

VILLAGE OF HUSSAR AGENDA  
REGULAR COUNCIL MEETING  
Thursday, April 11, 2024



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, April 11, 2024 starting at 6:30 p.m.

**1. CALL TO ORDER**

**2. ACCEPTANCE OF AGENDA**

**3. DELEGATION**

- (a) 6:30 - Audited Financial Statements (Confidential as per s. 29(1) of the FOIP Act)
- (b) 7:00 – Kelita – Animal License
- (c) 7:15 – Rupert Biggs – Animal License

**4. MPC**

- (a) 217 2<sup>nd</sup> Ave West – Accessory Building Extension
- (b) 213 3<sup>rd</sup> Ave East – Accessory Building

**5. ADOPTION OF THE PREVIOUS MINUTES**

- (a) February 27, 2024 Public Meeting Minutes
- (b) March 5, 2024 Regular Council Meeting

**6. POLICY & BYLAW REVIEW**

- (a) Bylaw Review
  - 557-24 Tax Rate Bylaw
- (b) Policy Review
  - 4.1 Employee Code of Ethics
  - 4.2 Hiring Policy

**7. BUSINESS**

- (a) WHMB – Request for Funds
- (b) Alberta Municipalities 2024 Public Risk Conference
- (c) July Council Meeting
- (d) WRC - Unanimous Shareholder Agreement (USA)
- (e) DEM Workshop - South Central

**8. FINANCIAL**

- (a) March 2024 Bank Reconciliation and Cheque Listing
- (b) Interim Operating Budget 2024
- (c) Capital Budget
- (d) 5 Year Capital Plan
- (e) 10 Year Capital Plan

**9. COMMITTEE REPORTS**

**10. CAO, PW & JG Water Services**

**11. CORRESPONDENCE**

- (a) Budget 2024 letter from Ric McIver
- (b) Palliser Permitting Announcement
- (c) Minister Letter - ICF Engagement

- (d) Keeping Political Parties out of local elections
- (e) 2024 Minister's Awards for Municipal and Public Library Excellence
- (f) Provincial Educations Requisition Credit Program Extension
- (g) EPA Water Sharing Letter from Minister Schulz

**12. CONFIDENTIAL**

- a) Personnel Matter (as per s. 17(1) of the *FOIP Act*)
- b) TMJ Municipalities Agreement Renewal (as per s. 21(1) of the *FOIP Act*)

**13. ADJOURNMENT**

Next Meeting: Thursday, May 9, 2024 in Council Chambers and via. Conference call

APPLICATION FOR A DEVELOPMENT PERMIT

I / We hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith which form part of this application.

APPLICANT INFORMATION

NAME: [Redacted]

ADDRESS: 217- 2nd Ave W Hussar, AB T0J1S0

REGISTERED OWNER OF LAND (if different from applicant):

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF PROPOSED DEVELOPMENT:

CIVIC ADDRESS: Same as Above

LEGAL DESCRIPTION: Lot(s) 5 1/2 Block 5 Reg. Plan No. 6780AM

All / Part of the \_\_\_\_\_ 1/4 Section \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ West of 4<sup>th</sup> Meridian.

EXISTING USE OF PROPERTY: Res. LAND USE DISTRICT: R

DETAILS OF DEVELOPMENT:

PROPOSED USE: Garage

PROPERTY LINE SETBACKS: Front: 6.42 Rear: 29.54 Side: 16.92

HEIGHT: 6 M FLOOR AREA: 56.8 sqm SITE COVERAGE: 5.6 %

OFF-STREET PARKING PROVIDED: \_\_\_\_\_

*extension request.*

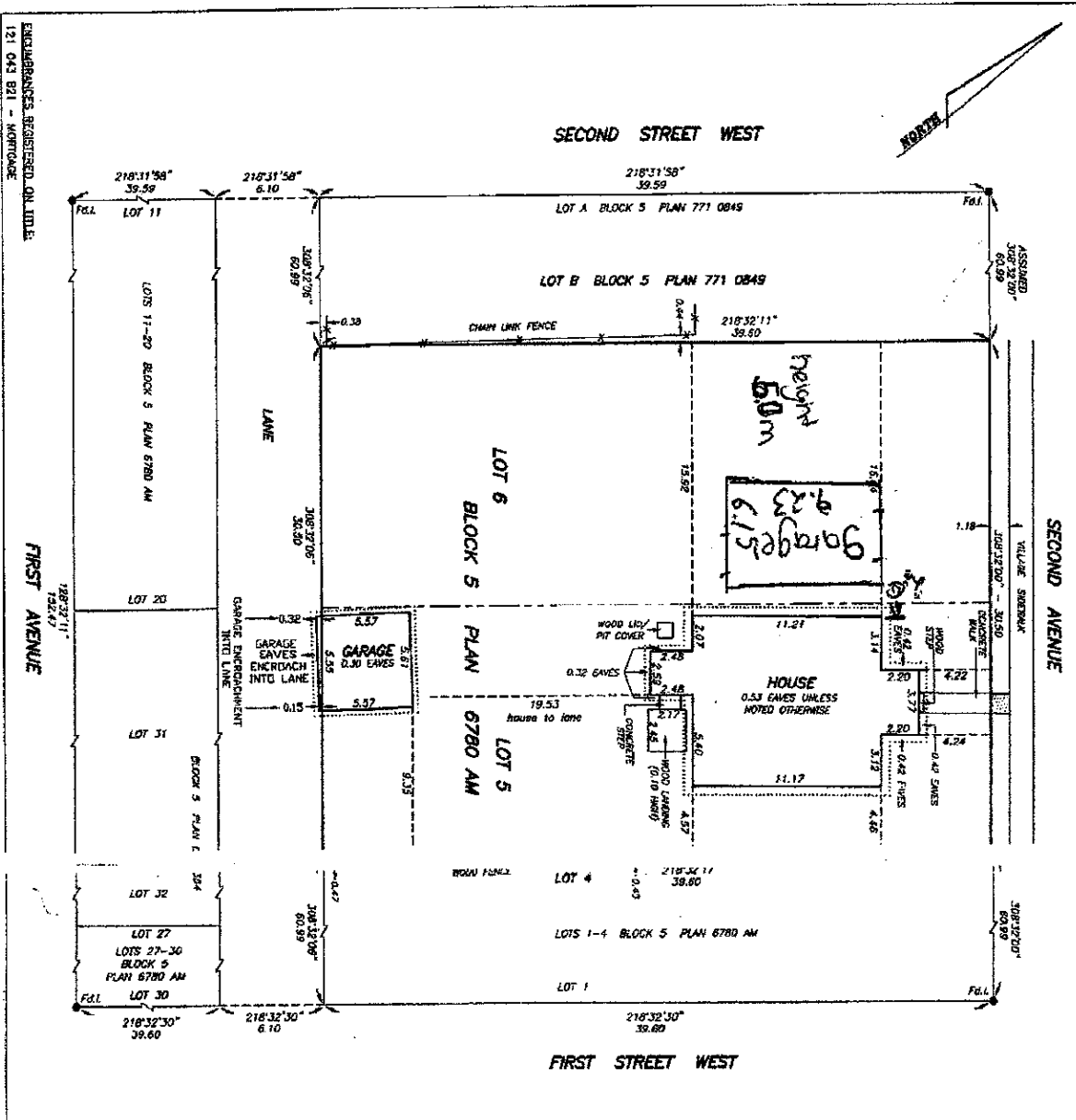
ESTIMATED COMMENCEMENT: 04/25/23 COMPLETION: 12/31/24

INTEREST OF APPLICANT IF NOT OWNER OF PROPERTY: \_\_\_\_\_

OTHER SUPPORTING MATERIAL ATTACHED: \_\_\_\_\_



APR 15 2013  
**ALBERTA LAND SURVEYORS' EAL PROPERTY REPORT**



MUNICIPALITY: VILLAGE OF HUSSAR  
 PREPARED FOR: RANDAL JARVIS LAW OFFICE (THE "CLIENT")  
 DESCRIPTION OF PROPERTY: LOTS 5 AND 6 BLOCK 5 PLAN 6780 AM (THE "PROPERTY")  
 MUNICIPAL ADDRESS: 217 - 2nd AVENUE WEST, HUSSAR, ALBERTA  
 DATE OF SURVEY: MARCH 5/13  
 DATE OF TITLE SEARCH: DECEMBER 18/12  
 (A copy of which is attached hereto)  
 SCALE: 1:250 METRIC

**LEGEND**  
 DISTANCES ARE IN METERS AND DECIMALS THEREOF.  
 FOUND IS APPROXIMATED THIS ..... FA  
 STATIONARY IRON POST FOUND IS SHOWN THIS ..... FA  
 EAVES MEASURED TO FINISH LINE: SHOWN THIS ..... FA  
 FENCES ARE WITHIN 0.30 OF PROPERTY LINE UNLESS INDICATED OTHERWISE SHOWN THIS ..... K-K-K

**CERTIFICATION:**  
 I hereby certify that this Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors Act and the Rules of the profession. I am a duly qualified and registered land surveyor and as of the date of this Report, I am of the opinion that the accuracy of the plan complies with the standards set out in the Act and the Rules of the profession. I, the Plan delineates the boundaries of the Property, the improvements as defined in Part D, Section 45 of the Alberta Land Surveyors Act, the improvements as defined in Part D, Section 45 of the Alberta Land Surveyors Act, the improvements as defined in Part D, Section 45 of the Alberta Land Surveyors Act, and right-of-way affecting the extent of the Property.

- The improvements are entirely within the boundaries of the property except:
  - CONCRETE WALK EXTENDS INTO SECOND AVENUE AS SHOWN
  - GARAGE AND GARAGE EAVES ENDOACH INTO LANE AS SHOWN
- No value encroachments exist on the property from any improvements situated on any adjoining property
- No value encroachments exist on registered easements, or rights-of-way affecting the extent of property

**PURPOSE:**  
 This report and related plan have been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of land conveyance, copying is permitted only for the benefit of their agents and any in the plan regarding the Property owner's interest in the Property. This report and related plan are prepared for the use of the Property owner and any of their agents and are not to be used for any other purpose. The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user, and the extent of this report is limited to the information shown on the attached plan. The information shown on this report is intended to be used for the purpose of the report and is not intended to be used for any other purpose. The information shown on this report is intended to be used for the purpose of the report and is not intended to be used for any other purpose.

David G. STRATHMORE, Alberta  
 this 28th day of MARCH, 2013.  
 ANDREW CALVERT, A.S.  
 ACE SURVEYS LTD.  
 101-5 BAYVIEW PLACE,  
 STRATHMORE, ALBERTA  
 T1P 1C8

THIS PLAN IS PROTECTED BY COPYRIGHT AND NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE OR ALTER THIS PLAN IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF A CALVERT, A.S. 2013.  
 THIS DOCUMENT IS NOT VALID UNLESS IT BEARS AN ORIGINAL SIGNATURE (IN BLUE INK) IN THE CASE OF A SOLE PRACTITIONER, A PERMIT STAMP IS NOT REQUIRED.  
 FILE NO. 13005  
 10/03/13



RECEIVED MAR 20 2023

Village of Hussar – Land Use Bylaw # 493-14

FORM A

APPLICATION FOR A DEVELOPMENT PERMIT

I / We hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith which form part of this application.

APPLICANT INFORMATION:

ADDRESS: 217 2 Ave West Hussar

REGISTERED OWNER OF LAND (if different from applicant):

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF PROPOSED DEVELOPMENT:

CIVIC ADDRESS: 217 2 Ave West Box 356

LEGAL DESCRIPTION: Lot(s) 5+6 Block 5 Reg. Plan No. 6780 AM

All / Part of the \_\_\_\_\_ 1/4 Section \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ West of 4<sup>th</sup> Meridian.

EXISTING USE OF PROPERTY: Residential LAND USE DISTRICT: \_\_\_\_\_

DETAILS OF DEVELOPMENT:

PROPOSED USE: Garage

PROPERTY LINE SETBACKS: Front: 6.42 Rear: 29.56 Side: 16.92

? 16.4e5 B.W. 19e6 ~~5.0M~~ HEIGHT: 5.0M FLOOR AREA: 56.8 sq m SITE COVERAGE: 5.6 %

OFF-STREET PARKING PROVIDED: ✓

ESTIMATED COMMENCEMENT: 04/25/23 COMPLETION: 04/25/24 B.W.

INTEREST OF APPLICANT IF NOT OWNER OF PROPERTY: \_\_\_\_\_

OTHER SUPPORTING MATERIAL ATTACHED: Real property Report

# Village of Hussar

109 1<sup>st</sup> Avenue East, PO Box 100  
Hussar AB T0J 1S0  
www.villageofhussar.ca



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## DEVELOPMENT PERMIT

**DEVELOPMENT PERMIT No.:** 2023-004

**APPLICANT NAME:** [REDACTED]

**MUNICIPAL ADDRESS:** 217 2<sup>nd</sup> Ave West, Hussar, AB T0J 1S0

**LEGAL ADDRESS:** Lot 5 & 6 Block 5 Plan 6780AM

**LAND USE DISTRICT:** Residential

**APPROVED USE(S):** Garage

**DATE OF APPROVAL:** April 13, 2023

**APPROVED BY:** Development Officer/Municipal Planning Commission

**DATE ISSUED:** May 4, 2023

Pursuant to Land Use Bylaw 543.22, Section 4.7.1 "if the development authorized by a permit is not commenced within twelve (12) months from the date of its issue, the permit is deemed to be void, unless an extension to this period has been previously granted by the Development Authority. Development completion shall be determined by the completion date reference on the Development Permit application or a completion date may be added as a Development Permit Condition."

This Development Permit is issued subject to the attached Conditions of Approval.

Signature

May 4, 2023

Date

Liz Santerre  
Development Officer

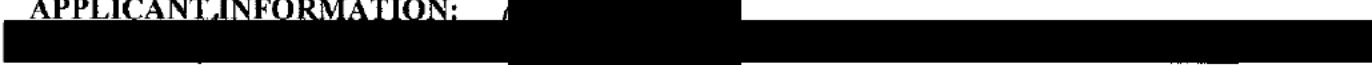
**Notes:**

Please note that you are also required to obtain any Building Permits and Inspections as required under the Safety Codes Act. Please contact Palliser Regional Municipal Services at 1-800-407-8361 or visit [www.palliserservices.ca](http://www.palliserservices.ca).

APPLICATION FOR A DEVELOPMENT PERMIT

I/ We hereby make application for a development permit under the provisions of the Land Use Bylaw in accordance with the plans and supporting information submitted herewith which form part of this application.

APPLICANT INFORMATION:



ADDRESS: 213-3rd Ave East Box 248 Hussar, AB T0J1S0

REGISTERED OWNER OF LAND (if different from applicant):

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF PROPOSED DEVELOPMENT:

CIVIC ADDRESS: 221-3rd Ave East

LEGAL DESCRIPTION: Lot(s) 14 Block 8 Reg. Plan No. 6780AM

All / Part of the \_\_\_\_\_ 1/4 Section \_\_\_\_\_ Twp. \_\_\_\_\_ Range \_\_\_\_\_ West of 4<sup>th</sup> Meridian.

EXISTING USE OF PROPERTY: none LAND USE DISTRICT: \_\_\_\_\_

DETAILS OF DEVELOPMENT:

PROPOSED USE: shed for storage

PROPERTY LINE SETBACKS: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_

HEIGHT: 8ft FLOOR AREA: 308 sqft SITE COVERAGE: \_\_\_\_\_ %

OFF-STREET PARKING PROVIDED: 14x22

ESTIMATED COMMENCEMENT: \_\_\_\_\_ COMPLETION: \_\_\_\_\_

INTEREST OF APPLICANT IF NOT OWNER OF PROPERTY: N/A

OTHER SUPPORTING MATERIAL ATTACHED: \_\_\_\_\_



163



Distance: 21.95 ft  
Distance: 22.93 ft  
Distance: 23.12 ft

**VILLAGE OF HUSSAR  
PUBLIC MEETING  
MINUTES  
Tuesday, February 27, 2024**

The Public meeting of the council of the Village of Hussar was held in Council Chambers on Tuesday, February 27, 2024, commencing at 7:00 pm

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IN ATTENDANCE      Councillors: Les Schultz, Tim Frank, Coralee Schindel  
Elizabeth Santerre (CAO)  
Michelle Plante (Administrative Assistant)  
0 person via conference call  
2 people in attendance

CALL TO ORDER      The meeting was called to order at 7:00 pm

PUBLIC  
DISCUSSION

- 2024 Budget
- Commercial Lot Re-Zoning and Subdivision
- Masonic Lodge Offer
- Centennial Committee
- 555-24 Animal Bylaw

ADJOURNMENT      Adjournment  
Councillor Schultz adjourns the meeting at 8:52 pm

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Les Schultz  
Mayor

\_\_\_\_\_  
Elizabeth Santerre  
Chief Administrative Officer



**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, March 5, 2024**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Tuesday, March 5, 2024, commencing at 7:00 pm

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IN ATTENDANCE

Councillors: Les Schultz, Tim Frank, Coralee Schindel  
Elizabeth Santerre (CAO)  
Michelle Plante  
1 person via conference call  
7 people in attendance

CALL TO ORDER

The meeting was called to order at 7:00 pm

ACCEPTANCE OF  
AGENDA

2024-03-05-811

MOVED by Councillor Schultz to accept the agenda as presented

CARRIED

APPROVAL OF  
MINUTES

2024-03-05-812

February 8, 2024 Regular Council Meeting

MOVED by Councillor Frank to approve the February 8, 2024 Regular Council Meeting minutes

CARRIED

DELEGATIONS

- RCMP – Temporary amalgamation of Bassano into Brooks Detachment
- Masonic Lodge

2024-03-05-813

MOVED by Councillor Schultz to move ahead with the property transfer of the Masonic Lodge and whatever we need to do and have Liz figure that out

CARRIED

- Hospice Society Presentation

2024-03-05-814

MOVED by Councillor Schultz to send the 2 letters of support for the Hospice Society, to Minister LaGrange and Minister Nixon as well as all who are listed

CARRIED

- Summer Daze Committee

2024-03-05-815

MOVED by Councillor Schultz for Administration to send the letter to the Hussar Summer Daze Committee with the approval of their dates for Summer Daze for 2024

CARRIED

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES

Tuesday, March 5, 2024

- Commercial Property (over the phone)

2024-03-05-816      MOVED by Councillor Schindel to have Liz look into whether or not seed that is treated with fungicide and insecticide needs to be in Industrial or if Commercial zoning is ok for that

CARRIED

Recess at 9:18 pm  
Back from Recess at 9:30 pm

POLICY & BYLAW  
REVIEW

Bylaw Review

- 555-24 Animal Control – Changes

2024-03-05-817      MOVED by Councillor Frank to give bylaw 555-24 Animal Control Bylaw First Reading

CARRIED

2024-03-05-818      MOVED by Councillor Schultz to give bylaw 555-24 Animal Control Bylaw Second Reading

CARRIED

2024-03-05-819      MOVED by Councillor Schindel to give bylaw 555-24 Animal Control Bylaw Third Reading

CARRIED

2024-03-05-820      MOVED by Councillor Frank to give bylaw 555-24 Animal Control Bylaw Third and Final Reading

CARRIED

- 556-24 Rates & Fees - Changes

2024-03-05-821      MOVED by Councillor Frank to give bylaw 556-24 Rates & Fees Bylaw First Reading

CARRIED

2024-03-05-822      MOVED by Councillor Schindel to give bylaw 556-24 Rates & Fees Bylaw Second Reading

CARRIED

2024-03-05-823      MOVED by Councillor Schultz to give bylaw 556-24 Rates & Fees Bylaw Third Reading

CARRIED

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, March 5, 2024

2024-03-05-824 MOVED by Councillor Frank to give bylaw 556-24 Rates & Fees Bylaw  
Third and Final Reading  
CARRIED

Policy Review

2.1 Campground Policy – Changes

2024-03-05-825 MOVED by Councillor Frank to accept with the change under Gazebo  
point 2 to change reversed to reservation and change when to if  
CARRIED

The following Policies were reviewed without changes:

- 5.6 Tangible Capital Assets
- 5.8 Donation Policy
- 5.9 Credit Card Use
- 5.11 Asset Disposal

BUSINESS

USP membership fees

2024-03-05-826 MOVED by Councillor Frank to accept as information at this time and  
have our CAO further investigate and bring back next meeting  
CARRIED

2024-03-05-827 MOVED by Councillor Schindel to have our CAO inquire with USP and  
clarify what these fees include whether it includes residents or only  
Village and bring it back to us next meeting.  
CARRIED

Municipal Admin Leadership Workshop MALW-2024 - May 14-16

2024-03-05-828 MOVED by Councillor Schindel to approve the CAO attendance at the  
Society of Local Government Managers retroactively approved by e-  
mail for early registration  
CARRIED

Invitation from WHMB March 14, 2024

2024-03-05-829 MOVED by Councillor Frank to have the CAO RSVP Council's attendance  
to the WHMB information update on March 14, 2024  
CARRIED

Join the Call to Keep Political Parties Out of Local Elections

2024-03-05-830 MOVED by Councillor Frank to accept as information at this time  
CARRIED



**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, March 5, 2024**

2024-03-05-831      Employee Pension – RRSP/LAPP Policy update  
MOVED by Councillor Schindel to pass personal policy 4.4 Employee Benefits and Pension with changes as presented this evening  
CARRIED

2024-03-05-832      MOVED by Councillor Schultz to go with the Sunlife RRSP for the CAO at a rate of 7.45% for the Member and the Employer rate at 8.45%  
CARRIED

2024-03-05-833      Term Deposit Renewal  
MOVED by Councillor Schindel to have our CAO renew the term for our Walking Trail GIC Trust at the rate of 34 months at 4.60%  
CARRIED

FINANCIAL  
2024-03-05-834      February 2024 Bank Reconciliation and Cheque Listing  
MOVED by Councillor Schultz to accept the February 2024 Bank Reconciliation and Cheque Listing as presented  
CARRIED

Interim Operating Budget 2024

COMMITTEE  
REPORTS

Tim Frank

Drumheller and District Solid Waste Association met February 15th. Discussion Centered around our upcoming EPEA master plan approval and renewal. Cost anticipated to be approximately \$80,000.00 (To be costed over 2 years) Discussion ensued about starting to budget for next plan over 10 years for the 2034 plan. Contract extensions discussed and agreed to for GFL and Waste Management Recycling Hauling. The Master agreement between Solid Waste and Associated Members will be brought forth for discussion at a later date. EPR Steering Committee terms of reference being developed. Also with Policy Committee. Of special interest we had a discussion on "Municipal Government of Alberta Telus Rates" which we should check into. Fire Association - February 12th meeting and AGM. Hussar Fire Dept, finding itself down to the #1 Hwy helping Gleichen more and more often now. Dept. responded to 47 calls in 2023, and 11 calls so far in 2024. We have 10 active members on roster. New Bush Buggy delivery now believed to be in October 2024, the company that was building our Bush Buggy burned down. Fire Association Casino brought in approximately \$65,000.00, and this should cover our share of Bush Buggy. All of our Vehicles are connected to each other and to County via

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES

Tuesday, March 5, 2024

I-net. This allows County to monitor individual units on scene, and allows other Departments to view positioning of units and especially tenders so they can replenish their water supply. A question was brought up about Village Preparedness, and Fire Safety and Prevention. I stated I believed this is definitely worthy of a discussion in Council and will bring it forth in the near future. Christmas Party went really well, and we will have another this coming December. Our next Board Meeting will happen June 3rd.

SAWEA nothing to report at this time. Expecting a meeting in the nearest future.

Cemetery Board meeting upcoming, we expect new columbarium to be installed this Spring.

Wheatland Regional Corporation meeting held February 21st. Les accompanied me to this meeting. Discussions held concerning Red Land property connections. Also possible connection to the new Wheatland Hutterite Colony to our pipeline. Technical problems have to be studied and worked out before a tie in can be considered. Discussion around Wheatland County's current and future service contract was held, and the County's desire to contract out all of their service requirements. They contract WRC for 1000 hours yearly, and it is not clear how many of these hours have been used up. A budget was brought forth with assumption of 333 hours. WRC is in process of getting a legal opinion on Tendering Requirements County has to meet in regards to the Free Trade Agreement. This is the reasoning for doing the special tendering process they are going through. Do not believe WRC wants to put forth a tender at this time for a variety of reasons.

Les Schultz

Community Futures Wild Rose meeting tomorrow.

Wheatland Housing Management Body the 14<sup>th</sup> and today at 2pm, report to follow.

Coralee Schindel

Library Board Meeting - February 23, 2024 @ 5:10pm

\* Finalized Village of Hussar Library Report to be submitted by February 28th. \* Discussed budget and will fine tune it till June.

\* Discussed that we will need to make a Plan of Service this year.

\* Looking into Dolly Parton's Imagination Library to see if we qualify.

\* Checking with Playschool to see if they have any need of books or interested in starting a literacy program, maybe 1000 books before kindergarten.

\* Looking into other fundraising opportunities for the library.



**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Tuesday, March 5, 2024**

- \* Reached out to Morgan Jane Project, and they are now for locally underprivileged kids. They are looking for support.
- \* Discussed what would be needed for a physical library location - would require SuperNet. Next meeting - March 28, 2024

WFCSS Regular Meeting - February 28, 2024 @ 7:00pm

- \* Auditor needed a release for the funds from Rural Health Partnership for hosting woman's conferences, we approved.
- \* We discussed budget, which is coming along, and determined COLA for this year.
- \* WFCSS Grant Applicant Funds were discussed. Due to more needs, but not enough increases in funds there is a need to allocate less funds and try to combine similar programs.
- \* Approved market advertising on radio.
- \* Moving ahead with the Drive Happiness Program. Will be great volunteer based transportation for those that do not require a hand-built, but still require support.
- \* Approved to continue with AVAIL, and send out tenders in the fall.
- \* Have printer and mobile data ready for the CVITP program. Coming to Hussar for Tax Clinic March 21st 10am to 2pm @ Sundowners
- \* Wellness Bag Program - moving ahead with transitioning into the Backpack Program to support low income families.
- \* ARC - community BBQ will be May 11th, looking for volunteers.
- \* Good Food Box - 36 boxes were ordered for Feb 9th pick up. Numbers are a little down since price increase.
- \* Community Fee Assistance Programs - reached out to groups that have started advertising their registrations, and reminded them of the fee assistance.
- \* Compass For the Caregiver - Next session March 12th. Online option avail.
- \* Collective Cooking - partnered with Wheatland Youth Network making charcuterie boards with the after school program. Keep eyes out for program expanding.
- \* Social Prescribing for Older Adults - Link Worker has been busy with clients. Works out of Strathmore FCSS and services Strathmore and Wheatland County.
- \* Woman's Conference 2024 - speakers lined up and marketing will begin February 26th, and tickets go on sale shortly.
- \* 5 for Life Book Sale - raised \$2,200 not a huge turnout, leftover books were donated.
- \* Strathmore FCSS Conference for Youth - 11-18 years, thinking of June 15th for the date. Board members suggested to invite YETI organizers. Next meeting March 27th, 2024

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES

Tuesday, March 5, 2024

2024-03-05-835      MOVED by Councillor Schultz to accept Committee Reports as presented  
CARRIED

CAO REPORT      CAO, Public Works and JG Water Services Reports  
2024-03-05-836      MOVED by Councillor Schultz to accept the CAO, Public Works and JG Water Services reports as information  
CARRIED

CORRESPONDENCE      Correspondence  
The following Correspondence was discussed;  
    (a) Taxervice Report from 2022 taxation year  
    (b) Viability Letter from Municipal Affairs  
    (c) Marigold Amended Agreement/Requisition 2023/2024 and 2025/2026

2024-03-05-837      MOVED by Councillor Schultz to accept the correspondence as presented  
CARRIED

ADJOURNMENT      Adjournment  
Councillor Schultz adjourns the meeting at 10:46 pm

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Les Schultz  
Mayor

\_\_\_\_\_  
Elizabeth Santerre  
Chief Administrative Officer

**BYLAW 557-24 Opt 1.  
VILLAGE OF HUSSAR**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE VILLAGE OF HUSSAR FOR THE 2023 TAXATION YEAR.**

**WHEREAS** the Village of Hussar has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures are required at the council meeting held on **April 11, 2024;**

**WHEREAS** the estimated municipal revenues from all sources other than property taxation total **\$294,190;**

**WHEREAS** the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Village of Hussar for **2024 total \$475,393** and the balance of **\$181,203** is to be raised by general municipal property taxation; and

**WHEREAS** the estimated amount required to repay principal debt to be raised by general municipal taxation **is \$0**

**THEREFORE** the total amount to be raised by general municipal taxation is **\$181,203** and

**WHEREAS** the requisitions are:

Alberta School Foundation Fund (ASFF)		
Residential/Farmland		\$30,710.19
Non-residential		\$ 10,012.35
Total ASFF Requisition		\$40,722.54
Housing Management Body Requisition		\$1098
Housing Management Body Deficit Requisition		\$751
Designated Industrial		\$41.79

**WHEREAS** the 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 Chapter M-26 Revises Statutes of Alberta 2000; and

**WHEREAS** the assessed value of all property in the Village of Hussar as show on the assessment roll is:

	<u>Assessment</u>
Residential & Farmland	\$ 12,701,450
Non-Residential & Linear	\$ 2,943,910
Machinery and Equipment	\$ 2,202,310
<b>TOTAL ASSESSMENT</b>	<b>\$ 17,847,670</b>

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Village of Hussar, in the Province of Alberta, enacts as follows:

- 1) That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Hussar:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
Municipal Residential	\$ 123,218	\$ 12,701,450	9.7011
Municipal Non-Residential	\$ 57,985	\$ 5,146,220	11.26749
ASFF Residential & Farmland	\$ 30,710	\$ 12,701,450	2.417849
ASFF Non-Residential	\$ 10,012	\$ 2,943,910	3.401038
Housing Management Body	\$ 1,849	\$ 17,847,670	0.103599
Designated Industrial	\$ 42	\$ 546,310	0.0746

- 2) That the total Mill Rate for each class of property are as follows:

Residential & Farmland	12.22255
Non-Residential	14.77212
Designated Industrial	14.84672
Machinery & Equipment	11.37108

- 3) That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ a second time on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ a third and final time on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

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

**BYLAW 557-24 Opt. 2  
VILLAGE OF HUSSAR**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY  
WITHIN THE VILLAGE OF HUSSAR FOR THE 2023 TAXATION YEAR.**

**WHEREAS** the Village of Hussar has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures are required at the council meeting held on April 11, 2024;

**WHEREAS** the estimated municipal revenues from all sources other than property taxation total \$294,190;

**WHEREAS** the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Village of Hussar for 2024 total \$475,393 and the balance of \$181,203 is to be raised by general municipal property taxation; and

**WHEREAS** the estimated amount required to repay principal debt to be raised by general municipal taxation is \$0

**THEREFORE** the total amount to be raised by general municipal taxation is \$181,203 and

**WHEREAS** the requisitions are:

Alberta School Foundation Fund (ASFF)		
Residential/Farmland	\$30,710.19	
Non-residential	\$ 10,012.35	
Total ASFF Requisition		\$40,722.54
Housing Management Body Requisition		\$1098
Housing Management Body Deficit Requisition		\$751
Designated Industrial		\$41.79

**WHEREAS** the 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 Chapter M-26 Revises Statutes of Alberta 2000; and

**WHEREAS** the assessed value of all property in the Village of Hussar as show on the assessment roll is:

	<u>Assessment</u>
Residential & Farmland	\$ 12,701,450
Non-Residential & Linear	\$ 2,943,910
Machinery and Equipment	<u>\$ 2,202,310</u>
TOTAL ASSESSMENT	<u>\$ 17,847,670</u>

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the Village of Hussar, in the Province of Alberta, enacts as follows:

- 1) That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Village of Hussar:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
Municipal Residential	\$ 123,218	\$ 12,701,450	9.558437029
Municipal Non-Residential	\$ 57,985	\$ 5,146,220	11.619594576
ASFF Residential & Farmland	\$ 30,710	\$ 12,701,450	2.417849
ASFF Non-Residential	\$ 10,012	\$ 2,943,910	3.401038
Housing Management Body	\$ 1,849	\$ 17,847,670	0.103599
Designated Industrial	\$ 42	\$ 546,310	0.0746

- 2) That the total Mill Rate for each class of property are as follows:

Residential & Farmland	12.07989
Non-Residential	15.12423
Designated Industrial	15.19883
Machinery & Equipment	11.72319

- 3) That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ a second time on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ a third and final time on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

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



**ASSESSMENT**

	#	TOTAL	AVG 2023	#	TOTAL	AVG 2024	% Change
Vacant	24	465,000.00	19,375.00	28	414,000.00	14,785.71	-24%
Farmland	1	1,000.00	1,000.00	1	1,000.00	1,000.00	0%
Single Family	90	11,235,250.00	124,836.11	88	12,196,450.00	138,596.02	11%
Duplex	1	91,000.00	91,000.00	1	90,000.00	90,000.00	-1%
Vacant Commercial	15	130,000.00	8,666.67	15	133,000.00	8,866.67	2%
Improved Commercial	12	1,280,750.00	106,729.17	12	1,353,550.00	112,795.83	6%
Vacant Industrial	2	75,000.00	37,500.00	2	102,000.00	51,000.00	36%
Improved Industrial	3	764,070.00	254,690.00	3	809,050.00	269,683.33	6%
M&E	2	2,089,280.00	1,044,640.00	2	2,202,310.00	1,101,155.00	5%
Linear (DI)	5	407,460.00	81,492.00	5	540,820.00	108,164.00	33%
Designated Industrial	1	5,580.00	5,580.00	1	5,490.00	5,490.00	-2%
		<u>16,544,390.00</u>			<u>17,847,670.00</u>		

	Tax Levy	Assessment	tax rate	
Municipal Res	68.00% 123,218.04	12,701,450.00	0.009701	0.0097011
Municipal Non-Res	32.00% 57,984.98	5,146,220.00	0.011267	0.01126749
	181,203.02			
Municipal Res	67.00% 121,406.01	12,701,450.00	0.009558	0.009558437
Municipal Non-Res	33.00% 59,796.99	5,146,220.00	0.01162	0.011619595
	181,203.00			
Municipal Res	69.00% 125,030.07	12,701,450.00	0.009844	0.009843764
Municipal Non-Res	31.00% 56,172.93	5,146,220.00	0.010915	0.010915377
	181,203.00			

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Fisher						1683.2836

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# EMPLOYEE CODE OF ETHICS

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Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: April

Related Bylaw: N/A

Amendments:

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## **Purpose**

The purpose of an employee code of ethics is to help employees maintain standards of behaviour related to their employment so that the employee neither uses nor appears to use his or her position to gain a personal benefit which is not available to other persons.

It is essential that employees of the Village of Hussar observe the highest ethical standards when dealing with municipal business. This code of ethics establishes performance guidelines to assure compliance with this basic principle.

It is the responsibility of all employees to become familiar with the provisions of the Code of Ethics. Any violation of the Code will be cause of prompt and appropriate disciplinary action.

## **Guidelines**

### OUTSIDE EMPLOYMENT

1. Employees of the Village may only hold employment with another organization if:
  - a. The other employment does not interfere with the duties of the person as a municipal employee;
  - b. The employment activities must not overlap;
2. Employees should avoid outside employment which could be seen to influence or affect the way municipal duties are carried out, or for which there may appear to be an advantage from being employed by the Village.
3. Employees should avoid outside employment which is the same as or similar to their municipal duties.

### OTHER BUSINESS INTERESTS

4. Employees who have a monetary interest in a business that may do business with the municipality must disclose this interest to Council.
  - a. Council must approve any proposed contract with any business that has been disclosed to them.

**DEALING WITH RELATIVES**

5. Employees may not be involved in business decisions affecting immediate relatives.
  - a. The CAO may approve any business decisions affecting immediate relatives of other employees,
  - b. The Council must approve any business decisions affecting immediate relatives of the CAO.

**MISUSE OF INFORMATION**

6. All employees will be required to subscribe an oath of confidentiality. Employees will be expected to maintain the conditions of the oath, and disclosure of personal or confidential information will be considered a breach of confidentiality, and is a reason for dismissal.

**CRIMINAL OFFENCES**

7. Employees must obey and observe all laws of the federal, provincial and local government.
8. Breaking any law may contravene a condition of employment, and an employee may face disciplinary action as per the Disciplinary Policy as a result of this.
  - a. The Village may consult with a lawyer prior to making a disciplinary decision under this section.

**PUBLIC STATEMENTS**

9. Employees must not disclose confidential information at any time.
10. Official public statements regarding Village business will be made through the Council, or through the CAO upon direction of Council.
11. Employees shall ensure that their conduct, whether in a personal or official capacity, does not bring the Village into disrepute, or damage public confidence.

**ACCEPTANCE OF GIFTS**

12. An employee shall not accept payment from some other person for doing anything that he or she is paid to do as an employee.
13. Employees may not engage in business dealings that result in unusual gains for any of the involved parties.
14. Employees should not accept a gift, favour or service related to his or her duties except the normal hospitality associated with doing business, protocol, or exchange of gifts and mementos at public ceremonies.
15. Employees may not accept gifts, favour or service from any company that does not have current business dealings with the Village, or that are currently in the process of negotiating these business dealings.

- a. Employees must be careful to avoid any appearance that their goodwill is being or has been purchased through gifts.
16. Employees shall not use their position to obtain special advantages from dealing with a business to purchase items at a municipal discount for personal use.

#### POLITICAL ACTIVITY

17. Employees cannot be a candidate for, or serve as a member of Council of the Village of Hussar, unless the employee is granted a leave of absence without pay pursuant to the Local Authorities Election Act.
  - a. Employees may serve on the council of other municipalities, school boards, at the provincial or federal levels or otherwise become involved in political activities in other jurisdictions as long as this activity does not conflict with their ability to perform their employment duties.
18. Employees must be and appear to be politically neutral in their official employment duties in order to sustain public trust in local government.

#### PENALTIES AND APPEALS

19. Any contravention of this policy may result in disciplinary action against the employee as per the Disciplinary Policy.

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# HIRING POLICY

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Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: April

Related Bylaw: N/A

Amendments: 2021-04-08-409

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## **Purpose**

The purpose of this policy is to ensure a consistent method of hiring competent, reliable and efficient staff for the Village's operations.

## **Guidelines**

### HIRING OF CAO

1. The Chief Administrative Officer shall be hired by Council.

### ALL EMPLOYEES

2. When filling any position, the most qualified applicant will be awarded the position based upon knowledge, skills, education and organizational fit as determined by the individual(s) conducting the hiring.
3. An employee shall not be employed in a position that is directly and/or indirectly supervised by a family member or relative, unless approved by Council prior to the hiring
4. All open positions shall be advertised for at least two consecutive weeks. Posted at the Post Office and on the Village website or on any other media site as deemed necessary in order to secure the best candidates.
  - a. This process will be administered by the CAO, or in the case of the hiring of the CAO, Village Council.
5. After the position deadline has closed the candidates will be shortlisted and this list will be contacted for interviews.
6. The interview panel will include the CAO and may include the Public Works Foreman and one or more representatives from Council depending on the position being filled.

### UNSOLICITED RESUMES/APPLICATIONS

7. At times, the Village may receive resumes or applications that are not in response to a position advertised.
8. These resumes or applications will be forwarded to the CAO for review when positions become available.
9. These resumes or applications will be retained for a period of one year, after which they will be destroyed.

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: April 11, 2024  
Title: WHMB – Request for Funds  
Agenda Item Number: 7a.

### **BACKGROUND**

Wheatland Housing Management Body has sent the request for funding.

The WHMB board of directors has passed **Resolution 44-03-07**: That WHMB proceed to continue forward to 100% construction design drawing for (one million, four hundred thousand dollars) \$1,400,000 to get to a class A Budget.

Wheatland Housing Management Body is requesting that all Municipalities contribute their respective share of the \$1,400,000 to advance the Senior's/Hospice proposed new build and reach a class A Budget.

Authorities	2024 Equalized Assessment	Percentage	Total Requisition Amount *
Wheatland County	4,379,790,514	65.479%	\$916,702
Town of Strathmore	2,213,963,883	33.099%	\$463,389
Village of Rockyford	31,625,556	0.473%	\$6,619
Village of Standard	46,748,720	0.699%	\$9,785
Village of Hussar	16,748,307	0.250%	\$3,505
Total Amount	6,688,876,980	100.000%	\$1,400,000

### **RECOMMENDATION:**

1. Motion for the CAO to send the WHMB contribution in the amount of \$3505 from \_\_\_\_\_
2. Accept as information at this time



Reeve Amber Link

Wheatland County

242006 Range Road 243

Wheatland County, Ab T1P 2C4

**RE: Request to attend the meeting with Minister Nixon and Minister McIver regarding requisitions and the proposed development of the 120-unit Wheatland Lodge and Hospice.**

Dear Reeve Link:

During Wheatland County's Special County meeting on March 12, 2024, the County Council passed a resolution requesting a meeting with Minister Nixon and Minister McIver regarding requisitions and the proposed development of the 120-unit Wheatland Lodge and Hospice.

In the interest of collaboration and municipality support, the Wheatland Housing Management Body Board of Directors requests that if a meeting is scheduled with the ministers that WHMB Chair, CAO and all requisitioning bodies be in attendance.

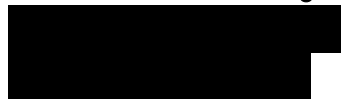
Together the proposed new Senior/Hospice project will assure Seniors in our community have the safe and affordable housing that they deserve and that everyone is provided access to compassionate, high-quality care at the end of life's journey.

Sincerely

*Vickey Cook*

*CAO*

*Wheatland Housing Management Body*







March 22, 2024

**Request Municipality Contribution**

On behalf of the WHMB board of directors we would like to thank all the municipality who participated in the updated information session on March 14<sup>th</sup> 2024, regarding the WHMB Seniors/Hospice proposed new build.

Derek Weiss and M3 development presented facts on Project /Management, Schedule/Risk/Mitigation, Financial Resources/Financial Program, and next Steps of the project.

The presentation clearly demonstrated the importance of the project advancing from a Class B Budget to a Class A Budget.

The WHMB board of directors has passed **Resolution 44-03-07**: That WHMB proceed to continue forward to 100% construction design drawing for (one million, four hundred thousand dollars) \$1,400,000 to get to a class A Budget.

Wheatland Housing Management Body is requesting that all Municipalities contribute their respective share of the \$1,400,000 to advance the Senior's/Hospice proposed new build and reach a class A Budget.

<b>Authorities</b>	<b>2024 Equalized Assessment</b>	<b>Percentage</b>	<b>Total Requisition Amount *</b>
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Village of Standard	46,748,720	0.699%	\$9,785
Village of Hussar	16,748,307	0.250%	\$3,505
<b>Total Amount</b>	<b>6,688,876,980</b>	<b>100.000%</b>	<b>\$1,400,000</b>

Thank you in advance for your contribution to assuring Seniors in our community have the safe and affordable housing that they deserve and that everyone is provided access to compassionate, high-quality care at the end of life's journey.

Sincerely

*Vickey Cook*

*CEO*

*Wheatland Housing Management Body*



# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	April 11, 2024
Title:	Alberta Municipalities 2024 Public Risk Conference
Agenda Item Number:	7b.

### **BACKGROUND**

The Alberta Municipalities 2024 Public Risk Conference is taking place April 18 & 19, 2024 at the Four Points by Sheraton in South Edmonton.

This day-and-a-half event will cover emerging risk topics affecting our membership, dive into important conversations, and arm you with tools to take back to your municipalities and associations.

Agenda is attached.

Location:  
Four Points by Sheraton South Edmonton  
7230 Argyll Road  
Edmonton AB T6C4A6

Ticket pricing:  
Alberta Municipalities Members: \$175 plus travel and accommodations

### **RECOMMENDATION:**

1. Motion \_\_\_\_\_
2. Accept as information at this time

## Public Risk Conference 2024 Registration is now open!



Tue 2024-03-05 10:41 AM

1 attachments (57 KB)

2024 Public Risk Conference Agenda..pdf;

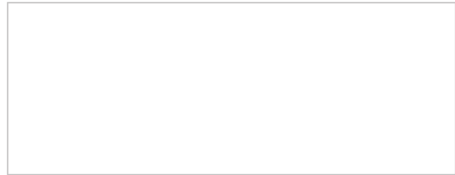
We are excited to announce that registration is now for the Alberta Municipalities 2024 Public Risk Conference is taking place April 18 & 19 at the Four Points by Sheraton in south Edmonton. This day-and-a-half event will cover emerging risk and insurance topics affecting our membership, dive into important conversations, and arm you with tools to take back to your municipalities and associations. The full agenda is attached here for your convenience. Registration for members is just \$175 and provides access to an unparalleled range of industry leading presentations, and also include breakfast and lunch both days, an evening social event following day one, and some great prizes. Not a member? Not a problem. We offer non-member registration for \$300.

[REGISTER NOW](#)

The Four Point by Sheraton is offering an incredible rate for our attendee starting at just \$129 a night. We are just waiting for the booking link from the hotel and will have it added to the Alberta Municipalities website shortly. Anyone who registers before the link is available will receive first access to the block with the link is ready.

For more information or if you have any questions, please email [events@abmunis.ca](mailto:events@abmunis.ca). We look forward to seeing you there.

**Daniel Jackson CIP, CRM | Risk Services Manager**



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*



**Draft Agenda for 2024 Public Risk Conference**  
**April 18 & 19 2024**  
**Four Points By Sheraton South**  
**\*Subject to Change\***

<b>Wednesday, April 17</b>	
6:00 – 8:00 p.m.	Welcome Reception
<b>Thursday, April 18</b>	
7:30 – 8:30 a.m.	Registration and Breakfast
8:30 a.m.	Opening Remarks
8:35 a.m.	<p>Session 1 - Disasters in Alberta: AEMA's Hazard Identification and Risk Assessment (HIRA) tool for communities- AEMA - Effective emergency management planning starts with knowing what you are facing. To reduce disaster impact, the Government of Alberta is committed to enhancing its approach to disaster risk reduction through the development and implementation of a Hazard Identification and Risk Assessment (HIRA) methodology. This session will provide an overview of the HIRA process, which once implemented, will be available, for Local Authorities (Municipalities, First Nations and Metis Settlements) to evaluate their disaster risk landscape and fulfill the obligation to complete a hazard assessment, as set out in the Local Authorities Emergency Management Regulation (LAEMR).</p>
9:35 a.m.	<p>Session 2 -Pyke v Calgary – Brownlee LLP - The Alberta Court of Appeal has made their ruling in the Pyke v. City of Calgary action regarding municipal liability for roads and public infrastructure. The decision addresses various sections of the Municipal Government Act providing protections to municipalities. Our presentation will provide an overview of the Municipal Government Act defences, their judicial interpretation and commentary on the recent Pyke decision along with takeaways and recommendations for best practices.</p>
10:40 a.m.	Break
11:00 a.m.	<p>Session 3 – Asset Management – ABmunis - Asset Management is the practice of weighing cost, risk and service levels of assets to support a municipality in achieving its goals. Alberta Municipalities has partnered with several organizations to promote asset management and provide training to elected officials and administrators. This session will provide a high level overview of asset management, ABmunis approach to making the training relevant to communities of all sizes and how risk management has been integrated into the training materials for future use.</p>
12:00 p.m.	Lunch
1:00 p.m.	<p>Session 4 – Wildfire, Wildland Urban Interface – The presenters will be Bob Ford, AEMA Manager Regional Field Operations North, who co-manages the Alberta WUI Program in conjunction with Forestry and Parks, Wildfire Management Branch. The second presenter will be Chief Rodney Schmidt, Fire Chief for the Town of High Level, a senior Structure Protection Specialist in the Province of Alberta, and a member of the WUI Advisory Committee.</p> <p>The presentation will be a high level overview of the Alberta WUI Program, to include vision, end state, and governance. We will also deliver a brief retrospective look at the 2023 wildfire season to cover the work of the WUI Program, and the successful collaboration with municipal fire departments in protecting Albertans and their property. We'll also discuss briefly any significant changes to the program in 2024.</p>



2:00 p.m.	Session 5 – Wrongful Dismissal – Abmunis - Employee dismissals are one of the most difficult and complicated situations faced by municipalities. While a departing employee will almost always be entitled to severance, there are ways to reduce the amount owing and mitigate the risk of paying legal fees and other damages on top of that. This presentation will start by providing an overview of the law of wrongful dismissal, then set out best practices for: (1) minimizing severance payments; (2) ensuring that legal costs of defending wrongful dismissal claims are covered by insurance; and (3) avoiding claims for bad faith and other damages.
2:05 p.m.	Break
2:15 p.m.	Session 6 – Loss Control – Suncorp Valuations - In this session Suncorp will walk through the value of a Property Risk Management Survey, outline the structure and how to interpret the information detailed within. We will describe the format of recommendations, outline next steps once the report is received that ensure a review and follow up process is created. Lastly, we will outline some common recommendations examples that you can look out for in all your buildings while you wait for an individual inspection. Overall, we hope to provide some good examples and tips to take away from the session that can be applied directly to your community and assets, so you get the most value from this service.
3:15 p.m.	<b><u>Claims R Us: Play along to win some toys!</u></b>
4:00 p.m.	Closing Remarks/Prizes for Day 1
4:30 to 7:00 p.m.	Networking Event

Friday, April 19	
8:00 a.m.	Breakfast
9:00 a.m.	Session 7 – Alberta Water Act – DDC Lawyers – During this informative session, our primary emphasis will be on delving into the multifaceted challenges associated with the <i>Water Act</i> . We aim to comprehensively explore the intricate interplay between the <i>Water Act</i> and the <i>Municipal Government Act</i> . This session will analyze practical insights into the implications of these interactions, offering a nuanced understanding of how municipal authorities navigate the regulatory landscape. Ultimately, participants can expect to gain valuable knowledge about the practical implications of the <i>Water Act</i> and its dynamic relationship with the <i>Municipal Government Act</i> , empowering them with the tools needed for effective decision-making in their respective jurisdictions.
10:00 a.m.	Session 8 – Cyber Security and Trending Threats - Norton Rose Fulbright Canada – Join us in this session to explore the ever-changing landscape of cyber threats, where malicious actors continually adapt their tactics, leaving organizations at risk. Gain valuable insights into the specific types of attacks currently prevalent and discover proactive strategies to mitigate these risks. This session is dedicated to providing practical knowledge on recognizing and avoiding potential threats, empowering attendees to bolster their organization's resilience against cybercriminal activities. Don't miss this opportunity to enhance your risk management skills and fortify your organization's defenses in the face of evolving cybersecurity challenges.
11:00 a.m.	Break
11:15 a.m.	Session 9 - Contractual Risk Management Beyond Insurance – RMRF - Contracts are the lifeblood of getting things done, and permeate every area of a municipality's operations. And often, a core purpose of a contract is to assign where and how certain risks will be assumed. In this session, lawyers Ben Thronson and Mitchell Hayward will present a number of key areas beyond insurance where effective contractual risk management is especially valuable for municipalities. Join Ben and Mitchell as they discuss risk management in the context of land and real estate transfers, construction and infrastructure projects, indemnities, force majeure provisions, liability caps, and more. Participants will leave the session with valuable knowledge and practical insights they can implement right away.

12:15 p.m.	Hot Lunch
12:45 p.m.	Closing remarks and Prizes

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	April 11, 2024
Title:	WRC - Unanimous Shareholder Agreement (USA)
Agenda Item Number:	7d.

### **BACKGROUND**

WRC was asked too forward all the information to the CAO's so that the information can be passed along to councils for review.

They would like to present the final revised draft of the agreements to the shareholders and get a motion agreeing to the revised agreements. It is required to have the shareholders make a motion accepting the agreements as well as the board.

### **RECOMMENDATION:**

1. Motion \_\_\_\_\_
2. Accept as information at this time

**WHEATLAND REGIONAL CORPORATION (the “CORPORATION”)**

**AMENDED AND RESTATED**

**BY-LAW NUMBER I**



A bylaw relating generally to the transaction of the business and affairs of the Corporation.

**BE IT ENACTED** as a by-law of the Corporation as follows:

## **SECTION 1- DEFINITIONS & INTERPRETATION**

### 1.1 Definitions

In the by-laws of the Corporation, unless the context otherwise requires:

- 1.1.1 "**Act**" means the *Business Corporations Act* (Alberta), and any statute that may be substituted therefor, including the regulations thereunder, as from time to time amended;
- 1.1.2 "**Appoint**" includes "nominate" and vice versa;
- 1.1.3 "**Articles**" means the Articles of Incorporation of the Corporation as amended or restated from time to time;
- 1.1.4 "**Board**" means the board of directors of the Corporation;
- 1.1.5 "**By-laws**" means all subsisting by-laws of the Corporation, including this by-law, all as made, amended or repealed from time to time;
- 1.1.6 "**Chair**" means a person appointed as an officer of the Corporation, as contemplated within the Articles, these By-laws and the Act, who acts as the Chair of a Board or Shareholder's meeting. In the absence of the Chair of the Board, the Chair shall be the Vice-Chair. In the case of a Board Meeting, if neither of these officers is present, the Chair is chosen by other directors present. In the case of a meeting of the shareholders, if neither of these officers is present within fifteen (15) minutes of the time fixed for the holding of the meeting, the Chair is chosen by the Shareholders from members of the Board of Directors;
- 1.1.7 "**Corporation**" means "Wheatland Regional Corporation";
- 1.1.8 "**Common Share**" means any of the Class "A", "B", "C", "D", "E" and "F" common shares of the Corporation;
- 1.1.9 "**Council**" means a Municipal Council of a Shareholder;
- 1.1.10 "**County**" means Wheatland County;
- 1.1.11 "**Director**" means a director of the Corporation;
- 1.1.12 "**Extraordinary Meeting of the Board**" means a meeting of the Board called in accordance with clause 3.11 for an emergency where a Director determines

that it would not be prudent to provide the notice required under clause 3.9 and that action is required in a shorter time frame;

- 1.1.13 "**Hussar**" means the Village of Hussar;
- 1.1.14 "**Meeting of the Shareholders**" includes the annual meeting of the Shareholders required by the Act, a special, extraordinary or other meeting of the Shareholders and a resolution in writing signed by all of the Shareholders;
- 1.1.15 "**Member of Council**" means an individual who, at any particular time, is a member of the Municipal Council of any of the Shareholder Municipalities;
- 1.1.16 "**Municipal Council**" means the Council of a Municipality that is a Shareholder of the Corporation;
- 1.1.17 "**Officer**" means a person appointed as an officer of the Corporation, as contemplated within the Articles, these By-laws and the Act, and "**Officers**" means two (2) or more of them;
- 1.1.18 "**Person**" includes an individual, partnership, association, body corporate, trust, trustee, executor, administrator or other legal representative;
- 1.1.19 "**Recorded Address**" means, in the case of a shareholder, the address of such shareholder as recorded in the securities register; in the case of joint shareholders, the address appearing in the securities register in respect of such joint holding or the first address so appearing if there are more than one; and, in the case of a director, officer, auditor or member of a committee of the board or member of an advisory body, the last address of such person as recorded in the records of the Corporation;
- 1.1.20 "**Representative**" means any individual who, at any particular time, is authorized by a resolution of a Shareholder, acting in its capacity as such, to represent such Shareholder at meetings of the Shareholders;
- 1.1.21 "**Rockyford**" means the Village of Rockyford;
- 1.1.22 "**Secretary**" means a person designated as the Secretary of the Corporation by the Board";
- 1.1.23 "**Share**" means a share of the capital stock of the Corporation;
- 1.1.24 "**Shareholder**" means a shareholder of the Corporation;
- 1.1.25 "**Shareholder Municipality**" means a Municipal Corporation that is a Shareholder of the Corporation;
- 1.1.26 "**Signing Officer**" means, in relation to any instrument, or class of instruments, any officer of the Corporation authorized to sign that instrument or class of

instruments on behalf of the Corporation by this By-law or by a resolution passed pursuant to these By-laws;

- 1.1.27 "**Standard**" means the Village of Standard;
- 1.1.28 "**Unanimous Shareholders' Agreement**" means the Unanimous Shareholders' Agreement between the Shareholders and the Corporation, as amended from time to time;
- 1.1.29 "**Vice-Chair**" means a person appointed as an officer of the Corporation, as contemplated within the Articles, these By-laws and the Act, who acts in accordance with section 4.4.

## 1.2 Interpretation

- 1.2.1 These By-laws are subject to the provisions of the Act, unless the Act otherwise specifically provides;
- 1.2.2 These By-laws are subject always to the provisions of the Articles of Incorporation and any Unanimous Shareholders Agreement and in the event of conflict between the provisions of these By-laws and provisions of the Articles and/or a Unanimous Shareholder Agreement, the provisions of the Articles and/or the Unanimous Shareholder Agreement shall prevail;
- 1.2.3 The headings used in these By-laws are inserted for convenience of reference only and do not affect the interpretation of these By-laws or any part hereof;
- 1.2.4 Words and expressions defined in the Act have the same meanings when used in these By-laws;
- 1.2.5 Words importing the singular number include the plural and vice versa;
- 1.2.6 Words importing gender include the masculine, feminine and neuter genders; and
- 1.2.7 Words importing a person include a body corporate.

## SECTION 2 - POWERS OF THE BOARD

### 2.1 Borrowing Powers

The Board may from time to time on behalf of the Corporation borrow money upon the credit of the Corporation and may additionally from time to time on behalf of the Corporation:

- 2.1.1 issue, reissue, sell or pledge debt obligations of the Corporation, subject to the Act, give a guarantee on behalf of the Corporation to secure performance of an obligation of any subsidiary corporation; and

2.1.2 subject to the Unanimous Shareholders' Agreement, hypothecate, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any obligation of the Corporation.

## 2.2 Authority of the Board

The Board shall have all power to manage the business and affairs of the Corporation except as limited or restricted by the Act, the Articles, the By-laws and the Unanimous Shareholders' Agreement.

## SECTION 3 - DIRECTORS

### 3.1 Number of Directors

The Board:

3.1.1 shall consist of five (5) directors;

3.1.2 so long as the County is a Shareholder, shall include two (2) persons nominated by the County;

3.1.3 so long as Rockyford is a Shareholder, shall include one (1) person nominated by Rockyford;

3.1.4 so long as Hussar is a Shareholder, shall include one (1) person nominated by Hussar;

3.1.5 so long as Standard is a Shareholder, shall include one (1) person nominated by Standard;

### 3.2 Election Appointment of Directors

3.2.1 Any Shareholder may, by resolution, nominate a director or directors to the number specified in Section 3.1;

3.2.2 The director or directors nominated by each Shareholder shall be either a Councillor of the Shareholder nominating such director or a person residing within the boundaries of the Shareholder nominating such director.

3.2.3 All Shareholders shall vote their shares (whether by vote at a meeting or by signature to a resolution circulated, for such purpose) so as to elect persons nominated by Shareholders.

3.2.4 Each Director nominated by a Shareholder shall be elected for a term of two (2) years;

### 3.3 Vacation of Office

A director ceases to hold office:

3.3.1 upon the removal of that director from office by a resolution of the Shareholder of whom he is a nominee, pursuant to section 3.2;

3.3.2 when the written resignation of that director is received by the Corporation.

### 3.4 Effect of Nomination of Director

A person nominated by a Shareholder under Section 3.2 shall be deemed to be a director and to be fixed with all the powers of a director of the Corporation from and after the date of such appointment and whether a Shareholders' meeting or resolution confirming such election is held or not.

### 3.5 Removal of Director

Any Shareholder, by resolution, may remove from office any director nominated by that Shareholder and nominate a replacement, pursuant to Section 3.2.

### 3.6 Effect of Removal/Resignation of Director

A person removed or replaced by a Shareholder pursuant to Section 3.5 shall be deemed to have ceased to be a director and to have ceased to have any of the powers or authorities of a director of the Corporation from and after the date of service upon the Corporation of notice of such removal and whether a Shareholders' meeting confirming his removal is held or not.

### 3.7 Resignation of Director

Any Director, by giving their resignation in writing to the Corporation, may resign their position as Director effective on the date/time specified in the written resignation, or when the written resignation is received, whichever is later.

### 3.8 Action by the Board

The Board may transact any business within its power at a meeting at which a quorum is present or by resolution in writing signed by all of the directors of the Corporation.

### 3.9 Board Action Despite Vacancy

Where there is a vacancy in the Board, the remaining directors shall constitute, and may exercise all the powers of, the Board so long as a quorum remains in office.

### 3.10 Participation via Telecommunication

One or more directors may participate in a meeting of the Board or of a committee of the Board (as the case may be) by means of telephone or other communications facilities which permit all persons participating in the meeting to hear each other, and a director participating in a meeting by that means is deemed to be present at the meeting.

### 3.11 Calling Meeting

Meetings of the Board shall be held at the times and at the places as the Chair of the Board, the Vice-Chair of the Board or a majority of the directors may specify.

### 3.12 Notice of Meeting

Notice of the time and place of each meeting of the Board shall be given in the manner provided in Section 9 to each director not less than seven (7) days before the day when the meeting is to be held. A notice of a meeting of directors need not specify the purpose of, or the business to be transacted at, the meeting except the submission to the Shareholders of any question or matter requiring the approval of the Shareholders or which the Unanimous Shareholders' Agreement specifically empowers the Board to recommend to the Shareholders and any other matter which the Act requires notice to be given to the Shareholders.

### 3.13 Waiver of Notice

A director may in any manner waive notice of or otherwise consent to a meeting of the Board or of a committee of the Board and attendance of a director at a meeting of directors is a waiver of notice of the meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

### 3.14 Extraordinary Meeting of the Board

Any member of the Board may call an extraordinary meeting of the Board upon providing written notice to all other Directors and all Shareholders with a notice of any motion to be presented or other business to be conducted at such meeting. Such notice shall be given at least forty-eight (48) hours prior to such extraordinary meeting and shall be deemed received by a director upon proof of delivery or facsimile to the last known address of the director or to the Shareholder which nominated the Director.

### 3.15 Adjourned Meeting

Notice of an adjourned meeting of the Board is not required if the time and place of the adjourned meeting is announced at the original meeting. The Secretary shall attempt, but shall not be obligated, to notify a director, absent at an original meeting, of the time and place of the adjourned meeting.

### 3.16 Chair of a Board Meeting

The Chair of any meeting of the Board shall be the Chair of the Board and in the absence of the Chair of the Board, shall be the Vice-Chair. If neither of these officers is present, the directors present shall choose one of their number to be the Chair of that meeting.

### 3.17 Designation of Alternate

If any Director is unable to attend a Board Meeting, that Director shall be authorized to designate an alternate to take that Director's place at such meeting. Each such Alternate shall report to the Chair of the meeting at the start of the meeting.

### 3.18 Quorum

The quorum for the transaction of the business at any meeting of the Board shall be four (4).

### 3.19 Meeting Agenda

The agenda for any meeting of the Board shall be prepared by or at the direction of the Chair of the Board, or in the absence of the Chair of the Board, the Vice-Chair, but shall be subject to modification by the Board at the meeting for which the agenda has been prepared. The agenda shall be provided to all attending Directors at the meeting prior to the meeting starting.

### 3.20 Votes to Govern

In all meetings of the Board, except where otherwise stated in the Unanimous Shareholders' Agreement, every question shall be decided by a majority of the votes cast on a question. In case of an equality of votes, the Chair of the meeting shall not be entitled to a second or casting vote. Each Director or Alternate that is present must cast a vote and no abstentions will be permitted except where required under clause 3.22.

### 3.21 Signed Resolution

A resolution in writing, signed by all the directors entitled to vote on that resolution at a meeting of the Board, is as valid as if it had been passed at a meeting of the Board. A resolution in writing may be signed or executed in separate counterparts and the signing or execution of a counterpart shall have the same effect as the signing or execution of the original. An executed copy of a resolution in writing or counterpart thereof transmitted by means of recorded electronic transmission shall be valid and sufficient.

### 3.22 Conflict of Interest

If a director or a member of a director's family is a party to, or is a partner, director, officer or shareholder of any firm or corporation which is a party to a material contract with the Corporation, or proposed material contract with the Corporation, that director will immediately disclose to the Board in writing the nature and extent of the contractual interest. That director will not attempt to influence the awarding of the contract or participate in any discussion of the contract at Board or Board Committee meetings or vote on the contract.

### 3.23 Remuneration and Expenses

Subject to the approval of the Shareholders, the directors may be remunerated for their services. The directors may also be reimbursed for travelling and other expenses properly incurred by them in performance of their respective duties, including without limitation to the foregoing, attending meetings of the Shareholders, the Board and Committees of the Board. Nothing contained in the By-laws shall preclude any director from serving the Corporation in any other capacity and receiving remuneration for those services.

## SECTION 4 - OFFICERS

### 4.1 Required Officers

The Corporation shall have the following officers:

- 4.1.1 a Chair of the Board;
- 4.1.2 a Vice-Chair of the Board;
- 4.1.3 such Officers as the Board of Directors may from time to time appoint;

### 4.2 Appointment of Officer Positions

- 4.2.1 The Board shall appoint the Chair, Vice-Chair, and such other officers that the Board desires, from time to time.
- 4.2.2 All individuals appointed as Officers shall be employees of the Corporation.

### 4.3 Chair of the Board

Without limiting anything contained in these By-laws, the Chairperson of the Board shall:

- 4.3.1 preside over each regular meeting, special meeting and the annual meeting of the Board and of the Shareholders, and in doing so be the chairperson of such meetings;
- 4.3.2 vote on all matters before the Board; and  
either:
  - 4.3.3 attend at all meetings of the Board and Committees of the Board for the purposes of being the recording secretary of the meeting; or
  - 4.3.4 otherwise ensure that a recording secretary is present at such meetings;
  - 4.3.5 and shall therefore enter or cause to be entered in records kept for that purpose, minutes of all proceedings at such meetings;



- 4.3.6 to the extent not delegated to another officer as designated by the Board;
- 4.3.7 attend and be the secretary at all meetings of the Shareholder(s), and shall enter or cause to be entered in records kept for that purpose, minutes of all proceedings at such meetings;
- 4.3.8 be the custodian of the corporate seal, if any, of the Corporation and shall have charge of all books, papers, reports, certificates, records, documents, registers and instruments belonging to the Corporation;
- 4.3.9 be responsible for registering or filing of, or causing to be registered or filed, all reports, certificates and all of the documents required by law to be registered or filed by the Corporation;
- 4.3.10 keep or cause to be kept proper accounting records in compliance with the Act and shall be responsible for the deposit of monies and other valuable effects of the Corporation in the name and to the credit of the Corporation in such banks or other depositories as the Board may from time to time designate;
- 4.3.11 shall be responsible for the disbursement of the funds of the Corporation; and
- 4.3.12 render to the Board, whenever so directed, an account of all financial transactions and of the financial position of the Corporation;
- 4.3.13 exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Board.

#### 4.4 Vice-Chair of the Board

The Vice-Chairperson of the Board shall:

- 4.4.1 have the powers of the Chairperson of the Board, in the absence or inability of the Chairperson of the Board to discharge its duties;
- 4.4.2 exercise such other powers and authority and shall perform such other duties as may from time to time be prescribed by the Board.

#### 4.5 Other Officers

The powers and duties of all other officers shall be such as prescribed by the directors. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the directors otherwise direct.

#### 4.6 Variation of Powers and Duties

The directors may from time to time vary, add to or limit the powers, authority and duties of any officer.

#### 4.7 Removal and Discharge of Officers

The Board, in their discretion, may remove any Officer, with or without cause, at any time, unless the resolution or contract providing for the appointment of such Officer stipulates otherwise. Each Officer appointed by the Board shall hold office until a successor is appointed, or until his earlier resignation or removal by the Board.

#### 4.8 Resignation of Officer

Any Officer, by giving their resignation in writing to the Corporation, may resign their position as Officer effective on the date/time specified in the written resignation, or when the written resignation is received, whichever is later.

#### 4.9 Term of Office

Each Officer appointed by the Board shall hold office until:

- 4.9.1 a successor is appointed by the Board; or
- 4.9.2 his resignation; or
- 4.9.3 his removal by the Board,
- 4.9.4 whichever first occurs.

### **SECTION 5 - PROTECTION OF SHAREHOLDERS, DIRECTORS, OFFICERS AND OTHERS**

#### 5.1 Limitation of Liability

Every director and officer of the Corporation and each of the Shareholders when exercising the rights and powers reserved to the Shareholders pursuant to the Unanimous Shareholders' Agreement, shall act honestly and in good faith with a view to the best interests of the Corporation and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. The Shareholders, when exercising the rights and powers reserved to the Shareholders pursuant to the Unanimous Shareholders' Agreement, shall not be liable for and a director and officer shall not be liable for:

- 5.1.1 the acts, omissions or defaults of any director or other director, as the case may be, or any officer or other officer, as the case may be or an employee;
- 5.1.2 any loss or damage suffered by the Corporation or any expense incurred thereby through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation;
- 5.1.3 the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation were invested;

- 5.1.4 any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities or effects of the Corporation shall be deposited;
- 5.1.5 any loss occasioned by any error of judgment or oversight on the part of a Shareholder or that director or officer; or
- 5.1.6 any other loss, damage or misfortune which shall happen in the execution of the duties of any office or in relation to it.

## 5.2 Liability Insurance

The Corporation shall at all times carry Director and Officer Liability Insurance in an amount of not less than \$5,000,000.00 to protect the Directors and Officers from any liability they may have as Directors and Officers of the Corporation.

## SECTION 6 - INDEMNIFICATION

### 6.1 Indemnification of Shareholders

Subject to the limitations contained in the Act, the Corporation shall indemnify each of the Shareholders, any Representative and each member of the Council of each Shareholder for and in respect of all liability they or any of them may suffer or incur pursuant to, arising out of or in connection with the performance or nonperformance of any of the rights and powers reserved to the Shareholders pursuant to the Unanimous Shareholders' Agreement.

### 6.2 Indemnification of Directors and Officers

Subject to the limitations contained in the Act, the Corporation shall indemnify a director or officer, a former director or officer, or a person who acts or has acted at the Corporation's request as a director or officer of a body corporate of which the Corporation is or was a shareholder or creditor, and the heirs and legal representatives of every such person, against all costs, charges and expenses, including amounts paid to settle an action or satisfy a judgment and all legal expenses, reasonably incurred by that person in respect of any civil, criminal or administrative action or proceeding to which that person is made a party by reason of being such officer or director.

### 6.3 Further Indemnification of Shareholders

Subject to the limitations contained in the Act, the Corporation shall indemnify in relation to the persons described in subsection 6.1, the matters specified therein.

### 6.4 Further Indemnification of Directors and Officers

Subject to the limitations contained in the Act, the Corporation shall indemnify in relation to the persons described in subsection 6.2, being or having been a director or officer of the Corporation or of that body corporate, if that person:

6.4.1 acted honestly and in good faith with a view to the best interests of the Corporation and that body corporate; and

6.4.2 in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, had reasonable grounds for believing that the conduct of that person was lawful.

## 6.5 Indemnification of Others

The Corporation shall also indemnify that person in all other circumstances as the Act permits or requires. Nothing in the By-laws shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this section.

## 6.6 Right of Indemnity Not Exclusive

The provisions for indemnification contained in the By-laws shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any by-laws, agreement, vote of shareholders or disinterested directors or otherwise both as to acting in an official capacity and as to acting in any other capacity while holding such office and shall continue as to a person who has ceased to be a director or officer and shall enure to the benefit of the heirs and legal representatives of such person.

## **SECTION 7 - MEETINGS OF SHAREHOLDERS**

### 7.1 Annual Statutory Meetings

Each annual meeting of the Shareholders required by the Act, shall be held within the time required by the Act and at such time and place as the Chair of the Board, the Vice-Chair of the Board, or the Board, in consultation with the Shareholders may specify.

### 7.2 Business at Annual Statutory Meetings

At every annual meeting of the Shareholder required by the act, the Shareholders shall consider and may pass one or more resolutions with respect to:

7.2.1 the financial statements of the Corporation;

7.2.2 the auditor's report, if any;

7.2.3 the appointment or the reappointment of any person as a director;

7.2.4 the appointment or re-appointment of any auditor;

7.2.5 any other matter required by the Act; and

7.2.6 such other business as may properly come before the meeting or as may be required by a shareholder;

### 7.3 Special Meetings

The Board or any of the Shareholders shall have the right to call or convene a special meeting of the Shareholders.

### 7.4 Notice of Meetings

Not less than twenty-one (21) days before the date of a Shareholders' meeting, notice of the time and place of each meeting shall be given to the Shareholders, to each director and to the auditors (in the case of an annual statutory meeting). Such notice shall state the nature of the business to be brought before the meeting in sufficient detail to permit the Shareholders to form a reasoned judgment thereon and shall state the text of any special resolution to be submitted to the meeting.

### 7.5 Meetings Without Notice

A meeting of the Shareholders may be held without notice at any time and place permitted by the Act if all of the Shareholders are present or waive notice of or otherwise consent to the meeting being held.

### 7.6 Chair

The Chair of any meeting of the Shareholders shall be the Chair of the Board, and in the absence of the Chair of the Board shall be the Vice-Chair of the Board. If neither of these officers is present within fifteen (15) minutes of the time fixed for the holding of the meeting, the Shareholders shall choose another member of the Board of Directors to be the Chair.

### 7.7 Persons Entitled to be Present

7.7.1 Each Shareholder shall be entitled to appoint one (1) Representative. Each such Representative shall report to the Chair at the commencement of the meeting and such Representatives shall be recorded in the minutes of the meeting and which shareholder they represent.

7.7.2 The only persons other than the Shareholders' Representatives entitled to be present at a meeting of the Shareholders shall be the members of Councils, the directors and officers and the auditors of the Corporation and others who, although not entitled to vote are entitled or required under any provision of the Act, the Unanimous Shareholders' Agreement or the Bylaws to be present at the meeting. Any other person may be admitted only on the invitation of the Chair of the meeting or with the consent of the meeting. Subject to the Act, or the By-laws, the Chair of any meeting has the right to exclude any person from the meeting or require any person in attendance to leave the meeting. At the discretion of the Chair, members of Councils have a right to be heard at any meeting of the Shareholders. The right to attend and be heard does not create a right to vote and is subject to such reasonable rules of procedure as may be adopted by the Corporation.



## 7.8 Participation in Shareholder Meeting via Telecommunication

One or more shareholders may participate in a meeting of the Shareholders by means of telephone or other telecommunications facilities which permit all persons participating in the meeting to hear each other, and a shareholder participating in a meeting by that means is deemed to be present at the meeting.

## 7.9 Voting Procedure

Each question and resolution before a meeting of the Shareholders shall accommodate and comply with any procedure from time to time adopted by the Corporation and, subject thereto, will be decided by a show of hands or at the request of any Shareholder upon a ballot. Whenever a vote shall have been taken upon a question or resolution, a declaration by the Chair of the meeting that the vote upon the question or resolution has or has not been carried and an entry to that effect in the minutes of the meeting shall be *prima facie* evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution. Each Shareholder shall be entitled to one (1) vote for each Common Share held by it.

## 7.10 Chairperson's Declaration as to Vote

At any meeting, unless a ballot is demanded, a declaration by the chairperson of the meeting that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or portion of votes recorded in favour of or against the motion.

## 7.11 Casting Vote

Subject to the USA, in the case of an equality of votes at a meeting of the Board, no person shall have a second or casting vote in addition to his original vote.

## 7.12 Voting by Ballot

7.12.1 If a ballot is demanded by any person entitled to vote at a Shareholder(s) meeting and the demand is not withdrawn, the ballot so demanded shall be taken in such manner as the chairperson of the meeting shall direct. Upon a ballot each person who is entitled to vote at the meeting upon the question, shall vote that number of votes provided by the Act, USA or the articles, as the case may be.

7.12.2 The declaration by the chairperson of the meeting that the vote upon the question has been carried, or carried unanimously or by a particular majority, or lost or not carried by a particular majority and an entry in the minutes of the meeting shall be *prima facie* evidence of the fact without proof of the number of proportion of votes recorded in favour of or against any resolution or question.

### 7.13 Scrutineers

The chairperson of any meeting of the Shareholder(s) may appoint one or more scrutineers to count and report upon the results of the voting.

### 7.14 Adjournment

With the consent of any meeting, the Chair may adjourn any meeting of the Shareholders for a period of up to twenty-nine (29) days. If a meeting of the Shareholders is so adjourned, it shall not be necessary to give notice of the adjourned meeting, other than by announcement at the time of the adjournment. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling it. If a meeting of the Shareholders is adjourned by one or more adjournments for an aggregate of thirty (30) days or more, notice of the adjourned meeting shall be given as for an original meeting.

### 7.15 Signed Resolution

A resolution in writing signed by all of the Shareholders is as valid as if it had been passed at a meeting of the Shareholders. An executed copy of a resolution in writing transmitted by any means of recorded electronic transmission shall be valid and sufficient.

### 7.16 Quorum

The quorum for the transaction of business at any meeting of the Shareholders shall be four (4) Shareholder Representatives.

### 7.17 Proxy

The form of proxy by which a proxy holder may be appointed for any meeting of the Shareholder(s) shall be in the following form or in any other appropriate form accepted by the chairperson of the meeting:

#### **“Proxy”**

*The undersigned, being a Shareholder of Wheatland Regional Corp, hereby nominate, constitute and appoint \_\_\_\_\_, or in the absence of \_\_\_\_\_, \_\_\_\_\_ as the undersigned’s attorney, representative and/or proxy holder with full power and authority to attend, vote and otherwise act for the undersigned, in the undersigned’s name and behalf at the annual (or special) meeting of Shareholder(s) of the Corporation, to be held at \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_ and at any and all adjournments thereof, with full power of substitution, and*

*The undersigned hereby revokes all other proxies given by, which might be used in respect of such meeting and any and all adjournments thereof.*

Given this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*[Name of Shareholder]*

Per:

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## **SECTION 8 - BOARD MATTERS**

### 8.1 Corporate Seal

The Corporation may have a corporate seal in the form approved from time to time by the board.

### 8.2 Financial Year

The financial year of the Corporation shall end on such date in each year as the board may from time to time by resolution determine.

### 8.3 Execution of Instruments

Deeds, transfers, assignments, contracts, mortgages, charges, obligations, certificates and other instruments of any nature whatsoever (collectively "**instruments**") shall be signed on behalf of the Corporation by any two persons, one of whom holds the office of Chairperson of the Board, President or director and the other of whom holds one of the said offices or the office of Secretary or Treasurer. In addition, the board is authorized from time to time by resolution to appoint any person or persons on behalf of the Corporation either to sign instruments in writing generally or to sign specific instruments. Any signing officer may affix the corporate seal to any instrument requiring the same.

### 8.4 Execution in Counterpart, By Facsimile, and by Electronic Signature

8.4.1 Subject to the Act, any instrument or document required or permitted to be executed by one or more persons on behalf of the Corporation may be signed by electronic means or by facsimile; and

8.4.2 Any instrument or document required or permitted to be executed by one or more persons may be executed in separate counterparts, each of which when duly executed by one or more of such persons shall be an original and all such counterparts together shall constitute one and the same such instrument or document.

### 8.5 Counterpart Documents

Any resolution in writing may be executed in counterpart and shall thereupon be binding upon the person or persons whose signatures appear thereon subject to the execution of one or more similar counterparts to be executed in the aggregate by the remaining person or persons named or referred to therein.

## 8.6 Banking Arrangements

The banking business of the Corporation including, without limitation, the borrowing of money and the giving of security therefor, shall be transacted with such banks, trust companies or other bodies corporate or organizations as may from time to time be authorized by the board. Such banking business or any part thereof shall be transacted under such agreements, instructions, and delegations of powers as the board may from time to time prescribe or authorize.

## 8.7 Voting Rights in Other Bodies Corporate

The signing officers may execute and deliver proxies and arrange for the issuance of voting certificates or other evidence of the right to exercise the voting rights attaching to any securities held by the Corporation. Such instruments, certificates or other evidence shall be in favour of such person or persons as may be determined by the persons executing such proxies or arranging for the issuance of voting certificates or such other evidence of the right to exercise such voting rights. In addition, the board or, failing the board, the signing officers may from time to time direct the manner in which and the person or persons by whom any particular voting rights or class of voting rights may or shall be exercised

## **SECTION 9 - GENERAL PROVISIONS**

### 9.1 By-laws Amendment

The by-laws may only be made, amended or repealed by an ordinary resolution of the Directors.

### 9.2 Method of Giving Notices

Any notice (which term includes any communication or document) to be given (which term includes "sent", "delivered" or "served") pursuant to the Act, the Unanimous Shareholders' Agreement, the By-laws or otherwise to the Shareholders shall be sufficiently given to a Shareholder if given to each Member of the Council of that Shareholder. Any notice (which term includes any communication or document) to be given (which term includes "sent", "delivered" or "served") pursuant to the Act, the Unanimous Shareholders' Agreement, the By-laws or otherwise to any director, officer, Member of Council, auditor or member of a committee of the Board shall be sufficiently served or sent:

9.2.1 if delivered personally to that person;

9.2.2 if delivered to the Recorded Address of that person;

9.2.3 if mailed by prepaid ordinary mail to the Recorded Address of that person; or

9.2.4 if transmitted prepaid to the Recorded Address of that person by any means of electronic recorded transmission.

### 9.3 Deemed Receipt of Notice

A notice given in any of the ways provided in section 9.2 shall be deemed to have been received by the person to who it is to be given:

- 9.3.1 on the day of actual delivery if delivered personally to that person;
- 9.3.2 on the day following the day of actual delivery, if delivered to the Recorded Address of that person;
- 9.3.3 three (3) business days following the day when the notice was deposited in a post office or public letter box unless there is a postal strike or other major disruption of service, in which event notice may not be given pursuant to this section 7.2.3; or
- 9.3.4 on the day of actual transmission, if delivered by any means of electronic recorded transmission.

### 9.4 Change of Recorded Address

The Secretary may change the Recorded Address of any Shareholder, any director, officer, Member of Council, auditor or member of a committee of the Board in accordance with any information believed by the Secretary to be reliable.

### 9.5 Signatures to Notices

The signature of any notice contemplated by Section 9.2 may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.

### 9.6 Computation of Time

In computing the date when notice must be given under any provisions requiring a specified number of days' notice of any meeting or other event, the deemed date of receipt of the notice shall be excluded and the date of the meeting or other event shall be included.

### 9.7 Omissions and Errors

The accidental omission to give any notice to any Shareholder, any director, any officer, any member of any Council, any auditor or any member of a committee of the Board or the non-receipt of any notice by any of those persons or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting held pursuant to that notice or otherwise founded on it.

### 9.8 Waiver of Notice

Any person entitled to attend a meeting may at any time waive any notice, or waive or abridge the time for any notice, required to be given under the Act, the Articles, the Unanimous Shareholders' Agreement, the By-laws or otherwise and that waiver or

abridgement, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in the giving or in the time of that notice, as the case may be. Any waiver or abridgement shall be in writing except a waiver of notice of a meeting which may be given in any manner. Subject to the foregoing, an executed copy of a waiver or abridgement transmitted by any means of recorded electronic transmission shall be valid and sufficient.

#### 9.9 Signature on Notice

The signature to any notice to be given by the Corporation may be lithographed, written, printed or otherwise mechanically reproduced.

#### 9.10 Surrender of Shares on Continuance

Where these by-laws have become effective on the issue of a certificate of continuance for the Corporation the Board may require a member to surrender his share certificate for the purpose of having it cancelled and replaced by a new share certificate that complies with the Act.

#### 9.11 Solicitors Authorization

The solicitors for the Corporation, as its agents, are authorized to, without further action or authorization from the Corporation, its Board, or Officers, as the case may be, execute and file with Alberta Corporate Registry or any other similar entity, whether in or outside of the Province of Alberta, any and all documents contemplated by the *Business Corporations Act* or any other applicable legislation or regulation, including but not limited to, a Notice of Change of Address.

#### EFFECTIVE DATE

This By-law is dated May \_\_\_\_\_, 2023 and shall come into force on the date of approval of WHEATLAND REGIONAL CORPORATION as a Municipal Corporation by Alberta Municipal Affairs.

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President



**UNANIMOUS SHAREHOLDER AGREEMENT**  
**SECOND AMENDING AGREEMENT**

THIS AGREEMENT made effective the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

AMONG:

**WHEATLAND COUNTY  
VILLAGE OF ROCKYFORD  
VILLAGE OF HUSSAR  
VILLAGE OF STANDARD**

(hereinafter referred to as the "**Shareholders**")

AND:

**WHEATLAND REGIONAL CORPORATION**  
(hereinafter referred to as "**Corporation**")

WHEREAS:

A. The Shareholders and the Corporation entered into that Unanimous Shareholder Agreement made effective May 1, 2016 (hereinafter referred to as the "Amended USA");

B. The parties hereto have agreed to amend the Amended USA upon the following terms and conditions.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the payment of the sum of Ten (\$10.00) Dollars by each party to the other and of the premises and the mutual agreements and conditions herein contained (the receipt and sufficiency of which is hereby acknowledged by all of the parties hereto), the parties hereby agree as follows:

1. All capitalized terms herein, including those in the preamble hereto, unless otherwise defined herein shall have the same meanings ascribed to them respectively in the Amended USA.
2. The Amended USA is amended as follows:

**A. Section 1 is deleted in its entirety and replaced with the following text:**

**DEFINITIONS**

1. In this agreement:
  - (a) "**Acting Reasonably**" means acting honestly and in good faith and in a commercially reasonable manner, having regard to the circumstances present at the relevant time and the information reasonably known to the party at the relevant time;
  - (b) "**BCA**" means the Alberta *Business Corporations Act*, R.S.A. 2000, c. B-9 and all amendments and regulations enacted thereto or in pursuance or substitution thereof;
  - (c) "**Business Plan**" means a budget and plan for business approved by the Directors and Shareholders;
  - (d) "**Chair**" means a person appointed as an officer of the Corporation, as contemplated within the Articles, the By-laws and the Act, who acts as the Chair of a Board or Shareholder's meeting. In the absence of the Chair of the Board, the Chair shall be the Vice-Chair. In the case of a Board

Meeting, if neither of these officers is present, the Chair is chosen by other directors present. In the case of a meeting of the shareholders, if neither of these officers is present within fifteen (15) minutes of the time fixed for the holding of the meeting, the Chair is chosen by the Shareholders from members of the Board of Directors;

- (e) "**Clear Well**" means that part of a Water Distribution System where Treated Water is stored after it passes through a Gate;
- (f) "**Common Shares**" means any of the Class "A", "B", "C", and "D" common shares of the Corporation;
- (g) "**Customer Rate**" means a periodic charge to an End Use Customer connected to the Corporation's system for:
  - (i) the supply of Treated Water;
  - (ii) the supply of any other service which the parties may in the future deem to be a Utility Operation for the purpose of this Agreement;
- (h) "**Directors**" means the Board of Directors of the Corporation and any consent election, request or other act or decision of the Directors required hereunder means a resolution of the Board of Directors to that effect;
- (i) "**End Use Customer**" means the party to whom Treated Water is delivered through Infrastructure that is attached to the Water Treatment Facilities or to the Pipeline after a Gate;
- (j) "**Gate**" means a control structure attached to the Pipeline that controls each location where Treated Water leaves the Pipeline to enter a Clear Well or any other Infrastructure that is used to deliver water to an End Use Customer;
- (k) "**Infrastructure**" means a system or works (as these words are utilized in the MGA) used to provide utility operations including, without limitation, any asset, property, building, pipe or means of treatment, transmission, storage or distribution relating to the same;
- (l) "**Majority Consent**" means the majority vote by shares held by the Shareholders;
- (m) "**Manager**" means a full or part time Manager or Chief Operating Officer hired under this Agreement to carry out the Corporation's operations;
- (n) "**MGA**" means the Alberta *Municipal Government Act*, R.S.A. 2000, c. M-26 and all amendments and regulations enacted thereto or in pursuance or substitution thereof;
- (o) "**No-Cost Capital**" means the cost of work paid for either wholly or in part by grants or contributions from the Government of Canada, Province of Alberta, Developers or other sources that are no cost to a Shareholder or the Corporation;
- (p) "**Non-Voting Shares**" means any shares that do not have attached to them the right to vote at any meeting of the Shareholders;
- (q) "**Officer**" means a person appointed as an officer of the Corporation, as contemplated within the Articles, the By-laws and the Act, and "**Officers**" means two (2) or more of them;
- (r) "**Permitted Shareholders**" means each of Wheatland, Rockyford, Hussar and Standard if and for so long as they hold Shares and also includes any other Municipality which has acquired Shares with the unanimous consent of all of the then existing Shareholders;

- (s) **"Pipeline"** means the pipelines, pumping stations and in line water treatment facilities required to deliver Treated Water from the Water Treatment Plant to the Gates where the Treated Water enters the Clear Wells or other locations at which Infrastructure is connected to the pipeline for delivery by the Shareholder Municipalities to the End Use Customers;
- (t) **"Preferred Shares"** means Preferred Shares of the Corporation;
- (u) **"Raw Water Pipeline"** means the pipeline and pumping station and other facilities required to deliver raw water from its source to the Raw Water Treatment Reservoir and from the Raw Water Reservoir to the Water Treatment Plant;
- (v) **"Raw Water Reservoir"** means the reservoir and associated facilities used to store raw water prior to its delivery to the Water Treatment Plant;
- (w) **"Representative"** means any individual who, at any particular time, is authorized by a resolution of a Shareholder, acting in its capacity as such, to represent such Shareholder at meetings of the Shareholders;
- (x) **"Share"** means a share in the Corporation;
- (y) **"Shareholders"** means the Shareholders of the Corporation;
- (z) **"Shareholder's Loan"** means any loan, advance or other indebtedness owing from the Corporation to a Shareholder whether repayable on demand or otherwise, and reflected in the books of the Corporation, but excludes:
  - (i) any indebtedness of the Corporation in respect of which it was expressly agreed by the Corporation and the Shareholder (at or prior to the time of its creation) that such indebtedness would not be regarded as a Shareholder's Loan for purposes of this Agreement;
  - (ii) unpaid contracts, salaries, wages and commissions;
  - (iii) monies owing in respect of the reimbursement of authorized expenses incurred on the Corporation's behalf unless loaned back to the Corporation;
  - (iv) monies owing under any of the indemnities contained herein; and
  - (v) monies payable to a Shareholder in respect of the sale, supply, provision, rental or lease of goods, lands, property, advice or services unless by agreement at any time made between the Corporation and the Shareholder that they are to be regarded as Shareholder's Loans for the purposes of this Agreement;
- (aa) **"Treated Water"** means water that is safe for domestic purposes and which meets the water quality standards and requirements established by applicable legislation;
- (bb) **"Treated Water Rates"** means the rates charged by the Corporation for Treated Water at the point it leaves the Gates;
- (cc) **"Unanimous Consent"** means the consent of all Directors or Shareholders as the case may be;
- (dd) **"Utility Operations"** means the operation of Raw Water Reservoirs, Raw Water Pipelines, Water Treatment Plant, the Processing of raw water into Treated Water, the operation of the Pipeline and the provision of Treated Water to the Gates together with such other utility services that the Shareholders may in the future deem to be "Utility Operations" for the purposes of this Agreement;

- (ee) **"Vice-Chair"** means a person appointed as an officer of the Corporation, as contemplated within the Articles, these By-laws and the Act, who acts in accordance with the By-laws;
- (ff) **"Voting Shares"** means Shares which have attached to them the right to vote at any meeting of the Shareholders;
- (gg) **"Water Distribution System"** means all facilities and infrastructure used to distribute Treated Water to End User Customers after it passes through a Gate;
- (hh) **"Water Treatment Facilities"** means the Pipelines, Water Treatment Plant and other infrastructure used by the Corporation to deliver raw water to the Water Treatment Plant, process the Treated Water and deliver the water to the clear wells or other locations where the Water Treatment Facilities will be attached to infrastructure used to deliver water to the End Use Customers;
- (ii) **"Water Treatment Plant"** means the facility where raw water is processed into Treated Water;
- (jj) **"Water Supply for Fire Protection Policy"** means those policies set from time to time by the Directors of the Corporation with regards to the delivery of water for fire protection;
- (kk) All other terms used herein shall, unless a contrary intention appears, have the same meaning and definition as terms contained in the BCA or the MGA;

## INTERPRETATIONS

### 1.1 Headings

The division of this Agreement into sections and the insertion of headings are for convenience of reference only and are not to affect the construction or interpretation of this Agreement.

### 1.2 Number and Gender

Unless otherwise specified, words importing the singular include the plural and vice versa and words importing gender include all genders.

### 1.3 Time of Day

Unless otherwise specified, references to time of day or date mean the local time or date in the City of Calgary, Province of Alberta.

### 1.4 Business Day

If under this Agreement any payment or calculation is to be made or any other action is to be taken, on or as of a day which is not a Business Day, that payment or calculation is to be made, and that other action is to be taken, as applicable, on or as of the next day that is a Business Day.

### 1.5 Governing Law

This Agreement and each of the documents contemplated by or delivered under or in connection with this Agreement are governed by, and are to be construed and interpreted in accordance with, the laws of the Province of Alberta and the laws of Canada applicable in the Province of Alberta. Any references to legislation, including statutes or regulations, shall refer to the current version of such legislation, including any statutes or regulations as amended, or any successor legislation then in effect.

#### 1.6 Conflict

If there is a conflict between the provisions of this Agreement and the articles or the by-laws of the Corporation, the provisions of this Agreement prevail and the Shareholders shall amend the articles and the by-laws accordingly. If there is a conflict between any provision of this Agreement and any provision of another document contemplated by or delivered under or in connection with this Agreement, the relevant provision of this Agreement is to prevail.

#### 1.7 Severability

If any provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, the illegality, invalidity or unenforceability of that provision will not affect:

- (a) the legality, validity or enforceability of the remaining provisions of this Agreement; or
- (b) the legality, validity or enforceability of that provision in any other jurisdiction.

#### 1.8 Time of Essence

For every provision of this Agreement, time is of the essence.

#### 1.9 Statutory References

Each reference to an enactment is deemed to be a reference to that enactment, and to the regulations made under that enactment, as amended or re-enacted from time to time.

#### 1.10 Entire Agreement

This Agreement and all documents contemplated by or delivered under or in connection with this Agreement constitute the entire agreement between the parties with respect to the subject matter and supersede all prior agreements, negotiations, discussions, undertakings, representations, warranties and understandings, whether written or verbal.

#### 1.11 Use of Information

Each of the Parties agrees that each Shareholder, while a Party to this Agreement, or while a Director, Officer, Shareholder, employee, agent or representative of the Corporation shall:

- (a) treat all information relating to the Corporation received from the Corporation, the Board, any Director or any Shareholder as confidential;
- (b) not use any of the said information referred to in subsection (a) hereof in any way whatsoever, either for his own benefit or for the benefit of any person, organization or corporation other than the Corporation;
- (c) not disclose, provide or otherwise make available any of the information referred to in subsection (a) hereof to any person, organization or corporation other than the Corporation or its designated employees, or as may be required to be disclosed by law; and
- (d) not reproduce or copy any of the information referred to in subsection (a) hereof, except as permitted by the Corporation;

provided however, that each of the Shareholders is entitled to provide copies of such information referred to in subsection (a) hereof to his accounting and legal advisors as is necessary to effectively manage their affairs.

## REPRESENTATIONS, WARRANTIES AND COVENANTS

The Corporation and each of the Shareholders represents and warrants to each of the other Shareholders as stated below and acknowledges that each of the Shareholders is relying on the accuracy of each such representation and warranty in entering into this Agreement and investing in the Shares. The representations and warranties made in respect of a Shareholder are made only by such Shareholder.

### 1.12 Status and Capacity of Corporation

The Corporation has been duly incorporated and organized, is a subsisting corporation under the laws of the Province of Alberta, and has the corporate power and capacity and is duly qualified to own or lease its property and to carry on its business as set out in the Corporation's business plan in the Province of Alberta.

### 1.13 Status and Capacity of the Shareholders

The Shareholders are subsisting municipal corporations under the *Municipal Government Act* (Alberta) and each has the corporate power to execute and deliver this Agreement and to perform all obligations under this Agreement.

### 1.14 Authorization of Agreement

The execution and delivery of this Agreement have been duly and validly authorized by each of the Shareholders and the Corporation and in accordance with the MGA.

### 1.15 Enforceability

This Agreement has been duly and validly executed and delivered by each of the Shareholders and the Corporation and is a valid and legally binding obligation of each of the Shareholders and the Corporation enforceable against each of them in accordance with its terms, subject, as to enforcement, to bankruptcy, insolvency and other laws affecting creditors' rights generally and to general principles of equity.

### 1.16 Shareholders' Agreements, etc

Apart from this Agreement, there are no shareholders' agreements, pooling agreements, voting trusts or other similar agreements with respect to the ownership or voting of any of the shares of the Corporation.

### 1.17 Authorized and Issued Share Capital

Each of the Shareholders acknowledges and confirms that such Shareholder is the registered and beneficial owner of that number and class of Shares set out in Paragraph E of the Recitals, and such shares are held free and clear and not subject to any charges, security interests, pledges or encumbrances of any kind.

No Shares or other securities of the Corporation have been issued in violation of any applicable law, the articles of incorporation, by-laws or other constituting documents of the Corporation or any agreement to which the Corporation is a party or by which it is bound. The Corporation has not issued or authorized the issue of any shares or any rights to acquire any shares, except the Shares referred to in Paragraph E of the Recitals.

### 1.18 Corporation - Title to Shares

Each of the Shareholders legally and beneficially owns and controls the Shares registered in its name with good and marketable title thereto free of any Liens or claims of others.



1.19 Investments

The Corporation has no subsidiaries and does not own, directly or indirectly, any shares or other equity securities of any corporation or any equity or ownership interest in any business or Person. The Corporation is not subject to any obligation or requirement to provide funds to or make any investment in any business or Person by way of loan, capital contribution or otherwise.

**B. Sections 3-9 are deleted in their entirety and replaced with the following:****BOARD OF DIRECTORS**

3. The Board of Directors shall consist of five (5) Directors who shall be nominated and appointed by each of the respective Shareholders, according to the By-Laws, and as follows:
  - (e) Wheatland shall nominate and appoint two (2) Directors;
  - (f) Rockyford shall nominate and appoint one (1) Directors;
  - (g) Hussar shall nominate and appoint one (1) Director;
  - (h) Standard shall nominate and appoint one (1) Director;
4. The Director or Directors appointed by each Shareholder, and in accordance with the By-Laws, shall be either a Councillor of the Shareholder appointing such Director or a person residing within the boundaries of the Shareholder appointing such Director.
5. The Shareholders shall vote their shares, in accordance with the By-Laws, so as to elect as Directors the persons nominated and appointed by the Shareholders.
6. The method of nominating and appointing as well as removing Directors shall be as set forth in the By-laws of the Corporation.
7. If any Director is unable to attend a Board Meeting, that Director shall be authorized to designate an alternate to take that Director's place at such meeting in accordance with the By-Laws. Each such Alternate shall report to the Chair of the meeting at the start of the meeting.
8. The quorum for the transaction of business at any meeting of the Board shall be four (4) Directors.
9. The Officers of the Corporation shall be a Chair, Vice-Chair and such other officers as the Board may elect from time to time. Details pertaining to the Officers are set-forth within the Bylaws of the Corporation.

**C. Sections 31 - 32 are deleted in their entirety and replaced with the following:****SHARES**31. Restrictions on Shares

- (a) Restriction on Issuance

The parties agree that no additional Common Shares of the Corporation shall be allotted without authorization by unanimous consent of the Shareholders. No additional Municipalities may become shareholders without the consent of the Minister of Municipal Affairs.

## (b) Restriction on Encumbering

The Shareholders shall not in any manner or degree whatsoever pledge, charge, mortgage, hypothecate or otherwise encumber their Shares or advances without authorization by Special Resolution except where such pledge, charge, mortgage or hypothecation is specifically provided for herein.

## (c) Restriction on Alienation

The Parties will not sell, transfer, convey or assign all or any portion of their Shareholder's Interest except as permitted by this Agreement without authorization by Special Resolution. Any sale, transfer, conveyance or assignment of all or any portion of the Shareholder's Interest contrary to the provisions of this Section 31(c) is null and void.

## (d) Permitted Transferees

No sale, transfer, conveyance or assignment of a Shareholder's Interest shall be effective unless and until the permitted transferee first agrees to be bound by the terms of this Agreement in the place and stead of the Shareholder that sold, transferred, conveyed or assigned such Shareholder's Interest.

## (e) Share Certificate

The Parties agree that the certificates for all Shares shall be endorsed with reference to this Agreement as follows:

"The rights of the holder and successors to the holder to sell, encumber, alienate or realize the Shares represented hereby are restricted by the terms of an Agreement between the Shareholders of the Corporation and the Corporation dated the \_\_\_\_\_ day of \_\_\_\_\_, 2023, a copy of which Agreement is on record with the Secretary of the Corporation."

32. Shares

The provisions of this Agreement relating to Shares shall apply *mutatis mutandis* to any shares or securities into which such Shares may be converted, changed, reclassified, redivided, redesignated, redeemed, subdivided or consolidated, to any Shares or securities that are received by the Shareholders as a stock dividend or distribution payable in Shares or securities of the Corporation and to any shares or securities of the Corporation or of any successor or continuing company or corporation to the Corporation that may be received by the Shareholders on a reorganization, amalgamation, consolidation or merger, statutory or otherwise.

**D. Sections 34 - 40 are deleted in their entirety and replaced with the following:****GENERAL PROVISIONS**34. Carrying out of Agreement

- (a) Each of the Shareholders shall vote at all meetings of the Shareholders and act in all other respects in connection with the corporate proceedings of the Corporation so as to carry out and cause the Corporation to carry out the provisions of this Agreement and any agreement entered into pursuant to this Agreement.
- (b) The Corporation confirms its knowledge of this Agreement and shall carry out and be bound by the provisions of this Agreement to the full extent that it has the capacity and power at law to do so.

35. Assignment and Enurement

Except as expressly provided in this Agreement, no party may assign its rights or obligations under this Agreement without the prior written consent of the other parties, which consent may not be unreasonably

withheld or delayed without reasons. This Agreement enures to the benefit of and binds the parties and their respective heirs, executors, administrators, personal and legal representatives, successors and permitted assigns and all transferees of Shares.

36. Notices

Delivery of Notice. Unless otherwise specified, each notice that is required or permitted to be given to a party under this Agreement must be given in writing and delivered personally or by courier or sent by prepaid registered mail or email to the party as follows:

If to the County of Wheatland:

Name: County of Wheatland  
Address: RR #1, HWY #1 Strathmore, AB T1P 1J6

If to the Village of Rockyford:

Name: Village of Rockyford  
Address: P.O. Box 294 Rockyford, AB T0J 2R0

If to the Village of Hussar:

Name: Village of Hussar  
Address: Box 100 Hussar, AB T0J 1S0

If to the Village of Standard:

Name: Village of Standard  
Address: P.O. Box 249 Standard, AB T0J 3G0

or to any other address, email or Person that the party designates. Notice shall be served by one of the following means:

- (a) by delivering it to the Party on whom it is to be served. Notice delivered in this manner shall be deemed received when actually delivered to such Party;
- (b) if delivered to a corporate Party, by delivering it to the address specified in this clause 38 during normal business hours. Notice delivered in this manner shall be deemed received when actually delivered;
- (c) By telecopier to the Party on whom it is to be served. Notice delivered in this manner shall be deemed received on the earlier of
  - (i) if transmitted before 3:00 p.m. on a Business Day, on that Business Day; or
  - (ii) if transmitted after 3:00 p.m. on a Business Day, on the next Business Day after the date of transmission; or
- (d) by mailing via first class registered post, postage prepaid, to the Party to whom it is served. Notice so served shall be deemed to be received five (5) days after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

37. Waivers

No waiver of any provision of this Agreement is binding unless it is in writing and signed by all the parties to this Agreement entitled to grant the waiver. No failure to exercise and no delay in exercising, any right or remedy under this Agreement will be deemed to be a waiver of that right or remedy. No waiver of any breach of any provision of this Agreement will be deemed to be a waiver of any subsequent breach of that provision.

38. Further Assurances

Each party shall from time to time promptly execute and deliver and take all further action reasonably necessary or appropriate to give effect to the provisions and intent of this Agreement and to complete the transactions contemplated by this Agreement.

39. Remedies Cumulative

The rights and remedies under this Agreement are cumulative and are in addition to and not in substitution for any other rights and remedies available at law or in equity or otherwise. No single or partial exercise by a party of any right or remedy precludes or otherwise affects the exercise of any other right or remedy to which that party may be entitled.

40. Counterparts

This Agreement and any amendment, supplement, restatement or termination of any provision of this Agreement may be executed and delivered in any number of counterparts, each of which when executed and delivered is an original but all of which taken together constitute one and the same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date of this Agreement

41. Amendments

Except as expressly provided in this Agreement, no amendment, supplement, restatement or termination of any provision of this Agreement is binding unless it is in writing and signed by each Person that is a party to this Agreement at the time of the amendment, supplement, restatement or termination.

42. Submission to Jurisdiction

Each of the parties irrevocably submits to the exclusive jurisdiction of the courts of the Province of Alberta.

43. Termination

Except as otherwise provided, this Agreement shall terminate upon the earlier of:

- (a) the written agreement of all the Shareholders;
- (b) Shareholder becoming the owner of all of the Shares.

All obligations of the parties which expressly or by their nature survive termination of this Agreement shall continue in full force and effect subsequent to and notwithstanding termination of this Agreement until they are fully satisfied or by their nature expire. No party shall by reason of termination of this Agreement be relieved of any obligation or liability towards any other party accrued under this Agreement before termination, and all those obligations and liabilities shall remain enforceable until they are fully satisfied or by their nature expire.

44. Arbitration

Except where otherwise provided herein, any dispute which may arise between the parties hereto shall be determined by arbitration in accordance with the provisions of the Alberta *Arbitration Act*, RSA 2000, c A-43 as amended, for the Province of Alberta, and any such determination so made shall be final and binding upon the parties.

- 45. In all other respects the terms and conditions of the Amended USA shall remain in full force and effect as between the parties hereto.

- 46. Whenever the singular, plural, masculine, feminine or neuter is used throughout this Amending Agreement, the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one party.
- 47. This Amending Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original and such counterpart shall constitute the one and the same instrument and notwithstanding their date of execution shall be deemed to bear date as of the effective date of this Amending Agreement.
- 48. The Amended USA, as amended by this Amending Agreement, shall enure to the benefit of and be binding upon the parties hereto, the respective heirs, executors, administrators, successors and permitted assigns.

**IN WITNESS WHEREOF** the parties hereto have executed this Amending Agreement.

**WHEATLAND COUNTY**

Per: \_\_\_\_\_

(c/s)

Per: \_\_\_\_\_

**VILLAGE OF ROCKYFORD**

Per: \_\_\_\_\_

(c/s)

Per: \_\_\_\_\_

**VILLAGE OF HUSSAR**

Per: \_\_\_\_\_

(c/s)

Per: \_\_\_\_\_

**VILLAGE OF STANDARD**

Per: \_\_\_\_\_

(c/s)

Per: \_\_\_\_\_

**RESOLUTIONS OF THE DIRECTORS  
OF WHEATLAND REGIONAL CORPORATION  
(the "Corporation")  
EFFECTIVE DATE: MAY 1, 2023**

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**WHEREAS** the directors of the Corporation believe it is in the best interests of the Corporation to enter into a Unanimous Shareholder Agreement Amending Agreement with its shareholders.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Corporation enter into the Unanimous Shareholder Agreement Amending Agreement with its shareholders, in the form as put forth in front of the directors of the Corporation.
2. Any two directors or officers of the Corporation be and are hereby authorized and directed to execute the Unanimous Shareholder Agreement Amending Agreement on behalf of the Corporation.
3. These resolutions may be signed by the directors of the Corporation in as many counterparts as may be necessary and delivered by electronic transmission, and such counterparts together shall constitute one and the same original instrument, each of which so signed shall be deemed to be an original.

The undersigned, being all of the directors of the Corporation, hereby sign the foregoing resolutions in accordance with the provisions of the *Business Corporations Act* (Alberta).

\_\_\_\_\_  
DARCY J. BURKE

\_\_\_\_\_  
SCOTT KLASSEN

\_\_\_\_\_  
MARTIN GAUTHIER

\_\_\_\_\_  
TIM FRANK

\_\_\_\_\_  
TOM IKERT



**RESOLUTIONS OF THE DIRECTORS  
OF WHEATLAND REGIONAL CORPORATION  
(the "Corporation")  
EFFECTIVE DATE: MAY 1, 2023**

---

**WHEREAS** the directors of the Corporation believe it is in the best interests of the Corporation to amend the contents of By-law Number 1 dated May 1, 2016, by repealing and replacing it with the new form of By-law Number 1 attached hereto as Schedule "A".

**NOW THEREFORE BE IT RESOLVED THAT:**

1. By-law Number 1, dated May 1, 2016, shall be repealed and replaced with the attached Amended and Restated By-law Number 1, which is hereby confirmed as the by-laws of the Corporation.
2. The President of the Corporation be and is hereby authorized and directed to sign the Amended and Restated By-law Number 1 and to place a signed copy thereof in the minute book of the Corporation.
3. These resolutions may be signed by the directors of the Corporation in as many counterparts as may be necessary and delivered by electronic transmission, and such counterparts together shall constitute one and the same original instrument, each of which so signed shall be deemed to be an original.

The undersigned, being the directors of the Corporation, hereby sign the foregoing resolutions in accordance with the provisions of the *Business Corporations Act* (Alberta).

\_\_\_\_\_  
DARCY J. BURKE

\_\_\_\_\_  
SCOTT KLASSEN

\_\_\_\_\_  
MARTIN GAUTHIER

\_\_\_\_\_  
TIM FRANK

\_\_\_\_\_  
TOM IKERT

**RESOLUTIONS OF THE SHAREHOLDERS  
OF WHEATLAND REGIONAL CORPORATION  
(the "Corporation")  
EFFECTIVE DATE: MAY 1, 2023**

---

**BE IT RESOLVED THAT:**

1. The shareholders enter into a Unanimous Shareholder Agreement Amending Agreement with the Corporation, in the form as put forth in front of the shareholders of the Corporation.
2. Any two directors or officers of the Corporation be and are hereby authorized and directed to execute the Unanimous Shareholder Agreement Amending Agreement on behalf of the Corporation.
3. These resolutions may be signed by the shareholders of the Corporation in as many counterparts as may be necessary and delivered by electronic transmission, and such counterparts together shall constitute one and the same original instrument, each of which so signed shall be deemed to be an original.

The undersigned, being all of the shareholders of the Corporation, hereby sign the foregoing resolutions in accordance with the provisions of the *Business Corporations Act* (Alberta).

WHEATLAND COUNTY

VILLAGE OF ROCKYFORD

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

VILLAGE OF HUSSAR

VILLAGE OF STANDARD

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**RESOLUTIONS OF THE SHAREHOLDERS  
OF WHEATLAND REGIONAL CORPORATION  
(the "Corporation")  
EFFECTIVE DATE: MAY 1, 2023**

---

**WHEREAS** it is in the best interests of the Corporation to amend the contents of By-law Number 1 dated May 1, 2016, by repealing and replacing it with the new form of By-law Number 1 attached hereto as Schedule "A".

**NOW THEREFORE BE IT RESOLVED THAT:**

1. By-law Number 1, dated May 1, 2016, shall be repealed and replaced with the attached Amended and Restated By-law Number 1, which is hereby confirmed as the by-laws of the Corporation.
2. The President of the Corporation be and is hereby authorized and directed to sign the Amended and Restated By-law Number 1 and to place a signed copy thereof in the minute book of the Corporation.
3. These resolutions may be signed by the shareholders of the Corporation in as many counterparts as may be necessary and delivered by electronic transmission, and such counterparts together shall constitute one and the same original instrument, each of which so signed shall be deemed to be an original.

The undersigned, being all of the shareholders of the Corporation, hereby sign the foregoing resolutions in accordance with the provisions of the *Business Corporations Act* (Alberta).

WHEATLAND COUNTY

VILLAGE OF ROCKYFORD

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

VILLAGE OF HUSSAR

VILLAGE OF STANDARD

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: April 11, 2024  
Title: DEM Workshop

Agenda Item Number: 7 e.

### **BACKGROUND**

AEMA South Central will be hosting a workshop for all regional Directors and Deputy Directors of Emergency Management on April 17 (8:30 - 4:30) in Airdrie.

The tentative agenda includes presentations on Emergency Social Services, Recovery, Regionalization, Agricultural Emergency Preparedness, and Healthcare Emergency Management.

I have confirmed with them that it is something that is recommended that I attend as we are part of the WREMP partnership and they said that it is beneficial that I be there.

### **RECOMMENDATION:**

1. Motion \_\_\_\_\_
2. Accept as information at this time

Re: DEM Workshop South Central

[Redacted]

Fri 2024-04-05 9:43 AM

To: Village Office <office@villageofhussar.ca>

Good morning,

If you are available, I think it would be beneficial for you to attend the workshop. We will be discussing Emergency Social Services, Recovery, Regionalization, Agricultural Emergency Preparedness and Healthcare Emergency Management. These are concepts that are worth exploring within the framework of your regional partnership.

Let me know if you'd like to attend.

Thank you,

**Cheyenne Shubert**

Field Officer, South Central Region

[Redacted]

[Redacted]

Classification: Protected A

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**From:** Village Office <office@villageofhussar.ca>

**Sent:** April 4, 2024 8:04 AM

[Redacted]

**Subject:** Re: DEM Workshop - South Central

**CAUTION:** This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good Day Cheyenne,

My apologies in the delayed response. I was away on holidays. Would you recommend this workshop for the Directors of Emergency Management for the Villages? As we are part of a partnership and very small, most of the bigger emergencies are handled though the County. I am trying to figure out if this is something that I need to attend. But if you feel that it is beneficial I will try to attend.

Thanks,

**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2024-00025 to 2024-00035

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE			
Payment #	Date	Vendor Name	Payment Amount
█	█	█	█
9449	2024-03-06	AMSC Insurance Services Ltd.	1,419.81
9450	2024-03-06	Entandem	188.97
9451	2024-03-06	Jepson Petroleum Ltd.	224.89
9452	2024-03-06	JG Water Services	4,129.52
9453	2024-03-06	Kloot, Wilkins & Associates	167.50
█	█	█	█
9455	2024-03-06	Taxervise	195.00
9456	2024-03-06	Wild Rose Assessment Service	498.75
9457	2024-03-26	Armstrong Auto Service	152.25
9458	2024-03-26	ClearTech Industries Inc	245.00
9459	2024-03-26	Direct Energy	1,117.24
9460	2024-03-26	EPCOR Utilities Inc.	4,384.46
9461	2024-03-26	Telus Communications Inc.	122.48
9462	2024-03-26	Telus	37.75
9463	2024-03-26	Village of Rockyford	155.30
9464	2024-03-26	Wheatland County	365.93
9465	2024-03-27	Government Of Alberta	9,937.00
9466	2024-03-27	Plante, Michelle	1,650.00
9467	2024-03-27	Sunset Memorial & Stone Ltd.	339.15
█	█	█	█
█	█	█	█
█	█	█	█
█	█	█	█
9472	2024-03-28	Government of Alberta	90.00

**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2024-00025 to 2024-00035

**COMPUTER CHEQUE**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
9474	2024-03-28	Telus Mobility	112.25
9475	2024-03-28	Wheatland County	1,297.15
9476	2024-03-28	Wheatland Housing Management	1,098.00
Total Computer Cheque:			28,268.14

**AUTOMATIC WITHDRAWAL**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
20240326	2024-03-26	Government Of Alberta	9,984.28
Total Automatic Withdrawal:			9,984.28

Total AP: 38,252.42

Certified Correct This April 4, 2024

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator



VILLAGE OF HUSSAR  
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185  
DATE March 31 2023

STATEMENT BALANCE 154,687.00

ADD: OUTSTANDING DEPOSITS

Deposit in	7,902.00	
		7,902.00

LESS: OUTSTANDING CHEQUES

9458 Clear Tech	245.00	
9459 Direct Energy	1,117.24	
9460 Epcor Utilities	4,384.46	
9461 Telus Communications	122.48	
9462 Telus	37.75	
9463 Village of Rockyford	155.30	
9464 Wheatland County	365.93	
9465 Government of Alberta	9,937.00	
9467 Sunset Memorial	339.15	
[REDACTED]	[REDACTED]	
9472 Telus Mobility	90.00	
[REDACTED]	[REDACTED]	
9474 Telus Mobility	112.25	
9475 Wheatland County	1,297.15	
9476 Wheatland Housing Management	1,098.00	
		- 26,495.48

OUTSTANDING TRANSFERS

CRA deposit from overpayment	- 2,638.09	
Someone paid 50 cent cash balance was .49 found a	- 0.01	
Jepson payment missed entered in April	- 84.00	
		- 2,722.10

RECONCILED BALANCE	133,371.42
GL BALANCE (3000012700)	133,371.42
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,218.80	Interest
Community Account (Rate .05)	GL BALANCE	3,218.80	\$ 0.13
	Variance	-	
Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT	6,544.89	Interest
Community Account (Rate .05)	GL BALANCE	6,544.89	\$ 0.28
	Variance	-	

Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT GL BALANCE Variance	29.14 <u>29.14</u> -	Interest \$ - -
Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT GL BALANCE Variance	1,234.24 <u>1,234.24</u> -	Interest \$ - -
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,734.43 <u>10,734.43</u> -	Interest \$ 13.66 -
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	  <u>-</u> -	Interest \$ - -
Common Share 10497733 (3000030000) Common Share	STATEMENT GL BALANCE Variance	2,857.26 <u>2,857.26</u> -	Interest \$ - -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	29,627.30 <u>29,667.34</u> - 40.04	Interest \$ 37.70 -
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT GL BALANCE Variance	1,142.69 <u>1,142.69</u> -	Interest \$ 14.23 -
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest \$ 1,911.26 -
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	20,306.24 <u>20,306.24</u> -	Interest \$ 25.84 -
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	934.94 <u>934.94</u> -	Interest \$ 1.19 -
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,286.45 <u>2,286.45</u> -	Interest \$ 0.10 -
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,502.36 <u>2,502.36</u> -	Interest \$ 0.11 -
Village Reserves Term Account 723112219933 (3000031000) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest \$ - -



	9,250.00	9,150.00	9,150.00	9,073.00	9,226.84	9,110.00	9,107.58
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**2028 Centennial Event**

Account #	Description	2024 Budget	2023 Budget	2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
3000036000	Village of Hussar Centennial Event Reserve	750.00	750.00	750.00	-	500.00	500.00

**Emergency Management**

Account #	Description	2024 Budget	2023 Budget	2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
2240051000	Emergency Supplies & Services	100.00	100.00	-	500.00	750.00	750.00

**Ambulance/Emergency Services**

Account #	Description	2024 Budget	2023 Budget	2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
2250076000	WADEMESA Requisition	1,312.00	1,312.00	1,312.00	1,520.00	1,520.00	1,520.00
		<b>1,312.00</b>	<b>1,312.00</b>	<b>1,312.00</b>	<b>1,520.00</b>	<b>1,520.00</b>	<b>1,520.00</b>

**Bylaw Enforcement**

Account #	Description	2024 Budget	2023 Budget	2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
1260051000	Animal Licenses	( 1,000.00)	( 600.00)	( 400.00)	( 600.00)	( 300.00)	( 450.00)
1260053000	Bylaw Fines			( 160.00)		-	
1260051500	Provincial Fines Distribution	( 160.00)	( 160.00)		( 472.00)		( 161.00)
2000076600	RCMP	9,937.00	6,410.00	6,760.00	5,093.00	5,341.00	3,393.00
2260035000	Protective Services	550.00	550.00	550.00	-	600.00	-
		<b>9,327.00</b>	<b>6,200.00</b>	<b>6,750.00</b>	<b>4,021.00</b>	<b>5,641.00</b>	<b>2,782.00</b>

**Public Works**

Account #	Description	2024 Budget	2023 Budget	2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
1310041000	PW Services/Supplies	( 500.00)	( 1,000.00)	( 2,000.00)	-	( 2,300.00)	( 625.00)
1720081000	Grants from Others - Summer Student)	( 2,250.00)	( 1,800.00)	( 6,800.00)	( 1,800.00)		
2310011000	Public Works Wages	39,000.00	40,000.00	37,625.00	38,816.58	40,982.00	33,386.20
2310012000	Public Works Benefits	5,265.00	5,088.00	5,070.00	5,068.18	4,567.00	4,651.92
2310013000	Public Works CPP/EI	3,900.00	3,725.00	3,550.00	3,379.11	3,560.00	3,167.57
2310014000	Public Works Training	250.00	500.00	-	-	-	-
2310025000	Equipment Maintenance	6,500.00	4,500.00	3,000.00	4,754.78	3,000.00	2,068.56
2310025500	Contracted Maintenance	1,500.00	1,500.00	1,500.00	1,462.90	1,500.00	573.95
2310025600	Building Maintenance	3,500.00	2,500.00	8,000.00	7,537.58		
2310026000	Equipment Rentals	250.00	500.00	250.00	383.88	250.00	-
2310027000	Insurance Premiums	1,743.00	1,733.00	1,550.00	1,527.98	1,420.00	1,413.74
2310035000	Weed Inspector	300.00	250.00	360.00	150.00	250.00	286.10
2310051000	PW General Supplies	2,500.00	3,000.00	4,450.00	2,872.02	3,225.00	3,231.13
2310051500	Public Works Tools/Equipment	1,500.00	2,700.00	2,250.00	631.36	2,225.00	49,917.99
2310052500	Cardlock Fuel	4,200.00	4,500.00	4,000.00	4,640.75	2,500.00	3,496.42
2310054000	Public Works Utilities	5,750.00	5,750.00	5,600.00	5,673.51	4,500.00	4,812.53
2310077000	Transfer to Equipment Reserve	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
2310080000	Common - Amortization Expense	7,930.00	7,930.00	7,930.00	7,930.00	5,073.11	5,073.11
		<b>91,338.00</b>	<b>91,376.00</b>	<b>86,335.00</b>	<b>93,028.63</b>	<b>80,752.11</b>	<b>121,454.22</b>

Includes SS for 12 weeks

(\$1778 without the tractor & mower)

**Roads**

Account #	Description	2024 Budget	2023 Budget	2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
1320054000	Fortis Franchise	( 32,000.00)	( 31,000.00)	( 27,252.00)	( 33,266.17)	( 26,742.00)	( 31,706.69)
2320025000	Roads Contracted Maintenance	6,500.00	9,000.00	5,500.00	5,061.60	1,500.00	1,723.49
2320024000	Roads Maintenance	1,500.00	1,500.00	1,500.00	1,161.00	1,000.00	-
2320054000	Utilities - Street Lights	24,000.00	21,000.00	20,500.00	27,043.57	24,242.00	29,983.20
2320080000	Roads - Amortization Expense	70,130.00	70,130.00	70,130.00	70,130.00	70,129.98	70,129.98
		<b>70,130.00</b>	<b>70,630.00</b>	<b>70,378.00</b>	<b>70,130.00</b>	<b>70,129.98</b>	<b>70,129.98</b>

street sweeping dust abatement  
cold mix and gravel

**Water**

Account #	Description	2024 Budget	2023 Budget	2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
1410040000	Water Billing	( 85,680.00)	( 79,516.00)	( 69,768.00)	( 70,793.99)	( 67,320.00)	( 67,265.10)
1410041000	Water Services/Supplies	( 100.00)	( 100.00)	( 100.00)	( 75.00)	-	-
1410041500	Bulk Water Sales	-	-	( 2,000.00)	( 721.15)	( 2,000.00)	( 1,558.48)
1410051000	Water Penalty	( 1,400.00)	( 1,050.00)	( 1,000.00)	( 1,111.19)	( 1,375.00)	( 752.92)
2410021500	Water Postage & Freight	550.00	500.00	500.00	380.34	500.00	387.00
2410023000	Water Operations Contract	29,500.00	27,600.00	27,600.00	27,847.76	25,000.00	26,252.04
2410023500	Water Testing	250.00	250.00	250.00	-	1,000.00	978.50

COST RECOVERY

2410025000	Water Contracted Maintenance	20,000.00	24,000.00	14,691.56	20,000.00	36,928.00	20,000.00	16,222.01
2410026000	Lease Payments	3,250.00	3,166.00	3,166.72	3,075.00	3,074.49	2,985.00	2,984.94
2410027000	Insurance Premiums	1,784.00	1,699.00	1,698.99	1,580.00	1,575.79	1,475.00	1,473.89
2410051000	Water Services/Supplies	155.00	152.00	151.25	150.00	152.01	120.00	46.99
2410053000	Treatment Chemicals	4,800.00	4,800.00	4,032.65	4,800.00	4,197.55	4,800.00	4,609.65
2410054000	Water Utilities	22,000.00	17,000.00	21,169.15	13,500.00	17,003.05	12,360.00	13,735.30
2410077000	Transfer to Reserves	4,891.00	1,499.00	8,439.67	1,413.00	18,457.66	2,455.00	2,886.18
2410080000	Water - Amortization Expense	38,630.00	38,630.00	38,630.00	38,630.00	38,630.00	38,630.20	38,630.20
		<b>38,630.00</b>	<b>38,630.00</b>	<b>38,630.00</b>	<b>38,630.00</b>	<b>38,630.00</b>	<b>38,630.20</b>	<b>38,630.20</b>

**Wastewater**

Account #	Description	2024 Budget	2023 Budget		2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021	
1420040000	Sewer Billing	( 20,160.00)	( 29,664.00)	( 27,229.62)	( 48,960.00)	( 49,679.99)	( 49,170.00)	( 49,000.00)	COST RECOVERY
1420051000	Sewer Penalty	( 800.00)	( 1,000.00)	( 878.25)	( 1,000.00)	( 885.01)	( 1,000.00)	( 609.62)	
2420023000	Sewer Operations Contract	7,500.00	7,000.00	7,339.16	7,000.00	6,387.87	6,000.00	6,496.76	
2420025000	Contracted Maintenance	3,700.00	3,675.00	1,899.80	3,500.00	3,588.50	2,600.00	7,931.92	
2420027000	Insurance Premiums	1,051.00	1,001.00	1,000.94	930.00	928.37	870.00	868.34	
2420051000	Sewer Services/Supplies	120.00	120.00	-	120.00	-	120.00	40.67	
2420054000	Sewer Utilities	4,500.00	3,500.00	4,142.12	2,600.00	3,000.10	2,500.00	2,470.66	
2420077000	Transfer to Reserves	4,040.00	14,872.00	13,230.61	34,845.00	35,252.02	36,671.86	30,393.13	
2420080000	Sewer - Amortization Expense	22,338.00	22,338.00	22,338.00	22,338.00	22,338.00	22,337.43	22,337.43	
2420083000	Debenture Interest	-	496.00	495.24	965.00	1,408.14	1,408.14	1,408.14	
		<b>22,289.00</b>	<b>22,338.00</b>	<b>22,338.00</b>	<b>22,338.00</b>	<b>22,338.00</b>	<b>22,337.43</b>	<b>22,337.43</b>	

**Solid Waste**

Account #	Description	2024 Budget	2023 Budget		2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021	
1430040000	Garbage Collection Billing	( 32,136.00)	( 31,512.00)	( 31,239.54)	( 31,512.00)	( 30,731.99)	( 29,700.00)	( 29,375.00)	COST RECOVERY
1430051000	Garbage Collection Penalty	( 600.00)	( 500.00)	( 706.18)	( 500.00)	( 592.80)	( 500.00)	( 380.75)	
2430011000	Garbage Collection Wages	3,600.00	3,600.00	3,345.85	3,510.00	3,452.41	4,130.00	3,216.61	
2430025000	Transfer Site Maintenance	8,700.00	7,000.00	8,536.12	7,000.00	7,060.18	5,665.00	6,823.45	
2430035000	Transfer Site Labour	7,900.00	7,875.00	7,456.30	7,500.00	7,543.06	8,500.00	6,568.09	
2430054000	Transfer Site Utilities	550.00	525.00	440.87	500.00	372.61	500.00	401.66	
2430076000	Drum Solid Waste Requisition	9,015.00	7,646.29	7,646.29	7,880.00	7,877.40	7,970.68	7,877.40	
2430077000	Transfer to Reserves	2,212.00	4,611.96	3,866.29	4,873.00	4,272.09	2,689.32	4,123.26	
2430078000	SAEWA Requisition	105.00	99.75	-	95.00	93.28	93.00	93.28	
2430077000	Loan Interest	654.00	654.00	654.00	654.00	653.76	652.00	652.00	
		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>-</b>	<b>0.00</b>	

**WFCSS**

Account #	Description	2024 Budget	2023 Budget		2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
2510076000	FCSS Requisition	1,550.00	1,500.00	1,360.42	1,320.00	1,316.00	1,320.00	1,316.00

**Cemetery**

Account #	Description	2024 Budget	2023 Budget		2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021	
1560041000	Cemetery Revenue	( 2,000.00)	( 2,000.00)	( 4,438.10)	( 1,300.00)	( 4,952.38)	( 1,300.00)	( 3,971.42)	
1560055000	Cemetery Interest	( 5.00)	( 5.00)	( 1,589.83)	( 5.00)	( 9.44)	( 5.00)	( 6.31)	
1560059000	Cemetery Donations	( 1,000.00)	( 1,000.00)	( 558.00)	( 1,000.00)	( 1,805.00)	( 1,000.00)	( 1,770.00)	
1560077000	Transfer from Reserves/Perpetual Account	( 27,143.00)	( 6,000.00)	( 294.20)	( 6,000.00)	( 6,000.00)	( 6,000.00)	( 6,000.00)	Columbarium
2560011000	Cemetery Wages	300.00	225.00	294.20	218.34	140.25	605.00	163.74	
2560021500	Cemetery Postage/Freight	-	-	-	-	213.36	-	-	
2560025000	Cemetery Maintenance	687.00	687.00	1,129.00	686.66	1,500.00	500.00	-	
2560051000	Cemetery Goods & Services	27,761.00	6,693.00	5,957.89	6,000.00	2,742.75	6,000.00	3,031.04	Columbarium
2560054000	Cemetery Utilities	1,200.00	1,200.00	827.83	1,200.00	821.90	1,000.00	964.73	
2560080000	Cemetery Amortization Expense	200.00	200.00	200.00	200.00	200.00	200.00	-	
		<b>-</b>	<b>-</b>	<b>1,822.99</b>	<b>-</b>	<b>( 7,148.56)</b>	<b>-</b>	<b>( 1,588.22)</b>	

**Planning & Development**

Account #	Description	2024 Budget	2023 Budget		2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021	
1610041000	Development Permits	( 600.00)	( 650.00)	( 665.00)	( 500.00)	( 525.00)	( 300.00)	( 700.00)	
1610084000	Provincial Grant (5420084000)	-	-	( 20,327.48)	( 23,000.00)	-	( 20,000.00)	-	FCM Grant
2610022000	Planning & Development Advertising	1,000.00	1,000.00	-	1,000.00	1,639.52	1,500.00	1,049.40	
2610023000	Planning & Development Consulting	630.00	-	383.70	23,000.00	23,750.08	20,000.00	20,921.11	FCM Grant
2610076000	Palliser Requisition	4,000.00	3,000.00	3,000.00	2,050.00	2,047.26	1,990.00	1,987.63	



5,030.00      3,350.00 (      17,608.78)      2,550.00      26,911.86      3,190.00      23,258.14

**Campground**

Account #	Description	2024 Budget	2023 Budget		2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
1720041000	Campground Revenue	( 4,700.00)	( 4,000.00)	( 4,193.10)	( 12,000.00)	( 14,642.00)	( 3,500.00)	( 6,779.87)
1720056500	Fish & Game Club Payments	( 500.00)	( 500.00)	( 500.00)	( 500.00)	( 598.11)	( 500.00)	( 500.00)
1720059000	Campground Donations	-	-	-	-	-	-	( 2,500.00)
1720081000	Grants from Others	-	-	-	( 3,005.00)	-	-	-
2720011000	Campground Wages	3,000.00	3,000.00	3,218.89	3,855.00	2,140.37	3,000.00	3,931.80
2720025000	Campground Maintenance	5,000.00	5,000.00	4,685.01	5,000.00	6,127.35	7,000.00	5,611.00
2720027000	Campground Insurance	381.00	364.00	363.78	245.00	337.39	320.00	223.82
2720051000	Campground Services & Supplies	1,000.00	1,000.00	50.43	1,200.00	492.94	1,050.00	1,809.54
2720054000	Campground Utilities	4,700.00	4,500.00	4,448.01	4,325.00	6,704.91	4,200.00	4,162.48
2720077000	Transfer to Campground Reserve	-	-	-	-	-	-	-
2720080000	Parks & Rec - Amortization Expense	43,768.00	43,768.00	43,768.00	43,768.00	43,768.00	43,768.15	43,768.15
		<u>52,649.00</u>	<u>53,132.00</u>	<u>51,841.02</u>	<u>45,893.00</u>	<u>41,325.85</u>	<u>55,338.15</u>	<u>49,726.92</u>

**School Grounds**

Account #	Description	2024 Budget	2023 Budget		2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
	School ground wages	500.00	1,000.00	2,395.91	700.00	1,165.50	1,500.00	376.35
	School ground maintenance	1,400.00	1,500.00	1,425.31	1,500.00	-	1,500.00	1,500.00
		<u>1,900.00</u>	<u>2,500.00</u>	<u>3,821.22</u>	<u>2,200.00</u>	<u>1,165.50</u>	<u>3,000.00</u>	<u>1,876.35</u>

**Library**

Account #	Description	2024 Budget	2023 Budget		2022 Budget	As of Dec 31, 2022	2021 Budget	As of Dec 31, 2021
1740056500	Library Payments	-	-	-	-	-	-	-
2740076000	Marigold Requisition	996.00	1,245.00	1,244.60	1,125.00	1,123.20	1,185.60	1,185.60
2740076500	Hussar Library Contribution	500.00	500.00	500.00	500.00	500.00	500.00	500.00
2740080000	Culture Amortization Expense	1,480.00	1,480.00	1,480.00	1,480.00	1,480.00	1,480.00	1,480.00
		<u>2,976.00</u>	<u>3,225.00</u>	<u>3,224.60</u>	<u>3,105.00</u>	<u>3,103.20</u>	<u>3,165.60</u>	<u>1,685.60</u>

**Operating Budget**

		<u>185,036.00</u>	<u>176,230.82</u>	<u>137,848.85</u>	<u>176,699.78</u>	<u>202,763.52</u>	<u>178,528.59</u>	<u>255,147.46</u>
Less: Amortization Expenses	( 185,036.00)	( 185,036.00)	( 185,036.00)	( 185,036.00)	( 185,036.00)	( 185,036.00)	( 182,178.87)	( 180,498.87)
Add: Debenture Principal Payments	-	8,805.18	8,805.18	8,336.22	8,336.22	7,892.28	7,892.28	7,892.28
Add: Transfer to Capital Reserves	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING BUDGET</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,242.00</u>	<u>82,540.87</u>

-

**INTERIM CAPITAL BUDGET 2024**

<b>3000032000</b>	<b>Village Reserves</b>	\$	29,558.99
	Wheatland County Infrastructure Grant	\$	57,770.29
	2023 Transfer from Operating	\$	20,982.96
		<b>\$</b>	<b>108,312.24</b>
<b>3000013700</b>	<b>CCBF (used to be FGTF Grant) Term Account</b>	\$	-
	CCBF 2024	\$	50,000.00
		<b>\$</b>	<b>50,000.00</b>
<b>3000032400</b>	<b>LGFF Capital Term Account</b>	\$	190,903.00
	Municipal Sustainability Initiative Funding 2023	\$	-
		<b>\$</b>	<b>190,903.00</b>
		<b>\$</b>	<b>349,215.24</b>
<b>Committed Costs</b>			
Operating Reserves		\$	10,000.00
Palliser Cohort Grant		\$	2,300.00
		<b>\$</b>	<b>12,300.00</b>
	<b>Capital Total</b>	<b>\$</b>	<b>336,915.24</b>

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Les Schultz, Mayor

\_\_\_\_\_  
Liz Santerre, CAO

## VILLAGE OF HUSSAR CAPITAL PLAN (2023 -2028)

PROJECT	2023	2024	2025	2026	2027	2028
Project 1 & 4 - 1st Avenue E from 2nd Street E to 1st Street E and Lane at 1st Street S of 1st Avenue						
	\$ -	\$ -	\$ -	\$ -	\$ 1,065,520.00	
Project 6 - 1st Avenue W from Centre Street to 1st St W						
	\$ 1,077,724.00	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 1,077,724.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,065,520.00</b>	<b>\$ -</b>
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CCBF	\$ 203,279.88	\$ 50,000.00	\$ 100,000.00	\$ 150,000.00	\$ 200,000.00	\$ 50,000.00
Reserves	\$ 446,230.44	\$ 49,558.99	\$ 69,558.99	\$ 89,558.99	\$ 109,558.99	\$ 129,558.99
MSI Capital	\$ 357,983.46	\$ 190,903.00	\$ 389,050.00	\$ 587,197.00	\$ 785,344.00	\$ 198,147.00
Wheatland Inf	\$ 116,711.77	\$ 57,770.00	\$ 115,540.00	\$ 173,310.00	\$ 231,080.00	\$ 208,674.00
Grants				\$ -	\$ -	
<b>Total</b>	<b>\$ 1,124,205.55</b>	<b>\$ 348,231.99</b>	<b>\$ 674,148.99</b>	<b>\$ 1,000,065.99</b>	<b>\$ 1,325,982.99</b>	<b>\$ 586,379.99</b>

Approved this 11th day of May, 2023

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Les Schultz, Mayor

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Liz Santerre, CAO



**VILLAGE OF HUSSAR  
CAPITAL PROJECT SUMMARY (2022-2034)**

#	STUDY REF.	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	TOTAL
		<b>Project 19 - 2nd Avenue E from 1st Street E to Centre Street</b>											
		completed in 2019&2020											
		<b>Intersection Paving - Centre Street and 2nd Avenue &amp; 3rd Avenue W and 1 Street W</b>											
		Completed in 2021											
		<b>Project 1 &amp; 4 - 1st Avenue E from 2nd Street E to 1st Street E &amp; Lane at 1st Street S of 1st Ave</b>											
					\$ 1,065,520								
		<b>Project 6 - 1st Avenue W from Centre Street to 1st Street W</b>											
		Completed in 2023											
		<b>Project 7 - 2nd Avenue W from 1st Street W to 2nd Street W</b>											
						\$ 756,003							
		<b>Project 9 - Centre Street from 1st Avenue to 2nd Avenue</b>											
								\$ -	\$ 409,579				
		<b>Lagoon Cleaning</b>											
									\$ 213,000			\$ -	
<b>TOTALS</b>		\$ -	\$ -	\$ -	\$ 1,065,520	\$ -	\$ 756,003	\$ -	\$ 622,579	\$ -	\$ -	\$ -	\$ 2,444,102
<b>REVENUE SOURCES</b>													
<b>TAXATION</b>													
<b>RESERVES</b>		\$ 49,559	\$ 69,559	\$ 89,559	\$ 109,559	\$ 140,000	\$ 160,000	\$ 176,294	\$ 196,294	\$ 205,549	\$ 225,549	\$ 245,549	
<b>MSI CAPITAL</b>		\$ 190,903	\$ 389,050	\$ 587,197	\$ 785,344	\$ 198,147	\$ 396,294	\$ 198,147	\$ 396,294	\$ 198,147	\$ 396,294	\$ 594,441	
<b>GRANTS</b>		\$ 57,770	\$ 115,540	\$ 173,310	\$ 231,080	\$ 198,233	\$ 256,003	\$ 57,770	\$ 115,540	\$ 57,770	\$ 115,540	\$ 173,310	
<b>CCBF</b>		\$ 50,000	\$ 100,000	\$ 150,000	\$ 200,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 100,000	\$ 150,000	
<b>TOTAL</b>		\$ 348,232	\$ 674,149	\$ 1,000,066	\$ 1,325,983	\$ 586,380	\$ 912,297	\$ 482,211	\$ 808,128	\$ 511,466	\$ 837,383	\$ 1,163,300	\$ 3,607,402

Rationale for changes to the 10 Year Capital Plan

- All years were revised to predict closer to actual cost estimates.
- 2019 -2023 where revised to include actual costs from the project
- 2020 we received funding for MSP and paved 2 intersections that were washed out due to high rain
- Project 6 will occur in 2023 instead of Projects 1 & 4 due to several water breaks
- Projects 1 & 4 moved up to 2027 due to increase in LGFF funding
- Projects 7 moved up to to 2029
- Projects 9 and lagoon cleaning moved up to to 2031

# JGwaterservices Montly Summary For March 2024

- March 9, 2024      Cl2 pump stopped working, had to clean pump and change parts. Cl2 pump is back in operation.
- March 20, 2024     East well went down. After some troubleshooting I found there was a blown fuse, replaced fuse and turned well back on.



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Calgary-Hays

AR113944

February 29, 2024

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2024*, which my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, has tabled in the Alberta Legislature. You will find below some details about *Budget 2024* that are most closely related to Alberta Municipal Affairs.

*Budget 2024* is a responsible plan for a growing province that invests more than \$1 billion to build stronger communities across Alberta. Through these important investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

I am particularly excited about the Local Government Fiscal Framework (LGFF), which will deliver predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta for many years to come. As we are all aware, the LGFF represents years of collaboration between the province and local governments, and the LGFF replaces the Municipal Sustainability Initiative (MSI) with a more sustainable model. We set the initial capital funding baseline for the LGFF at \$722 million to remain consistent with the average amount municipalities have received annually over the last three years of the MSI Capital program.

We now have a true partnership in place through the Revenue Index Factor, which will see municipal funding rise and fall at a one-to-one ratio that is based on changes in provincial revenue from three years prior. Our new framework will deliver the predictability and partnership that municipalities have long been asking for, and I would like to thank you once again for your input to the development of the LGFF to ensure it effectively supports communities and residents provincewide. The MSI Operating program will continue as LGFF Operating funding and will provide \$60 million in 2024/25 to local governments to assist with your operational costs and help to respond to inflationary pressures. More information about the LGFF and the 2024 allocations can be found online.

Additionally, *Budget 2024* includes \$60 million over three years for the Local Growth and Sustainability Grant, a new grant to help relieve some of the pressures facing fast-growing communities. This new grant will help address acute infrastructure priorities and economic development opportunities. More details about the program will be shared with you later this year.

.../2

As with previous years, our budget includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also pleased to maintain the strong support we have for public libraries with more than \$33 million going towards operating grants for libraries across the province.

*Budget 2024* puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable. This budget also invests in safe and supportive communities in Alberta by managing our resources wisely.

I look forward to continuing our work together over this next year as we continue to build strong and vibrant communities that contribute to a stronger province and a brighter future for Albertans and their families.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver". The signature is written in a cursive style with a long, sweeping tail on the letter "v".

Ric McIver  
Minister

# Preliminary Analysis of Alberta's 2024 Budget



 **Alberta  
Municipalities**  
Strength  
In Members

March 1, 2024

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# Introduction

Alberta Municipalities is pleased to provide our members with this preliminary analysis of the 2024-25 Alberta Budget. The budget is focused on the impacts that a growing population will have on Alberta. As the order of government closest to the people, municipalities must be prepared to offer adequate services for their new residents, while also addressing significant infrastructure deficits. Our analysis examines how the provincial government is meeting the needs of communities, and areas that could be improved. It is our hope that this will lead to ongoing conversations between municipal councils and the Alberta Government on the various challenges facing communities.

## What you will find in this document

This document includes ABmunis' preliminary analysis of Alberta's 2024-25 budget as it relates to:

- municipal priorities,
- details of provincial funding for municipal governments,
- potential impacts on provincial education property taxes and municipal property taxes,
- decisions that may impact the financial future of Alberta's municipal governments,
- a summary of the province's fiscal outlook, and
- highlights of individual ministry business plans that most impact Albertans at the local level.



# Priorities for Alberta's Municipal Governments

## Infrastructure Funding

The 2024 fiscal year marks the launch of the new Local Government Fiscal Framework (LGFF) Capital funding program, which replaces the long-standing Municipal Sustainability Initiative (MSI) as the primary funding program for municipal infrastructure. While the starting funding amount of LGFF Capital is higher than last year's MSI Capital funding, the Government of Alberta has ignored [ABmunis call for LGFF Capital to start at \\$1.75 billion](#). Instead, it will start at \$722 million, which continues the trend where provincial investments in community infrastructure is well below historical levels.

Provincial funding for community infrastructure has not kept pace with Alberta's population growth, nor changes in inflation. In 2011, the Government of Alberta was investing \$420 per Albertan into municipal infrastructure programs but that has trended downwards over the years and will only be \$186 per capita in 2024.<sup>1</sup>

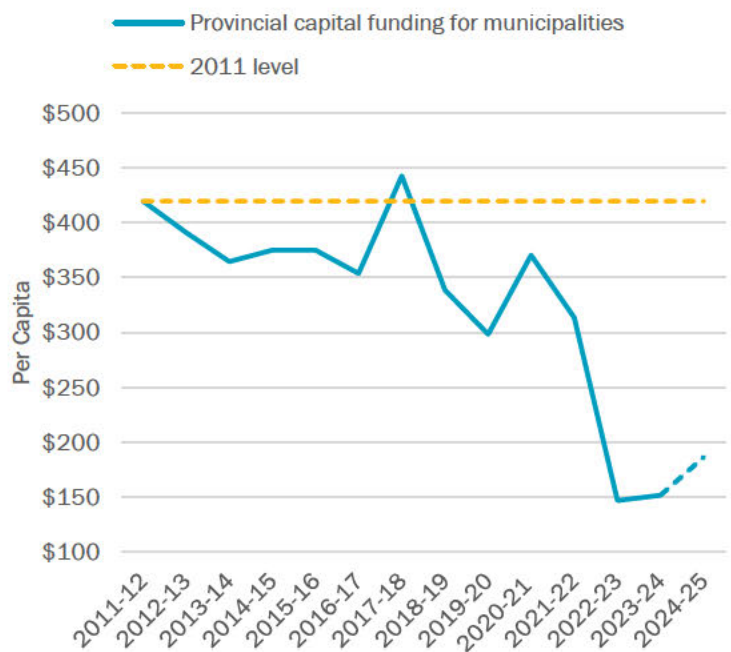
The Government of Alberta consistently promotes how MSI Capital averaged \$722 million per year over the last three years and that LGFF Capital continues at the same amount this year. The problem is inflation cuts into every municipal government's purchasing power for construction costs. If LGFF Capital had been adjusted to account for Alberta's inflation over the last three years, then the starting amount of LGFF Capital should have been almost \$100 million more at \$819 million.<sup>2</sup>

The reality is that Alberta's community infrastructure will continue to deteriorate, and new infrastructure will be needed. With the province's choice to underfund LGFF Capital, the province is passing the tax burden onto property owners through significant property tax increases. The other option is that Albertans will be forced to accept a lower standard for their community roads, sidewalks, pathways, parks, recreation facilities, water systems, fire equipment, and other local services.

## New Local Growth and Sustainability Grant

Alberta Municipal Affairs is launching a new Local Growth and Sustainability Grant intended to support local infrastructure in high growth communities. According to Budget 2024-25, \$20 million per year will be provided over the next three years. Municipal Affairs indicates it worked hard to make the case for this additional grant to be included in the budget and will be releasing further details later this fall on how the funding will be allocated. It appears the grant may partially align with the intent of ABmunis' [2023 resolution that calls for a dedicated funding program to support the capital investment pressures of growth](#), though the amount is dwarfed by the need.

Total Provincial Per Capita Funding for Municipal Infrastructure (excluding federal funding)



<sup>1</sup> Figures are based on ABmunis' calculations using the total of capital funding programs delivered by the Government of Alberta that are available to most municipalities, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, Local Growth and Sustainability Grant, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population is based on Statistics Canada Table 17-10-0005-01 and 2024-25 population is estimated at 4.3% growth over 2023 based on Statistic Canada's quarterly estimated changes from Q4 2022 to Q4 2023.

<sup>2</sup> ABmunis calculations based on changes in Alberta's consumer price index from 2021 to 2023. Statistics Canada Table 18-10-0005-01.



### Provincial Property Taxes Increase

The Government of Alberta has opted to maintain the same education property tax rates as in 2023-24. Due to strong growth in property values and increased development over the past year, the result is the Government of Alberta will collect an additional \$229 million, a 9.2 per cent increase, in provincial education property taxes in 2024-25. The province indicates that this revenue will help mitigate the cost pressures of rising enrolment in schools, but the tax increase will far surpass the 4.7 per cent year-over-year change in Alberta Education's budgeted expenditures.

The substantial increase in provincial education property taxes will place political pressure on municipal councils to lower any planned increases in municipal property taxes. ABmunis awaits the outcome of Alberta Municipal Affairs' work to determine the feasibility of amendments to the education property tax system to allow municipalities to retain more funding for local priorities.

### Grants in Place of Taxes

Budget 2024-25 includes an increase of \$2.1 million to the Grants in Place of Property Taxes (GIPOT) funding to reflect rising assessment values and construction of new government infrastructure. Despite increases in Budget 2023 and Budget 2024, GIPOT's 2024 budget of \$38.1 million is still well below past funding levels of \$60 million before the province cut the program budget in 2019-20. The gap in GIPOT funding points to the need for the province to recognize the essential role that day-to-day municipal services play in supporting provincial buildings.

### Community Recreation Centre Infrastructure Program

A new \$10 million per year program will fund small and mid-size recreation infrastructure projects. When more details are known about the program and whether municipalities are eligible, we will share that information with members.

### Natural Disaster Preparation

ABmunis appreciates that Budget 2024-25 provides municipalities with additional support to prepare for natural disasters. The measures include investment in wildfire preparedness, water management, and water infrastructure. The province has increased their contingency fund from \$1.5 billion to \$2 billion to address unanticipated costs related to disasters and emergencies.

#### 2024 Drought Preparations

The Government of Alberta began engaging with major water users, including municipalities, in the fall of 2023 to communicate the possibility of a severe drought in 2024. Minister of Environment and Protected Areas Rebecca Schulz has requested that Alberta Municipalities and our members proactively prepare for water shortages.

The Renewed Flood and Drought Mitigation Grant Program has \$125 million over five years to support municipalities prepare for extreme weather. The Strategy to Increase Water Availability is funded by \$19 million over three years. This strategy aims to improve water storage infrastructure, the water license application process, data collection and support water conservation, efficiency and productivity initiatives. These align with ABmunis' goals.

The province's Water Advisory Committee is a new independent committee providing high level feedback to the government. One of the six members is Tanya Thorn, Mayor of Okotoks and ABmunis Board member.

#### Wildfires

\$151 million over three years has been allocated to improve our wildfire readiness and \$55 million in capital investment for new firefighting equipment and facilities.

### Affordable Housing

ABmunis appreciates that the province is investing nearly \$1 billion in seniors' facilities and housing, as there is an urgent need to develop and upgrade all housing stock, particularly if Alberta continues to welcome high numbers of migrants. While the capital plan includes \$254 million in new funding to build approximately 3,300 new affordable housing units and complete 1,800 units already under development, it is important to note that according to Statistics Canada, nearly 162,000 households in Alberta were in core housing need in 2021. The province currently assists 58,600 households with their housing costs, but this represents only 36 per cent of households in core housing need. While Budget 2024 proposes expanding assistance to an additional 5,650 households over the next three years, this would still leave over 60 per cent of households in core housing need without any support.

### Mental Health and Addiction

Budget 2024-25 includes welcome increases for mental health and addiction facilities and programs, with details to come as to exactly how the funding will be rolled out. The budget does reinforce the focus on recovery.

The Ministry's business plan identifies harm reduction services as an area of focus under *Outcome 3: Albertans have access to high-quality, person-centred mental health and addiction programs and services*. However, the budget documents do not specify how much will be spent on harm reduction initiatives this year or in future years. With a record number of opioid poisoning occurring in Alberta in 2023, ABmunis is concerned that a focus on only recovery will result to an even higher number of overdose deaths in 2024.

### Emergency Medical Services

As emergency medical services (EMS) remain a key priority for municipalities, ABmunis was pleased to see that Budget 2024-25 will allocate a total of \$730 million to increase EMS system capacity and implement recommendations from the Alberta EMS Provincial Advisory Committee and Alberta EMS Dispatch Review. We also note \$35 million in capital funding over the next three years to purchase new emergency medical services vehicles and ambulances, upgrade the existing fleet, and acquire additional equipment. Last year, the Minister of Health established a new Alberta EMS standing committee that will provide feedback directly to the Minister on EMS performance, opportunities, and challenges. ABmunis is pleased to have representation on this Board and will continue to monitor provincial investments and initiatives to improve response times.

### Libraries

The 2024 budget for public library operating funding has increased by 0.5 per cent to \$39.9 million.

### Family and Community Support Services

Budget 2024-25 allocates \$105 million through Family and Community Support Services (FCSS) to communities and Metis Settlements to develop and deliver preventative social services programming. The funding is unchanged from last year.

### Electric Vehicle (EV) Tax

The Alberta Government announced it will be adding an annual \$200 tax for all EVs registered in Alberta. The intent of this tax is to offset wear and tear to roads caused by electric vehicles as EV drivers are not paying into the taxes collected from fuel sales. As significant owners and operators of roads throughout the province, this revenue should be shared with municipalities to offset their road maintenance costs.

# **PLANNING FOR YOUR COMMUNITY'S FINANCIAL FUTURE**

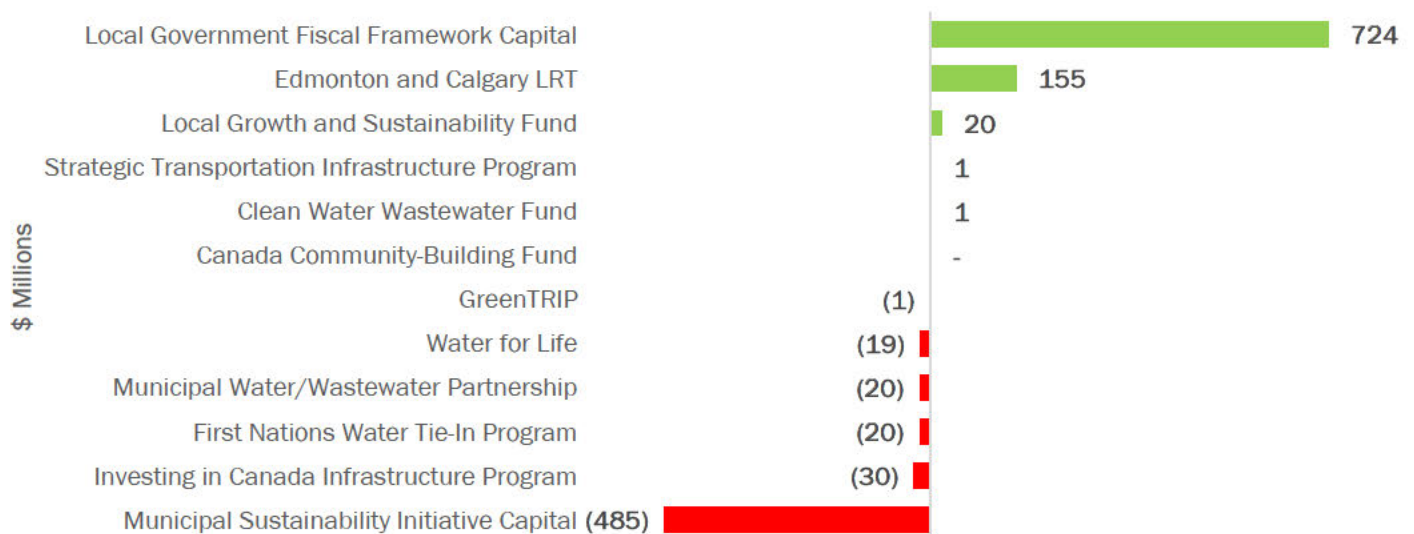
**HOW BUDGET 2024  
SUPPORTS  
MUNICIPAL  
GOVERNMENTS**

# How Budget 2024-25 Supports Municipalities

## Core Capital Funding for Municipal Governments

\$ millions	2023-24 Budget	2024-25 Budget	2025-26 Forecast	2026-27 Forecast	2024 vs. 2023
<b>Provincial Capital Funding</b>					
Municipal Sustainability Initiative – Capital	485	-	-	-	(485)
Local Government Fiscal Framework - Capital	-	<b>724</b>	820	808	724
Alberta Municipal Water/Wastewater Partnership	86	<b>66</b>	85	56	(20)
Water for Life	69	<b>50</b>	81	106	(19)
Strategic Transportation Infrastructure Program	43	<b>44</b>	33	35	1
Local Growth and Sustainability Grant	-	<b>20</b>	20	20	20
Green Transit Incentives Program (GreenTRIP)	1	-	-	-	(1)
First Nations Water Tie-In Program	28	<b>8</b>	15	14	(20)
	<b>712</b>	<b>912</b>	1,054	1,039	200
Year-over-year change (%)		<b>28.1%</b>	15.6%	-1.4%	
<b>Federal Capital Funding Delivered by the Government of Alberta</b>					
Canada Community-Building Fund	266	<b>266</b>	266	266	-
Investing in Canada Infrastructure Program	103	<b>73</b>	25	8	(30)
Clean Water Wastewater Fund	-	<b>1</b>	-	-	1
Edmonton and Calgary LRT (incl. provincial funds)	694	<b>849</b>	878	1,221	155
	<b>1,064</b>	<b>1,189</b>	1,169	1,495	125
Year-over-year change (%)		<b>11.7%</b>	9.9%	2.0%	
<b>Total Provincial &amp; Federal Capital Funding</b>	<b>1,776</b>	<b>2,101</b>	2,223	2,534	325
		<b>18.3%</b>	5.8%	14.0%	

### Year-over-year change in municipal capital funding: Budget 2024 vs. Budget 2023<sup>3</sup>



<sup>3</sup> The Local Government Fiscal Framework Capital program replaces the Municipal Sustainability Initiative Capital program.



## Preliminary Analysis on Alberta's 2024 Budget

While it appears that provincial capital funding has significantly increased in 2024-25, the funding level has been relatively flat as part of a four-year plan leading into the implementation of LGFF Capital. In 2021-22, the Government of Alberta opted to front-load a large proportion of the remaining three years of MSI Capital at an average of \$722 million per year. This resulted in abnormally low funding in 2022-23 and 2023-24 leading into this year where the province has maintained that level of funding with LGFF Capital set at the same annual average of \$722 million. The total of \$912 million includes the \$722 million in LGFF Capital plus funding from five other programs.

The provincial portion of capital funding (excluding federal funding) for municipalities is \$52 million higher than was forecasted in Budget 2023. This is primarily due to the introduction of a new \$20 million Local Growth and Sustainability Grant and the Strategic Transportation Infrastructure Program will be \$19 million higher than the Budget 2023 forecast for 2024-25.

Despite this increase, the province's level of investment is still well below the expectations of Alberta's municipal governments and well below historical funding levels as highlighted in this graph<sup>4</sup>. The lower level of funding is shifting the tax burden for community infrastructure onto property owners through their property taxes. The following provides details about budget changes in each provincial funding program.

### Provincial Capital Funding

Alberta Municipal Water/Wastewater Partnership (AMWWP)

- AMWWP was forecasted to be \$63 million this year but the 2024 budget came in at \$66 million. A portion of the 2024 budget may be a rollover of unspent funding from 2023 as the province planned to spend \$86 million in 2023 but only \$42 million is estimated to be spent in the year.

Water for Life

- Water for Life was forecasted to be \$50 million this year and that promise was met. A portion of the 2024 budget may be a rollover of unspent funding from 2023 as the province planned to spend \$50 million in 2023 but only \$14 million is estimated to be used.

Strategic Transportation Infrastructure Program (STIP)

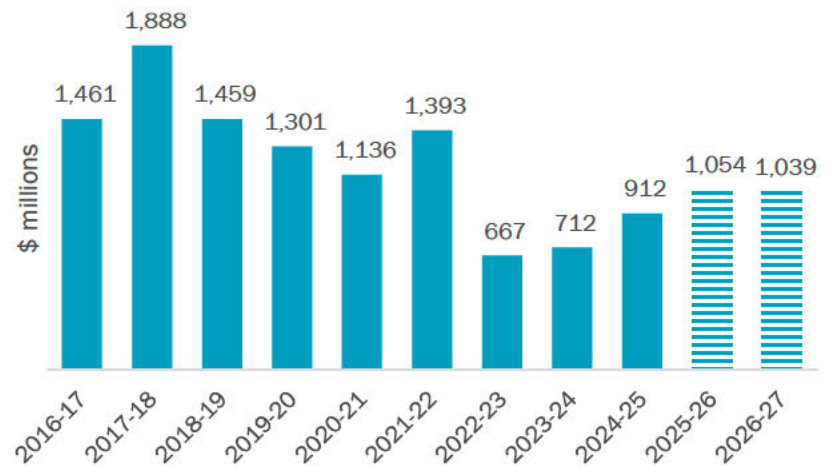
- STIP funding was forecasted to be \$25 million but the 2024 budget is increased to \$44 million. A portion of the 2024 budget may be a rollover of unspent funding from 2023 as the province planned to spend \$43 million in 2023 but only \$32 million is estimated to be spent in the year.

Local Growth and Sustainability Grant

- A new and unexpected program that will fund infrastructure projects that support economic development and unique and emergent needs. Funding will be granted based on a competitive application process. Eligibility and project types will be announced later this year.

### Total Provincial Infrastructure Funding for Municipalities

(budgeted amounts excluding federal funding and single community funding programs)



<sup>4</sup> Figures are based on the Government of Alberta's annual fiscal plan budget amounts for provincial capital funding programs for municipalities excluding programs delivered by the Government of Canada that flow through the Government of Alberta and excluding programs that are specific to only one or two municipalities. The graphed figures represent the budgeted figures for the Municipal Sustainability Initiative, Local Government Fiscal Framework Capital, Local Growth and Sustainability Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, Alberta Community Resilience Program, GreenTRIP, and the First Nations Water Tie-In Program.



## Preliminary Analysis on Alberta's 2024 Budget

GreenTRIP	<ul style="list-style-type: none"> <li>The GreenTRIP program closed to applications in 2016. The last remaining funding of that program was expended in 2023-24.</li> </ul>
First Nations Water Tie-In Program	<ul style="list-style-type: none"> <li>In 2023, the province budgeted to spend \$28 million with no further spending in 2024 or 2025. After only \$1 million was spent in 2023-24, the province has changed its plan with \$8 million budgeted in 2024-25, \$15 million in 2025-26 and \$14 million in 2026-27.</li> </ul>

### Federal Capital Funding Delivered by the Government of Alberta

Canada Community-Building Fund (CCBF)	<ul style="list-style-type: none"> <li>CCBF only increases when the Government of Canada's two per cent indexation increases the funding pot by at least a \$100 million increment. The funding increased in 2023, so the funding remains at \$266 million this year.</li> <li>The Alberta Government is currently negotiating a new CCBF agreement with the federal government. ABmunis recently sent a letter to the federal government in conjunction with RMA and the municipal associations from Saskatchewan and Manitoba calling on the federal government to double the fund and increase the indexation from 2% to 3.5%.</li> </ul>
Clean Water Wastewater Fund (CWWF)	<ul style="list-style-type: none"> <li>ABmunis assumes that the budget of \$1 million represents the remaining project dollars to be spent to close out the program.</li> </ul>
Investing in Canada Infrastructure Fund (ICIP)	<ul style="list-style-type: none"> <li>Alberta's ICIP funding is fully allocated so the change in budget is driven by the timing of expenditures for the approved projects.</li> </ul>
Edmonton and Calgary Light Rail Transit (LRT)	<ul style="list-style-type: none"> <li>The Edmonton and Calgary LRT was forecasted to be \$1.176 billion this year but the 2024 budget came in at \$849 million.</li> <li>ABmunis assumes the change is due to the project status and timing of expenditures related to this multi-year funding agreement between Canada and Alberta.</li> </ul>

## Local Government Fiscal Framework Capital

Since the Local Government Fiscal Framework Capital program was announced in 2019, ABmunis' goal was to seek two changes to the program before it was launched this year. ABmunis was successful in getting the Government of Alberta to remove the 50 per cent cap on the revenue index factor calculation so that the funding pot will grow at the same rate as provincial revenues. This change was announced in 2023 and will help ensure that the funding pot keeps pace with inflation and community needs over the long term.

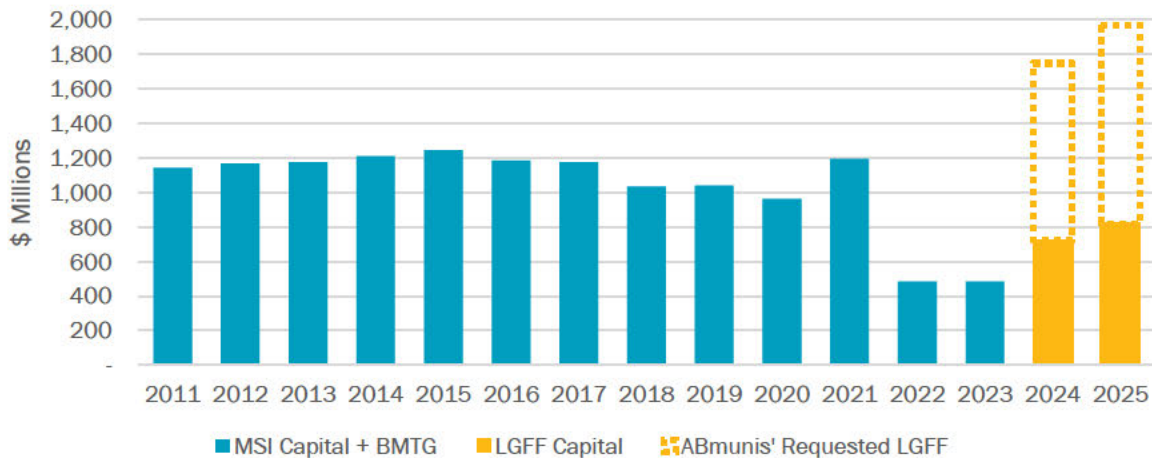
Our second priority was for the starting amount of LGFF Capital to be increased from the planned \$722 million to \$1.75 billion. The justification for that request was presented in a [2023 resolution](#) that was overwhelmingly approved by our members. Unfortunately, the Government of Alberta has ignored this need in favour of other priorities and has proceeded with its plan to start LGFF Capital at only \$722 million, which is well below the historical average of its predecessor program, the Municipal Sustainability Initiative.

Municipalities have called for...	Delivered by the Government of Alberta
1 The starting amount of LGFF Capital in 2024 to be set at \$1.75 billion.	
2 The removal of the 50 per cent cap on the growth of the LGFF funding pot.	



## Preliminary Analysis on Alberta's 2024 Budget

If provincial funding for municipal infrastructure kept pace with Alberta's population growth and inflation, then LGFF Capital should have started at \$1.75 billion, not \$722 million.



To be clear, ABmunis is supportive of the new LGFF Capital program as we played a key role in the design of the program. However, the starting amount of the funding pot has been a major concern for municipalities since the *Local Government Fiscal Framework Act* was first introduced in 2019.

Despite ABmunis' significant disappointment that LGFF Capital was not increased, ABmunis plans to conduct additional research and engage provincial leaders to explore the projected long-term outcomes to Alberta's communities if provincial support for community infrastructure is not increased.

### Annual Changes in the Funding Pot

The forecasted increase in 2025-26 is based on LGFF's design where the funding pot will increase or decrease annually based on changes in the Government of Alberta's actual revenues from three years prior. Therefore, the increase in the 2025 LGFF Capital will be calculated based on the change in the Government of Alberta's revenue from 2021-22 to the 2022-23 fiscal year. The 2026 amount for LGFF Capital will be confirmed by this fall once the province closes its books for the 2023-24 fiscal year.

### Transition Funding

Budget 2024 includes a one-time allocation of \$2.2 million under LGFF Capital that will be split among nine municipalities. This meets a promise made in Budget 2023 where municipalities will receive a one-time top-up if their 2024 LGFF Capital allocation is less than their 2023 MSI Capital allocation due to the change in the allocation formula.

\$ millions	2020-21 Budget	2021-22 Budget	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-26 Forecast	2026-27 Forecast
<b>Capital Component</b>							
MSI Capital (incl. BMTG)	963	1,196	485	485	-	-	-
LGFF Capital	-	-	-	-	722	820	808
LGFF Capital transition funding <sup>5</sup>	-	-	-	-	2	-	-
<b>Total</b>	<b>963</b>	<b>1,196</b>	<b>485</b>	<b>485</b>	<b>724</b>	<b>820</b>	<b>808</b>
Year-over-year change		233	(711)	-	239	96	(12)

<sup>5</sup> In Budget 2023, the Government of Alberta committed to provide one-time transition funding to municipalities that would receive less funding under their 2024 LGFF Capital allocation compared to their 2023 MSI Capital allocation. The result is nine municipalities will receive a portion of a one-time allocation \$2.2 million in transition funding.

## Core Operating Funding for Municipal Governments

\$ millions	2022-23 Budget	2023-24 Budget	2024-25 Budget	% Change	Note
Alberta Community Partnership	15.4	15.4	<b>15.4</b>	-	
Emergency Management Preparedness Program	0.2	0.2	<b>0.2</b>	-	
Family and Community Support Services	100.0	105.0	<b>105.0</b>	-	1
Fire Services Training Program	-	0.5	<b>0.5</b>	-	
Grants in Place of Taxes	30.0	36.0	<b>38.1</b>	5.8%	2
Local Government Fiscal Framework Operating	-	-	<b>60.0</b>	New	3
Municipal Sustainability Initiative – Operating	30.0	60.0	-	-100.0%	3
Policing Support Grant (formerly MPAG and POG)	89.2	98.8	<b>98.8</b>	-	4
	<b>264.8</b>	<b>300.3</b>	<b>302.4</b>		

### Notes on Core Operating Funding for Municipalities

1. In 2023, the province reported Family and Community Support Services (FCSS) funding at \$115 million, but that included a new \$10 million allocation for Food Banks. The actual amount municipalities received for FCSS programs in 2023 was \$105 million and that amount is unchanged for 2024.
2. The Grants in Place of Taxes (GIPOT) funding increased from \$36 million to \$38.1 million in 2024-25, which is due to rising property values plus new provincial properties. Despite the increase, GIPOT is still well below past funding levels of \$60 million before the budget was cut in 2019-20. ABmunis continues to advocate that the province should cover the full cost of municipal services to provincial properties just like any other property owner.
3. In 2023, the budget for MSI Operating was doubled from \$30 million to \$60 million. In 2024, MSI Operating is replaced by the new Local Government Fiscal Framework (LGFF) Operating program at the same \$60 million budget. Each municipality's 2024 LGFF Operating allocation will match their 2023 MSI Operating allocation and Alberta Municipal Affairs plans to develop a new allocation formula for LGFF Operating for implementation in 2025.
4. This funding is for any municipality with a population over 5,000 that provides their own police service and were eligible for the former Municipal Policing Assistance Grant and Police Officer Grant.

## Notable Funding to Community Entities

\$ millions	2022-23 Budget	2023-24 Budget	2024-25 Budget	% Change
Agricultural Service Boards	8.9	11.9	<b>11.9</b>	-
Agricultural Societies and Exhibition Grants	11.5	11.5	<b>11.5</b>	-
Agricultural Societies Infrastructure Revitalization	-	2.5	<b>2.5</b>	-
Community Facility Enhancement Program	38.5	50.0	<b>50.0</b>	-
Community Recreation Centre Infrastructure Program <sup>6</sup>	-	-	<b>10.0</b>	New
Library Services – Operating	37.0	39.7	<b>39.9</b>	0.5%
Legal Aid	94.3	134.6	<b>110.0</b>	-18.3%
Regional Economic Development Alliances	0.5	1.1	<b>1.1</b>	-
	<b>190.7</b>	<b>251.3</b>	<b>226.9</b>	

<sup>6</sup> ABmunis will seek to find out if this new program will be eligible for municipal governments to apply.



# Provincial Education Property Tax

Over the last decade, the Government of Alberta has frequently changed its approach to how it determines the amount of provincial education property taxes to be collected from Alberta's property owners.

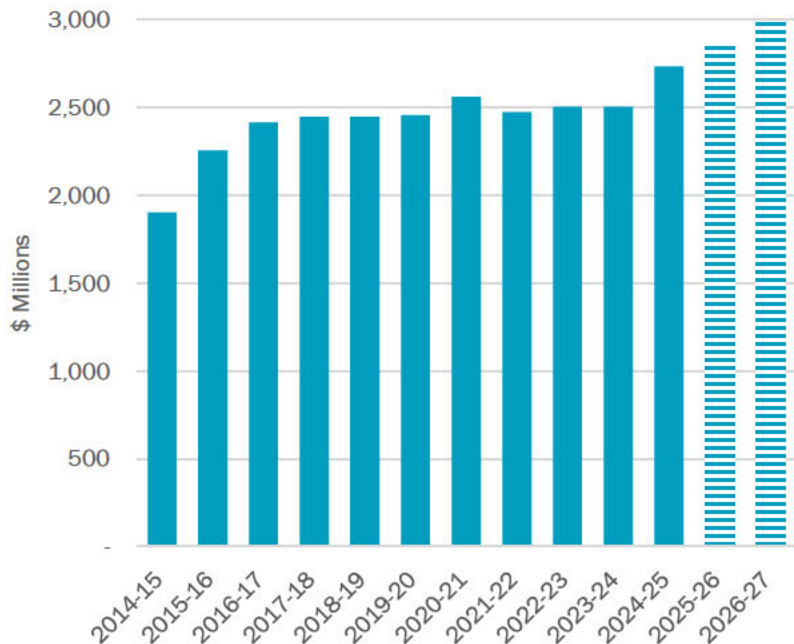
- **2015-16** – Set at 32 per cent of Alberta Education's budgeted operating expense.
- **2016-17** – Set at 32 per cent of Alberta Education's budgeted operating expense.
- **2017-18** – Maintained the 2016-17 mill rates resulting in a 1.3 per cent increase in the tax revenue amount.
- **2018-19** – Frozen at the 2016-17 tax revenue amount.
- **2019-20** – Maintained the 2018-19 mill rates resulting in a 0.5 per cent increase in the tax revenue amount.
- **2020-21** – Planned to link to changes in population plus inflation but abandoned due to the pandemic.
- **2021-22** – Frozen at the 2020-21 tax revenue amount.
- **2022-23** – Linked to percentage change in Alberta Education's budgeted operating expense.
- **2023-24** – Frozen at the 2022-23 tax revenue amount.
- **2024-25** – Maintained the 2023-24 mill rates resulting in a 9.2 per cent increase in the tax revenue amount.

In Budget 2023, the Government of Alberta communicated its plan to link provincial education property taxes to changes in Alberta's population plus inflation beginning in 2024. Recognizing the public's limited understanding of the difference between provincial education property taxes and municipal property taxes and affordability challenges, ABmunis once again suggested to provincial ministers that the provincial education property tax amount should be maintained at \$2.5 billion.

Instead, the province has opted to maintain the provincial education property tax rates from the 2023-24 year and because of the growth in property assessment in Alberta's communities over the last year, the province will collect an additional \$229 million from Albertans through property tax bills. The total amount will increase from \$2.5 billion in 2023-24 to \$2.73 billion in 2024-25, representing a significant 9.2% increase in provincial education property taxes.

Once again, municipal governments will be responsible to collect this tax on behalf of the Government of Alberta and as a result, will wear much of the political blame for this tax increase despite municipal councils having no control over the decision.

Provincial Education Property Tax  
(budgeted figures)



\$ millions	2022-23 Budget	2023-24 Budget	2024-25 Budget	2025-26 Forecast	2026-27 Forecast
Provincial education property tax	2,504	2,504	<b>2,733</b>	2,856	2,979
Year-over-year change (%)	1.0%	0.0%	<b>9.2%</b>	4.5%	4.3%

ABmunis is disappointed that the Government of Alberta will collect an additional \$229 million in provincial property taxes from municipalities while delivering no increase in LGFF Capital funding in return.

# **GOOD TO KNOW**

## **AN OVERVIEW OF ALBERTA'S 2024 FISCAL PLAN**



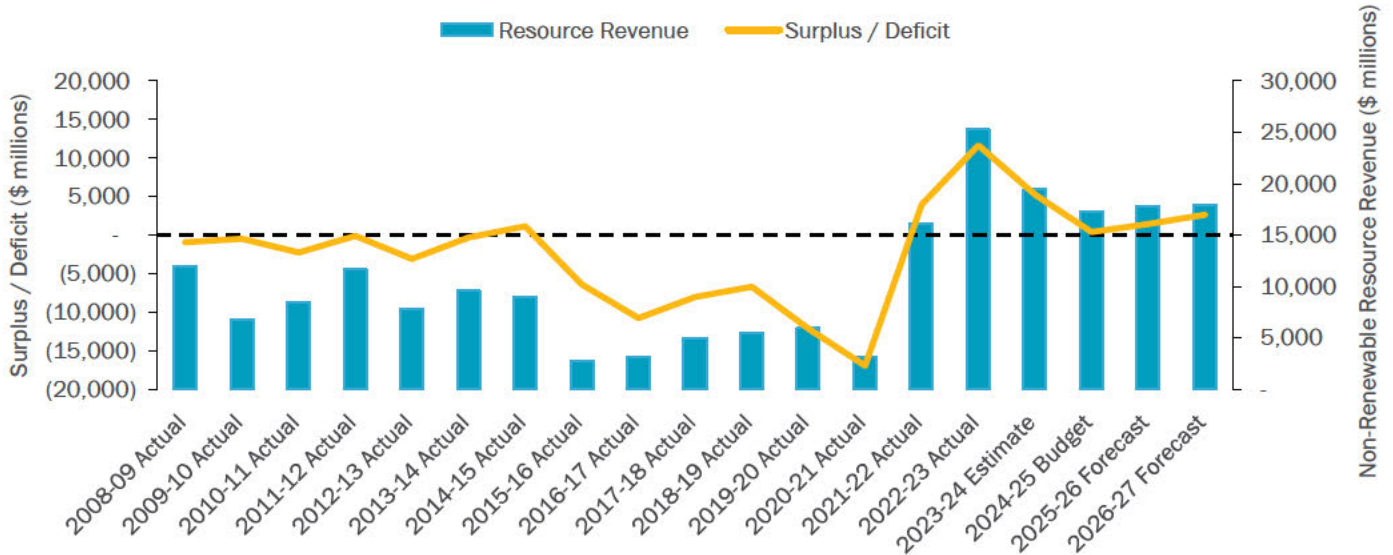
# An Overview of the 2024 Fiscal Plan

The Government of Alberta is projecting a \$367 million surplus in 2024-25. This follows three years of multi-billion surpluses including \$11.6 billion in 2022-23 and a forecasted \$5.2 billion surplus in 2023-24. The sizeable surpluses can be attributed to substantial non-renewable resource revenues, driven by geopolitical tensions and unexpectedly high oil and gas commodity prices.

Unlike many Canadian provinces, Alberta earns substantial revenues from its natural resources. While there are diverse revenue streams that typically provide consistent volumes of income, non-renewable resource revenue can contribute anywhere from 10 per cent to upwards of 30 per cent of the Government of Alberta's annual revenues. As Alberta's population continues to grow, so will the demand for infrastructure and government services (both municipal and provincial). Alberta's dependence on resource revenue raises questions regarding Alberta's long-term financial sustainability. Moreover, Albertans will likely face questions in the future regarding the levels of service they expect versus the amount of provincial and property taxes required to sustain them.

The graph below shows the trend of non-renewable resource revenues in comparison to the Government of Alberta's year-end operational surplus or deficit. The trend indicates a direct correlation between the provincial government's financial position and the volume of non-renewable resource revenue earned year-to-year.

The Government of Alberta's ability to achieve a financial surplus at year-end is highly correlated to the level of non-renewable resource revenue received in the year



Source: Government of Alberta's 2024-27 Fiscal Plan, Schedule 26: Historical Fiscal Summary, page 165.

## The Plan for Alberta Revenues Needs to Include Municipal Governments

ABmunis provides this context as the Government of Alberta has announced a plan to make significant investments in the Heritage Fund to achieve a vision of building intergenerational wealth. Based on the Government of Alberta's plans to maintain its offer as a low tax province, the success of its plan will depend on the rate of non-renewable resource revenues and cautious choices in public spending.

Municipal councils are highly aware of how provincial choices in spending can impact municipal government budgets based on the hundreds of millions of dollars of costs that the provincial government downloaded onto municipal governments between 2017 and 2022. For this reason, ABmunis will be advocating for the Government of Alberta to engage municipalities in frank discussions about the plan for future revenue generation in Alberta and how that will impact municipal budgets and property taxes.



## Statement of Operations

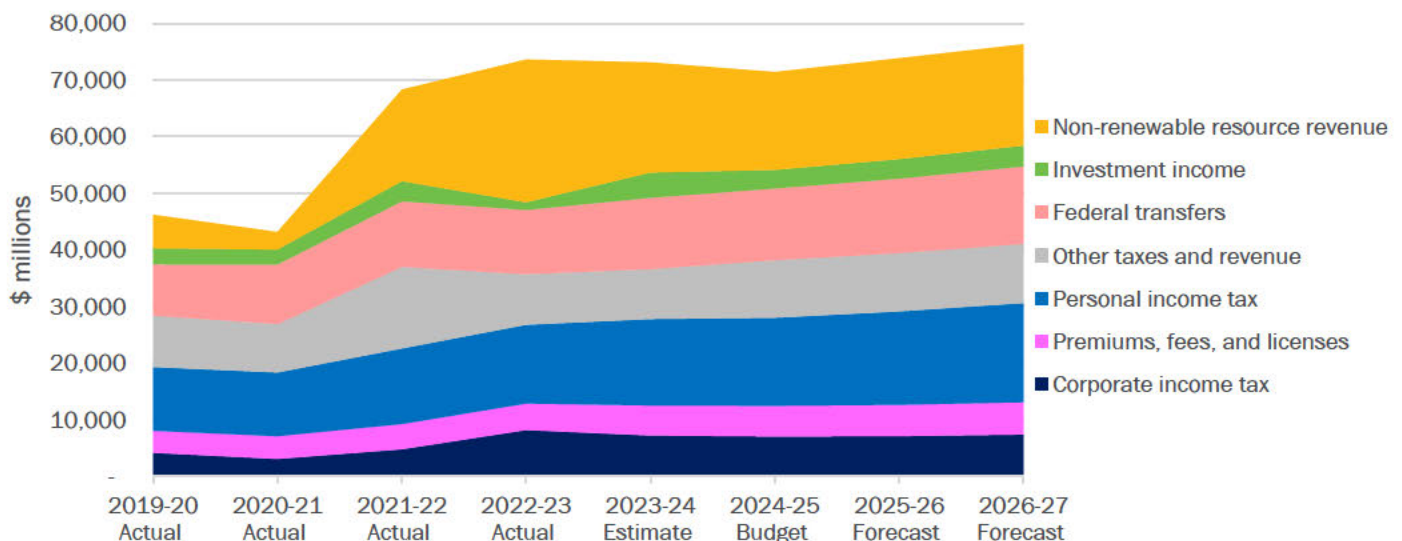
\$ millions	2022-23 Actual	2023-24 Estimate	2024-25 Budget	2025-26 Forecast	2026-27 Forecast
<b>Revenue</b>					
Personal income tax	13,925	15,239	<b>15,604</b>	16,514	17,512
Corporate income tax	8,167	7,204	<b>7,028</b>	7,052	7,320
Other tax revenue	4,432	4,470	<b>6,013</b>	6,329	6,535
Resource revenue	25,242	19,416	<b>17,315</b>	17,839	17,939
Investment income	1,326	4,467	<b>3,267</b>	3,433	3,672
Premiums, fees, and licenses	4,657	5,300	<b>5,384</b>	5,551	5,752
Other own-source revenues	7,008	6,876	<b>6,287</b>	6,172	6,441
Federal transfers	11,363	12,656	<b>12,640</b>	13,161	13,644
<b>Total revenue</b>	<b>76,120</b>	<b>75,628</b>	<b>73,537</b>	<b>76,051</b>	<b>78,816</b>
<b>Expenditures</b>					
Health	25,486	26,676	<b>28,732</b>	29,363	30,250
Basic/Advanced education	15,220	16,005	<b>16,957</b>	17,338	17,538
Social services	7,222	8,236	<b>8,121</b>	8,424	8,591
Other program expenses	13,743	16,699	<b>16,359</b>	16,741	17,001
<b>Total program expense</b>	<b>61,671</b>	<b>67,616</b>	<b>70,169</b>	<b>71,866</b>	<b>73,380</b>
Debt servicing costs	2,829	3,136	<b>3,365</b>	3,121	3,174
Pension provisions	(21)	(358)	<b>(364)</b>	(373)	(378)
<b>Total expense</b>	<b>64,479</b>	<b>70,394</b>	<b>73,170</b>	<b>74,614</b>	<b>76,176</b>
<b>Surplus / (Deficit)</b>	<b>11,641</b>	<b>5,234</b>	<b>367</b>	<b>1,437</b>	<b>2,640</b>

Source: Alberta's 2024-27 Fiscal Plan, Schedule 26: Historical Fiscal Summary, page 165.

## Revenues

Total revenues are estimated to be \$73.5 billion in 2024-25, a 4.1 per cent increase over the 2023 budget. In 2024-25, 24 per cent of total government revenue is forecast to come from non-renewable resource revenues. After 2024-25, revenue sources will remain either stable or increase nominally, apart from personal income tax revenue, which will increase 6 per cent year-over-year.

Government of Alberta revenues by source



## Preliminary Analysis on Alberta's 2024 Budget

The Government of Alberta is projecting a reduction in nearly all its taxable revenue sources in 2024-25, with the exception of personal income tax, which will increase by 2 per cent. Other tax revenue will increase by 20 per cent, and premiums, fees and licenses by 2 per cent. The increase for other tax revenue is primarily driven by the fuel tax, which was paused for the first three quarters of 2023-24 but is budgeted to be in full effect throughout 2024-25 and onward. The Government of Alberta looks to be progressively shifting its revenue generation focus away from non-renewable resource revenue and towards personal income tax to take advantage of continued population growth while limiting volatility in government revenues. In 2024-25, an estimated 54.5 per cent of all tax revenue is from personal income taxes. Alberta is projected to reach a population of 5 million by 2026, an increase of more than half a million Albertans from 2022.

## Expenditures

Total expenditures are estimated to increase by \$4.9 billion, a 7 per cent increase over the 2023-24 budget. The Government of Alberta is projecting to spend more on:

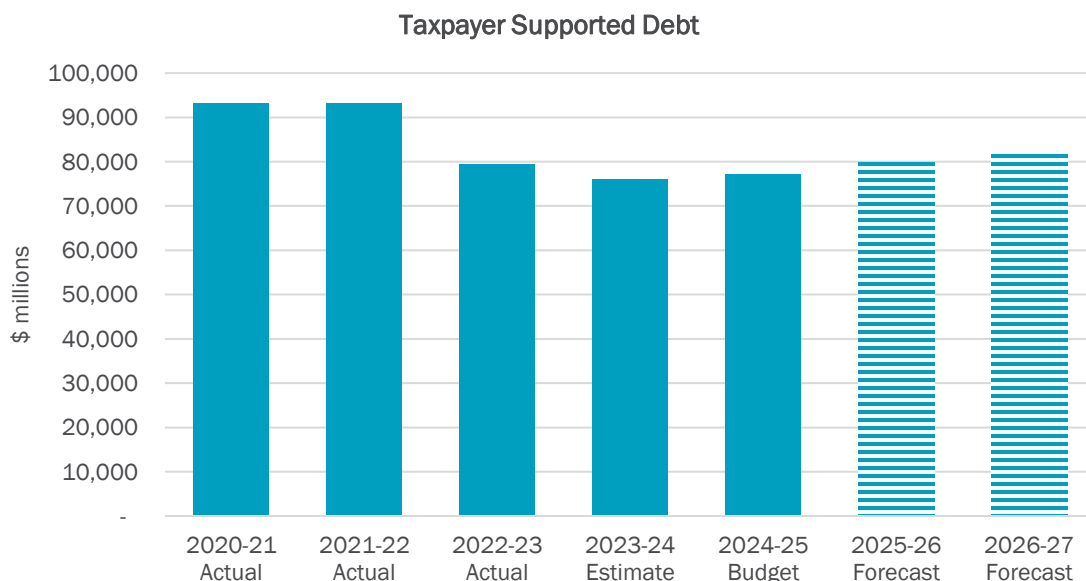
- healthcare (4%),
- K-12 education (4%),
- post-secondary education (3%),
- operating expenses (4%),
- capital grants (46%), and
- debt servicing costs (7%).

Notably, it plans to spend 2 per cent less on social services ministries. The increase in capital grants can be attributed to programs to build affordable housing, the transition to the LGFF Capital program, and reprofiling of capital projects.

## Taxpayer Supported Debt and Debt Servicing Costs

Debt servicing costs increased by \$229 million in 2024-25 to \$3.4 billion, which is the result of the high interest rates maintained by the Bank of Canada and pre-borrowing in 2024-25 to prepare for maturing debt.

Total taxpayer supported debt is estimated to be \$76.1 billion at the end of 2023-24, and \$78.4 billion at the end of 2024-25. Debt servicing costs on taxpayer supported debt is budgeted to increase by \$300 million from 2023-24, to \$2.6 billion in 2024-25. As the provincial government is required to be in a surplus cash position to reduce its taxpayer support debt, it is not expected to reduce this debt over the next three years.





## Contingency for Disasters

It is also worth noting that the budgeted contingency has increased by 33 per cent to \$2 billion. This is due to the \$2.9 billion spent in 2023 on disaster and emergency response for drought, wildfires, and floods and the need to be prepared for the possible disasters this year.

## Key Energy and Economic Assumptions

\$ millions	2023-24 Estimate	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
<b>Crude Oil Prices</b>				
WTI (US\$/bbl)	76.50	<b>74.00</b>	74.00	74.00
Light-Heavy Differential (US\$/bbl)	17.30	<b>16.00</b>	14.90	13.60
WCS @ Hardisty (Cdn\$/bbl)	80.20	<b>76.80</b>	75.60	75.80
<b>Natural Gas Price</b>				
Alberta Reference Price (Cdn\$/GJ)	2.20	<b>2.90</b>	3.70	3.80
<b>Production</b>				
Conventional Crude Oil (000s barrels/day)	500	<b>507</b>	508	505
Raw Bitumen (000s barrels/day)	3,324	<b>3,429</b>	3,539	3,650
<b>Interest Rates</b>				
10-year Canada Bonds (%)	3.50	<b>3.70</b>	3.60	3.40
<b>Exchange Rate (US\$/Cdn\$)</b>				

Source: Alberta's 2024-27 Fiscal Plan, Energy and Economic Assumptions, page 10.

## Ministry Highlights

### Advanced Education

The Ministry's budget will increase by \$500 million from 2023-24 to \$7 billion in 2024-25. This includes \$2.5 billion in direct operating support to Alberta post-secondary institutions. The provincial government expects post-secondary institutions to finance a reasonable share of their operations from non-government sources, including tuition, fees and private support. In 2022-23, own-source revenue of Alberta's post-secondary institutions averaged 53 per cent of operating expenses. By 2026-27 this share is projected to increase to 58 per cent, reducing the share funded by government to 42 per cent.

The 2024 budget also allocates \$62.4 million over three years to create two Rural Health Professional Training Centres and expand physician education, to address critical shortages of medical professionals, particularly in rural areas. The training centres will support local educational and clinical rotations, with the goal of retaining medical professionals in the rural areas where they train.

### Affordability and Utilities

The Ministry of Affordability and Utilities is charged with making life more affordable for Albertans. The Ministry delivers the Natural Gas Rebate Program to provide natural gas price stability. The Ministry's budget has decreased from \$139 million in 2023 to \$92 million mostly due to significant reductions in utility rebate grants. Affordability

## Preliminary Analysis on Alberta's 2024 Budget

and Utilities is also currently reviewing the regulated rate option and other regulatory issues impacting utilities to increase affordability. This aligns with ABmunis' resolutions on the disparity in transmission and distribution rates.

### Agriculture and Irrigation

The agricultural sector faced challenges in 2023. Crop exports declined due to lower yields from the drought. The drought also led to reduced livestock numbers. Increased funding to the Ministry of Agriculture and Irrigation aims to support growth, diversification, and sustainability.

The Ministry has an operating budget of \$870 million for 2024-25, an increase of \$77 million or 9.7 per cent. Investments in irrigation and agri-processing are priorities in the ministry's business plan. Several municipalities are supplied with water via irrigation canals and infrastructure.

The budget includes \$9 million for water management and \$400 million over three years for water management infrastructure, irrigation projects and rehabilitation.

The Capital Plan invests \$147 million in the Water Management Infrastructure Program to repair and upgrade water infrastructure such as water canals, dams, spillways, and reservoirs. The Capital Plan also includes \$5 million for planning studies to assess the feasibility of developing new water reservoirs in Alberta. \$54 million is budgeted for the Agriculture Sector Strategy – Irrigation Projects, \$19 million for the Irrigation Rehabilitation Program, \$9 million for Southern Alberta Irrigation Projects, \$1 million for a water management feasibility study, and \$47 million for water management infrastructure.

The new Alberta Agri-Processing Investment Tax Credit provides a 12 per cent tax credit (up to \$175 million per project) for projects of at least \$10 million to build or expand agri-processing facilities in Alberta.

### Arts, Culture and Status of Women

The Ministry's overall budget decreased from \$278.6 million in 2023-24 to \$262.5 million for 2024-25. Non-profit organizations have access to \$75.8 million through community grant programs. \$5.4 million has been made available to the Alberta Made Screen Industries Program to eligible Alberta-made film productions. The Ministry will also develop a 10-year strategic plan to end gender-based violence and support survivors and is allocating \$47 million over the next 3 years towards this objective.

### Children and Family Services

The budget for Children and Family Services is expected to decrease from \$1.6 billion in 2023-24 to \$1.5 billion in 2024-25 (6.3 per cent decrease). This decrease results primarily from the transfer of childcare to the Ministry of Jobs, Economy and Trade as well as the expiry of the 2023 Affordability Payments Program, which allocated a one-time payment of \$600 over six months to seniors, families with children, and Albertans on core supports. Funding for the Alberta Child and Family Benefit will increase from \$324 million in 2023-24 to \$355 million in 2024-25 (9.6% increase) and funding for early child and youth intervention services will increase from \$149 million in 2023-24 to \$153 million in 2024-25 (2.7% increase).

Other Children and Family Services budget highlights include:

- In 2024-25, \$981.3 million will support youth with child intervention involvement, transition to adulthood, mentoring supports, and the Advancing Futures Bursary program.
- In 2024-25, \$66.7 million is allocated to support prevention and early intervention services through the Family Resource Networks.
- In 2024-25, \$84.6 million is allocated to support a continuum of programming through funded community-based organizations that provide family violence and sexual violence supports.
- An additional \$22 million over the next three years to support foster caregivers by indexing foster care rates to the Consumer Price Index (CPI).

## Preliminary Analysis on Alberta's 2024 Budget

### Education

The Ministry of Education's budget for 2024-25 is \$9.3 billion, an increase of \$393 million from the 2023 budget. It is projected to grow to \$9.6 billion by 2026-27.

A significant portion of this budget, \$1.9 billion, is dedicated to the design and construction of new schools and the modernization of existing ones. This investment covers 98 projects at various stages of development across the province. Out of this, \$681 million is earmarked for 43 new priority projects, which are expected to create 35,000 additional spaces for students.

\$842 million has been allocated to Alberta's school boards to recruit over 3,000 teachers and educational staff members within the next three years, highlighting the ministry's commitment to enhancing educational infrastructure and workforce to meet the growing needs of students.

### Energy and Minerals

The Ministry of Energy and Minerals is responsible for ensuring Albertans benefit from the province's natural resources. In 2024, expected royalties from crude oil and bitumen are down slightly from \$3.1 billion to \$2.7 billion and \$14.3 billion to \$12.5 billion respectively.

In 2024 the ministry intends to position Alberta as an integral partner in the global energy market, supporting the regulatory environment for products such as hydrogen, lithium, geothermal and small modular reactor technology.

The Alberta Energy Regulator will provide the Orphan Well Association with \$135 million to support the cleanup of sites with no viable owner. This is the same amount in last year's budget.

### Environment and Protected Areas

The Ministry of Environment and Protected Areas' mandate is to conserve our landscape and biodiversity to ensure a sustainable future. The Ministry's budget of \$512 million is an increase over 2023-24's forecasted budget for 2024-25.

ABmunis is actively working to support 2024 drought preparations and the budget reflects this priority. The Renewed Flood and Drought Mitigation Grant Program has \$125 million over five years to support municipalities to prepare for extreme weather. The Ministry has budgeted \$19 million over three years for the Strategy to Increase Water Availability. This strategy aims to improve water storage infrastructure, improve the water license application process, improve data collection and support water conservation, efficiency and productivity initiatives. \$3.5 million is budgeted for Watershed Resiliency and Restoration.

Funding for caribou habitat recovery at \$27 million continues similar to 2023 funding (\$35.9 million) for this priority issue. \$31.7 million over three years for the Designated Industrial Zone Pilot Project to establish a best-in-class regulatory framework. This Industrial Zone, northeast of Edmonton, borders the City of Edmonton and Ft. Saskatchewan, and the Counties of Lamont, Strathcona and Sturgeon.

ABmunis appreciates the ongoing partnership with the Government of Alberta through the Municipal Climate Change Action Centre (MCCAC).

### Executive Council

Executive Council's budget will increase by 4 per cent in 2024-25 to \$56 million. Notable objectives include building and maintaining strong relationships with priority international partners, leading the planning of official visits by foreign dignitaries to develop new markets in Alberta and collaborating with jurisdictions to reduce red tape and barriers to internal trade. This includes reviewing Alberta's exceptions under its trade agreements to reduce red tape and working with other governments to reconcile existing regulatory measures that act as a barrier to trade.



### Forestry and Parks

The Ministry of Forestry and Parks manages public lands in Alberta. The Ministry's budget has increased by \$52 million or 17.4 per cent to \$351 million. Most of the increase is directed towards preparing for wildfires.

### Health

The province announced a refocusing of Alberta's health care system to improve health outcomes for Albertans and empower health care workers to deliver quality care across the province. The costs associated with this reorganization are not clear from the budget documents; however, the total operating budget for Health will increase from \$27.0 billion in 2023-24 to \$28.4 billion in 2024-25 (5.2% increase). This increase will be partially offset by an additional \$997 million from the federal government in the recently augmented Canada Health Transfer.

The 2024-25 budget allocates \$475 million for primary care, including \$200 million for access to family physicians and \$15 million to support the new compensation model for nurse practitioners. A further \$300 million is allocated for primary care networks. A total of \$730 million will be allocated to emergency medical services (EMS) to increase system capacity and implement the Alberta EMS Provincial Advisory Committee and Alberta EMS Dispatch Review recommendations.

Other Health budget highlights include:

- \$140 million per year over three years under the yet-to-be-signed Aging with Dignity federal-provincial agreement. These funds will be allocated to support caregivers and health workers, as well as expand access to palliative and end of life care at home or in hospice.
- \$1 billion over three years to transform the continuing care system in response to the Facility-Based Continuing Care Review.
- \$126 million over three years for the Rural Physician Expansion Program.
- \$6.6 billion in 2024-25, increasing to \$6.9 billion by 2026-27, for physician compensation and development. This includes \$129 million annually for recruitment and retention of physicians who practice full-time in underserved areas, a \$12 million increase for the existing Rural Remote Northern Program, and \$12 million annually for physician support programs.
- \$129 million annually for recruitment and retention of physicians who practice full-time in underserved areas.
- \$35 million in capital funding over the next three years to purchase new emergency medical services vehicles and ambulances, upgrade the existing fleet and acquire additional equipment.

### Immigration and Multiculturalism

\$25.3 million in funding over three fiscal years is devoted to the Alberta Advantage Immigration Program to attract newcomers to support economic growth and the province's labour market needs. \$13.5 million in funding over three fiscal years is provided for grants to ethnocultural communities and organizations to provide supports and services to help address racism and build diverse and inclusive multicultural communities throughout the province.

Overall, funding for newcomer supports and multiculturalism increases to an estimated \$41.8 million in 2024-25 from a forecast of \$32.5 million in 2023-24.

### Indigenous Relations

The Alberta Indigenous Opportunities Corporation (AIOC) is a provincial corporation that enables access to capital funding for Alberta-based Indigenous groups investing in medium to large-scale natural resource, agriculture, transportation, and other related infrastructure. AIOC had an increase in funding from \$8.5 million to \$9.1 million. The total budget for Indigenous Relations in 2024-25 is \$220 million, a decrease of almost \$10 million from 2023-24's fiscal plan.

### Infrastructure

Responsible for provincial infrastructure projects, the Ministry of Infrastructure anticipates delivering nearly \$1.5 billion in capital projects in 2024-25. In addition to constructing government infrastructure, the Ministry is also aiming to optimize the value of infrastructure through efficient operations and disposal of assets no longer required by the province. ABmunis has been advocating for our members to have better coordination with Alberta Infrastructure to realize efficiencies and better coordination on municipal capital projects.

### Jobs, Economy and Trade

The newly constituted ministry takes on expanded responsibility in Budget 2024-25 with the addition of the childcare file. Budget 2024-25 provides \$1.1 billion for childcare affordability and access and \$304 million for childcare quality and worker supports. The Government of Alberta has committed to supporting the creation of up to 68,700 additional spaces in childcare programs by 2026.

In Budget 2024-25, \$105 million is allocated for the Film and Television Tax Credit program.

Budget 2024-25 contains \$125,000 in funding for each of the nine Regional Economic Development Associations (REDAs), however the Minister has indicated that the province will transition away from providing operational funding to REDAs by 2027.

The Ministry maintains responsibility for targeted labour attraction and retention strategies, including the 'Alberta is Calling' campaign and a new \$5,000 refundable tax credit attraction bonus to recruit skilled labour to the province.

### Justice

Justice's operating expense for 2024-25 is budgeted at \$681 million, an increase of \$15 million or 2.3 per cent from the 2023-24 forecast. Operating expenses for Court and Justice Services is \$282 million, an increase of \$16 million from 2023-24 to help address growth in the volume of court cases and backlogs in the justice system. Similarly, funding for the Alberta Crown Prosecution Services has increased from \$129 million in 2023-24 to \$139 million in 2024-25 (7.8% increase). Other Justice budget highlights include:

- \$12 million in 2024-25 for enhanced online services, digital platforms and video conferencing that will better meet the needs of citizens, court users and the judiciary.
- \$3.3 million in 2024-25 to fund the direct delivery of restorative justice programs and youth justice committees.
- \$4 million in 2024-25 for Alberta's seven drug treatment courts.

### Mental Health and Addiction

As part of the health care refocusing, over the next two years, Mental Health and Addiction will establish a service delivery organization that will manage over 500 contracts for providing mental health and addiction programs and services previously managed by Alberta Health Services. A total of \$1.13 billion is allocated to support this service delivery through the new organization.

Mental Health and Addiction's operating expense will increase from \$230 million in 2023-24 to \$306 million in 2024-25 (33% increase). The increase includes \$27 million for expanded mental health and addiction programs, partially funded by revenue from the new federal-provincial agreement that allocates \$287 million over four years for new mental health and addiction facilities, and targeted supports for children and youth, adults, and Indigenous communities.

Other Mental Health and Addiction budget highlights include:

- \$5 million in 2024-25 to establish a centre of recovery excellence to evaluate and research recovery-oriented care and inform the future delivery of mental health and addiction services.
- \$183.3 million in 2024-25 to deliver community-based mental health and addiction programs and services focused

### **Municipal Affairs**

The Ministry of Municipal Affairs 2024-25 budget has been set at \$1.04 billion, marking a \$30 million increase from 2023-24. \$724.2 million has been allocated to LGFF Capital with an additional \$266.2 million earmarked for the federal Canada Community-Building Fund. The budget includes \$20 million for a new Local Growth and Sustainability Grant, aimed at assisting municipalities in handling growth pressures, strengthening local economies, and addressing urgent infrastructure and community resilience needs. \$60 million has been designated for the LGFF Operating program to aid in the delivery of municipal services.

In addition to these allocations, the 2024-25 budget has maintained Alberta Community Partnership grant funding at \$15.4 million, which seeks to foster intermunicipal collaboration and capacity building. Another \$39.9 million has been budgeted for public library operating grants, reinforcing the commitment to community learning and access to information.

The Ministry is also focused on enhancing regulatory frameworks and protections for Alberta residents, including working with the Safety Codes Council. In response to a review of new home buyer protections, there is a push to improve homeowners' ability to navigate the home warranty system. This includes clarifying program terms, streamlining claims resolution, reducing bureaucratic hurdles, and elevating the construction quality of new homes.

### **Public Safety and Emergency Services**

Public Safety and Emergency Services' operating expense has increased from \$1.23 billion in 2023-24 to \$1.25 billion in 2024-25 (1.8% increase).

Funding through the Police Support Grant, which replaced the former Municipal Policing Assistance and Police Officer Grants in 2023, remains the same as in 2024-25. Any municipality with a population over 5,000 that provides their own police service and was eligible for the previous two grants remains eligible for the Police Support Grant. Municipalities do not need to apply for this funding but do need to report on how the grant funds were spent.

In 2024-25, \$12 million is allocated to the Victims of Crime Assistance Program to facilitate direct and timely supports and services to victims, including emergency expenses and recovery. An additional \$22 million is allocated to external partner organizations to provide supports and services to victims of crime and tragedy, including implementing the new regional model for police-based victim services.

Other Public Safety and Emergency Services budget highlights include:

- \$10 million in 2024-25 to support 100 police officers deployed to high-crime areas in Calgary and Edmonton through the Safe Streets Action Plan.
- \$8.2 million in 2024-25 to combat human trafficking, including the establishment of the Alberta Office to Combat Trafficking in Persons.
- \$3 million in 2024-25 for municipalities and Indigenous communities seeking to explore alternative policing models.
- \$85 million in 2024-25 for the Prevention of Family and Sexual Violence program, an increase of \$5 million from the 2023-24 budget, to support victims and women at risk of assault.
- The Alberta Emergency Management Agency (AEMA) base budget will increase by \$3 million in 2024-25.

### **Seniors, Community and Social Services**

The Ministry's operating expense will increase by 3 per cent to \$151 million in 2024-25. \$2.7 billion, which includes indexing for inflation, is allocated to Assured Income for the Severely Handicapped, Income Support, and seniors' benefits in 2023-24.

Alberta currently provides housing support services to over 58,600 households through affordable housing, rental supplements, and other programs. Operating support for the Seniors Lodge, Social Housing, and Specialized

## Preliminary Analysis on Alberta's 2024 Budget

Housing and Rental Assistance programs is being increased by \$38 million in 2024-25, and \$61 million over 2024-25 to 2026-27. These increases will support housing providers to address cost pressures and enable the expansion of affordable housing programs to support an additional 550 Alberta households in need.

The capital plan for Seniors, Community and Social Services allocates \$717 million in capital grants over the next three years. This includes \$254 million in new funding to build approximately 3,300 new affordable housing units, as well as to complete 1,800 units already under development.

Other Seniors, Community and Social Services budget highlights include:

- \$5 million in 2024-25 for community organizations that support food security for Albertans in need.
- \$105 million in 2024-25 for Family and Community Support Services to municipalities and Metis Settlements to develop and deliver preventative social services programming.
- \$108.1 million in 2024-25 for homeless shelters to provide safe temporary accommodations and basic needs services, and \$101.5 million to provide safe housing and supports to those experiencing homelessness.
- \$198.4 million in 2024-25 to build, renew and maintain affordable housing in Alberta, including \$62.1 million for the Affordable Housing Partnership Program and \$70.0 million for seniors housing development and renewal.

## Service Alberta and Red Tape Reduction

In Budget 2024-25 \$60.7 million is allocated to maintain and modernize Land Titles services, Motor Vehicles and other registry systems and \$16.6 million is allocated to Senior's Discount for personal registry services and driver's medical exams to support Alberta seniors with affordability.

There is no reference in the ministry business plan to potential changes to the charitable gaming model or distribution of lottery funds.

## Technology and Innovation

The Ministry of Technology and Innovation is responsible for implementing the Alberta Broadband Strategy and investing in broadband internet. Announced in 2021, Alberta has committed to invest \$390 million by the end of fiscal year 2026-27. With matching federal funds, the amount invested will total \$780 million for broadband projects in Alberta. The ministry has forecasted that \$98.3 million of this funding will be allocated in 2024-25. ABmunis is hopeful that this funding will see more broadband projects completed in 2024.

## Tourism and Sport

Budget 2024-25 provides the department of Tourism and Sport with \$135.7 million in operating funding, including an increase of \$7.6 million to Travel Alberta to support a new Tourism Strategy. The Tourism Strategy will focus on:

- increased air access for visitors;
- recovery of air routes lost in previous years;
- developing new routes;
- developing year-round experiences in areas outside legacy destinations such as Banff/Lake Louise, Canmore, Jasper, Edmonton, Calgary, and;
- establishing niche tourism destinations in rural areas of the province.

The Government of Alberta has created a new \$10 million Community Recreation Centre Infrastructure Program. ABmunis awaits to learn if municipalities will be eligible applicants.

### **Transportation and Economic Corridors**

The Ministry of Transportation and Economic Corridors delivers significant grant funding and transportation projects that impact municipalities. In 2024 the ministry will allocate \$708 million for provincial highway projects, new construction and ring roads. Page 115 of the fiscal plan has a breakdown of projects to be funded in 2024. The Municipal Water Wastewater Program will be \$66 million in 2024. A portion of the 2024 budget may be unspent funds from 2023 as the province planned to spend \$86 million in 2023 but only \$42 million is estimated to be spent by the 2023-24 fiscal year end.

### **Treasury Board and Finance**

Treasury Board and Finance is responsible for budget planning, financial management, administering tax and revenue programs and economic analysis for the Government of Alberta. Of particular interest for municipalities is the ministry's role in providing loans to municipalities for capital projects. ABmunis has been advocating for a return to the model where municipalities could access capital loans at the same low rates the Government of Alberta could access in the market. Budget 2024-25 offers no response to our [resolution on loan rates](#) but ABmunis will continue to raise this issue and the opportunity to lower costs for community infrastructure.



# Alberta Municipalities Strength In Members

## Connect





**ANNOUNCEMENT** 



**Palliser Regional Municipal Services is happy to announce that we have begun a new partnership for Safety Codes permit and inspection services with Park Enterprises Ltd. effective April 1, 2024.**

Following an RFP process and subsequent review by the Inspection Contract Evaluation Committee comprised of the following members:

*“Dennis Kuiken (Village of Acme), Chris Reeds (Town of Trochu), Dave Mohl (Town of Hanna), Devin Diano (PRMS), Linda Taylor (PRMS), Kari Bott (PRMS).”*

It was determined that **Park Enterprises Ltd.** had ranked the highest through the following evaluation criteria:

1. *Technical Proposal*
2. *The Interview*
3. *Cost Proposal*

**The PRMS Board of Directors met on March 7<sup>th</sup>, 2024, and the following motion for inspection services was made.**

- i. RFD- 2024 Safety Codes Inspection Contract  
CEO Devin Diano provided an overview of the process used by the Inspections Contract Evaluation Committee to review the proposals submitted for the Safety Codes Inspection Services Request for Proposal (RFP).

MOTION BY: Crystal Sereda

“The PRMS Board of Directors award the safety codes inspection services contract to Park Enterprises Ltd.”

CARRIED UNANIMOUSLY.

**Park Enterprises Ltd. is providing permit and inspection services effective April 1<sup>st</sup>, 2024 and while this is a change, we can assure you that the application process will remain the same in terms of communication with the PRMS office, the forms available on the PRMS website [www.palliserservices.ca](http://www.palliserservices.ca) as well as the payment methods. Linda Taylor, PRMS Safety Code Administrator is available at 403-854-3371 ext. 208 or by email to [permits@palliserservices.ca](mailto:permits@palliserservices.ca) to assist with your applications.**

**Park Enterprises Ltd. will be holding 3 open houses within the Palliser region in the upcoming months to meet with the municipalities, contractors, and other interested parties - so please stay tuned for those upcoming places and dates.**

**PRMS will continue working with Superior Safety Codes on all permits issued prior to March 31<sup>st</sup>, 2024. These permits are retained by Superior Safety Codes and will be inspected by Superior Safety Codes until the permit is closed over the next 2+ years.**



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113898

To All Chief Elected Officials:

I am inviting your municipality to participate in the review of the *Municipal Government Act* requirements related to Intermunicipal Collaboration Frameworks (ICFs). ICFs encourage integrated and strategic planning, delivery, and funding of inter-municipal services.

Municipal Affairs welcomes your insight and feedback to ensure any future legislative changes consider the needs of municipalities. The scope of this engagement covers the following topics:

- required content of ICFs;
- ICF agreement duration;
- cost calculations;
- mediation and arbitration; and
- enforcement.

I encourage you to complete the survey and share your perspectives on these important matters. The survey is available at [REDACTED] and should take 15 to 20 minutes to complete. The survey is available until **April 12, 2024**.

Ministry staff will also be seeking input from chief administrative officers through discussion sessions to supplement the survey and focus on practical implementation considerations. The collective outcomes of the engagement will inform future legislative changes targeted for 2025.

If you have any questions about this review or the collection and use of this information, please email [REDACTED]

Thank you for your participation.

Sincerely,

Ric McIver  
Minister

cc: All Chief Administrative Officers





## Add your voice to call for independent local elections



Wed 2024-04-03 3:03 PM

To:Village Office <office@villageofhussar.ca>

📎 1 attachments (154 KB)

Political Parties - Member Messaging.docx;

Hello Mayors, Councillors and CAOs,

Attached are key messages you can use in conversations with MLAs, media, and the public about the importance of keeping political parties out of local elections. The messages build on a letter we sent to the Minister of Municipal Affairs and Premier last week providing ways that trust and transparency in local elections can be increased without putting parties on the ballot.

During dialogue with the Minister and Premier at our recent Spring Municipal Leaders Caucus, they confirmed their intention to bring in legislation that would pave the way for political parties to formally participate in local elections along with an openness to receive alternative recommendations on how to improve the Local Authorities Election Act. Our recommendations focus on contribution limits, disclosure requirements, rules for third-party advertisers and ways to increase candidates understanding of the role of councils. More details on our recommendations can be found on our [Keep Local Elections Local Webpage](#).

We hope you will amplify our message by:

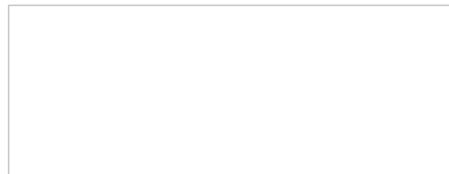
- Contacting your local MLA and addressing your concerns.
- Creating awareness about the topic with your residents by discussing it with your local news media and/or via social media posts.
- Passing a motion in council to draw attention to your official position on the proposed legislation.

ABmunis is also planning a media event the week of April 8-12.

Let's use our strength in members to raise awareness of the importance of local elections providing the opportunity for grassroots Albertans to have their say in how municipalities are run.

Sincerely,

**Tyler Gandam | President**



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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

Updated April 2, 2024

### Why non-partisan politics works at the municipal level

- Given the size of Alberta and Canada, political parties are necessary at the provincial and federal levels.
- Multiple surveys have shown that the majority of Albertans do not think political parties add value at the local level.
- Most issues faced by local elected officials (i.e., mayors, reeves, and councillors) are practical challenges that are **clearly not partisan**.
  - Snow clearing, safe drinking water, road repair, local transportation, fees for hockey arena use are examples of issues that are **clearly not partisan**.
- The current non-partisan system features an environment in which councillors are encouraged to listen to one another, consider alternative views, weigh the pros and cons, seek additional information, and debate issues before voting on them.
  - It encourages collaboration, compromise, and a willingness to find consensus on even the most difficult issues.
- A party-based system is likely to encourage councillors to stick to the positions of the political parties they represent, instead of listening to residents and considering the welfare of the municipality as a whole.
  - It will contribute to a more adversarial and combative environment on council in which councillors will vote along party lines.
- Divisions on municipal councils seem likely to inflame existing divisions among groups within communities and even between neighboring municipalities.
  - Politics does not need to be divisive.
  - The current non-partisan system encourages collaboration in our communities.
  - Albertans want to vote for candidates, not labels.

### Recommendations to improve transparency & governance

- Alberta Municipalities' members share concerns about transparency and governance that were expressed by Municipal Affairs Minister Ric McIver and Premier Danielle Smith at our Spring Municipal Leaders' Caucus (MLC) in mid-March, but we do not believe the injection of political parties into local elections will improve things.



# POLITICAL PARTIES

- In response to Premier Smith’s March 15 request at Spring MLC for suggestions on how transparency and governance could be improved in municipal elections, ABmunis recommends the following actions be considered:
  - Limit donation amounts. Make changes to the *Local Authorities Election Act* (LAEA) to **limit individual donation amounts** to \$2,500 per candidate.
    - In recent reviews of Alberta’s election rules, Albertans clearly signaled they want to see less money involved in local elections, not more.
    - A reduction in contribution limits would go a long way towards creating a more level playing field and ensuring large donors do not drown out the voices of grassroots Albertans.
  - Financial disclosure. Require candidates to file **pre-election disclosure statements** and strengthen disclosure requirements for **third-party advertisers**.
    - Voters should know who, be they individuals or like-minded groups, is donating money to candidates or indirectly supporting them through advertising.
    - Limits on campaign contributions to candidates should also be applied to third parties.
  - Update nomination form. We recommend **changes to the nomination form** that require candidates to confirm they understand the role of councillors as set out in the *Municipal Government Act* (MGA).
  - Education & resources for prospective candidates. Legislation alone cannot fix divisiveness and disfunction on municipal councils, so we are committed to working with the ministry and other associations to **provide education and resources** that support productive councils.
  - We want to avoid situations like the one that occurred recently in Chestermere, Alberta, where a slate of councillors disregarded their legislative duties to the detriment of their community.

## Good Governance

- While political parties are an important part of the parliamentary system at the provincial and federal level, they are not a good fit with local government legislation and processes in Alberta regardless of size of municipality.
- The cities of Edmonton and Calgary follow the same governance rules as other municipalities.
- Caucus meetings and whipped votes go against rules set out by the province in the MGA.
- The MGA states in Part 5, Division 3 that councillors have the statutory duty to: “consider the welfare and interests of the municipality as a whole”
- Section 197(1) of the MGA specifies that council and council committees must meet in public.
- Furthermore, to deliver services efficiently and effectively to businesses and residents, councils must work collaboratively with the province and neighboring municipalities.
- Council members also have roles on quasi-judicial tribunals and service delivery boards
- For these reasons ABmunis believes partisanship would undermine the ability of councils to effectively fulfill their roles.



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310.MUNI ■ hello@abmunis.ca ■ abmunis.ca

# POLITICAL PARTIES

## Survey Results

- Results from the Government of Alberta’s November 2023 survey on proposed changes to the LAEA that were obtained through a reporter’s FOIP request show that 70 per cent of Albertans are opposed to the introduction of political parties at the local level.
- A public opinion survey on the possible introduction of political parties at the municipal level was conducted by pollster Janet Brown for Alberta Municipalities in early September 2023, just six months ago.
  - ABmunis’ survey found that **68 per cent** of Albertans were opposed to the idea.
  - More than **80 per cent (81%)** thought that municipal officials who are part of a political party would vote along party lines and not necessarily in the best interest of the community.
  - **Sixty-nine per cent (69%)** of respondents think that political parties would make municipal governments more divisive and less effective.

## Trust and Integrity

- We recognize there is currently nothing preventing candidates from running on slates or for political parties, other than an historic lack of success.
- However, changes to legislation could be made that might make it easier for political parties or slates of candidates to raise funds. We know from previous reviews of the election rules that Albertans want to see less money involved in local elections, not more.
- Parties could also lead to money being raised in one part of the province being used to influence the election in another region. This would again take the focus away from keeping local elections local.
- The [mandate letter](#) from Premier Smith to Minister of Municipal Affairs McIver instructed him to collaborate with Minister of Justice Amery to review the LAEA and make recommendations for any necessary amendments to “strengthen public trust in and the integrity of our municipal election laws”.
- We believe the best way to strengthen trust and integrity is to listen to Albertans when they say they do not want political parties at the local level.



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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113651

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services, and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – An award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – An award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – An award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to Library Boards serving a population over 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community needs and provide direct benefit to the public.

...2



- **Public Library Services (open to Library Boards serving a population under 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – An award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – An award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – An award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at [www.alberta.ca/ministers-awards-for-municipal-excellence.aspx](http://www.alberta.ca/ministers-awards-for-municipal-excellence.aspx). The deadline for submission is **April 15, 2024**.

Questions about the program from municipalities can be sent to

████████████████████ or program advisors may be reached at ██████████

(toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to ██████████

or program advisors can be reached at ██████████ (toll-free by first dialing 310-0000).

I encourage you to share your stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver  
Minister



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114060

**Subject: Provincial Education Requisition Credit Program Extension**

Our government recognizes delinquent oil and gas property tax payments continue to be a concern for many municipalities. To help address this issue, *Budget 2024* included the announcement of an extension to the Provincial Education Requisition Credit (PERC) program for an additional two years up to and including the 2025 tax year. The maximum annual credit limit is \$3 million.

The extension of PERC is in addition to other recent government initiatives including:

- establishing a mandatory condition with the Alberta Energy Regulator that property taxes are to be paid before approving well licence transfers or granting new well licences;
- strengthening the liability management framework and empowering the Alberta Energy Regulator to enforce it;
- passing new legislation to give municipalities priority over other creditors through a special lien where companies owe taxes; and
- providing the Rural Municipalities of Alberta with a \$300,000 grant to provide resources and training related to enforcing the special lien.

Furthermore, our government will continue working in collaboration with our partners in industry, the Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans.

I look forward to continuing to work together on this important matter.

Sincerely,

Ric McIver  
Minister

## Action Required: Move My Licence to DRAS for Water Licences

[REDACTED]  
Thu 2024-03-28 12:03 PM

📎 1 attachments (409 KB)

Fact Sheet - How to Move My Licence.pdf;

Dear water licence holder,

This email contains important information about your water licence that requires your action.

**Move My Licence** is a call for water licence holders in Alberta to 'move' their water licences into the [Digital Regulatory Assurance System \(DRAS\)](#). DRAS is an easy-to-use secure online platform which will help you, as a licence holder, compile and view all parts of your license(s) and activities that are subject to environmental regulation.

For all *Water Act* licences that require reporting, Environment and Protected Areas is transitioning its Water Use Reporting System (WURS) into DRAS. If your *Water Act* licence is regulated by Environment and Protected Areas, you are required to move your licence into DRAS and report the water use, including measuring and monitoring results, through DRAS. WURS will be closing as early as June 2024, so you will need to take action to move your licence as soon as possible.

Please take a look at the enclosed **Fact Sheet – How to Move My Licence** and refer to a quick [video tutorial](#) that guides you step-by-step to **move your licence** to DRAS and gain access to improved features and services through this new platform.

If you have any questions, please contact [REDACTED]

[REDACTED] you,

Alberta Environment and Protected Areas







# Move My Licence: *Water Act*

## Moving water licences to the Digital Regulatory Assurance System (DRAS)

### Get easy access to your *Water Act* licence information. Move your licence today!

There's a new, easy-to-use tool available to help you manage your water licence(s) and water use with greater transparency, completeness, accuracy and timeliness.

The Digital Regulatory Assurance System (DRAS) is Alberta's modernized environmental regulatory system. It is a secure online platform which will help licence holders compile and view all parts of their licence(s) and activities that are subject to environmental regulation.

### What is Move My Licence

DRAS has been accepting new applications for *Water Act* licences and other types of water authorizations since 2021. However, the records associated with water licences issued prior to 2021 are still housed in a series of older electronic and paper-based systems that aren't reliably connected to each other.

Move My Licence is a call for water licence holders in Alberta to 'move' their water licences issued before November 2021 to DRAS by the end of 2024.

This does not change or replace any licence already issued to you and does not affect the priority number on any licence.

### What records need to be moved to DRAS?

Any water licences issued under the *Water Act* must be moved. That includes all records of the water licences issued under Alberta's past and current water use related legislation.

Documents associated with water approvals and authorizations under the *Environmental Protection and Enhancement Act* and the *Public Lands Act* are not currently required to move but will be included as part of future DRAS releases.

If your licence, amendment, or renewal was issued using DRAS, you do not have to move your licence since it is already in DRAS.

### Make your move in three simple steps

For detailed instructions, see the next pages of this handout.

1. Log in to DRAS using your Alberta.ca Account or Alberta.ca Account for Organizations.
2. Select the 'Move my pre-DRAS water licence records' application form and enter your valid *Water Act* licence number and licence name.
3. Finish by verifying the auto-populated information and click Submit.

After moving your licence, you will have full access to all the functionality DRAS has to offer. More information on DRAS is available at <https://www.alberta.ca/digital-regulatory-assurance-system>.

### Have these items handy before moving your licence!

- Your licence or authorization number for **each** *Water Act* licence issued to you for as far back as you have records.
- Think about what you want to name each licence for your DRAS dashboard.

### How does moving your water licence to DRAS help you with water management?

You will be able to take advantage of several functionalities to manage your licence and support the management of Alberta's water. You can:

- Access and view licence records, including priority number and water use reports, in a single secure location.
- Apply for new licences, renewals or amendments.
- Receive email reminders to renew a licence and to submit water reporting requirements listed for your licence.
- Submit a notification when water use is planned under a licence in areas downstream of water infrastructure, like dams.
- Submit incident notifications and track their status at any time.
- See who in government is assigned to your case.
- Delegate user permission to another person to submit water use reports or apply for new water licences on your behalf.

## Detailed Steps for How to Move My Licence

Move my Licence does not change or replace any licence already issued to you and does not affect the priority number on any licence.

If you were issued a licence using DRAS or applied for an amendment or renewal using DRAS, you do not have to move your licence since it is already in DRAS.

### Step 1

DRAS uses the Government of Alberta's digital identification for individuals and businesses.

**If your licence is issued to an individual, we recommend using an Alberta.ca Account to log into DRAS to move your licence.**

**If your licence is in the name of a business or organization, we recommend you use an Alberta.ca Account for Organizations to move your licence.**

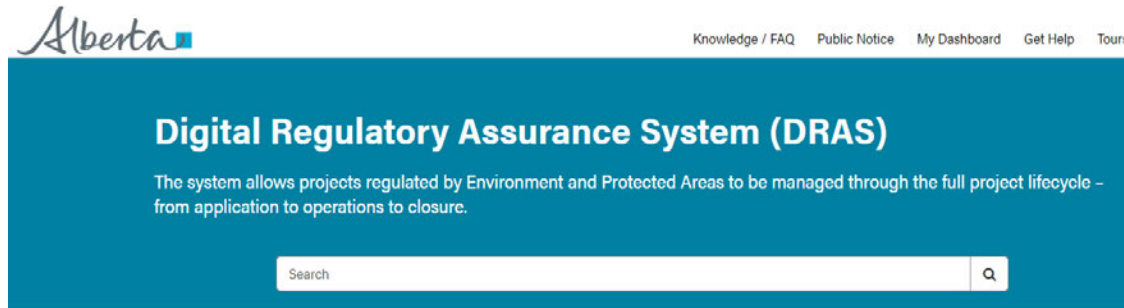
If you do not yet have an account, you can sign up for a free account at the following links:

- a) Alberta.ca Account for individuals - [Alberta.ca Account – Create or change an account | Alberta.ca](#).
- b) Alberta.ca Account for Organizations - <https://www.alberta.ca/alberta-ca-account-for-organizations>.




### Step 2

Go to the [DRAS portal](#) and login using your Alberta.ca Account (for individual or organization).

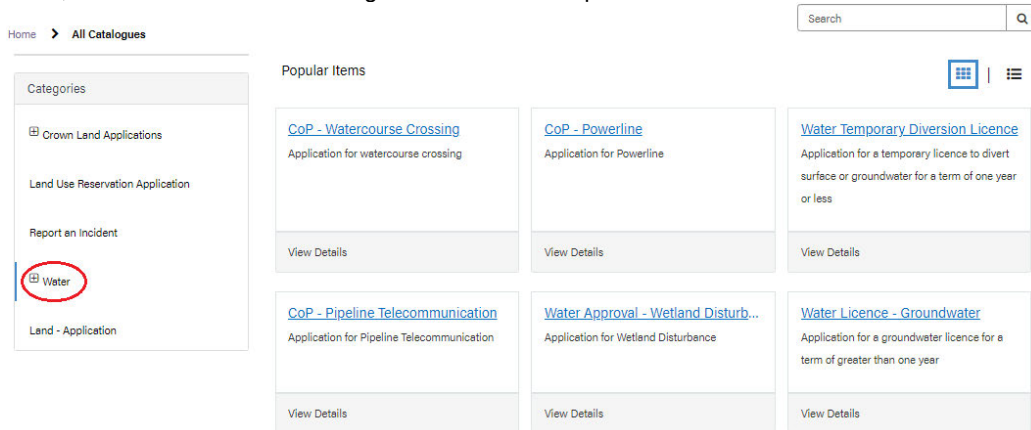
- a) Click on the **Submit an Application** box



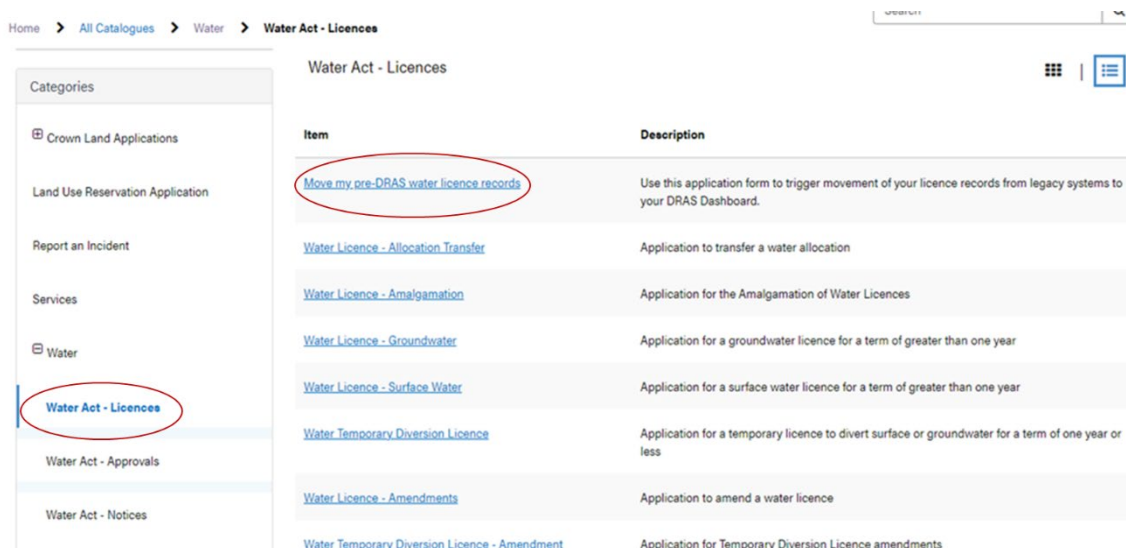
Environment and Protected Areas is committed to a common sense, fair and predictable regulatory process while maintaining our high environmental standards. Applicants and operators of projects regulated by Environment and Protected Areas will use the digital system through the lifecycle of the project. To learn more about DRAS before submitting an application, visit the [Digital Regulatory Assurance System](#) page on Alberta.ca.

 <a href="#">About the Application Process</a> Learn more about who needs to apply, what to apply for, and how to apply. <a href="#">Learn More &gt;</a>	 <a href="#">Submit an Application</a> View the full list of applications available and begin the application process. <a href="#">Start Application &gt;</a>	 <a href="#">My Dashboard</a> View your current and past activities, including your applications, authorizations, outstanding items, and submitted Statements of Concern and Help requests. <a href="#">View My Items &gt;</a>
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b) Then, click on **+Water** in the Categories list on the left panel



c) Click on **Water Act – Licences** and you will get access to the 'Move my pre-DRAS water licence records' form. Click on **Move my pre-DRAS water licence records** to open the form.



- d) In the 'Move my pre-DRAS water licence' form, confirm and make necessary updates to your contact information.
- e) Indicate if you are submitting the application on behalf of another organization or individual. If yes, indicate an individual or a company/organization. Otherwise, select No and proceed to the Pre-DRAS authorization number field.
- f) Enter the licence number using the numbers before the first dash. For example, if your licence is 00012334-00-00, you only need to enter in 12334. Once you enter your number, click outside of the field and allow time for the system to populate your licence information. DRAS will validate that the number matches in the system.
  - o If DRAS finds a match, it will input the information regarding your licence in the fields below and ask you to name your licence.
  - o If DRAS does not find a match, it will tell you that it could not find a match and clear out the number.
  - o If your number is correct but DRAS cannot find the record in its system, please contact EPA at [regulatoryassurance.support@gov.ab.ca](mailto:regulatoryassurance.support@gov.ab.ca) so we can help figure out the problem.
- g) Assign a name to the licence. Use a brief descriptive name that will allow you to track your licence(s).
- h) Complete the Certification area by checking the **I certify** box, then navigate to the lower area of the screen. Click on the **Submit** button.



\* I certify that:

I have reviewed the licence information and can confirm that I am the authorization holder or their representative and the information reflected on the form matches the licence I am claiming. I understand that providing false or misleading information, data, records, reports or documents as a part of this regulatory process is an offence under section 142(1)(a) of the Water Act. I declare that the information provided in this application is true and accurate.

Submit

 Add attachments

If you have not completed a field or a step, DRAS will let you know with a pop-up warning.

Your new application number with the name you assigned will show at the top of the screen. You will also receive a confirmation email that you have moved your licence to DRAS. Another confirmation email will follow when you can begin reporting water use in DRAS (if applicable).

**Note: Repeat step 2 for each water licence issued to you prior to November 2021.**

Click **Home** to return to step 2.



Need help? Front counter staff at Environment and Protected Areas regional offices can assist you. You can also contact us at [regulatoryassurance.support@gov.ab.ca](mailto:regulatoryassurance.support@gov.ab.ca) if you have questions.



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

Dear Water Licence Holder,

Thank you for participating in Alberta's water-sharing negotiations over the past two months. By working to develop these water-sharing agreements, you have demonstrated the leadership, dedication and community spirit that makes Alberta great.

Negotiating water-sharing agreements is the most effective tool available to conserve water and reduce the risks posed by drought. Similar agreements struck in 2001 played a critical role in helping communities, irrigators and businesses survive and thrive. This year's discussions were the largest in Alberta's history, with licensees participating who have access of up to 90 per cent of the water that is allocated in the Red Deer, Bow and Old Man River basins.

As a result of this hard work, four draft memorandums of understanding (MOUs) have been developed covering the:

- Bow River Basin
- Red Deer River Basin
- Oldman River Basin
- Upper Tributaries of the Oldman River Basin.

While we were hoping to announce the conclusion of this important work at the end of March, it has become clear that more time will be required for each water licence holder to finalize their approval through your respective governance processes. **I am writing you to ask that you complete this work no later than April 18<sup>th</sup>, 2024.**

The conclusion of the largest water-sharing negotiations in Alberta's history will be a landmark achievement for all involved and an example to the rest of Canada. Accordingly, this achievement will be shared with the public and the media in a press conference in Calgary on Friday, April 19<sup>th</sup>. All signatories are invited to participate, please contact [REDACTED] to confirm your attendance.

Thank you again for your generosity, ingenuity and participation. On behalf of Alberta's government, I applaud your leadership and I look forward to working further with you to manage these agreements and maximize Alberta's water supply.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is written in a cursive style with a large, prominent "R" and "S".

Rebecca Schulz  
Minister of Environment and Protected Areas

CC: All stakeholders.