



MD of Willow Creek
April 22, 2020 - Regular Council - 10:30 AM

1 Call To Order

1.1 Additions to Agenda

2 Minutes

2.1 Minutes of April 8, 2020 Council Meeting

📎 April 8, 2020 Council Meeting Minutes

3 Delegations

4 Financial

4.1 Cheque Register

📎 Cheque Register April 22, 2020

4.2 Bank Reconciliation

📎 Bank Reconciliation March 31, 2020

4.3 Discretionary Funds

📎 Discretionary Grants April 22, 2020

4.4 2019 Financial Statement - M.D. of Willow Creek

📎 RFD 2019 Financial Statement - M.D. of Willow Creek

📎 2019 Financial Statements

4.5 2019 Financial Statement - Town of Granum

📎 RFD 2019 Financial Statement - Town of Granum

📎 2019 Financial Statement - Town of Granum

5 Public Hearings

6 Council Matters

6.1 Council Commitments

📎 Council Commitments - April and May 2020

6.2 RMA Spring 2020 Resolutions

📎 For Information - RMA Spring 2020 Resolutions

6.3 Leavings Water Co-op
















📎 Leavings Water Co-op Letter

6.4 Burnco Rock Products

📎 RFD - Letter from Burnco - Request of Waiver

📎 Burnco Rock Products - Letter to Waive Reapplication Time Restriction

📎 Dev. RFD Burnco Waiver Request

- 6.5  Willow Creek MD Land Use Bylaw
Claresholm Medical Clinic
- 6.6  Letter from Claresholm Medical Clinic
Letter to Minister of Municipal Affairs - Shovel Ready Projects
-  RFD - Letter to Minister of Municipal Affairs - Shovel Ready Projects
-  Letter to Minister of Municipal Affairs - Shovel Ready Projects
- 6.7 Agriculture Service Board Appointments - Weed Inspector
-  RFD Appoint 2020 Weed Inspectors
- 6.8 Southern Alberta Recreation Association
-  For Information - Southern Alberta Recreation Association Delegate Appointment
- 7 Council Reports**
- 7.1 Oldman River Regional Services Commission
-  Oldman River Regional Services Commission Board Minutes February 13, 2020
- 8 By-Laws and Policies**
-  By-Laws and Policies
- 8.1 230-01 Fire Permit - Fire Ban Policy
-  RFD Fire Permit - Fire Ban Policy
-  230-01 Fire Permit - Fire Ban Policy
-  Bylaw 1710
-  Bylaw 1776
- 8.2 260-16 Private Waste Water Disposal Policy
-  RFD Private Waste Water Disposal Policy
-  260-16 Private Waste Water Disposal Policy
- 9 Correspondence**
- 9.1 Letter from Municipal Affairs - Ministerial Orders
-  Letter and Ministerial Orders
- 10 Closed Session - There are no closed session items at this time**
- 11 Adjournment**



MD of Willow Creek
Meeting Minutes
Regular Council April 8, 2020 - 10:00 AM

Municipal District of Willow Creek – Administration Office
Claresholm, Alberta

Present through Electronic Communication:

Reeve Maryanne Sandberg
 Deputy Reeve Alm
 Councillor John Van Driesten
 Councillor John Kroetsch
 Councillor Ian Sundquist
 Councillor Darry Markle
 Councillor Evan Berger

Present in Chambers:

Chief Administrative Officer Derrick Krizsan
 Sheila Karsten - Recording Secretary
 Cindy Chisholm - Manager of Development and Planning
 Mike Burla - Oldman River Regional Services Commission
 Don Kitchener
 Johanne Hannas - Director of Finance

1

Call To Order

Reeve Sandberg called the meeting to order at 10:12 a.m.
 Livestreaming of Council meeting began at 10:12 a.m.

1.1

Additions to Agenda

Resolution No: C-20/153

The following items were added to the agenda:

6.4 Letter to Municipal Affairs Regarding Changes to Ministerial Order

Moved by Councillor Berger to adopt the agenda with additions.

CARRIED

Councillor Sundquist left the meeting at 10:13 a.m.

2

Minutes

Resolution No: C-20/154

Moved by Deputy Reeve Alm to approve the March 25, 2020 Council meeting minutes as presented.

CARRIED

Councillor Sundquist returned to the meeting at 10:15 a.m.

10

Closed Session

Resolution No: C-20/155

Moved by Councillor Markle to go into closed session at 10:13 a.m.

CARRIED

Livestreaming of Council meeting ceased at 10:13 a.m.

Don Kitchener left the closed session meeting at 10:18 a.m.

3 Delegations

3.1 This portion of the meeting closed pursuant to Section 197 of the Municipal Government Act and Section 23 – Local public body confidences of the Freedom of Information and Protection of Privacy Act

10 Closed Session

10.2 This portion of the meeting closed pursuant to Section 197 of the Municipal Government Act and Section 23 – Local public body confidences of the Freedom of Information and Protection of Privacy Act

10.3 This portion of the meeting closed pursuant to Section 197 of the Municipal Government Act and Section 21 - Disclosure harmful to intergovernmental relations of the Freedom of Information and Protection of Privacy Act

Johanne Hannas entered the closed session meeting at 10:45 a.m.

Mike Burla and Cindy Chisholm left the closed session meeting at 10:49 a.m.

10.4 This portion of the meeting closed pursuant to Section 197 of the Municipal Government Act and Section 16 - Business interests of a third party of the Freedom of Information and Protection of Privacy Act

Sgt Stannard and Sgt Mucha joined the closed session meeting electronically at 11:30 a.m.

3 Delegations

3.2 This portion of the meeting closed pursuant to Section 197 of the Municipal Government Act and Section 23 – Local public body confidences of the Freedom of Information and Protection of Privacy Act

Johanne Hannas left the closed session meeting at 11:35 a.m.

Johanne Hannas returned to the closed session meeting at 11:50 a.m.

10 Closed Session

10.5 This portion of the meeting closed pursuant to Section 197 of the Municipal Government Act and Section 23 - Advice from officials of the Freedom of Information and Protection of Privacy Act

10.1 This portion of the meeting closed pursuant to Section 197 of the Municipal Government Act and Section 23 - Local public body confidences of the Freedom of Information and Protection of Privacy Act

Sheila Karsten left the closed session meeting at 12:00 p.m.

Resolution No: C-20/156

Moved by Councillor Van Driesten to come out of closed session at 1:03 p.m.

CARRIED

Livestreaming of Council meeting resumed at 1:03 p.m.

4 Financial

4.1 Cheque Register

Director of Finance Hannas presented the cheque register for cheque #'s 24447 – 24465 and EFT #'s 2295 – 2340 in the amount of \$ 478,419.71 as information.

Received for information.

4.1.1 Cheque Signing Authority
Resolution No: C-20/157

Moved by Councillor Berger to authorize the Chief Administrative Officer and Director of Finance to execute cheques.

CARRIED

4.2 2020 Budget
Resolution No: C-20/158

Moved by Councillor Sundquist to approve the 2020 Budget as presented with total operating capital revenue of \$21,182,935.00 and total operating capital expenditures of \$21,037,045.00 and a total excess of revenue over expenses of \$145,890.00.

CARRIED

Johanne Hannas left the meeting at 1:18 p.m.

5 Public Hearings - No Public Hearings are scheduled at this time

6 Council Matters

6.1 Council Commitments - April

Upcoming commitments for April 2020 for Council members were presented.

Received for information.

6.2 RMA Virtual Spring 2020 Resolution Session

The RMA Spring 2020 Convention was cancelled and a spring 2020 resolution session has not yet been held. Rural Municipalities of Alberta will hold a virtual resolution session on Friday April 24, 2020. Members that would like to participate will require internet access capable of displaying a webinar with two way audio communication and a cell phone capable of voting by text message.

Received for information.

6.3 Intermunicipal Collaboration Framework Committee Appointments
Resolution No: C-20/159

The Willow Creek Regional Intermunicipal Collaboration Framework agreement was adopted by the Municipal District of Willow Creek in March 2020. Section 4.4 of the agreement states that the "ICF Committee shall consist of Ten (10) members, being Two (2) elected officials appointed by each municipality.

Moved by Councillor Van Driesten to appoint Reeve Sandberg and Deputy Reeve Alm to the Willow Creek Regional Intermunicipal Collaboration Framework Committee and Councillor Berger as an alternate.

CARRIED

6.4 Letter to Municipal Affairs Regarding Changes to Ministerial Order 022-20
Resolution No: C-20/160

On March 25, 2020 Ministerial Order 022-20 issued by the Minister of Municipal Affairs pursuant to the Minister's power to alter dates and time period. The Ministerial Order extends a number of timelines in the Municipal Government Act. The timeline to appeal a decision of a subdivision or development authority was extended to October 1, 2020. This could have a severe negative financial impact on development for the Municipal District of Willow Creek.

Moved by Councillor Sundquist to send a letter, signed electronically by the Reeve, to Municipal Affairs on behalf of Council and the Municipal Planning Commission of the Municipal District of Willow Creek stating serious concerns

pertaining to the extension of appeal periods to development and subdivision approvals to October 1, 2020.

CARRIED

7 Council Reports

**7.1 Joint Economic Development Initiative Meeting
Resolution No: C-20/161**

At the April 2, 2020 Joint Economic Development Initiative meeting the airport runway maintenance project was discussed. The Town of Claresholm proposed to transfer the ownership of certain lands to the Municipal District of Willow Creek and to participate in the airport runway maintenance project with its portion of the projected \$68,469.20 cost to be paid over the next 2 budget years.

Moved by Councillor Markle to request Administration to schedule a Joint Economic Development Initiative meeting to discuss the proposal for the Claresholm airport runway maintenance and property transfer.

CARRIED

8 By-Laws and Policies

8.1 Bylaw No. 1860 - Land Use Bylaw

**8.1.1 Third Reading
Resolution No: C-20/162**

Moved by Councillor Berger Bylaw No.1860 be given third and final reading and the Reeve and Chief Administrative Officer be authorized to sign and counter sign on behalf of the Municipal District.

DEFEATED

8.2 Bylaw No. 1868 - Fees Bylaw

**8.2.1 First Reading
Resolution No: C-20/163**

Moved by Deputy Reeve Alm Bylaw No. 1868 being the Fees Bylaw be given first reading with amendments to 9.1(c)(k).

CARRIED

**8.2.2 Second Reading
Resolution No: C-20/164**

Moved by Councillor Kroetsch Bylaw No. 1868 be given second reading.

CARRIED

**8.2.3 Proceed to Third Reading
Resolution No: C-20/165**

Moved by Councillor Sundquist and all Councillors present to unanimously consent to proceed to the third and final reading of Bylaw No. 1868.

CARRIED UNANIMOUSLY

**8.2.4 Third Reading
Resolution No: C-20/166**

Moved by Councillor Markle Bylaw No.1868 be given third and final reading and the Reeve and Chief Administrative Officer be authorized to sign and counter sign on behalf of the Municipal District.

CARRIED**8.3 Hiring Policy
Resolution No: C-20/167**

The Municipal District of Willow Creek currently does not have a hiring policy. Hiring Policy 120-45 was presented for adoption.

Moved by Councillor Van Driesten to adopt Policy 120-45 Hiring Policy with amendments to Section 7.

CARRIED**9 Correspondence****9.1 Municipal Affairs**

A letter from Deputy Minister Paul Wynnyk and document outlining Municipal Governance during the COVID-19 Outbreak was presented. One of the changes stated Council Meetings can be held electronically as long as a notice of the electronic meeting is provided and states the electronic means being used and that the public is able to hear the meeting as it is occurring.

Received for information.

9.2 Municipal Affairs - Intermunicipal Collaboration Framework and Study Grant

A letter from Municipal Affairs stating Fort Macleod has been approved for the Alberta Community Partnership program grant of \$200,000.

Received for information.

9.3 Town of Raymond - Summer Games

A letter from the Town of Raymond stating that due to the COVID-19 pandemic the 2020 Summer Games will be cancelled.

Received for information.

9.4 Town of Nanton - Recycling Centre Agreement

A letter was presented from the Town of Nanton stating Dump Gump Inc. will provide private recycling and waste transfer services within the Town of Nanton.

Received for information.

**11 Adjournment
Resolution No: C-20/168**

Moved by Councillor Sundquist to adjourn at 2:08 p.m.

CARRIED.

Livestreaming of Council meeting ended at 2:08 p.m.

Reeve

Chief Administrative Officer

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	2020-04-22
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
24466	CAMPBELL, MARGA	CAMPBELL, MARGARET	2020-04-22	GENERAL	PMCHQ00002754	\$100.00
24467	CLARESHOLM IGA	CLARESHOLM IGA	2020-04-22	GENERAL	PMCHQ00002754	\$81.65
24468	DEE JAY HARDWAR	DEE JAY HARDWARE LTD.	2020-04-22	GENERAL	PMCHQ00002754	\$120.55
24469	FRANKHAUSER, JO	FRANKHAUSER, JOSH	2020-04-22	GENERAL	PMCHQ00002754	\$1,422.55
24470	GRANUM HISTORIC	GRANUM HISTORICAL BOARD	2020-04-22	GENERAL	PMCHQ00002754	\$250.00
24471	NORTH & CO.	NORTH & CO.	2020-04-22	GENERAL	PMCHQ00002754	\$571.75
24472	OLIVER, CHRIS	OLIVER, CHRIS	2020-04-22	GENERAL	PMCHQ00002754	\$250.00
24473	ONE EARTH REIKI	ONE EARTH REIKI & SOAP SHOP	2020-04-22	GENERAL	PMCHQ00002754	\$50.00
24474	PAPER TRAIL	PAPER TRAIL	2020-04-22	GENERAL	PMCHQ00002754	\$180.08
24475	PETTY CASH CHEQ	Derrick Krizsan - Petty Cash A	2020-04-22	GENERAL	PMCHQ00002754	\$211.75
24476	SAWLEY, BRAD	SAWLEY, BRAD & CARMEN	2020-04-22	GENERAL	PMCHQ00002754	\$161.70
24477	SOUTH REGION AF	SOUTH REGION AAF	2020-04-22	GENERAL	PMCHQ00002754	\$150.00
24478	TELUS MOBILITY	TELUS	2020-04-22	GENERAL	PMCHQ00002754	\$93.47
24479	THE PATCHMAN	THE PATCHMAN	2020-04-22	GENERAL	PMCHQ00002754	\$558.60
24480	TOWN OF GRAN	TOWN OF GRANUM - USE	2020-04-22	GENERAL	PMCHQ00002754	\$92.50
EFT000000002341	00000970	FORT GARRY INDUSTRIES LTD.	2020-04-22	GENERAL	PMCHQ00002755	\$456.44
EFT000000002342	A.A.M.D. & C.	RMA	2020-04-22	GENERAL	PMCHQ00002755	\$1,805.27
EFT000000002343	AIRTECH HEATING	AIRTECH HEATING & AIR CONDITIO	2020-04-22	GENERAL	PMCHQ00002755	\$604.80
EFT000000002344	ALBERTA ONE CAL	ALBERTA ONE CALL CORP.	2020-04-22	GENERAL	PMCHQ00002755	\$6.30
EFT000000002345	ALBERTA SOUTH W	ALBERTA SOUTH WEST REGIONAL AL	2020-04-22	GENERAL	PMCHQ00002755	\$447.00
EFT000000002346	BISHOFF'S AUTO	BISHOFF'S AUTO, AG&IND. CENTRE	2020-04-22	GENERAL	PMCHQ00002755	\$97.54
EFT000000002347	BROWNLEE LLP	BROWNLEE LLP	2020-04-22	GENERAL	PMCHQ00002755	\$1,162.51
EFT000000002348	CARLSON, CLAYTO	CARLSON, CLAYTON	2020-04-22	GENERAL	PMCHQ00002755	\$89.72
EFT000000002349	CLARESHOLM NAPA	CLARESHOLM NAPA AUTO	2020-04-22	GENERAL	PMCHQ00002755	\$707.58
EFT000000002350	DUMP GUMP INC.	DUMP GUMP INC.	2020-04-22	GENERAL	PMCHQ00002755	\$57.75
EFT000000002351	ELLIS, STUART B	ELLIS, STUART B.	2020-04-22	GENERAL	PMCHQ00002755	\$30.10
EFT000000002352	ESRI CANADA LIM	ESRI CANADA LIMITED	2020-04-22	GENERAL	PMCHQ00002755	\$15,664.42
EFT000000002353	F.C.S.S.-CHOLM	F.C.S.S. CLARESHOLM	2020-04-22	GENERAL	PMCHQ00002755	\$6,711.51
EFT000000002354	GODLEY'S JEWELL	GODLEY'S JEWELLERY	2020-04-22	GENERAL	PMCHQ00002755	\$75.60
EFT000000002355	GUILLEVIN INTER	GUILLEVIN INTERNATIONAL CO.	2020-04-22	GENERAL	PMCHQ00002755	\$1,319.22
EFT000000002356	HEALTHY WORKER	HEALTHY WORKER	2020-04-22	GENERAL	PMCHQ00002755	\$27.83
EFT000000002357	ISL ENGINEERING	ISL ENGINEERING AND LAND SERVI	2020-04-22	GENERAL	PMCHQ00002755	\$5,775.86
EFT000000002358	JPS PETRO & GEN	JPS PETRO & GENERAL STORE	2020-04-22	GENERAL	PMCHQ00002755	\$546.51
EFT000000002359	LETHBRIDGE COUN	LETHBRIDGE COUNTY	2020-04-22	GENERAL	PMCHQ00002755	\$12,831.22
EFT000000002360	LETHBRIDGE MOBI	LETHBRIDGE MOBILE SHREDDING	2020-04-22	GENERAL	PMCHQ00002755	\$112.35
EFT000000002361	MCNALLY (2011)	MCNALLY CONTRACTORS (2011) LTD	2020-04-22	GENERAL	PMCHQ00002755	\$200.00
EFT000000002362	METERCOR INC.	METERCOR INC.	2020-04-22	GENERAL	PMCHQ00002755	\$27,057.37
EFT000000002363	MPE ENGINEERING	MPE ENGINEERING LTD.	2020-04-22	GENERAL	PMCHQ00002755	\$10,718.99
EFT000000002364	MUNICIPAL INFOR	MUNICIPAL INFORMATION SYSTEMS	2020-04-22	GENERAL	PMCHQ00002755	\$1,470.84
EFT000000002365	NANTON QUALITY	NANTON QUALITY OF LIFE FOUNDAT	2020-04-22	GENERAL	PMCHQ00002755	\$3,926.96
EFT000000002366	POSTMEDIA-NANTO	POSTMEDIA NETWORK INC.	2020-04-22	GENERAL	PMCHQ00002755	\$52.50
EFT000000002367	RIVERS ELECTRIC	RIVERS ELECTRIC (TABER) CO. LT	2020-04-22	GENERAL	PMCHQ00002755	\$126.00
EFT000000002368	SHAW CABLE SYST	SHAW CABLE SYSTEMS	2020-04-22	GENERAL	PMCHQ00002755	\$595.84
EFT000000002369	SOUTH COUNTRY C	SOUTH COUNTRY CO-OP LIMITED	2020-04-22	GENERAL	PMCHQ00002755	\$26,903.54
EFT000000002370	SUPERIOR SAFETY	SUPERIOR SAFETY CODES INC.	2020-04-22	GENERAL	PMCHQ00002755	\$5,501.42
EFT000000002371	TOWN OF CLARESH	TOWN OF CLARESHOLM	2020-04-22	GENERAL	PMCHQ00002755	\$20,551.49
EFT000000002372	TOWN OF FORT MA	TOWN OF FORT MACLEOD	2020-04-22	GENERAL	PMCHQ00002755	\$3,926.96
EFT000000002373	TOWN OF NANTON	TOWN OF NANTON	2020-04-22	GENERAL	PMCHQ00002755	\$848.34
EFT000000002374	TOWN OF STAVELY	TOWN OF STAVELY	2020-04-22	GENERAL	PMCHQ00002755	\$8,838.07
EFT000000002375	U.F.A. CO-OP LT	U.F.A. CO-OP LTD. -FARM SUPPLY	2020-04-22	GENERAL	PMCHQ00002755	\$422.92
EFT000000002376	UNIFIRST CANADA	UNIFIRST CANADA LTD.	2020-04-22	GENERAL	PMCHQ00002755	\$83.72

Total Cheques: 51

Total Amount of Cheques: \$164,049.09

=====

**BANK RECONCILIATION AS AT MARCH 31, 2020
FOR THE MUNICIPAL DISTRICT OF WILLOW CREEK No. 26**

DESCRIPTION	GENERAL ACCOUNT Mar 31,2020
PREVIOUS MONTH BALANCE	976,001.45
ADD RECEIPTS FOR THE MONTH	848,397.84
Sub Total	1,824,399.29
LESS DISBURSEMENTS FOR THE MONTH	1,501,405.51
Net Balance At End Of Month	322,993.78
BALANCE AT END OF MONTH - BANK	298,633.76
OUTSTANDING DEPOSIT	57,857.70
SubTotal	356,491.46
LESS: OUTSTANDING CHEQUES	217,454.52
Net Balance At End Of Month	139,036.94

UNRESTRICTED / RESTRICTED SAVINGS ACCOUNT	8,673,949.42
WATER PIPELINE REPLACEMENT IN TRUST RESERVE	8,386.49
MUNICIPAL RESERVE	46,368.59

TOTAL BALANCE MAR 31,2020	8,867,741.44
----------------------------------	---------------------

CERTIFIED A TRUE COPY SUBMITTED TO COUNCIL APRIL 22, 2020

MARYANNE SANDBERG
REEVE

DERRICK KRIZSAN
CAO



Municipal District of Willow Creek #26 For Decision

Agenda Item #

Date Submitted: April 17/2020

Originated by: Johanne Hannas

Subject: 2019 Financial Statements

RECOMMENDATION

Audit Committee to recommend to Council to approve the 2019 Financial Statements for Town of Granum and Municipal District of Willow Creek No.26

To pass a resolution of moving unrestricted surplus to capital reserves.

SUMMARY

The Town of Granum had an Unrestricted Surplus of 585,476. We require a resolution to move 500,000 to general capital reserve from 5,226 to 505,226 and the unrestricted surplus will change from 585,476 to 85,476.

The MD of Willow Creek had an Unrestricted Surplus of 1,006,290. We require a resolution to move 700,000 to a Bridge file reserve from 3,432 to 703,432 and the unrestricted surplus will change from 1,006,290 to 306,290

BACKGROUND

This allocation change will assist in applying for future grant funding because these funds have been earmarked for capital replacement.

ATTACHMENTS

- 2019 Town of Granum Financials
- 2019 Md of Willow Creek Financials

Prepared By:

Director / CAO / Committee

Reviewed and Approved for Agenda

Chief Administrative Officer

**Municipal District of
Willow Creek No.26**
Consolidated Financial Statements
For the year ended December 31, 2019

**Municipal District of
Willow Creek No. 26
Contents**

For the year ended December 31, 2019

	Page
Management's Responsibility	
Independent Auditor's Report	
Financial Statements	
Consolidated Statement of Financial Position.....	1
Consolidated Statement of Operations.....	2
Consolidated Statement of Changes in Net Financial Assets.	4
Consolidated Statement of Cash Flows.....	5
Schedules	
Schedule I - Schedule of Changes in Accumulated Surplus.....	6
Schedule II - Schedule of Tangible Capital Assets.....	7
Schedule III - Schedule of Property Taxes Levied.....	8
Schedule IV - Schedule of Government Transfers.....	9
Schedule V - Schedule of Operating Expenses by Object.....	10
Schedule VI - Schedule of Segmented Disclosure.....	11
Notes to the Financial Statements	12

Management's Responsibility

To the Reeve and Council of the Municipal District of Willow Creek No. 26:

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of consolidated financial statements.

The Council is composed entirely of elected members who are neither management nor employees of the Municipal District. The Council is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the consolidated financial statements. The Council fulfills these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Council is also responsible for recommending the appointment of the Municipal District's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both Council and management to discuss their audit findings.

April XX, 2020

Chief Administrative Officer

Independent Auditor's Report

To the Reeve and Council of the Municipal District of Willow Creek No. 26:

Opinion

We have audited the accompanying consolidated financial statements of the Municipal District of Willow Creek No.26 (the "Municipal District"), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, changes in net financial assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Municipal District of Willow Creek No.26 as at December 31, 2019, the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Municipal District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipal District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipal District's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipal District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipal District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

April XX, 2020
Lethbridge, Alberta

MNP LLP
Chartered Professional Accountants

Municipal District of Willow Creek No. 26
Consolidated Statement of Financial Position
As at December 31, 2019

	<u>2019</u>	<u>2018</u>
Financial assets		
Cash and temporary investments (Note 3)	9,573,193	8,264,250
Taxes and grants in place of taxes receivable (Note 4)	312,752	293,518
Trade and other accounts receivable (Note 4)	1,306,873	2,107,428
	11,192,818	10,665,196
Long-term receivable (Note 5)	28,800	57,600
	11,221,618	10,722,796
Liabilities		
Accounts payable and accrued liabilities	616,027	543,497
Employee future benefits (Note 6)	108,421	164,769
Deferred revenue (Note 7)	894,108	1,472,762
	1,618,556	2,181,028
Net financial assets	9,603,062	8,541,768
Non-financial assets		
Tangible capital assets (Schedule II) (Note 10)	86,535,425	89,891,732
Inventories for consumption (Note 9)	914,608	1,026,494
Prepaid expenses	205,950	173,802
	87,655,983	91,092,028
Accumulated surplus (Schedule I) (Note 11)	97,259,045	99,633,796

Contingencies (Note 16)
Subsequent events (Note 17)

Approved on behalf of Council:

_____ **Reeve**

_____ **Councilor**

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Consolidated Statement of Operations

For the year ended December 31, 2019

	<u>2019</u> <i>Budget</i>	<u>2019</u>	<u>2018</u>
Revenue			
Net municipal property taxes (<i>Schedule III</i>)	9,100,000	9,128,538	8,924,409
User fees and sales of goods	399,800	556,771	533,343
Government transfers for operating (<i>Schedule IV</i>)	1,467,975	1,805,937	1,852,884
Return on investments	100,000	156,277	105,700
Penalties and costs on taxes	90,000	68,150	112,719
Licenses and permits	9,100	10,894	9,332
Other revenues	407,185	530,469	661,257
Rentals	206,400	203,870	207,564
Fines	40,000	53,171	29,059
Well drilling	75,000	6,442	75,227
	11,895,460	12,520,519	12,511,494
Expenses			
Elected officials	405,700	387,816	391,463
General administration	1,767,200	1,706,190	2,058,639
Fire	453,500	613,560	530,161
Disaster and emergency measures	34,500	38,384	33,260
Physician recruitment	66,000	-	14,400
Emergency services and bylaw enforcement	623,000	655,514	596,532
Transportation	6,114,500	5,700,316	6,333,738
Water development	142,000	142,451	81,881
Garbage collection and disposal	212,500	229,890	204,797
Cemeteries	15,000	15,000	15,000
Development control	416,100	373,555	388,330
Agricultural services board	561,200	469,744	488,072
Recreation boards	195,600	195,600	195,600
Parks and recreation	254,550	259,320	256,354
Libraries	110,000	109,603	108,774
Family and community support	197,600	197,605	197,605
Information technology	290,100	288,776	282,349
Amortization of tangible capital assets	-	6,792,669	6,833,009
	11,859,050	18,175,993	19,009,964
Excess (deficiency) of revenue over expenses before other	36,410	(5,655,474)	(6,498,470)
Other			
Contributed tangible capital assets	-	61,472	41,400
Gain on disposal of tangible capital assets	-	531,802	311,515
Government transfers for capital (<i>Schedule IV</i>)	5,840,851	2,687,449	3,521,001
	5,840,851	3,280,723	3,873,916
Excess (deficiency) of revenue over expenses	5,877,261	(2,374,751)	(2,624,554)

Continued on next page

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Consolidated Statement of Operations

For the year ended December 31, 2019

	<u>2019</u> <i>Budget</i>	<u>2019</u>	<u>2018</u>
Excess (deficiency) of revenue over expenses (Continued from previous page)	5,877,261	(2,374,751)	(2,624,554)
Accumulated surplus, beginning of year	99,633,796	99,633,796	102,258,350
Accumulated surplus, end of year (Note 11)	105,511,057	97,259,045	99,633,796

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Consolidated Statement of Changes in Net Financial Assets
For the year ended December 31, 2019

	<u>2019</u> <i>Budget</i>	<u>2019</u>	<u>2018</u>
Excess (deficiency) of revenue over expenses	5,877,261	(2,374,751)	(2,624,554)
Acquisition of tangible capital assets	(5,840,851)	(3,582,743)	(4,404,224)
Contributed tangible capital assets	-	(61,472)	(41,400)
Amortization of tangible capital assets	-	6,792,669	6,833,009
Gain on disposal of tangible capital assets	-	(531,802)	(311,515)
Proceeds on disposal of tangible capital assets	-	739,655	686,834
Change in inventories for consumption	-	111,886	100,913
Change in prepaid expenses	-	(32,148)	28,873
	(5,840,851)	3,436,045	2,892,490
Change in net financial assets	36,410	1,061,294	267,936
Net financial assets, beginning of year	8,541,768	8,541,768	8,273,832
Net financial assets, end of year	8,578,178	9,603,062	8,541,768

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Consolidated Statement of Cash Flows
For the year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
Cash provided by (used for) the following activities		
Operating activities		
Deficiency of revenue over expenses	(2,374,751)	(2,624,554)
Non-cash items		
Amortization of tangible capital assets	6,792,669	6,833,009
Contributed tangible capital assets	(61,472)	(41,400)
Gain on disposal of tangible capital assets	(531,802)	(311,515)
	3,824,644	3,855,540
Net change in non-cash working capital balances		
Taxes and grants in place of taxes receivable	(19,234)	(44,648)
Trade and other receivables	800,555	(1,438,064)
Inventories for consumption	111,886	100,913
Long-term receivable	28,800	(57,600)
Prepaid expenses	(32,148)	28,873
Accounts payable and accrued liabilities	72,530	(28,103)
Employee future benefits	(56,348)	(21,012)
Deferred revenue	(578,654)	622,290
	4,152,031	3,018,189
Capital activities		
Proceeds on disposal of tangible capital assets	739,655	686,834
Acquisition of tangible capital assets	(3,582,743)	(4,404,224)
	(2,843,088)	(3,717,390)
Investing activities		
Decrease (increase) in restricted cash and temporary investments	578,654	(622,290)
Increase (decrease) in cash and cash equivalents	1,887,597	(1,321,491)
Cash and cash equivalents, beginning of year	6,791,488	8,112,979
Cash and cash equivalents, end of year	8,679,085	6,791,488
Cash and cash equivalents is made up of:		
Cash and temporary investments (Note 3)	9,573,193	8,264,250
Less: restricted portion of cash and temporary investments (Note 3)	(894,108)	(1,472,762)
	8,679,085	6,791,488

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Schedule I - Schedule of Changes in Accumulated Surplus
For the year ended December 31, 2019

	<i>Unrestricted surplus</i>	<i>Restricted surplus</i>	<i>Equity in tangible capital assets</i>	<u>2019</u>	<u>2018</u>
Balance, beginning of year	335,236	9,406,828	89,891,732	99,633,796	102,258,350
Excess (deficiency) of revenues over expenses	(2,374,751)	-	-	(2,374,751)	(2,624,554)
Unrestricted funds designated for future use	(1,321,002)	1,321,002	-	-	-
Restricted funds used for tangible capital assets	-	(310,500)	310,500	-	-
Current year funds used for tangible capital assets	(3,272,242)	-	3,272,242	-	-
Contributed tangible capital assets	(61,472)	-	61,472	-	-
Disposal of tangible capital assets	207,852	-	(207,852)	-	-
Annual amortization expense	6,792,669	-	(6,792,669)	-	-
	(28,946)	1,010,502	(3,356,307)	(2,374,751)	(2,624,554)
Balance, end of year	306,290	10,417,330	86,535,425	97,259,045	99,633,796

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Schedule II - Schedule of Tangible Capital Assets
For the year ended December 31, 2019

	<i>Land</i>	<i>Land improvements</i>	<i>Buildings</i>	<i>Engineering structures</i>	<i>Machinery & equipment</i>	<i>Vehicles</i>	<i>Assets under construction</i>	<u>2019</u>	<u>2018</u>
Cost									
Balance, beginning of year	6,068,794	343,964	9,705,218	200,361,335	15,648,060	5,698,582	1,905,265	239,731,218	237,046,809
Acquisition of tangible capital assets	-	40,238	197,812	1,464,191	1,377,171	88,295	415,036	3,582,743	4,404,224
Contributed tangible capital assets	-	-	-	-	61,472	-	-	61,472	41,400
Transfer between asset class	-	180,829	-	1,073,190	542,182	-	(1,796,201)	-	-
Disposal of tangible capital assets	-	-	(84,858)	-	(1,425,411)	(98,608)	-	(1,608,877)	(1,761,215)
Balance, end of year	6,068,794	565,031	9,818,172	202,898,716	16,203,474	5,688,269	524,100	241,766,556	239,731,218
Accumulated amortization									
Balance, beginning of year	-	107,590	1,714,393	138,856,459	6,612,920	2,548,124	-	149,839,486	144,392,373
Annual amortization	-	17,741	151,339	5,008,356	1,308,927	306,306	-	6,792,669	6,833,009
Amortization adjustment	-	-	-	-	-	-	-	-	-
Accumulated amort on disposals	-	-	(28,266)	-	(1,293,567)	(79,191)	-	(1,401,024)	(1,385,896)
Balance, end of year	-	125,331	1,837,466	143,864,815	6,628,280	2,775,239	-	155,231,131	149,839,486
Net book value	6,068,794	439,700	7,980,706	59,033,901	9,575,194	2,913,030	524,100	86,535,425	89,891,732
2018 net book value of tangible capital assets	6,068,794	236,374	7,990,825	61,504,876	9,035,140	3,150,458	1,905,265	89,891,732	

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Schedule III - Schedule of Property Taxes Levied

For the year ended December 31, 2019

	<u>2019</u> <i>Budget</i>	<u>2019</u>	<u>2018</u>
Taxation			
Real property taxes	6,811,920	6,923,760	6,599,878
Linear property taxes	6,085,000	6,058,284	6,061,729
Government grants in lieu of property taxes	11,618	11,618	10,691
	12,908,538	12,993,662	12,672,298
Requisitions			
Alberta School Foundation Fund	(3,280,750)	(3,336,276)	(3,280,757)
Claresholm Recreation	(28,800)	(28,800)	(28,800)
Granum Requisition	-	(4,000)	-
Seniors Foundations	(444,888)	(441,887)	(414,258)
Designated Industrial Property	(54,100)	(54,161)	(24,074)
	(3,808,538)	(3,865,124)	(3,747,889)
Net municipal property taxes	9,100,000	9,128,538	8,924,409

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Schedule IV - Schedule of Government Transfers
For the year ended December 31, 2019

	<u>2019</u> <i>Budget</i>	<u>2019</u>	<u>2018</u>
Transfers for operating			
General administration	428,700	770,636	764,336
Disaster and emergency measures	14,800	4,432	60,917
Roads, streets, walks, lighting	678,575	678,575	678,575
Family and community support	158,100	158,084	158,084
Agricultural services board	187,800	194,210	190,972
	1,467,975	1,805,937	1,852,884
Transfers for capital			
Provincial government	5,840,851	2,687,449	3,521,001
Total government transfers	7,308,826	4,493,386	5,373,885

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Schedule V - Schedule of Operating Expenses by Object

For the year ended December 31, 2019

	<u>2019</u> <i>Budget</i>	<u>2019</u>	<u>2018</u>
Expenses			
Salaries, wages and benefits	5,839,750	5,742,636	5,669,419
Contracted and general services	2,141,400	2,220,641	2,814,221
Materials, goods, supplies and utilities	3,188,400	2,849,015	3,126,986
Provision for (recovery of) allowances	50,000	(59,120)	(76,784)
Transfers to local boards and agencies	209,000	210,300	210,300
Transfers to organizations and individuals	429,000	418,519	431,433
Interest	1,500	1,333	1,380
Amortization of tangible capital assets	-	6,792,669	6,833,009
	11,859,050	18,175,993	19,009,964

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Schedule VI - Schedule of Segmented Disclosure
For the year ended December 31, 2019

	General Government	Bylaw & emergency services	Disaster services	Protective services (Fire)	Transportation services	Planning & development	Parks & recreation	Agricultural Service Board	Environmental services	Other	2019
Revenue											
Net municipal taxes	9,128,538	-	-	-	-	-	-	-	-	-	9,128,538
Government transfers	928,719	-	-	-	678,575	-	-	194,210	4,433	-	1,805,937
User fees and sales of goods	13,373	-	-	245,479	19,256	192,210	-	80,464	5,989	-	556,771
Investment income	156,277	-	-	-	-	-	-	-	-	-	156,277
Penalties and cost on taxes	68,150	-	-	-	-	-	-	-	-	-	68,150
Licence and permits	-	-	-	-	-	10,894	-	-	-	-	10,894
Rentals	-	-	-	-	-	-	130,520	7,350	-	66,000	203,870
Fines	53,171	-	-	-	-	-	-	-	-	-	53,171
Well drilling	6,442	-	-	-	-	-	-	-	-	-	6,442
Other revenue	727,679	113,075	-	123,907	54,306	75	-	5,622	57,219	41,860	1,123,743
Government grant capital	-	-	-	-	2,687,449	-	-	-	-	-	2,687,449
	11,082,349	113,075	-	369,386	3,439,586	203,179	130,520	287,646	67,641	107,860	15,801,242
Expenses											
Contract and general services	962,672	35,807	28,302	416,081	268,529	188,428	17,786	32,632	255,404	15,000	2,220,641
Salaries, wages, and benefits	1,261,992	557,158	-	5,104	3,238,395	181,079	205,355	293,553	-	-	5,742,636
Materials, goods, suppliers	176,561	62,548	10,082	175,075	2,178,393	4,049	38,779	143,559	59,969	-	2,849,015
Transfers to local boards	-	-	-	17,300	-	-	193,000	-	-	-	210,300
Transfers to organizations	236,947	-	-	-	15,000	-	-	-	56,969	109,603	418,519
Interest	1,333	-	-	-	-	-	-	-	-	-	1,333
Provision for allowances	10,427	-	-	-	-	-	-	-	-	(69,547)	(59,120)
	2,649,932	655,513	38,384	613,560	5,700,317	373,556	454,920	469,744	372,342	55,056	11,383,324
Net revenue, before amortization	8,432,417	(542,438)	(38,384)	(244,174)	(2,260,731)	(170,377)	(324,400)	(182,098)	(304,701)	52,804	4,417,918
Amortization expense	88,040	34,499	-	232,556	6,382,093	-	15,329	40,152	-	-	6,792,669
Net revenue (deficiency)	8,344,377	(576,937)	(38,384)	(476,730)	(8,642,824)	(170,377)	(339,729)	(222,250)	(304,701)	52,804	(2,374,751)

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Notes to the Consolidated Financial Statements
For the year ended December 31, 2019

1. Significant accounting policies

The consolidated financial statements of the Municipal District of Willow Creek No. 26 (the "Municipal District") are the representations of management prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Municipal District are as follows:

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of municipal operations plus all of the organizations that are owned or controlled by the municipality and are, therefore, accountable to the Municipal District for the administration of their financial affairs. Included with the Municipal District are the following:

Clear Lake Park Campground	Willow Creek Campground
Pine Coulee Campground	

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

Basis of accounting

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon, restricted by agreement or legislation, are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the consolidated financial statements as revenues in the period in which the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

Measurement uncertainty

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the consolidated financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Provisions are made for slow moving and obsolete inventory. Gravel inventory is recognized based upon estimated yards of gravel. Amortization is based on the estimated useful lives of tangible capital assets.

Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Notes to the Consolidated Financial Statements
For the year ended December 31, 2019

1. Significant accounting policies (continued from previous page)

Property tax requisition over-levies and under-levies

Over-levies and under-levies arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as flow through and are excluded from municipal revenue.

Deferred revenue

Revenues received in advance of expenses that will be incurred in a later period are deferred until they are earned and are matched against those expenses.

Segments

The Municipal District conducts its operations through reportable segments in the form of departments as listed on the statement of operations. These segments are established by management to facilitate the achievement of the Municipal District's long-term objectives to aid in resource allocation decisions, and to assess operational performance. Interdepartmental and organizational transactions and balances are eliminated.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

I. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	<u>Rate</u>
Land improvements	15-25 years
Buildings	25-50 years
Engineering structures	15-75 years
Machinery and equipment	5-40 years
Vehicles	7 years

Amortization is not charged in the year of acquisition and a full year of amortization is charged in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Notes to the Consolidated Financial Statements
For the year ended December 31, 2019

1. Significant accounting policies *(continued from previous page)*

II. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

III. Inventories for consumption

Inventories held for consumption are recorded at the lower of cost and replacement cost, with cost determined by the average cost method.

2. Change in accounting policies

Effective January 1, 2019, the Municipal District adopted the recommendation relating to the following Section, as set out in the CPA Canada Public Sector Accounting Handbook:

- ◆ PS 3430 Restructuring Transactions

Pursuant to the recommendations, the changes were applied prospectively, and prior periods have not been restated. There was no material impact on the financial statements of adopting this new Section.

3. Cash and temporary investments

	2019	2018
Cash	9,573,193	1,764,250
Temporary investments	-	6,500,000
	9,573,193	8,264,250

Temporary investments are short-term deposits with maturities of twelve months or less. The Municipal District did not have any temporary investments in 2019. The 2018 temporary investments earned interest at rates ranging from 2.40% to 2.70%.

Included in cash and temporary investments is a restricted amount of \$894,108 (2018 - \$1,472,762) received from senior levels of government and held exclusively for capital projects (*Note 7*).

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Notes to the Consolidated Financial Statements
For the year ended December 31, 2019

4. Receivables

Taxes and grants in place of taxes receivables

	2019	2018
Current taxes and grants in place of taxes	281,495	270,720
Arrears taxes and grants in place of taxes	78,581	627,814
	360,076	898,534
Less: allowance for doubtful accounts	(47,324)	(605,016)
	312,752	293,518

Other receivables

Trade and other accounts receivables	1,257,499	1,895,146
Goods and Services Tax receivable	55,130	217,497
	1,312,629	2,112,643
Less: allowance for doubtful accounts	(5,756)	(5,215)
	1,306,873	2,107,428
	1,619,625	2,400,946

5. Long-term receivable

The Municipal District advanced \$144,000 to the Town of Claresholm, which is to be paid back at \$28,800 per year for 5 years starting 2017. \$28,800 was received in 2017 when the project funding was first approved. \$28,800 is included in trade and other accounts receivables for the amount due in 2019. Remaining balance due at December 31, 2019 is \$57,600 of which \$28,800 is long term.

6. Employee future benefits

Vacation pay and banked overtime is comprised of vacation and overtime amounts that employees are deferring to future years. Employees have either earned the benefits or are entitled to these benefits within the next budgetary year.

Sick time accrual is comprised of the amounts that employees have earned as sick benefits for employees who are eligible or entitled to these benefits.

	2019	2018
Vacation pay	81,818	112,991
Banked overtime	1,540	2,876
Sick time accrual	25,063	48,902
	108,421	164,769

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Notes to the Consolidated Financial Statements
For the year ended December 31, 2019

7. Deferred revenue

	2019	2018
Municipal Sustainability Initiative - Capital	116,117	905,123
Federal Gas Tax Fund	763,292	554,023
Other Provincial grant	14,699	13,616
	894,108	1,472,762

Funding in the amount of \$1,854,942 (2018 - \$3,899,685) was received in the current year from senior levels of government. The use of these funds is restricted to eligible capital projects, as approved under the funding agreements. Unexpended funds related to these advances are supported by cash and temporary investments of \$894,108 (2018 - \$1,472,762) held exclusively for these projects (Note 3).

8. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Municipal District of Willow Creek No. 26 be disclosed as follows:

	2019	2018
Total debt limit	18,780,779	18,767,242
Total debt	-	-
Amount of debt limit unused	18,780,779	18,767,242
Service on debt limit	3,130,130	3,127,874
Service on debt	-	-
Amount of debt servicing limit unused	3,130,130	3,127,874

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

9. Inventories for consumption

	2019	2018
Gravel	272,990	502,328
Other	641,618	524,166
	914,608	1,026,494

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Notes to the Consolidated Financial Statements
For the year ended December 31, 2019

10. Equity in tangible capital assets

	2019	2018
Tangible capital assets (<i>Schedule II</i>)	241,766,556	239,731,218
Accumulated amortization (<i>Schedule II</i>)	(155,231,131)	(149,839,486)
	86,535,425	89,891,732

11. Accumulated surplus

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2019	2018
Unrestricted operating reserve	306,290	335,236
Internally restricted surplus		
Operating reserves		
Discretionary grants	24,976	16,518
Ortho project	58,456	8,400
Physicians recruitment	40,000	40,000
	123,432	64,918
Capital reserves		
Fire	436,953	529,650
Capital requisition	5,795,611	5,594,294
Equipment	1,067,861	1,067,861
Landfill	16,683	16,683
Moon River water system	109,503	-
Claresholm Medical Centre	137,564	103,699
Roads	2,026,291	2,026,291
Bridge file	703,432	3,432
	10,293,898	9,341,910
Equity in tangible capital assets (<i>Note 10</i>)	86,535,425	89,891,732
	97,259,045	99,633,796

12. Trust funds

The Municipal District administers the following trusts:

	2019	2018
Water pipeline maintenance reserve	10,241	-
Community reserve	46,101	33,177
	56,342	33,177

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Notes to the Consolidated Financial Statements
For the year ended December 31, 2019

13. Segmented disclosure

The Municipal District provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

Refer to Schedule VI of Schedule of Segmented Disclosure.

14. Salary and benefits disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Salary	Benefits & allowances	2019	2018
Councillors				
Division 1 - Van Driesten	35,480	12,465	47,945	47,381
Division 2 - Kroetsch	35,480	10,501	45,981	45,912
Division 3 - Sandberg	45,617	7,492	53,109	52,018
Division 4 - Alm	35,480	12,647	48,127	44,982
Division 5 - Markle	35,480	7,943	43,423	43,007
Division 6 - Berger	35,480	9,206	44,686	45,702
Division 7 - Sundquist	35,480	8,835	44,315	45,620
Municipal Administrator	260,584	23,011	283,595	244,238

Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

Benefits and allowances includes the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships, and tuition.

Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits.

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Notes to the Consolidated Financial Statements
For the year ended December 31, 2019

15. Local Authorities Pension Plan

Employees of the Municipal District participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Public Sector Pension Plans Act. The LAPP serves approximately 265,813 members and pensioners in addition to approximately 421 employers. It is financed by employer and employee contributions and investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Municipal District is required to make current service contributions to the LAPP of 9.39% of personable earnings up to the year's maximum personable earnings under the Canada Pension Plan and 13.84% on personable earnings above this amount. Employees of the Municipal District are required to make current service contributions of 8.39% of personable salary up to the year's maximum personable salary and 12.84% on personable salary above this amount.

Total current service contributions by the Municipal District to the Local Authorities Pension Plan in 2019 were \$323,303 (2018 - \$354,846). Total current service contributions by the employees of the Municipal District to the Local Authorities Pension Plan in 2019 were \$293,437 (2018 - \$324,796).

At December 31, 2018, the plan disclosed an actuarial surplus of \$3.47 billion (2018 - surplus of \$4.83 billion).

16. Contingencies

The Municipal District is a member of the Alberta Municipal Insurance Exchange (UNIX). Under the terms of the membership, the Municipal District could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Municipal District is a member of the Willow Creek Waste Management Services Commission (the "Commission"). The Commission has not determined what the future liability is to close the landfill sites and consequently, the Municipal District could become liable for its proportionate share of any closure and post-closure costs in excess of the funds held by the Commission. As of the reporting date, these costs are not determinable.

The Municipal District operates several gravel pits to supply raw materials used in the ongoing maintenance of roads. The Municipal District is responsible for the costs of reclaiming the gravel pits at the end of the production in accordance with provincial legislation. As of the reporting date, these costs are not determinable.

In the ordinary course of business, various claims and lawsuits are brought against the Municipal District. It is the opinion of management that settlement of these actions will not result in any material liabilities, and therefore no amounts have been accrued.

The accompanying notes are an integral part of these financial statements

Municipal District of Willow Creek No. 26
Notes to the Consolidated Financial Statements
For the year ended December 31, 2019

17. Subsequent events

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Municipal District as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

In November of 2019, residents of the Town of Granum, a small community located at the junction of Highway 2 and Highway 519, voted in favour of dissolution. Per O.C. 17/2020, dated January 8, 2020, the Lieutenant Governor in Council made the Order to dissolve the Town of Granum effective February 1, 2020. The former Town of Granum will be designated as a Hamlet of Granum and will become part of the Municipal District (the receiving municipality). All liabilities of the Town and all assets, rights, duties, functions and obligations of the Town are vested in the Municipal District.

18. Financial instruments

The Municipal District, as part of its operations, carries a number of financial instruments which include cash, taxes and grants in place of taxes receivable, trade and other accounts receivable, accounts payable and accrued liabilities. It is management's opinion that there is no exposure to significant interest or currency risk arising from these financial instruments, except as discussed below.

The Municipal District is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other accounts receivable. Credit risk arises from the possibility that taxpayers and entities to which the Municipal District provides services may be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

In addition, substantially all of the Municipal District's cash is held with one bank, thereby exposing the Municipal District to the risk of this institution.

Unless otherwise noted, the fair value of these financial instruments approximates their carrying value.

19. Contributed tangible capital assets

During the year the Municipal District received contributed tangible capital assets from the Town of Claresholm, Town of Fort Macleod, and Town of Stavely for \$61,472. The tangible capital assets were recorded at fair value at the date of receipt and also recognized as revenue.

20. Budget information

The disclosed budget information has been approved by the Reeve and Council of the Municipal District on May 8, 2019.

21. Approval of financial statements

These financial statements were approved by Council and Management.

The accompanying notes are an integral part of these financial statements



Municipal District of Willow Creek #26 For Decision

Agenda Item #

Date Submitted: April 17/2020

Originated by: Johanne Hannas

Subject: 2019 Financial Statements

RECOMMENDATION

Audit Committee to recommend to Council to approve the 2019 Financial Statements for Town of Granum and Municipal District of Willow Creek No.26

To pass a resolution of moving unrestricted surplus to capital reserves.

SUMMARY

The Town of Granum had an Unrestricted Surplus of 585,476. We require a resolution to move 500,000 to general capital reserve from 5,226 to 505,226 and the unrestricted surplus will change from 585,476 to 85,476.

The MD of Willow Creek had an Unrestricted Surplus of 1,006,290. We require a resolution to move 700,000 to a Bridge file reserve from 3,432 to 703,432 and the unrestricted surplus will change from 1,006,290 to 306,290

BACKGROUND

This allocation change will assist in applying for future grant funding because these funds have been earmarked for capital replacement.

ATTACHMENTS

- 2019 Town of Granum Financials
- 2019 Md of Willow Creek Financials

Prepared By:

Director / CAO / Committee

Reviewed and Approved for Agenda

Chief Administrative Officer

TOWN OF GRANUM
Financial Statements
For the year ended December 31, 2019

MANAGEMENT'S RESPONSIBILITY

To the Council of the Town of Granum (Care of the Reeve and Council of the Municipal District of Willow Creek #26):

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets safeguarded, and proper records maintained.

The Council is composed entirely of elected members who are neither management nor employees of the Town. The Council is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information in the audited financial statements. The Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Council is also responsible for recommending the appointment of the Town's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the Council to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Council and management to discuss their audit findings.

April 22, 2020

Interim CAO

INDEPENDENT AUDITOR'S REPORT

To the Council of the Town of Granum (Care of the Reeve and Council of the Municipal District of Willow Creek #26):

Opinion

We have audited the accompanying financial statements of the Town of Granum (the "Town"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net financial assets, cash flows and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town of Granum as at December 31, 2019, the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, Alberta
April 22, 2020

The logo for MNP LLP, featuring the letters 'MNP' in a large, bold, sans-serif font, followed by 'LLP' in a smaller, all-caps, sans-serif font.

Chartered Professional Accountants

TOWN OF GRANUM
Statement of Financial Position

As at December 31, 2019

	<u>2019</u>	<u>2018</u>
	\$	\$
Financial assets		
Cash and temporary investments (Note 3)	1,261,473	1,391,894
Receivables (Note 4)		
Taxes and grants in place of taxes	138,916	104,081
Trade and other receivables	84,415	297,914
Land held for resale	76,560	76,560
	<u>1,561,364</u>	<u>1,870,449</u>
Liabilities		
Accounts payable and accrued liabilities	112,169	158,828
Deferred revenue (Note 6)	546,638	709,018
	<u>658,807</u>	<u>867,846</u>
Net financial assets	<u>902,557</u>	<u>1,002,603</u>
Non-financial assets		
Prepaid expenses	-	558
Inventory for consumption	8,445	10,146
Tangible capital assets (Schedule 2, Note 8)	6,316,088	6,383,242
	<u>6,324,533</u>	<u>6,393,946</u>
Accumulated surplus (Schedule 1, Note 9)	<u>7,227,090</u>	<u>7,396,549</u>
Contingencies and Commitments (Note 13, Note 14)		

Councillor

Councillor

TOWN OF GRANUM
Statement of Operations
For the year ended December 31, 2019

	<i>Budget</i>	<i>2019</i>	<i>2018</i>
	\$	\$	\$
Revenue			
Net municipal property taxes (Schedule 3)	414,746	402,102	400,727
User fees and sales of goods	253,200	263,409	239,750
Government transfers for operating (Schedule 4)	270,577	271,741	89,047
Investment income	3,000	11,854	6,793
Penalties and costs on taxes	17,600	16,784	21,470
Franchise and concession contracts	27,000	28,983	27,125
Rentals	4,450	4,343	4,580
Other	9,922	10,229	19,605
	1,000,495	1,009,445	809,097
Expenses (Schedule 5)			
Legislative	48,060	11,425	20,164
Administration	292,950	354,045	335,232
Protective services	33,600	29,630	27,617
Roads, streets, walks, lighting	237,800	412,774	279,058
Water supply and distribution	165,150	355,513	248,101
Wastewater treatment and disposal	27,900	66,023	57,771
Waste management	30,200	19,579	30,141
Family and community support services	72,707	69,528	10,573
Subdivision land and development	8,400	9,093	5,832
Parks and recreation	30,350	53,757	40,202
Culture - libraries, museums, halls	16,660	16,852	18,194
	963,777	1,398,219	1,072,885
Excess (deficiency) of revenue over expenses before other items	36,718	(388,774)	(263,788)
Other items			
Government transfers for capital (Schedule 4)	276,723	242,962	898,862
Excess (deficiency) of revenue over expenses	313,441	(145,812)	635,074
Accumulated surplus, beginning of year			
As previously stated	7,396,549	7,396,549	6,761,475
Prior period adjustment	-	(23,647)	-
As restated	7,396,549	7,372,902	6,761,475
Accumulated surplus, end of year	7,709,990	7,227,090	7,396,549

TOWN OF GRANUM
Statement of Changes in Net Financial Assets
For the year ended December 31, 2019

	Budget	2019	2018
	\$	\$	\$
Excess (deficiency) of revenue over expenses	313,441	(145,812)	635,074
Acquisition of tangible capital assets	(276,723)	(227,338)	(860,204)
Amortization of tangible capital assets	-	294,492	269,432
	(276,723)	67,154	(590,772)
Net change in prepaid assets	-	558	(558)
Net change in inventory	-	1,701	(5,417)
	-	2,259	(5,975)
Increase (decrease) in net financial assets	36,718	(76,399)	38,327
Net financial assets, beginning of year			
As previously stated	978,956	1,002,603	964,276
Prior period adjustment	-	(23,647)	-
As restated	978,956	978,956	964,276
Net financial assets, end of year	1,015,674	902,557	1,002,603

TOWN OF GRANUM
Statement of Cash Flows
For the year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
	\$	\$
Net inflow (outflow) of cash related to the following activities:		
Operating		
Excess (deficiency) of revenues over expenses	(145,812)	635,074
Non-cash items		
Amortization of tangible capital assets	294,492	269,432
Non-cash charges to operations (net change):		
Decrease (increase) in taxes and grants in place of taxes	(34,835)	(19,037)
Decrease (increase) in trade and other receivables	213,499	(105,169)
Decrease (increase) in prepaid expenses	558	(558)
Decrease (increase) in inventory for consumption	1,701	(5,417)
Increase (decrease) in accounts payable and accrued liabilities	(46,659)	66,818
Increase (decrease) in deposits	-	(2,300)
Increase (decrease) in deferred revenue	(186,027)	(198,649)
Cash provided by (applied) to operating transactions	<u>96,917</u>	<u>640,194</u>
Capital		
Acquisition of tangible capital assets	(227,338)	(860,204)
Cash provided by (applied) to capital transactions	<u>(227,338)</u>	<u>(860,204)</u>
Investing		
Decrease (increase) in restricted cash and temporary investments	162,480	16,161
Cash provided by (applied) to investing transactions	<u>162,480</u>	<u>16,161</u>
Financing		
Cash provided by (applied) to financing transactions	<u>-</u>	<u>-</u>
Change in cash and cash equivalents during the year	32,059	(203,849)
Cash and temporary investments, beginning of year	682,776	886,625
Cash and temporary investments, end of year	714,835	682,776
Cash and cash equivalents is made up of:		
Cash and temporary investments (Note 3)	1,261,473	1,391,894
Less: restricted portion of cash and temporary investments (Note 3)	(546,638)	(709,118)
	<u>714,835</u>	<u>682,776</u>

TOWN OF GRANUM
Statement of Changes in Accumulated Surplus

For the year ended December 31, 2019

Schedule 1

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2019 \$	2018 \$
BALANCE, BEGINNING OF YEAR					
As previously stated	626,889	386,418	6,383,242	7,396,549	6,761,475
Prior period adjustment	(23,647)	-	-	(23,647)	-
As restated	603,242	386,418	6,383,242	7,372,902	6,761,475
Excess of revenues over expenses	(145,812)	-	-	(145,812)	635,074
Unrestricted funds designated for future use	(500,000)	500,000	-	-	-
Restricted funds used for operations	60,892	(60,892)	-	-	-
Current year funds used for tangible capital assets	(227,338)	-	227,338	-	-
Annual amortization expense	294,492	-	(294,492)	-	-
Change in accumulated surplus	(517,766)	439,108	(67,154)	(145,812)	635,074
BALANCE, END OF YEAR	85,476	825,526	6,316,088	7,227,090	7,396,549

TOWN OF GRANUM
Schedule of Tangible Capital Assets
For the year ended December 31, 2019
Schedule 2

	Land	Land improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	Construction in Progress	2019 \$	2018 \$
Cost:									
Balance, beginning of the year	262,989	54,043	1,074,025	11,335,462	193,759	189,017	1,005,895	14,115,190	13,254,986
Acquisition of tangible capital assets	-	-	164,348	-	-	-	62,990	227,338	860,204
Transfers of tangible capital assets	-	-	838,439	-	-	-	(838,439)	-	-
Balance, end of the year	262,989	54,043	2,076,812	11,335,462	193,759	189,017	230,446	14,342,528	14,115,190
Accumulated amortization:									
Balance, beginning of the year	-	25,649	684,228	6,786,612	110,750	124,710	-	7,731,948	7,462,516
Annual amortization	-	2,473	48,042	221,985	7,399	14,593	-	294,492	269,432
Balance, end of the year	-	28,122	732,270	7,008,597	118,149	139,303	-	8,026,440	7,731,948
Net book value of tangible capital assets	262,989	25,921	1,344,542	4,326,865	75,610	49,714	230,446	6,316,088	6,383,242
2018 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	262,989	28,394	389,797	4,548,850	83,009	64,307	1,005,895	6,383,242	

TOWN OF GRANUM
Schedule of Property and Other Taxes
For the year ended December 31, 2019
Schedule 3

	<i>Budget</i>	<i>2019</i>	<i>2018</i>
	\$	\$	\$
Taxation			
Real property taxes	495,746	480,590	477,426
Linear property taxes	14,032	13,775	14,259
	509,778	494,365	491,685
Expenses			
Alberta School Foundation Fund	86,335	83,567	83,397
Pleasant View Lodge Seniors Foundation	8,638	8,637	7,534
Designated Industrial Property	59	59	27
	95,032	92,263	90,958
Net municipal taxes	414,746	402,102	400,727

TOWN OF GRANUM
Schedule of Government Transfers

For the year ended December 31, 2019

Schedule 4

	Budget	2019	2018
	\$	\$	\$
Transfers for operating			
Provincial Government	254,077	255,241	72,547
Federal Government	1,000	1,000	1,000
Other Local Governments	15,500	15,500	15,500
	270,577	271,741	89,047
Transfers for capital			
Provincial Government	276,723	242,962	898,862
Net government transfers	547,300	514,703	987,909

TOWN OF GRANUM
Schedule of Expenses by Object
For the year ended December 31, 2019
Schedule 5

	Budget	2019	2018
	\$	\$	\$
Consolidated Expenses by Object			
Salaries, wages and benefits	152,260	161,672	279,211
Contracted and general services	479,200	615,678	282,834
Materials, goods and utilities	195,400	219,580	197,244
Bank charges and short term interest	350	1,029	369
Other expenditures	1,000	1,725	8,200
Transfers to organizations and other	135,567	104,043	35,595
Amortization of tangible capital assets	-	294,492	269,432
	963,777	1,398,219	1,072,885
Total expenses	963,777	1,398,219	1,072,885

TOWN OF GRANUM
Schedule of Segmented Disclosures
For the year ended December 31, 2019
Schedule 6

	General Government	Protective Services	Transportation Services	Environmental Services	Public Health Services	Planning and Development	Recreation and Culture	Total \$
REVENUE								
Net municipal property taxes	402,102	-	-	-	-	-	-	402,102
User fees and sales of goods	1,061	-	-	262,348	-	-	-	263,409
Government transfers	192,380	-	239,522	-	66,301	-	16,500	514,703
Investment income	11,854	-	-	-	-	-	-	11,854
Penalties and costs of taxes	16,784	-	-	-	-	-	-	16,784
Franchise and concession contracts	28,983	-	-	-	-	-	-	28,983
Rental	-	-	-	-	-	4,343	-	4,343
Other	4,054	2,300	-	-	3,000	875	-	10,229
	<u>657,218</u>	<u>2,300</u>	<u>239,522</u>	<u>262,348</u>	<u>69,301</u>	<u>5,218</u>	<u>16,500</u>	<u>1,252,407</u>
EXPENSES								
Salaries, wages, and benefits	81,199	-	58,736	21,737	-	-	-	161,672
Contracted and general services	246,946	21,354	138,536	191,164	-	9,093	8,585	615,678
Materials, goods, supplies, and utilities	31,366	3,623	50,887	120,903	-	-	12,801	219,580
Bank charges and short term interest	1,029	-	-	-	-	-	-	1,029
Other expenditures	200	-	-	1,525	-	-	-	1,725
Transfers to organizations and others	-	-	-	-	69,528	-	34,515	104,043
	<u>360,740</u>	<u>24,977</u>	<u>248,159</u>	<u>335,329</u>	<u>69,528</u>	<u>9,093</u>	<u>55,901</u>	<u>1,103,727</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES, BEFORE AMORTIZATION	296,478	(22,677)	(8,637)	(72,981)	(227)	(3,875)	(39,401)	148,680
Amortization expense	4,729	4,653	164,615	105,786	-	-	14,709	294,492
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>291,749</u>	<u>(27,330)</u>	<u>(173,252)</u>	<u>(178,767)</u>	<u>(227)</u>	<u>(3,875)</u>	<u>(54,110)</u>	<u>(145,812)</u>

TOWN OF GRANUM
Notes to the Financial Statements
For the year ended December 31, 2019

1. Significant accounting policies

The financial statements of the Town of Granum ("Town") are the representations of management prepared in accordance with Canadian Public-Sector Accounting Standards established by the Public-Sector Accounting and Auditing Board ("PSAB") of the Canadian Institute of Chartered Professional Accountants ("CPA Canada"). Significant aspects of the accounting policies adopted by the Town of Granum are as follows:

a) Reporting entity

The financial statements reflect the assets, liabilities, revenues and expenses, changes in fund balances and changes in financial position of the reporting entity. The entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Town Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes operating requisitions for many educational, health care, social and other external organizations that are not controlled by the municipal council.

The financial statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible assets are acquired.

c) Measurement uncertainty (use of estimates)

The preparation of financial statements in conformity with Canadian Public-Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

d) Cash and cash equivalents

Cash includes balances with banks and short-term investments with maturities of three months or less.

e) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

f) Land held for resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under their respective function.

TOWN OF GRANUM
Notes to the Financial statements
For the year ended December 31, 2019

1. Significant accounting policies (continued from previous page)

g) Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenues.

h) Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

i) Requisition over-levy and under-levy

Over-levies and under-levies arise from the differences between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

j) Liability for contaminated sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. The best estimate of the liability includes all costs directly attributable to the remediation activities and is reduced by expected net recoveries based on information available at December 31, 2019.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized are accounted for in the period revisions are made. The Town continues to recognize the liability until it is settled or other extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. The Town did not identify any financial liabilities at December 31, 2019 (2018 – nil) as a result of the standard.

TOWN OF GRANUM
Notes to the Financial statements
For the year ended December 31, 2019

1. Significant accounting policies (continued from previous page)

k) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

i. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	<u>YEARS</u>
Land Improvements	20-25
Buildings	15-20
Engineered structures	20-75
Machinery and equipment	5-10
Vehicles	10-25

Amortization is charged in the year of acquisition and no amortization is charged in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risk incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

iv. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

v. Cultural and historical tangible capital assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

2. Change in accounting policies

Effective January 1, 2019, the Town adopted the recommendation relating to the following Section, as set out in the CPA Canada Public Sector Accounting Handbook:

- PS 3430 Restructuring Transactions

Pursuant to the recommendations, the changes were applied prospectively, and prior periods have not been restated. There was no material impact on the financial statements of adopting the new Sections.

TOWN OF GRANUM
Notes to the Financial statements
For the year ended December 31, 2019

3. Cash and temporary investments

	2019 \$	2018 \$
Cash	1,156,529	497,440
Temporary investments	104,944	894,454
	1,261,473	1,391,894

Temporary investments are comprised of guaranteed investment certificates with original maturities of one year or less. The interest rates on these investments are 2.05% and they mature in September 2020.

Included in cash and temporary investments is a restricted amount of \$546,638 (2018 - \$709,018) received from senior levels of government and held exclusively for capital projects (Note 6).

4. Accounts receivables

	2019 \$	2018 \$
Taxes and grants in place of taxes		
Current taxes and grants in place of taxes	80,623	68,405
Tax arrears	58,293	35,676
	138,916	104,081
Trade and other		
Government Services and Taxes	48,919	57,840
Trade accounts	35,496	24,718
Provincial government	-	215,356
	84,415	297,914

5. Municipal line of credit

Under its credit facility with ATB Financial, the Town holds a municipal line of credit to a maximum of \$50,000. Principal advances and repayments must be in the minimum sum of \$5,000 or multiples thereof. The municipal line of credit is due on demand and bears interest at the prime rate plus 2% and is secured by the assignment of a deposit certificate.

As at December 31, 2019, the prime rate was 3.95% (2018- 3.95%).

TOWN OF GRANUM
Notes to the Financial statements
For the year ended December 31, 2019

6. Deferred revenue

	2019	2018
	\$	\$
Municipal Sustainability Initiative - capital	352,816	480,377
Disaster services	23,595	23,595
Federal Gas Tax Fund	158,518	159,587
Prepaid property taxes - residence	11,709	9,588
Family and Community Support Services	-	35,871
	546,638	709,018

The use of the funds received from senior levels of government is restricted to eligible capital projects, as approved under the funding agreements. Unexpended funds related to the advances from Municipal Sustainability Initiative are supported by cash and temporary investments of \$546,638 (2018 - \$709,018) held exclusively for these capital projects (Note 3).

7. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Granum be disclosed as follows:

	2019	2018
	\$	\$
Total debt limit	1,514,165	1,213,647
Service debt limit	252,361	202,274

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

8. Equity in tangible capital assets

	2019	2018
	\$	\$
Tangible capital assets (Schedule 2)	14,342,528	14,115,190
Accumulated amortization (Schedule 2)	(8,026,440)	(7,731,948)
	6,316,088	6,383,242

TOWN OF GRANUM
Notes to the Financial statements
For the year ended December 31, 2019

9. Accumulated surplus

	2019	2018
	\$	\$
Unrestricted surplus	85,476	626,889
Internally restricted surplus (reserves) (Note 10)	825,526	386,418
Equity in tangible capital assets (Note 8)	6,316,088	6,383,242
	<u>7,227,090</u>	<u>7,396,549</u>

10. Reserves

Council has set up reserves for various purposes. These reserves are either required by legislation or set up at the Discretion of Council to provide funding for future expense.

	2019	2018
	\$	\$
Operating		
Operating	267,116	328,008
Physician recruitment & retention	1,200	1,200
	<u>268,316</u>	<u>329,208</u>
Capital		
Land development	44,434	44,434
Equipment	7,550	7,550
General capital	505,226	5,226
	<u>57,210</u>	<u>57,210</u>
	<u>825,526</u>	<u>386,418</u>

11. Segmented disclosure

The Town of Granum provides a range of services to its taxpayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

TOWN OF GRANUM
Notes to the Financial statements
For the year ended December 31, 2019

12. Contingencies

The Town of Granum is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. The investment in this program is not reflected as an asset in the accompanying financial statements. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

In the ordinary course of business, various claims and lawsuits are brought against the Town. It is the opinion of management that settlement of these actions will not result in any material liabilities, and therefore no amounts have been accrued.

13. Commitments

The Town of Granum has entered an agreement with the Town of Claresholm for the conveyance and supply of potable water. This agreement is in effect until December 31, 2034. This commitment will be reviewed upon dissolution of the Town February 1, 2020, as the Town will then become a hamlet within the Municipal District of Willow Creek #26.

The Town of Granum has entered into an agreement with Rocky View Utility Corp. to provide basic service and operations supervision at the water and wastewater plant. The agreement is in effect until May 2022. Billing under the contract is at an annual rate of \$20,592. This commitment will be reviewed upon dissolution of the Town February 1, 2020, as the Town will then become a hamlet within the Municipal District of Willow Creek #26.

14. Financial instruments

The Town's financial instruments consist of cash and temporary investments, accounts receivables, accounts payable and accrued liabilities, and deposit liabilities. It is management's opinion that the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the fair value of these financial instruments approximates their carrying value.

15. Related party transactions

During the year, the Town paid expenses of \$83,332 (2018 - \$97,647) for engineering services to a related party. The party is related to a former member of senior management of the Town. These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration agreed to by the related parties. These transactions have been reviewed and approved by the Council of the Town.

TOWN OF GRANUM
Notes to the Financial statements
For the year ended December 31, 2019

16. Salary and benefit disclosure

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	2019		2018	
	Salary (1)	Benefits & Allowances (2)	Total	Total
Mayor – H. Kehoe	1,000	106	1,106	5,827
Mayor – D. McLean	960	56	1,016	4,340
Councillors:				
B. Baresford	-	-	-	610
N. Cormier	2,433	227	2,660	1,288
A. Heck	2,673	347	3,020	4,267
B. Kennedy	1,718	19	1,737	1,777
Municipal Administrator	30,875	6,058	36,933	124,177

- (1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- (2) Benefits & allowances includes employer's share of all employee benefits and contributions, or payments made on behalf of employees including pension, health care, dental coverage, vision coverage and group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships, and tuition.

Benefits & allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

17. Budget information

The disclosed budget information has been approved by the Council of the Town on June 11, 2019.

18. Approval of financial statements

These financial statements were approved by Council and Management.

19. Subsequent events

Subsequent to year end, the Town of Granum ceased to exist as an official government entity. The Lieutenant Governor in Council of the Minister of Municipal Affairs made the order to dissolve the Town of Granum as of February 1, 2020. The area of the Town will become a hamlet under the jurisdiction of the Municipal District of Willow Creek No.26.



Municipal District of Willow Creek #26 For Information

Agenda Item #

Date Submitted: April 15, 2020

Originated by: Administration

Subject: Council April/May Commitments

RECOMMENDATION

Receive for Information.

SUMMARY

Council has the following commitments for April/May 2020

APRIL

April 22 – 8:30 a.m. – Audit Committee meeting (Reeve – Deputy Reeve) (Zoom Meeting)

April 22 – 9:30* a.m. – ASB Meeting (Zoom Meeting) *time change

April 22 – 10:30* a.m. Council Meeting (Zoom Meeting) *time change

April 24 – 2:00 p.m. – RMA Virtual Spring 2020 Resolution Session (Details TBA)

April 27 – cancelled – Claresholm Volunteer Appreciation

April 29 – 5:00 p.m. – Fort Macleod IDP – (Zoom Meeting)

April 30 – cancelled – Stavely Volunteer Appreciation at Stavely Community Centre

MAY

May 6th – 5:00 p.m. - Town of Claresholm IDP Meeting

Prepared By:

Sheila Karsten

Director / CAO / Committee

Reviewed and Approved for Agenda

Chief Administrative Officer



Municipal District of Willow Creek #26 For Information

Agenda Item #

Date Submitted: April 17, 2020

Originated by: RMA

Subject: Spring 2020 Resolutions

RECOMMENDATION

To receive for information the RMA Spring Convention 2020 Resolutions and virtual session. The resolutions have been provided as an attachment.

SUMMARY

A virtual resolution session will be held from 2:00 p.m. to 3:30 p.m. on Friday April 24, 2020. Members will require internet access capable of displaying a webinar and supporting two way audio communication as well as a cell phone capable of voting by text message.

BACKGROUND

Due to the cancellation of the RMA's Spring 2020 Convention a resolution session has not been held.

ATTACHMENTS

- **Spring Resolution Virtual Session – RMA**
- **Spring 2020 Resolutions**

Prepared By:	Reviewed and Approved for Agenda
Sheila Karsten	
_____ Director / CAO / Committee	_____ Chief Administrative Officer

From:**Sent:** April 16, 2020 8:44 AM**To:** infrastructure.minister@gov.ab.ca**Cc:** Livingstone.Macleod@assembly.ab.ca; Darry Markle <darry.markle@mdwillowcreek.com>**Subject:** Request for information

Good morning Mr. Minister:

Leavings Water Co-op Ltd. is a licenced utility in the Province of Alberta that has been formed to supply domestic water to an area of the Municipal District of Willow Creek that has no water. It has licence to supply 570 Gallons per day to 188 rural residences from an existing pipeline between the town of Claresholm and the hamlet of Granum. Two engineering studies have been done to determine the feasibility of this project, the first by PFRA and the second by MPE. Agreements are in place between the town of Claresholm, the Municipal District of Willow Creek and Leavings Water Co-op Ltd. At present there are 147 paid members who have requested water. Today these members are using either trucks or trailers to haul water from urban centers or from rural wells, many at quite a far distance. This does not leave a very good carbon footprint. Others are using water that has been pumped from irrigation canals to dugouts, and are drawing their domestic water year round from these far less than sanitary sources. Basically this is slough water. The water co-op has everything in place including a water licence for the supply of this need. The only thing we need is a government grant program such as was in place in 1986 -1991 where-by our provincial government addressed the need to supply SAFE water to rural residents. Our premier has recently said that with the recent slow down in our provincial economy it is willing to put money into projects that will help put Albertan's back to work and to help where it can with economic recovery. This project does exactly that and more. It will also supply 14% of the M.D. of Willow Creek to have a safe domestic water supply. The engineering report estimated the total cost at \$7,686,000 in 2014. We have been waiting for a long time. If the province of Alberta would commit 75% as it has in the past programs, 188 rural residents (about 564 people) would be able to use treated potable water in their houses rather than a far less than sanitary drinking water. We are basically shovel ready with the exception of easements. I have spoken with our MLA Roger Reid and he is well versed on our situation as are the CAO and council of the M.D.

I have given you only a brief overview of our need and the work we have done to initiate this endeavor. If you require more info I would be happy to either meet with you or answer your question by phone. I thank you and wait your reply.

Gail Fjordbotten
Leavings Water Co-op Ltd.



Municipal District of Willow Creek #26 For Information

Date Submitted: April 17, 2020
Originated by: CAO
Subject: 6 Month Waiver Request

RECOMMENDATION

To provide a waiver of the six (6) month time restriction to submit a new land use bylaw amendment application to Burnco.

SUMMARY

If a waiver of the six month time restriction to submit another Application for a Land Use Bylaw Amendment is approved:

- The applicant will submit a new Land Use Bylaw Amendment application reflecting revised acres, as per Council request.
- The applicant to submit a Subdivision application to Oldman River Regional Services Commission.



BACKGROUND

At the April 8, 2020 council meeting Land use Bylaw 1860 being a land use bylaw amendment to redesignate a parcel of land from Rural General to Rural Industrial was defeated upon 3rd reading.

The applicant has submitted a request for a waiver of the six-month time restriction provision to submit a new land use bylaw amendment application.

ATTACHMENTS

April 14, 2020 Letter from Burnco.

Prepared By:	Reviewed and Approved for Agenda
	
_____ Director / CAO / Committee	_____ Chief Administrative Officer



BURNCO Rock Products Ltd
Main Floor, 155 Glendeer Circle SE
Box 1480, Station T
Calgary, AB, Canada T2H 2P9

burnco.com
Main 403 255 2600
Fax 403 255 0323

April 14, 2019

Cindy Chisholm
Manager of Planning & Development
M.D. of Willow Creek No. 26
#26, Highway 520 West
Claresholm Industrial Area
Box 550, Claresholm, Alberta T0L 0T0
(Tel) 403-6253351
e-mail: cindyc@mdwillowcreek.com

**Re: BURNCO Nanton Gravel Pit
Waiver of Six Month Reapplication Time Restriction**

On April 8th, Bylaw 1860 was defeated by Council on third reading. BURNCO Rock Products Ltd. (BURNCO) respects Council's decision and will follow Council's instruction when it reapplies for Land Use Redesignation.

BURNCO requests Council waives the six-month time restriction on re-applying for required Land Use Redesignation related to this site. BURNCO intends to modify its proposed area to conform with Council's request and due to simplicity of this change, hopes that the public hearing could be held as soon as possible.

We thank you for your time and consideration, and we look forward to submitting our updated application.

Sincerely,

BURNCO Rock Products Ltd

Travis Coates, P. Eng
Land and Resource Manager - Alberta and Saskatchewan
Phone: (403) 640-9217
Email: travis.coates@burnco.com



Municipal District of Willow Creek #26 For Decision

Agenda Item #

Date Submitted: April 14, 2020

Originated by: Burnco Rock Products Ltd.

Subject: Waiver of six month reapplication time restriction

Legal: SE/SW 05-17-28-W4M Roll No. 6089.000

RECOMMENDATION

Council approve the Burnco Rock Products Ltd. letter of request for a waiver of the six (6) month time restriction so they may re-apply for a land use bylaw amendment with modified acres of the proposed area to be redesignated to Rural Industrial (RI).

BACKGROUND

April 8, 2020 – Council defeated Bylaw 1860 on third reading.

Manager of Planning & Development emailed a letter to Burnco Rock Products Ltd advising them Bylaw 1860 was defeated on third reading and provided steps to move forward on re-applying for a land use bylaw amendment.

ATTACHMENTS

- Burnco Rock Products Ltd. waiver request, dated April 14, 2020
- Email from Manager of Planning & Development Cindy Chisholm to Burnco Rock Products
- Land Use Bylaw 1826, section 33 – if an application for a land use designation is refused by Council, another application for redesignation may not be accepted for at least six (6) months after the date of refusal, unless an application for a waiver of the time restriction is approved by Council.

Prepared By:

Director / CAO / Committee

Reviewed and Approved for Agenda

Chief Administrative Officer



IN THE PROVINCE OF ALBERTA

LAND USE BYLAW NO. 1826

The Council of The Municipal District of Willow Creek No. 26 in the Province of Alberta enacts as follows:

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26, IN THE PROVINCE OF ALBERTA, TO REGULATE THE USE AND DEVELOPMENT OF LANDS, BUILDINGS AND STRUCTURES.

THIS BYLAW MAY BE CITED AS THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26 LAND USE BYLAW.

1. DEFINITIONS

For Definitions, see Schedule 17.

2. DESIGNATED OFFICER

- (1) The office of "designated officer" is established.
- (2) For the purpose of this bylaw, the designated officer shall be the Development Officer, the Manager of Planning and Development, the Chief Administrative Officer or the Municipal Planning Commission.
- (3) Each person appointed to the office of designated officer:
 - (a) shall exercise only such powers and perform duties as are specified in this bylaw or by resolution of Council;
 - (b) is responsible for processing, deciding upon and referring applications for land use redesignations and/or development permit in accordance with this bylaw;
 - (c) shall be considered a "designated officer" pursuant to Sections 210 and 624 of the *Municipal Government Act (MGA)*.
- (4) The designated officer is also responsible for:
 - (a) maintaining a register and recording therein all applications made for development permits and the decisions made with respect to them;



- (b) requesting written comments from building inspectors, other municipal staff and other agencies, as appropriate, prior to issuing a development permit or referring an application to the Municipal Planning Commission;
- (c) the issuance of waivers not exceeding 20 percent of the measurable standards established in this bylaw;
- (d) in consultation with the Superintendent of Public Works, the issuance of setback waivers for trees adjacent to municipal road allowances;
- (e) the issuance of permits for second residences on a parcel, food services catering and signage; and
- (f) carrying out such other duties and responsibilities as may be assigned by resolution of Council.

3. MUNICIPAL PLANNING COMMISSION

The Municipal Planning Commission shall perform only such powers and duties as are specified:

- (a) in the municipality's Subdivision and Development Authority Bylaw;
- (b) in this bylaw,
- (c) in the *Municipal Government Act*, or
- (d) by resolution of Council.

4. LAND USE DISTRICTS

- (1) The municipality is divided into those districts specified in Schedule 1 and shown on the Land Use District Maps.
- (2) The one or more uses of land, buildings or structures identified as:
 - (a) permitted uses in each district, with or without conditions; or
 - (b) discretionary uses in each district, with or without conditions;are described in Schedule 2.
- (3) A land use not listed as a permitted or discretionary use in a district, shall be prohibited.

5. DEVELOPMENT PERMIT APPLICATIONS

- (1) Except as provided in Schedule 3, no person shall commence a development unless he/she has been issued a development permit in respect of the development.
- (2) An application for a development permit shall be made to the designated officer by submitting:
 - (a) a completed application on the appropriate form in Appendix D;
 - (b) where the applicant/landowner is a corporation or a registered company, the results of a current corporate search shall be submitted as part of a development application;



- (c) such other information as may be required by the designated officer in accordance with Section 29 of this bylaw; and
 - (d) the fee prescribed in Appendix C.
- (3) An application for a development permit shall be made by the owner of the land on which the development is proposed or, with the written consent of the owner, by another person.

6. DETERMINATION OF COMPLETE DEVELOPMENT PERMIT APPLICATION

- (1) The designated officer shall, within 20 days after the receipt of an application in accordance with Section 5(2) for a development permit, determine whether the application is complete.
- (2) An application is complete if, in the opinion of the Development Officer, the application contains the documents and other information necessary to review the application.
- (3) The time period referred to in subsection (1) may be extended by an agreement in writing between the applicant and the designated officer.
- (4) If the designated officer does not make a determination referred to in subsection (1) within the time required under subsection (1) or (3), the application is deemed to be complete.
- (5) If a designated officer determines the application is complete, the designated officer shall issue to the applicant a written Notice of Completeness acknowledging the application is complete, delivered by hand, mail or electronic means.
- (6) If the designated officer determines the application is incomplete, the designated officer shall issue to the applicant a written notice indicating the application is incomplete and specifying the outstanding documents and information to be provided, including but not limited to those required by Section 29. A submittal deadline for the outstanding documents and information shall be set out in the notice. A later date may be agreed on between the applicant and the designated officer, in writing, to extend the deadline.
- (7) When the designated officer determines the information and documents required to be submitted under subsection (6) are complete, the designated officer shall issue to the applicant a written Notice of Completeness acknowledging the application is complete, delivered by hand, mail or electronic means.
- (8) If the required documents and information under subsection (6) have not been submitted to the designated officer within the timeframe prescribed in the notice issued under subsection (6), the designated officer shall return the application to the applicant accompanied by a written Notice of Refusal stating the application is deemed refused and the reasons for refusal.
- (9) Despite issuance of a Notice of Completeness under subsection (5) or (7), the Municipal Planning Commission in the course of reviewing the application may request additional information or documentation from the applicant the Municipal Planning Commission considers necessary to review the application.



7. PERMITTED USE APPLICATIONS

- (1) Upon receipt of a completed application for a development permit for a permitted use, the designated officer shall, if the application otherwise conforms with this bylaw, issue a development permit with or without conditions.
- (2) The designated officer may refer any application for a permitted use to the Municipal Planning Commission for a decision.
- (3) All development approvals granted by the designated officer in accordance with subsection (1) above shall be summarized and filed with the Municipal Planning Commission at their next regularly scheduled meeting.
- (4) The designated officer, in the case of a permitted use, or the Municipal Planning Commission, in the case of a discretionary use, shall impose planning conditions in accordance with Section 650 of the *Municipal Government Act* on any development permit and may impose other conditions including but not limited to:
 - (a) adherence to conditions or permits required by federal and provincial government agencies;
 - (b) adherence to conditions contained in an applicable intermunicipal development plan, area structure plan or intermunicipal area structure plan;
 - (c) obtaining and complying with safety codes permits;
 - (d) filing a copy of safety code permits and compliance documents with the municipality;
 - (e) obtaining and adhering to engineered plans, storm water drainage plans, traffic impact assessment plans, environmental impact assessments, and filing copies of the plans with the municipality;
 - (f) obtaining a variance or waiver regarding parcel size, setbacks from municipal roadways and road allowances if required; and
 - (g) entering into a development agreement for registration on title.

8. DISCRETIONARY USE APPLICATIONS

- (1) Upon receipt of a completed application for a discretionary use under Section 8, the Municipal Planning Commission or the designated officer shall notify:
 - (a) in accordance with Section 9, those persons likely to be affected by the issue of a development permit; and
 - (b) adjacent municipalities of the proposed development, in writing.
- (2) Upon receipt of a completed application for a development permit for a development which does not comply with this bylaw, but in respect of which the Municipal Planning Commission is requested by the applicant to exercise discretion under Section 19, the designated officer shall submit the application to the Municipal Planning Commission.



- (3) Upon receipt of an application under subsection (2), and if the designated officer or the Municipal Planning Commission is prepared to exercise discretion under Section 18, it shall notify, in accordance with Section 8, those persons likely to be affected.

9. NOTIFICATION

- (1) Upon receipt of an application under Sections 8 or 19, the Municipal Planning Commission may, prior to a decision, notify any person(s) likely to be affected as follows:
 - (a) a written notice shall be mailed by the designated officer to a person(s) who may be affected; or
 - (b) the designated officer shall post a notice of application conspicuously on the property for which the application has been made; or
 - (c) the designated officer shall ensure a notice is published in a newspaper circulating in The Municipal District of Willow Creek No. 26; or
 - (d) the designated officer shall hand deliver a notice of the application to a person(s) likely to be affected by the proposal; or
 - (e) any combination of (a), (b), (c) and (d).
- (2) In all cases, notification shall:
 - (a) describe the nature and location of the use;
 - (b) state the time and place where the Municipal Planning Commission shall convene a meeting to consider the application as well as any oral or written submissions by the applicant or other affected parties.
- (3) A person notified in accordance with Section 9 or any other person who considers they may be affected by an application, may submit written comments to the Municipal Planning Commission if they wish those comments to be read into the record.
- (4) A minimum of ten (10) days notice shall be provided to persons notified under this Section.
- (5) The Municipal Planning Commission, or the designated officer, may establish notification distances for any application which requires any persons likely to be affected by the issuance of a discretionary development permit to be notified.
- (6) Notification shall be in accordance with any adopted Intermunicipal Development Plan.
- (7) If, in the opinion of the designated officer or the Municipal Planning Commission, a proposed development is of a significant magnitude or has potential impact, it may decide to place a notice in one or more newspapers advertising the time, date and place where the development permit will be heard by the Municipal Planning Commission prior to rendering a decision on the application.



10. NOTIFICATION OF DEVELOPMENT PERMIT ISSUED

The designated officer shall notify the applicant and those persons notified under Section 8 and any other person likely to be affected by the development:

- (a) by mail, or
- (b) by placing an advertisement in a local newspaper circulating in the municipality, or
- (c) by posting a notice in a conspicuous place on the property, or
- (d) a combination of the above.

11. VALIDITY OF A DEVELOPMENT PERMIT

- (1) Unless a development permit is suspended, cancelled or expired, it shall remain in effect for 24 months from the date of approval issued by the designated officer, Municipal Planning Commission or the Subdivision and Development Appeal Board.
- (2) A development permit may be extended for an additional 12 months for a total of 36 months from the date of approval issued by the designated officer or the Municipal Planning Commission.
- (3) When any use has been discontinued for a period of 24 months or more, any previously issued development permit is no longer valid and said use may not be recommenced:
 - (a) until a new application for a development permit has been made and a new development permit issued; or
 - (b) in the case where a development was commenced prior to the adoption of a land use bylaw and a permit was never issued, an application for a development permit must be made and a valid development permit issued.

12. DEVELOPMENT AGREEMENTS

A development agreement pursuant to the *Municipal Government Act* may be required as a condition of a development permit or a subdivision approval.

13. PRIVATE DRIVEWAYS

As a condition of a development or subdivision approval, the Municipal Planning Commission may require access and/or egress to a proposed development be in accordance with the Private Driveway Policy.

14. REAPPLICATION

If a decision on an application for a development permit has been refused by the designated officer, the Municipal Planning Commission or the Subdivision and Development Appeal Board, another application for development:

- (a) on the same lot, and



- (b) for the same or a similar use,
may not be accepted for at least six (6) months after the date of refusal.

15. APPEALS

- (1) Any person affected by a decision of the Municipal Planning Commission or the designated officer has the right pursuant to the *Municipal Government Act*, to appeal said decision to the Subdivision and Development Appeal Board.
- (2) An appeal to the Subdivision and Development Appeal Board shall be commenced by serving a written notice of the appeal to the Subdivision and Development Appeal Board within 21 days after:
 - (a) a person is notified of an order or decision or the issuance of a development permit; or
 - (b) the date on which the notice of the issuance of a development permit was given in accordance with Section 10 of this bylaw; or
 - (c) the expiration of the 40-day period for a decision to be made and any extension of the time period in accordance with Section 9 of this bylaw has expired.

16. COMMENCEMENT OF DEVELOPMENT

Notwithstanding the issue of a development permit, no development authorized by the issue of a permit shall commence:

- (a) until at least 21 days after the date of notification of the issuance of the permit; or
- (b) if an appeal is made, until the appeal is decided upon.

17. TRANSFER OF DEVELOPMENT PERMIT

- (1) A valid development permit is transferable where the use remains unchanged and the development is affected only by a change in ownership, tenancy or occupancy.
- (2) When any use has been discontinued for a period of 24 months or more, any previously issued development permit is no longer valid and said use may not be recommenced until a new application for a development permit has been made and a new development permit issued.

18. DEEMED REFUSAL / FAILURE TO RENDER DECISION

In accordance with Section 684 of the *Municipal Government Act*, an application for a development permit shall, at the option of the applicant, be deemed to be refused when the decision of the designated officer or the Municipal Planning Commission, as the case may be, is not made within 40 days of receipt of the completed application by the municipality, unless the applicant has entered into an agreement with the designated officer to extend the 40-day period.



19. NON-COMPLIANCE WITH LAND USE BYLAW/WAIVERS

- (1) The Municipal Planning Commission and the designated officer are authorized to decide upon an application for a development permit notwithstanding the proposed development does not comply with the measurable standards of this bylaw if, in the opinion of the Municipal Planning Commission or the designated officer:
 - (a) the proposed development would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use or enjoyment or value of neighbouring properties; and
 - (b) the proposed development conforms with the use prescribed for the land or building in Schedule 2.
- (2) The designated officer may exercise discretion under Section 19 in respect of the following matters:
 - (a) granting of minor setback waivers;
 - (b) approval of minor deviations from approved site plans;
 - (c) imposing conditions on permitted uses in order to ensure a proposed use will comply with provisions of the bylaw, the municipal development plan or any other statutory plan.

20. ADDITIONAL CONDITIONS OF APPROVAL

The designated officer or Municipal Planning Commission may impose any conditions considered necessary to ensure the development complies with this bylaw or any statutory plan.

21. SUSPENSION OF A DEVELOPMENT PERMIT

- (1) The designated officer, the Municipal Planning Commission or the Subdivision and Development Appeal Board may suspend or cancel the development permit stating the reasons for any suspension or cancellation, in writing, if it becomes aware:
 - (a) the application for the development permit contained misrepresentations; or
 - (b) facts concerning the application or the development were not disclosed, and which should have been disclosed at the time the application was considered, have subsequently become known.
- (2) If a development permit is suspended, the applicant may appeal the suspension to the Subdivision and Development Appeal Board and the Subdivision and Development Appeal Board shall:
 - (a) reinstate the development permit; or
 - (b) reinstate the development permit with conditions; or
 - (c) cancel the development permit if the designated officer or the Municipal Planning Commission would not have issued the development permit if the facts disclosed would have been known at the time the designated officer or the Municipal Planning Commission made the original decision.



22. STOP ORDERS

The designated officer or the Municipal Planning Commission may issue a stop order in accordance with Section 645 of the *Municipal Government Act*.

23. SIMILAR USES

Where a use is applied for which is not specifically considered in a land use district but, in the opinion of the designated officer and/or the Municipal Planning Commission, is similar in character and purpose to another permitted or discretionary use in the land use district in which such use is proposed, the designated officer or the Municipal Planning Commission may:

- (a) rule the proposed use is a permitted or discretionary use in the land use district in which it is proposed; and
- (b) direct a development permit be issued with or without conditions.

24. TEMPORARY PERMITS

When a proposed use is of a temporary or discretionary nature, the designated officer or the Municipal Planning Commission may:

- (a) issue a temporary development permit valid for a period it considers appropriate; and
- (b) require the applicant to post a guarantee for the cessation or removal of the use and any associated development.

25. NUMBER OF DWELLING UNITS ON A PARCEL

No person shall construct or locate more than two dwelling units on a parcel unless the Municipal Planning Commission issues a development permit.

26. DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

Development not requiring a development permit is specified in Schedule 3.

27. NON-CONFORMING BUILDINGS AND USES

A non-conforming building or use may be continued in accordance with the conditions detailed in Section 643 of the *Municipal Government Act*.

28. NON-CONFORMING USE VARIANCES

The Municipal Planning Commission is authorized to exercise minor variance powers with respect to non-conforming buildings pursuant to Section 643(5)(c) of the *Municipal Government Act*.

29. ADDITIONAL APPLICATION INFORMATION REQUIREMENTS

The designated officer shall require proof of ownership, or written authorization by the owner for a developer, to make an application for a development permit. The designated officer may require proof of locations of abandoned oil and gas wells, geotechnical information, results of percolation



tests, soil stability tests, or preparation of an area structure plan, prior to a decision being made regarding the development application.

30. ADDITIONAL DEVELOPMENT APPROVALS

The issuance of a development permit by the designated officer or the Municipal Planning Commission does not preclude the applicant and/or his/her agent from obtaining any additional municipal, provincial or federal approvals required.

31. SEPARATION DISTANCE CALCULATIONS

For the purpose of this bylaw, unless specifically waived, all separation distance calculations shall be consistent with the processes and formulas established in the *Agricultural Operation Practices Act (AOPA)*.

32. NOTIFICATION TO ADJACENT MUNICIPALITIES

A draft version of any proposed:

- (a) new land use bylaw; or
- (b) statutory plan; or
- (c) urban fringe land use district and associated schedules; or
- (d) land use bylaw amendment which involves either a fringe land use district or a part of any other district lying 2 miles (3.2 km) or a distance established in an intermunicipal development plan;

shall be sent to the adjacent municipality concerned for comments and regard shall be had to any comments received prior to amendment of this bylaw.

33. LAND USE REDESIGNATIONS

If an application for a land use redesignation is refused by the Council, another application for a redesignation may not be accepted for at least six (6) months after the date of refusal unless an application for a waiver of the time restriction is approved by Council.

34. RESCINDING LAND USE REDESIGNATIONS

- (1) Council may rescind an amending bylaw redesignating certain lands within the municipality to accommodate a proposed subdivision and/or development. Council may rescind the redesignation bylaw and rezone the lands back to their original designation if:
 - (a) the proposed subdivision has not been applied for, decided upon or extended; and/or
 - (b) the proposed development has not been applied for, decided upon, commenced or extended after 24 months of the date the redesignation bylaw receiving third and final reading.
- (2) The rescinding of the redesignation bylaw shall be undertaken in accordance with Section 191 of the *Municipal Government Act*.



35. SCHEDULES, MAPS AND APPENDICES

- (1) Schedules 1 through 18 form part of this bylaw.
- (2) Appendices A through F do not form part of this bylaw and are for information and guidance purposes only.

36. AMENDMENT OR REPEAL OF BYLAW

The procedure for amendment or repeal of this bylaw is prescribed under Sections 191, 230, 606 and 692 of the *Municipal Government Act*.

37. PENALTIES

Every person who contravenes a provision of this bylaw is guilty of an offence under Section 566 of the *Municipal Government Act* and is liable to a fine of not more than \$10,000.00 or to imprisonment for not more than one year, or to both.

38. DEVELOPMENT IN FLOODWAYS

In addition to the adopted Municipal District Flood Mapping, all development located in an identified floodway within the municipality shall comply with the *Flood Recovery and Reconstruction Act*, and any subsequent regulations established by the Lieutenant Governor in Council and Section 693.1 of the *Municipal Government Act*.

39. ADOPTION OF BYLAW

- (1) The Municipal District of Willow Creek No. 26 Land Use Bylaw No. 1616, as amended, is hereby repealed.
- (2) This bylaw comes into effect upon the final passing thereof.

Clareholm Medical Centre
Box 2050, Claresholm, AB T0L 0T0
4215 – Fairway Drive
Phone (403) 625-4484 – Fax (403) 625-3969

Dr. J. Jones Dr. F. Leishman Dr. S. Smith Dr. P. Yonemori Dr. R Dempsey

March 30, 2020

Municipal District of Willow Creek #26
Box 550
Claresholm, AB T0L0T0

ATT: Council

Re: Rental Rate at the Claresholm Medical Centre

As a result of the **COVID-19** pandemic all Physicians at our clinic have been forced to reduce their in-person visits with patients, resulting in significantly reduced hours each Physician is working in clinic

We respectfully ask that the rental rate of \$5775.00 the physicians pay to the MD of Willow Creek be waived effective April 1st until the danger of this pandemic passes and we are able to return to regular business hours within the clinic. Your assistance in helping support our Medical staff through these uncertain times is appreciated.

Sincerely,



Cindee Schlossberger
Clinic Manager
cindeecmc@gmail.com
403-682-3908



Municipal District of Willow Creek #26 For Information

Date Submitted: April 15, 2020

Originated by: CAO

Subject: Shovel Ready Projects

RECOMMENDATION

To forward the attached letter outlining Shovel Ready projects to Minister of Municipal Affairs Kaycee Madu.

SUMMARY

During a number of recent town hall teleconference meetings with the RMA and the Premier references have been made for municipalities to provide a list of 'shovel ready' projects to the Minister of Municipal Affairs. These projects would be funded by as yet unannounced and uncommitted funding to provide employment opportunities as part of an economic stimulus program.

BACKGROUND

COVID 19 has disrupted the economy of Alberta. Discussion at the policy level of higher levels of government are being undertaken pertaining to potential funding for municipal shovel ready projects.

Shovel ready we believe would be defined as projects that may be undertaken and completed before the end of 2020.

ATTACHMENTS

- Draft letter to Minister of Municipal Affairs Madu

Prepared By:

Director / CAO / Committee

Reviewed and Approved for Agenda

Chief Administrative Officer



www.mdwillowcreek.com
273129 Secondary Hwy 520
Claresholm Industrial Airport
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351
Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

April 22, 2020

The Honourable Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta
T5K 2B6

Honourable Minister Madu,

RE: Shovel Ready Projects in the Municipal District of Willow Creek No. 26

With regards to the potential for additional funding that may potentially be provided to initiate projects for the purpose of providing employment opportunities please find below a list of projects within the Municipal District of Willow Creek which are tender ready:

Hamlet of Granum Main Sewer Lift Station
Estimated cost - \$442,000
Total Man Hours to Complete – 1910 hours

Claresholm Industrial Area Fire Suppression System
Estimated cost - \$671,000
Total Man Hours to Complete – 2350 hours

Meadow Creek and Haze Road Construction Project
Estimated cost - \$624,000
Total Man Hours to Complete – 8250 hours

Trout Creek Road Construction Project
Estimated cost - \$160,000

Heating System Controls Project – MD of Willow Creek Administration office
Estimated cost - \$104,000

Hamlet of Granum Lift Station and Water Treatment Plant Supervisory Control and Data Acquisition (SCADA) Project
Estimated cost - \$97,500

Local Road Bridge File – 953
Estimated cost - \$873,000

Local Road Bridge File – 2463
Estimated Cost - \$665,500

Local Road Bridge File – 7358

Estimated Cost – 727,100

Local Road Bridge File – 71423

Estimated Cost - \$788,700

The Municipal District of Willow Creek is prepared to move forward with a number of projects immediately depending upon available provincial funding in order to provide employment opportunities to aid in economic recovery efforts.

On behalf of Council,

A handwritten signature in blue ink that reads "Maryanne V. Sandberg". The signature is written in a cursive style with a large initial 'M' and 'S'.

Maryanne Sandberg
Reeve
Municipal District of Willow Creek



Municipal District of Willow Creek #26 For Information

Date Submitted: April 20, 2020

Originated by: Agricultural Fieldman

Subject: Appointment of 2020 Weed Inspectors and Agricultural Fieldmen

RECOMMENDATION

To Appoint Whitley Macaulay, Layton Taylor, Lindsey Davidson, and Kirby Hugo as Weed Inspectors for the MD of Willow Creek.

To Appoint Carla Preachuk and Gary Murray as an Agricultural Fieldman acting on behalf of the Municipal District of Willow Creek

SUMMARY

Under the Weed Control Act Weed Inspectors need to be appointed Annually.

Under the Agricultural Service Board Act an Agricultural Fieldman does not need to be appointed annually if their has been a motion by council to appoint them as an Agricultural Fieldman for the MD of Willow Creek.

BACKGROUND

Under the *Alberta Weed Control Act* : 7(1) A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality. 2008 Section 8 Chapter W-5.1

Section 8 Chapter A-10 AGRICULTURAL SERVICE BOARD ACT

5

Agricultural Fieldman

8(1) If a council has established a board, the council, in consultation with the board, must appoint a qualified person as agricultural fieldman to implement agricultural policies and programs and to manage the agricultural resources of the municipality.

(2) The agricultural fieldman shall act as a designated officer of the municipality

(a) in carrying out the functions, duties and powers of the municipality under any Act relating to agriculture, and

(b) in implementing projects respecting agriculture agreed on between the council and the Minister.



(3) An agricultural fieldman is, in the municipality employing that fieldman,

(a) a municipal inspector under the Weed Control Act,

(b) an inspector of the municipality under the Agricultural Pests Act, and

(c) a soil conservation officer of the municipality under the Soil Conservation Act. RSA 1980 cA-11 s12;1997 c1 s11

ATTACHMENTS

Prepared By:	Reviewed and Approved for Agenda
	
_____ Director / CAO / Committee	_____ Chief Administrative Officer



Municipal District of Willow Creek #26 For Information

Date Submitted: April 20, 2020
Originated by: CAO
Subject: MDWC Delegate to Southern Alberta Recreation Association (SARA)

RECOMMENDATION

To appoint Cora Steel – Chair of Granum and District Recreational Society as the MD of Willow Creek representative to the Southern Alberta Recreational Society with Kate Ellis as alternate.

SUMMARY

Membership in SARA will provide the organization responsible for registration and coordination of athletes for summer games within the M.D. training and capacity to effectively coordinate these annual activities each year.

Administration recommends that the community member appointed to SARA receive reimbursement of mileage to attend meetings.

BACKGROUND



The Southern Alberta Recreation Association consists of recreation professionals, board members and other sport agency personnel from the South. The original concept of the association was to have recreation people get together on an informal basis to discuss common concerns and problems and hopefully assist each other in finding solutions. From that initial period, the association has evolved to the point where committees now exist for specific responsibilities, including Planning and Administration Committee, Professional Development / Leadership Committee and A.R.P.A. Liaison.

SARA has two standing committees:

1. The Planning and Administration Committee who is responsible for the overall plan of operation and evaluation of the Southern Alberta Summer Games. This includes Planning - short term and long range planning; and Setting policy and priorities - in organizing its efforts to meet pre-established objectives.
2. Professional development and leadership committee which is responsible for training and development of committee members.

ATTACHMENTS

n/a

Prepared By:  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Director / CAO / Committee	Reviewed and Approved for Agenda  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Chief Administrative Officer
--	---



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 2 (2020)

EXECUTIVE COMMITTEE MEETING

Thursday, February 13, 2020 at 6:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - *Chair*
Jim Bester - *Vice-Chair* (absent)
Don Anderberg (absent)
Doug MacPherson

Ian Sundquist
Jennifer Crowson
Margaret Plumtree

STAFF:

Lenze Kuiper – *Director*

Barb Johnson – *Executive Secretary*

AGENDA:

1. **Approval of Agenda** – February 13, 2020.....
2. **Approval of Minutes** – January 9, 2020 (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) Annual Report – Chair’s Message (handout)
 - (b) Subdivision and Development Appeal Board Training.....
 - (c) Assessment Review Board Training
 - (d) GIS Update.....
 - (e) Membership Update
 - (f) Subdivision Statistics (attachment)
 - (g) Fee For Service Update (attachment)
5. **Accounts**
 - (a) Office Accounts – January 2020
6. **Director’s Report**
7. **Executive Report**.....
8. **Adjournment**

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:03 P.M.

1. APPROVAL OF AGENDA

Moved by: Doug MacPherson

THAT the Executive Committee approve the agenda, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Jennifer Crowson

THAT the Executive Committee approve the minutes of January 9, 2020, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) Annual Report – Chair’s Message

- The previous title of the Annual Report ‘CHAIR’S MESSAGE’ has been changed to ‘MESSAGE FROM THE CHAIR AND DIRECTOR’. The message that will appear in the 2019 Annual Report was handed out and reviewed.

(b) Subdivision and Development Appeal Board Training

- During 2019, a total of 16 appeals were heard by the new Chinook Intermunicipal Subdivision and Development Appeal Board. ORRSC will host a training session for Board members on Friday, February 28, 2020 in our office.

(c) Assessment Review Board Training

- The ORRSC Regional Assessment Review Board is down to a very small pool of trained members to draw from. A 3-day new member training session will be held on April 21-23, 2020 and notices for this course will go out shortly. A few discrepancies in our bylaws were pointed out during the audits of some of our smaller communities, therefore, some minor changes may need to be made before the 2020 session begins.

(d) GIS Update

- A grant application in the amount of \$96,000 has been submitted to offset the cost of the GIS Enhancement Project (software provided by ESRI). The Town of Coaldale is the sponsoring municipality for the grant on behalf of 43 municipalities included in the project.

The Town of Pincher Creek is the pilot site and testing is nearing completion by the end of February 2020.

(e) Membership Update

- The Town of Granum dissolution became effective on February 1, 2020 and the municipality has been absorbed in to the M.D. of Willow Creek.
- A letter dated February 4, 2020 to the Town of Coaldale requesting an audience with their council to discuss the value and benefit of remaining a member of ORRSC has received no response to date.
- Director Lenze Kuiper delivered a letter to the County of Newell requesting a meeting with council on February 6, 2020 to discuss their notice to terminate membership. A letter of response dated February 10, 2020 stated their normal procedure with any contracted consultants and service providers is to work out details of contracted services with staff and administration rather than council.

Moved by: Doug MacPherson

THAT the Executive Committee accept the termination of the Planning Services Agreement with the County of Newell and work to make the transition by September 1, 2020. **CARRIED**

(f) Subdivision Statistics

- 27 subdivision applications were received in January 2020 with revenue totalling \$37,840.

(g) Fee For Service Update

- Staff are working hard to complete most of the Intermunicipal Development Plans by April 1, 2020.

5. ACCOUNTS

(a) Office Accounts – January 2020

5150	Staff Mileage	Lenze Kuiper	\$ 312.00
5150	Staff Mileage	Lenze Kuiper	83.00
5280	Janitorial Services	Madison Ave Business Services	425.00
5310	Telephone	Bell Mobility	590.84
5310	Telephone	Shaw Business	189.95
5330	Dues & Subscriptions	CPAA	250.00
5330	Dues & Subscriptions	ADOA	125.00
5330	Dues & Subscriptions	Municipal World	164.60
5380	Printing & Printing Supplies	Pitney Bowes	19.98
5570	Equipment Repairs & Maintenance	Pitney Bowes	231.98
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	23.00
5440	Land Titles Office	Minister of Finance	126.00
5470	Computer Software	Whipcord	1,262.80
5470	Computer Software	ESRI	9,450.00

5570	Equipment Repairs & Maintenance	Xerox	1,040.71
5570	Equipment Repairs & Maintenance	Digitex	720.00
1160	GST Receivable	GST Receivable	<u>683.83</u>
		TOTAL	<u>\$15,698.69</u>

Moved by: Margaret Plumtree

THAT the Executive Committee approve the Office Accounts of January 2020 (\$15,698.69), as presented. **CARRIED**

6. DIRECTOR’S REPORT

- The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.


8. ADJOURNMENT

- No Executive Committee meeting will be held in March.

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:25 p.m. until **Thursday, April 9, 2020 at 6:00 p.m.** **CARRIED**

/bj

CHAIR: 



230-01 Fire Ban and Fire Permit Policy

Purpose: To establish a policy for classification of open burning and fire bans and to establish a fire permit procedure

Scope: Emergency Services

Responsibility: Emergency Services Manager

The purpose of this policy is to establish a Fire Ban and Fire Permit policy.

The Municipal District of Willow Creek has a four level colour-coded system for putting on fire bans within the Municipal District of Willow Creek No. 26. The system increases efficiency in applying fire use restrictions during times of increasing fire danger. It also provides more advanced warning about possible impacts on open burning. The intent is to provide a consistent system across the entire municipality.

The establishment of a fire ban classification system will enable an effective fire permitting system.

The Fundamental process for fire permitting within the M.D. of Willow Creek is governed by the following principles: the process of fire permitting should be simple, automated as much as possible to reduce administrative cost and available to citizens during and after regular business hours of the municipality.

The establishment of a formalized definition for the implementation of fire bans will enable the Emergency Services Manager of the M.D. of Willow Creek to apply a fire ban as conditions arise from time to time.

Activity	Normal Fire Precautions	Fire Advisory	Fire Restriction	Fire Ban
Fire Permits	As issued by Emergency Services Manager or Fire guardian	May be restricted or suspended	Restricted, Suspended or cancelled	Cancelled
Burn Barrels or Incinerators	Yes	Yes	May be restricted	No
Recreational fires including MD owned and private campgrounds	Yes	Yes	May be restricted	No
Barbeque-Charcoal briquette	Yes	Yes	Yes	No
Propane/natural gas-powered appliances	Yes	Yes	Yes	Yes
Wood fire in an enclosed device (fire place or furnace located inside a dwelling)	Yes	Yes	Yes	Yes
Burning Agricultural Land	Prohibited without written permission of Emergency Services Manager	Prohibited without written permission of Emergency Services Manager	No	No
Fire works	Prohibited without written permission of Emergency Services Manager	Prohibited without written permission of Emergency Services Manager	No	No

FIRE PERMITTING

In order to implement an administratively simple process for fire permits the Municipality will be utilizing a web-based fire permitting system which is integrated with the municipality's fire dispatch center and is effectively used by three other rural municipalities.

This website is a single portal to all active fire advisories, fire restrictions and fire bans in effect within the municipality. The online Burn Permit application will be accessible on the municipality's website at mdwillowcreek.com and may be accessed by mobile devices under the heading "FIRE PERMIT".

There will be no charge for the fire permit.

As this system is integrated with the fire dispatch center the system will allow the collection of statistics for future planning.

The new updated Burn Permit process now has two classifications for burning permits:

Class 1 is for small burns, less than 10' x 10' X 5'

Class 2 is for large burns, any area that is 10' X 10' X 5' or larger.

Small recreational fire pits and burn barrels do not require a burn permit. Burn barrels are required to have a spark screen on top of the barrel. For all other fires, burning permits are required year-round in the MD of Willow Creek.

Burning Regulations:

1. Fire permits are required year-round in the MD of Willow Creek.
2. The fire must be set at the time and place indicated on the permit.
3. The number of fires set at one time and minimum equipment needed may be specified on the permit.
4. A fire permit is a legal document which conditionally authorized a person to burn Class A materials (wood/paper) at a time specified on the permit. By obtaining a fire permit you have simply indicated you wish to burn.
5. The responsibility for conducting a safe burn is yours. Anyone who sets a fire under authority of a permit must comply with the following requirements and conditions.

Burning Permit Conditions:

1. Fire must be supervised at all times by a responsible adult.
2. No burning is permitted when winds exceed 25 km/hr or are gusting.
3. Suitable fire extinguishing equipment to be located at site.
4. **The 911 Dispatch Centre @ 1-888-808-3722 must be notified approximately one (1) hour prior to burn taking place.**
5. No burning is permitted between the night hours of 10:00 pm and 5:00 am unless a special permit has been issued by the MD of Willow Creek.
6. Only Class A combustibles are to be burned (clean wood/paper products).
7. An accurate description of the size and the type of combustibles must be given to the Municipal Fire Chief when applying for a permit.
8. Any breach of the above conditions renders the permit null and void.

Burning Permits

1. The new updated Burn Permit process now has two classifications for burning permits.
Class 1 is for small burns, less than 10' x 10' x 5'
Class 2 is for large burns, any area that is 10' x 10' x 5' or larger.
2. Recreational fire pits and burn barrels do not require a burn permit. All burn barrels require a spark screen on top of the barrel. For all other fires, burning permits are required year-round in the M.D. of Willow Creek.
3. Other than campfires, municipally approved incinerators and Burn Barrels, any person lighting a fire for any purpose must have a valid fire permit.
4. **Burning Permit applications will be available online at www.mdwillowcreek.com**

5. Burning permits are valid for 5 days from the date of issue. If conditions warrant, permits may be cancelled at any time. Extensions may be granted under a new permit number, provided the required conditions can be met.
6. **As a condition of the burning permit you must inform the 911 Dispatch Centre @ 1-888-808-3722 one (1) hour prior to commencing burning.**
7. When disposing of a building or structure by burning, the building or structure must first be demolished. The burning of tires, plastic wastes or other toxic noxious materials or substances is not permitted.

The Emergency Services Manager, may suspend or cancel all permits or prohibit the lighting of fires in any part or all of the MD of Willow Creek with a Fire Ban. The general public is notified of Fire Bans via local news media, this website, Facebook and Twitter. When permits are suspended or cancelled and fires are prohibited, all fires ignited under the authority of a burning permit must be extinguished immediately.

Guidelines For Use Of Burning Barrel Incinerators:

1. Incinerator to be installed on a non-combustible base, positioned so as not to endanger other combustible materials or structures.
2. Incinerator to be fitted with a tight meshed spark arrester screen (7 mm mesh)(1/4").
3. Burning is not recommended when winds exceed 25 km/hr or are gusting.
4. A means of extinguishing the fire must be on site during operation of incinerator.
5. The person using the incinerator is responsible for its safe operation. If in doubt, contact the MD of Willow Creek Emergency Services Manager.

Agricultural Land Regulations

Special regulations must be followed by those who have a fire permit to burn brush or debris after land clearing or other agricultural activities.

Burning Agricultural Land

If you are burning Agricultural lands (range/pasture, swaths or stubble), the Emergency Services Manager must be contacted 48 hours in advance of the burn.

Call: 403-625-3351 EXT 225

1. No fire shall be ignited for broadcast burning of grass or stubble without first obtaining a fire permit from the Emergency Services Manager
2. Windrows of debris must be no more than 60 metres in length.
3. The area being burned must be completely surrounded by a guard cleared of combustible material to a width of not less than 15 metres.
4. No windrow shall be closer than 25 metres to uncleared land or standing combustible fuels.
5. Parallel windrows must be separated by not less than 15 metres.
6. Every fire must be supervised and controlled by a responsible person or persons.
7. The minimum amount of equipment required on site:
 - cultivation equipment as directed in permit
 - one barrel of at least 200 litres of water
 - one water backpack and hand pail or four heavy sacks; and
 - two (2) round mouth shovels and one axe

Reduce your chances of having a fire get out of control by checking these precautions:

1. Ensure that your fire guards are wide enough and cleared to prevent sparks from your fire. Large fires can carry sparks over a considerable distance.
2. Have required tools ready at the fire site and enough portable water to control fire if required. Even for a small single pile you should have a shovel and water available.
3. If you have any brush piles, burn only as much as you can keep under control. Check to see if any neighbors will be available to assist you if you require emergency assistance.

4. Do not start to burn under windy or gusty conditions. Whenever possible, plan your burn for early in the day. You will get good burning time if you start at 5:00 am and burn through until 10:00 pm. When your burn is completed, speed up any final extinguishing by dispersing any smoldering ash or accumulation of burned debris.
5. Fires can remain dormant in large piles for long periods and usually surface when fire hazard conditions are extreme. Persistent hot spots left to burn out must be well guarded. When the weather gets dry, any holdover fire must be extinguished. Continue to check completed burning projects to be sure no holdover fires are present.
6. **One of the most serious burning problems is caused by holdover fires when it is assumed they are out.**

Effective date: April 22, 2020

Signed by: _____ - Reeve

_____ - Chief Administrative Officer



Municipal District of Willow Creek #26 For Decision

Date Submitted: April 15, 2020

Originated by: Kelly Starling

Subject: Burning Permits

RECOMMENDATION

To review a proposal for an updated Fire Ban classification system and develop a formal fire permit process.

SUMMARY

Willow Creek Emergency Services is recommending to implement a standard process for determining the requirements and the process for issuing fire restrictions and fire ban's in the MD of Willow Creek.

Willow Creek Emergency Services is recommending to implement a new online fire permit process that will be easily accessed by MD of Willow Creek Rate Payers and Staff.

BACKGROUND

Willow Creek Emergency Services has identified the need to have a standard, clear and well-defined process for determining the need to issue fire restrictions or fire bans in the MD of Willow Creek. Attached is a guideline for determining what is permissible to burn during the four stages of the MD of Willow Creek Fire ban system.

Willow Creek Emergency Services has identified the need to create a more streamlined fire permitting process. Emergency Services believes that the new proposed online system will create a faster and less onerous process for Willow Creek Staff and MD of Willow Creek Rate Payers. Attached is a link of the proposed platform for issuing fire permits in the MD of Willow Creek.

ATTACHMENTS

<https://burnpermits.mdfoothills.com/> WCES Fire Ban Rating System, Current Bylaw 1710, Current Fire Permit and Ban Bylaw, Proposed Media release , Fire Permit Regulations

Prepared By:

Director / CAO / Committee

Reviewed and Approved for Agenda

Chief Administrative Officer



230-01 Fire Ban and Fire Permit Policy

Purpose: To establish a policy for classification of open burning and fire bans and to establish a fire permit procedure

Scope: Emergency Services

Responsibility: Emergency Services Manager

The purpose of this policy is to establish a Fire Ban and Fire Permit policy.

The Municipal District of Willow Creek has a four level colour-coded system for putting on fire bans within the Municipal District of Willow Creek No. 26. The system increases efficiency in applying fire use restrictions during times of increasing fire danger. It also provides more advanced warning about possible impacts on open burning. The intent is to provide a consistent system across the entire municipality.

The establishment of a fire ban classification system will enable an effective fire permitting system.

The Fundamental process for fire permitting within the M.D. of Willow Creek is governed by the following principles: the process of fire permitting should be simple, automated as much as possible to reduce administrative cost and available to citizens during and after regular business hours of the municipality.

The establishment of a formalized definition for the implementation of fire bans will enable the Emergency Services Manager of the M.D. of Willow Creek to apply a fire ban as conditions arise from time to time.

Activity	Normal Fire Precautions	Fire Advisory	Fire Restriction	Fire Ban
Fire Permits	As issued by Emergency Services Manager or Fire guardian	May be restricted or suspended	Restricted, Suspended or cancelled	Cancelled
Burn Barrels or Incinerators	Yes	Yes	May be restricted	No
Recreational fires including MD owned and private campgrounds	Yes	Yes	May be restricted	No
Barbeque-Charcoal briquette	Yes	Yes	Yes	No
Propane/natural gas-powered appliances	Yes	Yes	Yes	Yes
Wood fire in an enclosed device (fire place or furnace located inside a dwelling)	Yes	Yes	Yes	Yes
Burning Agricultural Land	Prohibited without written permission of Emergency Services Manager	Prohibited without written permission of Emergency Services Manager	No	No
Fire works	Prohibited without written permission of Emergency Services Manager	Prohibited without written permission of Emergency Services Manager	No	No

FIRE PERMITTING

In order to implement an administratively simple process for fire permits the Municipality will be utilizing a web-based fire permitting system which is integrated with the municipality's fire dispatch center and is effectively used by three other rural municipalities.

This website is a single portal to all active fire advisories, fire restrictions and fire bans in effect within the municipality. The online Burn Permit application will be accessible on the municipality's website at mdwillowcreek.com and may be accessed by mobile devices under the heading "FIRE PERMIT".

There will be no charge for the fire permit.

As this system is integrated with the fire dispatch center the system will allow the collection of statistics for future planning.

The new updated Burn Permit process now has two classifications for burning permits:

Class 1 is for small burns, less than 10' x 10' X 5'

Class 2 is for large burns, any area that is 10' X 10' X 5' or larger.

Small recreational fire pits and burn barrels do not require a burn permit. Burn barrels are required to have a spark screen on top of the barrel. For all other fires, burning permits are required year-round in the MD of Willow Creek.

Burning Regulations:

1. Fire permits are required year-round in the MD of Willow Creek.
2. The fire must be set at the time and place indicated on the permit.
3. The number of fires set at one time and minimum equipment needed may be specified on the permit.
4. A fire permit is a legal document which conditionally authorized a person to burn Class A materials (wood/paper) at a time specified on the permit. By obtaining a fire permit you have simply indicated you wish to burn.
5. The responsibility for conducting a safe burn is yours. Anyone who sets a fire under authority of a permit must comply with the following requirements and conditions.

Burning Permit Conditions:

1. Fire must be supervised at all times by a responsible adult.
2. No burning is permitted when winds exceed 25 km/hr or are gusting.
3. Suitable fire extinguishing equipment to be located at site.
4. **The 911 Dispatch Centre @ 1-888-808-3722 must be notified approximately one (1) hour prior to burn taking place.**
5. No burning is permitted between the night hours of 10:00 pm and 5:00 am unless a special permit has been issued by the MD of Willow Creek.
6. Only Class A combustibles are to be burned (clean wood/paper products).
7. An accurate description of the size and the type of combustibles must be given to the Municipal Fire Chief when applying for a permit.
8. Any breach of the above conditions renders the permit null and void.

Burning Permits

1. The new updated Burn Permit process now has two classifications for burning permits.
Class 1 is for small burns, less than 10' x 10' x 5'
Class 2 is for large burns, any area that is 10' x 10' x 5' or larger.
2. Recreational fire pits and burn barrels do not require a burn permit. All burn barrels require a spark screen on top of the barrel. For all other fires, burning permits are required year-round in the M.D. of Willow Creek.
3. Other than campfires, municipally approved incinerators and Burn Barrels, any person lighting a fire for any purpose must have a valid fire permit.
4. **Burning Permit applications will be available online at www.mdwillowcreek.com**

5. Burning permits are valid for 5 days from the date of issue. If conditions warrant, permits may be cancelled at any time. Extensions may be granted under a new permit number, provided the required conditions can be met.
6. **As a condition of the burning permit you must inform the 911 Dispatch Centre @ 1-888-808-3722 one (1) hour prior to commencing burning.**
7. When disposing of a building or structure by burning, the building or structure must first be demolished. The burning of tires, plastic wastes or other toxic noxious materials or substances is not permitted.

The Emergency Services Manager, may suspend or cancel all permits or prohibit the lighting of fires in any part or all of the MD of Willow Creek with a Fire Ban. The general public is notified of Fire Bans via local news media, this website, Facebook and Twitter. When permits are suspended or cancelled and fires are prohibited, all fires ignited under the authority of a burning permit must be extinguished immediately.

Guidelines For Use Of Burning Barrel Incinerators:

1. Incinerator to be installed on a non-combustible base, positioned so as not to endanger other combustible materials or structures.
2. Incinerator to be fitted with a tight meshed spark arrester screen (7 mm mesh)(1/4").
3. Burning is not recommended when winds exceed 25 km/hr or are gusting.
4. A means of extinguishing the fire must be on site during operation of incinerator.
5. The person using the incinerator is responsible for its safe operation. If in doubt, contact the MD of Willow Creek Emergency Services Manager.

Agricultural Land Regulations

Special regulations must be followed by those who have a fire permit to burn brush or debris after land clearing or other agricultural activities.

Burning Agricultural Land

If you are burning Agricultural lands (range/pasture, swaths or stubble), the Emergency Services Manager must be contacted 48 hours in advance of the burn.

Call: 403-625-3351 EXT 225

1. No fire shall be ignited for broadcast burning of grass or stubble without first obtaining a fire permit from the Emergency Services Manager
2. Windrows of debris must be no more than 60 metres in length.
3. The area being burned must be completely surrounded by a guard cleared of combustible material to a width of not less than 15 metres.
4. No windrow shall be closer than 25 metres to uncleared land or standing combustible fuels.
5. Parallel windrows must be separated by not less than 15 metres.
6. Every fire must be supervised and controlled by a responsible person or persons.
7. The minimum amount of equipment required on site:
 - cultivation equipment as directed in permit
 - one barrel of at least 200 litres of water
 - one water backpack and hand pail or four heavy sacks; and
 - two (2) round mouth shovels and one axe

Reduce your chances of having a fire get out of control by checking these precautions:

1. Ensure that your fire guards are wide enough and cleared to prevent sparks from your fire. Large fires can carry sparks over a considerable distance.
2. Have required tools ready at the fire site and enough portable water to control fire if required. Even for a small single pile you should have a shovel and water available.
3. If you have any brush piles, burn only as much as you can keep under control. Check to see if any neighbors will be available to assist you if you require emergency assistance.

4. Do not start to burn under windy or gusty conditions. Whenever possible, plan your burn for early in the day. You will get good burning time if you start at 5:00 am and burn through until 10:00 pm. When your burn is completed, speed up any final extinguishing by dispersing any smoldering ash or accumulation of burned debris.
5. Fires can remain dormant in large piles for long periods and usually surface when fire hazard conditions are extreme. Persistent hot spots left to burn out must be well guarded. When the weather gets dry, any holdover fire must be extinguished. Continue to check completed burning projects to be sure no holdover fires are present.
6. **One of the most serious burning problems is caused by holdover fires when it is assumed they are out.**

Effective date: April 22, 2020

Signed by: _____ - Reeve

_____ - Chief Administrative Officer

THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
BYLAW NO. 1710

A BYLAW OF THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF THE ESTABLISHMENT AND OPERATION OF EMERGENCY, RESCUE AND FIRE PROTECTION SERVICES.

WHEREAS The Municipal District of Willow Creek No. 26 wishes to establish and operate an emergency, rescue, and fire protection service, pursuant to the laws of the Province of Alberta;

AND WHEREAS The Municipal District of Willow Creek No. 26 has entered into a Joint Fire/Emergency Service Agreement with the Towns of Nanton, Stavely, Claresholm, Granum and Fort Macleod;

AND WHEREAS The Municipal District of Willow Creek No. 26 has partnered with the Towns of Nanton, Stavely, Claresholm, Granum and Fort Macleod to create the Willow Creek Emergency Services (WCES) for the purpose of delivering emergency and fire protection services;

THEREFORE, pursuant to Section 7(a) Part 2 of *The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended, the Council of The Municipal District of Willow Creek No. 26, in the Province of Alberta, duly assembled, enacts as follows:

1. Short Title

This bylaw may be cited as the "Willow Creek Emergency Services Bylaw".

2. Definitions

In this bylaw:

- a) **Apparatus** means any vehicle suitable for use on land, air, or water including machinery, devices, equipment or materials used in an emergency;
- b) **Business meeting** means a gathering of the Members of a fire department, scheduled by the Fire Chief or the Emergency Services Manager, at which no training takes place;
- c) **C.A.O.** means the Chief Administrative Officer of The Municipal District of Willow Creek No. 26;
- d) **Council** means the Council of The Municipal District of Willow Creek No. 26;
- e) **Deputy Fire Chief** means a Member of a fire department duly appointed to act on behalf of the Fire Chief who reports directly to the Fire Chief;
- f) **Emergency** means a sudden or unexpected occurrence, unforeseen situation, or a set of circumstances that requires immediate action including, but not limited to, a fire, flood, earthquake, blizzard, tornado, dangerous goods spill, accident, medical condition or any other event that may place persons and property in peril;
- g) **Emergency Services Manager** means the person employed by The Municipal District of Willow Creek No 26, and trained as a Safety Codes Officer, who is authorized to carry out the provisions of this bylaw, policies, agreements and standard operational guidelines;
- h) **Equipment** means any tool, contrivance, device or material used by the Willow Creek Emergency Services to provide emergency services;

- i) **False Alarm** means a notification to a fire department respecting the existence of a condition, circumstance or event presenting an imminent danger to persons or property, that proves to be non-existent;
- j) **Fire** means the uncontrolled burning of any flammable or combustible material;
- k) **Fire Chief** means a Member of a fire department duly appointed by the fire department, and ratified by Council, as Head of a fire department;
- l) **Firefighter** means a Member of the fire department appointed by the Fire Chief, to provide emergency services;
- m) **Fire Hazard** means any condition, circumstance or event that may increase the possibility or probability of a fire occurrence;
- n) **Fire Protection** means fire prevention, fire suppression, firefighting, pre-fire planning, fire inspection, fire instruction, fire investigation, fire response, fire training, fire rescue and public education;
- o) **Fire Protection Agreement** means an agreement entered into by The Municipal District of Willow Creek No. 26 with other municipalities for the purpose of providing emergency services;
- p) **Fire Protection Areas** are those established by the Emergency Services Manager that are reviewed and amended from time to time, in accordance with standard operational guidelines, which establish the standard boundaries, where service is normally provided by each fire department;
- q) **Fire Stations** means fire halls, vehicles, equipment, apparatus, personal protective equipment, and supplies located in the Towns of Claresholm, Fort Macleod, Granum, Nanton and Stavely;
- r) **Incident** means the same as an emergency;
- s) **Member** means any person who is appointed to a fire department as a firefighter, volunteer or as support staff;
- t) **Municipality** means The Municipal District of Willow Creek No. 26;
- u) **Officer** means a Member appointed as Fire Chief, Deputy Fire Chief, Captain, Lieutenant or an position of authority identified in the standard operational guidelines;
- v) **Practice** means a gathering of the Members scheduled by the Fire Chief or his/her designate, at which training in fire protection, emergency response, or rescue operations is conducted;
- w) **Property** means any real or personal property, including but not limited to land, livestock, equipment, buildings, vehicles, structures and products;
- x) **Rescue Services** mean firefighting, motor vehicle accident response, co-medical response, search and rescue, dangerous good spill containment, weather related emergency response, water rescue, confined space rescue, and any other incident deemed by the Fire Chief, or his/her designate, to be of an emergent nature or a threat to public safety;
- y) **WCES** means Willow Creek Emergency Services, which includes the fire departments located in the Towns of Claresholm, Fort Macleod, Granum, Nanton and Stavely.

3. Purpose of the Willow Creek Emergency Services

WCES shall provide the following services in accordance with the fire protection agreements and the standard operational guidelines;

- a) Rescue Services
- b) Prevention of emergencies through public education
- c) Prevention and control of emergencies
- d) Investigation of the cause and origin of incidents

- e) Preservation of persons and property from injury or loss
- f) Protection of persons and property from injury or loss
- g) Operation of emergency services apparatus and equipment
- h) Operation of fire stations
- i) Fire inspections and investigations
- j) Fire hazard identification
- k) Pre-emergency planning
- l) Provision of training to Members of WCES
- m) Completion and retention of reports
- n) Provision of insurance information to the Municipality
- o) Reporting of incidents to the Emergency Services Manager
- p) And any other service deemed to be an emergency or incident by the Fire Chief or his/her designate.

4. **Emergency Services Manager**

The Emergency Services Manager is responsible for the overall budgeting, protocols, and functions of the WCES structure in accordance with the bylaws, policies, agreements and standard operational guidelines, established by Council, as amended from time to time.

The Emergency Services Manager is responsible for the training programs, use, care and protection of fire department property, conduct and discipline of the Fire Chiefs and their designates and efficient operations of the fire departments and the medical co-response program.

The Emergency Services Manager shall report to the C.A.O., on a regular basis, the status of the WCES operations and requirements, including, but not limited to, policy changes, budget matters, personnel requirements and insurance matters.

5. **Appointment of Fire Chiefs and Members**

The appointment of the Fire Chief and the Deputy Fire Chief of each fire department shall be provided to the Emergency Services Manager and shall be ratified by Council, at their yearly organizational meeting.

The Fire Chief of each fire department will report all incidents, fire department injuries, operational and administrative matters, and budget matters, affecting their fire protection area, to the Emergency Services Manager, in accordance with the bylaws, policies, agreements and standard operational guidelines, established by Council, as amended from time to time.

The Fire Chief, in consultation with the Emergency Services Manager, will establish a protocol in accordance with the standard operational guidelines, for the appointment of Members to the fire department.

The Fire Chief will appoint Members of the fire department to the positions of Deputy Fire Chief, Captain, and Lieutenant in accordance with the standard operational guidelines.

The Fire Chief, or his/her designate, shall be responsible for the operation of the fire department and fire station, subject to the bylaws, policies, agreements and standard operational guidelines, established by Council, as amended from time to time.

6. Training of Members

Training of all Members of WCES, including but not limited to, the Emergency Services Manager, Fire Chiefs, Deputy Fire Chiefs, Captains, Lieutenants and Members shall be in accordance with the standard operational guidelines established by Council, as amended from time to time.

7. Reimbursements and Remuneration for Member

Recruits who wish to join WCES shall be required to provide, at their cost, the following information, if required by the Fire Chief;

- a) Current driver's licence abstract
- b) Physical examination completed by a medical Doctor
- c) Criminal record check completed by the RCMP.

Cost of hearing tests, eye tests, physical examinations, drivers abstracts and any other information required, by the Fire Chief after the Member has been placed on the permanent roster of a fire department, shall be paid by the Municipality.

Hourly remuneration for WCES services, including but not limited to emergency service calls, meetings, honorariums, training and practices, shall be established by policy of the Municipality.

Cost of personal protective equipment shall be paid by the Municipality giving regard to cost sharing agreements that are in effect between the Municipality and the Towns covered under the Joint Fire/ Emergency Service Agreement.

8. Operating Budget

The Fire Chief of each department shall provide a budget to the Emergency Services Manager on or before December 1st of each year, to be considered in the overall budget of the Municipality.

The budget will show estimated revenues and expenditures to provide the proposed emergency services program for each department.

The Emergency Services Manager shall review the budgets with each Fire Chief and provide the C.A.O or his/her designate with a final combined budget for emergency services, for the ensuing year.

9. Capital Budget and Equipment Allocation

The Emergency Services Manager shall provide the C.A.O with a 5 year capital replacement budget, reviewed annually, on or before December 1 of each year.

All property, including but not limited to vehicles, apparatus, structures, buildings, personal protective equipment, supplies, and any other thing purchased by the Municipality for the provision of emergency services shall;

- a) remain the property of the Municipality; or
- b) in the event of joint ownership, be addressed in a separate agreement specifying financial and ownership interests and responsibilities; and

- c) be used for purposes approved by the standard operational guidelines or with approval of the Emergency Services Manager.

10. Termination of Members

The C.A.O. may terminate a Fire Chief for cause, in accordance with the policies of the Municipality, after consultation with or upon recommendation of the Emergency Services Manager.

The Fire Chief may terminate the appointment of any Member of the fire department for cause after consultation with or upon recommendation of the Emergency Services Manager.

The Emergency Services Manager will notify the C.A.O. of a termination, with cause, as soon as reasonably possible to do so, and provide a written report regarding the termination.

In the event of a termination all property belonging to the fire department, including but not limited to radios, keys, uniforms, personal protective equipment and apparatus, in the possession of the Member, will be returned to the Fire Chief, immediately.

If all property personally held by a terminated Member is not returned to the Fire Chief, the fire department may take action, sanctioned by the Emergency Services Manager, to recover the property.

If the Fire Chief and the Emergency Services Manager cannot make a clear case for termination for cause, then no action may be taken until a review has been completed by the C.A.O.

There shall be zero tolerance for the consumption of alcohol, illegal drugs or any other drug that may cause impairment, by the Member of WCES when on standby duty, on call, attending an incident, when operating or travelling in fire department equipment, vehicles or apparatus, when responding to or returning from the fire station in a private vehicle, or when present on fire department property.

Termination without cause shall be at the discretion of the C.A.O. after consultation with the Fire Chief and the Emergency Services Manager.

11. Insurance

The Municipality will provide comprehensive liability, life and disability insurance for a Member of WCES, on a 24 hour/7 day per week basis, at no charge to the Member.

The Municipality will provide life and disability insurance to the immediate families of a Member of WCES on a 24 hour/7day per week basis, at no charge to the Member.

12. Indemnity

The Municipality, WCES, or its Members are not liable for any loss or damage caused by anything said or done or omitted to be said or done in the performance or intended performance of their duties or functions unless the circumstance constitutes gross negligence or willful misconduct, as determined by a Canadian Court of Law.

Members of WCES shall not make statements or submit reports admitting liability on behalf of the Municipality, for any reason.

13. Fees and Collection of fees for Emergency Services

The Municipality, upon providing fire protection, emergency services or mutual aid services within or outside the Municipality's boundaries, shall charge fees for the services to;

- a) The owner of the property where the service was provided; or
- b) The person receiving the service; or
- c) The person deemed to be responsible for causing the incident that required the service; or
- d) In the case of another Municipality, in accordance with the mutual aid agreement in place at the time the service has been provided, and in accordance with the agreed upon schedule of fees.

Fees for emergency services shall be established by the Council through the adoption of a policy as amended from time to time.

Fees for emergency services shall be paid within thirty (30) days of the issuing of an invoice to the person responsible for payment.

Collection of unpaid fees shall be undertaken as follows;

- a) In the case of a fire service, costs plus interest shall be added to the tax roll of a parcel of land, if located within the jurisdictional boundaries of the Municipality, in accordance with Section 553(1) (g) of *The Municipal Government Act*, if the invoice, or any portion thereof, is in arrears for at least 90 days; or
- b) In the case of fees for all emergency services, through the use of a collection agency; or
- c) In the case of fees for all emergency services, through a civil action in a court of competent jurisdiction.
- d) Every person who has been levied a fire service charge, may request, in writing, a review of the fire services charge, by the Council of the Municipality. Council shall, within 21 day, after receiving the notice, review the request and render a decision that may uphold, rescind or amend the fire service charge and any terms that have been imposed.


14. General Provisions

Should any section or part of this Bylaw be found to be improperly enacted or outside the jurisdiction of the Municipality, that section or part shall be deemed to be severed and the remaining portion of this bylaw shall remain in effect and enforceable.


Bylaw 1552 is hereby repealed.

READ A FIRST TIME IN COUNCIL THIS 12th DAY OF NOVEMBER 2014


REEVE


CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME IN COUNCIL THIS 12TH DAY OF NOVEMBER, 2014.


REEVE


CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 12TH DAY OF NOVEMBER, 2014.


REEVE


CHIEF ADMINISTRATIVE OFFICER

Bylaw No.1776

A Bylaw of The Municipal District of Willow Creek No. 26, in the Province of Alberta to provide for the issuance and suspension of a fire permit and the implementation of a fire ban.

WHEREAS Sections 7 and 8 of the *Municipal Government Act* R.S.A. 2000, Chapter M-26 provides that Council may pass bylaws for preventing, extinguishing, regulating, controlling or prohibiting the lighting of fires, for the health, safety and welfare of people and protection of property and the environment, and

WHEREAS the *Forest and Prairie Protection Act* R.S.A. 2000, Chapter F-19 grants certain additional powers to The Municipal District of Willow Creek No. 26, Council may pass bylaws for the prevention of prairie or running fires and for the enforcement of the provisions of the *Forest and Prairie Protection Act*; and

WHEREAS the *Soil Conservation Act* R.S.A. 2000, Chapter S-15 provides that The Municipal District of Willow Creek No. 26 is responsible for enforcing the provisions of the legislation regarding soil loss or degradation within The Municipal District of Willow Creek No. 26;

NOW THEREFORE the Council of The Municipal District of Willow Creek No. 26, in session duly assembled, hereby enacts as follows:

SECTION 1 - DEFINITIONS

1.1 In this Bylaw:

- (a) "Acceptable Fire Pit" means an outdoor receptacle that meets the following specifications:
 - i) the fire pit shall be constructed of bricks or concrete blocks, or heavy gauge metal, or other suitable non-combustible components;
 - ii) the maximum external dimension of the fire pit shall not be greater than 1 meter (3.28 feet);
 - iii) the fire pit height shall not exceed .6 meters (2 feet) when measured from the surrounding grade to the top of the pit opening;
 - iv) a fire pit shall not be located closer than 5 meters (16.5 feet) from a property line and from any combustible material, including, but not limited to, buildings, structures, fences, patio decks and foliage;
 - v) a fire pit shall be surrounded by a fire guard constructed of noncombustible material extending not less than 2 meters (6.5 feet) in all directions from the fire pit;
 - vi) a fire pit shall not be located less than 0.6 meters (2 feet) laterally from an underground utility line;
 - vii) only wood, charcoal briquettes, propane or natural gas fuels shall be used in a fire pit;
 - viii) flame height shall not exceed 1 meter (3.28 feet) above the fire pit; and
 - ix) fire pits, when burning, shall be supervised at all times by a responsible adult person with adequate means to extinguish the fire. A fire shall be deemed to include hot ashes and smoldering embers resulting from the fire;
- (b) "Acceptable Fireplace" means an outdoor receptacle that meets the following specifications:
 - i) a minimum of 1 meter (3.28 feet) clearance measured from the nearest fireplace edge shall be maintained from buildings, property lines, or other combustible material;

- ii) the fireplace shall be constructed of materials, such as bricks or rocks, that are heat and flame resistant;
 - iii) the fireplace shall be equipped with a chimney that is not less than 2.5 meters (8.25 feet) in height when measured from the base of the fire burning area;
 - iv) the fireplace chimney shall be equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
 - v) the base of the fire burning area shall be not less than .3 meters (1 foot) above the surrounding grade; and
 - vi) the fire chamber does not exceed 1.25 meters (4 feet) in width, and is at least .4 metres (1.3 feet) but not more than .6 metres (2 feet) in depth.
- (c) “Acceptable Incinerator” means a receptacle that is a non-combustible structure, container or barrel with openings that meets the following specifications;
- i) a minimum of 5 meters (16.5 feet) clearance from buildings, property lines and combustible materials, or as approved by Emergency Services Manager or his or her designate;
 - ii) constructed of bricks or concrete blocks, or heavy gauge metal (18 gauge minimum), or other suitable non-combustible components;
 - iii) structures, containers or barrels shall be integrally sound with no sections noticeably thinned due to the oxidizing actions of the fire nor shall there be holes in the structure, container or barrel caused by oxidation of the material;
 - iv) has a spark arrestor mesh screen of 13 millimetres (.50 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
 - v) fires contained shall be supervised at all times by a responsible adult person with adequate means to extinguish the fire until such time that fire has been extinguished. A fire shall be deemed to include hot ashes and smoldering embers resulting from the fire;
 - vi) only wood, charcoal briquettes, propane or natural gas fuels shall be used to burn refuse; and
 - vii) flame height does not exceed 1 meter (3.28 feet) above the incinerator.
- (d) “Burning Barrel” – see definition of “Acceptable incinerator”.
- (e) “Burnable Debris” as defined by the Substance Release Regulation -AR 124/93, pursuant to the *Alberta Environmental Protection and Enhancement Act*, means all combustible waste other than prohibited debris and includes, but is not limited to:
- i) straw and stubble;
 - ii) grass and weeds;
 - iii) leaves and tree prunings;
 - iv) brush and fallen trees on newly cleared land or associated with logging operations;
 - v) used power, telegraph and telephone poles that do not contain wood preservatives;
 - vi) wooden material from the construction or demolition of buildings which does not contain wood preservatives;

- vii) solid waste from sawmills or planing mills with an annual production of less than 9500 cubic metres of lumber;
 - viii) solid waste from post and pole operations that does not contain wood preservatives; and
 - ix) solid waste from tree harvesting operations.
- (f) “Class A Materials” – See “Burnable debris”.
 - (g) “Community Peace Officer” means a person appointed under Section 36 of the *Police Act* R.S.A. 2000 Chapter P-17.
 - (h) “Council” means the Council of The Municipal District of Willow Creek No. 26.
 - (i) “Designate” means any person employed by the Municipality authorized by the Fire Guardian to issue burning permits.
 - (j) “Emergency Services”, either internally provided or externally contracted, means fire, rescue, ambulance, community peace officer, R.C.M.P. or other services tasked to respond to emergencies.
 - (k) “Emergency Services Manager” means the person appointed as the head of Emergency Services or his or her designate.
 - (l) “Equipment” means any vehicle, tool, contrivance, device or material used by a fire department to combat a fire incident or other emergency.
 - (m) “Fire” means any combustible material in a state of combustion.
 - (n) “Fire Ban” means a provincial ministerial order or the enactment of this municipal Fire Ban Bylaw which cancels all fire permits, prohibits the lighting or requires the extinguishment of a fire.
 - (o) “Fire Guardian” means a person duly appointed by the Council to act under the provisions of the *Forest and Prairie Protection Act*, the *Soil Conservation Act* and this bylaw including but not limited to the Emergency Services Manager or his or her designate, the Agricultural Fieldman and the Superintendent of Public Works or his or her designate.
 - (p) “Fire Permit” means a permit issued by an individual authorized by the Municipality to do so pursuant to this Bylaw to allow for the setting of outdoor fires, structure fires or incinerator fires within the Municipality.
 - (q) “Fire Protection” means all aspects of fire safety, including but not limited to, fire prevention, firefighting or suppression, pre-fire planning, fire inspection, fire investigation, public education and information, or emergency services training.
 - (r) “Fireworks” shall be defined as per the definition of fireworks in the Alberta Fire Code.
 - (s) “Incident” means a fire or emergency situation or where an explosion is imminent, or any other situation where there is a danger or a possible danger to life or property or both and to which the Emergency Services has responded.
 - (t) “Incinerator Fire” means a fire that is confined within a non-combustible structure; container or barrel with openings covered with a heavy gauge metal screen having a mesh size not larger than 13 millimeters (.50 inches) and is used for the purpose of burning clean Class A materials such as garden debris, wood and paper.
 - (u) “Municipality” means The Municipal District of Willow Creek No. 26.

- (v) “Neighbour” means a person who is an owner, renter or person otherwise authorized by an owner of privately owned land adjacent to property to where it is alleged an offence has occurred.
- (w) “Outdoor Fire” means any fire other than that defined as an incinerator fire or structure fire and shall include fires involving humus, soil, farm produce, bush, grass, feed, straw, coal or any fire that has escaped or spread from a building, structure, machine, vehicle or incinerator. A fire contained in an outdoor fireplace, fire pit or incinerator without the required metal spark arrestor screen shall be deemed to be an outdoor fire.
- (x) “Outdoor Fireplace” means a fireplace installed to the standards of the Alberta Building Code, as amended, and is located on the exterior of a building.
- (y) “Owner” means a person who:
 - i) holds himself or herself to be a person having the powers and authority of ownership or who currently exercises the powers and authority of ownership over the property;
 - ii) is registered as the Owner of the property pursuant to the *Land Titles Act*;
 - iii) has purchased or otherwise acquired the property, either directly from a previous owner or from another purchaser and has not yet registered ownership; or
 - iv) is listed as the Owner of the Property on the current assessment roll.
- (z) “Permit Holder” means the Owner of the lands to which the issuance of a fire permit applies.
- (aa) “Permit Issuer” means a municipal employee who has been authorized to issue burning permits within the municipal boundaries.
- (bb) “Person” means an individual and includes a firm, partnership, joint venture, proprietorship, corporation, association, society and any other legal entity.
- (cc) “Portable Barbecue Device” means any appliance sold or constructed for the sole purpose of cooking food outdoors, normally fueled by liquefied petroleum gas (LPG), natural gas, compressed briquettes or charcoal.
- (dd) “Prohibited Debris”, as defined by the Substance Release Regulation - AR-124/93, pursuant to the *Alberta Environmental Protection and Enhancement Act*, means any combustible waste, that when burned, may result in the release to the atmosphere of dense smoke, offensive odors or toxic substances and includes, but is not limited to:
 - i) animal cadavers;
 - ii) animal manure;
 - iii) pathological waste;
 - iv) non-wooden material;
 - v) waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives;
 - vi) combustible materials in automobile bodies;
 - vii) tires;
 - viii) rubber or plastic or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;

- ix) solid waste from sawmills or planing mills with an annual production in excess of 9500 cubic meters of lumber; or
 - x) used oil, wood or wood products containing substances for the purpose of preserving wood.
- (ee) “Property” means any real or personal property which, without limiting the generality of the foregoing, includes land, buildings or structures.
- (ff) “Recreational Fire” means an outdoor fire of relatively short duration confined to a noncombustible container, in municipal, provincial, federal or private campgrounds and parks where outdoor fireplaces, fire pits and stoves have been approved by the Emergency Services Manager or his or her designate. These fires will be set for recreational, cultural or theatrical purposes including the purpose of cooking, obtaining warmth or viewing for pleasure. These fires may only be fueled with seasoned wood, charcoal, natural gas or propane.
- (gg) “Restricted Burn Area” means an area within the Municipality as designated by the Emergency Services Manager or his or her designate or by Council.
- (hh) “Running Fire” means a fire burning without being under the proper control of any person.
- (ii) “Smudge Fire” means a fire contained within a noncombustible structure or container set on land of .8 hectares (two acres) or more in area for the purpose of protecting livestock from insects or for protecting garden plants from frost. Requirements for “smudge fires” are as per those designated for “Acceptable Incinerators”.
- (jj) “Soil Conservation Officer” means the person(s) appointed by the Municipality under the *Soil Conservation Act*, RSA 2000, Chapter S-15.
- (kk) “Specified Penalty” means a penalty specified in the Schedule ‘A’ which may be paid in response to a violation ticket, for an alleged offence of any section of this bylaw.
- (ll) “Structure Fire” means a fire confined to and within any building, structure, machine or vehicle, which will, or is likely to cause the destruction of or damage to such building, structure, machine or vehicle.
- (mm) “Stubble” means any harvested or unharvested herbaceous plants or plant parts, standing, spread or in swathed windrows grown on land.
- (nn) “Stubble Burning Permit” means a permit issued by a Soil Conservation Officer to burn stubble.
- (oo) “Violation Ticket” means a ticket issued for an offence committed against any of the provisions of this Bylaw and shall be a Part 2 ticket as prescribed in the *Provincial Offences Procedure Act* R.S.A. 2000, Chapter P-34.

SECTION 2 - FIRE GUARDIANS

- 2.1 The Council shall appoint a Fire Guardian(s) to enforce the provisions of the *Forest and Prairie Protection Act*, the *Soil Conservation Act* and this Bylaw, within the boundaries of the Municipality.

SECTION 3 - POWERS OF FIRE GUARDIANS

- 3.1 Each Fire Guardian shall have the authority and power to:

- a) issue a Fire Permit, to an Owner, in respect of any land within the Municipality;
- b) issue a Fire Permit unconditionally or impose conditions upon the applicant which the Fire Guardian or his or her designate considers appropriate;
- c) decide whether an inspection of the burn site is warranted prior to the decision to issue or not issue a burning permit;
- d) suspend or cancel at any time, a Fire Permit and on receiving notice of the suspension or cancellation the person concerned shall immediately extinguish any fire set pursuant to his or her permit;
- e) refuse issuance of permit on reasonable and probable grounds that a risk to public safety may exist for the proposed fire;
- f) inspect property where a request for a permit for an outdoor fire has been received and impose conditions upon the applicant which the Fire Guardian considers appropriate; and
- g) enforce the provisions of the *Forest and Prairie Protection Act*, the *Soil Conservation Act* and this Bylaw within the boundaries of the Municipality.

SECTION 4 - FIRE PERMITS

- 4.1 In addition to any Fire Permit required under the *Forest and Prairie Protection Act*, or under the *Soil Conservation Act* R.S.A. 2000 Chapter S-15, Fire Permits shall be required under this Bylaw at a nil fee.
- 4.2 Notwithstanding clause 4.1 of this Section, any fire permit issued pursuant to the *Forest and Prairie Protection Act* or the *Soil Conservation Act* R.S.A. 2000, chapter S-15 shall be deemed for all purposes to be a fire permit issued pursuant to this Bylaw.
- 4.3 Fire Permits issued pursuant to this Bylaw are valid for a period of time determined by the Fire Guardian issuing the permit, but in any case shall not exceed fourteen (14) days, and the Fire Permit shall state the period of time for which the Fire Permit is valid.
- 4.4 The Permit Holder shall have a copy of the Burning Permit at the fire location and shall be able to produce it upon request by a Fire Guardian or member of a fire department, acting in the performance of his or her duties.
- 4.5 Each application for a Fire Permit must contain the following information:
 - a) the name and address of the applicant;
 - b) the name and address of the Owner of the Property upon which the applicant proposes to set a fire;
 - c) the legal description of the land on which the applicant proposes to set a fire;
 - d) the type and description of material which the applicant proposes to burn;
 - e) the period of time the Fire Permit is valid;
 - f) the precautions that will be taken by the applicant to ensure the proposed fire remains under his or her control;
 - g) the signature of the applicant;
 - h) a Fire Incident Number as issued at the time the named applicant reports their Controlled Burn to the Fire Dispatch Centre; and
 - i) the signature of the Fire Guardian issuing the Fire Permit.
- 4.6 Where an emergency or a potential emergency exists, the Emergency Services Manager or his or her designate shall be empowered to suspend all Structural Fires, Incinerator Fires, Outdoor Fires, Recreational Fires,

barbeque pit Fires, or Smudge Fires within all or a portion of the Municipality for such a period of time and on such conditions as may be determined by the Emergency Services Manager or his or her designate.

4.7 A fire permit shall not be transferable to any other person.

SECTION 5 - EMERGENCY SERVICES

5.1 Emergency Services shall be responsible for carrying out such duties, obligations and responsibilities as assigned by Council and the Emergency Services Manager, including but not limited to:

- a) Preventing and extinguishing fires;
- b) Investigating the cause and source of fires;
- c) Preserving and protecting life, property, and the environment from injury or destruction by fire;
- d) Preventing prairie or running fires and enforcing the provisions of the *Forest and Prairie Protection Act*;
- e) Preventing, combating and controlling incidents involving dangerous goods; and
- f) Extinguishing open fires during a Fire Ban.

SECTION 6 – POWERS OF THE EMERGENCY SERVICES MANAGER

6.1 The Emergency Services Manager or his or her designate, shall impose a full Fire Ban, a partial Fire Ban or a suspension of the issuance of Fire Permits, or the cancellation of existing Fire Permits, in the Municipality in whole or in part, when in his or her professional opinion, the Fire Ban or suspension is deemed necessary.

6.2 The Fire Ban or suspension of the issuance of Fire Permits, or the cancellation of existing Fire Permits shall remain in effect until lifted by the Emergency Services Manager or his or her designate.

SECTION 7 - EXEMPTIONS

A Fire Permit is not required for the following, under this Bylaw however, items 7.1 to 7.9 are subject to a fire ban:

- 7.1 An “Acceptable Fire Pit” and the Fire contained therein provided the Fire Pit meets the definition in this Bylaw;
- 7.2 An “Acceptable Incinerator” and the Fire contained therein provided the Incinerator meets the definition in this Bylaw;
- 7.3 An “Acceptable Fireplace” and the Fire contained therein provided the Fireplace meets the definition in this Bylaw;
- 7.4 Cooking of food using a “Portable Barbecue Device”;
- 7.5 “Recreational Fires” or Campfires for cooking or warming in municipal, provincial or private campgrounds and parks;
- 7.6 Burning of a Smudge Fire confined within a non-combustible receptacle set on property of 0.8 hectares (two acres) or larger, for the purpose of repelling insects from animals or preventing frost in an orchard or garden;
- 7.7 Burning by the resident Fire Departments for the purpose of training;
- 7.8 Burning by the Fire Department or by Alberta Environmental Protection for the purpose of fire hazard abatement;
- 7.9 The installation and operation of an Outdoor Fireplace or Outdoor Incinerator;

- 7.10 Process flare systems for natural gas and other petroleum related facilities governed by regulations and operating under approved guidelines issued by the Alberta Energy and Utilities Board or by Alberta Environment;
- 7.11 Industrial or Commercial incinerator required to be licensed under the *Alberta Environmental Protection and Enhancement Act*.

SECTION 8 - OFFENCES

- 8.1 No person shall contravene any provision(s) of this Bylaw.
- 8.2 No person shall light an Outdoor Fire or a Structure Fire unless they are the holder of a subsisting Fire Permit if required under this Bylaw or the *Forest and Prairie Protection Act* or both.
- 8.3 No person shall allow an Outdoor Fire or a Structure Fire to be lit upon land that is owned or occupied by him or her or under his or her control except when such fire is permitted pursuant to the Bylaw.
- 8.4 No person shall ignite or permit to be ignited a Fire on the Property of another without the written consent of the Owner of the Property.
- 8.5 No person shall deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire.
- 8.6 When a Fire is lit that does not meet the conditions imposed by this Bylaw, the Owner or occupier of the land or the person having control of the land upon which such fire is lit shall:
- a) extinguish the fire immediately; or
 - b) if unable to extinguish the fire immediately, report the fire to 9-1-1.
 - c) be liable to prosecution under summary conviction and costs incurred by the Municipality to respond, suppress and extinguish the fire. No person shall, either directly or indirectly, personally or through an agent, servant or employee ignite a fire and let it become a Running Fire on any land not his or her own property or allow a Running Fire to pass from his or her own property to the property of another;
 - d) not light an Outdoor Fire, Structure Fire, Incinerator Fire, barbecue/fire pit or Smudge Fire without first taking sufficient precaution to ensure the Fire can be kept under control at all times.
- 8.7 No person shall place "Prohibited Debris" into a Fire.
- 8.8 No person shall light an Outdoor Fire, Structure Fire, Incinerator Fire, barbecue fire pit Fire, or Smudge Fire during a municipal or provincial Fire Ban pursuant to the *Forest Prairie Protection Act*.
- 8.9 No person shall light an Outdoor Fire, Structure Fire, Incinerator Fire, barbecue/pit Fire, or Smudge Fire during a municipal or provincial fire ban pursuant to the *Forest and Prairie Protection Act* and let it become a Running Fire on any land not his or her own property, or allow a Running Fire to pass from his or her own property to the property of another.
- 8.10 No person shall obstruct an Emergency Services Manager, Community Peace Officer, or Fire Guardian in the performance of their duties pursuant to this Bylaw or the *Forest Prairie Protection Act*. Obstruction includes failure to provide access to property and failure to provide information as to identity of individuals.
- 8.11 No person shall provide false, incomplete or misleading information to the Municipality, with respect to, a Burning Permit or Burning Permit application.
- 8.12 No person shall allow any Fire to give off a dense smoke or offensive odor in a manner which creates a risk to public safety or creates a nuisance to neighbouring person(s) or property.

- 8.13 No person shall conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any public highway or roadway.
- 8.14 No person shall allow property which he or she owns or occupies to become a fire hazard through either:
- a) permitting the accumulation of rubbish or noxious, offensive or unwholesome matter of a combustible nature to collect or accumulate around their premises;
 - b) lack of maintenance to the property or the structures upon it; and
 - c) any other contravention of municipal, provincial or federal regulations.
- 8.15 No person shall discharge, fire or set off fireworks unless authorized in writing by the Emergency Services Manager or his or her designate.

SECTION 9 - FIRE BANS

- 9.1 From time to time as conditions dictate the Municipality may impose a full or restricted ban upon open fires including fireworks and/or suspend the issuing of Fire Permits.
- 9.2 Fire Bans and suspension of permits shall be imposed and lifted by the Emergency Services Manager or his or her designate.
- 9.3 When a Fire Ban is imposed the Municipality shall post the Fire Ban information on the municipal website, social media and on a local radio station.

SECTION 10 - PENALTIES

- 10.1 Any person who fails to hold a current Fire Permit when one is required under this Bylaw is guilty of an offence and is liable to a summary conviction fine as prescribed in Schedule 'A'.
- 10.2 In addition to penalties imposed in Schedule A of this Bylaw, Emergency Services fees for the extinguishing, controlling or managing of any Fire started, without benefit of a Fire Permit, during a Fire Ban shall be charged against the Owner of the lands upon where the Fire is located.
- 10.3 Any Council appointed policing agent or the R.C.M.P. is authorized to enforce this Bylaw under Sec. 7 of the *Municipal Government Act* R.S.A. 2000, Chapter M-26 if there is reasonable and probable grounds to believe a person has contravened any section of this Bylaw and under the authority of the *Provincial Offences Procedure Act* may issue a Part 2 violation ticket to that person.
- 10.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued by an R.C.M.P. or Community Peace Officer in respect of each day or part of each day on which the contravention continues.
- 10.5 Where the Municipality has taken any action for the purpose of extinguishing a Fire or responding to a fire call or incident in or outside the Municipality or for the purpose of preserving life or property from injury or destruction by Fire or other incident on land within or outside the Municipality, including any action taken on a false alarm, the Municipality may charge any costs so incurred to the Owner of the land in respect of which the action was taken.
- 10.6 The costs and fees to be charged by the Municipality for services rendered pursuant to this By-law shall be determined by Council as set out in the Fees Bylaw.
- 10.7 In the event the Owner shall feel aggrieved by an action taken by the Municipality pursuant to Section 8, the Owner shall be granted a period of

thirty (30) days from the date of mailing of notice of the action to appeal to Council the action taken.

- 10.8 The decision of Council on an appeal shall be final and binding upon the Owner and shall not be subject to any further appeal to the Council.
- 10.9 In the event the amount levied by the Municipality shall not be paid within ninety (90) days after the mailing of a notice by the Municipality or in the event of an appeal, within ninety (90) days of the date of mailing of the decision of Council on the appeal, the amount levied and unpaid shall be charged against the land upon which the Fire was started as taxes due and owing in respect of the land.
- 10.10 In respect of any costs or fees levied or charged under this Bylaw:
- a) the Municipality may recover such costs of fees due and owing to the Municipality pursuant to Section 552 of the *Municipal Government Act* R.S.A. 2000, Chapter M-26; and
 - b) in default of payment, where permitted by the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 Section 553(1)(c) and (g), add the amounts due to the tax roll of the land parcel.

SECTION 11 - NOTICE

- 11.1 Any notice provided for in this Bylaw shall be in writing.
- 11.2 Service of any notice provided for in this Bylaw may be made as follows:
- a) personally upon the Person to be served; or to any person receiving it on his or her behalf; or
 - b) by mailing the copy to the Person to be served to the last known post office address of the Person to be served, and service shall be deemed effective seven (7) days from the date of mailing;
 - c) where the Property is not occupied, by mailing the notice by regular mail to the mailing address noted on the municipal tax roll for the Property, and service shall be deemed effective seven (7) days from the date of mailing; or
 - d) as directed by the Court.

SECTION 12 - LIABILITY

- 12.1 The Municipality together with their respective officials, officers, employees, representatives, contractors and agents are not liable for loss or damage caused by anything said, done, omitted or to be done in the performance or intended performance of their functions, duties or powers unless said individual was dishonest, grossly negligent or guilty of willful misconduct.

SECTION 13 - SEVERABILITY

- 13.1 Should any section or part of this Bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

Received a first reading this 16th day of August, 2017.

Received a second reading this 16th day of August 2017.

Received a third reading and finally passed this 16th day of August, 2017.

Reeve

Chief Administrative Officer

SCHEDULE 'A'
OF BYLAW 1776

Fines Specific to the Fire Permit Bylaw

WHEREAS, under the provisions of Section 44 of the *Provincial Offences Procedure Act*, being Chapter P-34 of the Revised Statutes of Alberta, 2000, and amendments thereto and under the provisions of Section 7 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of a municipality may by Bylaw provide for the payment of violation tickets or summons out of court. A notice of form (commonly called a violation ticket) may be issued by any Council appointed policing agent to any person charged with a breach of any of the provisions of this Bylaw and the hereto-mentioned Acts shall apply in regards to the payment. Amounts are expressed in dollars.

		First Offence	Second Offence	Subsequent Offence
Section 8.2	Light an Outdoor Fire or a Structure Fire, including Fireworks, without a subsisting Fire Permit if required under this Bylaw or the <i>Forest and Prairie Protection Act</i> (supra) or both.	100	500	1,000
Section 8.3	Allow an Outdoor Fire or a Structure Fire to be lit upon land that is owned or occupied by him or her or under his or her control except when such fire is permitted pursuant to this Bylaw.	100	500	1,000
Section 8.4	Ignite or permit to be ignited a Fire on the Property of another without the written consent of the Owner of the Property	100	500	1,000
Section 8.5	Deposit, discard or leave any burning matter or substance where it might ignite other materials and cause a Fire	100	500	1,000
Section 8.6a	Failure to extinguish an illegal fire immediately,	500	5,000	10,000
Section 8.6b	Unable to extinguish the illegal fire, failure to immediately report the fire to 9-1-1.	500	5,000	10,000
Section 8.6c	Ignite any fire, either directly or indirectly, personally or through an agent, servant or employee, and let it become a Running Fire on any land not his own property, or allow a Running Fire to pass from his or her own property to the property of another.	500	5,000	10,000
Section 8.6d	Light an Outdoor Fire, a Structure Fire, an Incinerator Fire, barbecue/fire pit or a Smudge Fire without taking sufficient precaution to ensure the Fire can be kept under control at all times.	250	2,000	10,000
Section 8.7	Place "Prohibited Debris" within a Fire.	250	5,000	10,000
Section 8.8	Light an Outdoor Fire, a Structure Fire, Incinerator Fire, barbecue/fire pit, or a Smudge Fire during a municipal or provincial fire ban pursuant to the <i>Forest and Prairie Protection Act</i> or during a period in which fire permits are suspended.	1,000	5,000	10,000

Section 8.9	Light an Outdoor Fire, a Structure Fire, Incinerator Fire, barbecue/fire pit fire or a Smudge Fire during a municipal or provincial fire ban pursuant to the <i>Forest and Prairie Protection Act</i> and let it become a Running Fire on any land not his own property, or allow a Running Fire to pass from his or her own property to the property of another.	5,000	7,500	10,000
Section 8.10	Obstruct a municipal official, fire guardian or member of the Emergency Services Manager's office in the performance of their duties pursuant to this Bylaw or the <i>Forest Prairie Protection Act</i> .	1,000	5,000	10,000
Section 8.11	Disclose false information with respect to a Fire Permit	250	1,000	2,000
Section 8.12	Allow any fire to give off a dense smoke or offensive odor in a manner which creates a risk to public safety	250	2,000	10,000
Section 8.13	Conduct any activity that involves the use of a Fire, where smoke from the Fire may impede visibility of the vehicular traffic on any Highway as defined in the <i>Highway Traffic Act</i> R.S.A. 2000 c. H-8	500	2,000	10,000
Section 8.14	Allow property which he or she owns or occupies to become a fire hazard	500	2,000	10,000



Municipal District of Willow Creek #26 For Information

Date Submitted: April 16, 2020

Originated by: CAO

Subject: Waste Water Disposal Policy

RECOMMENDATION

To approve the Private Waste Water Disposal Policy.

SUMMARY

In Alberta, standards for the design, installation and material requirements of on-site private sewage systems are provided by the Alberta Private Sewage Systems Standards of Practice under the *Safety Codes Act*. Through the Code of Practice for Private Septic Systems the septic system servicing a dwelling is designed to land factors and the requirements of the property.

Management and disposal of sludge which accumulates in a septic tank is often required. Disposal of these sludges is permitted by Alberta Environment regulations on property owned by the landowner provided that certain conditions are met: that the sludges cannot seep into surface or ground water or that the disposal of the sludges do not create a nuisance. This may be difficult for property owners with a small land base where the proximity of adjacent landowners makes disposal of sludge difficult such as acreage owners.

The Waste Water Disposal Policy will permit contractors who provide waste water sludge removal services to landowners to enter into an agreement within the Municipal District of Willow Creek to dispose of the private septic system sludge material in the Hamlet of Granum lagoon.

BACKGROUND

Most residential dwellings within the M.D. of Willow Creek operate private waste water disposal systems. These systems require frequent maintenance by private contractors. Currently these contractors dispose of the sludge material either on private land of landowners who have sufficient property so that the disposal of the materials does not cause a nuisance or create potential for environmental harm or alternatively by disposal at a municipal waste water lagoon.

Adoption of this policy as a service to residents is possible as the MD of Willow Creek now operates the Hamlet of Granum waste lagoons.

ATTACHMENTS

Waste Water Disposal Policy

Prepared By:

Director / CAO / Committee

Reviewed and Approved for Agenda

Chief Administrative Officer



260-16 – Waste Water Disposal Policy

Purpose: to establish a policy to enable contractors hired by acreage owners within the Municipal District of Willow Creek to safely dispose of waste water from their private septic systems.

Scope: Administration

Responsibility: Public Works/Administration

In Alberta, standards for the design, installation and material requirements of on-site private sewage systems are provided by the Alberta Private Sewage Systems Standards of Practice under the *Safety Codes Act*. Through the Code of Practice for Private Septic Systems the septic system servicing a dwelling is designed to land factors and the requirements of the property.

Management and disposal of sludge which accumulates in a septic tank is often required. Disposal of these sludges is permitted by Alberta Environment regulations on property owned by the landowner provided that certain conditions are met: that the sludges cannot seep into surface or ground water or that the disposal of the sludges do not create a nuisance. This may be difficult for property owners with a small land base where the proximity of adjacent landowners makes disposal of sludge difficult such as acreage owners.

The Waste Water Disposal Policy will permit contractors who provide waste water sludge removal services to landowners to enter into an agreement within the Municipal District of Willow Creek to dispose of the private septic system sludge material in the Hamlet of Granum lagoon.

The terms and conditions of the agreement are as follows:

1. The services of the Carrier shall be performed to the specifications and satisfaction of the Municipal District of Willow Creek No. 26.
2. This Agreement shall not come into effect until signed by both parties and the irrevocable letter of credit provided to the Municipal District of Willow Creek No. 26.
3. Failure to fulfill the conditions of this Agreement shall entitle the Municipal District of Willow Creek No. 26 to terminate this Agreement without notice.

4. The Carrier is an independent contractor and shall not for any purpose be a servant, employee or agent of the Municipal District of Willow Creek No. 26.
5. The Municipal District of Willow Creek No. 26 may in their sole discretion delegate any duties, powers and functions relating to the provision of this Agreement to any employee or agent of the Municipal District.
6. This Agreement may not be assigned to another party without the written consent of the M.D Municipal District of Willow Creek No. 26.
7. The Carrier shall comply with:
 - a. Any Act of the Legislature of the Province and of the Parliament of Canada now in force or enacted after this time and any regulations enforced from time to time under such Acts that applies to the Carrier in respect to this Agreement; and
 - b. Any by-law or resolution of the Municipal District which the carrier is lawfully subject to, that applies to the Carrier in respect to this Agreement.
8. The Carrier acknowledges its responsibility either as a principal contractor, an employer or worker as defined in the Occupational Health and Safety Act, and it will, as a condition of this Agreement, comply with the Occupational Health and Safety Act and its regulations thereto.
9. It is agreed that this written document contains the entire Agreement of the parties in regard to the matters dealt with and that no understandings or Agreements, verbal or otherwise, exist between the parties except as expressly set out.
10. The validity and interpretation of this Agreement of each clause or part is to be governed by the laws of the Province of Alberta.
11. The Municipal District of Willow Creek No. 26 reserves the right to cancel this agreement at any time due to operational requirements or in the event of a default by the Carrier.

The form of the Agreement and the Domestic Waste Water Manifest that are to be used to implement this policy are as follows:

Waste Water Disposal Agreement

Between

Municipal District of Willow Creek No. 26,

a municipal authority incorporated under the laws of the province of Alberta
(hereinafter referred to as the "M.D.")

AND

Telephone No.: _____
(hereinafter referred to as the "Carrier")

1. The Municipal District and the Carrier Mutually Agree as Follows:

- a. Disposal of residential domestic septic waste only is permitted.
- b. Disposal of commercial or industrial wastewater is NOT permitted at any time.
- c. A Carrier must be registered and approved by the M.D. prior to any discharge of effluent.
- d. An annual registration fee of \$100 for each Carrier is required to be paid prior to discharge of any effluent.
- e. Any vehicle used by the Carrier for the hauling of wastewater shall be registered with the M.D. prior to any dumping event and must be used for domestic wastewater only. Only vehicles previously registered will be permitted to dispose of private septic waste water at municipal facilities.
- f. A Carriers vehicle containment vessel shall not contain any material or residue that may be considered harmful to the integrity of the wastewater system. The M.D. reserves the right to take a sample of any load to ensure that no contaminated waste is entering the facility If a driver refuses to allow the M.D. to take a sample further access to M.D. facilities will be denied. All non-compliance issues will be reported to Alberta Environment.
- g. Access keys to the M.D. waste water lagoons will be provided to the Carrier. The Carrier is prohibited from copying or lending keys to the M.D. facilities. Immediate suspension of privileges for access to M.D. facilities will occur if this condition is not complied with.
- h. Prior to any dumping of sewage, the carrier must notify the Superintendent of Public Works or their designate, who shall be the agent for the M.D. by calling 403-625-3351.
- i. Should a municipal employee be required to attend at the disposal site after hours (8:00 a.m. – 4:30 p.m.) or on either a weekend or a statutory holiday a surcharge of \$150.00 will be applicable and will be billed to the Carrier.
- j. Prior to discharge of any effluent into a M.D. wastewater lagoon the Carrier must provide a completed Domestic Waste Water Manifest to the M.D. in the form shown upon Schedule "B" which is attached and forms part of this agreement. The manifest will be deposited in the applicable receptacle located at the waste water lagoon for this purpose. The Manifest will be legible and clear of any debris or contamination.

- k. Disposal of wastewater to occur only at the area designated by the M.D.
- l. All waste must be dumped directly into the lagoon or into the facility designated for this purpose. Dumping areas are to be kept clean and free from any waste or refuse.
- m. During heavy snowfall conditions or heavy rainfall lagoon sites receive a low priority for maintenance. Access to the lagoons may not be permitted in these circumstances, and as such other arrangements for disposal will be required of the Carrier.

2. Definitions

In this Agreement:

- a) "Carrier" shall be the person who accepts wastewater for transportation or transports wastewater.
- b) "Domestic Wastewater" means wastewater that is the composite of liquid and water carried solid wastes associated with the use of water for drinking, cooking, cleaning, washing, hygiene, sanitation or other domestic purposes, together with any infiltration and inflow wastewater and that is released into a wastewater collection system.
- c) "Commercial and Industrial Wastewater" means the composite of liquid wastes and water carried wastes from any non-residential source.

3. This Agreement will commence on _____ and will expire on _____.

4. The representative of the parties for this Agreement as designated by the M.D. of Willow Creek No. 26 are:

- a. For the M.D. of Willow Creek No. 26: Superintendent of Public Works or Designate
- b. For the Carrier: _____

Any notice required to be given by one party to the other can be given to the parties' representatives at the address set out above.

5. This Agreement incorporates the terms and conditions set out in Schedule A which is attached and forms part of this agreement.

6. The parties have signed this Agreement on this ____ day of _____, A.D., _____.

Signed in the presence of:

Municipal District of Willow Creek No. 26

Witness Signature

Signature

Signed in the presence of:

Carrier

Witness Signature

Signature

SCHEDULE "B"
MUNICIPAL DISTRICT OF WILLOW CREEK No. 26
DOMESTIC WASTE WATER MANIFEST

Please print all Information

Part A: Carrier Information

Name of Carrier: _____ Telephone No. _____

Mailing Address: _____
Box/street City/Town Province Postal Code

Licence Plate No. of Truck _____

Name of Driver: _____

I hereby certify that the information contained within this Manifest is true and correct.

Drivers Signature _____

Load Information: To Be Completed by the Carrier

Estimated Load Volume (Litres)	Carrier Signature	Time Deposited in Waste Water Lagoon	Date Deposited in Waste Water Lagoon

Note: The Liability for the wastes disposed of at the M.D. of Willow Creek facility shall always remain with the Carrier.

Part B: Waste Generator Information

Name: _____ Telephone No. (____) _____

Signature: _____

Address: _____
Box/street City/Town Province Postal Code

Municipal Address (Blue Address Sign)

Or Legal Land Location

(Quarter) (Section) (Township) (Range) W4
(Meridian)



ALBERTA
MUNICIPAL AFFAIRS

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

Dear Mayors, Reeves and Councils:

Earlier this spring, Municipal Affairs put in place a Ministerial Order that extended timeframes under the Municipal Government Act for a wide variety of activities for municipalities and your residents. The intent of these extensions was to relieve pressure on municipalities and allow you to focus on supporting your communities through the current public health emergency, and to preserve the right to a meaningful appeal process at a time when it was not yet clear how or when council meetings, appeal hearings or similar proceedings could be conducted.

Unfortunately, some of the time extensions were leading to unintended consequences. As a result, today I have signed two new Ministerial Orders to replace the previous Order. A copy of each of the new Ministerial Orders is attached for your information.

Ministerial Order MAG: 014/20 deals specifically with various assessment-related timelines, and makes important changes to clarify and shorten some of the original timeline extensions.


Ministerial Order MSD: 036/20 addresses the non-assessment items from the original Ministerial Order. This Order retains some timeline extensions for things like financial reporting and other routine activities that can easily be deferred for now. However, for the most part, timelines for things like appeal processes have been returned to the standard timelines under the Municipal Government Act.

To ensure that some Albertans are not deprived of their right of appeal, this second Ministerial Order includes transitional provisions. If a legislated timeline for a particular matter either ended or started between the date of the original Ministerial Order and this one (March 25 to April 17, 2020), these transitional provisions "restart the clock" for the applicable appeal periods. This ensures that anyone who might have considered an appeal of a municipal decision, but chose to defer filing that appeal because they thought they had until October 1, will not inadvertently lose their right to appeal through a return to the normal timelines.

I want to thank key partners like the AUMA, RMA, City of Edmonton, City of Calgary, and BILD Alberta for helping us work through these issues to arrive at this solution. Working together, we have again showed our ability to collaborate to identify and solve problems quickly and efficiently.

I trust that these new Ministerial Orders will address the concerns that many of you have raised with me in recent days. As new issues and challenges arise, please do not hesitate to reach out to me and/or to ministry officials so that we can be aware of those issues and work with you to find solutions.

Sincerely,



Kaycee Madu, QC
Minister of Municipal Affairs

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

MINISTERIAL ORDER NO. MAG:014/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act* make the following order:

1. The complaint deadline pursuant to Section 284(4) of the *Municipal Government Act*, for an assessment notice with a notice of assessment date that falls on or after January 31, 2020 is extended to July 1, 2020 or 60 days from the notice of assessment date, whichever time is later.
2. The date by which a municipality must perform the actions articulated under Sections 412 and 436.03(1) of the *Municipal Government Act* is extended to June 30, 2020.
3. For properties for which a tax sale was required to be held between March 31, 2019 and March 31, 2020 pursuant to Section 418(2) of the *Municipal Government Act*, the time to complete a sale is extended to October 1, 2020.
4. The date by which municipalities, persons, or entities must perform the actions articulated under Sections 417 and 436.08(1) of the *Municipal Government Act* is extended to October 1, 2020.
5. The time set out in Section 295(4) for a person to provide information requested pursuant to Section 295(1) of the *Municipal Government Act* is extended to July 1, 2020 or within 60 days from the date of request, whichever time is later.
6. The time set out in Sections 34 and 35 of the *Matters Relating to Assessment and Taxation Regulation, 2018* for an assessor to provide information requested pursuant to Sections 299, 299.1, 300, and 300.1 of the *Municipal Government Act* is extended to July 1, 2020 or within 15 days of receiving the request, whichever time is later.
7. The time for municipalities, persons, or entities to perform the actions required under Section 364.3(1) of the *Municipal Government Act*, and Section 36(3) of the *Matters Relating to Assessment and Taxation Regulation, 2018* is extended to October 1, 2020 or within the time specified in the sections, whichever is later.

8. Anything that, under normal timelines pursuant to Parts 9, 10, 11, 12 of the *Municipal Government Act* and its associated regulations, would have been required to be done between the period of March 25, 2020 and the date this Order is signed, which as a result of Ministerial Order MSD 022/20 was not done, and which is not otherwise addressed in this Order, must be completed no later than May 31, 2020.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

MINISTERIAL ORDER NO. MSD:036/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Sections 577 and 605(2) of the *Municipal Government Act*, make the following order:

1. Each municipality must complete a 2019 Statistical Information Return in accordance with the instructions prepared by Municipal Affairs.
2. The Statistical Information Return must be signed by the Chief Administrative Officer or designated officer and submitted to Municipal Affairs by October 1, 2020.
3. The time for a municipality to make publically available its financial statements or a summary of them and the auditor's report of the financial statements pursuant to Section 276(3) of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
4. The time for a municipality to submit its financial information return, the auditor's report on the financial information return, its financial statements and the auditor's report on the financial statements to the Minister pursuant to Section 278 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
5. The time for a regional services commission to submit its financial information return and audited annual financial statements to the Minister and each member of the commission pursuant to Section 602.34 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
6. The time for a summer village to hold an organizational meeting under Section 192(2) of the *Municipal Government Act* is extended to October 1, 2020 from August 31, 2020.
7. The 120 day period for a growth management board to submit a report to the Minister under Section 708.09(1) of the *Municipal Government Act* is extended so that the report must be filed by October 1, 2020.

8. Where the normal timeline associated with a requirement under the sections of the *Municipal Government Act* or its associated regulations as listed in the attached Appendix either began or ended during the period between March 25, 2020 and the date this Order is signed, the timeline is hereby modified such that the timeframe for taking action is to be calculated as starting on the date this Order is signed.

9. Ministerial Order MSD: 022/20 is hereby rescinded.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs

APPENDIX

s.226(1)
s.229
s.231(3)
s.231(4)
s.233(2)
s.233(3)
s.233(4)
s.233(5)
s.233(6)
s.233(7)
s.234(3)
s.235
s.531(2)
s.534
s.537
s.547(1)(a)
s.547(1)(b)
s.548(1.1)(a)
s.548(1.1)(b)
s.606(2)
s.606(5)
s.608(2)
s.610(1)
s.610(4)
s.653.1(1)
s.657(1)
s.657(5)
s.664.2(2)
s.667(1)(a)
s.678(2)
s.678(3)
s.678(5)
s.679(1)
s.679(2)
s.680(3)
s.680(4)
s.681(1)
s.681(2)
s.683.1(1)
s.684(1)
s.686(1)
s.686(2)
s.686(3)
s.687(2)
s.688(2)
s.688(2.1)
s.688(4.3)

Subdivision and Development Regulation (AR 43/2002)
s.6

Off-site Levies Regulation (AR 187/2017)
s.11