.
3. Motions will be moved by one voting member and carried by the majority of voting members present.
4. Minutes should not be made public until approved by Vermilion District Health Care Providers Attraction & Retention Committee at a subsequent meeting. Members that are a representative may share these minutes with their organization.
5. Minutes will be distributed by email to the members of Vermilion District Health Care Providers Attraction & Retention Committee at least one week prior to the next meeting when possible.

**Communication:**

The Chair shall be the contact for the Committee, unless there is an alternate designate, and will ensure that approved messages and actions of the committee are communicated to residents by way of newspaper, municipal websites or other forms of communication.

**Governance Structure:**

1. The Vermilion District Health Care Providers Attraction & Retention Committee shall function on a collaborative/consensus committee process, meaning that all parties should participate equally and that decision-making will aim to have full agreement on course of action to be followed. Formal voting is required for financial matters or only as a last option.
2. The Committee may decide to appoint working sub-committees to work on specific functions, such as physician attraction, clinic issues, communication and marketing,

organizing a site visit, housing, spousal employment, etc.

3. Such working sub-committees shall be chaired by one member of the Vermilion District Health Care Providers Attraction & Retention Committee and may include additional members outside the Committee. All working sub-committees should report back to the Committee on a regular basis.

\_\_\_\_\_  
Chairperson  
Date:

\_\_\_\_\_  
Administrator