

Regular Meeting of the Village of Alix Council, to be held on
Wednesday, October 5, 2022 at 6:00 P.M.

AGENDA

1. Call to Order
2. Agenda: Amendments and Adoption
3. Adoption of the a) Minutes of Regular Meeting - Wednesday, September 7, 2022 – 6:00 P.M.
4. Delegation: a) Mrs. Dorothy Lee – Request for Decision 22-43
b) Mr. Carlin Soehn, Alberta Environment, Re: Alix Lake
5. Bylaws: None
6. Unfinished Business: a) CRA Writ – Request for Decision 22-44
b) Resident Request 5303 – 47 Street – Request for Decision 22-45
c) Personnel Policy Review – Request for Decision 22-46
7. New Business: None
8. Financial Reports: a) Bank Reconciliation – August 31, 2022
b) Accounts Payable Cheque Listing – July 28 – September 28, 2022
c) Tax Trial Balance – September 29, 2022
9. Committee Reports: a) Mayor’s Caucus Report – Mayor Fehr
10. Administrative Reports: a) CAO Report
b) Cyberus Protection Services Report
11. Correspondence and Information: a) Alix Wagon Wheel Museum
b) Fortis Alberta – Municipal Franchise Fee Riders
c) Lacombe County – Policy RC(6) Library Support
d) Alberta Municipalities – Response to Honourable Tyler Shandro, Minister of Justice and Solicitor General
e) Justice and Solicitor General Engagement Team
f) Service Line Warranties of Canada
g) Honourable Tyler Shandro, Minister of Justice and Solicitor General, - Holocaust Remembrance Alliance
12. Closed Meeting: a) FOIP Section 25 – Economic Interests of the Public Body – Land Valuation
13. Adjournment

Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, September 7, 2022, at 6:00 P.M.

Present: Mayor Rob Fehr, Councillors Tim Besuijen, Janice Besuijen, Edwin Cole and Barbara Gilliat

Also Present: Michelle White, Chief Administrative Officer

Call to Order: Mayor Fehr called the meeting to order at 6:00 P.M.

Amendments/Deletions to Agenda: Mayor Fehr called for amendments to the agenda.

Approval of Agenda:

Resolution #169/22: Moved by Councillor Gilliat that the Village of Alix Council approve the agenda with the following additions:

Delegation: a) Larry Garrett and Kari Letendre
Committee Reports: h) Lacombe Regional Waste Services Commission – Councillor Gilliat

CARRIED

Minutes: a) Regular Meeting – August 3, 2022

Resolution #170/22: Moved by Councillor T. Besuijen that the minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, August 3, 2022, be accepted as presented.

CARRIED

Delegation: a) Larry Garrett and Kari Letendre

Mr. Garrett and Ms. Letendre entered the meeting at 6:01 P.M.

Mr. Garrett and Ms. Letendre retired from the meeting at 6:23 P.M.

Resolution #171/22: Moved by Councillor Cole that the Village of Alix Council accept Resident Request re: 5303 47th Street – Request for Decision 22-42 as information, and further, that Council directs administration to prepare a report with additional detail and options regarding this matter for the next Council meeting.

CARRIED

Bylaws: None

Unfinished Business: a) Personnel Policy Review – Request for Decision 22-40

Resolution #172/22: Moved by Councillor Cole that the Village of Alix Council accept Personnel Policy Review – Request for Decision 22-40 as information.

CARRIED

New Business: a) Road Sign – Request for Decision 22-41

Resolution 173/22: Moved by Councillor Cole that the Village of Alix Council hereby authorizes the installation of signage prohibiting the use of engine retarding brakes within the Village of Alix on Lakeside Sargent Road.

CARRIED

Financial Reports: a) Bank Reconciliation – July 31, 2022

Resolution #174/22: Moved by Councillor Gilliat that the Village of Alix Council accept the Financial Report as presented.

CARRIED

- Committee Reports:
- a) Lacombe Foundation – June 2022 - Councillor Gilliat
 - b) Alix Public Library – June 2022 - Councillor Gilliat
 - c) Alix Public Library – August 2022 – Councillor Gilliat
 - d) Parkland Regional Library – May 2022 – Councillor Gilliat
 - e) Lacombe Regional Solid Waste Commission – June 2022 - Councillor Gilliat
 - f) Lacombe Regional Solid Waste Commission – August 2022- Councillor Gilliat
 - g) Hwy 12/21 Regional Water Services Commission – July 2022 – Councillor T. Besuijen
 - h) Lacombe Regional Solid Waste Commission – April 2022 - Councillor Gilliat
- Resolution #175/22: Moved by Councillor Gilliat that the Village of Alix Council accept the Committee Reports (a) through (h) as presented.
- CARRIED
- Administrative Reports: a) Chief Administrative Officer's Report
- Resolution #176/22: Moved by Councillor T. Besuijen that the Village of Alix Council hereby cancels the Regular Meeting of the Village of Alix Council scheduled for September 21, 2022.
- CARRIED
- b) Royal Canadian Mounted Police – Quarterly Policing Report
 - c) Lacombe County Peace Officers – Quarterly Report
 - d) Cyberus Protection Services Report
- Resolution #177/22: Moved by Councillor J. Besuijen that the Village of Alix Council accept the Administrative Reports (a) through (d) as presented.
- CARRIED
- Correspondence and Information:
- a) Alberta Transportation Re: Alberta Water/Wastewater Partnership Report
 - b) ATCO Re: Franchise Agreement
 - c) Highway 12/21 Regional Water Services Commission
 - d) Alberta Justice and Solicitor General – Invitation to Meetings
 - e) Alberta Justice and Solicitor General – Alberta Police Service Deployment Model Summary and Frequently Asked Questions
 - f) Alberta Municipalities – Alberta Provincial Police Service Deployment Model
 - g) Royal Canadian Mounted Police – Commanding Officer Alberta
 - h) Alberta Municipalities – Small Communities Newsletter

Correspondence and
Information: (cont.)

- i) The Town of Tofield Re: Victim Services Redesign
- j) Alberta Justice and Solicitor General Re: Victim Services
- k) Fortis Alberta Re: Application Respecting the Refund of the Fortis Alberta Streetlight Investment
- l) Ukrainian Canadian Congress – Alberta Provincial Council

Resolution #178/22: Moved by Councillor T. Besuijen that Correspondence Items (a) through (l) be accepted as information. CARRIED

Closed Meeting: None

Adjournment:

Resolution #179/22: Moved by Councillor Gilliat that this Regular Meeting of the Village of Alix Council be adjourned at 7:24 P.M. CARRIED

Mayor

Chief Administrative Officer

DRAFT

ADMINISTRATION REPORT



Date: September 14, 2022 RFD 22-43
Memo To: Village Council
From: Michelle White
Subject: D. Lee Delegation

1. **PURPOSE** – To provide background for Council regarding Mrs. Dorothy Lee, delegation at the October 5, 2022 regular meeting of Council.
2. **BACKGROUND** – On February 9, 2022 there was a structure fire at 4903 49 Street Alix. Alix Fire Department responded to the call and Clive Fire Department responded as Mutual Aid. In accordance with Fire Department Response Fees policy #42 (attached), the property owner was charged with costs associated with fire suppression services.

Public Works staff provided and installed barricades around the property after the fire was extinguished at no cost to the property owner. Barricades were left in place while arrangements were made for site clean-up. In the end, it was negotiated with the property owner that the Village would complete site clean-up and invoice the owner back for associated costs. The property is very close to Alix MAC School and posed a safety hazard if debris / open hole was left on the property. Clean-up was completed April 11, 2022.

A letter and invoice for fire suppression and site clean-up costs were sent to the property owner April 27, 2022. Outstanding charges were transferred to the property tax account on June 1, 2022. A penalty was applied to the balance of the property tax account on August 1, 2022.

3. **OPTIONS** –
 1. To accept this report as information
 2. To waive year to date penalties on outstanding taxes
 3. To waive a portion of outstanding taxes/penalties that Council deems appropriate
4. **DISCUSSION** – Going back the last 10 years, taxes on this property have always been paid in full before the tax deadline.
5. **FINANCIAL IMPLICATIONS** – A penalty was applied to the balance owing on the tax account on August 1st in accordance with municipal bylaw.
6. **LEGAL** – Policy 42 Fire Department Response Fees – attached

MGA s. 553(1) "A council may add the following amounts to the tax roll of a parcel of land:

(g) if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel, unpaid costs and expenses for extinguishing fires on the parcel;"

MGA s. 553(2) "Subject to section 659, when an amount is added to the tax roll of a parcel of land under subsection (1), the amount

(a) is deemed for all purposes to be a tax imposed under Division 2 of Part 10 from the date it was added to the tax roll."

MGA s. 347(1) "If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

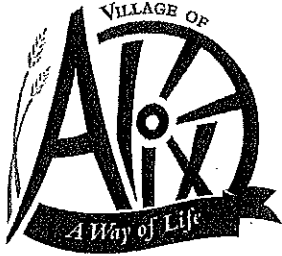
- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax."

7. **POLITICAL/PUBLIC IMPLICATIONS** – The intent of Policy #42 is to ensure that costs are recovered for services rendered. By transferring costs to the tax roll of a property, the Village is ensuring that the costs follow the land, not the individual. This means if the property sells, the amount owing would be paid through the proceeds of a sale, rather than shifting the burden of payment to the general tax base and therefore other tax payers.
8. **OTHER COMMENTS** – When an amount is transferred to the tax roll, it becomes part of the taxes and subject to penalties and regular tax collection methods (MGA s. 346). Penalties are applied August 1st on current year taxes at a rate of 9% and January 1st on total outstanding taxes at 18%. The property owner will be looking at twice the amount of the above mentioned penalty as of January 1, 2023.
9. **RECOMMENDATIONS** – Option #3. I recommend Council waive the August 1, 2022 penalty for this tax account, and further, that the January 1, 2023 penalty be waived as well. I recommend the following resolution:

"that the Village of Alix Council hereby waives the August 1, 2022 penalty and any penalty amount related to structure fire suppression costs at 4903 49th Street that are due to be applied January 1, 2023."



Author



Department: Fire Department and First Response

Policy No: 42

Policy Title: Fire Department Response Fees

Resolution No: 002/20 Date: January 6, 2021

Amendment:

Resolution No: 008/22 Date: January 5, 2022

Review Date: 2023

Policy Statement:

The Village of Alix recognizes the importance of providing effective fire protection and emergency response service to its residents, ratepayers, the municipality, and the general public.

Pursuant to the Village of Alix Fire Bylaw #168/90, the Village of Alix provides fire protection and emergency response services to its residents, ratepayers, other municipalities and the general public with firefighting equipment and personnel.

Charges for Fire and Emergency Response Equipment and Personnel

1. The Village of Alix will charge fees to residents and ratepayers of the Village of Alix in accordance with “Schedule A”.
 - a) to the owner or occupant of the parcel of land, to the owner of the property or to the owner of the motor vehicle for fire response services inside the boundaries of the Village of Alix where Village of Alix Fire services have engaged in fire suppression activities;
 - b) to the owner of the motor vehicle where Village of Alix Fire services have engaged in motor vehicle collision response services;
 - c) to the person responsible for the incident, to the owner or occupant of the parcel of land, to other owner of the property or to the owner of the motor vehicle for the costs of any materials used and third-party costs where the Village has engaged in any response service for any duration of time; and
 - d) to the Province of Alberta for a response to a motor vehicle collision or fire on a Provincial Highway.
2. A charge will be levied for responses in accordance with “Schedule A”, unless otherwise provided for by an agreement;
 - a) Of persons who are not residents or ratepayers of the Village of Alix.

- b) To a fire intentionally set when a fire ban is in effect.
 - c) Originating on a railway right-of-way.
 - d) To a fire monitoring system nuisance alarm.
3. Charges shall be applied for the period commencing from when the equipment leaves its base facility until it is deemed back in service, rounded to the next one-half hour.
4. At the discretion of the Chief Administrative Officer:
- a) a rate of charge levied for responses for other municipalities may be adjusted pursuant to a reciprocal arrangement with that municipality.
 - b) the charge levied for responses may be adjusted based on the level of fire suppression services provided at the incident.
 - c) other costs may be charged for items including, but not limited to:
 - i. Replacement of foam
 - ii. Meals and refreshments
 - iii. Fuel
 - iv. Lost or damaged equipment and clothing
 - v. Fire investigation costs
 - vi. Specialty firefighting services
5. Appeals regarding charges levied in accordance with this policy may be made to Alix Village Council within 14 days of the date of issue.
6. All fees collected through the enforcement of this policy shall be forwarded annually to Alix Fire Department as supplemental funding to Alix Medical First Response by or before January 31st of the following calendar year.

Mayor

CAO

Date

Schedule "A"

EMERGENCY RESPONSE FEES

Service	Fee
Fire Suppression Response	<p><u>Total response time less than 1 hour:</u> \$0</p> <p><u>Total response time greater than 1 hour:</u> Fire Engine – First Hour - \$500 Additional Hours - \$250.00/half hour or part thereof Additional Units – First Hour - \$350 Additional Hours - \$175/unit/half hour or part thereof</p>
Motor Vehicle Collision Response	Alberta Transportation Rates at a minimum of one hour
Any Response Other Than Medical First Response	Cost of material used and third-party costs
Response to Motor Vehicle Collision or Fire on Provincial Highway	Alberta Transportation Rates
Response to a Fire Monitoring System Nuisance Alarm may be charged as follows at the discretion of the Village of Alix Fire Chief. <i>Defined as any alarm system malfunction, including faulty equipment and misuse of alarm monitoring equipment or services.</i>	No charge first response \$100 for second response \$200 for third response \$300 for subsequent responses

NOTE: Fees will not be charged for call outs that are strictly Medical First Response

ADMINISTRATION REPORT



Date: September 23, 2022 RFD 22-44
Memo To: Village Council
From: Michelle White
Subject: CRA Writ

1. **PURPOSE** – To update Council on progress regarding Writs of Seizure and Sale on tax recovery properties.
2. **BACKGROUND** – The Village took possession of Lot 15A, Block 1, Plan 6146RS under Tax Forfeiture and Council made a resolution (239/21) to sell the property after taking possession.

September 13, 2022 a tax recovery sale was held for Lot A; Plan 4677RS. The property did not sell at that time and the Village did not take possession due to the CRA writs registered on title.

Administration has been working on this matter since mid-June. I'm happy to say we are now able to move forward with both properties since a number of people reached out to our office with advice after reading about our difficulties in the paper.

3. **OPTIONS** –
 1. Take the necessary steps to sell both properties according to the process outlined in the MGA
 2. Sell only Lot 15A; Block 1; Plan 6146RS as stated in resolution 239/21 but still not take title to Lot A; Plan 4677RS

4. **DISCUSSION** – The writ on the first property will be discharged by CRA. They are willing to remove it without receiving payment because there is not enough value in the property to cover the dollar amount of the writ on title. Writs on the second property will remain in place until the point of sale.
5. **FINANCIAL IMPLICATIONS** – Once the second property (Lot A; Plan 4677RS) sells, CRA will be sent the funds they are owed out of the proceeds of the sale. The Village will also recover back taxes on the account as well (approx. \$30,000).
6. **LEGAL** –

MGA s. 424 states:

- “(1) The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.*
- (3) a municipality that becomes the owner of a parcel of land pursuant to subsection (1) acquires the land free of all encumbrances, except (a) encumbrances arising from claims of the Crown in right of Canada,”*

MGA s. 427(2) states:

- “The following must be paid first and in the following order*
- (a) any remedial costs relating to the parcel;*
 - (a.1) The tax arrears in respect of the parcel’*
 - (b) any lawful expenses of the municipality in respect of the parcel;*

- (c) any expenses owing to the Crown that have been charged against the parcel of land under section 553;
(d) an administration fee of 5% of the amount paid for the parcel, payable to the municipality.”

7. POLITICAL/PUBLIC IMPLICATIONS –

8. OTHER COMMENTS – I have been advised that due to the back log at land titles, it may take a while before the writ on the first property will actually be removed from title.

9. RECOMMENDATIONS – Option #1. There is already a resolution in place to sell the first property, but a resolution will be needed to take Tax Forfeiture title of the second property in preparation for sale. I recommend the following resolution:

“that the Village of Alix Council transfer title and take ownership of Lot A, Plan 4677RS within the Village of Alix and Council directs administration to take steps to sell the property for the assessed value once title has been transferred.”



Author

ADMINISTRATION REPORT

Date: October 5, 2022
Memo To: Village Council
From: Michelle White, CAO and Craig Teal, PCPS
Subject: Resident Request for Road Closure and Sale of Land (5303 47th Street)

RFD 22-45



1. **PURPOSE** – To provide background and supporting information regarding Larry Garrett's delegation to Council and his request that the Village close a portion of 45th Street to then sell the closed portion of road to him.
2. **BACKGROUND** – Mr. Garrett contacted the Village Office regarding the encroachment of his garage onto the undeveloped portion of 45th Street directly east of his property. The undeveloped portion of 45th Street is 10m wide and extends from 53rd Avenue north to 47th Street. The garage is encroaching 4.66m into 45th Street.

Mr. Garrett contacted Administration as part of his efforts to sell the property. The garage encroaching onto 45th Street and the rear yard of the house were identified as issues of non-compliance with the Land Use Bylaw. While the issues of reduced or missing yards and setbacks can be addressed through a development permit approval containing relaxations, occupying a part of the Village road allowance requires a different solution. Administration initially worked on a License to Occupy arrangement that would have allowed the garage to remain in place until such time as the Village may require the road allowance. Feedback from prospective purchasers, as shared by Mr. Garrett, indicates that a License to Occupy arrangement does not afford them sufficient long term certainty if they were to purchase the Garrett property. As a result, Mr. Garrett has not been able to sell the property.

Mr. Garrett is requesting that the Village close the undeveloped portion of 45th Street so that the closed area can then be sold to him and added to his property.

The road closure process involves several steps and will take many months to complete. The following broad steps are required:

1. Preparation of a road closure bylaw identifying the portion of road to be closed and giving first reading of the road closure bylaw by Council;
2. Circulation, advertising and referral of the road closure bylaw and indication of the future use/disposal of the closed portion of road (i.e. to sell to abutting landowner);
3. Hosting a public meeting or hearing regarding the road closure bylaw at a regular Council meeting followed by a decision by Council to proceed or not proceed further;
4. If proceeding further, sending the road closure bylaw and required submission package to Alberta Transportation to obtain the Minister's approval of the road closure bylaw;
5. Giving second and third reading of the road closure bylaw by Council if approved by the Minister;
6. Registration of the road closure bylaw at Land Titles to create new certificate of title.

The process to sell the closed portion of road can overlap with the processing of the road closure bylaw. The need to advertise the sale depends on whether or not Council is selling the land at market value.

3. **OPTIONS** – 1. To accept this report as information. This would still allow the License to Occupy option for a future purchaser.

2. To do a road closure bylaw, and, if the bylaw successfully passes after advertising and public consultation, sell a portion of the closed road to Mr. Garrett at a price set by Council.

3. **DISCUSSION** – There are a number of items to consider in the decision to close and then sell a portion of road allowance.

Future Need for the Portion of Road to be Closed

The undeveloped portion 45th Street abuts the Garrett property to the west and an industrial parcel to the east. It was created through one of the earliest plans for the Village but at a 10m width rather than a typical 20m width. This means any future use of the existing 45th Street allowance would require additional land or widening to achieve the 20m or more width to be able to accommodate a future local or collector road.

The Village of Alix Municipal Development Plan (MDP) does not identify 45th Street as a future key roadway. The existing residential parcels in the area are accessed by other local roads. The MDP calls for a future collector linking the planned industrial area to the east of the Garrett property to Highway 12 that would follow 54 Avenue. This matches the direction given in the 2006 Growth and Infrastructure Master Plan that is referenced in the text of the MDP.

The undeveloped portion of 45th Street abutting the Garrett property is also not identified as a future alignment for municipal utilities such as water and sanitary sewer. These lines are located in 47th Street on the west side of the Garrett property and may extend north using another portion of 45th Street that is not proposed to be part of the road closure.

The Alix/Lacombe Intermunicipal Development Plan does not identify specific routes for future road coordination between the Village and County. The list of items to be referred includes "road plans" and a proposal to close and then dispose of a portion of road may fall under this type of referral.

Sale Price and Conditions of Sale

The value of road allowances is not assessed by the Village's Assessor. In cases such as the Garrett's request, establishing a value for the land will mean (1) having a market value appraisal prepared or (2) using the assessed land value for the abutting Garrett property. The first approach would involve time and cost for an Appraiser which is estimated at \$3,000 - \$3,500 and 4-5 weeks to complete. The second approach involves obtaining data from the Village's Assessor to establish the per square metre value of the Garrett property and then applying that value to the amount of land involved in the road closure. Once information from either approach is available, Council can determine the sale value and whether or not it is market value or below market value.

If the closed portion of 45th Street is sold then it should not be a standalone title that could be sold to a third party since its size is not developable as a separate parcel (it would be a 10m wide lot with a garage encroaching onto it). This means the closed portion of road needs to be legally added to the existing Garrett property through a plan of consolidation. The cost to prepare and register this type of plan is typically the responsibility to the purchaser.

Cost to Respond to Request

The cost of the road closure process will be staff time, surveyor costs to create a description and drawing acceptable to Land Titles (estimated at \$1,000 to \$1,200), advertising and public consultation costs (not likely to exceed \$1,000 excluding staff time) and possible legal costs to prepare a sales agreement and transfer documents. Some of these costs may be recovered through sale proceeds for the closed road.

5. **FINANCIAL IMPLICATIONS** – see above.

6. **LEGAL** – **MGA** s. 22(1) “No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.”

MGA s.70 (1) “If a municipality proposes to transfer or grant an estate or interest in (a) land for less than its market value, or (b) a public park or recreation or exhibition grounds, the proposal must be advertised.”

7. **POLITICAL/PUBLIC IMPLICATIONS** – If Council decides to do a road closure bylaw, Lacombe County should be consulted according to the terms of the IDP. Public notification of the closure, and if necessary the sale price, and a public meeting/hearing are required.

8. **OTHER COMMENTS** – Administration understands and appreciates Mr. Garrett’s situation. Unfortunately a License to Occupy is the only option (under the CAO’s authority) available at the administrative level in the immediate term. The road closure process will take time to process which will mean waiting longer to sell the property.

9. **RECOMMENDATIONS** – Option #2 is recommended and would require the following:

1. An in-camera discussion by Council to set a sale price acceptable to the Village and any other terms of the potential sale;
2. Authorization for Administration to present the sale price and terms of sale to the potential purchaser; and
3. Authorization for Administration to proceed with the preparation of a road closure bylaw and sales agreement once written agreement to the sale price and terms of sale has been provided by the potential purchaser.


Author

NOTE: If the road closure is not done and the License to Occupy is used instead, the property owner may choose to file a development permit for the house requesting a variance to the minimum rear yard requirement. If the Municipal Planning Commission were to approve the application, the variance would be formally recognized on the property roll.

ADMINISTRATION REPORT

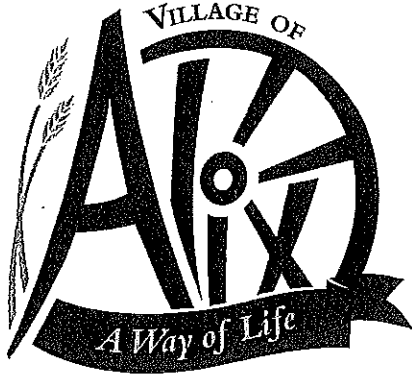


Date: September 29, 2022 RFD 22-46
Memo To: Village Council
From: Michelle White
Subject: Personnel Policy Review

1. **PURPOSE** – To finish the process of an in-depth review of the Village Personnel Policy.
2. **BACKGROUND** – The entire Personnel Policy has now been reviewed by Council. A full copy of the Policy is attached including all the amendments and updates noted throughout the review process.
3. **OPTIONS** –
 1. To accept this report as information
 2. To approve the policy as presented
 3. To approve the policy with amendments
4. **DISCUSSION** – A staff meeting is scheduled for October 4th. One of the items of discussion at the meeting is feedback regarding the draft Personnel Policy. There was a meeting scheduled earlier for this purpose, but unfortunately it had to be postponed.
5. **FINANCIAL IMPLICATIONS** – No changes have been made to this policy that would have a financial impact.
6. **LEGAL** – Policies have been checked to ensure they meet the minimum legislated requirements. In the majority of cases, the Village policy surpasses the minimum standards. A human resources consultant was used where necessary to ensure compliance with legislated requirements, including OHS.
7. **POLITICAL/PUBLIC IMPLICATIONS** – None, this is an internal policy.
8. **OTHER COMMENTS** – At the time of the meeting I will provide Council with staff feedback on the policy and possibly recommended amendments (if necessary) based on feedback received.
9. **RECOMMENDATIONS** – Option #2 or 3, depending on the outcome of the staff meeting on October 4th. I recommend the following resolution:

“that the Village of Alix Council approves the Village of Alix Personnel Policy as presented OR as amended.”

Author



PERSONNEL POLICY

Table of Contents

POLICY NUMBER	PROVISION
1.	Purpose
2.	Definitions and Interpretations
3.	General Employment Conditions
4.	Recruitment and Selection
5.	Transfers, Promotions and Appointments
6.	Seniority and Probationary Period
7.	Hours of Work and Overtime
8.	Standby, Routine Checks and Call Outs
9.	Vacations
10.	Paid Holidays
11.	Medical Examinations
12.	Leave of Absence
13.	Sick Leave and Employment Benefits
14.	Code of Conduct
15.	Formal Complaint Procedure
16.	Termination of Employment
17.	Pay Administration, Travel and Subsistence
18.	Personnel Administration
19.	Safety and Protective Clothing
20.	Staff Development Opportunities
21.	Recognition of Years of Service
22.	Conflict of Interest
23.	Confidentiality Policy
24.	Criminal Record Check
25.	Harassment
26.	Effective Date of Personnel Policy

POLICY 1 – PURPOSE

This manual was prepared to provide a uniform, fair and effective system of personnel administration and to provide a mutual understanding between the Municipality and its Employees.

The purpose of this manual is to:

- (a) Establish the terms and conditions of employment, and to provide a method of resolving grievances.
- (b) Maintain a harmonious and co operative relationship between the Municipality and its Employees.
- (c) Promote the mutual interest of the Municipality and its Employees
- (d) Encourage efficiency in operation.

This policy will be periodically reviewed and revised where is necessary. Any additional memorandums issued concerning the personnel manual will be distributed to the Employees. Any questions concerning this manual should be directed to the CAO.

POLICY 2 – DEFINITIONS AND INTERPRETATIONS

- 2.01 CAO shall mean the Chief Administrative Officer. The CAO is responsible for the direction, coordination and administration of all matters pertaining to municipal personnel in accordance with Council approved policies.
- 2.02 Delegation of Responsibility and Authority shall mean the right of the CAO to delegate responsibility and authority.
- 2.03 Director of Public Works shall mean the person designated by the CAO who is responsible for the direction, coordination and administration of all matters pertaining to the operations of the Public Works Department.
- 2.04 Employer and/or Village and /or Municipality shall mean the Village of Alix, and include such officers as the Council or CAO may from time to time designate or appoint to carry out administrative duties in respect to the operation and management of the municipality, or in respect to the administration of this policy.
- 2.05 Formal Complaint is defined as any difference arising out of the interpretation, application, administration or alleged violation of the Personnel Policies.
- 2.06 Immediate Family Member means Father, Mother, Spouse, Son, Daughter, Brother, Sister, Mother In Law, Father In Law, Brother In Law, Sister In Law, Grandparent or Grandparent of Spouse. In this policy the term "spouse" includes a partner in a common law relationship.
- 2.07 Leave of Absence is a written authorization for an Employee to be absent from work with or without pay for a definite period of time, which has been approved in advance by the Employer. Leave of absence shall be approved by the CAO, and where necessary, the Director of Public Works.
- 2.08 Manager shall mean the CAO or Director of Public Works.
- 2.09 Permanent Full Time Employee shall mean any Employee hired for a full time permanent position. Such position requires service on a twelve month annual basis and has successfully completed the probationary period.
- 2.10 Permanent Part Time Employee shall mean any Employee who is regularly scheduled to work on less than a full time basis.
- 2.11 Probationary Employee shall mean an Employee who during their initial period of employment, occupies an established position during a probationary period.
- 2.12 Probationary Period shall mean the initial period of three (3) months of employment with the Municipality.
- 2.13 Sick leave means the period of time a permanent full time or permanent part time Employee is absent from work with full pay due to an unavoidable sickness and/or injury that does not come under the provision of the Worker's Compensation Act.
- 2.14 Temporary Employee shall mean any Employee hired to perform seasonal work of a temporary nature. This Employee is subject to layoff on completion of seasonal or temporary employment.
- 2.15 Temporary Experienced Employee shall mean any Employee hired to perform seasonal work or work of a temporary nature who will perform on call duties and operate all Village

owned equipment to the satisfaction of the Director of Public Works. This Employee is subject to layoff on completion of seasonal or temporary employment.

POLICY 3 – GENERAL EMPLOYMENT CONDITIONS

3.01 Employees coming under the scope of this policy shall:

- (a) Recognize the right of the CAO to hire, promote and demote, transfer, suspend or otherwise discipline and discharge any Employee, subject to the right of the Employee concerned to lodge a grievance in the manner and to the extent herein provided.
- (b) Employees shall further recognize the right of the Municipality to operate and manage its business in all respects in accordance with its obligations and to establish and alter from time to time rules, regulations and practices to be observed by the Employees. Any alterations to existing rules and regulations shall not be inconsistent with the provisions of this policy.

3.02 The Employer reserves all rights not specifically limited by the terms of this policy.

3.03 Employees should at all times conduct themselves in such a manner and act in such a way that there shall be no adverse reflection against the Municipality and no needless obstacle hindering satisfactory performance of duty.

3.04 **Performance and Development Evaluation/Review:**

- (a) The Municipality shall operate with a system of performance evaluations for Permanent Full Time, Permanent Part Time and Probationary Employees.
- (b) Probationary Employees will be appraised prior to completion of the Probationary Period. All other Employees may be appraised at least once in the calendar year or upon request of the Employee.
- (c) Employees may have their work performance evaluated as an extension to the annual review or for certain time periods between annual reviews. In such cases the Employee shall be advised as to the length of time involved in the review process.
- (d) Uses of Performance Evaluations
 - i) To keep Employees informed of what is expected of them and how well they are performing.
 - ii) To recognize and reward hard work.
 - iii) To help supervisors recognize and remedy weaknesses in Employee performance.
 - iv) To identify Employees who should be given specific types of training.
 - v) To provide a record of any Employees performance history.
 - vi) To help determine if an Employee will be given a pay increase.
- (e) Process of Performance Review:
 - i) At least once each year, Council or a Committee of Council shall conduct a performance review of the CAO.
 - ii) At least once each year, the CAO may conduct a performance review of any personnel.
 - iii) At least once each year the Director of Public Works may conduct a performance review of any personnel under their supervision.

- iv) Employees who report to boards as approved by Council and also maintain a reporting relationship with the CAO shall have their performance reviewed by the CAO in consultation with the chair person of the appropriate board.
- v) The performance review shall be communicated to the Employee and the Employee shall be given an opportunity to comment.
- vi) The performance review and the Employees comments, if any, shall be retained on the personnel file of the Employee.

3.05 **Moonlighting**

Providing there is nothing in their employment agreement to the contrary any Employee is allowed to moonlight, that is, to take a secondary job in their off hours providing;

- (a) that the employment does not place an Employee in a position where a conflict of interest could arise;
- (b) that the employment does not adversely affect the Employee performance, or interfere with the requirements of their job;
- (c) that the employment does not detract in any way from the provisions established under the Village of Alix Personnel Policy.
- (d) An Employee shall inform the CAO of any secondary employment in excess of 20 hours per week.

3.06 **Relatives in Service**

Subject to the approval of the CAO more than one member of a family may be employed with the Village, provided no opportunity exists to exercise favoritism, and that no Employee is allowed to be in direct supervision of another Immediate Family Member.

3.07 **Job Descriptions**

- (a) Where provided, Employees will operate under the guidelines of the job description approved by the Village for their position.
- (b) Any additional major responsibility (exceeding one month) that is added to the Employees original terms of employment, that may or may not be a permanent move, shall be negotiated between the Employee and the CAO. What determines a "major responsibility" is at the discretion of the Employee.

POLICY 4 – RECRUITMENT AND SELECTION

- 4.01 It is the policy of the Municipality to fill vacant positions with the candidate possessing the best combination of knowledge, abilities and skills.
- 4.02 All recruitment activities should be coordinated through the CAO.
- 4.03 Applicants to the position of CAO will be interviewed by the Mayor and another member (or members) of Council.

- 4.04 Applicants for all other positions will be interviewed by the CAO and/or Director of Public Works as applicable.
- 4.05 Applicants for positions managed and controlled by boards will be interviewed by the CAO and Council appointed board member or representative.
- 4.06 Newly established positions are subject to approval by Council on a recommendation from the CAO. All positions may be posted internally, and such vacancies will be advertised on an open competition, if not filled internally.
- 4.07 Personnel hired by the CAO will be instructed as to their position title, probationary period and rate of pay, to which they must acknowledge acceptance in writing. In addition, staff must be informed as to the existence of the Personnel Policy, Safety Policy and Procedure Manual of the Village of Alix, and to whom and what for they are responsible.
- 4.08 The Director of Public Works may hire temporary staff or contractors in the event of an emergency situation and the CAO shall be contacted if possible.

POLICY 5 – TRANSFERS, PROMOTIONS AND APPOINTMENTS

- 5.01 A transfer means a lateral permanent move to a similar position in another department or function.
- 5.02 A promotion means a vertical move to a higher paid classification and similarly a demotion means a vertical move to a lower paid classification.
- 5.03 An appointment means a vertical move to a supervisory position.
- 5.04 In making promotions, permanent transfers and demotions for cause, the determining factor shall be knowledge, abilities and skills and other related attributes and where these factors are deemed by the Employer to be relatively equal, seniority shall be the deciding factor.
- 5.05 All permanent transfers and promotions shall be subject to a trial period. The transferred or promoted Employee shall serve a three (3) month trial period before the appointment is made permanent. If the move is to CAO or Director of Public Works, a six (6) month trial period shall be served. For a vertical move, the Employees pay and benefits will be adjusted in accordance with the new position, on the effective date that the trial period begins.
- 5.06 When, because of inability to perform the function of a position, or because of health, or by request, an Employee is transferred to a lower position, the rate of pay will be adjusted immediately to the rate of the position to which the Employee is transferred.
- 5.07 Due to the nature of our industry and the level and quality of service the Municipality must provide to its citizens, it may at times be necessary to transfer Employees from one department, unit or area to another or from one job to another on a temporary basis.

POLICY 6 – SENIORITY AND PROBATIONARY PERIOD

6.01 Probationary Period

- (a) Prior to being accepted as a Village Employee on a Full Time or Permanent Part Time basis, an individual will be required to serve a probationary period outlined as follows;

- i) CAO - six (6) continuous months
 - ii) All other positions - three (3) continuous months.
 - (b) Probationary Employees may be terminated by the Municipality at any time during the probationary period for any reason, without cause, and without notice or payment in lieu of notice other than that expressly contractually required in the terms of their letter of hire or employment agreement.
 - (c) A person serving a probationary period under these provisions shall not have recourse to the Formal Complaint procedure.
 - (d) After three (3) continuous months of employment, the Municipality may require a person serving under a probationary period to participate in any or all of the benefits contained in this Policy.
 - (e) Job Performance Appraisals will be conducted on Employees immediately prior to completion of the probationary period.
- 6.02 No Employee shall have seniority until they have completed the required probationary period of employment. Once the Employee has completed the probationary period, seniority shall be calculated using the date of hire.
- 6.03 In cases involving lay off, recall, promotion or filling of vacancies, seniority shall apply as well as job knowledge, experience, education and other qualifications as determined by the CAO.
- 6.04 Seniority shall be lost by reason of;
- (a) termination of employment by the Employee or Employer;
 - (b) discharge for cause;
 - (c) failure to report for work, after layoff, within seven (7) days of recall, unless otherwise agreed to with the Employer;
 - (d) retirement;
 - (e) periods of layoff over two (2) years in duration
- 6.05 Seniority will continue to accrue during;
- (a) compassionate leave;
 - (b) jury duty or court service;
 - (c) vacation period;
 - (d) salary continuation benefits being paid;
 - (e) leaves of absence under thirty (30) days;
 - (f) workers compensation absences under thirty (30) days;
 - (g) short term disability under thirty (30) days;
 - (h) paid sick leave

- 6.06 Seniority will not accrue, but the Employee's seniority standing WILL be maintained during;
- (a) periods of lay off over thirty (30) days;
 - (b) workers compensation leave in excess of thirty (30) days;
 - (c) non paid sick leave
 - (d) periods of long term disability in excess of thirty (30) days but less than two (2) years
 - (e) if the Employee fails to report for work without notice, and to be absent for a period exceeding two (2) days.

POLICY 7 – HOURS OF WORK AND OVERTIME

- 7.01 The provisions of this article are intended to establish a basis for the computation of overtime, and shall not be construed as a guarantee of work per day or per week.
- 7.02 The number of regularly scheduled hours of work in a day and in a week should not exceed the following;
- (a) Public Works Department Employees: Forty (40) hours per week, being eight (8) hours per day which will be arranged at the discretion of the CAO.
 - (b) Office Employees: Thirty five (35) hours per week, being seven (7) hours per day which will be arranged at the discretion of the CAO.
- 7.03 Subject to the needs of the Municipality, the Employer, will whenever possible schedule two consecutive days off during one calendar week.
- 7.04 All Employees are entitled to one paid fifteen (15) minute break in each half day worked. The times of these breaks shall be determined in consultation with the Employee's supervisor. These breaks are not cumulative and cannot be 'saved' or 'added up' to be taken together at a later time. Such rest periods may be required to be taken at the job site or work station when travel time causes undue loss of productive time.
- 7.05 Overtime is all time authorized by the CAO or emergency work time in excess of the normal hours of work. This includes any call outs after the normal work day or on weekends:
- (a) Public Works Employees: Any time an Employee works in excess of eight (8) hours per day or forty (40) hours in one week.
 - (b) Office Employees: Any time an Employee works in excess of seven (7) hours in any day or thirty five (35) hours in any one week.
- 7.06 A Salaried Employee employed in a managerial capacity is excluded from overtime compensation unless otherwise stated in an employment contract.
- 7.07 Overtime may be paid as a cash payment each month, at a rate of 1 1/2 hours overtime for 1 hour of work or overtime hours may be banked at the same rate to be used as time off in lieu of overtime at a later date.

POLICY 8 – STANDBY, ROUTINE CHECKS AND CALL OUTS

8.01 Standby and Routine Checks

- (a) Maintenance work in the Municipality shall include standby duties and inspection and maintenance duties as assigned by the Director of Public Works.
- (b) Employees are required to be on standby and respond to call outs weekdays and on weekends.
- (c) Standby duty shall be designated by the Director of Public Works to Employees on a rotating basis and shall allow the flexibility to trade duties between Employees.
- (d) Standby duties will include, but not be restricted to, regular inspection of the water and sewer facilities.
- (e) During the week standby duty commences at the regular quitting time of one working day and terminates at the regular starting time of the following day.
- (f) During weekends (Saturday and Sunday), standby duty commences at the quitting time of the last regular working day and terminates at the starting time of the next regular working day.
- (g) All holidays in Policy 10 will be covered by standby duty and regular inspection duties.

8.02 Call Outs

- (a) When an Employee is required to respond to a call, they shall receive a minimum of one (1) hour guarantee OR one and a half (1 1/2) times the actual time worked, whichever is greater. Should any additional calls be received during the first one (1) hour of call out, they shall respond to the call as part of the original call out.
- (b) Employees residing within the boundaries of the municipality shall calculate call out time from the time the Employee left his residence until the time they return.
- (c) Employees residing outside of the boundaries of the municipality shall calculate call out time from the time the Employee enters the Village limits, until the time the Employee leaves the Village limits.
- (d) An Employee shall not normally be required to be on standby on two (2) consecutive weekends or two (2) consecutive paid holidays where other qualified staff is available. It is recommended that where an Employee is assigned standby duties on Christmas Day they shall perform standby duty on Boxing Day. Similarly an Employee assigned standby duties to cover the Easter weekend shall perform such duties Good Friday, Saturday, Sunday and Easter Monday.

POLICY 9 – VACATIONS

9.01 The Vacation Year shall be from January 1st to December 31st of the same year.

9.02 Length of Vacation

- (a) Management Employees shall be entitled vacation as stated in their contract, where applicable.

(b) All Permanent Full Time Village Employees who work the maximum scheduled hours in Policy 7 shall earn vacation credits at the following rate, for each calendar month during which the Permanent Full Time Employee receives pay.

Length of Continuous Employment	Vacation Time	Monthly Accrual Rate
After December 31st of the first calendar year of employment	Up to ten (10) days, pro-rated to the date of hire	0.84 days
After completing the first calendar year of employment ending December 31 st	Ten (10) days	0.84 days
After three (3) full years of employment	Fifteen (15) days	1.25 days
After eight (8) full years of employment	Twenty (20) days	1.67 days
After fifteen (15) full years of employment	Twenty-five (25) days	2.09 days

(c) All Permanent Part Time Village Employees shall earn vacation credits at the following rate, for each calendar month during which the Permanent Part Time Employee receives pay.

Length of Continuous Employment	Vacation Accrual Rate
After December 31st of the first calendar year of employment	One (1) hour of vacation time for every twenty-five (25) hours worked
After completing the first calendar year of employment ending December 31 st	One (1) hour of vacation time for every twenty-five (25) hours worked
After three (3) full years of employment	One (1) hour of vacation time for every seventeen (17) hours worked
After eight (8) full years of employment	One (1) hour of vacation time for every thirteen (13) hours worked
After fifteen (15) full years of employment	One (1) hour of vacation time for every ten (10) hours worked

(d) Permanent Part Time Village Employees may be eligible for additional unpaid vacation time in accordance with the Alberta *Employment Standards Code*. Please speak to the Director of Corporate Services for more information regarding your specific entitlement.

9.03 Vacation Pay When Employment Ends

When employment ends Employees shall be entitled to vacation pay on the following pro rata calculation, in lieu of vacation time not yet used:

- 2 weeks entitlement – 4% of earnings to date of termination
- 3 weeks entitlement – 6% of earnings to date of termination
- 4 weeks entitlement – 8% of earnings to date of termination
- 5 weeks entitlement – 10% of earnings to date of termination

9.04 Holidays During Vacation

If a recognized statutory holiday falls or is observed during an Employees vacation period, they shall be allowed an additional day with pay, immediately following their vacation period, or an additional day of vacation on some other day, mutually agreed to between the Employee and their supervisor.

9.05 **Vacation Schedules**

The right to schedule vacation periods is reserved by the CAO or Director of Public Works where applicable. Employees will be provided with at least two (2) weeks' notice in writing of the vacation start date.

9.06 **Vacation Entitlement Approval**

The Village restricts summer vacation time for ALL Employees to no more than three (3) weeks during the period commencing May 1 and ending October 15 of any year. Any vacation requiring more than three (3) weeks during this period of time, must have prior approval of the CAO. In the case of the CAO requiring more than three (3) weeks during this period of time Council must give approval.

9.07 **Vacation and Extended Leaves of Absence**

An Employee who has been on leave of absence without pay for thirty (30) or more consecutive calendar days, except where the leave is for the purpose of attending a training course, shall for the year in which the absence occurs, earn annual vacation with pay, proportionate to the number of months that the Employee worked with pay in the service of the Municipality.

9.08 **Carry over**

Except as authorized by the CAO an employee shall take all vacation entitlement in the calendar year in which such vacation entitlement falls. Carry over vacation time into the following year shall be requested in writing. Vacation days carried over must be used prior to June 30th or they will be lost, subject to statutory requirements. The scheduling of the carry over must meet with approval of the CAO.

POLICY 10 - PAID HOLIDAYS

10.01 The following shall be considered as paid holidays:

1. New Year's Day
2. Family Day
3. Good Friday
4. Easter Monday
5. Victoria Day
6. Canada (Dominion) Day
7. August Civic Holiday
8. Labor Day
9. Thanksgiving Day
10. Remembrance Day
11. Christmas Day
12. Boxing Day
13. 1 Floating Statutory Day after 10 continuous years of employment

Also, any other General Holiday as mandated by the Alberta Employment Standards Code or any day as designated to be observed as a General Holiday by the Village of Alix Council.

10.02 When an Employee is required to work on a paid holiday, the Employee may be given a normal working day off with pay. The time off shall be taken within three (3) months of the paid holiday date. As an alternative, the Employee may be paid at 1 1/2 times their regular rate of pay in addition to their normal pay for that day. The chosen option shall be mutually agreed between the CAO and the Employee.

10.03 Sections 10.02 Shall Not Apply:

- (a) Where the Employee does not work on the paid holiday when required or scheduled to do so.
- (b) Where the Employee has absented themselves from work without the consent of the Employer on either the Employee's scheduled shift immediately preceding or immediately following the paid holiday.

POLICY 11 - MEDICAL EXAMINATIONS

- 11.01 As a condition of pre-employment, Employees may be required to take a medical examination by a medical doctor duly licensed for the practice of medicine in Alberta. The cost of such medical will be borne by the Employer.
- 11.02 The Employer may require a medical of an Employee in respect to any claim for health benefits, or conditions affecting job performance. The cost of such medical will be borne by the Employer.

POLICY 12 – LEAVE OF ABSENCE

- 12.01 All requests for leave shall be made in writing at least one (1) month prior to the beginning of the leave, except in unforeseen or emergency situations, in which case the Employee's request shall be made as soon as they become aware of the situation which prompted the request for leave.
- 12.02 Any Employee who has been granted a leave of absence and fails to return on the date approved for return by the Employer shall be deemed to have abandoned their position, unless such delay has been satisfactorily explained in advance.
- 12.03 Employees granted leave of absence without pay, in excess of thirty (30) days, shall make arrangements to pay both the Municipal and Employee benefit premiums before their leave of absence commences.
- 12.04 **Bereavement Leave**

In the event of death of a family member or other relative, an Employee so bereaved shall be allowed time off from work without loss of pay, according to the following guidelines;

- (a) Employees may be entitled to bereavement leave up to a maximum of five (5) days for an immediate family member or two (2) days for another relative, with pay at the Employee's regular rate of pay.
- (b) If the Employee requires traveling time exceeding the maximum of two (2) days, the Employee may apply to the CAO for traveling time up to a maximum of three (3) additional days. Traveling time shall be considered an unpaid leave of absence, or may be granted as vacation time, or earned time off in lieu of overtime.
- (c) Bereavement leave of absence without pay will be granted to Employees to attend the funeral of other relatives and individuals in accordance with Alberta's Employment Standards Code. Such unpaid leave of absence may be granted as vacation time or as earned time off in lieu of overtime at the discretion of the CAO.

12.05 **Jury Duty and Court Service**

- (a) If Employees are called to the courts as a member of a jury, or as a witness subpoenaed by the Municipality, the Employer will pay the difference between the pay received for such court service and the pay the Employee would have normally received if they had been working.
- (b) Employees shall, whenever possible, perform their work between periods of jury duty or while awaiting jury call, but no overtime shall be accumulated.
- (c) In seeking reimbursement from the Employer for the difference between court or jury pay and full wages, Employees shall submit a statement of fees to the Employer.

12.06 **Parental Leave**

All rulings as per the Alberta Employment Standards Code shall apply to Parental Leave. No additional time shall be granted for Parental Leave when the time frame allowed by Alberta Employment Standards Code has been reached.

12.07 **Professional Development**

- (a) Employees who may be required to have specific job training will remain on the Village payroll and will be reimbursed for out of pocket expenses incurred.
- (b) Employees taking a course by correspondence that is directly related to their duties may schedule a period of time, not exceeding two (2) hours during the working day with the CAO or Director of Public Works where applicable.
- (c) Where it is necessary for a Permanent Full Time or Permanent Part Time Employee to take a leave of absence in order to attend conferences, workshops, seminars and upgrading courses, or to write examinations to improve their qualification, and where such will be of benefit to the Employer, such leave shall be given without loss of regular pay or seniority, providing the Employee has received prior permission of the CAO.

POLICY 13 – SICK LEAVE AND EMPLOYEE BENEFITS

13.01 **Proof of illness:**

- (a) An Employee may be required to produce a certificate from a medical practitioner for any illness or injury, certifying that the Employee was unable to carry out his duties due to such illness or injury.
- (b) All Employee shall, prior to, or within thirty (30) minutes of the commencement of their scheduled shift, notify their supervisor that they will be unable to report to work due to illness.
- (c) Failure by an Employee to comply with the requirements of the above noted item may result in the Employee losing entitlement to pay for the absence.
- (d) The Employer has the right to request that the Employee who is ill or injured attend to a medical doctor duly licensed for the practice of medicine in Alberta, and in this instance, the Municipality shall pay for such medical determination.

13.02 **Immediate Family Care**

Employees may use their sick leave when immediate family members require medical care.

13.03 **Accumulated Sick Leave Credits**

- (a) Salary continuation benefits (sick leave) are sponsored by the Municipality to protect Employees in the event of an unavoidable illness or injury not covered by the Worker's Compensation Board, or through other benefits provided by the Village.
- (b) After three (3) months of continuous employment each Permanent Full Time Employee shall be entitled to sick leave computed from the date of commencement of employment at the rate of one and one half (1 1/2) working days for each full calendar month of employment, cumulative to a maximum sick leave of one hundred and twenty (120) working days.
- (c) After three months of continuous employment each Permanent Part Time Employee shall be entitled to sick leave computed from the date of commencement of employment at the rate of one (1) working day for each full calendar month of employment, cumulative to a maximum sick leave of one hundred and twenty (120) working days.
- (d) Sick leave shall be paid at the Employee's regular rate of pay and all days or hours paid shall be deducted from the Employee's sick credits accumulation.
- (e) Accrued sick leave shall only be available and eligible for use by an Employee until the Employee is eligible for short or long term disability coverage, as of which date accrued sick leave may not be used and STD or LTD coverage would take effect, if eligible.
- (f) Accrued sick leave pay shall not be paid out upon termination of employment with the Village.
- (g) Casual or Temporary Employees will not accumulate or be compensated for sick leave.

13.04 No sick leave will be paid for an illness that starts during an Employee's annual vacation until the vacation has expired, with the exception of the following:

- (a) An Employee who is hospitalized due to illness or injury sustained while on vacation for a period of more than twenty four (24) hours, will be eligible for sick leave pay, providing substantiation by the Employee is made as soon as practical and possible.
- (b) Employees who are hospitalized for more than twenty four (24) hours due to an illness or injury sustained while on vacation may opt to have any portion of their paid vacation time lost to hospitalization to be deferred and rescheduled and such rescheduling shall meet with the approval of the CAO or Director of Public Works, as applicable.
- (c) Payment for illness that starts prior to a scheduled vacation period will be paid for in the manner prescribed and the vacation period will be deferred and rescheduled.

13.05 In the event an Employee wrongfully claims sick leave, they shall be subject to disciplinary action up to and including discharge.

- 13.06 Providing they meet the terms and conditions of the contract in effect with the benefits carrier, enrollment in the following plans of insurance coverage will be available to all eligible employees:
- (a) Extended Health Care with Vision, Life Insurance, Dental Care, and Long Term Disability will be shared by the Municipality and the Employee at a rate of 90% of cost paid by the Employer, 10% of cost paid by the Employee.
 - (b) The share of the cost to be borne by the Employee shall be deducted from the wages of the Employee and the Employer is hereby authorized to make such deductions.
- 13.07 The Municipality is agreeable to permitting Employees who have been laid off to continue to be covered by Employee health benefits provided they make prior arrangements to pay the full premium of any applicable group benefit. Such arrangements shall continue so long as the Employee has "rights to recall". This provision is not applicable to Employees who were not participating in benefits at the time of lay off.
- 13.08 Employees granted a leave of absence without pay in excess of thirty (30) days shall make arrangements through the Director of Corporate Services to pay both the Municipal and Employee benefit premiums before their leave of absence commences.
- 13.09 **Pension Plan Options**
- (a) Local Authorities Pension Plan (LAPP) is mandatory for all eligible employees of the Municipality. This includes Full Time and Permanent Part Time Employees after the successful completion of their three (3) month Probationary Period.
 - (b) Contributions to LAPP shall be paid per the Local Authorities Pension Plan yearly rates.
 - (c) Any employee already participating in the Village's RRSP benefit plan shall be grandfathered and the benefit will continue.
 - (d) Contributions to LAPP by the Employer are a condition of employment. This benefit will be available to the Employee after the successful completion of their probationary period.

POLICY 14 – CODE OF CONDUCT (Discipline and Discharge)

- 14.01 The public and all those who deal with the Municipality can expect personal integrity, conduct and professionalism from all Employees serving the Municipality.
- 14.02 **Authority in Discipline and Discharge**
- (a) The CAO shall have the authority to discipline Employees up to and including discharge with or without cause.
 - (b) The Director of Public Works shall have the authority to discipline Employees in the Public Works Department and may recommend discharge of an Employee to the CAO.
 - (c) When a suspension or discharge action is taken, a written notice outlining the reasons for such action will be added to the Employee's personnel file by the CAO.
- 14.03 Council in accordance with the requirements of the Municipal Government Act maintains authority over the discipline and discharge of the CAO.

- 14.04 Grounds for disciplinary action include, but are not limited to the following:
- (a) Improper use of position by an Employee for personal gain, or to solicit a contribution, response or action designed to benefit the Employee.
 - (b) Drinking alcohol, and/or the partaking of unprescribed drugs on the job, or arriving on the job under the influence of alcohol or unprescribed drugs.
 - (c) Gambling during the work day.
 - (d) Offensive language or conduct toward the public or other employees.
 - (e) Unauthorized use of Municipal equipment, materials or supplies not in accordance with policy.
 - (f) A breach of established safety procedures and standards.
 - (g) Sexual harassment as per Policy #25
 - (h) Theft of Municipal property.
- 14.05 Causes for disciplinary action relating to work performance include, but are not limited to;
- (a) Failure to follow orders from a supervisor;
 - (b) Failure to perform assigned work;
 - (c) Abusing or being wasteful of materials, property or working time;
 - (d) Failure to report, if possible, to the CAO or Director of Public Works when absent, or being absent without permission;
 - (e) Habitual absence or tardiness;
 - (f) Discussion of confidential Municipal business with unauthorized persons;
 - (g) Refusal to report in an official emergency when physically possible.

14.06 **Drug Testing Policy**

The Village of Alix is a drug-free workplace. As such we prohibit the use of nonprescribed drugs or alcohol during work hours. If an Employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the Employee will be disciplined in accordance with the policy up to and including termination. The following outlines the Municipality's drug testing policy:

- (a) All current and prospective Employees may be asked to submit to a drug test.
- (b) Prospective Employees would only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment is conditional on the prospective Employee testing negative for illegal substances.
- (c) This policy is intended to comply with all legislation governing drug testing and is designed to safeguard Employee privacy rights to the fullest extent of the law.

- (d) Before being asked to submit to a drug test, the Employee will receive written notice of the request and/or requirements. The Employee must also sign a testing authorization and acknowledgement form confirming that they are aware of the policy and Employee's rights.
- (e) Tests will be conducted by a laboratory licensed to perform such tests. The cost of such tests will be borne by the Municipality.
- (f) If the Employee receives notice that the test results were confirmed positive, the Employee will be given the opportunity to explain the positive result. In addition, the Employee may have the same sample retested at a laboratory licensed to perform such tests, of the Employee's choice and at the Employee's expense.
- (g) If there is a reason to suspect that the Employee is working while under the influence of unprescribed drugs or alcohol, the Employee will be suspended with pay until the results of a drug and alcohol test are made available to the Municipality by the testing laboratory. Where drugs or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.
- (h) All test results will remain confidential. Employees must sign a consent form prior to the release of results. Test results may be used in arbitration, administrative hearings and court cases arising as a result of the Employee's drug testing. If the Employee is to be referred to a treatment facility for evaluation, the Employee's test results will also be made available to the Employee's counselor.

14.07 Written Reprimand

Whenever the CAO or Director of Public Works deems it necessary to warn an Employee in a manner indicating that suspension or dismissal may follow, the CAO shall give such warning in writing to the Employee. The Employee shall acknowledge receipt of the warning as a matter of record before it is placed in the personnel file.

14.08 Probationary Period

Any dispute involving probationary employees with reference to termination or discharge may not be referred to the Formal Complain Procedure.

14.09 Loss of License

- (a) Employees who are required to maintain a valid Operators License for the purposes of their work with the Municipality shall be terminated from their employment in the event of loss of operator's license for a period of twelve (12) months or more.
- (b) Employees who lost their operators license for a period of less than twelve (12) months may be laid off until such time as the license is again secured.

POLICY 15 – FORMAL COMPLAINT PROCEDURE

- 15.01 The purpose of the complaint procedure is to ensure that any issue defined is processed in an expeditious manner; therefore compliance with these provisions is mandatory. If the Employee fails to comply within the specified time limits the complaint shall be considered abandoned.

- 15.02 An earnest effort shall be made to settle formal complaints fairly and promptly, in the manner hereinafter described;

Step 1 The Verbal Stage

An Employee with a complaint will first seek to settle the dispute with the Employee's immediate supervisor on an informal basis within five (5) working days following the date the occurrence giving rise to the complaint.

Step 2 The Written Complaint

A grievance shall be filed in writing and shall contain a statement of the relevant facts, the provisions of the Policy which are affected and the relief sought. Failing satisfactory settlement within five (5) working days after the dispute was submitted under Step 1, the Employee(s) concerned shall, within the next five (5) working days, submit the matter in writing to the CAO who shall render a decision in writing within five (5) working days of receipt of such notice.

Step 3

If the grievance is not settled the matter shall be taken up with Council within five (5) working days of receiving the CAO decision. Council shall within forty eight (48) hours after its next regular meeting make a final and binding decision in writing regarding the outcome of the grievance.

- 15.03 A discharge or discipline complaint may be filed in writing within five (5) working days of the CAO receiving notice of the event giving rise to the same and shall commence at 15.02, Step 2.

POLICY 16 – TERMINATION OF EMPLOYMENT

- 16.01 While it is our hope that your working relationship with the Company will be both lengthy and rewarding, we feel it is important to address the terms that will apply if it becomes necessary to end our relationship.
- 16.02 The Municipality may terminate your employment with or without cause by complying with only the applicable minimum requirements set out in the Alberta Employment Standards Code, as amended or replaced (the "ESC") in respect of the termination of your employment (including, without limitation, all ESC requirements in respect of notice, termination and severance pay, wages, benefits and vacation pay). Benefits will only continue during any period required by the ESC. For clarity, you shall not be entitled to common law reasonable notice.
- 16.03 Any Employee laid off for a period of six (6) months or less shall be allowed to remain on the Municipality's benefit plan, at the Employee's expense.

POLICY 17 – PAY ADMINISTRATION, TRAVEL AND SUBSISTENCE

- 17.01 Regular pay days will be the last banking day of the month, with an optional mid month advance paid on the banking day prior to the fifteenth (15th) of each month.
- 17.02 **Travel and Subsistence**
- (a) Employees who incur travel and subsistence expenses related to the Municipality shall be reimbursed for such expenses.

- (b) The rates for reimbursement shall be the same as those paid to Council as per Policy 35: Remuneration and Expenses Policy.
- (c) Employees seeking reimbursement for travel and subsistence expenses shall have prior approval of their claim by the CAO or their direct supervisor before submitting the claim for reimbursement.
- (d) Payroll sheets shall be submitted in accordance with the time frame as determined by Administration from time to time. The time frame determined will allow adequate time to complete the pay cheques to be electronically deposited in accordance with 17.01.

POLICY 18 – PERSONNEL ADMINISTRATION

- 18.01 The Employer shall keep individual up to date personnel files on all Employees as part of payroll records.
- 18.02 It shall be the responsibility of the CAO and the Director of Corporate Services to ensure the following information (where applicable) is provided for each personnel file;
 - (a) Applicant's resume or application
 - (b) Letter of acceptance
 - (c) Job description
 - (e) Government forms relating to income tax etc.
 - (f) Performance Appraisals
 - (g) Disciplinary action
 - (h) Training requests
 - (i) Copies of certificates and professional development review forms
 - (j) Leave requests
 - (k) Drivers abstract
 - (l) Notice of termination
 - (m) Acceptance of termination
- 18.03 All Employee's personnel files shall be considered as "classified files". They shall be entrusted to the care of the CAO or designate. Access to personnel files shall be confined to the Employee and CAO or designate. Employees reviewing their personnel files shall do so in the presence of the CAO or designate.
- 18.04 No information from the personnel file shall be released to outside parties except verification of employment and employment dates and titles, without prior authorization from the Employee and CAO.
- 18.05 The Employee may take a copy of their personnel file when leaving employment.

POLICY 19 – SAFETY AND PROTECTIVE CLOTHING

- 19.01 The Municipality and the Employees shall co operate in continuing and perfecting safe work habits which will provide adequate protection to all Employees engaged in hazardous work.
- 19.02 As a condition of employment all Employees shall read and acknowledge all Procedure and Safety Manuals pertaining to their position.
- 19.03 In lieu of supplying coveralls, overalls, smocks, gloves and footwear, the Municipality shall pay to all permanent public works employees an annual stipend following the Employee successfully completing their probationary period.

POLICY 20 – STAFF DEVELOPMENT OPPORTUNITIES

- 20.01 Council encourages the ongoing professional development of all employees. Council shall establish funds in the annual budget to assist staff in participating in such professional development.
- 20.02 Professional development will consist of conferences, seminars, workshops, and upgrading courses as approved by the CAO.
- (a) Revision to this policy or to payment made according to this policy may be reviewed by Council from time to time.
 - (b) The CAO will have the authority to approve all such requests within budget limits.
 - (c) Employees will submit to the CAO each request for training and development, and approvals will be made by the CAO on the basis of availability of funds and educational merit.
 - (c) Permanent Employees will have access to funds budgeted and approved for professional development
 - (d) Expenses and allowances will be paid for professional development in accordance with the existing policy and rate schedules.
 - (e) Participants may be required to submit a report to their supervisor and/or CAO regarding their learnings from a professional development opportunity.

POLICY 21 - RECOGNITION OF YEARS OF SERVICE

21.01 Floating Stat

After ten years (10) of service to the Municipality a floating stat will be instituted to be used at the Employees discretion, provided scheduling requirements are met with the immediate supervisor.

21.02 Service Awards

Starting with five (5) completed years of service to the Municipality, awards will be presented in the following price range:

Five (5) years	\$50.00
Ten (10) years	\$200.00

Fifteen (15) years	\$300.00
Twenty (20) years	\$400.00
Twenty five (25) years	\$500.00
Thirty (30) years	\$600.00

The purpose of this price range is to act as a guideline for purchasing the Employee a token of appreciation for their years of service to the Municipality. The Employee will be consulted as to their preference of the award purchased for them. It is also an option to do direct payment to the Employee of the applicable amount shown above.

POLICY – 22 CONFLICT OF INTEREST

- 22.01 A conflict of interest is defined as a conflict between an Employee's business or personal interest and the Employee's responsibility as an Employee of the Municipality. A conflict of interest may exist whether or not a personal monetary or other type of benefit or advantage has been received by the Employee by virtue of their employment, or access to information not normally available to the general public. Without limiting the scope of the foregoing, a conflict of interest may arise in many situations including but not limiting the following:
- (a) using privileged information for personal advantage or gain
 - (b) accepting fees, gifts or rewards from businesses, suppliers or residents personally with a value exceeding \$150 (members of Council must adhere to the Gifts and Benefits section of the Municipal Code of Conduct Bylaw)
 - (c) accepting or engaging in outside employment which either interferes with the Employee's duties or is in direct competition with Municipal business
 - (d) divulging confidential information to competitors or potential competitors
 - (e) selling or distributing rate payer information to other businesses or individuals
 - (f) using privileged information or the authority of their position with the Municipality inappropriately for the benefit, direct or indirect, of a family member
- 22.02 The avoidance of the appearance of conflict of interest is as important as avoiding actual conflicts of interest. If an Employee is faced with a situation where a potential conflict of interest may arise, the onus is on the Employee to discuss the matter directly with the CAO and in the case of the CAO, with Council, and receive direction before taking any action of any kind.
- 22.03 Pursuing an activity or enterprise in contradiction to the direction received, may result in discipline, up to and including immediate termination for just cause.
- 22.04 Employees are further obligated to disclose the existence of any familial relationship the Employee may have, whether with other Municipal staff or any business or individual with which the Municipality has dealings.

POLICY 23 – CONFIDENTIALITY

- 23.01 All information pertaining to the Municipality to which any Employee becomes privy through their employment is expected to be maintained strictly confidential and may not, in any circumstance, be disclosed or used without the express consent of the Municipality. This information includes but is not limited to:

- i) rate payer information
- ii) Closed Meeting Council Sessions
- iii) Municipal strategies
- iv) Planning
- v) financial information
- vi) any information specific to the Municipality

- 23.02 All Employees are bound by the policies and procedures of the Municipality and any other Provincial or Federal legislation regarding the protections of ratepayers personal information at all times
- 23.03 This requirement of confidentiality applies during the course of employment and survives the termination of employment.

POLICY 24 – CRIMINAL RECORD CHECK

- 24.01 Any Employee may be asked to complete a satisfactory Federal Criminal Record Check. Failure to provide the Federal Criminal Record Check within 90 days of when requested shall result in termination of employment.
- 24.02 The cost for a Criminal Record Check is the expense of the Municipality.

POLICY 25 - HARASSMENT

- 25.01 The Municipality is committed to providing a comfortable and safe working environment in which all individuals are treated fairly, with respect and dignity, where harassment is eliminated / controlled. All individuals have the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices.
- 25.02 Policy 25 applies to all those working for the Municipality including elected officials.
- 25.03 The Purpose of this policy is to:
- (a) maintain a working environment that is free from harassment;
 - (b) alert all Employees and elected officials that workplace harassment is prohibited under the laws of Alberta;
 - (c) set out the types of behaviour that may be considered objectionable, abusive or offensive;
 - (d) establish a mechanism for receiving complaints of workplace harassment and to provide a procedure by which the Municipality will deal with these complaints;
 - (e) provide an example of the steps a responsible employer can take towards maintaining a working environment in which members and employees treat each other with mutual respect.
- 25.04 This policy is not intended to constrain social interaction between people in the Municipality or to affect the ordinary and proper evaluation of the performance of a person's duties. The policy is intended to foster a working environment in which employees and elected officials treat each other with mutual respect.

25.05 Definitions

Personal Harassment includes Sexual Harassment as defined below and Retaliation as defined below and is one single incident or a series of incidents involving unwelcome comments or actions concerning a person's race, color, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, age, sex, or sexual orientation, this includes bullying;

- i) when such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group
- ii) when submission to such conduct is made either implicitly or explicitly a condition of employment
- iii) when submission or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters of promotion, raise or decrease in salary, job security or benefits affecting the employee and evaluation; or
- iv) when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment

Types of behavior which constitute personal harassment include, but are not limited to, any violent or threatening physical or verbal outburst or abuse, sarcastic or derogatory comments or actions which undermine, demean, belittle, or humiliate an individual or group or their ability or intelligence, yelling, screaming, swearing or similar behavior aimed at intimidating, frightening, coercing or offending those at whom it is directed. This list is not exhaustive.

Sexual Harassment is defined as one or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Characteristics of sexual harassment can include:

- i) when such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group
- ii) when submission to such conduct is made either implicitly or explicitly a condition of employment
- iii) when submission or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters of promotion, raise or decrease in salary, job security or benefits affecting the employee and evaluation; or
- iv) when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment

Types of behavior which constitute sexual harassment include, but are not limited to:

- i) sexist jokes causing embarrassment or offence
- ii) leering
- iii) the display of offensive material of a sexual nature
- iv) sexually degrading words used to describe a person
- v) drawing attention to a person's sex and having the effect of undermining the person's role in a professional and business environment
- vi) derogatory or degrading remarks directed towards a member of one sex or one sexual orientation
- vii) sexually suggestive or obscene comments or gestures
- viii) unwelcome sexual flirtations, advance or propositions
- ix) unwelcome inquires or comments about a person's sex life

- x) persistent unwanted contact or attention after the end of a consensual relationship
- xi) requests for sexual favors
- xii) unwanted touching
- xiii) verbal abuse or threats
- xiv) sexual assault

Retaliation is any negative action taken against an individual in retaliation for;

- i) having invoked this policy whether on behalf of oneself or another individual
- ii) having participated or cooperated in any investigation under this policy or
- iii) for having been associated with a person who has invoked this policy or participated in these procedures.

25.06 Procedures

If you are being harassed:

- (a) tell the harasser their behavior is unwelcome and ask them to stop.
- (b) keep a record of incidents (date, time, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
- (c) file a complaint if after asking the harasser to stop their behavior, their harassment continues, report the problem to the CAO. In the event of the CAO being the harasser, report to Council. You can file a complaint immediately if the conduct is severe or you are not comfortable dealing with the harasser.

You also have the right to contact the Alberta Human Rights and Citizenship Commission to file a complaint of harassment and if circumstances warrant it, you may file a charge of assault with the Police.

25.07 Dealing with a Complaint

- (a) Once a complaint is received it will be kept strictly confidential, subject to the requirement to investigate. An investigation will be undertaken as soon as possible and all necessary steps taken to resolve the problem. If appropriate, based on the circumstances, action taken may include conciliation.
- (b) Both the complainant and the alleged harasser will be interviewed, as well any individuals who may be able to provide relevant information. All information will be kept in confidence and all parties advised to maintain confidentiality.
- (c) If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's personnel file. No documentation will be placed on the complainant's personnel file where the complaint is filed in good faith, whether the complaint is upheld or not.
- (d) If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the personnel file of the alleged harasser.
- (e) Regardless of the outcome of a harassment complaint made in good faith, the

employee lodging the complaint as well as anyone providing information, will be protected from any form of retaliation by other employees or elected officials. This includes dismissal, demotion, and unwanted transfer, denial of opportunities within the company or harassment of an individual as a result of their having made a complaint or having provided evidence regarding the complaint. Retaliation will result in immediate disciplinary sanctions.

25.08 Responsibility of the CAO

It is the responsibility of the CAO or any person within this Municipality supervising employees to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

POLICY 26 - EFFECTIVE DATE OF PERSONNEL POLICY

- 26.01 The effective date of the Personnel Policy of the Municipality is the date on which a resolution respecting the Policies which make up the Personnel Policy is adopted by the Municipal Council.
- 26.02 On the date of the passing of the resolution adopting these policies, all previous policies, expressed or implied, are rescinded.
- 26.03 No provision in these policies shall be retroactive, unless specifically provided.

DATE OF PERSONNEL POLICIES

The Personnel Policies were adopted by the Council of the Village of Alix on the date indicated, and remain in full force and effect until revised, in writing, through a resolution of Council.

Once adopted, these Personnel Policies become the property of the Municipality, and shall be maintained for internal use only.

DATED AT THE VILLAGE OF ALIX THIS ____ day of _____, 20 .

FOR THE VILLAGE OF ALIX

Mayor

CAO

**VILLAGE OF ALIX
BANK RECONCILIATION
FOR THE MONTH ENDING:
August 31, 2022**

SERVUS CREDIT UNION

	CHEQUING	INVESTMENTS
Balance from Bank Statement:	2,595,842.46	4,034.79
Plus: Deposits in Transit	3,559.67	
Less: Outstanding Cheques	(61,757.68)	
 Reconciled Bank Balance:	<u>2,537,644.45</u>	<u>4,034.79</u>
 GL balance @ : August 31, 2022	<u>2,537,644.45</u>	<u>4,034.79</u>
Variance:	-	-

THIS STATEMENT SUBMITTED TO COUNCIL THIS 5 TH DAY OF OCTOBER , 2022



VILLAGE OF ALIX

Cheque Listing For Council

2022-Sep-28

3:44:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20220470	2022-07-28	ADVANCED SYSTEMS	45155	PAYMENT TECH SUPPORT WENDY & TANY	301.88	301.88
20220471	2022-07-28	ASSASSIN PEST SOLUTION	INVRU1145	PAYMENT GOPHER CONTROL	2,677.50	2,677.50
20220472	2022-07-28	BASHAW CONCRETE	20424	PAYMENT 3/4 CRUSHED ROAD GRAVEL	673.56	673.56
20220473	2022-07-28	BESUIJEN, JANICE	JULY2022	PAYMENT COUNCIL EXPENSE JULY 2022	549.27	549.27
20220474	2022-07-28	BESUIJEN, TIMOTHY W	JULY2022	PAYMENT COUNCIL EXPENSE JULY 2022	605.00	605.00
20220475	2022-07-28	CANADIAN PACIFIC RAILWAY CO	1000-001114108	PAYMENT FLASHER MAINT JULY 2022	592.00	592.00
20220476	2022-07-28	CENTRAL ALBERTA TREE TOPPING SERVICES	0078	PAYMENT TREE REMOVAL	420.00	420.00
20220477	2022-07-28	CHEM INTERNATIONAL	112179	PAYMENT CI DIGESTER LIQUIDE 20L	1,727.25	1,727.25
20220478	2022-07-28	DIAKONIA CONSTRUCTION LTD	153	PAYMENT CEMETERY MOWING & TRIMMIN	1,890.00	1,890.00
20220479	2022-07-28	HORSESHOE PAVING	3041 3042 3043	PAYMENT 48ST HOT MIX ASPHALT 49ST HOT MIX ASPHALT 47ST HOT MIX AND COLD MIX	45,937.50 37,065.00 55,804.35	138,806.85
20220480	2022-07-28	LACOMBE COUNTY	IVC00042372	PAYMENT 2ND QUARTER SHARED FIRE	6,237.56	6,237.56
20220481	2022-07-28	PAYNE'S SEPTIC TANK SERVICE	696 697	PAYMENT PUMP OUT ALIX FIREHALL PUMP OUT CAMPGROUND & RV	173.25 246.75	420.00
20220482	2022-07-28	STETTLER - 4L COMMUNICATIONS - TELUS	STTLRIN12643	PAYMENT SET UP DISASTER SERVICES PH	83.98	83.98
20220483	2022-07-28	TOP SHOT CONCRETE INC	3266	PAYMENT MAN HOLE MAINTENANCE	31,710.00	31,710.00
20220484	2022-08-03	[REDACTED]	202208031	PAYMENT		
20220485	2022-08-03	ADVANCED SYSTEMS	MSP-45206 MSP-45217	PAYMENT OFFICE 365 ANNUAL LICENSE MONITORING SERVICE	1,045.80 383.25	1,429.05
20220486	2022-08-03	ALIX DRUGS LTD.	48964	PAYMENT FIRE DEPT SUPPLIES	52.76	52.76
20220487	2022-08-03	BILL RUSSELL SAND & GRAVEL LTD.	14285	PAYMENT CLAY	149.94	149.94
20220488	2022-08-03	BROWN, JUNE	505420	PAYMENT CAMPGROUND CARETAKER JUL	3,600.00	3,600.00
20220489	2022-08-03	C.P. INSPECTION LTD.	3728	PAYMENT SERVICE AT MAIN LIFT STATION	3,412.63	3,412.63
20220490	2022-08-03	EMCO CORPORATION	731223001133	PAYMENT PARTS & SUPPLIES	190.82	190.82
20220491	2022-08-03	GREGG DISTRIBUTORS CO LTD	000-788870	PAYMENT GLOVES AND PPE	174.90	174.90
20220492	2022-08-03	HORSESHOE PAVING	3044 3045	PAYMENT TRAIN TRACKS TO RAILWAY AVE 51 STREET TO 50 AVE HOT MIX	29,799.00 44,100.00	73,899.00



VILLAGE OF ALIX

Cheque Listing For Council

2022-Sep-28

3:44:18PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220493	2022-08-03	HWY 12/21 REGIONAL WATER SERVICES COMM	1170	PAYMENT WATER CONSUMPTION JUNE 20	14,034.31	14,034.31
20220494	2022-08-03	LANCASTER CONCRETE	754271	PAYMENT PATCHING AT SKATEBOARD PAR	6,300.00	6,300.00
20220495	2022-08-03	LOCAL AUTHORITIES PENSION PLAN	JULY2022	PAYMENT CONTRIBUTIONS JULY 2022	5,654.21	5,654.21
20220496	2022-08-03	SERVUS CREDIT UNION LTD.	JULY2022	PAYMENT		
20220497	2022-08-03	TAXervice	2391940	PAYMENT PROFESSIONAL FEES	141.75	141.75
20220498	2022-08-03	VILLAGE OF ALIX	50100JUL22 50300JUL22 54400JUL22 63900JUL22 69600JUL22 7000JUL22 72700JUL22 72800JUL22 72830JUL22 72841JUL22	PAYMENT BULK WATER STATION RV DUMP CAMPGROUND LIBRARY PW YARD VILLAGE OFFICE FIRE HALL BAY 1 & 2 BAY 3 BAY 4	516.93 90.41 329.62 117.13 111.46 116.78 110.84 132.99 113.00 135.68	1,774.84
20220516	2022-08-29	2253676 ALBERTA LTD., (ALIX FOODS)	197125 197446	PAYMENT PW COFFEE SUPPLIES OFFICE SUPPLIES	26.51 42.81	69.32
20220517	2022-08-29	327241 ALBERTA LTD	1054	PAYMENT MONTHLY PATROLS JULY 2022	567.00	567.00
20220518	2022-08-29	ACTION PLUMBING & EXCAVATING	W38390	PAYMENT AUGER & CAMERA MAIN SEWER	486.15	486.15
20220519	2022-08-29	ADVANCED SYSTEMS	45340 45401 45445	PAYMENT OFFICE TECH SUPPORT REMOTE TECH SUPPORT REMOTE TECH SUPPORT	603.75 181.13 120.75	905.63
20220520	2022-08-29	AGAT LABORATORIES LTD.	22956301E	PAYMENT WATER TESTING	231.00	231.00
20220521	2022-08-29	ALIX HOME HARDWARE	141850 141869 141906 141964 142020 142109 142172 142197 142269	PAYMENT CAMPGROUND SUPPLIES SHOP SUPPLIES SHOP SUPPLIES PUMP HOUSE SHOP SUPPLIES SHOP SUPPLIES CAMPGROUND SUPPLIES SHOP SUPPLIES SHOP SUPPLIES	138.57 12.59 9.96 375.14 22.46 49.32 8.39 26.45 19.92	662.80
20220522	2022-08-29	AMSC INSURANCE SERVICES LTD.	1775-2022-08	PAYMENT BENEFIT PREMIUM AUG 2022	4,093.26	4,093.26
20220523	2022-08-29	BESUIJEN, JANICE	AUG2022	PAYMENT COUNCIL EXPENSE AUG 2022	250.00	250.00
20220524	2022-08-29	BESUIJEN, TIMOTHY W	AUGUST 2022	PAYMENT COUNCIL EXPENSE AUG 2022	250.00	250.00
20220525	2022-08-29	BROWN, JUNE	505421	PAYMENT CAMPGROUND CARETAKER AU	3,600.00	3,600.00
20220526	2022-08-29	BROWNLEE LLP	535500	PAYMENT PROFESSIONAL SERVICE	853.13	853.13
20220527	2022-08-29	CANADIAN PACIFIC RAILWAY CO		PAYMENT		592.00



Cheque Listing For Council

2022-Sep-28
3:44:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20220527	2022-08-29	CANADIAN PACIFIC RAILWAY CO	1000-001114178	FLASHER MAINT AUG 2022	592.00	592.00
20220528	2022-08-29	CHEM INTERNATIONAL	112612	PAYMENT CHEMICALS	2,462.25	2,462.25
20220529	2022-08-29	COLE, EDWIN	AUGUST 2022	PAYMENT COUNCIL	250.00	250.00
20220530	2022-08-29	CYBERUS PROTECTION SERVICES	202229	PAYMENT PATROLS FOR SEPT	2,657.82	2,657.82
20220531	2022-08-29	DIAKONIA CONSTRUCTION LTD	154	PAYMENT CEMETERY MOWING	1,890.00	1,890.00
20220532	2022-08-29	DIVERSE SIGNS	9218	PAYMENT CEMETERY ENTRANCE SIGN	88.20	88.20
20220533	2022-08-29	EMBER GRAPHICS TRIM & SIGNS	5466	PAYMENT REGISTRATION CARDS	89.25	89.25
20220534	2022-08-29	EMCO CORPORATION	731223000945	PAYMENT MAN HOLES IN PAVING PROJEC	4,289.82	4,289.82
20220535	2022-08-29	ENVIRONMENTAL 360 SOLUTIONS LTD.	RD0000208993	PAYMENT JULY GARBAGE & RECYCLE	5,972.29	5,972.29
20220536	2022-08-29	FEHR, ROBERT LEE	AUG 2022	PAYMENT COUNCIL EXPENSE AUG 2022	626.27	626.27
20220537	2022-08-29	GILLIAT, BARBARA JEAN	AUG2022	PAYMENT COUNCIL EXPENSE AUGUST 202	472.97	472.97
20220538	2022-08-29	HACH SALES & SERVICE CANADA LP	297361	PAYMENT WATER SUPPLIES	1,792.35	1,792.35
20220539	2022-08-29	HIRON, PAMELA	01	PAYMENT FIREHALL CLEANING JUNE & JU	225.00	225.00
20220540	2022-08-29	JOHN DEERE FINANCIAL	1512544	PAYMENT MOWER BLADES 455 & 1580	225.76	225.76
20220541	2022-08-29	LANCASTER CONCRETE	754276	PAYMENT VILLAGE SIDEWALK REPAIRS	16,721.25	16,721.25
20220542	2022-08-29	LOCAL AUTHORITIES PENSION PLAN	AUG2022	PAYMENT CONTRIBUTIONS AUGUST 2022	6,715.84	6,715.84
20220543	2022-08-29	M & M MOWING	2022016 2022017 2022021	PAYMENT LAGOON MOWING ROADSIDE MOWING CP RAIL YARD MOWING	2,047.50 892.50 882.00	3,822.00
20220544	2022-08-29		AUG2022	PAYMENT		
20220545	2022-08-29	MESTON, TANYA	AUG 2022	PAYMENT CONDOLENCE BOUQUET	100.00	100.00
20220546	2022-08-29	MPE ENGINEERING LTD	4420-015-04-03	PAYMENT PROFESSIONAL SERVICE	1,840.65	1,840.65
20220547	2022-08-29	MUNISIGHT LTD.	INV4306572 INV4308461	PAYMENT SOFTWARE SUPPORT AUGUST; TRAINING FOR CHELSIE	469.51 52.50	522.01
20220548	2022-08-29	PARKLAND COMMUNITY PLANNING SVCS.	21796	PAYMENT PROFESSIONAL SERVICE	37.50	37.50
20220549	2022-08-29	PITNEY BOWES LEASING	3202024590	PAYMENT LEASING CHARGES	119.51	119.51
20220550	2022-08-29	PRINT AND CHEQUES NOW INC.	LB194271	PAYMENT AP BLANK CHEQUES	189.24	189.24
20220551	2022-08-29	TAXervice		PAYMENT		718.20



VILLAGE OF ALIX

Cheque Listing For Council

2022-Sep-28

3:44:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice	Cheque
Cheque #	Date				Amount	Amount
20220551	2022-08-29	TAXervice	2392157 2392158 2392199	PUBLICATION EXPENSE 35500 PUBLICATION EXPENSE 48200 PROFESSIONAL SERVICE ROLL	254.10 254.10 210.00	718.20
20220560	2022-09-07	ADVANCED SYSTEMS	45624 MSP-45497 MSP-45570	PAYMENT REMOTE TECH SUPPORT MONITORING SERVICES OFFSITE BACKUP	241.50 383.25 68.25	693.00
20220561	2022-09-07	ALBERTA HEALTH SERVICES	0022432422	PAYMENT FOOD HANDLING PERMIT CAMP	100.00	100.00
20220562	2022-09-07	AMSC INSURANCE SERVICES LTD.	1775-2022-09	PAYMENT SEPT BENEFIT PREMIUM	4,707.20	4,707.20
20220563	2022-09-07	ANDERSON, JANENE	July	PAYMENT LREMP - TRAVEL LACOMBE COL	34.00	34.00
20220564	2022-09-07	BAGSHAW ELECTRIC LTD.	IC037599	PAYMENT BULBS FOR RAILWAY HOUSE	580.11	580.11
20220565	2022-09-07	BILL RUSSELL SAND & GRAVEL LTD.	14289	PAYMENT SAND & GRAVEL 3/4"	661.50	661.50
20220566	2022-09-07	DIAKONIA CONSTRUCTION LTD	158	PAYMENT CEMETERY MOWING & TRIMMIN	1,575.00	1,575.00
20220567	2022-09-07	EMCO CORPORATION	731223001514	PAYMENT WATER VALVE PUMPHOUSE	1,109.47	1,109.47
20220568	2022-09-07	ENVIRONMENTAL 360 SOLUTIONS LTD.	RD0000213930	PAYMENT GARBAGE AND RECYCLING	5,972.29	5,972.29
20220569	2022-09-07	FCSS ASSOCIATION OF ALBERTA	1518	PAYMENT 2022-2023 FCSS ASS, MEMBERS	230.00	230.00
20220570	2022-09-07	HWY 12/21 REGIONAL WATER SERVICES COMM	1175	PAYMENT JULY WATER CONSUMPTION 20;	13,744.87	13,744.87
20220571	2022-09-07	LACOMBE REGIONAL TOURISM & MARKETING /	411	PAYMENT ROUTE 12	500.00	500.00
20220572	2022-09-07	LAND TITLES	D0048NF	PAYMENT CONSOLIDATION TITLE-PARCEL	20.00	20.00
20220573	2022-09-07	NEXTGEN AUTOMATION	434493	PAYMENT RICOH PRINTER COST	487.91	487.91
20220574	2022-09-07	RED DEER OVERDOOR	28695	PAYMENT SALT SHED DOOR	585.14	585.14
20220575	2022-09-07	VILLAGE OF ALIX	50100 AUG 22 50300 AUG 22 54400 AUG 22 63900 AUG 22 69600 AUG 22 7000 AUG 22 72700 AUG 22 72800 AUG 22 72830 AUG 22 72841 AUG 22	PAYMENT BULK WATER UT BILL RV DUMP STATION UT BILL CEN PARK & CON 8100 UT BILL LIBRARY UT BILL STORAGE YARD UT BILL VILLAGE OFFICE UT BILL NEW FIRE HALL UT BILL BAY 1 & 2 RAILWAY HOUSE BAY 3 RAILWAY HOUSE BAY 4 RAILWAY HOUSE	445.11 94.73 336.10 119.28 103.35 117.32 147.56 131.36 110.84 135.68	1,741.33
20220576	2022-09-07		SEPT 2022	PAYMENT		
20220577	2022-09-07	WILD ROSE ASSESSMENT SERVICES	8699 8727	PAYMENT AUGUST 2022 SEPTEMBER 2022	1,319.50 1,319.50	2,639.00
20220578	2022-09-12	327241 ALBERTA LTD	1067	PAYMENT AUGUST 2022 PATROLS	567.00	567.00
20220579	2022-09-12	ANDERSON, JANENE		PAYMENT		44.00



Cheque Listing For Council

2022-Sep-28
3:44:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20220609	2022-09-28	BROWNLEE LLP	536875	PAYMENT PROFESSIONAL FEES	5,673.12	5,673.12
20220610	2022-09-28	CANADIAN PACIFIC RAILWAY CO	1000-00111425E	PAYMENT MAINTENANCE	592.00	592.00
20220611	2022-09-28	COLE, EDWIN	Sept	PAYMENT SEPT EXPENSES	1,043.75	1,043.75
20220612	2022-09-28	CYBERUS PROTECTION SERVICES	202233	PAYMENT OCTOBER PATROL	2,657.82	2,657.82
20220613	2022-09-28	ECAREVIEW	6162	PAYMENT TERRY FOX - ALIX FALL COMBO	114.35	114.35
20220614	2022-09-28	EMBER GRAPHICS TRIM & SIGNS	5611 5649	PAYMENT ENVELOPES LREMP REGISTRATION CARDS	471.71 89.25	560.96
20220615	2022-09-28	GILLIAT, BARBARA JEAN	Sept	PAYMENT SEPT EXPENSES	709.57	709.57
20220616	2022-09-28	HACH SALES & SERVICE CANADA LP	299917 300495	PAYMENT SUPPLIES CHEMICALS	640.26 363.39	1,003.65
20220617	2022-09-28	i.d. APPAREL	111291	PAYMENT LREMP WATER BOTTLES	5,589.52	5,589.52
20220618	2022-09-28	LACOMBE REGIONAL WASTE SVCS COMMISSIK	37163	PAYMENT 2022 LRWSC 3RD QTR	11,927.50	11,927.50
20220619	2022-09-28	LEAD SERVICES	2022-020	PAYMENT ASSIST FIRE PRACTICE MAP RE	315.00	315.00
20220620	2022-09-28	LN LAND DEVELOPMENT TECHNOLOGIES	9816	PAYMENT BOUNDARIES PREP OF SITE PL/	1,366.05	1,366.05
20220621	2022-09-28	LOCAL AUTHORITIES PENSION PLAN	Sept 2022	PAYMENT CONTRIBUTIONS SEPT 2022	6,767.66	6,767.66
20220622	2022-09-28		Sept 2022	PAYMENT		
20220623	2022-09-28	MUNISIGHT LTD.	INV4308834	PAYMENT SOFTWARE SUPPORT SEPT 202	469.51	469.51
20220624	2022-09-28	PARKLAND REGIONAL LIBRARY SYSTEMS	220004	PAYMENT 4TH QTR PAYMENT	1,748.38	1,748.38
20220625	2022-09-28	PAYNE'S SEPTIC TANK SERVICE	755	PAYMENT PUMP LIFT STATION	283.50	283.50
20220626	2022-09-28	STETTLER - 4L COMMUNICATIONS - TELUS	STTLRIN13354 STTLRIN13361	PAYMENT PW PHONE SET UP PW NEW PHONES	167.96 47.25	215.21
20220627	2022-09-28	WHITE, MICHELLE	SEPT	PAYMENT 5 YRS SERVICE RECOGNITION	50.00	50.00

Total 512,960.09

*** End of Report ***



Cheque Listing For Council

2022-Sep-28
3:44:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20220579	2022-09-12	ANDERSON, JANENE	SEPT72022	RESTORATIVE JUSTICE MEETIN	44.00	44.00
20220580	2022-09-12	BAGSHAW ELECTRIC LTD.	IC037785 IC037994 W12924 W12925	PAYMENT BULBS FOR RAILWAY HOUSE STEM MOUNT PHOTOCELLS REPROGRAM DAVICOM SYSTEM CAMPGROUND RV RECEPTACLE	183.75 115.46 156.45 185.46	641.12
20220581	2022-09-12	BLUE GRASS SOD FARMS LTD.	SEPT2022	PAYMENT PROGRESS PAYMENT GATOR P/	40,000.00	40,000.00
20220582	2022-09-12	BROWN, JUNE	505422	PAYMENT CAMPGROUND CARETAKER SEI	1,440.00	1,440.00
20220583	2022-09-12	GREGG DISTRIBUTORS CO LTD	000-849752	PAYMENT PUBLIC WORKS SUPPLIES	288.25	288.25
20220584	2022-09-12	MPE ENGINEERING LTD	4420-001-00-78	PAYMENT ANTENNA ISSUES AT MAIN LIFT	1,811.75	1,811.75
20220585	2022-09-12	PITNEY BOWES LEASING	3202054501	PAYMENT LEASING FEES LATE CHARGES	12.00	12.00
20220586	2022-09-12	PITNEYWORKS	SEPT2022	PAYMENT POSTAGE METER FUNDS ADDIT	3,432.41	3,432.41
20220587	2022-09-26	COLE, EDWIN	SEPT2022	PAYMENT AUMA CONVENTION HOTEL CAL	1,317.70	1,317.70
20220588	2022-09-26	FEHR, ROBERT LEE	SEPT2022	PAYMENT COUNCIL EXPENSE CLAIM SEPT	1,612.30	1,612.30
20220598	2022-09-28	2253676 ALBERTA LTD., (ALIX FOODS)	199434 200885 203423	PAYMENT COFFEE SUPPLIES COFFEE & CLEANING SUPPLIES COFFEE SUPPLIES	6.52 45.71 34.53	86.76
20220599	2022-09-28	ACTION PLUMBING & EXCAVATING	W38510	PAYMENT MAIN LIFT STATION	8,117.03	8,117.03
20220600	2022-09-28	ADVANCED SYSTEMS	45839	PAYMENT DISASTER SERVICES LAPTOP	301.88	301.88
20220601	2022-09-28	ALIX DRUGS LTD.	58427	PAYMENT PW.SHOP FIRST AID KIT	53.45	53.45
20220602	2022-09-28	ALIX HOME HARDWARE	142281 142378 142459 142483 142559 142565 142668 142689	PAYMENT CAMPGROUND SUPPLIES PW SHOP SUPPLIES SHOP SUPPLIES SUPPLIES ROADS & STREETS PARKS - SUPPLIES SHOP SUPPLIES	125.98 42.77 20.97 9.70 65.03 18.34 19.15 22.55	324.49
20220603	2022-09-28	ALIX MIRROR WELLNESS SUPPORTS SOCIETY	4th Qtr FCSS	PAYMENT 4TH QTR FCSS PAYMENT	7,401.00	7,401.00
20220604	2022-09-28	ANDERSON, JANENE	Sept 20 Sept 21	PAYMENT LREMP TRAVEL LACOMBE MEMORIAL CENTRE	38.00 40.00	78.00
20220605	2022-09-28	BASHAW CONCRETE	20770	PAYMENT TOP SOIL	411.01	411.01
20220606	2022-09-28	BESUIJEN, JANICE	Sept	PAYMENT SEPT MEETINGS	440.97	440.97
20220607	2022-09-28	BESUIJEN, TIMOTHY W	Sept	PAYMENT SEPT EXPENSES	2,307.90	2,307.90
20220608	2022-09-28	BOUNTY ONSITE INC.	001-131336	PAYMENT SHOP SUPPLIES	262.39	262.39



VILLAGE OF ALIX

Tax Trial Balance (Full Listing)

Trial Balance As Of 2022-09-29

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	1,669,000.09	Local Improvement Levy	0.00					
		Additional Tax Levy	0.00	Accumulated Penalty	36,812.76					
				Outstanding Penalty	28,120.99					
		Sub Ledger		General Ledger						
		Current	195,833.78							
		1 Year	54,559.64		3-00-00-00-210		272,775.94			
		2 Years	13,875.76		Totals		<u>272,775.94</u>			
		3 Years	7,441.67							
		Over 3	565.09							
		Outstanding	<u>272,275.94</u>							
		Total GL					272,775.94			
		Total SL					272,275.94			
		Proof					<u>500.00</u>			

*** End of Report ***

Mayor's Report

September 16, 2022

Attended Mayors caucus meeting September 8, 2022. Representatives from Varme, which is based in Norway were in Alberta (see attachment) to do a presentation regarding their project plans. Varme specializes in waste management and carbon capture, which is obviously a focus for a number of sectors in Alberta and across North America.

Below are some of the key points I took away from the presentation.

- There is already an office in Edmonton, and projects in place already in the area.
- Global energy will be derived from local landfills, as well as carbon capture from breaking down methane gas that is currently being emitted into the atmosphere.
- Very successful in Europe since its inception in the early 2000's. Currently there are 3 facilities in Norway, 3 in the UK and 1 in Germany that have been in operation for 15- 20 years.
- Alberta has a bigger advantage than operations in Europe, as costs are lower to transport and dispose of waste.
- 97% of waste in Canada goes to landfill. Comparatively, only 20-25% of waste in Europe goes to landfills.
- In Ontario, landfill usage will be obsolete in about 11 years. No permits are approved currently for new landfills there.
- 600M \$ committed to Alberta projects. Will need 5.5 acres for main building per site. 10 acre site needed for all operations. 30 staff per facility is required.
- Contracts with municipalities, energy companies etc. are 10 years with a 5 year rolling contract.
- On average, 1 truck per hour will transport to site, and rail usage will be utilized as well if available. Noise emission is low from plants, and no odor is present. Refuse is dumped in sealed bunker and incinerated @ 2000+ Celsius to a fine ash, which is buried post process.
- Varme is well established and privately run, and not looking for capital to set up and operate. Very different from the " Plasco, Fiasco "from a few years ago. Innisfail has already signed on to a contract, and City of Red Deer is in the process as well. The Mayors present were very receptive to the project, as presented.
- Ideally, the more municipalities that get onboard the better, as large amounts of waste make it much more viable.



Rob Fehr



Get in touch:

Sean Collins
CEO

Phone 1.780.232.0339
Email: sean@varme.ca

Rory Wheat
Development Manager

Phone 1.639.840.2131
Email: rory@varme.ca

Waste is a problem.

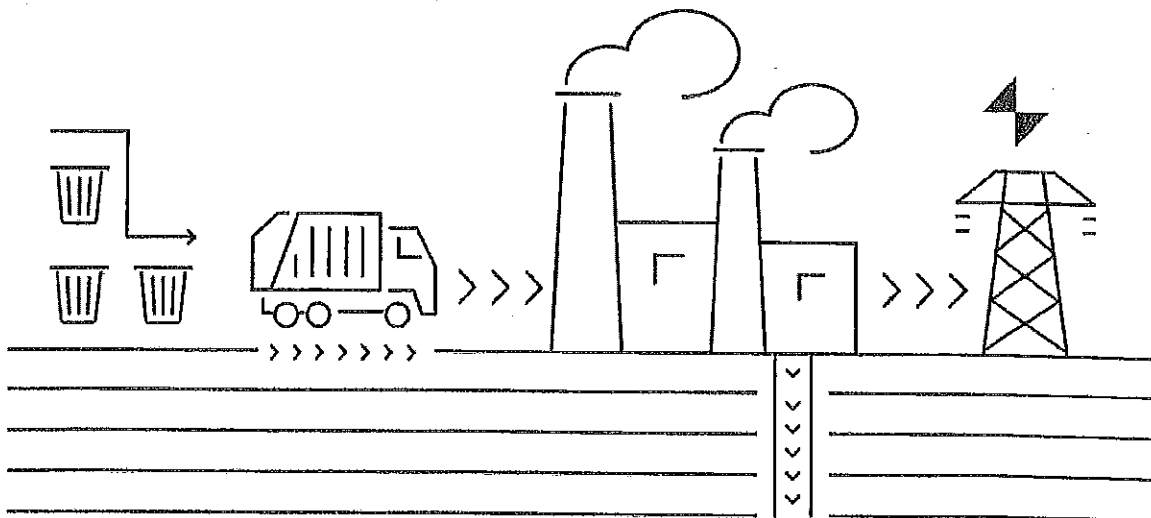
Waste is increasing globally. Global waste volumes are estimated to grow by 70% by 2050. Most of it will wind up in landfills where it will stay forever.

Landfills account for 16% of global methane emissions—and methane is an extremely potent greenhouse gas (GHG). It's 86x more potent as a GHG over a 20 year period than CO₂.

It's no wonder waste is a significant contributor to climate change. And its contribution is only growing.

This problem is exacerbated by how we treat much of our waste. Many municipalities have recycling programs, but they have severe capacity limitations and a lot of waste should not be recycled including dirty, contaminated, mixed, or degraded materials, and substances of high concern. Typical incineration leaves a significant environmental footprint and landfills are not a solution.

Our waste won't wait. We need proven solutions, collective action and a sense of urgency to convert our problems into future opportunities. For our environment. For our future.



A world free from landfills.

Varme is changing the future of waste in Canada.

Across Europe and around the world, sustainability-forward municipalities have built landfill waste-to-energy projects with increasing capacity for the last 20 years.

We can use this same technology to turn our trash into treasure by gasifying our waste into usable heat, and diverting up to 95% of the carbon emissions from our current process of dumping our garbage into landfills.

Just one of our waste-to-energy plants would **eliminate over 8.2 billion pounds of garbage** from entering landfills over 25 years. A single facility will generate 60 MWh of steam over 90% of the year. This produces enough heat for roughly 47.3 million, 20-minute hot showers annually. That's 47 showers per person per year for a city of 1 million people like Edmonton.

All Varme facilities are coupled with post-combustion carbon capture and permanent sequestration facilities. Since our plants run nearly around the clock,

we can provide our heavy industrial sector with stable, reliable steam, while also being a consistent supplier of over 200,000 tonnes of CO₂ for storage.

The energy in our waste often comes from plastics and carbon-based biomass. By gasifying and storing this waste underground, we complete the carbon circle and return it to its original place in the earth.

The outcome of all of this: we eliminate future landfills. And produce clean energy.

With Varme's proven technology, waste is eliminated. What's left is heat to warm and power businesses in an environmentally friendly way.

Waste to energy with integrated carbon capture gives us a zero emissions waste management and energy production solution. It's critical to any future waste management infrastructure.

Our waste won't wait. And now it doesn't have to.

The economic impact of waste to energy.

Each waste-to-energy facility requires \$150-\$200 million in capital expenditure. Our plan is to build 3-5 of these facilities in Alberta alone.

That's a big investment in Alberta jobs and infrastructure—up to \$600 million.

In Edmonton, about one million tonnes of waste is sent to landfills each year. About 15% of that might be diverted from landfill if all waste is sorted properly—but that doesn't happen. With waste-to-energy facilities, we can build a near-perfect circular economy by creating value from waste.

Anything that can't be recycled or composted goes to one of these waste-to-energy facilities. As these additional economic streams are monetized, we can leverage innovative separation technology to pull out certain materials like metals and sell them off.

When Albertans know their waste is being properly managed and diverted from landfills, they're more likely to participate in the collection of recycling and organic matter that can then be turned into compost or other goods--diverting even more waste from landfills.

This is a sole-source landfill elimination solution. As citizens, we're currently paying for the right to create permanent landfills. At no extra cost to citizens, Varme can eliminate landfills.

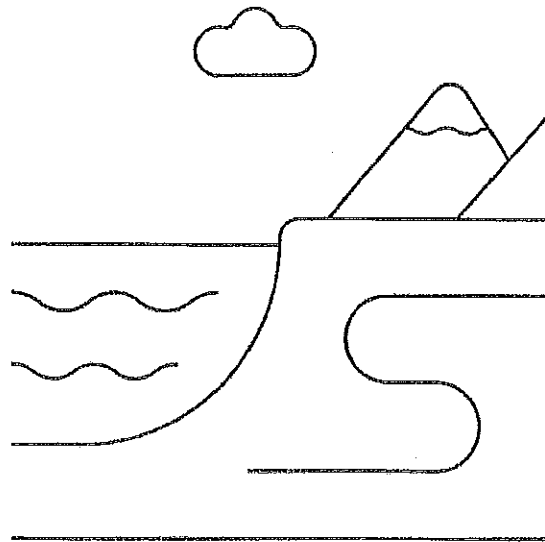
Alberta's waste-to-energy advantage.

There is no better place for waste to energy than Alberta. From a deregulated electricity market, to the best (and cheapest) carbon capture and storage cap rock in the world, to a clear need to protect our land from a future of dumping our garbage in landfills, Edmonton, Alberta and Canada are ready for action.

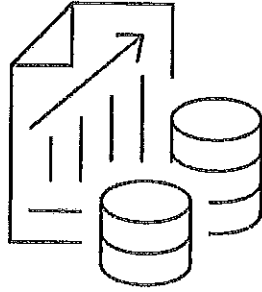
Alberta has the best carbon capture and storage (CCS) infrastructure in the world. With the world's best geology and cap rock right in our backyard, carbon capture is more efficient. In Europe, for example, they need to ship the carbon to port and then to an offshore rig. As a result, our CCS costs are \$20 per tonne instead of \$200 per tonne.

Our geology—combined with the expertise in Alberta from long standing carbon capture practices in the energy industry—makes Alberta the perfect place for CCS.

And with federal government tax credits covering half of the costs of CCS, the economic opportunity is significant.



Revenue Model



We are coming in with full equity investment from GTH and proven waste-to-energy technology.

How do waste-to-energy facilities cover costs and generate revenue?

There are three main revenue sources for these facilities: waste on the front end of the process, and energy and carbon on the back end of the process.

Landfills currently cover the cost of operations by requiring customers to pay fees to dump their waste. With this new model, customers will now pay this fee to Varme.

Varme Energy

Varme (pronounced Varma) is Norwegian for heat and warmth. We pride ourselves on converting landfill waste into usable, reliable, baseload energy.

Varme is a progressive, modern energy company that will shape the future of waste. We're the first of our kind in Canada.

Varme is backed, and majority owned, by Green Transition Holding (GTH), a Norwegian company whose team and subsidiaries have a multi-decade track record as pioneers in the waste-to-energy and energy transition industries in Europe.

Varme is led by CEO Sean Collins, a pioneer in Alberta's renewable energy and energy transition industries. Sean is proud to have secured the first geothermal resource rights in Alberta and is deeply passionate about Alberta taking the leadership position of the global sustainable energy transition.

Andreas Karlsen is Varme's board chair and Green Transition Holding's Global Director of Energy from Waste. Andreas leads GTH's global portfolio of waste-to-

energy project development and has a 10+ year career in oil & gas, maritime & energy transition industries.

Sean and Andreas have known each other for over 10 years since a first meeting in Trondheim in 2012.

Green Transition Holding is led globally by Paal Skoe, CEO of GTH. Paal brings deep financial acumen to the team and was formerly the CFO of Norway's largest waste company, Norsk Gjennvinning. Paal serves as a board member for Varme Energy, and global strategic lead as GTH CEO.

Varme's development manager, Rory Wheat, is a "Swiss Army Knife" leading outreach on steam and power offtakers and leads a broad range of project development and business development activities for Varme.

With over 30 years of collective experience in waste-to-energy projects, Varme's team has the expertise to shape the future of waste in Canada.

1. Equalized Assessment – The preliminary Equalized Assessment (EA) numbers are in. I'm very happy to tell you that for the first time since I've started working here, there is an increase in our EA across the board! We have a 3% increase in residential assessment, 6.3% increase in non-residential (commercial and industrial) and a 2.6% increase in machinery and equipment. A review of all Alberta Villages shows 63% experienced some level of increase in residential assessment – likely due to the significant increase in house sales over the past couple of years. Unfortunately many villages experienced a decrease in non-residential assessment. This could very likely be caused by small businesses not surviving through COVID. Alix is very fortunate that our business community stayed strong through the pandemic and that community members continue to support and shop local.
2. Gator Park – The park project is very nearly complete! Unfortunately due to supply chain issues, our next 2 picnic tables have not yet arrived and may not be able to be installed until next spring. The shade sail was also delayed, so we will be having it installed and then taken right back down again for the winter. This is being done to ensure it fits and that the hardware is properly installed. Alix Gator is back in the park all happy and shiny after getting all fixed up this summer!
3. PCPS – Director Craig Teal is resigning from Parkland Community Planning Services, effective October 31, 2022. There are several meetings scheduled for PCPS Board members and CAOs to try and come up with a direction for the organization in light of this news. Alix has been working toward a Municipal Development Plan (MDP) update for about 1 ½ years. The project stalled due to delays from Statistics Canada and staffing changes at PCPS and County of Lacombe planning department. I have been advised the project will not be complete before October 31st. There are likely to be cost overruns for the project as new planners/consultants and Council will need to be brought back up to speed when work on this resumes.

Cyberus Protection Services Village of Alix Patrol Report

Summary August 29, 2022 – September 4, 2022

Aug 30, outside of contact hours received a call from a concerned citizen about neighbors having a large fire. After driving by seeing an average fire, citizen talked to patrol agent on side of road, end result we informed that requests were outside of our contract scope that there were no fire bans in place and to monitor and call authorities if it escalated. Sept. 1, vehicle driving through Village in a strange pattern appeared to leave Village as the patrol vehicle followed from a distance.

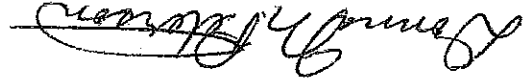
Summary September 5, 2022 – September 11, 2022

Sept. 5, night off, had a loud truck pass our residence at high speed. RCMP was in Village at same time, notified the Constable, he didn't seem concerned. Sept. 6, truck drove by the patrol unit starting at the patrol unit in an abnormal way. Sept. 8 suspicious acting truck that was reported the previous night fled from the Village out of gas station parking lot as patrol vehicles became visible crossing railway tracks on 47 Avenue.

Summary September 12, 2022 – September 18, 2022

Sept. 17 started with two patrol agents due to reports on social media of teens knocking over garbage cans before patrol began. Agent was off duty an hour later due to quiet streets and no sign of disturbances. Later that night two teens were seen walking between two residences however did nothing suspicious, possibly due to the patrol vehicle in the proximity. Sept. 18 noted two vehicles late at night leaving Village from an area normally quiet at the time. Agents did a precautionary in depth patrol of the area, no issues were noted.

Alix Wagon Wheel Museum
President
Donna Peterson



Sincerely,

We hope that you can understand the reason for our change of direction when we were presented with the opportunity to improve and update an exhibit in our museum. Knowing that you are already planting annuals in other village planters we trust that this information will help with your ordering of annuals in the spring. Thanks again for your understanding of our situation.

In a partnership with the United Farmers of Alberta Historical Society, we applied for and were successful in obtaining a CFF government grant. Because it is a matching grant, our museum must contribute \$4500 to the project which will revamp our Irene Parby Exhibit, renaming it the Irene Parby/Women in Agriculture Exhibit. Our plan is to install interpretive panels and an interactive touch screen featuring Irene, other members of the Famous Five, local women in agriculture and Irene's deep connection to the UFA.

We were very pleased that you listened and worked with us to find a solution when we brought the state of the brick planters in the Centennial Park to your attention. It is great that we now have one planter in good repair incorporating both the Irene Parby and Centennial Planters and their plaques. The wave petunias planted by the Village looked wonderful in the planter this summer and we hope that you will continue to plant them in the future as part of your beautification project of planting flowers in our village. We feel we must rethink our offer to plant and care for perennials in the newly refurbished planter in Centennial Park as we feel the funds needed to purchase drought tolerant perennials are more appropriately used elsewhere in our organization.

Dear Councilors:

Alix Wagon Wheel Museum
Box 245
Alix, AB T0C 0B0
September 5, 2022
Village of Alix
Box 87
Alix, AB



MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	14%	2022/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	15%	2022/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	13%	2022/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2022/04/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	13%	2013/01/01	04-0378	Larkspur	3%	2020/04/01
02-0088	Didsbury	17%	2016/01/01	01-0200	Leduc	16%	2014/01/01
02-0091	Drayton Valley	10%	2016/01/01	02-0202	Legal	15%	2021/01/01
03-0093	Duchess	15%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0208	Longview	17%	2017/01/01
03-0096	Edberg	13%	2021/01/01	03-0209	Lougheed	5%	2016/01/01
03-0097	Edgerton	15%	2022/01/01	02-0211	Magrath	10%	2021/01/01
02-0100	Edson	4.75%	2020/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0215	Mayerthorpe	11%	2022/01/01
03-0112	Foremost	7%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0115	Fort Macleod	15%	2018/10/01	02-0218	Milk River	12%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0219	Millet	16%	2019/01/01
02-0124	Gibbons	10%	2013/01/01	03-0220	Milo	20%	2017/01/01
03-0128	Glenwood	5%	2022/04/01	02-0224	Morinville	20%	2013/07/01
04-0129	Golden Days	0%	2017/01/01	04-0230	Nakamun Park	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	02-0232	Nanton	9%	2019/01/01
04-0134	Grandview	0%	2016/01/01	02-0236	Nobleford	0%	2013/10/01
04-0138	Gull Lake	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	9.50%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2014/01/01	02-0240	Onoway	10%	2022/01/01
02-0151	Hinton	11.73%	2022/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	15%	2021/04/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	16%	2022/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	8%	2022/04/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	20%	2022/01/01
04-0187	Kapasiwin	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0270	Rockyford	5%	2015/04/01	04-0371	Whispering Hills	5%	2016/10/01
03-0272	Rosemary	14.50%	2020/01/01	02-0350	Whitecourt	3.32%	2021/01/01
04-0273	Ross Haven	0%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
03-0276	Ryley	3%	2016/01/01				
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavely	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2013/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	9%	2022/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2014/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	8%	2022/01/01				
02-0331	Viking	8%	2013/01/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	14.75%	2022/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				



September 28, 2022

cao@villageofalix.ca

Michelle White, CAO
Village of Alix
Box 87
4849 50 Street
Alix AB T0C 0B0

Dear Ms. White:

Re: Lacombe County Policy RC(6) Library Support

Please be advised that Lacombe County Council has recently completed a review of County Policy RC(6) Library Support. As a result of this review, an updated funding model has been developed that will provide predictable and stable funding for all libraries currently being funded directly. An amount of funding will be provided based on the highest amount of funding provided to the library in the last six years. This funding will remain constant year over year subject to annual inflation indexing. The new revised funding model will be effective for the 2023 funding year.

For the 2023 funding year the Alix library will receive \$9,428.18 plus the annual inflation indexing adjustment as determined by Council.

Please feel free to contact me should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Minchin".

MICHAEL MINCHIN, CPA, CMA, CLGM
Director of Corporate Services
Lacombe County

/dmg

September 20, 2022

Honourable Tyler Shandro
Minister of Justice and Solicitor General
204 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

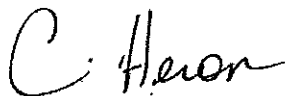
Dear Minister Shandro:

I am writing in response to your August 26, 2022 letter to Her Worship Debra Dueck, Mayor of the Town of Tofield regarding the recently announced changes to victim services. Alberta Municipalities greatly appreciates your reversing the changes to the Victims of Crime fund and benefits program that were introduced in 2020 and expanding both eligibility and benefit amounts. However, I would like to clarify your statement that Alberta Municipalities was engaged on and was consulted on the new zonal governance model as proposed by the provincial government.

Alberta Municipalities administration did attend a two-hour virtual engagement on November 9, 2020, where, along with other discussion materials, three test concepts for service delivery and governance were presented. However, these test concepts were not discussed in detail, nor was there any mention of changes to service delivery that would require caseworkers and administrative staff to reapply for their positions. Accordingly, I can confidently confirm that Alberta Municipalities was not consulted, nor provided the ability to give feedback on behalf of its member municipalities, regarding the proposed delivery specifics of victim services. During this discussion and as a more general statement, Alberta Municipalities only noted the importance of ensuring sustainable funding and equitable access to victim services for all Albertans, regardless of the service delivery and governance model.

I look forward to the upcoming engagement on this important topic and working with you to preserve and enhance the supports and services available to victims of crime across Alberta.

Sincerely,



Cathy Heron, President, Alberta Municipalities

cc: Alberta Municipalities members
Rural Municipalities of Alberta

Good afternoon,

Justice and Solicitor General is excited to be starting stakeholder engagement on how a Community Justice Centre (CJC) could improve access to justice and address the root causes of crime in your community. These conversations will occur between September 2022 and November 2022 and will be open to First Nations and Metis community leaders (elected and technicians) and community-based organizations that support Indigenous peoples as well as representatives from law enforcement, organizations representing municipalities, non-governmental organizations, social service agencies, legal groups, and community groups representing cultural and ethnic diversity.

CJCs are places where justice processes are integrated with health and social services to facilitate a coordinated approach that more effectively addresses the root causes of crime, breaks the cycle of offending, and improves public safety and community well-being. CJCs can take different forms, from a physical setting that brings together a courtroom and social services, to a virtual linking of different providers aligned with justice system processes.

The design of CJCs needs to be driven by communities, providing the ability to directly address the unique challenges they face, and being informed by their own priorities and cultural protocols.

The engagement sessions will explore the concepts of CJCs, gather feedback on these ideas as well as local Court perspectives that will be used to refine the CJC proposed model and inform federal government decision making. Your participation in this engagement would be highly valued and is an integral part of understanding how CJCs could be implemented in Metis and First Nation communities and will inform a report back to the federal government, who has funded this engagement initiative.

In the attachment, you will find a list of dates, times and locations for these engagement sessions along with a hyperlink to register for a session near you. There are 4 sessions geared specifically for representatives from indigenous organizations and communities. They are marked with an asterisk(*). Representatives of Indigenous organizations and communities are welcome to attend another session in the list if the location or dates marked with the asterisk do not work with your schedule.

I encourage you or a representative from your community or organization to attend an engagement session to discuss the proposed model for an Alberta CJC, and to discuss what this model could mean for your community. If you have questions about the engagement sessions or suggestions of stakeholders who should also be invited to the sessions, please contact the department by emailing JSG.Engagement@gov.ab.ca.

Sincerely,

JSG Engagement Team

Registration Instructions

Justice and Solicitor General: Community Justice Centres

Event overview

The Government of Alberta is engaging with stakeholders and Indigenous community members and organizations on Community Justice Centres (CJCs).

The department of Justice and Solicitor General will be facilitating in-person engagement sessions with municipalities between September and November 2022, and virtual engagement sessions with Edmonton and Calgary in early 2023.

The in-person sessions are open to representatives from represent law enforcement, organizations representing municipalities, non-governmental organizations, social service agencies, legal groups, and community groups representing cultural and ethnic diversity.

The engagement sessions will explore the concepts of CJCs, gather feedback on these ideas as well as local Court perspectives that will be used to refine the CJC proposed model and inform federal government decision making.

Space is limited and the content is the same for all sessions. For this reason, we ask individuals only sign-up for one session in this series and limit registration to up to two people per organization. There are four sessions geared specifically for representatives from Indigenous organizations and communities. They are marked with an asterisk(*). Representatives of Indigenous organizations and communities are welcome to attend another session in the list if the location or dates marked with the asterisk do not work with your schedule.

Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available and registrants will receive an email when the event address is updated.

Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Registration Links

Dates (2022)	Time	Location	Registration link
September 19	1:00pm to 4:00pm	Cold Lake	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405429359127
September 20	1:00pm to 4:00pm	St. Paul*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405432949867
September 21	9:00am to 12:00pm	Lloydminster	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405433541637
September 27	1:00pm to 4:00pm	Peace River	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405435868597

Last Updated: September 1, 2022

September 28	9:00am to 12:00pm	Peace River*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436219647
September 29	9:00am to 12:00pm	Grande Prairie	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-405436751237
October 17	8:30am to 11:30am	Drumheller	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412462665937
October 17	1:45pm to 4:30pm	Airdrie	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410829621457
October 18	1:00pm to 4:00pm	Lethbridge	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410837525097
October 19	9:00am to 12:00pm	Medicine Hat	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-410839440827
October 24	1:00pm to 4:00pm	Fort McMurray	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412386127007
October 25	9:00am to 12:00pm	Fort McMurray*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412392385727
October 26	9:00am to 12:00pm	Lac La Biche	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412407831927
November 7	1:00pm to 4:00pm	Drayton Valley	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412415254127
November 8	1:00pm to 4:00pm	Wetaskiwin	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412419747567
November 9	1:00pm to 4:00pm	Red Deer*	https://www.eventbrite.ca/e/jsg-community-justice-centre-engagement-tickets-412427661237

* Session geared towards representatives from Indigenous organizations and communities

Last Updated: September 1, 2022

MICHELLE WHITE
CHIEF ADMINISTRATIVE OFFICER
VILLAGE OF ALIX-AB
PO BOX 87
ALIX AB T0C 0B0
CANADA

September 6, 2022

Dear Michelle,

I'm reaching out to share some exciting news. The Town of Bashaw is the first Alberta municipality to offer optional repair service plans from Service Line Warranties of Canada (SLWC), an approved supplier of the Rural Municipalities of Alberta (RMA). Town officials decided to implement this program to protect homeowners from the expense and inconvenience of a water or sewer line failure.

With the economic challenges currently being faced by consumers across Canada, it is more important than ever that municipalities have solutions to ensure the safety and livability of citizens' homes and help residents avoid unexpected household repair expenses.

Offered at no cost to municipalities, the SLWC program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for municipalities to participate
- Optional 5% royalty paid to municipal program partners for use of logo helps drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

SLWC currently partners with over 70 municipalities in Canada to offer this optional protection. To date 40,000 Canadian households have chosen to participate, purchasing over 75,000 service contracts. The program performs over 4,000 repairs annually, saving Canadian homeowners over \$5 million. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

Enclosed is the press release announcing our new Alberta partner. We would welcome the opportunity to discuss the benefits of adopting this program for your citizens. Please feel free to reach out to Morty Smolash at mamolash@slwofc.ca or 514-894-3546 to set up a time to chat.

Sincerely,



Mike Van Horne
General Manager

Town of Bashaw Provides Homeowners Access to Low-Cost Home Repair Plans

NEWS PROVIDED BY

HomeServe

June 21, 2022, 09:00 ET

New Program with Service Line Warranties Canada (SLWC) is a First for Alberta Municipalities

BASHAW, AB, June 21, 2022/CNW/ - You notice a strange puddle in the front yard of your home. Or maybe a particularly unpleasant smell is wafting around your house, but you can't figure out the source. Worse, an unexplainable spike in your water bill or noticeably lower water pressure in your sinks and showers. These are issues homeowners face every day, and many don't realize that these problems are in most cases their responsibility to repair.

Service Line Warranties of Canada, or SLWC, offers optional repair service plans with the aim of protecting homeowners from these situations – and starting June 2022, Bashaw homeowners will be the first in the province of Alberta to have access to SLWC plans. Officials in the Town of Bashaw decided to implement this new optional program so that residents have the opportunity to spare themselves from the worry and cost when a failure occurs to the water or sewer line that connects their home to the town's systems.

SLWC'S no-deductible, low-cost service plans provide protection for repairs that are not covered under standard homeowner's insurance or by the town, filling a gap in coverage that residents can now have the chance to fill. The Town of Bashaw and SLWC work towards the same goal: to ensure resident homeowners do not have to pay hundreds or even thousands of dollars out of pocket for a repair and don't have to worry about finding a reputable contractor to do the work.

"We are excited to make these optional, low-cost repair plans available to our residents through a proven, reputable program like Service Line Warranties," says CAO Theresa Fuller. "Every homeowner knows that sometimes, unfortunate things happen. To provide access to our residents with a way to eliminate the financial burden or worry from these situations is a huge win for our community."

Since the SLWC program began in 2014, Canadian homeowners have saved more than \$6 million in repair expenses. While the program partnership marks the first for SLWC in the Province of Alberta, Bashaw joins 65 municipalities in Ontario that also provide their residents access to SLWC

repair service plans. The program is provided at no cost to Bashaw, and no public funds are used to promote or administer it.

The introduction of this option for homeowners in Bashaw comes at an important time. A recent "State of the Canadian Home" survey found that nearly one in five (19%) Canadian homeowners have nothing set aside for an emergency. The same survey found that close to one third (31%) of Canadian homeowners have just \$500 or less set aside for an unexpected issue.

Homeowners will soon receive information in the mail about the SLWC program and available service plans. There is no obligation to sign up for a plan – participation is voluntary. The mailings are administered by SLWC but will include the Town of Bashaw's logo to indicate that the mailing is legitimate and that there is a partnership in place between the town and SLWC.

"A SLWC service plan is a smart way for homeowners to prepare for a home emergency. These plans take the worry, inconvenience, and financial burden out of the repair," said Mike VanHorn, General Manager, Service Line Warranties of Canada, a HomeServe Company. "If something goes wrong, these plans equip Bashaw homeowners with reliable access to local, licensed, and vetted contractors who can quickly and professionally complete needed repairs on service lines."

Bashaw homeowners with questions or who wish to receive more information about SLWC or the plans available to residents can call 1-866-922-9004 or visit www.slwofc.ca.

About Service Line Warranties of Canada

Service Line Warranties of Canada (SLWC) is part of HomeServe, a leading provider of home repair solutions serving over 4.8 million customers across North America since 2003. Launched in 2014, SLWC is the trusted source of utility line protection programs across Canada, as recognized by the Association of Municipalities of Ontario (AMO) and the Rural Municipalities of Alberta (RMA). In addition, SLWC is a corporate partner of the Federation of Canadian Municipalities (FCM).

Together with HomeServe, SLWC is dedicated to supplying best-in-class repair plans and delivering superior customer service to consumers through over 1,100 leading city, municipal and utility partners across North America.

SOURCE HomeServe

For further information: Meghan Boyd, Meghan.boyd@hkstrategies.ca



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

AR 52496

September 28, 2022

Dear Mayor/Reeve:

The Government of Alberta is recognizing and endorsing the following International Holocaust Remembrance Alliance working definition of anti-Semitism through an order-in-council.

“Anti-Semitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of anti-Semitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Thirty-five countries, including Canada in 2019, endorsed or adopted this definition. Along with Alberta, three other provinces: Ontario (2020), Québec (2021) and New Brunswick (2021) have already endorsed or adopted the definition.

The *Alberta Human Rights Act* prohibits discrimination on the basis of several categories, including race, religious beliefs, colour, ancestry, and place of origin. All forms of racism are unacceptable, and endorsing this definition is just one way Alberta's government is combating racism, supporting racialized communities, and promoting a safe and welcoming province for everyone.

The Government of Alberta is asking all municipalities across Alberta to consider accepting and amending their bylaws to reflect this definition.

Sincerely,

Honourable Tyler Shandro, KC, ECA

cc: Honourable Ric McIver, ECA, Minister of Municipal Affairs

