

**SUMMER VILLAGE OF SILVER SANDS
AGENDA**

Friday, October 27th, 2023 at Fallis Community Hall and Via Zoom
Commencing at 9:00 a.m.

(As per bylaw 286-2018 Council and/or Council Committee meetings may not be
filmed or voice recorded.)

1. Call to order

Treaty 6 Territory Land Acknowledgement

The Summer Village of Silver Sands acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with indigenous communities in a spirit of reconciliation and collaboration.

2. Agenda

a) Friday, October 27th, 2023 Regular Council Meeting

(approve agenda as is, or with amendments, additions or deletions)

3. Minutes:

a) Friday, October 6th, 2023 Regular Meeting Minutes

(approve minutes as is, or with amendments)

p 1-8

4. Delegations:

n/a

5. Public Hearings:

n/a

6. Bylaws

n/a

7. Business:

a) Onoway Regional Fire Services amending agreement – please refer to the attached September 20th, 2023 letter from Town of Onoway CAO Jennifer Thompson on the noted changes to the fire services agreement. When this was originally brought to Council, Council supported an amending agreement (not a new agreement for fear this would open up other parts of the agreement) for the purpose of a name change only. This matter will be discussed at the October 24th, 2023 ORFS meeting and I understand legal counsel will

p 9-16

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be present to address concerns/questions from the membership.

(that the fire services amending agreement between the Summer Village of Silver Sands and the Town of Onoway with the name change from North West Fire Rescue – Onoway Ltd to Fire Rescue International Ltd (FRI), a non-profit entity, be approved as presented (or amended), and execution be authorized)

or

(some other direction as given by Council at meeting time)

- p 17-32
- b) Fortis Franchise Fee for 2024 – each year Council is provided the information with respect to your Fortis franchise fee and Council sets what the franchise fee will be for the subsequent calendar year. Currently your fee is set at 3%, and the cap on fees is 20%. If Council chooses to leave your fee at 3% the estimated revenue generated in 2024 is \$5,750.00, for example, if Council was to consider an increase to 5%, the estimated revenue generated would be \$9,300.00. A list showing the % fee for other urban municipalities is attached, along with all sorts of other information.

(that the Fortis Franchise Fee for the Summer Village of Silver Sands for the 2024 year be set at _____%)

- p 33-36
- c) Extended Producer Responsibility (EPR) – please refer to the attached October 13th, 2023 letter from AB Munis Chief Executive Officer Dan Rude on the noted program. At our last Council meeting we had a motion to pre-register for this, but administration is now seeking a motion to official register the Summer Village for the EPR program. Also attached is an October 12th, 2023 email from administration Angela Duncan on this matter.

(that the Summer Village of Silver Sands register for the Extended Producer Responsibility (EPR) program)

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- p 37-38
- d) Emerging Trends in Municipal Law Seminar – the noted annual seminar hosted by Brownlee LLP is scheduled for Thursday, February 15th, 2024 in Edmonton. Details on topics are yet to be announced, this is simply a save the date notice.

(that subject to relative topics, Council and Administration be authorized to attend the Brownlee LLP Emerging Trends in Municipal Law Seminar scheduled for Thursday, February 15th, 2024 in Edmonton)

or

(accept for information)

- e) Telus NG9-1-1 Agreement – further to discussions at our previous two Council meetings.

p 39-63
p 64-68

Next Generation 9-1-1 Local Government Service Agreement is attached for Council review. This Agreement is with TELUS Communications. Parkland 911 Public Service Answering Point (PSAP) is planning its onboarding process to the new NG9-1-1 network. In order for Parkland 911 PSAP to complete their transition to the new NG9-1-1 network, the Local Governing Authorities served by Parkland County 911 are required to execute the CRTC-approved NG9-1-1 agreement. This critical requirement will play a significant role in launching the new and improved features of NG9-1-1 that serve the citizens of the Summer Village of Silver Sands. This new Agreement is very similar to the legacy 9-1-1 Agreement. The main difference is that the new technology is based on an IP network which requires different security protocols due to the risks with vulnerabilities. That said, the obligations in section 3 for TELUS reflect the new technology as well as the obligations for the PSAP in section 4 have been updated. The other major change is while you still are required to provide TELUS with your addressing data, once this network is deployed the format will need to change to a GIS standard that NG9-1-1 network can work with. This addressing data change to GIS standards will be required to be in place in approximately 2-3 years from now.

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We had added some additional information with respect to Alberta Municipal Data Sharing Partnership which is a partnership of Alberta Municipalities which is guided by a volunteer board, elected by the membership. Administration just received this information at agenda preparation time, so we have not fully reviewed, nor can we relay to Council all the pertinent information included at this time.

(that the Telus NG9-1-1 Agreement between the Summer Village of Silver Sands and Telus be approved and its execution authorized)

- p 69
- f) Land Use Bylaw project – back in 2021 Council passed the motion to proceed with the land use bylaw review (as attached). The estimate from Municipal Planning Services at the time was \$23,000.00 but the motion acknowledges that there may be additional costs over and above the \$23,000.00 AND THAT as there will not be a separately appointed steering committee for this review, that there be enhanced public engagement opportunities throughout the entire process.

The attached report shows the final costs are now in for this project from MPS and they total \$39,753.00 which is \$16,990.00 over the original estimate. Administration is asking for a motion to cover these additional costs from reserves.

As also discussed prior, along with the additional time MPS spent, Administration has expensed a great deal more hours on this project than would be a normal expectation. This project has carried on over 3 years, but in 2023 alone Administration is estimating 164 hours. As per our existing agreement with respect to charge back for work outside the normal scope this would equate to \$8,900.00. Administration is not expecting full compensation for the time involved in 2023, nor any of the time expensed in 2022 or 2021, but we are asking Council to consider compensation in a reasonable amount given the quality of work provided by Administration on this project. These costs will also have to be covered by reserve funds.

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*(that the costs overages of the Summer Village's Land Use
Bylaw review, in the amount of _____, be
covered through reserves)*

g)

h)

i)

8. Financial a) Income & Expense Statement – as of September 30th, 2023
*(accept the September 30th, 2023 year-to-date financial report
as presented)*

9. Councillors' Reports

- a) Mayor
b) Deputy Mayor
c) Councillor

(accept Council Reports for information)

10. Administration Reports

- p70
a) Public Works Report (t/b forwarded when rec'd)
b) Development Officer's Report
c) Onoway Regional Fire Services Meeting
d)

(accept above items for information)

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11. Information and Correspondence

- p 71-72 a) Alberta Beach – October 19th, 2023 letters (x2) on
Organizational Meeting results
- p 73-74 b) Community Peace Officer report for September 2023
- p 75-76 c) Royal Canadian Mounted Police – September 22nd, 2023
letter on Alberta Police Funding Model Resource Allocation
(speaks to Mayerthorpe detachment not Evansburg)
- d) Yellowhead Regional Library – information on their 2024
Budget Overview and their 2024 Draft Budget with
projections for 2025 and 2026
- p 77-93 e)

(accept correspondence for information)

12. Open Floor Discussion with Gallery (15-minute time limit)

13. Closed Meeting (if required):

14. Adjournment

Next Meetings:

- October 27th, 2023 – Regular Council Meeting
- October 28th, 2023 – SVLSACE Meeting
- November 24th, 2023 – Regular Council Meeting
- January 26th, 2024 – Regular Council Meeting

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, OCTOBER 6, 2023
HELD IN PERSON AT FALLIS HALL AND VIRTUALLY VIA ZOOM

	PRESENT	<p>Mayor: Bernie Poulin Deputy Mayor: Liz Turnbull Councillor: Graeme Horne</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (Via Zoom) Heather Luhtala, Assistant CAO</p> <p>Public Works: Dustin Uhlman</p> <p>Attendees: Tony Sonnleitner, Development Officer</p> <p>Delegation(s): a) 9:05 a.m. – Tim Crebas, along with Development Officer Tony Sonnleitner, to discuss their request as a result of high-density residential fire requirements at 13 Poplar Avenue b) 9:30 a.m. – Assunta Marozzi of Telus to discuss the NG9-1-1 network and attached agreement. This matter was deferred from the last Council meeting, pending invitation to the Telus rep. (via Zoom)</p> <p>Public at Large: 1 (via Zoom) / 5 (in person)</p>
1.	CALL TO ORDER	<p>Mayor Poulin called the meeting to order at 9:00 a.m.</p> <p>The Summer Village of Silver Sands acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with indigenous communities in a spirit of reconciliation and collaboration.</p>
2.	AGENDA 186-23	<p>MOVED by Deputy Mayor Turnbull that the October 6, 2023 Regular Council Meeting agenda be approved with the following addition:</p> <p>Under 7. Business i) Extended Producer Responsibility Program – Pre-registration for Silver Sands</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 187-23	<p>MOVED by Councillor Horne that the minutes of the August 25, 2023 Regular Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>



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4.	DELEGATIONS 188-23 189-23 190-23	<p>9:05 a.m. – Tim Crebas – 13 Poplar Avenue - Mr. Crebas made a presentation to Council respecting a request to the Municipality to grant a letter stating the Summer Village would not build on the Municipal Reserve located adjacent to their property for a distance of 10' from the property line in order to accommodate the high-density residential fire requirements for his development.</p> <p>Tim Crebas exited the meeting at 9:24 a.m.</p> <p>MOVED by Mayor Poulin that the presentation made by Tim Crebas, along with his written submission with respect to accessing a portion of the municipal reserve lands adjacent to 13 Poplar Avenue so they may meet their high intensity fire requirements for their relocated home be accepted for information AND FURTHER THAT the request to the Municipality to grant a letter stating the Summer Village would not build on the Municipal Reserve located adjacent to their property for a distance of 10' from the property line in order to accommodate the high-density residential fire requirements for his development be denied.</p> <p style="text-align: right;">CARRIED</p> <p>9:30 a.m. – Assunta Marozzi, Telus Representative - to discuss the NG9-1-1 network and attached proposed agreement between Telus and the Summer Village of Silver Sands</p> <p>Assunta Marozzi, Telus Representative, exited the meeting at 9:47 a.m.</p> <p>MOVED by Councillor Horne that Council accept for information the presentation by Assunta Marozzi from Telus with respect to the Next Generation NG9-1-1 Agreement between the Summer Village of Silver Sands and Telus AND THAT consideration of approval of this agreement be deferred pending further information and clarification.</p> <p style="text-align: right;">CARRIED</p>
5.	PUBLIC HEARINGS	n/a
6.	BYLAWS 191-23 192-23	<p>MOVED by Councillor Horne that Administration prepare a new Fees and Charges Bylaw for the Summer Village of Silver Sands once legal opinion has been received respecting various items that are to be included in the draft bylaw.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Horne that administration obtain a legal opinion to determine what options are available to the municipality to vary the tax rates and apply an assessment classification for the taxation of Recreational Vehicle lots within the recreational vehicle park located in the Silver Sand Golf & RV Resort.</p> <p style="text-align: right;">CARRIED</p>



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193-23	<p>MOVED by Deputy Mayor Turnbull that the request from Gerry & Michelle Berlinquette for their property at Lot 7A Block 9 Plan 2357MC to be added to the 16 properties listed in the draft Land Use Bylaw 335-2023 that are allowed rv's on vacant lots be denied.</p> <p style="text-align: right;">CARRIED</p> <p>Brad MacDonald, Municipal Planning Services, joined the meeting via Zoom at 10:32 a.m.</p>
194-23	<p>MOVED by Mayor Poulin that Land Use Bylaw 335-2023 be given second reading with the following amendments:</p> <p>1. Entire Land Use Bylaw: Correct minor typographical errors throughout the document, including incorrect spelling, section references, grammar, measurement formatting, and list numbering.</p> <p>2. That Section 2.2 – Definitions be revised to include the following changes to the definition for 'dwelling, single detached' (changes shown in bold): 2.2.52 – Dwelling, Single Detached means a building consisting of one (1) dwelling unit. A single detached dwelling is normally constructed on-site. However, a single detached dwelling may be constructed in pieces off-site, or even in one piece, with the piece(s) being transported to the site for assembly on-site and thus may be a modular dwelling. Single detached dwellings do not include manufactured home dwellings, mobile home dwellings, suites, park models, relocatable industrial accommodations (i.e., ATCO trailers), or recreational vehicles. A single detached dwelling must: have a front door facing the road or clearly visible from the road directly into the main level of building; occupy a greater floor area than the attached garage in the building; and comply with orientation and design requirements in Section 9.3 -Building Orientation and Design.</p> <p>3. That Section 2.2 – Definitions be revised to include the following changes to the definition for 'habitable room' (changes shown in bold and strikethrough): 2.2.79 – Habitable Room means a room or enclosed space used or usable for human occupancy, including but not limited to kitchens, bedrooms, living rooms, family rooms, bathrooms, and dens, excluding NON-HABITABLE ROOMS which include bathrooms, utility space, laundries, pantries, foyers, hallways, entry ways, storage areas and rooms in basements and cellars used only for storage purposes or any space in a dwelling providing a service function and not intended primarily for human occupancy.</p> <p>4. That Section 6.4.9.d – Requirements and Conditions of Subdivision be deleted and replaced with the following: 6.4.9.d - Alberta Environment and Protected Areas' Recommended Guidelines for Minimum Environmental Reserve/Easement Widths (included as Appendix A).</p> <p>5. That Section 9.28 – Tourist Homes be revised to include the following as 9.28.3 (and all following regulations be renumbered accordingly):</p>

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195-23	<p>9.28.3 - The development of a Tourist home in the Summer Village of Silver Sands shall require a Development Permit annually. A development permit for a Tourist home shall only be issued for a temporary period up to but not exceeding 12 months.</p> <p>6. That Section 10.2 – R1 Small Lot Residential be revised to include the following in the list of discretionary uses (and all following discretionary uses be renumbered accordingly): 10.2.3.j – Tourist homes</p> <p>7. That Section 10.3 – R2 Large Lot Residential be revised to include the following in the list of discretionary uses (and all following discretionary uses be renumbered accordingly): 10.3.3.j – Tourist homes</p> <p>8. That Regulation 9.19.1 (9.19 - Recreational Vehicles and Temporary Living Accommodations in the Residential Districts) be deleted and replaced (with the intent of removing 'tent' from the list of recreational vehicles permitted on a lot): 9.19.1 A total maximum of one (1) recreational vehicle, be it holiday trailer, motor home, camper, tent trailers or tent, may be situated, either occupied or unoccupied for storage purposes, on a residential parcel provided that a permanent single detached dwelling exists on the parcel. Such recreational vehicle must be located on-site on a parking stall or in another location on-site in a manner satisfactory to the Development Authority. 9.19.1 A total maximum of one (1) recreational vehicle, be it holiday trailer, motor home, camper, or tent trailer may be situated, either occupied or unoccupied for storage purposes, on a residential parcel provided that a permanent single detached dwelling exists on the parcel. Such recreational vehicle must be located on-site on a parking stall or in another location on-site in a manner satisfactory to the Development Authority.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Turnbull that Land Use Bylaw 335-2023 be given third and final reading with the following amendments: 1. Entire Land Use Bylaw: Correct minor typographical errors throughout the document, including incorrect spelling, section references, grammar, measurement formatting, and list numbering.</p> <p>2. That Section 2.2 – Definitions be revised to include the following changes to the definition for 'dwelling, single detached' (changes shown in bold): 2.2.52 – Dwelling, Single Detached means a building consisting of one (1) dwelling unit. A single detached dwelling is normally constructed on-site. However, a single detached dwelling may be constructed in pieces off-site, or even in one piece, with the piece(s) being transported to the site for assembly on-site and thus may be a modular dwelling. Single detached dwellings do not include manufactured home dwellings, mobile home dwellings, suites, park models, relocatable industrial accommodations (i.e., ATCO trailers), or recreational vehicles. A single detached dwelling must: have a front door facing the road or clearly visible from the road directly into</p>
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(A)

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	<p>the main level of building; occupy a greater floor area than the attached garage in the building; and comply with orientation and design requirements in Section 9.3 -Building Orientation and Design.</p> <p>3. That Section 2.2 – Definitions be revised to include the following changes to the definition for 'habitable room' (changes shown in bold and strikethrough): 2.2.79 – Habitable Room means a room or enclosed space used or usable for human occupancy, including but not limited to kitchens, bedrooms, living rooms, family rooms, bathrooms, and dens, excluding NON-HABITABLE ROOMS which include bathrooms, utility space, laundries, pantries, foyers, hallways, entry ways, storage areas and rooms in basements and cellars used only for storage purposes or any space in a dwelling providing a service function and not intended primarily for human occupancy.</p> <p>4. That Section 6.4.9.d – Requirements and Conditions of Subdivision be deleted and replaced with the following: 6.4.9.d - Alberta Environment and Protected Areas' Recommended Guidelines for Minimum Environmental Reserve/Easement Widths (included as Appendix A).</p> <p>5. That Section 9.28 – Tourist Homes be revised to include the following as 9.28.3 (and all following regulations be renumbered accordingly): 9.28.3 - The development of a Tourist home in the Summer Village of Silver Sands shall require a Development Permit annually. A development permit for a Tourist home shall only be issued for a temporary period up to but not exceeding 12 months.</p> <p>6. That Section 10.2 – R1 Small Lot Residential be revised to include the following in the list of discretionary uses (and all following discretionary uses be renumbered accordingly): 10.2.3.j – Tourist homes</p> <p>7. That Section 10.3 – R2 Large Lot Residential be revised to include the following in the list of discretionary uses (and all following discretionary uses be renumbered accordingly): 10.3.3.j – Tourist homes</p> <p>8. That Regulation 9.19.1 (9.19 - Recreational Vehicles and Temporary Living Accommodations in the Residential Districts) be deleted and replaced (with the intent of removing 'tent' from the list of recreational vehicles permitted on a lot): 9.19.1 A total maximum of one (1) recreational vehicle, be it holiday trailer, motor home, camper, tent trailers or tent, may be situated, either occupied or unoccupied for storage purposes, on a residential parcel provided that a permanent single detached dwelling exists on the parcel. Such recreational vehicle must be located on-site on a parking stall or in another location on- site in a manner satisfactory to the Development Authority. 9.19.1 A total maximum of one (1) recreational vehicle, be it holiday trailer, motor home, camper, or tent trailer may be situated, either occupied or</p>
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		<p>unoccupied for storage purposes, on a residential parcel provided that a permanent single detached dwelling exists on the parcel. Such recreational vehicle must be located on-site on a parking stall or in another location on-site in a manner satisfactory to the Development Authority.</p> <p style="text-align: right;">CARRIED</p> <p>Brad MacDonald, Municipal Planning Services, exited the meeting at 10:47 a.m.</p>
7.	BUSINESS	
	196-23	<p>MOVED by Deputy Mayor Turnbull that the memorandum of agreement between Lac Ste. Anne County and the Summer Village of Silver Sands for repayment of the overage costs from the 2018 joint road rehab project of Twp Rd 540 be approved and execution authorized – total repayment \$73,957.07 over 3 years, being \$24,652.36 per year in each 2023, 2024 and 2025.</p> <p style="text-align: right;">CARRIED</p>
	197-23	<p>MOVED by Mayor Poulin that Council and Administration be authorized to attend the Onoway Regional Fire Services All Members Meeting on Tuesday, October 24th, 2023 from 1:00 p.m. to 4:00 p.m. at the Onoway Community Hall.</p> <p style="text-align: right;">CARRIED</p>
	198-23	<p>MOVED by Councillor Horne that Council ratify the actions of Administration in reducing the list price for Lots 6, 7 and 14 in the Poppy Place Subdivision to \$48,000.00 with Frank VanDerBleek of Royal Lepage Noralta.</p> <p style="text-align: right;">CARRIED</p>
	199-23	<p>MOVED by Mayor Poulin that a portion of the remaining 2023 FCSS funding be dispersed as follows:</p> <p>Emergency services appreciation event - \$1,000.00.</p> <p style="text-align: right;">CARRIED</p>
	200-23	<p>MOVED by Deputy Mayor Turnbull that the Summer Village of Silver Sands continue to partner with the North Saskatchewan Watershed Alliance and agree to contribute \$100.00 in the 2024 year for same.</p> <p style="text-align: right;">CARRIED</p>
	201-23	<p>MOVED by Councillor Horne that the Summer Village ratify Administration providing a letter of no objection to the placement of a dock adjacent to Lot R8 Plan 223MC belonging to Christian Forster & Petra Sekhon providing all provincial guidelines are followed and provincial approvals are in place.</p> <p style="text-align: right;">CARRIED</p>



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	202-23	MOVED by Deputy Mayor Turnbull that the amending Fire Services Agreement between the Town of Onoway and the Summer Village of Silver Sands to reflect the Fire Services provider name change from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd. be accepted for information and that this agreement be brought back to Council once additional information/clarification has been received. CARRIED
	203-23	MOVED by Deputy Mayor Turnbull that the Summer Village of Silver Sands pre-register for the Extended Producer Responsibility Program through the Alberta Recycling Management Authority prior to the deadline of December 31, 2023. CARRIED
8.	FINANCIAL 204-23	MOVED by Councillor Horne that Council accept for information the income and expense statements as at August 31 st , 2023. CARRIED
9.	COUNCIL REPORTS 205-23	MOVED by Deputy Mayor Turnbull that the Council reports be accepted for information as presented. CARRIED
10.	ADMINISTRATION REPORTS 206-23	MOVED Councillor Horne that Council accept for information the Administration reports as presented. CARRIED
11.	CORRESPONDENCE 207-23	MOVED by Deputy Mayor Turnbull that the following correspondence be accepted for information: a) 2023 Equalized Assessment b) Community Peace Officer report for August 2023 c) SV of Birch Cove – August 29 th , 2023 letter on Councillor Resignation and Byelection Results d) SV of Sunrise Beach – August 28 th , 2023 letter on Councillor Resignation and Byelection Results e) Alberta Beach – August 24 th , 2023 letter on intent to enter new agreement for fire services with Onoway Regional Fire Services f) 23DP07-31 for construction of a single detached dwelling (150.5 sq.m.) c/w attached garage (66.9 sq.m.) at 16 Ash Avenue g) 23DP08-31 for construction of and accessory building c/w covered deck (98.1 sq.m.) at 16 Ash Avenue h) ABMunis – September 18, 2023 email from President, Cathy Heron, with respect to Energy Associates International (EAI's) recent misinformation



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		<p>campaign Alberta Beach – letter dated September 20th, 2023 on their recent bi-election results where Mr. Bill Love was elected by acclamation and was sworn in as a Councillor on September 19, 2023</p> <p style="text-align: right;">CARRIED</p>
12.	OPEN GALLERY 208-23	<p>MOVED by Mayor Poulin that Council accept for information the open floor discussion with gallery.</p> <p style="text-align: right;">CARRIED</p>
13.	CLOSED MEETING	n/a
14.	NEXT MEETING(S)	The next Regular Council Meeting is scheduled for Friday, October 27, 2023 at 9:00 a.m. at Fallis Hall.
15.	ADJOURNMENT	The meeting adjourned at 11:36 a.m.

 Mayor, Bernie Poulin

 Chief Administrative Officer, Wendy Wildman

(8)

FRI - Amending Agreement

debbie@onoway.ca <debbie@onoway.ca>

Thu 9/21/2023 4:25 PM

To: Alberta Beach Village Office <aboffice@albertabeach.com>; Castle Island <svcastle@telus.net>; Jennifer Thompson <cao@onoway.ca>; Nakamun Park <cao@svnakamun.com>; office@sunsetpoint.ca <office@sunsetpoint.ca>; office@svyellowstone.ca <office@svyellowstone.ca>; Rosshaven CAO <cao@rosshaven.ca>; South View <svsouthview@outlook.com>; Summer Village Office <administration@wildwillowenterprises.com>; Val Quentin <marlenehwalsh@gmail.com>; wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>
Cc: Dave Ives <david.ives@firerescueinternational.net>

📎 3 attachments (141 KB)

FRI-AMENDING-AGREEMT-THOMPSON-LTR.pdf; DRAFT Fire Services Agreement Amending for Additional Municipalities (transition to FRI - MG revisions 18 Sep 23)) - Town of Onoway.docx; DRAFT Fire Services Agreement Amending for Additional Municipalities AB Beach (transition to FRI - MG revisions 18 Sep 23)) - Town of Onoway.docx;

Good Afternoon Member Municipalities:

Attached is an amending agreement (one for Summer Villages; other for Alberta Beach) and a letter from CAO Thompson regarding the name change to Fire Rescue International.

Regards,



9



Town of Onoway

Mail: Box 540
Onoway, Alberta
T0E-1V0
Town Office: 4812-51 Street
Phone: 780-967-5338
Email: cao@onoway.ca

September 20, 2023

Onoway Regional Fire Service Member Municipalities

Dear Mayor and Council:

The member municipalities of Onoway Regional Fire Services provided resolutions to approve a name change from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd (FRI), a non-profit entity.

An amending agreement has been prepared by Patriot Law to execute the name change. North West Fire Rescue – Onoway Ltd/Fire Rescue International Ltd is responsible for the costs incurred to amend the agreement. The 2023 rates have been updated as well, as per legal counsel. The agreement may be dated to January 30, 2023, which FRI is agreeable to. There were changes implemented that did not affect the service nor the liability of municipalities in regard to the name change at this date.

You will find the amending agreement attached for each member municipality to authorize and return to the Town of Onoway. Once all amending agreements are received the Town of Onoway will execute a separate agreement as the service administrator as well as an updated bylaw in regard to fire services.

Each member municipality is responsible for updating their bylaw. For example, in the Town of Onoway, it was specific that North West Fire Rescue was the service provider, it has now been updated to reference the Fire Chief as well as an update of legislative references.

We would appreciate if you would return the executed amending agreement at your earliest convenience. Should you have questions, please contact myself.

Sincerely,

Jennifer Thompson
Chief Administrative Officer
Town of Onoway

Attachment

10

**FIRE SERVICES AGREEMENT
AMENDING AGREEMENT**

THIS AGREEMENT dated the _____ day of _____, 2023.

BETWEEN:

THE TOWN OF ONOWAY
of Box 540, Onoway, AB T0E 1V0
a municipality incorporate under the
laws of the Province of Alberta
(hereinafter the "**Town**")

-AND-

THE SUMMER VILLAGE OF _____
of _____
a municipality incorporated under the
laws of the Province of Alberta
(hereinafter the "**Summer Village**")

(Each a "**Party**" and collectively the "**Parties**" as the context requires)

BACKGROUND

WHEREAS:

- A. the **Town** and the **Summer Village** signed a Fire Services Agreement effective as of January 30, 2023 (the "Fire Services Agreement" or "FSA");
- B. The **Town** contracted with **North West** under a Fire Services Agreement dated January 1, 2016 (the "Master Fire Services Agreement" or "MFSA") to act as its Fire Services Organization, and to provide firefighting and related services to, and on behalf of, the **Town**, including services to the **Summer Village**;
- C. The **Town**, by written letter dated December 19, 2019, exercised its option under paragraph 4 of the MFSA to extend the Term of the MFSA, and such Term now extends to December 31, 2025;
- D. The **Town** and the **Summer Village** extended the Term under their FSA, and such Term now extends to December 31, 2025;
- E. **Fire Rescue International Ltd.** ("**FRI**") was incorporated March 24, 2021, as a Non-Profit Company under Part 9 of the *Companies Act* and **North West** wishes to assign the MFSA to **FRI**;
- F. The **Town** is concurrently executing a Fire Services Agreement Assignment and Amending Agreement with **North West** and **FRI** which confirms the assignment of the MFSA to **FRI** by **North West**, to be effective as of January 30, 2023 (the "Effective Date");

G. The **Summer Village** consents to the assignment of the MFSA by **North West** to **FRI** and is executing this Agreement with the **Town** to confirm its acceptance of this assignment; and

H. It is convenient in conjunction with this Agreement, to confirm the current Fee Schedule for Fire Services;

THE AGREEMENT

IN CONSIDERATION of the mutual covenants and obligations contained in this Agreement, the sufficiency of which is acknowledged by the parties, the **Town** and the **Summer Village** agree as follows:

1. The Parties acknowledge and agree that the above recitals are true and shall form an integral part of this Agreement.

Definitions

2. Except as otherwise defined in this Agreement, any defined words or phrases shall have the same meanings as in the Fire Services Agreement.

Amendment to the Fire Services Agreement

3. The Parties agree to amend the FSA to confirm as follows as of the Effective Date:

3.1. The following definition is added to paragraph 1, as sub-paragraph 1.16

1.16 "**FRI**" means Fire Rescue International Ltd.

3.2. Subparagraph 1.12 is amended to read as follows:

1.12 "Onoway Fire Hall" means the fire hall location occupied by **FRI** in the Town of Onoway, at the Civic Centre at 4812-51 Street, or as otherwise agreed between the Town and **FRI**.

3.3. All references to the **Town** contracting with **North West** to act as its Fire Services Organization shall be replaced with the **Town** contracting with **FRI** as its Fire Services Organization.

3.4. Without limiting the generality of the foregoing subparagraph, all references in paragraph 4 of the FSA to **North West** shall be replaced with **FRI**.

3.5. The Fee Schedule for Fire Services is as outlined in the attached **Schedule "A"**.

4. Except as otherwise amended by this Agreement, the FSA remains in full force and effect.

General

5. This Agreement shall be construed in accordance with and governed by the laws of the Province of Alberta.

6. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns, subject to paragraph 28 of the FSA.

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7. This Agreement may be signed by counterpart and with an electronic or digital signature. An electronic or digital copy is as authentic as an originally signed document.

THIS AGREEMENT IS SIGNED BY THE TOWN:

THE TOWN OF ONOWAY

PER:

Name: _____
Position: _____
("I have authority to bind the Municipality")

(signature) Witness as to signature
(or municipal / corporate seal)

THIS AGREEMENT IS SIGNED BY THE SUMMER VILLAGE:

THE SUMMER VILLAGE OF

PER:

Name: _____
Position: _____
"I have authority to bind the Municipality"

(signature) Witness as to signature
(or municipal / corporate seal)

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SCHEDULE "A"
Fee Schedule for Fire Services

Basic (Annual) Fee (GST Exempt)

The basic (annual) (standby) fee shall be comprised of the following:

- \$75.00 per titled lot within the municipal boundaries of each of the following municipalities: Town of Onoway, Village of Alberta Beach, Summer Village of Val Quentin, and Summer Village of Castle Island;
- For the Summer Village of Sunset Point:
 1. \$75.00 per titled lot within its municipal boundaries (not including the 2 lots associated with the Sunset Point Bible Camp); and
 2. An additional fee in respect of the Sunset Point Bible Camp of 10% of the amount payable with respect to item 1 above.
- \$65.00 per titled lot within the municipal boundaries of each of the following municipalities: Summer Village of Silver Sands, Summer Village of South View, Summer Village of Yellowstone, the Summer Village of Nakamun Park, and the Summer Village of Ross Haven.

The basic fee is to be paid on a quarterly basis at the commencement of the quarter, and is earned whether there is a requirement to respond to an incident or not in the year in question. This fee shall be in place for the Term, subject to the following adjustments:

1. An annual adjustment for inflation commencing after the completion of the first year of the Term; and
2. Annual confirmation of the title count.

The Basic (Annual) Fee includes all response to Medical Aid / Medical Assist calls.

(It is recognized and acknowledged that the Town of Onoway will be levying an annual fee greater than the amounts identified above to the other municipalities in respect of Fire Services. However, the Town shall be retaining this amount (initially to be \$10.00 per titled lot) to address, among other things, annual operating and capital costs, and reserve funds.

Additional Fees (GST Exempt)

The following additional fees apply:

<u>Item</u>	<u>Member Fee *</u>	<u>Non-Member Fee**</u>
Municipal Fire, Rescue and Decontamination Services		
Fire Engine Unit complete with two (2) NFPA certified firefighters (Pumper Truck)	\$319.85 per hour \$2.85 per kilometer for the fire engine unit (round trip)	\$615.00 per hour.
Tender Unit complete with one (1) NFPA certified firefighter (Tender)	\$159.91 per hour \$2.85 per kilometer for the tender unit (round trip)	\$615.00 per hour

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<u>Item</u>	<u>Member Fee *</u>	<u>Non-Member Fee**</u>
Rapid Attack Unit complete with Two (2) NFPA certified firefighters (Rap Attack)	\$217.14 per hour \$2.28 per kilometer for truck (round trip)	\$615.00 per hour.
Command / Transport Vehicle (Charlie Units)	\$154.21.00 per hour \$1.59 per kilometer for the Command/Transport Vehicle (round trip)	\$180.00 per hour
Class 7 Engine (off road) with one NFPA Certified Operator (Gator)	\$80.00 per hour (including travel time) \$1.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$190.00 per hour
Wild Fire Land Suppression System and Standby Services		
Class 2 Engine (on road) with one (1) NFCA Certified Operator (Unit numbers: N4, N5, 23, & 27)	\$190.00 per hour (including travel time) \$2.50 per kilometer for the fire truck (round trip - from base to scene and/or from assignment to assignment)	\$615.00 per hour
Class 3 Engine (on/off road) with one (1) NFPA Certified Operator (Unit number: N2)	\$140.00 per hour (including travel time) \$2.85 per kilometer for the fire truck (round trip - from base to scene and/or from assignment to assignment)	\$510.00 per hour
Class 6 Engine (on/off road) with one (1) NFPA Certified Operator	\$110.00 per hour (including travel time) \$2.00 per kilometer for the fire truck (round trip - from base to scene and/or from assignment to assignment)	\$470.00 per hour
Tandem Water Truck / Tender (body job) with Operator	\$140.00 per hour (including travel time) \$2.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)	\$270.00 per hour

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Additional Fees		
Additional firefighters	\$67.50 per hour (each)	
Consumables	Cost of the consumable plus 25%	
Third party contractors	Cost of the contractor plus 10%	
Consulting, Training or Specialty Services to the Town	To be individually quoted	

*Member Fee – Fees applicable to services provided to the Town and the Additional Municipalities including Mutual Aid Partners.

**Non-Member Fee – Fees applicable to services provided to third parties not a direct party to this Agreement (such as to other municipalities not subject to a Mutual Aid Agreement, or otherwise)

FortisAlberta Franchise Fee Documents/Changes - Silver Sands

Kelsey Nixon <kelsey.nixon@fortisalberta.com>
on behalf of
Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>
Thu 9/28/2023 10:42 AM
To: Summer Village Office <administration@wildwillowenterprises.com>
Cc: Nicole Smith <nicole.smith@fortisalberta.com>

5 attachments (811 KB)

FortisAlberta Municipal Franchise Letter.pdf; 2023-2024 Franchise Calculator - Silver Sands.xlsx; Franchise Fee Advisement Template.docx; Municipal Franchise Fees (July 2023).pdf; Franchise Fee Advisement Notification - Please Return via Email by November 1.doc;

Good morning;

RE: Request Confirmation of Electric Distribution Franchise Fee for 2024

Please see the important information letter attached regarding the 2024 Franchise Agreement Fee Calculators and Confirmation of Information (Critical Information).

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either increase, decrease or keep your franchise fee the same, with written notice.

IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2024.

1. Review the attached letter, Franchise Fee Calculator, and present the recommendations to Council.
2. If Council is proposing an increase or decrease to your franchise fee, a resulting impact to the customer's annual billing is required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks. (Please use the sample advertisement that is attached).
3. If increasing your franchise fee, it must stay within the current **Franchise Fee Cap of 20%**.
4. **By November 1st, 2023**, please email clear copies of the following documentation to stakeholderrelations@fortisalberta.com.

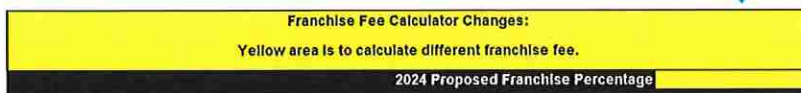
INCLUDE:

- Copies of both advertisements.
 - Publication dates for both advertisements.
 - Name & location of newspaper.
5. Any late, inaccurate or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in effect April 1, 2024.
 6. If Council decides to keep the current franchise fee you do not have to advertise, however, please notify us via email of this decision at stakeholderrelations@fortisalberta.com.

TIPS FOR USING THE FRANCHISE CALCULATOR

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from your Franchise Fee.

- On the first tab: Financial Impacts, you can change the Franchise Fee percentage (yellow cell). By changing this cell, the spreadsheet will automatically update to reflect your estimated revenue for 2024.



- On the second tab: Residential Bill Impacts, you can view the Impact to an Average Residential Bill Impact on the second tab by changing cell F21 & F39. (You will need this information for your advertisement if you are changing your current fee)
- On the third tab: January 2021 to June 2023 you can see how much revenue your municipality has collected over the last two and a half years.

If you have any questions or concerns, please contact your Stakeholder Relations Manager.

Thank you,

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Multiple Code	Neighborhood	Rate Category	2023 Transmission January to June Actuals	2023 Distribution January to June Actuals	2023 Franchise Fee Revenue January to June Actuals	12 Month Transmission (ESTIMATED)	12 Month Distribution (ESTIMATED)	12 Month Franchise Fee (ESTIMATED)	2024 Estimated Transmission Revenue Change	2024 Estimated Distribution Revenue Change	2024 Franchise Fee Revenue Change (ESTIMATED)	2024 Estimated Franchise Fee Revenue Change (ESTIMATED)	2024 Estimated Franchise Fee Revenue Change (ESTIMATED)	2024 Estimated Franchise Fee Revenue Change (ESTIMATED)
04-0202	Shore Service	11 - Residential Service	\$ 25,183.07	\$ 66,206.17	\$ 2,443.68	\$ 93,371	\$ 112,278	\$ 4,887	2.1%	2.1%	\$ 52,240	\$ 159,992.70	\$ 169,971	\$ -
04-0203	Shore Service	21 - Street Lighting	\$ 191.44	\$ 7,782.88	\$ 284.09	\$ 320	\$ 14,624	\$ 474	0.1%	0.1%	\$ 250	\$ 15,001.71	\$ 15,298	\$ -
04-0203	Shore Service	38 - Street Lighting Service	\$ 429	\$ 96.89	\$ 3.02	\$ 8	\$ 194	\$ 6	0.1%	0.1%	\$ 9	\$ 201.18	\$ 210	\$ -
04-0202	Shore Service	41 - Street General Service	\$ 1,971.19	\$ 2,231.82	\$ 10,000	\$ 2,462	\$ 4,464	\$ 268	0.1%	0.1%	\$ 2,462	\$ 4,026.45	\$ 7,121	\$ -
			\$ 26,375	\$ 76,317	\$ 2,731	\$ 96,161	\$ 117,466	\$ 5,633	\$ 4,172	\$ 52,249	\$ 174,222	\$ 179,523	\$ 187,600	\$ -

2023 Current Franchise Fee	3.00%
Franchise Fee Cap	20%
2023 Estimated Revenue	\$ 5,073
2024 Estimated Franchise Fee Revenue if your Franchise Fee remains the same	\$ 5,750
Franchise Fee Calculator Changes:	
Yellow area II to calculate different franchise fee.	
2024 Estimated Franchise Percentage	
2024 Estimated Franchise Fee Revenue if your Percentage is changed	\$ (5,073)
Difference in Franchise Fees Collected from 2023 to 2024 with Estimated DAT Rate Change.	
	\$ (5,073)

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Franchise Fee Estimating Tool is For Information Purposes Only
 This tool is designed for the municipalities to estimate the monthly charges based on a sample fee.

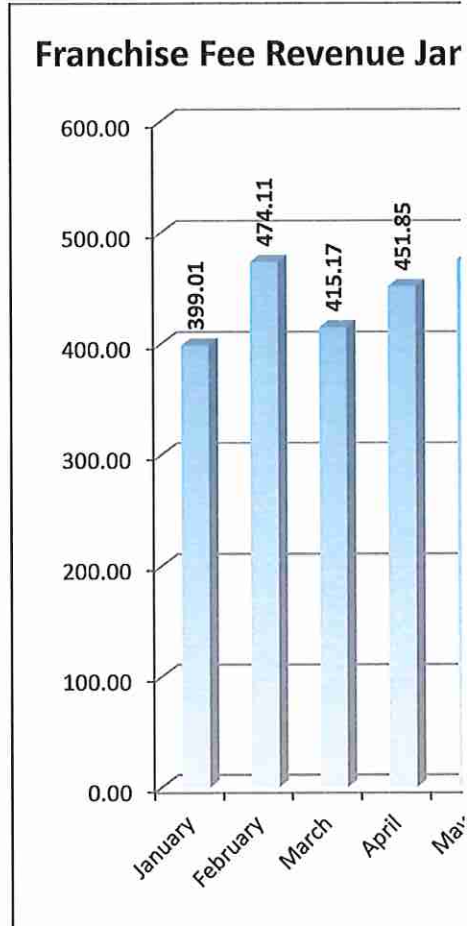
Consumption 640 kWh
 Billing Period 30 Days

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (Effective Jan.1, 2023) Distribution Tariff Estimated Rate Filing) Based on Current 3% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$ 0.071260	640 kWh	\$45.61
Basic Daily Charge	\$ 0.88298	30 Days	\$25.59
			<u>\$71.20</u>
Current Franchise Fee		3.00%	\$2.14
	GST	5.0%	<u>\$3.67</u>
			<u><u>\$77.00</u></u>
Current Annual Franchise Fee Costs: \$2.14 * 12 = \$25.63			

Proposed Residential Customer Monthly Costs			
Rate 11 (Estimated January 2024 Estimated Distribution Tariff) Based on NEW 0% Franchise Fee			
Delivery Service Charge			
All kWh Delivered*	\$ 0.075200	640 kWh	\$48.13
Basic Daily Charge*	\$ 0.92640	30 Days	\$27.76
			<u>\$75.89</u>
Estimated Proposed Franchise Fee		0.00%	\$0.00
	GST	5.0%	<u>\$3.79</u>
			<u><u>\$79.68</u></u>
Proposed Annual Franchise Fee Cost: \$0 * 12 = \$0			
* Includes estimated Rate changes.			

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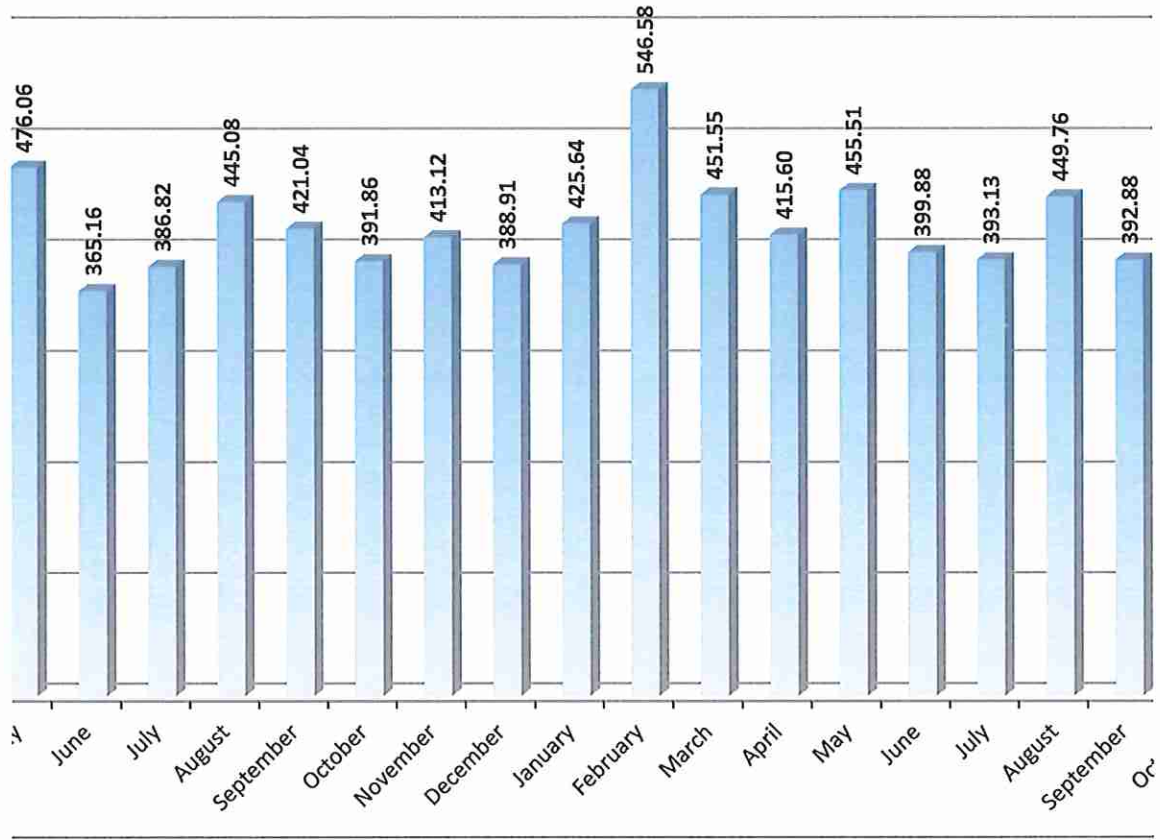
	Month	Revenue Collected
2021	January	399.01
	February	474.11
	March	415.17
	April	451.85
	May	476.06
	June	365.16
	July	386.82
	August	445.08
	September	421.04
	October	391.86
	November	413.12
	December	388.91
2022	January	425.64
	February	546.58
	March	451.55
	April	415.60
	May	455.51
	June	399.88
	July	393.13
	August	449.76
	September	392.88
	October	450.25
	November	405.10
	December	384.54
2023	January	474.56
	February	537.08
	March	453.46
	April	443.05
	May	498.90
	June	379.64



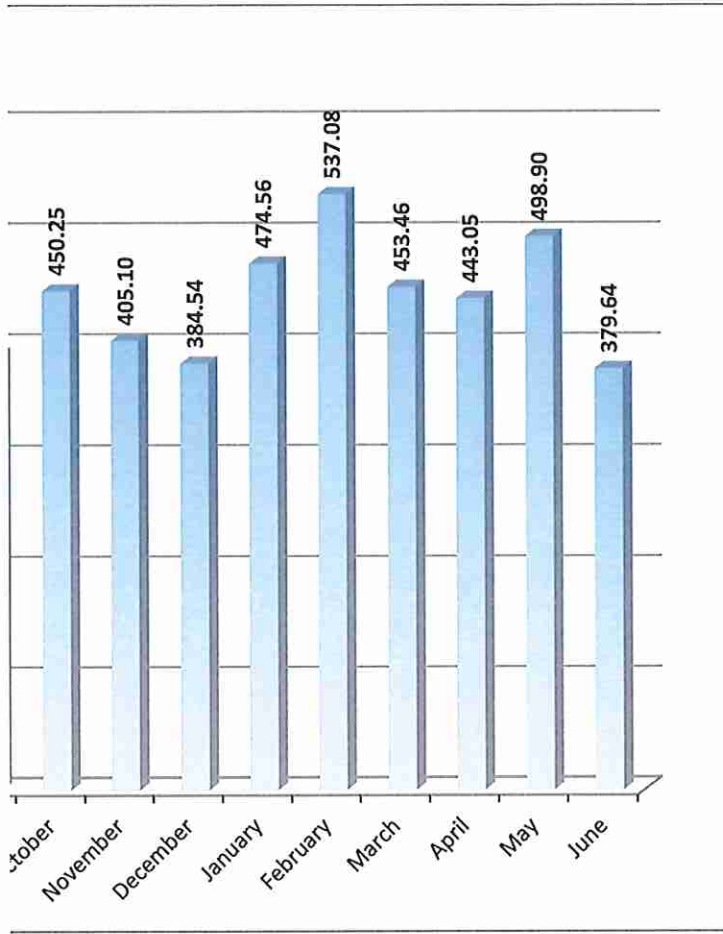
2021 Total	\$	5,028.19
2022 Total	\$	5,170.42
2023 Jan - June Total	\$	2,786.69

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January 2021 - June 2023



2/1



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TIPS FOR USING THE FRANCHISE CALCULATOR

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is int

- On the first tab: **Financial Impacts**, you can change the Franchise Fee percentage (**yellow cell**)
By changing this cell, the spreadsheet will automatically update to reflect your estimated revenue for 2

Franchise Fee Calculator Changes:

Yellow area is to calculate different franchise fee.

2023 Proposed Franchise Percentage

- On the second tab: **Residential Bill Impacts**, you can view the impact to an Average Residential Bi
(You will need this information for your advertisement if you are changing your current fee)
- On the third tab: January 2021 to June 2023 you can see how much revenue your municipality has

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ended to assist in determining the **estimated** revenue forecast from your Franchise Fee.



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	Distribution
11 - Residential Service	3.71%
21 - Farm Service	3.71%
26 - Irrigation Service	3.71%
31 - Street Lights	3.71%
33 - Street Lights	3.71%
38 - Yard Lighting Service	3.71%
41 - Small General Service	3.71%
41D - Small Gen. Service Flat Rate Only	3.71%
44 - Oil and Gas (Capacity) Service	3.71%
44D - Oil & Gas Capacity Flat Rate Only	3.71%
45 - Oil and Gas (Energy) Service	3.71%
61 - General Service	3.71%
63 - Large General Service	3.71%
65 - Transmission Connected Service	3.71%
	Transmission
11 - Residential Service	3.71%
21 - Farm Service	3.71%
26 - Irrigation Service	3.71%
31 - Street Lights	3.71%
33 - Street Lights	3.71%
38 - Yard Lighting Service	3.71%
41 - Small General Service	3.71%
41D - Small Gen. Service Flat Rate Only	3.71%
44 - Oil and Gas (Capacity) Service	3.71%
44D - Oil & Gas Capacity Flat Rate Only	3.71%
45 - Oil and Gas (Energy) Service	3.71%
61 - General Service	3.71%
63 - Large General Service	3.71%
65 - Transmission Connected Service	3.71%

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September 26, 2023

RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

2024 Franchise Fee Calculator

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

Request - Confirmation of Franchise Fee

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

StakeholderRelations@FortisAlberta.com to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

Media Coverage on Franchise Fees

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

Microgeneration Update

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com



Please email your 2023-2024 franchise decision by November 1, 2023, to stakeholderrelations@fortisalberta.com

From:
Municipality:
Phone:
Email:

- No Change
- Increase, From _____% to New Percentage: _____%
- Decrease, From _____% to New Percentage: _____%

If any changes are being made to the Franchise Fee, please provide the following:

- Clear copies of both advertisements (ran consecutively for two weeks).
- Publication dates for both advertisements.
- Name & location of newspaper.

_____ Signature	
_____ Print Name	_____ Title
_____ Municipality	_____ Date

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Advertisement Template

FRANCHISE FEE INCREASE/DECREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of _____ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective **January 1, 2024***.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (City) (Town) (Village) (Summer Village). This local access fee will be **increased/decreased** from \$__ (___%) to \$__ (___%) ** of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 640 kWh consumption in 30 days.

Questions or concerns should be directed to _____ (Name), _____ (Position) at (____) _____ (Phone Number).

Thank you.

***Your advertisement must include the full date**

****Your advertisement must have the \$ amount and the % amount**

These numbers are calculated for you once you enter the proposed change in the Franchise Calculator on the first tab (yellow box); the second tab (Residential Bill Impact) automatically populates with the estimated Residential Bill Impact by dollar & percentage.

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (Effective Jan 1, 2020) Distribution Tariff Estimated Rate Final Based on Current Franchise Fee			
Delivery Service Charge			
AKVA Delivered	\$ 0.042758	640 kWh	\$18.17
Basic Daily Charge	\$0.8167	30 Days	\$24.50
			\$42.67
Current Franchise Fee	0.50%		\$2.13
GST	5.7%		\$1.22
			\$3.35
Current Annual Franchise Fee Costs: \$0 * 12 = \$0			

Proposed Residential Customer Monthly Costs			
Rate 11 (Proposed January 2021 Estimated Distribution Tariff Based on NEW Franchise Fee)			
Delivery Service Charge			
AKVA Delivered*	\$ 0.042758	640 kWh	\$18.24
Basic Daily Charge	\$ 0.81667	30 Days	\$24.50
			\$42.74
Estimated Proposed Franchise Fee	0.50%		\$2.13
GST	5.7%		\$1.22
			\$3.35
Proposed Annual Franchise Fee Costs: \$1.25 * 12 = \$15.00			

*Includes estimated Rate Riders

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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	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
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	14%	2023/04/01	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	11%	2023/01/01
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	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

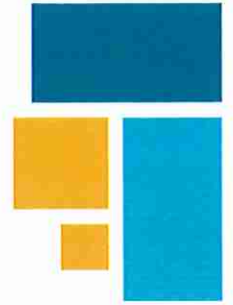
30

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	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

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Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

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October 13, 2023

Dear CAO's,

This notification provides high level updates about changes coming for municipalities and recycling. Further information on Extended Producer Responsibility (EPR) can be found on the Alberta Recycling Management Authority (ARMA)'s [EPR webpage](#) or by contacting epr@albertarecycling.ca.

1. Register for EPR: October 2 to December 31, 2023

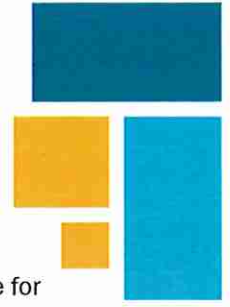
Your community has choices to make:

- For communities to be eligible for EPR they must indicate their interest by registering with ARMA.
- **Step 1: Pre-registration.** This allows ARMA to initiate one-on-one support to guide you through the process. Pre-registering should be understood as an expression of interest—as the pre-registration process will begin a robust and supported intake and onboarding process where ARMA works with each registrant.
- **Step 2: Registration.** This requires more information on the current state of your municipality's recycling programs.
- Pre-registering and registering occur in the same window of time—Oct 2 to December 31.
- Municipalities may de-register as well.
- Municipalities who choose not to register by December 31st, 2023, will continue to pay for their recycling systems, but have the opportunity to register at a later date.
- Regional waste commissions can register member municipalities on their behalf.
- Registering does not require a council decision as the community is not committed to anything at this stage.
- Municipalities can prepare for the EPR registration process. Some questions to answer are:
 - Contact information for your municipality.
 - Total population.
 - Service levels in your municipality.
 - Number of residential addresses and the number receiving paper and plastic recycling collection.
 - Number and location of depot recycling collection sites.

2. What is EPR?

Extended Producer Responsibility is exactly what it sounds like. Currently, producers sell products. When products reach their end of life, they become waste—waste that is managed by municipalities. EPR extends the responsibility of end-of-life products back to producers.

- Alberta's EPR system covers Packaging and Paper Products (PPP), and Hazardous and Special Products (HSP). In each of these categories, only specific materials are designated for management by EPR. Not all materials currently handled by municipalities in these categories are covered by the regulations.
- EPR regulations only apply to residential materials—not institutional, commercial, nor industrial materials.
- EPR is a voluntary program that saves municipalities money.



3. Steps after registration:

- For those municipalities who want EPR in their community, producers will become responsible for recycling. However, there is a range of ways producers become responsible for operations, including:
 - Hiring a municipality or a private service provider to perform specific functions, including collection.
 - If a municipality becomes a service provider to a producer it does so under a mutually agreeable, contractual relationship directly between the producer and the municipality.
- Under EPR, producers, not the municipality, are responsible for achieving its regulated outcomes.
- Producers must submit their plans to ARMA to collect and manage their designated materials by April 1, 2024—then become responsible for collection and management of recyclables by April 1, 2025 (for single family residential) from municipalities.
- Municipalities must agree to enable producers to become responsible for the collection and management of designated material before any changes to local system operations can be made.
- Producers must implement plans for multi-unit residential on April 1, 2025—where the community authority is currently providing recycling services.

4. Key background:

- In November 2022, the Government of Alberta passed regulations to reduce the financial burden of recycling on municipalities by shifting the physical and financial responsibility of collecting, processing, and recycling materials—from municipalities to producers.
- EPR has been implemented in other provinces and is now coming to Alberta. Further information on EPR can be found on the Alberta Recycling Management Authority's [EPR webpage](#).
- The Alberta Recycling Management Authority (ARMA) is the designated oversight body for EPR. This means they will be responsible for ensuring that regulated parties undertake their required roles in the system and achieve the results required by regulation.
- The entities responsible for implementing recycling collection services are called “Producer Responsibility Organizations” (PROs).

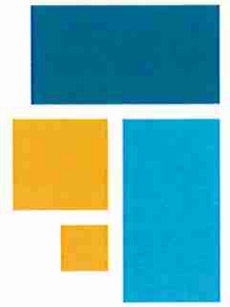
5. Benefits of EPR:

While EPR is not a new concept for producers or suppliers, it is a new concept for Albertans. EPR presents several positive opportunities for Alberta municipalities:

- It will increase the recycling of products across the province as producers take responsibility for recycling the products they create—meaning fewer products end up in our landfills or disposed in other ways.
- It is a step towards creating an Albertan circular economy—as products that previously ended up in the waste stream are redirected and recycled into new products to be used again and again. This means more job creation, more economic investment, and larger economies.

6. Important EPR Contacts

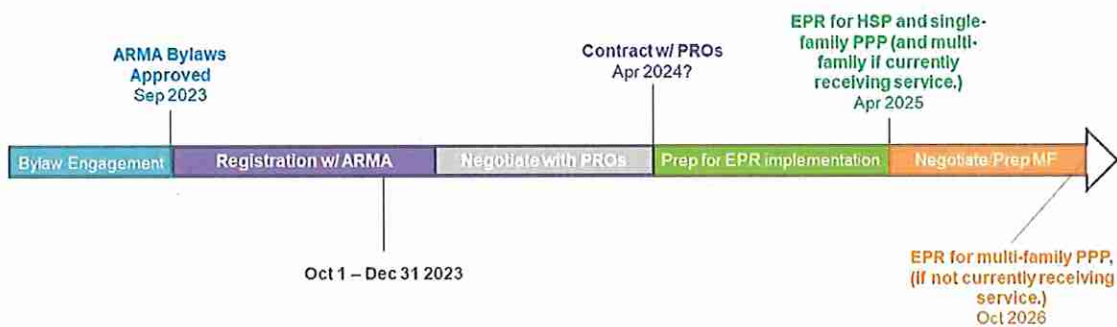
- Alberta Environment and Protected Areas (Regulations):
 - AEP.RecyclingRegulation@gov.ab.ca
- Alberta Recycling Management Authority (Oversight):
 - epr@albertarecycling.ca
 - Contact for registration details.



- Circular Materials (Operations):
 - ABoperations@circularmaterials.ca
 - Producer Responsibility Organization for Packaging and Paper Products.
 - Circular Materials Alberta Municipal Working Group. Oct 25. Zoom webinar for municipalities meeting series to support ongoing collaboration with municipalities as we prepare for program implementation. This will be a forum to share feedback, raise questions and directly engage with our team. [Register here.](#)
- Product Care (Operations):
 - alberta@productcare.org
 - Producer Responsibility Organization for Hazardous and Special Products.

Waste collection programs in Alberta municipalities can vary widely, so each municipality will have different impacts and considerations to work through. If you have any questions please contact Kris Samraj, Policy Analyst (780-431-5431, kris@abmunis.ca).

EPR Milestones



Sincerely,

Dan Rude
Chief Executive Officer

EPR Registration

Wildwillow Enterprises <angela@wildwillowenterprises.com>

Thu 10/12/2023 2:18 PM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; ddm@kronprinzconsulting.ca <ddm@kronprinzconsulting.ca>; Summer Village Office <administration@wildwillowenterprises.com>; tori wildwillowenterprises.com <tori@wildwillowenterprises.com>; swestcove@outlook.com <swestcove@outlook.com>
Cc: svsouthview@outlook.com <svsouthview@outlook.com>

Hello all,

I want to make sure that everyone is aware of what is going on with EPR so that all our communities have an opportunity to register.

First, for anyone who is unaware, Extended Producer Responsibility (EPR) shifts the cost of residential recycling from municipalities to producers and is being implemented in 2 phases. Phase 1 will see producers become responsible for collecting recycling (paper and packaging products (PPP) and Hazardous and Special Products (HSP)) in Municipalities who currently have curbside pick up or depot service and will come into effect April 1, 2025. Phase 2 will see producers become responsible for residential collection (curbside or depot) in all municipalities as of Oct 1, 2026.

While this seems far away, municipalities must register to become a part of the EPR system and registration is now open and will remain open until Dec 31, 2023. There will be a second intake after this date, but this could mean delayed access to services, especially for any municipalities who currently have collection or depot service. Registration is a 2-part system and is being done by ARMA, as they are responsible for the EPR program.

Municipalities must pre-register, this should take 10-15 minutes, and allows ARMA to send you more information on EPR, the registration process, and the spreadsheet that needs to be completed to officially register. This can be done without direction from Council. The second step is to register for EPR and this is likely something that should go to Council, after you have the information from the pre-registration. Council also has the option to make a motion designating another entity (like a Regional Waste Commission or another municipality) as a community authority so that they can register on the community's behalf. The link to pre-register can be found at <https://www.albertarecycling.ca/epr-oversight/>.

Have a great day,

Angela

36

Save the Date: Emerging Trends in Municipal Law 2024

Moyo, Nicole <nmoyo@brownleelaw.com>

Wed 10/11/2023 12:36 PM

To:wendy.wildwillowenterprises.com <wendy@wildwillowenterprises.com>

EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED
BY



BROWNLEE LLP
Barristers & Solicitors

CALGARY February
8th, 2024

EDMONTON February
15th, 2024

Save the Date: Emerging Trends in Municipal Law 2024

Brownlee LLP cordially invites you to our annual Emerging Trends in Municipal Law seminar, aimed at delivering expert insight and understanding into the field of municipal law. Join us as we delve into the challenges, opportunities and changes that lie ahead for municipalities, while providing invaluable strategies to empower municipal success at this invite-only event.

Please mark your calendars and feel free to reach out to me at nmoyo@brownleelaw.com if you have any questions.

Stay tuned for further updates!

Emerging Trends dates:

- Feb 8th 2024 – Calgary
- Feb 15th 2024 – Edmonton

Sincerely,

Brownlee LLP

This message is sent on behalf of the Brownlee Municipal Practice Area.

You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.

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530 – 8 Ave. SW
Calgary, AB T2P 3S8
(403) 232-8300
Toll Free: 1-877-232-8303

Vancouver:
1450 Toronto Dominion Tower
700 West Georgia St.
Vancouver, BC V7Y 1K8
(604) 416-5100

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Re: Signature requirement - Town of Onoway NG9-1-1 Agreement

Assunta Marozzi <assunta.marozzi2@telus.com>

Thu 8/31/2023 11:54 AM

To: Summer Village Office <administration@wildwillowenterprises.com>


 1 attachments (6 KB)

image005.png;

Good morning Heather,

Thank you for the invite!

I can participate via zoom. Please send me details once you have them.

Kind regards,

Assunta Marozzi

LGA Relations Manager

NG9-1-1

T. (780) 508-1237

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I humbly acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and traveling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. I acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

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On Tue, Aug 29, 2023 at 11:56 AM Summer Village Office
<administration@wildwillowenterprises.com> wrote:

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Hello Assunta, the Summer Village of Silver Sands Council reviewed the noted agreement at their August 25th Council meeting, and requested further clarification of the agreement before approving and signing. Would you or a team member be available to explain the details of NG9-1-1 agreement and answer any of Council's questions at their next Council meeting scheduled for Friday, October 6, 2023 at 9:00 a.m.? The meetings are held in-person at Fallis Hall and virtually via Zoom.

Please let me know if this is a possibility and if this date would work for you or a team member to attend (either in-person or via Zoom).

Thank you,

Heather Luhtala,

Assistant CAO/Administration

Summer Village of Silver Sands - www.summervillageofsilversands.com

Email: administration@wildwillowenterprises.com

Phone: 587-873-5765 Fax: 780-967-0431

NOTE: NEW CONTACT INFORMATION FOR THE SUMMER VILLAGE OF SOUTH VIEW

Summer Village of South View - www.summervillageofsouthview.com

NEW - email: svsouthview@outlook.com

NEW - phone: 780-967-0271

NEW - Assistant CAO/Administration Contact - Angela Duncan

From: Assunta Marozzi <assunta.marozzi2@telus.com>

Sent: Tuesday, August 15, 2023 5:04 PM

To: cao <cao@onoway.ca>; Summer Village Office <administration@wildwillowenterprises.com>

Cc: Karen Clark <karen.clark@parklandcounty.com>

Subject: Signature requirement - Town of Onoway NG9-1-1 Agreement

Good afternoon,

We are excited to announce your Parkland 911 PSAP is planning its onboarding process to the new NG9-1-1 network.

In order for Parkland 911 PSAP to complete their transition to the new NG9-1-1 network, the Local Governing Authorities served by Parkland County 911 are required to execute the CRTC-approved NG9-1-1 agreement. This critical requirement will play a significant role in launching the new and improved features of NG9-1-1 that serve the citizens of the Town of Onoway.

Accordingly, I have attached a copy of the agreement for signature.

To help facilitate and for additional clarity concerning Schedule B,D, E, F and G:

Schedule B: initials required

Schedule D: Not required to be filled in. Schedule D is reserved for provincial and federal PSAPs such as AHS, RCMP, DND.

Schedule E: At this time we are not expecting any data to be filled for Schedule E as this is specific to the introduction of the NG9-1-1 GIS (anticipated sometime between 2025 - 2027). As we get closer to implementation, we will follow up to obtain the LGAs Schedule E information. In the interim, the legacy processes for submitting municipality address data to TELUS will continue.

40

Schedule F: initials required

Schedule G: the LGA must designate a Local Registration Authority ("LRA"). The LRA will be responsible for determining and managing which users will be authorized to access the NG9-1-1 network and managing their credentials, user names, passwords, etc. An LRA can be assigned for a specific PSAP(s) or may be assigned for all PSAPs in an entire serving territory. While an LGA can designate themselves to manage PSAPs users' access, in most cases, the LGA will designate their respective PSAPs with the LRA responsibilities. If you prefer your PSAPs to be your LRA, then please fill in each of the respective PSAPs serving (Parkland 911) within Schedule G (per line) accordingly.

I look forward to receiving your signed agreement.

Kindest regards,

Assunta Marozzi

LGA Relations Manager

NG9-1-1

T. (780) 508-1237

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I humbly acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and traveling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. I acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

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S.V. Silver Sands NG 9-1-1 Agreement - signature request

Assunta Marozzi <assunta.marozzi2@telus.com>

Mon 7/31/2023 3:05 PM

To: Summer Village Office <administration@wildwillowenterprises.com>

Cc: Karen Clark <karen.clark@parklandcounty.com>

📎 1 attachments (876 KB)

NG9-1-1LGAS.V.ofSilverSandsAgreement.pdf;

Good afternoon,

We are excited to announce your Parkland 911 PSAP is planning its onboarding process to the new NG9-1-1 network.

In order for Parkland 911 PSAP to complete their transition to the new NG9-1-1 network, the Local Governing Authorities served by Parkland County 911 are required to execute the CRTC-approved NG9-1-1 agreement. This critical requirement will play a significant role in launching the new and improved features of NG9-1-1 that serve the citizens of the S.V. Silver Beach.

Accordingly, I have attached a copy of the agreement for signature.

To help facilitate and for additional clarity concerning Schedule B,D, E, F and G:

Schedule B: initials required

Schedule D: Not required to be filled in. Schedule D is reserved for provincial and federal PSAPs such as AHS, RCMP, DND.

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Assunta Marozzi

LGA Relations Manager

NG9-1-1

T. (780) 508-1237

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I humbly acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and traveling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. I acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

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NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

This Agreement for the provision TELUS' Next Generation 9-1-1 Service (the "Agreement") is effective the _____ day of _____, 2023 (the "Effective Date")

BETWEEN:

(the "Local Government Authority" or "LGA")

AND:

TELUS Communications Inc.
("TELUS")

WHEREAS the Local Government Authority wishes to provide its citizens with access to Next-generation 9-1-1 ("NG9-1-1") Emergency Services ("NG9-1-1 service") through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1;

WHEREAS, the legacy 9-1-1 service is, as per Telecom Regulatory Policy CRTC 2017-182 ("TRP 2017-182"), called "Next Generation 9-1-1 – Modernizing 9-1-1 networks to meet the public safety needs of Canadians", is due to be decommissioned by order of the Canadian Radio-television Commission ("CRTC").

WHEREAS, the current legacy 9-1-1 LGA service agreement will remain in effect and supplement the NG9-1-1 until such time the legacy 9-1-1 network is decommissioned.

WHEREAS TELUS, as mandated by the CRTC, is the sole provider of NG9-1-1 services in the province in which the LGA is located and as such can route calls, sessions or events from the inhabitants of the LGA calling the 3-digit emergency telephone number 9-1-1 to the appropriate Public Safety Answering Point which provides the 9-1-1 caller with access to Emergency Services;

WHEREAS TELUS has developed an IP based next generation 9-1-1 service designed to replace the legacy provincial enhanced 9-1-1 service that will transit calls, sessions and events to the 3-digit emergency telephone number 9-1-1 in accordance with the terms and conditions laid out in TRP 2017-182 and Telecom Decision CRTC 2021-199 ("Decision 2021-199"); and

WHEREAS TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service in the form of a fee levied against each End-User as prescribed in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) filed in accordance with the process laid out in TRP 2017-182 and any future modifications thereto.

NOW THEREFORE in consideration of the mutual agreements hereinafter contained and other good and valuable consideration, the parties hereto agree as follows:

1 DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

2 SCOPE OF AGREEMENT

2.1 **Agreement:** The LGA and TELUS (collectively, the "Parties") hereby agree to fulfil their respective obligations as per the terms and conditions set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) and those contained in this Agreement, in order to provide NG9-1-1 emergency calling services. The Parties agree that this Agreement is for their mutual advantage and is designed to provide continued access to Emergency Services to the

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

served inhabitants within the Serving Area.

- 2.2 **Cost Recoveries:** The Parties agree that TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service via the TELUS NG9-1-1 Tariff filed by TELUS to be levied against entities that provide access to NG9-1-1 services in TELUS' ILEC operating territory.
- 2.3 **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("ESInet"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calling over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using TELUS's IP VPN service to the PSAPs. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("NGCS") and may include other third-party applications from trusted entities as may be requested by the LGA and agreed to by TELUS. TELUS provided NG9-1-1 Service features are described in the User-to-Network Interface ("UNI") document. The LGA agrees that TELUS is not responsible nor liable for damages arising from LGA's use of third-party applications in conjunction with the NG9-1-1 Service.

3 TELUS' OBLIGATIONS

In accordance with TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), TELUS agrees to:

- 3.1 Provide TELUS Next Generation 9-1-1 Service to the LGA in order to provide End-Users, within the Serving Area, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1, as further described herein.
- 3.2 Provide TELUS' Next Generation 9-1-1 Network access, network termination/demarcation, and services to the PSAP, as agreed to by TELUS and the LGA, to be used to answer and transfer calls, sessions and events to the 3-digit emergency telephone number 9-1-1.
- 3.3 Provide Selective Routing and Transfer of emergency calls, sessions and events to the Primary PSAP and Secondary PSAPs according to instructions provided by the LGA, including those described in PSAP Contingency Plans.
- 3.4 Provide 9-1-1 caller information, as ordered by the CRTC, to the PSAP(s).
- 3.5 Maintain and update the 9-1-1 mapping and addressing database subject to receipt of the information required to be provided by the LGA pursuant to paragraphs 4.4.2 and 4.4.3.
- 3.6 Be responsible for any other requirements not specifically identified in this Agreement related to matters of the kind as imposed by the CRTC.
- 3.7 Where an Originating Network Provider has entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, TELUS shall remain responsible for all aspects of the operation of the TELUS Next Generation 9-1-1 Service and shall not be relieved of any of its obligations under this Agreement.
- 3.8 Maintain a 24x7 9-1-1 Support Team to monitor the network and coordinate activities with stakeholders.
- 3.9 Maintain a fallback Third Party Operator Service that will accept NG9-1-1 calls, sessions and events and route them to the appropriate Primary PSAP in the event of network,

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- routing, or location issues.
- 3.10 Selectively route and enable the selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to Policy Routing Rules crafted to the needs of the LGA, including those described in PSAP Contingency Plans.
 - 3.11 Maintain a PSAP Contingency Plan as prepared by each PSAP in the event of network or customer equipment outage or evacuation.
 - 3.12 Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy/errors reporting back to the Local Government Authorities or their designees.
 - 3.13 Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the LGA and as listed in Schedule "D" (PSAP Designations & Locations).
 - 3.14 TELUS is responsible for delivering NG9-1-1 traffic to the TELUS NG9-1-1 demarcation point. TELUS will not be responsible for any issues, nor will it troubleshoot outages or failures proved to be occurring with the LGA network, which begin on the LGA side of the TELUS NG9-1-1 demarcation point.
- 4 OBLIGATIONS OF THE LGA
- 4.1 As it applies to PSAPS, the LGA agrees to:
 - 4.1.1. Designate Primary PSAPs, Secondary PSAPs, and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area. In the event that the LGA contracts with a third party for the management and operation of the PSAP, the LGA will remain responsible for all aspects of the operation of the PSAP and will not be relieved of any of its obligations under this Agreement.
 - 4.1.2. Ensure that all PSAPs are i3-compliant as per the conditions listed in section 6, requirements listed in Schedule C, and documents referenced in Schedule E of this document are connected to the NG9-1-1 network
 - 4.1.3. Ensure that all PSAPs provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements further detailed under Schedule C. LGA shall put in place a Business Continuity Plan applicable to the PSAPs and test it annually.
 - 4.1.4. Provide TELUS with a minimum of ninety (90) days' written notice of an intended change of a PSAP in their serving area.¹
 - 4.2 The LGA acknowledges and understands that in cases where Next Generation 9-1-1 calls, sessions and events are delivered to TELUS without complete location information, these calls, sessions and events may be routed to a default PSAP which may be a Provincial Default i3 PSAP, designated by the provincial government or an alternate default PSAP selected and managed by TELUS.
 - 4.3 As it applies to mapping addressing data (GIS or MSAG), where not otherwise defined by

¹ See Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

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applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, the LGA shall create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the LGA, such party shall be identified in Schedule "E", and that 9-1-1 specific GIS data layers must be provided directly to TELUS in a secure manner without transiting through any shared open platform upon implementation of GIS functionality within the NG9-1-1 network. The LGA agrees to provide TELUS with a minimum of ninety (90) days' written notice of a change in GIS data providers. The LGA shall take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.

- 4.4 As it applies to Serving Area, the LGA shall coordinate the participation of all PSAPs in the Serving Area with respect to TELUS Next Generation 9-1-1 Service. This will include:
- 4.4.1. Determining, in conjunction with TELUS, the Serving Area and Emergency Service Zones served by the PSAPs;
 - 4.4.2. Providing and validating, as required by TELUS, all geographical data, including street names, addresses, or other data provided by the geographic information system (GIS) and associating those with Emergency Service Zones;
 - 4.4.3. Informing TELUS of all changes in the geographical data that may occur during the term of this Agreement and changes in that geographical data must be reported to TELUS as soon as possible after that data changes;
 - 4.4.4. Ensuring all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity, and all other considerations within the PSAPs domains;
 - 4.4.5. Ensuring all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
 - 4.4.6. Ensuring the Primary PSAP accepts specific planned test calls from the public;
 - 4.4.7. Ensuring the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
 - 4.4.8. Correcting all errors with submitted geographic data as reported by TELUS as soon as possible after the notification is sent to the LGA. LGA shall aim to do it in 72 hours to ensure that all carriers operating within the LGA territory have access to accurate validation information;
 - 4.4.9. Providing TELUS with 85 days written notice of an intended change in borders of the Serving Area.²
- 4.5 As the requirements related to the TELUS Next Generation 9-1-1 Service may evolve in time or need to be detailed, the LGA shall be responsible for any other requirements that are not specifically identified in the Agreement but added in documents referred under the Agreement (such as UNI) or otherwise communicated by TELUS to all LGAs and PSAPs.
- 4.6 The LGA shall not, nor shall it authorize, assist or permit any person other than TELUS to

² Please see Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

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change, repair, reinstall or tamper with the TELUS' Next Generation 9-1-1 Network and equipment up to the demarcation point.

- 4.7 The LGA recognizes that TELUS Next Generation 9-1-1 Service allows for many new functionalities regarding types of data that can be transmitted over the Next Generation 9-1-1 network. It is expected that the Commission will mandate the implementation of such new functionalities. The availability of these functionalities may require the LGA to upgrade software and/ or hardware at the PSAP. To ensure NG9-1-1 services' upgrades and new features are available uniformly across TELUS' ILEC operating territory, the LGA will have to ensure the PSAPs selected to serve its inhabitants implement such upgrades on the implementation schedule set out by the CRTC.
- 4.8 The LGA shall support embargoes implemented to suspend changes to the database during major outages or planned upgrades.
- 4.9 The LGA shall implement guidelines and procedures with respect to the retention and destruction of personal information related to NG9-1-1 services prior to the provision of those services.³
- 4.10 The LGA shall ensure that all communications destined for carriage over the NG9-1-1 network will be secure, and it will take all steps necessary to protect the confidentiality of the information carried over these networks to the maximum extent feasible.
- 4.11 Upon implementation of GIS functionality within the NG9-1-1 network, the LGA must provide sensitive NG9-1-1-related GIS and addressing data directly to TELUS in a secure and encrypted manner without transiting through any shared open platform.⁴
- 4.12 The LGA shall continue to provide TELUS access to the Master Service Addressing Guide until such time as the legacy 9-1-1 network is decommissioned or is advised by TELUS that the Master Service Addressing Guide is no longer required.
- 4.13 Warrant and represent that it has the authority to:
 - 4.13.1. Enter into this Agreement;
 - 4.13.2. Determine that the LGA will utilize TELUS Next Generation 9-1-1 Service to provide End-Users within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1; and
 - 4.13.3. Determine that all End-Users, within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to 9-1-1 Service, shall receive access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 through use by the LGA of 9-1-1 Service.

5 PROPERTY RIGHTS

- 5.1 Title to, ownership of, and all intellectual property rights in any facilities, equipment, software, systems, processes, and documentation used by TELUS to provide the TELUS Next Generation 9-1-1 Service and all enhancements on them shall be and remain with

³ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 233.

⁴ Pursuant to Telecom Regulatory Policy CRTC 2020-150, paragraph 22.

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TELUS or its suppliers. Except as expressly set forth elsewhere in this Agreement, this Agreement does not grant the LGA any intellectual property or other rights or licenses in or to any service components listed above.

6 TRUSTED ENTITIES

- 6.1 Trusted entities are entities that have been qualified, certified and authorized by either TELUS and/or CRTC to connect to the TELUS Next Generation 9-1-1 Network.

7 CONFIDENTIAL INFORMATION

- 7.1 Unless the LGA provides express consent or disclosure is pursuant to a legal power, all information kept by TELUS regarding the LGA, other than the LGA's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than: i) the LGA; ii) a person who, in the reasonable judgment of TELUS, is seeking the information as an agent of the LGA; iii) another telephone company, provided the information is required for the efficient and cost-effective provision of telephone service and disclosure is made on a confidential basis with the information to be used only for that purpose; iv) an agent retained by TELUS in the collection of the LGA's account, provided the information is required for and is to be used only for that purpose; v) public authority or agent of a public authority, for emergency public alerting purposes, if a public authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; vi) an Affiliate involved in supplying the LGA with the Services, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.
- 7.2 TELUS is responsible for complying with Canadian privacy legislation (including the Personal Information Protection and Electronic Documents Act (PIPEDA) and substantially similar Canadian provincial privacy legislation) as such is applicable to TELUS in the provision of the Services under this Agreement. TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at www.telus.com/businessprivacy. TELUS' provision of the Services is subject to this policy. This policy may be updated by TELUS from time to time. The amended policy will be posted at the location above, and notice of the change will be provided by invoice notification, email, or otherwise. Unless otherwise indicated, the effective date of the amended policy will be the date of posting. The continued use of the Services by the Customer after such date will be deemed to constitute the acceptance of the amended policy. As TELUS does not have a direct contractual relationship with the PSAPs and the End-Users, TELUS relies on and the LGA shall ensure that the LGA (directly or through the PSAPs) has obtained all necessary consents from such End-Users, provided all necessary notices to End-Users, and otherwise have all necessary authority to permit the collection, use or disclosure of personal information by and between LGA and TELUS (if any).
- 7.3 Any information including any and all written documentation provided by TELUS to the LGA, its employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, the operation and the maintenance of TELUS the Next Generation 9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of this Agreement. The LGA will not permit any of its employees, servants, agents, assignees and/or contractors to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 7.4 Use all information or data that is provided by an End-User for the sole purpose of

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responding to 9-1-1 related communications, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power. For greater clarity, information or data related to a specific emergency occurrence shall be used only for the purpose of responding to that emergency, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power.⁵ For greater clarity, such obligation also applies to the information or data that are provided on behalf of the End-User, for purposes associated with emergency services accessed through TELUS' NG9-1-1 network. For greater clarity, such obligation also applies when the information or data is stored or otherwise under the custody or control of the PSAP.

- 7.5 The LGA will retain the confidential End-User data, including any audio or video or text files provided and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such confidential information except as necessary to perform its obligations under this Agreement, and will not permit disclosure of such confidential information except to employees, servants, agents, assigns and/or contractors, including the PSAP (provided such employees, servants, agents, assigns and/or contractors are bound by similar confidentiality obligations as the one contained in this Agreement and provided such can be evidenced) where there is a need to know for purposes of this Agreement.
- 7.6 The LGA agrees that it will indemnify TELUS against any and all liabilities, losses, damages, costs, and expenses (including legal fees and disbursements on a solicitor and own client basis) resulting from the unauthorized disclosure or use of information identified in paragraphs 7.1 to 7.3 on the part of the LGA, its employees, servants, agents, assigns and/or contractors.
- 7.7 Furthermore, the LGA agrees to abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect from time to time.

8 QUALITY OF THE LGA'S SERVICE

- 8.1 The LGA agrees to implement and ensure the operation of its PSAP(s) in a manner that meets the quality standards generally accepted in Canada for such services.
- 8.2 The LGA acknowledges the importance under this Agreement that all PSAPs connected to the TELUS' Next Generation 9-1-1 Network meet at all times the requirements set out under this Agreement and promptly whenever those are changed by TELUS from time to time to assure the operation of TELUS' Next Generation 9-1-1 Network, in accordance with quality standards generally accepted in Canada and that the default of a PSAP to comply with such requirement can compromise the TELUS' Next Generation 9-1-1 Network and affect all End-Users.

9 FORCE MAJEURE

- 9.1 Neither TELUS nor the LGA will be held responsible for any damages or delays as a result of war, invasion, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, floods, strikes, decisions of regulatory authorities, and, generally, as a result of any event that is beyond the LGA's or TELUS' reasonable control ("Force Majeure").
- 9.2 TELUS and the LGA agree that in the event of a Force Majeure, the Parties will cooperate

⁵ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 232.

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and make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

- 9.3 The costs required to provide temporary replacement service will be borne according to the sharing of obligations between TELUS and the LGA, as indicated in Articles 3 and 4 of this Agreement.

10 IMPLEMENTATION SCHEDULE

- 10.1 TELUS and the LGA agree that the implementation of TELUS Next Generation 9-1-1 Service within the Serving Area, and based on the requirements set out in Schedule B, will be carried out pursuant to an implementation schedule to be mutually agreed to by the Parties in writing and which may be changed from time to time by agreement of the Parties.

11 LIMITATION OF LIABILITY

- 11.1 TELUS' liability for the performance of its obligations pursuant to this Agreement shall be the one set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001). It is understood that TELUS' limited liability under this Agreement is a condition without which TELUS would not have entered into this Agreement, and therefore, TELUS' liability for the performance of its obligations pursuant to this Agreement shall not exceed any limitation of liability set out under TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) even if such limitation of liability does not specifically apply or refer to the LGA.
- 11.2 The LGA and TELUS shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the LGA or TELUS is self-insured, provide to the other party evidence that is satisfactory to that party that the LGA and/or TELUS, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.
- 11.3 This Article 11 will survive the present Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

12 TERM

- 12.1 **Term:** This Agreement will be effective as of the Effective Date, and will be valid for a period of five (5) years, with an automatic renewal for a successive period of five (5) years, unless one party gives to the other at least six (6) months' written notice of termination before the end of the then current five (5) years term.
- 12.2 **Termination or Suspension of a Service:** Notwithstanding Article 13.1, TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service where TELUS has reasonable cause to believe that the LGA's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the LGA may terminate the NG9-1-1 Service, or TELUS may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

13 REGULATORY APPROVAL

- 13.1 It is expressly understood that TELUS Next Generation 9-1-1 Service is provided pursuant to the terms and conditions of the TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) as amended from time to time and as approved by the Commission, and this Agreement as amended from time to time and as approved by the Commission.

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13.2 This Agreement (excluding the Schedules) will be subject to approval by the Commission, and is subject to changes imposed by directions or orders of the Commission. Any future amendments to this Agreement (excluding the Schedules) will also be subject to approval by the Commission.

14 WAIVER

14.1 The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will continue to remain in full force and effect.

15 RELATIONSHIP OF THE PARTIES

15.1 This Agreement will not create nor will it be interpreted as creating any association, partnership, any employment relationship, or any agency relationship between the Parties.

16 ENTIRE AGREEMENT

16.1 Except as otherwise stated herein, this Agreement, together with the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) constitutes the entire agreement of the Parties and supersedes any previous agreement, whether written or verbal. Should any provision of this Agreement be declared null, void, or inoperative, the remainder of the Agreement will remain in full force and effect. In the event of a conflict between this Agreement and TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) will prevail.

17 NOTICES

17.1 Except if expressly specified otherwise elsewhere in the Agreement, all notices necessary under this Agreement shall be given in writing. In the case of TELUS, the notice shall be sent by e-mail and in the case of the LGA, the notice can be either personally delivered, or sent by registered mail or facsimile, or by e-mail at the addresses indicated below. Notices, if personally delivered or sent by facsimile, will be deemed to have been received the same day, or if sent by registered mail, will be deemed to have been received four days (excluding Saturdays, Sundays and statutory holidays) after the date of mailing. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, and e-mail address; and (ii) date and time of the transmission.

17.2 TELUS can change the telecommunication services provided to a PSAP by providing the LGA at least thirty (30) days prior written notice, without the necessity of the Parties signing a formal amendment to this Agreement. By continuing to use the TELUS' Next Generation 9-1-1 Network after TELUS has changed the telecommunication services provided to a PSAP, the change is deemed to have been accepted by the Parties.

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Local Government Authority

TELUS Communications Inc.

TELUS

Regulatory Affairs

Attn: TELUS NG9-1-1 Leadership Team

Regulatory.affairs@telus.com

Or to such other address as either party may indicate in writing to the other.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives, such execution effective on the Effective Date.

Local Government Authority

Per: _____

Printed: _____

Title: _____

TELUS Communications Inc.

Per: _____

Printed: **_ Jeff Smith**

Title: **Managing Consultant-Regulatory Affairs**

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Schedule A

1 DEFINITIONS

For the purposes of this Agreement, in addition to other terms defined elsewhere in the Agreement, the following terms have the meanings ascribed below:

1.1 "Automatic Number Identification" or "ANI":

TELUS' NG9-1-1 Network's capability to automatically identify the calling telephone number and to provide a display of the number at the PSAP.

1.2 "Border Control Function" or "BCF":

Provides a secure entry into the ESInet for emergency calls presented to the network. The BCF incorporates firewall, admission control, and may include anchoring of session and media as well as other security mechanisms to prevent deliberate or malicious attacks on PSAPs or other entities connected to the ESInet.

1.3 "Business Continuity Plan":

A plan outlining how to continue operating during an unplanned service disruption; i.e.: technology or relocation.

1.4 "Commission":

The Canadian Radio-television and Telecommunications Commission ("CRTC") and its successors.

1.5 "Default Routing":

Default Routing is a contingency routing scheme whereby 9-1-1 calls, sessions and events are directed to an alternative PSAP or PSAPs due to network issues or missing/invalid location information.

1.6 "Demarcation Point":

The furthest physical point of NG9-1-1 interconnection for the PSAPs. The location of the PSAP is designated by the LGA; however, the PSAP shall determine where the termination equipment/demarcation points are to be located.

1.7 "Emergency Services":

The first responders to situations that require immediate assistance, such as law enforcement, fire department, ambulance service, or other emergency medical assistance service.

1.8 "Emergency Services IP Network" or "ESInet":

An ESInet is a managed, private, dedicated IP network used for Emergency Services communications. The ESInet provides the transport and interconnectivity for trusted entities designated by the CRTC such as NENA i3-compliant PSAPs within the Serving Area, as well as CRTC-registered ONPs supporting 9-1-1 calling over IP-capable networks. For PSAPs, the ESInet is delivered using the Company's IP VPN service to the PSAPs' operations premises authorized by the LGA. ONPs interconnect to the ESInet through designated physical Points of Interconnection (POIs).

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1.9 "End-User":

An end-user with NG9-1-1 Network Access within the boundaries of the LGA, as determined by the Company and the LGA.

1.10 "Emergency Service Zone" or "ESZ":

A defined area within a Serving Area consisting of a specific combination of LGA, law enforcement, fire, emergency medical, and PSAP coverage areas.

1.11 "i3 PSAP":

A PSAP that is capable of receiving IP-based signaling and media for delivery of emergency calls conformant to the i3 standard.

1.12 "Local Government Authority" or "LGA":

An LGA is the relevant government authority, at the provincial, indigenous, territorial, regional and/or municipal level, that governs the PSAPs. For greater clarity, the PSAP is selected or designed by the LGA and is under the responsibility of the LGA.

1.13 "Master Service Addressing Guide" or "MSAG":

The MSAG/SAG is a database of street names and house number ranges; it defines emergency service zones within a community and the emergency service numbers associated to them in order to enable proper routing of basic 9-1-1 and enhanced 9-1-1 calls.

1.14 "Network Access":

A connection that allows calls, sessions, or other types of events intended to be delivered to the Company's NG9-1-1 Network.

1.15 "Next Generation Core Services" or "NGCS":

The base set of services needed to process an NG9-1-1 call, session or event on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services but not the network on which they operate.

1.16 "NG9-1-1 Network Provider":

The carrier that provides connectivity, services, and management for Next Generation 9-1-1 service to LGASs and their PSAPs.

1.17 "Offnet Agency":

An agency outside of the NG9-1-1 network, such as a poison control centre or a hospital, which the LGA may designate to be able to receive PSTN calls transferred by a PSAP through the ESInet.

1.18 "Originating Network Provider":

A CRTC-approved authorized telecommunications service provider, wireless service provider, or other service provider which delivers traffic to the Company's NG9-1-1 Network for routing to a PSAP.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

1.19 "Policy Routing Rules" or "PRRs":

Policy Routing Rules (PRRs) allow PSAP to enable multi-layered treatment policies for diversion within the NG9-1-1 Network, providing more options to a PSAP to divert 9-1-1 calls, sessions and events to another destination based upon multiple conditions defined in the PRRs.

1.20 "Public Safety Answering Point" or "PSAP":

A primary PSAP is a PSAP to which 9-1-1 calls, sessions and events are routed directly as the first point of contact. In some cases, the primary PSAP then contacts the appropriate agency to dispatch emergency responders. However, in cases where local authorities determine that specialized expertise, such as emergency medical services, is required, 9-1-1 calls, sessions and events are then transferred from a primary PSAP to a secondary PSAP.

A secondary PSAP, also known as an Emergency Response Agency dispatch centre, is a PSAP to which NG9-1-1 calls, sessions and events are transferred from a primary PSAP. A secondary PSAP is directly interconnected to an NG9-1-1 Network, allowing for the receipt and display of NG9-1-1 information.

1.21 "PSAP Contingency Plan":

It is a plan prepared by the PSAP, in collaboration with TELUS, to provide Default Routing to ensure 9-1-1 calls are answered. PSAP Contingency Plan is about alternative routing and configuration options related to the NG9-1-1 Network and is more specific than the overall PSAP Business Continuity Plan.

1.22 "Selective Routing and Transfer":

A feature that automatically routes traffic destined for emergency services to the appropriate PSAP based on the location data provided during the setup of the 9-1-1 call, session or event (Automatic Identification information or Geodetic) and facilitates inter-agency transfer.

1.23 "Serving Area":

The area within the LGA's boundaries, as determined by TELUS and the LGA, from which calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to a particular primary PSAP which has a contract with the LGA.

1.24 "TELUS' Next Generation 9-1-1 Network":

A standards-based, all IP emergency communications infrastructure enabling highly reliable and secure voice and multimedia communications.

1.25 "Operator Service":

Operator Service for NG9-1-1 is a last resort routing scheme whereby calls, sessions and events that cannot be routed by the NG9-1-1 network on the ESInet to the PSAP will be routed to an operator service contracted by the NG9-1-1 Service Provider as mandated in Telecom Decision 2019-66.

1.26 "User-to-Network Interface (UNI) Interconnection Design Specifications":

User-to-Network Interface (UNI) Interconnection Design Specifications means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule B (for TELUS internal resource planning purposes only)

SCHEDULE B - v.1			
List of NG9-1-1 PSAPs, locations & targeted migration			

Current Emergency Zones & PSAP migration identification			
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Schedule B is a current list of PSAPs that provide services to the LGA. Please review and confirm accuracy (initial) of all contracted PSAPs. Post transition changes or updates to Schedule B will be communicated to TELUS via current TELUS operations change process.

LGA initial _____

PSAP Serving Information			
PSAP Name (*1 & *2)	PSAP Address	PSAP Address - Backup Site	Targetted Migration Date
Parkland County ECC	53109A HWY 779 moving to 4820 52 Ave Wabamun Parkland County, AB	53115 Range Road 263a, Acheson AB	2023,Q4

Notes:

*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.

*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

ESZ	Community	Municipality	9-1-1 Answer	Fire
577	Silver Sands	S.V. of Silver Sands	Parkland County ECC	Parkland County ECC

Notes:

*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.

*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

*3 – "Offnet" Agencies are not connected to the ESnet over an IP-UNI

*4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

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NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule C

Technical requirements\ESInet Access Criteria

Next Generation 9-1-1 is comprised of complex and interactive systems. In order to ensure proper network security, resiliency, diversity, and reliability, the LGA must ensure that all of their PSAPs meet the following technical criteria. A PSAP cannot interconnect to the NG9-1-1 network without meeting these requirements.

PSAPs utilizing networks to process and deliver NG9-1-1 calls outside of the ESInet do so at their own risk and assume all liabilities, including prolonged restoration times in the event of an outage.

LGA must ensure that the PSAP(s):

- 1 Deploy Dual Stack as the preferred method for simultaneous use of IPV4 & IPV6 address space OR to individually perform NAT-PT (Network Address Translation - Protocol Translation) for their Network Domain as defined in the NG9-1-1 network provider's UNI Interconnection Design Specifications, as a mandatory condition to interconnect to the NG9-1-1 network.
- 2 Support a set MTU (Maximum Transmission Unit) value of 1500 bytes for their network domain.
- 3 Utilize the Border Gateway Protocol (BGP) for dynamic routing between peering networks, using registered Autonomous System (AS) numbers, when available.
- 4 Assign a Local Registration Authority ("LRA"). The LRA will be responsible for determining and managing which users will be authorized to access the ESInet. An LRA can be assigned for a specific PSAPs or may be assigned for all PSAPs in an entire serving territory. The PSAP must notify TELUS at least 30 days prior to onboarding to the NG9-1-1 network of its selection and provide TELUS with 60 days' notice prior to any changes to its LRA structure. The LRA will have to enter into a distinct agreement with TELUS regarding the rights and obligations specific to the LRA and agree to TELUS Certificate Policy. For greater clarity, if access to the ESInet is needed for devices, the PSAP must assign an Authorized Organization Representative ("AOR"), which shall also enter into a distinct agreement with TELUS. For greater clarity, LRA and AOR doesn't need to be the PSAP itself.
- 5 Utilize the PCA service provided by the NG9-1-1 network provider, as defined in the UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network until a nation-wide PSAP Credentialing Agency is established.
- 6 Comply with the UNI and any other bulletins or technical documents communicated by TELUS to all LGAs and PSAPs from time to time. Employ a NENA i3 compliant BCF (Border Control Function), as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network. In addition, the BCF must be deployed in a manner that prevents single points of failure.
- 7 Employ the QoS requirements as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications as a mandatory condition of interconnection with the NG9-1-1 network.
- 8 Implement the mandatory list of audio CODECs as provided by the NG9-1-1 network providers as part of the Onboarding Process, and as updated through the proposed change management process managed by CISC.
- 9 Use the two (2) redundant 9-1-1 IP-VPN circuits and routers provided by TELUS to deliver 9-1-1 calls, sessions and events, and associated data as per TELUS acceptable use policy available at www.telus.com/aup. The PSAPs shall not modify, repair, reinstall, or tamper with the 9-1-1 IP-

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NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

VPN circuits and routers, or use them in a manner that interferes with any service components used to provide them, TELUS' networks, or with the use of TELUS services by other persons, or in a manner that avoids the payment of any charges, or use the 9-1-1 IP-VPN circuits in violation of any law or regulation. TELUS recommends that the PSAP use both 9-1-1 IP-VPN circuits to avoid service impacts in the event of an 9-1-1 IP-VPN circuit or terminating router failure.

- 10 Design and operation the PSAPs WAN/LAN, including resiliency, capacity, management, quality of service and security.
- 11 Support end-to-end encryption of traffic from and towards the ESInet as defined in the TELUS NG9-1-1 UNI Interconnection Design Specifications. PSAPs are strongly encouraged to utilize the TELUS NGCS-based DNS service to ensure the resiliency of DNS functions and seamless PCA functionality. If a PSAP opts to use its own DNS service, it will be the sole responsibility of that agency to design, maintain and administer this element.
- 12 Use the provided ESInet connections strictly for the delivery of NG9-1-1 calling and associated data and not to use any private VPN tunnels across the ESInet.
- 13 Create Policy Routing Rules for NG9-1-1 and communicate their Default Routing, if any, as part of their PSAP Contingency Plans to ensure that 9-1-1 calls are answered in the event of a PSAP outage.
- 14 Synchronize their network elements with those of the NGCS based on the Network Time Protocol resource provided by TELUS.
- 15 Apply on an ongoing basis, the required security updates (including any security patches) promptly, on the schedule communicated by TELUS.

The failure of a PSAP to comply with the technical requirement and access criteria may result in having such PSAP removed from the TELUS Next Generation 9-1-1 network. In the event where a PSAP does not meet the above technical requirements and access criteria to the ESInet, TELUS will inform the LGA before removing the PSAP from the TELUS Next Generation 9-1-1 network.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule D

MULTIPLE REGION PSAPs

This Schedule, or an alternative format agreed to by both the LGA and the Company, must be filled out by the LGAs with their respective PSAPs covering multiple regions and managed by a provincial or federal authority (e.g. Alberta Health Services, British Columbia Health Care Services, Royal Canadian Mounted Police.)

Operating as a provincial or federal secondary PSAP, the following provisions within this agreement does not apply: 4.1.1; 4.3; 4.4.1; 4.4.2; 4.4.3; 4.4.8; 4.8.9; 4.12;

The following provisions of this agreement (4.3.2; 4.3.3; 4.6; 4.8.4; 4.8.5; 4.9) that relate to "all PSAPs" for the purposes of this LGA, shall apply only to the single Multiple Regions PSAP.

Communication Centre Sites	Official Name	LGA (municipalities, counties, etc.)

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule E

NG9-1-1 GIS REQUIREMENTS * **Provided to TELUS upon GIS introduction**

Municipality, County or Other Government Entity name	GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name	Provincial /Territorial Legislation (Y/N)

In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default, the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator ([Telecom Decision CRTC 2020-150 | CRTC](#))

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE F - v.1
LGA must verify with each PSAP and PSAP location listed in Schedule B has a 9-1-1 Contingency Plan and Policy Routing Rules

PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Addresses	PSAP Address-Backup Site	Contingency Plan & Policy Routing Rules LGA verified (initial)
Parkland County ECC Stony Plain Redundant	53109A HWY 779 moving to	53115 Range Road 263a, Acheson AB	
	4820 52 Ave Wabamun Parkland County, AB		

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESnet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE G - v.1			
LGA must designate a Local Registration Authority ("LRA")			*
reference Schedule C, #4.			
Digital Subscriber Certificate Agreement and Application Form - submitted by LGA's Local Registration Authority designate upon TELUS onboarding			
PSAP Serving Information			
PSAP Name (*1 & *2)	PSAP Addresses	PSAP Address-Backup Site	LGA designated Local Registration Authority ("LRA")
Parkland County ECC	53109A HWY 779 moving to	53115 Range Road 263a, Acheson AB	
	4820 52 Ave Wabamun Parkland County, AB		

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – "Offnet" Agencies are not connected to the ESnet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.



HOW TO JOIN

- Step 1: Download and sign the Data Sharing Agreement
- Step 2: Once approved and signed by your municipality, scan and return to **AMDSP Chairman**
- Step 3: Once the Agreement is received by the Partnership, it will be signed and a copy returned



AMDSP Membership Agreement
Download File

COST

Partnership Fees:

- MD/County/Special Areas and Cities: \$200
- Villages & Towns: \$35
- First Nations \$35
- Single Submission - Static dataset (Summer Villages) Free

We appreciate your support and patience as we develop a sound and sustainable partnership for the future.

WHAT'S NEXT AFTER THE AGREEMENT IS SIGNED?

Start to prepare your data layers by accessing the AMOS Quick Start & Submission guides on the Specifications page. Here you will also find handy schema and look up tables to help you prepare your data. There are many places to start if you don't already have a refined data package.

An AMDSP board member or committee member will be assigned to assist your municipality with the initial data submission. They will work closely with your municipality to help create a simple workflow that will ensure your data passes cleanly through AMOS and make future updates quick and easy to do.

Municipalities are encouraged to provide feedback and take part in growing the partnership. Joining the Board or a Committee is a great way to help develop municipal relationships and guide our way to continued success across the province.

AMDSP Annual General Meeting (AGM) is another great way to stay up to date and take part. Typically held in December of each year, it's a low key networking opportunity for AMDSP Alum. Watch for upcoming events posted under Highlights!

UPDATE CYCLE

AMDSP requires a minimum of one update per year for each of the 3 layers within your municipality; Address Points, Roads and Common Places. In the event that you municipality has no changes, a simple validation of you data is required to ensure that the most accurate and current submission data will be posted. If you municipality has a large number of regular updates per year a more frequent update cycle may be required. The AMOS system is capable of daily updates if that is required by your municipality.

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WHAT IS AMDSP

The **Alberta Municipal Data Sharing Partnership** is a **Partnership of Alberta Municipalities**, which is guided by a volunteer board, elected by the membership. This partnership is comprised of both **Urban & Rural Municipalities** from across **Alberta**. These municipalities recognize the **benefit** and the **need for developing & supporting data** that contains **local knowledge**.

VISION

The Alberta Municipal Data Sharing Partnership facilitates and champions a province-wide common standard for addressing and municipal data.

MISSION

The Alberta Municipal Data Sharing Partnership promotes the creation and sharing of accurate and standardized municipal data for the betterment of emergency, public and private Industry applications throughout the Province of Alberta.

VALUES

The AMDSP identifies the following core values in our work:

Open Data

The AMDSP makes data broadly accessible, at low or no cost to use and access. The barriers to sharing and aggregating data are minimal.

Safety

Albertans are safer and more secure with the presence of an accepted data standard that makes it easier for emergency and first responders to find out where they need to go in the event of an emergency.

Public Service

The AMDSP enhances the ability of municipalities to provide high quality services most efficiently to rate-payers.

Economic Development

Open data and common standards are sources of competitive advantage for Alberta and municipalities that participate.

Collaboration

The AMDSP believes that co-operative efforts lead to the best results. Integrated data provides the foundational data for better decision-making, and a source for 'truth' in decision making.

Quality

To be credible, the AMDSP believes data needs to be reviewed and assessed for quality to ensure that it is usable and effective.

HISTORY

As early as 2007, the need to create and maintain a standardized digital dataset to support emergency vehicle dispatch and routing within the province was recognized. This resulted in the formation of the Southern Alberta Emergency Routing Project.

Some of the unique developments or benefits of SAERP resulted in the generation of shared address points, points of interest and a single road network; and the development of a data mapping specification for emergency services.

Province-wide municipal support for integration and sharing of emergency data is building. From 2007 to 2010, the number of participating organizations in SAERP grew from 9 to 37. In response to this growth, Members renamed the project to AMDSP and have extended an invitation to municipalities across Alberta to join the Partnership.

A handwritten signature or set of initials, "BS", is written in blue ink and enclosed within a hand-drawn blue circle.



NG9-1-1

AMDSP is actively working with TELUS 9-1-1, AHS and other emergency response agencies to ensure that our data will meet the required standard.

First Nations and Municipalities are welcome to use for profit agencies to help with their data creation and submission. However, we can offer help through other AMDSP associated service partners and agencies which may provide lower cost or free solutions.

AMDSP plans to offer the same self-serve submission process which will meet the NG9-1-1 data requirements.

AMDSP will be revising our data specifications to align with the new data requirements and will also meet the needs of the PSAP agencies and other entities which rely on our data for emergency response and services to the public.

AMDSP is working with TELUS to ensure that we meet their official requirements as an aggregator of NG9-1-1 data.

Webinar 1: Getting ready for NG9-1-1 (Next Generation 911)

[View the recording of Webinar 1](#)

Passcode: P7zklm&&

FAQs

Will an LGA that becomes an AMDSP member still have to submit their NG9-1-1 data to Telus directly?

At this point in time the data will still need to be submitted by the LGA directly to Telus but the new AMDSP system will produce a package of data that can be submitted in the NENA format of the day. Each LGA will still need to sign an LGA agreement with Telus for the provision of NG9-1-1 services.

If the LGA must submit their own data what is the point of joining AMDSP?

The system that we are putting in place will be able to create a package of data for each member that meets the NENA requirements. We are currently working to make our system compatible with version 2 of the specification, version 3 is going to come out in the next year. The plan is to modify the NENA output as the standards change. In this way we can maintain a relatively static submission process and then create data that the members can use to submit to entities requiring NENA data.

Some additional benefits from AMDSP membership include:

- Validation routines to check the attribute and geometry of the member data.
- Provision of a submission standard which is simple to use and technologically neutral.
- Provision of a single mechanism to provide data to emergency response agencies such as AHS and many PSAPS and emergency agencies in the province.
- Advise and help in creating and maintaining the required data.
- A forum for connecting members together for solving common issues even beyond the scope of emergency response.
- An entity that can keep abreast of the issues pertaining to NG9-1-1 which is not for profit.
- A singly body that can work with all the associated entities involved in NG9-1-1 for the development and maintenance of polygon datasets that are needed for PSAP boundaries and Emergency Service Zones.

What is the timeline for the AMDSP to have the new system in place to produce the NG9-1-1 datasets for our members?

The latest information we have received from Telus is that they will start to prepare to receive data after March 2025. The AMDSP is currently working on the new data specification and the building of a new submission system that will be used to validate and prepare data in the NG9-1-1 specification (which currently under development by the CRTC committees and NENA). Our goal is to have the new AMDSP specification available in Q1 2023 and to have the new submission system development started in Q2. Once development is complete members can start to migrate their data into the new system. It is expected that the migration will continue through 2023 as our members clean up their data to meet the requirements of the new specifications.

It is likely that the PSAPs within the province will want to start working with the data sooner than later to ensure that they create efficient data update processes and familiarize themselves with the new data structure.

Tools for the preparation of address range data will be the next phase of system development and the AMDSP will be working with our members to help them in the creation and maintenance of this data.

What are the major changes in our data specification that will affect the submission of data to meet the NG9-1-1 requirements?

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It is expected that most of the changes to our specifications will be relatively minor. There will be some clarification as to the use of the **Unit** field for addressing and some consistency tests for road names. The one major change expected is the need for address ranges on the road network. More information and tools will be made available to the members as we work on that issue which will take place after the development of the new specifications and rebuilding of the submission system. This also relates to the need to coordination between the PSAP's and AMDSP. It is important that we work together to design a system that makes the update of the information efficient for all parties.

What can AMDSP members be doing now to prepare for the new data specification?

The initial implementation of the new AMDSP submission system and specifications will impose new constraints on street naming and addressing. There are some basic tests and data validation that the members can start now in preparation:

- Make sure the road names are consistent in your road and address data. In many cases members have different road names in their address data that does not match what is in the road data.
- Make sure the data is complete and up to date. In many cases a good review of the information should be done to look for missing addresses, roads or common place names. If assistance is required to review your data contact AMDSP support at support@amdsp.ca or phone (403) 778-0979.
- Review the road classifications in your road data to make sure they make sense. Virtually eliminate the use of the value UNKNOWN in the rd_desc field and in the road name field. Refer to the rd_desc lookup table on the amdsp.ca website and check for road types that do not require a road name to be present. If you have the value UNKNOWN in these fields please eliminate this text as it is causing problems for our data users.
- Add resource roads and driveways to your data. This is particularly important in rural and resource intensive areas. One of the major objectives of the NG9-1-1 system is to use the ability to route geographically to a location rather than to a phone number or address. By having a complete road network this will aid in this process. Additional data is available from AMDSP support.
- Review and be aware of any units that you have in buildings where there are multiple suites within the same building with the same civic address. Also be aware of any cases of multiple buildings that use the same civic address number. This data will have to be carefully structured in the new format.
- Harmonize your roads and addressing with adjoining LGAs. Often roads for an address are in an adjoining municipality or community. It is helpful for emergency responders to have a consistent addressing scheme and road name used in these areas.
- Make use of standard road naming conventions for creating your addresses and road names. Unique or unusual road and address schemes lead to confusion and delays for emergency response. For help contact the AMDSP for support.

How will the required datasets be submitted to Telus and other entities such as the PSAP's?

Discussions are taking place with Telus to make this process efficient for our members. Regardless of the mechanism used to ship the data to Telus AMDSP will be designing the new submission system so that it produces a package of data suitable for submission to Telus. The intention is to have the one submission process to AMDSP meet all of the current requirements of the system as well as the preparation of the data for the NG9-1-1 system. The same package of data may also be suitable for hand off to PSAP's although it is unknown what processes will have to be done by each PSAP to update the data used in their particular system. We are currently trying to make connections to all the PSAP's in Alberta to work with them in making this process efficient. Please have your PSAP contact our support staff or let our support staff know which PSAP your member areas use.

How will the members maintain and submit the required polygon data for PSAP boundaries and Emergency Service Zones?

One of the new requirements of the LGA agreement is the provision of PSAP boundaries and Emergency Service Zones. As many of our members do not have this data or the means to produce it AMDSP is working with Telus the PSAP's and other entities to see what the effort level will be to compile this data into a consistent and complete form. It is hoped that one entity can take on this responsibility for all Alberta LGAs. Please make sure you let the AMDSP support staff know who your PSAP is and provide a contact for them as well.

Can the AMDSP extend its service area beyond Alberta as some PSAP's have to work with adjacent provinces and states?

Currently we have a few road segments and addresses in Montana, Saskatchewan, Northwest Territories and BC. Our members may submit and maintain information beyond their geographic boundaries on a case-by-case basis. This can be important information as there are cases where roads and places in Alberta can only be accessed from outside of Alberta. There are also addresses outside of Alberta that are essentially assigned by a community in Alberta. If the member knows of a contact in an adjoining municipality outside of Alberta, they should have someone contact us if they wish to become part of AMDSP or need information as to how they can set up their own system. The system set up by the AMDSP is suitable for use in any province or State.

Will there be a system put in place to report errors in the data?

The LGA agreement requires that the LGA attempt to fix errors identified in their data within 72 hours. The AMDSP will be preparing a ticketing system which can be used by PSAP's, other entities that make use of AMDSP data to report errors to the contact at each LGA. It is advised that each member determine now who will be the contact for your LGA that can receive reports of issues within the data. It is hoped as well that the ticketing system can also be used to report issues back to the data users. For example: When an error is found by the LGA or an address is deleted it can be reported through the ticketing system that this same error needs to be removed from the data in the PSAP's dispatch system. The originator of the ticket will need to close the ticket or be notified when the ticket is closed. Tickets that remain open will be followed up on by AMDSP support and the originator of the ticket.

Is the ESRI Validator to be used instead of the AMDSP/AMOS Validator for checking uploaded data?

The ESRI Validator that is available for free only tests if the data fields that you have in your dataset will match up with the required fields in the NENA specification. The AMDSP current submission system does not perform this test at the present time but does many more tests that are unavailable for free from ESRI.

The plan is to modify our AMDSP data specification to align with the NENA specification. Our specification committee is working toward this goal. Once we have adopted a new specification, we will be revising our submission system and informing our members of the changes that are required. The new submission system will perform all the testing that is done by the ESRI Validator tool plus many additional tests and even more testing than the current submission system.

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How do I contact AMDSP support?

Contact AMDSP support at support@amdsp.ca or phone (403) 778-0979.

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Land Use Bylaw Project Silver Sands

Motion 146-21

MOVED by Councillor Horne that Council accept for information the discussion with Jane Dauphinee of Municipal Planning Services Ltd. with respect to commencing the Land Use Bylaw review process, THAT Council proceed with the review led by Municipal Planning Services Ltd. with the acknowledgment that there may be additional costs over and above the current budgeted \$23,000.00, AND THAT as there will not be a separately appointed steering committee for this review, that there be enhanced public engagement opportunities throughout the entire process

Year	Actual Amount Invoiced	\$\$ Budgeted	Remaining Budget
2021	4,525	23,000	18,475
2022	16,975	18,475	1,500
2023	18,253	7,000	-
Total Paid to MPS	\$ 39,753		
MPS Quote	22,763		
Difference	\$ 16,990	Over Budget	

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Summer Village of Silver Sands

Report to Council

Meeting: October 27, 2023 - Regular Council Meeting

Originated By: Tony Sonnleitner, Development Officer, Summer Village of Silver Sands

Development Permits:

23DP10-31

Plan 223 MC, Block 6, Lot 22 : 22 Spruce Crescent

Construction of a Recreational Vehicle Parking Pad and Placement of a Recreational Vehicle for both the purposes of storage and use.

Letters of Compliance: None

Enforcement: None

Regards,

Tony Sonnleitner, Development Officer

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Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

October 19, 2023

Lac Ste. Anne County
Town of Onoway
Town of Mayerthorpe
Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands,
South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone

Re: Alberta Beach Organizational Meeting

Alberta Beach Council held their Organizational Meeting on October 17th, 2023. Please be advised that the results of their Organizational Meeting are as follows;

Mayor.....	Kelly Muir	kellymuir@albertabeach.com
Deputy Mayor.....	Bill Love	aboffice@albertabeach.com
Councillor.....	Debbie Durocher	debbiedurocher@albertabeach.com
Councillor.....	Tara Elwood	taraelwood@albertabeach.com
Councillor.....	Daryl Weber	aboffice@albertabeach.com

Please do not hesitate to contact the undersigned if you require any further information, I can be reached at 780-924-3181 or aboffice@albertabeach.com.

Sincerely,

Kathy Skwarchuk
Kathy Skwarchuk,
C.A.O.

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Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

October 19, 2023

Re: Alberta Beach Organizational Meeting

Council of Alberta Beach held their Organizational Meeting on October 17th, 2023. The results of their Organizational Meeting are as follows;

Mayor.....	Kelly Muir	kellymuir@albertabeach.com
Deputy Mayor.....	Bill Love	aboffice@albertabeach.com
Councillor.....	Debbie Durocher	debbiedurocher@albertabeach.com
Councillor.....	Tara Elwood	taraelwood@albertabeach.com
Councillor.....	Daryl Weber	aboffice@albertabeach.com

Committee Appointments:

Alberta Beach Ag Society Agliplex Operations Committee – Mayor Muir and Councillor Elwood as alternate
Alberta Beach Ag Society Beachwave Park Operations Committee – Councillor Durocher
Alberta Beach Campground Advisory Committee – Deputy Mayor Love and Councillor Elwood
Alberta Beach Inter-municipal Development Plan Steering Committee – Councillor Elwood and Councillor Weber
Alberta Beach Library Board – Councillor Elwood
Alberta Beach Museum & Archives – Councillor Durocher
Alberta Beach Public Works Advisory Committee – Deputy Mayor Love and Councillor Elwood
Beachwave Park Stakeholders Committee – Councillor Durocher
Community Futures Yellowhead East – Councillor Weber and Councillor Elwood as alternate
Community Policing Advisory Committee (CPAC) – Councillor Elwood
Emergency Advisory Committee – All Council members
Ste. Anne Summer Village Regional Emergency partnership – Councillor Elwood
FCSS Trivillage Committee – Mayor Muir
Highway 43 East Waste Commission – Councillor Weber and Deputy Mayor Love as alternate
Inter-municipal Collaboration Framework (ICF) Committee – Councillor Elwood and Councillor Weber and Mayor Muir as alternate
Lac Ste. Anne East End Bus – Deputy Mayor Love
Lac Ste. Anne Foundation – Councillor Weber
Lake Isle and Lac Ste. Anne Water Quality Management Society – Councillor Durocher
Land Use Bylaw Review Committee – Councillor Durocher and Councillor Elwood
Municipal Planning Commission – All Council members
Onoway Regional Fire Services Steering Committee – Councillor Elwood
Partners In Progress Committee – Mayor Muir
Regional Trail Master Plan Steering Committee – Mayor Muir and Councillor Elwood
Ste. Anne Recreational Lake Use Committee (SARLUC) – Mayor Muir and Councillor Weber
Sturgeon River Watershed Alliance – Councillor Weber
Trivillage Regional Sewage Service Commission – Mayor Muir and Councillor Weber
Water Distribution Feasibility Study Steering Committee – Mayor Muir and Councillor Elwood and Councillor Durocher as alternate
West Inter Lake District (WILD) Water Commission – Councillor Elwood and Councillor Durocher as alternate
Yellowhead Regional Library Board – Councillor Elwood and Councillor Weber as alternate

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Town of Mayerthorpe

Report Title : SILVER SANDS TOTAL CONTRACT HRS
Report Range **Start:** 2023/09/01 0000 **End:** 2023/09/30 2359

Man Hour Report by User

TOWN OF MAYERTHORPE

KASAMBA, GERVAIS

Event start: 2023/09/02 1800 **Event end:** 2023/09/02 1930 **Time:** (90) Minutes
Address: SUMMER VILLAGE
Activity Type: GENERAL PATROL
Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2023/09/08 1800 **Event end:** 2023/09/08 1930 **Time:** (90) Minutes
Address: SUMMER VILLAGE
Activity Type: GENERAL PATROL
Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2023/09/15 1400 **Event end:** 2023/09/15 1530 **Time:** (90) Minutes
Address: SUMMER VILLAGE
Activity Type: GENERAL PATROL
Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2023/09/22 1500 **Event end:** 2023/09/22 1630 **Time:** (90) Minutes
Address: SUMMER VILLAGE
Activity Type: GENERAL PATROL
Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2023/09/29 1500 **Event end:** 2023/09/29 1630 **Time:** (90) Minutes
Address: SUMMER VILLAGE
Activity Type: GENERAL PATROL
Total Time on Call for this Event : 1 Hours 30 Minutes

KASAMBA, GERVAIS : Total Time On Calls 7 Hours 30 Minutes

Total Group Time: 7 Hours 30 Minutes

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Town of Mayerthorpe

Report Title : SILVER SANDS TOTAL CONTRACT HRS

Report Range

Start: 2023/09/01 0000

End: 2023/09/30 2359

Man Hour Report by User

All Officers: Total Time On Calls

7 Hours

30 Minutes

74

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

September 22, 2023

Summer Village of Silver Sands
Mayor Bernie Poulin
PO Box 8,
Alberta Beach, Alberta
TOE OAO

Dear Mayor Poulin:

Re: Alberta Police Funding Model Resource Allocation

As you are aware, the Police Funding Model is in its fourth year of implementation. Funding provided to us from the Police Funding Model has allowed your provincial police service to grow, enabling us to deploy additional resources and implement new initiatives and technology focused on enhancing community safety.

I am pleased to advise you that as a result of the funding received in the fourth year of the Police Funding Model, we have been able to increase the resource strength in the Mayerthorpe detachment by adding a regular member position. This will not only increase the number of resources serving your summer village, but also enhances frontline services within the detachment.

Through the first three years of implementation, we increased resource strength in your detachment by adding an additional regular member. We also increased the administrative support by adding one resource, allowing members more time to spend within communities.

Alongside the resources added to your detachment, the additional funding has also enabled us to supplement specialized units and services that support your summer village. This includes additional positions for intelligence analysts, specialized investigative and support teams, Police Dog teams, and the Emergency Response Teams, among others. Although resources allocated to these areas are not always visible within your summer village, by providing ongoing support to detachments, taking on complex and sensitive files, and supplying specialized skills in serious or dangerous incidents, their work helps to keep your summer village safe and enables detachment members to focus on frontline policing. We have also invested in a number of resources to support your detachment's efforts to address the root causes of crime, increasing resources in programs and partnerships focused on mental health and addictions.

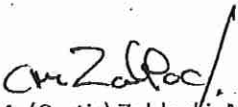
15
Canada

I want to assure you that filling frontline positions is a top priority for the Alberta RCMP.

Should you have any questions, please feel free to contact me, or Nina Sahasrabudde,
Executive Director of Strategy, Business and Innovation, at 780-412-5382.

Thank you for the ongoing support you provide to your detachment.

Yours truly,


C.M. (Curtis) Zablocki, M.O.M.
Deputy Commissioner
Commanding Officer, Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

C.C.: Sgt. Grant Kneller, Mayerthorpe Detachment Commander
Supt. Roberta McKale, Acting Western Alberta District Officer

T/6

YRL 2024 Draft Budget

Laurie Haak <LHaak@yrl.ab.ca>

Fri 9/29/2023 3:52 PM

Cc: Karla Palichuk <KPalichuk@yrl.ab.ca>; Wendy Sears <WSears@yrl.ab.ca>; Jocie Wilson <JWilson@yrl.ab.ca>; Laina Kelly <LKelly@yrl.ab.ca>

5 attachments (1 MB)

YRL 2024 Budget Overview.pdf; YRL Draft 2024 Budget with Projections for 2025 and 2026.pdf; YRL Board Overview and Appointments - September 2023.pdf; YRL Board Appointments.pdf; YRL Board Appointments.docx;

Sending on behalf of Karla Palichuk, YRL Director.

Dear Municipal Administrators and School Division Superintendents,

On behalf of the Yellowhead Regional Library (YRL) Board of Trustees, I am pleased to share the YRL budget with you:

- 2024 Budget Overview
- 2024 Draft Budget with Projections for 2025 and 2026

The Executive Committee reviewed the draft budget in August and passed a motion recommending the Board approve the budget. The Board will meet to review the draft budget on October 16 and will vote on the budget at the annual organizational meeting on December 4.

To assist you in appointing a representative to the YRL Board of Trustees (and an alternate, if you choose), please refer to these documents:

- Board of Trustees Overview, Appointments and Meetings
- YRL Board Appointments Form (PDF and Word)
 - **Action:** Please return the form following your organizational meeting; if you choose not to appoint a trustee, please let me know.

We look forward to working with the Trustees to support YRL's continued provision of valued programs and services to member public and school libraries.

This email and the attachments will be forwarded to YRL trustees and member public library managers for their information.

Thank you and we look forward to hearing your feedback!

Karla Palichuk MLIS

SHE/HER

Director

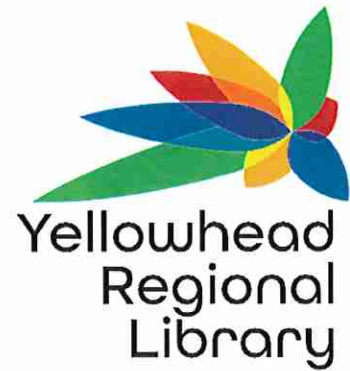
P: 780-962-2003 EXT 226

yrl.ab.ca | Box 4270, Spruce Grove, AB T7X 3B4



TI

2024 Budget Overview



Introduction

Integrated planning is the process that links mission, vision, values and priorities to coordinate and drive all planning and resource allocation operations.

Determining the cost of YRL's routine expenses (organizational commitments and operations) while balancing strategic planning efforts (Plan of Service initiatives) is a part of the annual budget process.

Not all components of the strategy will need more direct funding. Some tasks might need new processes or procedures, as well as a reallocation of resources (staff time).

Budget Process

- Accounting assessed organizational commitments, projected interest rates and inflationary increases based on the current situation and average actual expenses over past four years.
- Managers confirmed organizational commitments (license agreements, professional consultation), projected staffing requirements and assessed projects based on operational commitments and strategic priorities.
- Administration reviewed requests and rationale, adjusted budget amounts, and evaluated plans with consideration of the ad-hoc Finance Committee recommendations.
- Budget line items are reviewed as either 'routine' (operational or organizational commitments) and 'strategic' (directly related to the Plan of Service – initiatives, new directions, innovation or strategic direction to move the organization forward).

As an outcome of funding these initiatives, we expect results in quality, improvement, growth and gains towards the strategic plan.

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Strategic Initiatives 2024, Funded from Revenues

1. Membership support

Goal 1. Hub for learning and connection – manage and protect systems and IT.

Direction for 2024

An area of assessed risk to the YRL network is now the public computers. Increased budget allocation permits inclusion of one additional Technology Services (TS) staff. Responsibilities for this position include but are not limited to; ensuring regular updates; and installing software to protect the integrity of public computers and reduce risk related to phishing and malware threats. At particular risk are those libraries without in-house or contracted IT services. Additional staff position would provide needed backup for existing staff.

2. Employee benefits/salaries

Goal 4. Excellent place to work – attract and retain quality staff.

Direction for 2024

Salary line item reflects the compensation philosophy of the Board and includes additional staff for two departments: Collections and Resource Sharing (part time) and Technology Services (see 1. Membership Support). The application for the additional staff from these managers will support activities under:

Goal 1. Hub for learning – actively engage member library staff; member library staff will build skills; manage and protect systems and IT.

Goal 2. Quality information and resources – implement collection development policy; enable patrons to access digital collections; YRL services easy to access.

Additional staff will either support direct library service or free up staff time so they can focus on more complex work.

3. Professional services

Goal 1. Hub for learning – develop skills to advance strategic priorities.

Goal 3. Share knowledge and skills – have advocacy strategy in place.

Goal 4. Excellent place to work – involve board in advocacy; develop a DEI strategy.

Direction for 2024

In addition to organizational requirements for services and support. Includes continuing to work with Focus Communications on advocacy, marketing, and communication strategies to support YRL and libraries in building relevant advocacy and communications resources along with expertise in crafting advocacy messages. Development of a DEI strategy was unfunded in 2023 and the informational process on this initiative has started with the executive and staff. Administration feels that outsourcing some work to those familiar with councils, library trustees and governance would be the next step.

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Strategic Initiatives 2024, Funded from Revenues (continued)

4. Trustee expenses

Goal 4. Excellent place to work – board demonstrates excellence in governance.

Direction for 2024

Increasing participation in face-to-face meetings results in increased travel and meeting costs. Face-to-face meetings assist in building relationships and camaraderie amongst board and staff. Increasing the number of opportunities for board members to participate in either YRL ad hoc committees or provincial activities (advocacy). Resumption of in-person conferences geared to, and appropriate for, regional library system trustees. Possibility of additional trustee educational opportunities, as per the Alberta Libraries Act and Regulations.

5. Staff professional development

Goal 1. Hub for learning – actively engage member library staff.

Goal 2. Quality information and resources – YRL services will be easy for member library staff to access.

Goal 3. Share knowledge and skills – be innovative.

Goal 4. Excellent place to work.

Direction for 2024

Increased outreach to member library staff and an increased physical presence for YRL and library staff. YRL has a policy with regards to professional development and continuing education. Budget line item is reasonable to support staff development and corresponds to pre-pandemic levels.

Strategic Initiatives 2024, Funded from Reserves

1. Cybersecurity risk

Goal 1. Hub for learning – manage and protect systems and IT.

Goal 3. Share knowledge and skills – be innovative.

Direction for 2024

Significant work has been done in 2023 to address network vulnerabilities. The current risk area is public access computers. YRL has not been involved in upgrading, monitoring or maintaining public access computers for some years. Funding from reserves (special projects) for the acquisition of system restore software that would protect the integrity of computer workstations, reducing or eliminating issues related to malware attacks. MAC address authenticator would identify resources added or attached to the YRL network and control access rights.

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Strategic Initiatives 2024, Funded from Reserves (continued)

2. Replacement of IT infrastructure and resources for collaboration

Goal 1. Hub for learning – stabilize and strengthen its existing services.

Goal 3. Share knowledge and skills – be innovative.

Direction for 2024

With increased use of technology for meetings (executive, board; library managers, remote delivery of training), meeting infrastructure is starting to fail. Replacement of the meeting screen in board room and the inclusion of resources into the YRL Learning Lab will provide stability and offer increased options for innovation and learning. Replacement of wireless access points is a known expenditure (capital) and was identified in the technology plan.

Unfunded Strategic Initiatives 2024

1. Leadership development

Goal 3. Share knowledge and skills – be innovative.

Goal 4: Excellent place to work – fearless learning organization, psychological safety

Resources

Staff time.

Direction for 2024

Managers work together to learn and practice skills needed in knowledge-driven environments. Includes, but not limited to, learnings on emotional intelligence, innovation adoption, leadership styles and how these impact on organizational culture.

2. Problem solving techniques

Goal 3. Shares knowledge and skills - innovation.

Resources

Staff time

YRL Master Membership Agreement (MMA)

The MMA outlines the services YRL provides. The cost of the services is offset by the levy. For 2023, the services cost YRL 117% of the levy income – the difference comes from the operating grant from the Public Library Services Branch and reserve funds.

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YRL Board Appointments

Municipality or School Division			
Appointment Date		Term Length	year(s)

YRL Board Trustee			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Trustee		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

YRL Board Alternate			
<i>May attend board meetings when trustee cannot.</i>			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Alternate		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

Return to Laurie Haak at lhaak@yrl.ab.ca

(80)

* The Canada Revenue Agency (CRA) requires a home address, complete only if different from mailing address.



YRL Board Appointments

Municipality or School Division			
Appointment Date		Term Length	year(s)

YRL Board Trustee			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Trustee		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

YRL Board Alternate			
<i>May attend board meetings when trustee cannot.</i>			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Alternate		
Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

Return to Laurie Haak at lhaak@yrl.ab.ca

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* The Canada Revenue Agency (CRA) requires a home address, complete only if different from mailing address.

Government Oversight

- The [Alberta Libraries Act](#) requires library systems, like YRL, to be governed by a board comprised of appointed trustees from each member municipality and school division.
 - The board meets four times per year to approve the annual budget, auditor, audited financial statements, and YRL Master Membership Agreement modification recommendations.
- The [Alberta Libraries Regulations](#) require library systems to establish an executive committee of not more than 10 persons when the board has more than 20 members.
 - As per YRL policy, the 10-person executive committee comprises five seats from municipalities with 15,000+ in population, one school division seat, three seats apportioned by municipality type, and one seat open to all YRL trustees.
 - The executive committee meets six times per year to frame policy, set priorities, develop goals and objectives, and employ qualified staff to administer the library.

Trustee Appointments and Terms

- Each member municipality and school division may appoint a trustee and an alternate.
- These individuals should:
 - Be an elected official, a library board trustee, or a community member.
 - Strongly believe in, and be committed to, the importance of libraries.
 - Be knowledgeable and skilled in one or more areas of governance: advocacy, finance, personnel, policy and/or services.
 - Be prepared to stand for and/or to elect the executive committee.
- A continuous three-year term (or three sequential one-year terms) is recommended.

Meetings

- YRL meetings are scheduled on Mondays from 10:00 a.m. to 12:00 p.m.
 - **Oct. 16 – Board of Trustees Meeting**
 - **Dec. 4 – Board Organizational Meeting and Executive Committee Meeting**

Mission Statement

Yellowhead Regional Library (YRL) provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural, and recreational needs of their communities.

For additional trustee and/or board information, please refer to the [YRL website](#) or contact Laurie Haak, Executive Assistant, at lhaak@yrl.ab.ca or 780-962-2003, extension 221.

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**Yellowhead Regional Library
DRAFT 2024 Budget - General Fund**

REVENUE		2023		2024		VARIANCE	NOTES
		\$	\$	\$	\$	\$	
R1	Additional Allotment	\$	95,000	\$	150,000	\$ 55,000	Additional allotment purchased by member libraries; offset in Line E16: Purchases - Allotment.
R2	Contract Services	\$	78,000	\$	78,000	\$ -	TRAC Central Site Agreement.
R3	Interest	\$	50,000	\$	145,000	\$ 95,000	Estimate based on projected cashflow; current high interest rates expected to remain.
R4	Local Appropriations	\$	1,379,406	\$	1,433,185	\$ 53,779	Based on YRL Board recommendation to increase levy to \$4.65 per capita on the latest Alberta Treasury Board and Finance population estimates and known changes.
R5	Non-allotment Sales	\$	200,000	\$	200,000	\$ -	Prediction for the volume of non-allotment purchases; offset in Line E18: Purchases - Non-allotment; reflects trend experienced over last three years.
R6	Operating Grant	\$	1,390,506	\$	1,462,572	\$ 72,066	Public Library Services Branch (PLSB) operational funding; based on 2019 population figures; assumption grant remains at \$4.75 per capita; includes Library Services Grant paid out to member libraries and offset in Line E9: Library Grant Disbursements.
R7	Other Grants	\$	26,432	\$	27,726	\$ 1,294	On-Reserve/On-Settlement (OROS) Grant provided by PLSB; offset in Line E13: OROS Grant.
R8	School System Levy	\$	147,278	\$	147,761	\$ 483	Based on YRL Board recommendation to increase levy to \$15.10 per full-time equivalent (FTE) student on Alberta Education population figures; reflects trend in lower school populations.
R9	Workshop Revenue	\$	-	\$	12,000	\$ 12,000	Received from our conference attendees to help with costs for the annual in-person conference; offset in E24: Workshops.
TOTAL REVENUE		\$	3,367,122	\$	3,656,244	\$ 289,122	

EXPENSES		2023		2024		VARIANCE	NOTES
		\$	\$	\$	\$	\$	
E1	Bank Charges & Miscellaneous	\$	2,200	\$	2,310	\$ -	Credit card fees, provision for uncollectable debt and other miscellaneous charges.
E2	Building Maintenance	\$	46,000	\$	48,300	\$ 2,300	Non-capital building maintenance including mechanical, cleaning and incidentals; increase due to possible increase on services such as cleaning, snow removal and janitorial.
E3	Membership Support	\$	2,500	\$	2,500	\$ -	Hot swap inventory and IT staff travel to member libraries (fuel and meals/hotels, if necessary).
E4	Delivery	\$	44,625	\$	46,856	\$ 2,231	Direct non-salary costs of delivery; increase due to high fuel prices.
E5	Employee Benefits	\$	294,973	\$	369,170	\$ 74,197	Reflects anticipated increase; known Canada Pension Plan increase; 2% cost of living adjustment.
E6	Employee Salaries	\$	1,627,211	\$	1,922,834	\$ 295,623	Reflects known staff changes; estimate of seniority increases; 2% cost of living adjustment; two new staff positions - \$109,591.
E7	Insurance	\$	20,000	\$	20,000	\$ -	Alberta Municipal Services Corporation provides all coverages (auto, building, liability and cyber liability insurance).
E8	Leases & Licensing	\$	120,000	\$	135,000	\$ 15,000	Licensing costs for software and equipment leasing and maintenance (often reactive); ACSI Fortinet contract renewal.

**Yellowhead Regional Library
DRAFT 2024 Budget - General Fund**

EXPENSES Part 2		2023		2024		VARIANCE		NOTES
E9	Library Grant Disbursements	\$ 56,016	\$ 60,486	\$ 4,470				Funds distributed to designated libraries as directed by municipality per capital increased by province in 2023; income reflected in Line R6: <i>Operating Grant</i> .
E10	Library Supplies & Shipping	\$ 22,000	\$ 25,000	\$ 3,000				Processing supplies (mylar, labels, barcodes) and incoming shipment charges; up due to inflation and vendor price increases.
E11	Memberships	\$ 20,600	\$ 20,600	\$ -				Alberta Library Trustees' Association (ALTA); Library Association of Alberta (LAA); The Alberta Library (TAL); Canadian Urban Libraries Council (CULC).
E12	Office Supplies & Equipment	\$ 23,000	\$ 23,000	\$ -				General office supplies and internal hardware/software purchases.
E13	OROS Grant	\$ 26,426	\$ 27,726	\$ 1,300				Offset in Line R7: <i>Other Grants</i> .
E14	Printing & Promotion	\$ 4,750	\$ 5,500	\$ 750				Printing of annual report, plan of service and other communication material; promotional costs for YRL's share of regional library participation in trade shows if needed and promotional materials (product and quantity reviewed yearly to address costs).
E15	Professional Services	\$ 137,500	\$ 140,500	\$ 3,000				Annual audit fee increase; technical support and incidental legal expenses; majority due to ASCI (IT) and Mugo (web services) contracts; Focus Communications fee, Happiness Programme machines license. Increase based on average actual cash flow over last three years.
E16	Purchases - Allotment	\$ 324,334	\$ 330,000	\$ 5,666				Allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment purchased by member libraries that is offset in Line R1: <i>Additional Allotment</i> .
E17	Purchases - HQ Collections	\$ 215,000	\$ 239,250	\$ 24,250				To cover inflation and USD conversions; new resources; online content; majority are negotiated by TAL on behalf of members.
E18	Purchases - Non-allotment	\$ 200,000	\$ 200,000	\$ -				Offset in Line R5: <i>Non-allotment Sales</i> .
E19	Staff Travel/Recruitment	\$ 10,000	\$ 10,000	\$ -				Non-IT staff travel (fuel and meals/hotels, if necessary) and recruitment-related costs for securing qualified staff.
E20	Staff Professional Development	\$ 24,000	\$ 33,800	\$ 9,800				Includes general/technical training and in-person conference.
E21	Telephone & Utilities	\$ 96,200	\$ 100,000	\$ 3,800				Off-site data service fees.
E22	TRAC Expenses	\$ 206,000	\$ 200,000	\$ (6,000)				YRL's share of TRAC budget; reflects TRAC purchases of software licenses and online content. Decrease based on average actual cash flow over last three years.
E23	Trustee Expenses	\$ 20,000	\$ 30,000	\$ 10,000				Board/Executive Committee meeting costs, advocacy and YRL conference; increase as more in person visits expected.
E24	Workshops	\$ 22,000	\$ 22,000	\$ -				YRL conference and in-house workshops, inflation, hosting cost.
TOTAL EXPENSES		\$ 3,565,335	\$ 4,016,856	\$ 449,387				

Yellowhead Regional Library
DRAFT 2024 Budget - General Fund

	2023	2024
General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ (198,213)	\$ (360,612)
Cost-benefit ratio	105.89%	109.86%

Reserve Fund Transfer to Operational Contingency Fund

Purchases - Capital Assets	
Aruba access points replacement	\$ 82,420
MAC address authenticator	\$ 52,106
OWL or similar product for Learning Lab	\$ 3,500
Boardroom TV screen	\$ 10,060
Learning Lab interactive whiteboard	\$ 8,776
Laptop mobile lab replacement	\$ 7,000
Sub-total	\$ 163,861

Special Projects

Licenses for IT support for public computers	\$ 24,000
Total Assets Expense	\$ 187,861

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**Yellowhead Regional Library
DRAFT 2024 Budget - All Funds**

REVENUE	2021 Received	2022 Budget	2022 Received	2023 Budget	2023 Received	2019-2022 Average Budget	2019-2022 Average Received	2024 Projected	Notes
R1 Additional Allotment	\$ 41,102	\$ 95,000	\$ 17,005	\$ 95,000	\$ 110,500	\$ 93,750	\$ 60,877	\$ 150,000	Member libraries provide their own funds to buy library materials through YRL.
R2 Contract Services	\$ 78,000	\$ 78,000	\$ 39,000	\$ 78,000	\$ 39,000	\$ 78,000	\$ 68,250	\$ 78,000	TRAC central site contract fee.
<i>Deferred Gov't Contributions</i>	\$ 160,307							\$ 160,306	Original funds from Province for payment of building; deferred over years.
R3 Interest	\$ 15,483	\$ 17,000	\$ 9,143	\$ 50,000	\$ 85,239	\$ 35,625	\$ 28,200	\$ 145,000	Expectation for rates to remain steady or rise slightly over 2024.
R4 Local Appropriations	\$ 1,316,485	\$ 1,354,480	\$ 515,444	\$ 1,379,406	\$ 706,717	\$ 1,306,363	\$ 1,097,485	\$ 1,433,185	2.5% increase in per capita fee; latest municipal population census estimate.
R5 Non-allotment Sales	\$ 202,529	\$ 175,000	\$ 103,529	\$ 200,000	\$ 94,582	\$ 171,250	\$ 180,765	\$ 200,000	Member libraries are billed directly for library materials purchased through YRL.
R6 Operating Grant	\$ 1,390,506	\$ 1,390,506	\$ -	\$ 1,390,506	\$ 1,462,572	\$ 1,403,148	\$ 1,042,139	\$ 1,462,572	Per capita Increase on 2019 populations.
R7 Other Grants		\$ 26,432	\$ -	\$ 26,432				\$ 27,726	On-Reserve/On-Settlement (OROS) Grant increased in 2023.
R8 School System Levy	\$ 142,422	\$ 156,392	\$ 67,151	\$ 147,278	\$ 73,058	\$ 153,833	\$ 128,699	\$ 147,761	2.5% increase in per student fee; student populations have declined.
R9 Workshops		\$ 32,450	\$ 3,000	\$ -		\$ 15,488	\$ 12,405	\$ 12,000	Status quo; based on known actuals.
TOTAL REVENUE	\$ 3,346,834	\$ 3,325,260	\$ 754,272	\$ 3,366,622	\$ 2,571,668	\$ 3,257,456	\$ 2,618,819	\$ 3,816,550	

EXPENSES Part 1	2021 Spent	2022 Budget	2022 Spent	2023 Budget	2023 Received	2019-2022 Average Budget	2019-2022 Average Spent	2024 Projected	Notes
<i>Amortization of Capital Assets</i>	\$ 271,740	\$ -	\$ -					\$ 233,732	
E1 Bank Charges & Miscellaneous	\$ 1,696	\$ 2,200	\$ 2,083	\$ 2,200	\$ 866	\$ 1,867	\$ 1,396	\$ 2,310	5% increase.
E2 Building Maintenance	\$ 38,730	\$ 44,000	\$ 42,108	\$ 46,000	\$ 32,309	\$ 42,625	\$ 41,888	\$ 48,300	5% increase.
E3 Membership Support	\$ 1,247	\$ 2,500	\$ 1,296	\$ 2,500	\$ 477	\$ 1,813	\$ 1,031	\$ 2,500	Remains the same.
E4 Delivery	\$ 39,729	\$ 42,500	\$ 45,305	\$ 44,625	\$ 21,681	\$ 46,875	\$ 37,754	\$ 46,856	5% increase.
E5 Employee Benefits	\$ 1,630,359	\$ 278,235	\$ 258,305	\$ 294,973	\$ 146,548			\$ 369,170	2% COLA increase plus 10% increase in benefits.
E6 Employee Salaries		\$ 1,472,050	\$ 1,449,901	\$ 1,627,211	\$ 733,612			\$ 1,922,834	2% COLA increase.
E7 Insurance	\$ 10,495	\$ 10,700	\$ 11,407	\$ 20,000	\$ 14,159	\$ 10,588	\$ 10,249	\$ 20,000	Remains the same.
E9 Inter-library Loan Expenses	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ 1,775	\$ -	\$ -	
E8 Leases & Licensing	\$ 90,315	\$ 121,200	\$ 91,388	\$ 120,000	\$ 75,229	\$ 112,950	\$ 88,390	\$ 135,000	Increase based on anticipated changes in subscription renewals and licenses for IT support for public computers.

**Yellowhead Regional Library
DRAFT 2024 Budget - All Funds**

EXPENSES Part 2	2021 Spent	2022 Budget	2022 Spent	2023 Budget	2023 Received	2019-2022 Average Budget	2019-2022 Average Spent	2024 Projected	Notes
E9 Library Grant Disbursements	\$ 56,016	\$ 56,016	\$ 56,016	\$ 56,016		\$ 56,016	\$ 56,016	\$ 60,486	Increase based on new population figures.
E10 Library Supplies & Shipping	\$ 21,527	\$ 29,000	\$ 15,907	\$ 22,000	\$ 9,994	\$ 28,181	\$ 18,436	\$ 25,000	5% increase.
E11 Memberships	\$ 16,725	\$ 20,600	\$ 12,789	\$ 20,600	\$ 13,003	\$ 18,325	\$ 14,224	\$ 20,600	Remains the same.
E12 Office Supplies & Equipment	\$ 18,130	\$ 27,400	\$ 22,714	\$ 23,000	\$ 7,267	\$ 34,238	\$ 24,346	\$ 23,000	Remains the same.
E13 OROS Grant		\$ 26,426	\$ 26,426	\$ 26,426	\$ 22,717	\$ 26,426		\$ 27,726	OROS Grant increased in 2023.
E14 Printing & Promotion	\$ 4,732	\$ 4,750	\$ 4,203	\$ 4,750	\$ 2,285	\$ 4,833	\$ 3,381	\$ 5,500	5% increase.
E15 Professional Services	\$ 115,327	\$ 143,000	\$ 125,213	\$ 137,500	\$ 86,344	\$ 117,125	\$ 106,742	\$ 140,500	Includes fees for auditor, Focus Communications and legal.
E16 Purchases - Allotment	\$ 349,700	\$ 333,602	\$ 342,210	\$ 324,334	\$ 168,956	\$ 324,295	\$ 327,781	\$ 330,000	Increase based on new population figures.
E17 Purchases - HQ Collections	\$ 216,217	\$ 222,500	\$ 216,174	\$ 215,000	98851	\$ 225,625	\$ 222,088	\$ 239,250	Increase based on CRS budget request.
E18 Purchases - Non-allotment	\$ 203,637	\$ 175,000	\$ 191,218	\$ 200,000	\$ 125,356	\$ 171,250		\$ 200,000	Remains the same.
E19 Special Projects Fund*	\$ 95,784			\$ -					
E19 Staff Travel/Recruitment	\$ 4,461	\$ 6,000	\$ 5,681	\$ 10,000	\$ 3,626	\$ 9,833	\$ 13,872	\$ 10,000	Remains the same.
E20 Staff Professional Development	\$ 7,121	\$ 24,137	\$ 19,867	\$ 24,000	\$ 16,035	\$ 22,629	\$ 7,863	\$ 33,800	Includes director's continuing education contract amount; more in person events.
E21 Telephone & Utilities	\$ 81,892	\$ 96,200	\$ 84,375	\$ 96,200	\$ 47,812	\$ 100,788	\$ 78,658	\$ 100,000	Utilities cost increase.
E22 TRAC Expenses	\$ 195,537	\$ 197,000	\$ 201,814	\$ 206,000	\$ 195,410		\$ 184,298	\$ 200,000	Decrease based on actual costs.
E23 Trustee Expenses	\$ 14,716	\$ 22,500	\$ 22,584	\$ 20,000	\$ 17,748	\$ 41,375	\$ 29,658	\$ 30,000	Increase based on post covid actual cost.
E24 Workshops	\$ 9,186	\$ 20,500	\$ 20,076	\$ 22,000	\$ 13,985	\$ 22,125	\$ 14,745	\$ 22,000	Remains the same; includes in person conference, inflation and hosting cost.
TOTAL EXPENSES	\$ 3,494,418	\$ 3,378,016	\$ 3,269,060	\$ 3,685,335	\$ 1,854,270	\$ 1,421,555	\$ 1,282,836	\$ 4,248,564	

All Funds: Surplus (Deficiency)	\$ (147,584)
Revenue Over Expenses	
General Fund: Surplus (Deficiency)	\$ 59,033

Reserve Fund Transfer to Operational Contingency Fund

Purchases - Capital Assets	
Aruba access points replacement	\$ 82,420
MAC address authenticator	\$ 52,106
OWL or similar product for Learning L	\$ 3,500
Boardroom TV screen	\$ 10,060
Learning Lab interactive whiteboard	\$ 8,776
Laptop mobile lab replacement	\$ 7,000
Sub-total	\$ 163,861

Special Projects	
Licenses for IT support for public com	\$ 24,000
Total Assets Expense	\$ 187,861

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Yellowhead Regional Library
2024 Budget with Projections for 2025 and 2026

REVENUE		2023	2024	2025	2026
R1	Additional Allotment	\$ 95,000	\$ 150,000	\$ 157,500	\$ 165,375
R2	Additional Services	500	-	-	-
R3	Contract Services	78,000	78,000	78,000	78,000
R4	Deferred Gov't Contributions	160,300	160,306	160,306	160,306
R5	Interest	25,000	145,000	145,000	145,000
R6	Interest GIC	25,000		-	-
R7	Local Appropriations	1,379,406	1,433,185	1,476,180	1,520,466
R8	Non-allotment Sales	200,000	200,000	210,000	220,500
R9	Operating Grant	1,390,506	1,462,572	1,462,572	1,462,572
R10	Other Grants	26,432	27,726	27,726	27,726
R11	School Division Levy	147,278	147,761	152,194	156,760
R12	Workshop Revenue	0	12,000	12,000	12,000
TOTAL REVENUE		\$ 3,527,422	\$ 3,816,550	\$ 3,881,478	\$ 3,948,705

EXPENSES

E1	Amortization of Capital Assets	\$ 222,100	\$ 233,732	\$ 245,406	\$ 245,406
E2	Bank Charges and Miscellaneous	2,200	2,310	2,368	2,427
E3	Building Maintenance	46,000	48,300	49,508	50,745
E4	Delivery	44,600	46,856	48,028	49,228
E5	Employee Benefits	295,000	369,170	387,628	407,009
E6	Employee Salaries	1,627,200	1,922,834	1,961,290	2,000,516
E7	Insurance	20,000	20,000	20,000	20,000
E8	Leases and Licenses	120,000	135,000	135,000	135,000
E9	Library Grant Disbursement	56,016	60,486	60,486	60,486
E10	Library Supplies	22,000	25,000	25,000	25,000
E11	Membership Support	2,500	2,500	2,500	2,500
E12	Memberships	20,600	20,600	20,600	20,600
E13	Office Supplies and Equipment	23,000	23,000	23,000	23,000
E14	On-Reserve/On-Settlement Grant	26,426	27,726	27,726	27,726
E15	Printing and Promotion	4,750	5,500	5,500	5,500
E16	Professional Services	137,500	140,500	144,013	147,613
E17	Purchases - Allotment	324,392	330,000	330,000	330,000
E18	Purchases - HQ Collections	215,000	239,250	245,231	251,362
E19	Purchases - Non-allotment	200,000	200,000	200,000	200,000
E20	Special Project Fund	90,000	-	-	-
E21	Staff Professional Development	24,000	33,800	33,800	33,800
E22	Staff Travel Expenses/Recruitment	10,000	10,000	10,000	10,000
E23	Telephone and Utilities	96,200	100,000	100,000	100,000
E24	TRAC Expenses	206,000	200,000	200,000	200,000
E25	Trustee Expenses	20,000	30,000	30,750	31,519
E26	Workshops	22,000	22,000	22,000	22,000
TOTAL EXPENSES		\$ 3,877,484	\$ 4,248,564	\$ 4,329,834	\$ 4,401,437

All Funds: Surplus (Deficiency)	\$ (350,062)	\$ (432,014)	\$ (448,356)	\$ (452,732)
Revenue Over Expenses				
General Fund: Surplus (Deficiency)	\$ (198,262)	\$ (358,588)	\$ (363,255)	\$ (367,634)
Revenue Over Expenses				
Reserve Fund Transfer to (from)	\$ (198,262)	\$ (358,588)	\$ (363,255)	\$ (367,634)
Operational Contingency Fund				
Purchases - Capital Assets	\$ 175,000	\$ 163,861	\$ 34,000	\$ 34,000

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**Yellowhead Regional Library
Fund Reserves**

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at 2022 Year End	\$ 81,154	\$ 225,926	\$ 953,026	\$ 2,026,633	\$ 129,689	\$ 3,416,428
Excess to June 30, 2023 Revenue Over Expenses	\$ 592,024					
Amortization to June 30, 2023		(118,629)				
Capital Asset Purchases		-	-			
Capital Asset Disposals		-				
Special Projects						
Deferred Contribution		80,153				
Balance at June 30, 2023	\$ 673,178	\$ 187,450	\$ 953,026	\$ 2,026,633	\$ 129,689	\$ 3,969,976

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2024 Municipal Operating Grant / Library Services Grant / Appropriations

Municipality	2019 Population	Population 2022 as of January 11, 2023	2023 Appropriation at \$4.65/capita (2022 Pop Est)	Library Services Grant at \$5.60/capita (2019 Pop Est)	Allotment at \$0.75/capita (2022 Pop Est)	Operating Grant at \$4.75/capita (2019 Pop)
ALBERTA BEACH	1,018	1,097	\$5,104.89		\$822.75	\$4,835.50
BARRHEAD	4,579	4,591	\$21,364.22		\$3,443.25	\$21,750.25
BARRHEAD NO. 11, COUNTY OF	6,288	6,357	\$29,582.30		\$4,767.75	\$29,868.00
BEAUMONT ¹⁵	19,236	21,918	\$101,995.41		\$16,438.50	\$91,371.00
BIRCH COVE	45	45	\$209.41	252	\$33.75	\$213.75
BRAZEAU COUNTY	7,771	7,962	\$37,051.17	43,518	\$5,971.50	\$36,912.25
BRETON	574	506	\$2,354.67		\$379.50	\$2,726.50
CALMAR	2,228	2,484	\$11,559.29		\$1,863.00	\$10,583.00
CASTLE ISLAND	10	9	\$41.88	56	\$6.75	\$47.50
CLYDE	430	434	\$2,019.62	2,408	\$325.50	\$2,042.50
CRYSTAL SPRINGS	51	53	\$246.64	286	\$39.75	\$242.25
DEVON	6,578	6,689	\$31,127.26		\$5,016.75	\$31,245.50
DRAYTON VALLEY	7,235	6,802	\$31,653.11		\$5,101.50	\$34,366.25
EDSON	8,414	7,903	\$36,776.61		\$5,927.25	\$39,966.50
GRANDVIEW ¹⁷	114	131	\$609.61	638	\$98.25	\$541.50
HINTON	9,882	10,087	\$46,939.85		\$7,565.25	\$46,939.50
JASPER, Municipality of	4,590	4,113	\$19,139.85		\$3,084.75	\$21,802.50
KAPASIWIN	10	13	\$60.50	56	\$9.75	\$47.50
LAC STE. ANNE COUNTY	10,899	11,325	\$52,700.89		\$8,493.75	\$51,770.25
LAKEVIEW	30	35	\$162.87	168	\$26.25	\$142.50
LEDUC	33,032	35,398	\$164,724.59		\$26,548.50	\$156,902.00
LEDUC COUNTY ¹³⁵	13,780	14,547	\$67,694.46		\$10,910.25	\$65,455.00
MA-ME-O BEACH	110	73	\$339.71	616	\$54.75	\$522.50
MAYERTHORPE	1,320	1,100	\$5,118.85		\$825.00	\$6,270.00
MILLET ²⁵	1,945	1,843	\$8,576.40		\$1,382.25	\$9,238.75
NAKAMUN PARK	96	95	\$442.08	538	\$71.25	\$456.00
NORRIS BEACH	38	47	\$218.71	213	\$35.25	\$180.50
ONOWAY	1,029	927	\$4,313.79		\$695.25	\$4,887.75
Parkland County ⁵⁷	32,097	34,487	\$160,485.25		\$25,865.25	\$152,460.75
POPLAR BAY	103	110	\$511.89	577	\$82.50	\$489.25
ROSS HAVEN	160	144	\$670.10	896	\$108.00	\$760.00
Sandy Beach		270	\$1,256.45	-	\$202.50	\$0.00
SEBA BEACH	169	147	\$684.06		\$110.25	\$802.75
SILVER BEACH	65	71	\$330.40	364	\$53.25	\$308.75
SILVER SANDS	160	161	\$749.21	896	\$120.75	\$760.00
SOUTH VIEW	67	59	\$274.56	375	\$44.25	\$318.25
SPRING LAKE	699	772	\$3,592.50	3,914	\$579.00	\$3,320.25
Spruce Grove ⁵⁷	35,766	40,842	\$190,058.25		\$30,631.50	\$169,888.50
STONY PLAIN	17,842	18,567	\$86,401.53		\$13,925.25	\$84,749.50
SUNRISE BEACH	135	131	\$609.61	756	\$98.25	\$641.25
SUNSET POINT	169	159	\$739.91	946	\$119.25	\$802.75
SWAN HILLS	1,301	1,265	\$5,886.68		\$948.75	\$6,179.75
THORSBY	1,015	972	\$4,523.20		\$729.00	\$4,821.25
VAL QUENTIN	252	266	\$1,237.83	1,411	\$199.50	\$1,197.00
WABAMUN	682	-	\$0.00		\$0.00	\$3,239.50
WARBURG	766	768	\$3,573.89		\$576.00	\$3,638.50
WEST COVE	149	194	\$902.78	834	\$145.50	\$707.75
WESTLOCK	5,101	4,802	\$22,346.11		\$3,601.50	\$24,229.75
WESTLOCK COUNTY	7,220	7,229	\$33,640.15		\$5,421.75	\$34,295.00
WETASKIWIN	12,655	12,317	\$57,317.16		\$9,237.75	\$60,111.25
Wetaskiwin County No. 10 ¹²⁷	11,181	11,684	\$54,371.49		\$8,763.00	\$53,109.75
WHITECOURT ⁴⁵	10,204	9,586	\$44,608.45		\$7,189.50	\$48,469.00
WOODLANDS COUNTY ⁴⁵	4,754	4,830	\$22,476.41		\$3,622.50	\$22,581.50
YELLOWHEAD COUNTY	10,995	11,438	\$53,226.73		\$8,578.50	\$52,226.25
YELLOWSTONE	137	125	\$581.69	767	\$93.75	\$650.75
Totals	295,176	307,980	\$1,433,184.93	\$60,485.60	\$230,985.00	\$1,402,086.00

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2024 School Divisions at \$15.10 per FTE Student

Name	Total FTE	2024 Levy	Allotment (\$1.00/FTE)
Northern Gateway School Division			
Darwell School Library	152	\$ 2,295.20	\$ 152.00
Elmer Elson Elementary School Library	274.5	\$ 4,144.95	\$ 274.50
Grasmere School Library	122.5	\$ 1,849.75	\$ 122.50
Hilltop Junior/Senior High School Library	518	\$ 7,821.80	\$ 518.00
Mayerthorpe Junior/Senior High School Library	267	\$ 4,031.70	\$ 267.00
Onoway Elementary School Library	403.5	\$ 6,092.85	\$ 403.50
Onoway Junior/Senior High School Library	485	\$ 7,323.50	\$ 485.00
Pat Hardy Primary School Library	283	\$ 4,273.30	\$ 283.00
Percy Baxter Middle School Library	368	\$ 5,556.80	\$ 368.00
Rich Valley School Library	110.5	\$ 1,668.55	\$ 110.50
Sangudo Community School Library	104.5	\$ 1,577.95	\$ 104.50
Whitecourt Central School Library	351	\$ 5,300.10	\$ 351.00
Total	3,439.5	\$51,936.45	\$3,439.50

2024 School Divisions at \$15.10 per FTE Student

Name	Total FTE	2024 Levy	Allotment (\$1.00/FTE)
Pembina Hills School Division			
Barrhead Composite High School Library	676	\$ 10,207.60	\$ 676.00
Busby School Library	95	\$ 1,434.50	\$ 95.00
Dunstable School Library	61	\$ 921.10	\$ 61.00
École Barrhead Elementary School Library	540	\$ 8,154.00	\$ 540.00
École Westlock Elementary School Library	372	\$ 5,617.20	\$ 372.00
Eleanor Hall School Library	193	\$ 2,914.30	\$ 193.00
Fort Assiniboine School Library	87	\$ 1,313.70	\$ 87.00
Neerlandia Public Christian School Library	240	\$ 3,624.00	\$ 240.00
Pembina North Community School Library	31	\$ 468.10	\$ 31.00
Pibroch Colony School Library	21	\$ 317.10	\$ 21.00
R.F. Staples Secondary School Library	585	\$ 8,833.50	\$ 585.00
Sunny Bend Colony School Library	20.5	\$ 309.55	\$ 20.50
Swan Hills School Library	181	\$ 2,733.10	\$ 181.00
Total	3,102.5	\$ 46,847.75	\$ 3,102.50

2024 School Divisions at \$15.10 per FTE Student

Name	Total FTE	2024 Levy	Allotment (\$1.00/FTE)
Wetaskiwin School Division			
Alder Flats Elementary School Library	97	\$ 1,464.70	\$ 97.00
Buck Mountain Central School Library	171	\$ 2,582.10	\$ 171.00
Centennial School Library	142	\$ 2,144.20	\$ 142.00
Clear Vista School Library	409.5	\$ 6,183.45	\$ 409.50
Falun Elementary School Library	115	\$ 1,736.50	\$ 115.00
Griffiths-Scott School Library	271	\$ 4,092.10	\$ 271.00
Gwynne School Library	-	\$ -	\$ -
Lakedell Elementary School Library	65.5	\$ 989.05	\$ 65.50
Lynn Lauren Early Education School Library	28	\$ 422.80	\$ 28.00
Norwood School Library	221	\$ 3,337.10	\$ 221.00
Parkdale School Library	196.5	\$ 2,967.15	\$ 196.50
Pigeon Lake Regional School Library	260	\$ 3,926.00	\$ 260.00
Pine Haven Colony School Library	13	\$ 196.30	\$ 13.00
Pipestone School Library	86	\$ 1,298.60	\$ 86.00
Queen Elizabeth School Library	177.5	\$ 2,680.25	\$ 177.50
Silver Creek Colony School Library	12	\$ 181.20	\$ 12.00
Wetaskiwin Composite High School Library	910	\$ 13,741.00	\$ 910.00
Winfield School Library	68.5	\$ 1,034.35	\$ 68.50
Total	3,243.5	\$ 48,976.85	\$ 3,243.50

SCHOOL DIVISION TOTALS	9,785.50	147,761.05	9,785.50
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