

# AGENDA FOR THE REGULAR MEETING OF THE ELNORA VILLAGE COUNCIL

April 9,  
2024  
**6:00 PM**  
Village  
Office

*Agenda prepared on April 5, 2024*

**Attendees:** Mayor: Jul Bissell Deputy Mayor: Ron Duft Councillor: Lisa Ferguson

CAO – Sharon Wesgate  
Recording Secretary – Tina Williamson Ward  
Zoom Meeting Attendees, Public

## Agenda

<b>1.0 Call to Order</b>	
<b>2.0 Adoption of Agenda</b>	<ul style="list-style-type: none"> <li>2.1 Adds/Deletes</li> <li>2.2 Motion to Adopt</li> </ul>
<b>3.0 Adoption of Minutes</b>	<ul style="list-style-type: none"> <li>3.1 <b>Minutes of Regular Meeting</b> – March 12, 2024</li> <li>3.2 <b>Minutes of Special Meeting</b> – March 14, 2024</li> </ul>
<b>4.0 Business Arising Out of Minutes</b>	<ul style="list-style-type: none"> <li>4.1 <b>Community Signage</b></li> <li>4.2 <b>Village Security Cameras</b></li> </ul>
<b>5.0 Bylaws, Policies</b>	<ul style="list-style-type: none"> <li>5.1 <b>Bylaw #2023-04, Procedural</b> – Third Reading</li> <li>5.2 <b>Property Approaches Policy</b> – Request for Decision</li> </ul>
<b>6.0 Delegation(s)</b>	No delegations
<b>7.0 New Business</b>	<ul style="list-style-type: none"> <li>7.1 <b>213 Main Street</b> – Cooler Doors, Offer</li> <li>7.2 <b>A. Silbernagel</b> – Waste Collection &amp; Recycling, Request</li> <li>7.3 <b>Library Committee Meeting</b> – Recommendation #1</li> <li>7.4 <b>Low Flow Toilet Rebate</b> – Resident inquiry</li> <li>7.5 <b>Red Deer Regional Emergency Management Partnership (RDREMP) Agency</b> <ul style="list-style-type: none"> <li>a) <i>Terms of Reference</i></li> <li>b) <i>Minutes</i> – February 14, 2024</li> <li>c) <i>Response to Minutes of February 14, 2024</i></li> </ul> </li> </ul>

	<p>7.6 <b>Alberta Public Safety &amp; Emergency Services</b> – 2023/2024 Provincial Police Funding</p> <p>7.7 <b>Elnora Playschool</b> – Request</p> <p>7.8 <b>Government of Alberta</b> – ASSET, 2023 Audit</p> <p>7.9 <b>Safety Codes Council</b> – 2023 Annual Internal Review</p> <p>7.10 <b>Parkland Regional Library</b> – 2023 Financial Statements</p> <p>7.11 <b>Michener Allen</b> – Garbage Truck</p> <p>7.12 <b>Council Meeting</b> – Amend meeting time</p> <p>7.13 <b>Municipal Affairs</b> – Training Session, April 4.24</p>
<b>8.0 Financial</b>	<p>8.1 <b>Monthly Statement</b> – March 2024</p> <p>8.2 <b>Council Cheque Listing</b> – March 2024</p>
<b>9.0 Correspondence</b>	<p>9.1 <b>ATCO Electric</b> – 2023 Franchise Report</p> <p>9.2 <b>Alberta Municipal Affairs</b></p> <p style="padding-left: 20px;">a) <i>Provincial Education Requisition Credit Program Extension</i></p> <p style="padding-left: 20px;">b) <i>Assessment Review Model (AMR)</i></p> <p>9.3 <b>Alberta Environment and Protective Areas</b> – Water License Holders</p>
<b>10.0 Council Reports</b>	<p>10.1 <b>Mayor Jul Bissell</b></p> <p>10.2 <b>Deputy Mayor Ron Duft</b></p> <p>10.3 <b>Councillor Lisa Ferguson</b></p>
<b>11.0 Reports – CAO &amp; Public Works</b>	<p>11.1 <b>CAO</b></p> <p style="padding-left: 20px;">a) Administration Report – March 2024</p> <p>11.2 <b>Public Works</b></p> <p style="padding-left: 20px;">a) <i>Public Works Foreman Report</i>– March 2024</p>
<b>12.0 Confidential</b>	No matters
<b>13.0 Adjournment</b>	<b>NEXT REGULAR MEETING: May 14, 2024</b>

## **1.0 – CALL TO ORDER**

## **2.0 – ADOPTION OF AGENDA**

Additions/Deletions

**MOTION to approve the Agenda for April 9, 2024**

## **3.0 – ADOPTION OF MINUTES**

3.0 **Minutes of Regular Meeting** - March 12, 2024 (forwarded under prior email)

Errors/Omissions

**MOTION to approve the Minutes of the Regular Meeting of March 12, 2024 as presented.**

3.2 **Minutes of Special Meeting** – March 14, 2024 (forwarded under prior email)

Errors/Omissions

**Motion to approve the Minutes of the Special Meeting of March 14, 2024 as presented.**

## **4.0 – BUSINESS ARISING OUT OF MINUTES**

4.1 **Community Signage** - Pending

4.2 **Village Security Cameras** - Pending

## **5.0 – BYLAWS, POLICIES**

7.1 **Bylaw #2023-04, Procedural** – Third Reading

7.2 **Property Approaches Policy** – Pending

## **6.0 – DELEGATIONS**

No delegations

## **7.0 – NEW BUSINESS**

7.1 **213 Main Street** – Cooler Doors, Offer (next page)

**From:** Cory Kim <islandlakegeneral@gmail.com>  
**Sent:** April 1, 2024 7:45 PM  
**To:** cao@villageofelnora.com  
**Subject:** Re: Introduce

Hi

I'd like to offer you at

6 cooler doors \$ 500.00

2 Fan \$500.00

I will disassemble the units and load them by myself within 10 days of approval.

Please check my offer and let me know.

On Mon, Apr 1, 2024 at 11:07 AM Cory Kim <islandlakegeneral@gmail.com> wrote:

Hi

My name is Cory and I'd like to buy the door and fan for walk-in cooler.

Thanks!

7.2 **A. Silbernagel** – Waste Collection & Recycling, Request

Ms. Silbernagel, located on Township Road 352 east of Highway 21 (north side of road), has requested Waste Collection and Recycling. This request complies with Bylaw #2024-02, being the Garbage bylaw.

7.3 **Elnora Library Planning & Development Committee** – Recommendation #1, March 26, 2024

**RECOMMENDATION:** The Village contract 'Trenchless' plumbing of Red Deer at a cost of \$400.00 to \$450.00 (mileage included) to scope and camera the existing sewer line at 213 Main Street to determine the sewer grade for design purposes.

**Discussion**

7.4 **Low Flow Toilet Rebate** – Resident Inquiry

A resident inquired if the Village would consider a rebate for the installation of low flow toilets in the municipality.

**Per Public Works** – The Village's sewer system is not designed to accommodate low flow toilet discharge.

**Discussion**

## 7.5 Red Deer Regional Emergency Management Partnership (RDREMP) Agency Discussion

- a) *Terms of Reference* (next page)

## RED DEER REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP EMERGENCY MANAGEMENT AGENCY TERMS OF REFERENCE

The Red Deer Regional Emergency Management Agency is established pursuant to the Red Deer Regional Emergency Management Partnership Agreement, dated February 14, 2024.

### 1. PURPOSE

The purpose of the Red Deer Regional Emergency Management Agency (the "Agency") is to:

- a. annually review and amend the Red Deer Regional Emergency Management Plan;
- b. ensure regional training exercises that exercise elements of the Red Deer Regional Emergency Management Plan are provided for municipal personnel;
- c. ensure training records are kept that detail regional training exercises and participation from each Municipality in attendance;
- d. plan and execute exercises to validate the Red Deer Regional Emergency Management Plan;
- e. conduct reviews of all exercises;
- f. review the impact of incidents on the system;
- g. publish information, as necessary, on the Red Deer Regional Emergency Management Plan with:
  - i. municipal departments; and
  - ii. industrial and municipal neighbours.
- h. liaise with external agencies and surrounding municipalities who have a role in emergency response or would be affected by the Red Deer Regional Emergency Management Plan; and
- i. ensure that there are appropriate resources and equipment available to prepare for, respond to, and recover from an Emergency or Disaster that impacts the Municipalities.

### 2. REGIONAL AGENCY MEMBERSHIP

Regional Agency membership shall consist of one (1) voting member from each Partnering Municipality, who shall be the municipality's Director of Emergency Management or in their absence, the Chief Administrative Officer or delegate.

Other non-voting members who may serve in an advisory capacity to the Agency include:

- Central Region Field Officer, Alberta Emergency Management Agency
- RCMP Detachment Commander(s)
- School Division Representative(s)
- Alberta Health Services Representative(s)
- Regional Emergency Social Services Representative(s)

RED DEER REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP  
EMERGENCY MANAGEMENT AGENCY TERMS OF REFERENCE

**3. AGENCY MEETINGS**

A quorum shall consist of the majority of voting members from the partner municipalities but shall be no less than five (5) voting members.

Agency resolutions shall be voted on by the members of the Agency, with each vote holding equal power and a resolution passed upon receiving the majority vote from the voting members in attendance. In the event of a tie vote, the resolution shall be defeated. At a meeting of the Agency without a quorum, no resolutions may be considered. No resolution of the Agency with respect to financial commitments from each of the member municipalities shall be considered binding upon any or all municipalities.

The Regional Agency will meet a minimum of two (2) times per year, normally during the months of February / March (SPRING) and September / October (FALL). The Agency may meet more frequently at the call of the Chair or a majority of Regional Agency members.

The Chair and Vice-Chair shall rotate on an annual schedule as follows:

CHAIR	VICE-CHAIR	SCHEDULE
Bowden	Delburne	Fall 2024 / Spring 2025
Delburne	Elnora	Fall 2025 / Spring 2026
Elnora	Innisfail	Fall 2026 / Spring 2027
Innisfail	Penhold	Fall 2027 / Spring 2028
Penhold	Red Deer	Fall 2028 / Spring 2029
Red Deer	Red Deer County	Fall 2029 / Spring 2030
Red Deer County	Sylvan Lake	Fall 2030 / Spring 2031
Sylvan Lake	Bowden	Fall 2031 / Spring 2032

The Chair shall:

- a. schedule and host the Agency meeting,
- b. prepare the agenda,
- c. send the invitation to voting members of the Agency and non-voting members who are requested based on the agenda, and
- d. prepare and distribute minutes of the meeting to the voting members.

In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.

RED DEER REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP  
EMERGENCY MANAGEMENT AGENCY TERMS OF REFERENCE

**4. BUDGETS & STAFF/ADMINISTRATIVE SUPPORT**

The Agency has no fiduciary power or responsibility. Resolutions from the Agency that request funding from any or all of the member municipalities must be approved by each municipality.

Examples of funding resolutions the Agency may consider include but are not limited to requests: to support regional training, to support administrative expenses associated with the Agency, or to recommend the readiness of capital resources by a member municipality or member municipalities to fulfill the obligations of the Agency set out in this Terms of Reference.

**5. COMMUNICATION WITH THE REGIONAL AGENCY**

All public communication will be through the Agency Chair and shall require a resolution of the Agency prior to release.

**6. TERMS OF REFERENCE AMENDMENTS**

The Agency Terms of Reference may be amended from time to time, by a majority vote, at a duly constituted Agency meeting.

**7. APPROVAL/ADOPTION DATE**

The Red Deer Regional Emergency Management Partnership Agency Terms of Reference approved this \_\_ day of \_\_\_\_\_, 2024.

- b) **RDREMP Minutes** – February 14, 2024 (next page)



# Minutes

## Red Deer Regional Emergency Management Partnership

DATE February 14, 2024

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TIME 1:30 PM

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MEETING CALLED TO ORDER BY Dave BRAND – Red Deer County

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### IN ATTENDANCE

**Dave BRAND** – Red Deer County  
**Drayton BUSSIÈRE** – Red Deer County  
**Carol LIND** – City of Red Deer  
**Rudy FRIESEN** – Town of Bowden  
**Karen FEGAN** – Village of Delburne  
**Brad HAMBLIN** – Village of Delburne  
**Tina WILLIAMSON-WARD** – Village of Elnora  
**Lisa DORMUTH** – Red Deer County  
**Sean PENDERGAST** – Town of Penhold  
**Lee FURLOTTE** – Town of Sylvan Lake  
**Ron LEBSACK** – Town of Sylvan Lake  
**Gary LEITH**, Town of Innisfail  
**Brian BOUTIN** – Field Officer, Alberta Emergency Management Agency.

### REGRETS

**None**

### APPROVAL OF MINUTES

First meeting of the newly formed Red Deer Regional Emergency Management Partnership

### ORGANIZATION

Dave BRAND requested discussion regarding the following items which will be included in the Terms of Reference (TOR) for the partnership:

Frequency of Meetings – two times per year (Spring/Fall) – before and after hazard season



Voting Structure – one vote for each municipality

Meeting Chair – Rotating in alphabetical order – One year term (2 meetings)

- 2024 – Bowden Chair – Delburne Vice Chair
- 2025 – Delburne Chair – Elnora Vice Chair
- 2026 – Elnora Chair – Innisfail Vice Chair
- 2027 – Innisfail Chair – Penhold Vice Chair
- 2028 – Penhold Chair – Red Deer Vice Chair
- 2029 – Red Deer Chair – Red Deer County Vice Chair
- 2030 – Red Deer County Chair – Sylvan Lake Vice Chair

Budget

RESOLUTION made by Delburne, K. FEGAN: Requested that each municipality investigates their budgets to ensure that they have money available (~~\$2,500-\$3,000~~) to support the planning and execution of the regional functional exercise.

CARRIED

One municipality from the partnership will be required to administer the receipt of the monies from each municipality and payments of expenditures related to the exercise.

City of Red Deer advised that they must have a TOR with budget request formalized to take back to the City of Red Deer for consideration.

Regional Functional Exercise

Plan for March of 2025 prior to the end of AEMA's fiscal year (March 31, 2025). Previous exercise (Lacombe Regional Emergency Management Partnership) cost approximately \$30,000. Red Deer County has an external consultant quote of \$20,000 to facilitate a regional exercise. Assumed budget is \$25-30k depending on scope of functional exercise.

Administration of the Joint Municipal Emergency Plan (MEP)

Red Deer County Emergency Management will continue to provide administrative duties regarding keeping the MEP up to date. Each municipality will provide two (2) contacts to send requests for updates to. The deadline for updated information will be October 15 of each year.

NEXT MEETING

**Regional CEMP Review**

HOST Town of Sylvan Lake – Location TBD, March 26, 2024, 1100-1300hrs

**Regional Emergency Management Agency**

HOST Town of Bowden – Location & Date TBD (Fall 2024)



c) **Response to RDEMP Minutes of February 14, 2024**

Hi Dave,

Thank you for the minutes and ToRs.

As for the funding request, can you please provide CoRD with an invoice for payment in the amount agreed upon by all parties (based on feedback you receive). I am assuming RD County will be the "treasurer" for the partnership and is most likely the entity to enter into agreement with the exercise consultant on behalf of the partnership as the partnership is not a legal entity.

Budget/Invoice Considerations:

- Who do we make payments to: Red Deer Regional Emergency Management Partnership c/o Red Deer County?
- As this expense is carried forward to 2025 – when is the proposed payment due date?
- For CoRD budget planning – is there going to be a similar request in 2025 or will we be looking at a higher contribution moving forward and if so, how much should we be allocating for future planning?

Thanks

7.6 **Alberta Public Safety & Emergency Services** – 2024/2025 Provincial Police Funding (next page)

**MOTION to acknowledge the 2024/2025 Provincial Police Funding levy in the amount of \$14,511.00.**

January 31, 2024

Ms. Sharon Wesgate  
Chief Administrative Officer  
Village of Elnora  
PO Box 629  
Elnora AB T0M 0Y0

Dear Ms. Wesgate:

This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 30 per cent cost recovery for the fiscal year 2023-24. Total revenue generated is estimated to be \$67,495,200 and will be reinvested in Alberta policing initiatives. For fiscal year 2024-25 and beyond, further increases to the cost recovery percentage or revenue base estimate are not planned at this time. Any changes to the PFM will not be made until consultation with municipalities has occurred, and adequate notice has been provided.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Gordon Crawford at [gordon.crawford@gov.ab.ca](mailto:gordon.crawford@gov.ab.ca). Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at [lisa.gagnier@gov.ab.ca](mailto:lisa.gagnier@gov.ab.ca).

Sincerely,



Peter Lemieux, MAdem, CD1  
Acting Assistant Deputy Minister

### Cost Breakdown

The provincial payment generating \$67,495,200 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

#### *Provincial Data*

Revenue Generated 2023-24 after modifiers	Total Municipal Population (2022)	Total Equalized Assessment (2024)	Total Revenue Base Estimate
\$67,495,200	789,507	325,648,566,623	\$69,800,000

#### *Municipal Data*

Village of Elnora	Data/Cost Breakdown
2022 Population	291
2024 Equalized Assessment	\$22,817,310
Equalized Assessment per capita	\$78,410
Population % of total for PFM	0.03686%
Equalized Assessment % of total for PFM	0.00701%
Amount based on 50% Population (A)	\$12,864
Amount based on 50% Equalized Assessment (B)	\$2,446
Total share policing cost C = (A + B)	\$15,311
<b>Less modifiers:</b>	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 34
Subsidy from Shadow Population (variable ) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$ 766
Total share with modifiers	\$14,511

#### Notes

Population estimate provided by Alberta Treasury Board and Finance

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

**Note 1:** CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

**Note 2:** Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

**Note 3:** No detachment subsidy provided if town/municipality does not have access to a detachment.

# INVOICE

Invoice No. **1800030546**

**Please remit to:**  
**Government of Alberta**  
 c/o Ministry of Public Safety and Emergency Services  
 Corporate Services Division  
 6th Floor, 9833 - 109 Street  
 Edmonton, Alberta T5K 2E8  
**Attention: Accounts Receivable**  
[PSES.FinancialOperations@gov.ab.ca](mailto:PSES.FinancialOperations@gov.ab.ca)

Invoiced to:	<b>Village of Elnora</b>	Date:	<b>February 28, 2024</b>
Address 1:	PO Box 629		
Address 2:			
City:	Elnora	Prov/Terr:	AB
		Postal Code:	TOM 0Y0
Attention:	Ms. Sharon Wesgate	Email:	cao@villageofelnora.com

Qty	Description	Unit Price	Total
	Police Funding Model (PFM) Fiscal 2023-24 Village of Elnora <b>Please remit payment within 45 days</b>  <i>For Finance Use Only:</i> BP# 70003529 Cr. 100062/4090801100/624316/1005590/42		<b>\$14,511</b>
GSTR#R124072513		Subtotal	
Payment due upon receipt. Past due accounts are subject to a late payment charge.		GST	
Cheques are to be made payable to: <b>GOVERNMENT OF ALBERTA</b>		<b>Total</b>	<b>\$14,511</b>

**VILLAGE OF ELNORA**  
**Policing Costs Summary**

**VENDOR:** *Alberta Government*

<i>Year</i>	<i>Cost</i>
<i>2020/2021</i>	\$ 5,195.00
<i>2021/2022</i>	\$ 7,798.00
<i>2022/2023</i>	\$ 9,873.00
<i>2023/2024</i>	\$ 14,511.00
	<b>\$ 37,377.00</b>

7.7 **Elnora Playschool** – Funding Request (next page)

**Discussion**



**From:** Elnora Playschool <playschoolelnora@gmail.com>  
**Sent:** Thursday, March 28, 2024 9:11 AM  
**To:** elnoraab@gmail.com  
**Subject:** Elnora Playschool Society

## Elnora Playschool Society

P.O Box 808  
Elnora, AB  
T0M 0Y0

March 28, 2024

Dear Village of Elnora,

My name is Nicole and I am reaching out to you on behalf of the Elnora Playschool Society's executive board. We are looking for donations from the community to help us with the general operational cost of our playschool. While the playschool participates in 2-3 fundraisers a year, we are looking for some assistance.

The Elnora Playschool Society is a non-profit organization that has been serving the community for over 38 years. Playschool helps to build a strong foundation in social, pre-academic and general life skills. Children ages 3-5 use play and guided learning to learn about the world around them, as well as themselves.

Funds raised through community donations will assist in covering the general operational costs of our program, including classroom supplies, insurance, building rental and field trips for our students.

We thank you for considering the opportunity to support our organization. If you have any inquiries regarding our organization or about making a donation, please contact me by email at [playschoolelnora@gmail.com](mailto:playschoolelnora@gmail.com).

With kind regards,

### 7.8 **Government of Alberta** – ASSET, 2023 Audit

NOTE: ASSET is related to the assessments prepared by Wild Rose Assessments for taxation purposes.

**RECEIVE as information**



cao@villageofelnora.com

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**From:** ASSETmail@gov.ab.ca  
**Sent:** March 27, 2024 2:21 PM  
**To:** Sharon Wesgate  
**Subject:** ASSET - 2023 Annual Audit for the Village of Elnora  
**Attachments:** audit\_munc\_notice.rtf

An auditor has audited the 2023 annual return that was declared by the appointed assessor.

Annual Audit Stage 2 is complete for the Village of Elnora (0102).

Attached is the Annual Audit Results report that is produced following an audit of the annual return.



Village of Elnora Code: 0102 Assessment Year: 2023  
 2024 Annual Audit Results

Actual Use Group Description	Value Range Strata	NBR of IOV Used	COD	COD Quality Standards Results	COD Audit Flag	Median Quality Assessment Ratio	Median Quality Standards Results
Industrial, Commercial	VQ1-4	1	0.000	NA	Inadequate	1.026	Meets
Multi-Family	VQ1-4	0		Inferred	Inadequate	1.000	Inferred
Single Family Dwellings	VQ1-4	23	7.300	Meets		0.975	Meets
Special Purpose	VQ1-4	0		Inferred		1.000	Inferred
Vacant Commercial	VQ1-4	0		Inferred	Inadequate	1.000	Inferred
Vacant Residential	VQ1-4	1	0.000	NA	Inadequate	1.005	Meets

Calculated Residential Assessment Level	Calculated Non-Residential Assessment Level
0.975	1.025

**COD NOTES: The Coefficient of Dispersion (COD) Standard**  
 Property containing 1, 2 or 3 dwelling units is 0 - 15.0. All other property is 0 - 20.0  
 If the number of IOV used was less than 5 then results = 'NA'. If the number of IOV used was 0 then results = 'Inferred'

**MEDIAN NOTES: The standard for Median Assessment Ratio for all property is 0.950 - 1.050.**  
 If the number of IOV used was 0 then results = 'Inferred'



Village of Elnora Code: 0102 Assessment Year: 2023  
2024 Annual Audit Results

Assessment Year & Asmnt Year Loads

Auditor's Statement
March 27, 2024
The regulated assessment quality standards have been met and the assessment levels calculated by ASSET will be used in the equalized assessment calculation.
Auditor's Comment

The annual audit ratio study is used to infer statistically if each ratio study stratum of the municipality Annual audit ratio study results that meet the quality standards should not be taken as evidence that each of the municipality's market value based assessments meet the provincial market value standard.

7.9 **Safety Codes Council** - 2023 Annual Internal Review (next page)

**RECEIVE as information**



March 22, 2024

Curtis Herzberg  
Chief Administrative Officer  
Red Deer County / Bowden / Elnora  
38106 Range Road 275  
Red Deer County, AB T4S 2L9

Dear Curtis Herzberg:

**RE: 2023 Annual Internal Review  
Red Deer County / Bowden / Elnora - Accreditation No: J000894**

The Red Deer County / Bowden / Elnora 2023 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

On your AIR you noted that there are two variances issued in the plumbing discipline. We have no record of that Order in our registry. Please submit copies of these to the Accreditation Business Unit.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca).

Best Regards,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows  
Administrator of Accreditation

JV

CC: Greg Skotheim, Chief Administrative Officer, Town of Bowden, AB  
Sharon Wesgate, Chief Administrative Officer, Village of Elnora, AB

**2023**

**Annual Internal Review**

**Joint Municipal Accreditation**

**Red Deer County / Bowden / Elnora**



## 2023- Joint Municipal Accreditation

### Accreditation Information

Accreditation ID: J000894  
 QMP Date: 2022-08-01  
 Joint Municipality Accreditation Name: Red Deer County / Bowden / Elnora

AIR Year: 2023  
 Accredited Disciplines: Building, Electrical, Fire, Gas, Plumbing  
 Application Disciplines: Building, Electrical, Gas, Plumbing

Name of Lead Municipality: Red Deer County  
 Lead Municipality Population Size: 19541 Lead Municipal Type: Municipality

Lead QMP Manager Name: Curtis Herzberg Job Title: County Manager

### Member Municipality Information

Member Municipality	Join Date	Municipal Contact	Job Title	Population Size	Municipal Type	Relationship
Village of Elnora	2015-10-15	Sharon Wesgate	Chief Administrative Officer	298	Village	Member
Red Deer County	2015-10-15	Curtis Herzberg	County Manager	19541	Municipal District	Lead
Town of Bowden	2015-10-15	Greg Skotheim	Chief Administrative Officer	1240	Town	Member

### Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued	322	422	336	161	89	1330
Permits Closed	379	404	292	131	95	1301
Permits Open	599	171	91	68	4	933
Orders Issued	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0
Variances Issued	8	0	0	0	2	10

### QMP Administration

a.	Are the contacts listed on Council Connect for your organization current?	Yes
b.	Is an accredited agency under contract to provide safety codes services?	Yes
c.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes





### Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other	Services Type	Contract Start Date
A000167-LJD Inspections Ltd.		Yes	Yes	Yes	Yes	40	60		Inspections	2016-01-01

### Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	No
i.	The municipality is not in arrears in its remittance of the Council Levy.	
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes
iv.	Agency contracts are current and up-to-date.	Yes
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

### Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
<b>1. A000167-LJD Inspections Ltd.</b>				
a.		Yes		
b.		Yes		
c.		Yes		
d.		Yes		
e.		Yes		
f.		Yes		
g.		Yes		

### Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review is **not required**.

### File Information

Discipline: Building      Permit Issue Date: 2023-08-08      Permit Closure Date: 2023-10-27

Issuing Organization: Red Deer County/Town of Bowden

Permit Issuer: Kyle Bessey      DOP Number: 10423

Inspecting Organization: Red Deer County/Town of Bowden

Inspecting SCO: Robert Wigg      DOP Number: 9366

Discipline: Electrical      Permit Issue Date: 2023-11-22      Permit Closure Date: 2023-12-05

Issuing Organization: Red Deer County/Town of Bowden

Permit Issuer: Nichola Ehrler      DOP Number: 8913

Inspecting Organization: LJD Inspections

Inspecting SCO: Jim Dobler      DOP Number: 938



Discipline: Gas Permit Issue Date: 2023-12-06 Permit Closure Date: 2023-12-19

Issuing Organization: Red Deer County/Town of Bowden

Permit Issuer: Nichola Ehrlter DOP Number: 8913

Inspecting Organization: IJD Inspections

Inspecting SCO: Jim Dobler DOP Number: 938

Discipline: Plumbing Permit Issue Date: 2022-10-31 Permit Closure Date: 2023-09-25

Issuing Organization: Red Deer County/Town of Bowden

Permit Issuer: Eryn Geddes DOP Number: 10158

Inspecting Organization: IJD Inspections

Inspecting SCO: Wade Marlin DOP Number: 6814

Discipline: Private Sewage Permit Issue Date: 2023-08-15 Permit Closure Date: 2023-08-21

Issuing Organization: IJD inspections

Permit Issuer: Lorraine Dubas DOP Number: 8203

Inspecting Organization: IJD Inspections

Inspecting SCO: Jerry Bond DOP Number: 2392

### File Review

Building	a. Construction Document Review	
	Was a construction document review required?	Yes
	If yes, Please verify the following:	
	i. Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	Yes
	ii. Professional involvement occurred as required in the joint municipal accreditation's QMP.	No
	iii. Plans were reviewed and approved by an SCO with the proper certification.	Yes
	Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b. Permit Issuance	
	Please verify the following:	
	i. The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii. The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii. The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv. The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	Orders	
	i. Was an order issued?	No
	ii. If yes, the order is registered with the Council.	No
	d. Variances	
	i. Was a variance issued?	No
	ii. If yes, the variance is registered with the Council.	No
	e. Inspections and File Closure	
	Please verify the following:	
	i. Inspections completed within the prescribed time frame.	Yes
	ii. The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii. The inspection reports describe the "work in place" at the time of inspection	Yes
	iv. An SCO with the proper certification and designation completed the inspections.	Yes
	v. Was the permit closed with an unsafe condition?	No
	vi. Did the inspections identify deficiencies?	No
	1. Were the deficiencies resolved prior to permit closure?	



<b>Building</b>	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
<b>Electrical</b>	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	
	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e.	Inspections and File Closure	
	Please verify the following:		
i.	Inspections completed within the prescribed time frame.	Yes	
ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
v.	Was the permit closed with an unsafe condition?	No	
vi.	Did the inspections identify deficiencies?	No	
	1. Were the deficiencies resolved prior to permit closure?		
	2. Were the deficiencies an unsafe conditions?		
	3. Was a verification of compliance accepted?		
<b>Gas</b>	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	
	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No

Gas	d. Variances	
	i. Was a variance issued?	No
	ii. If yes, the variance is registered with the Council.	No
	e. Inspections and File Closure	
	Please verify the following:	
	i. Inspections completed within the prescribed time frame.	Yes
	ii. The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii. The inspection reports describe the "work in place" at the time of inspection	Yes
	iv. An SCO with the proper certification and designation completed the inspections.	Yes
	v. Was the permit closed with an unsafe condition?	No
	vi. Did the inspections identify deficiencies?	No
	1. Were the deficiencies resolved prior to permit closure?	
	2. Were the deficiencies an unsafe conditions?	
3. Was a verification of compliance accepted?		
Plumbing	a. Construction Document Review	
	Was a construction document review required?	No
	If yes, Please verify the following	
	i. Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	
	ii. Professional involvement occurred as required in the joint municipal accreditation's QMP.	
	iii. Plans were reviewed and approved by an SCO with the proper certification.	
	Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b. Permit Issuance	
	Please verify the following:	
	i. The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii. The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii. The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv. The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
Orders		
i. Was an order issued?	No	
ii. If yes, the order is registered with the Council.	No	
d. Variances		
i. Was a variance issued?	No	
ii. If yes, the variance is registered with the Council.	No	
e. Inspections and File Closure		
Please verify the following:		
i. Inspections completed within the prescribed time frame.	Yes	
ii. The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
iii. The inspection reports describe the "work in place" at the time of inspection	Yes	
iv. An SCO with the proper certification and designation completed the inspections.	Yes	
v. Was the permit closed with an unsafe condition?	No	
vi. Did the inspections identify deficiencies?	No	
1. Were the deficiencies resolved prior to permit closure?		
2. Were the deficiencies an unsafe conditions?		
3. Was a verification of compliance accepted?		
Private Sewage	a. Construction Document Review	
	Was a construction document review required?	Yes
	If yes, Please verify the following	
i. Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	Yes	



Private Sewage	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	No
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
	Note: Seek the assistance of an SCO to answer questions i and ii if necessary.		
	b. Permit Issuance		
	Please verify the following:		
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	Orders		
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	No
	d. Variances		
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	No
	e. Inspections and File Closure		
	Please verify the following:		
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
v.	Was the permit closed with an unsafe condition?	No	
vi.	Did the inspections identify deficiencies?	No	
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		

### Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

N/A

2. Any other general comments, concerns or issues the joint municipal accreditation would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

There is no way to add/edit a municipal contact under Member Municipality Information, currently Village of Elnora does not have a contact, it should be Sharon Wesgale, Chief Administrative Officer.

### Municipal Acknowledgement and Signature

The Lead Municipality acknowledges that it has consulted and coordinated the preparation of the AIR. It further acknowledges that it is submitting the AIR on behalf of the other member municipalities in the joint municipal accreditation.

Lead Municipality: Red Deer County

Signature: Nicky Ehrler

Date: 2024-03-15

Job Title: Safety Codes Administrator

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.



**For Safety Council Use Only**

**Administrator of Accreditation Review and Approval**

Signature:

*R. Burrows*

Date: 2024-03-22



7.10 **Parkland Regional Library** – 2023 Financial Statements (forwarded under prior email)

**RECEIVE as information**

**cao@villageofelnora.com**

---

**From:** Parkland Administration <administration@prl.ab.ca>  
**Sent:** March 28, 2024 11:20 AM  
**To:** Municipal Administrators  
**Subject:** 2023 Parkland Regional Library System Approved Financial Statements and Audit  
**Attachments:** Parkland Regional Library Financial Statements December 31, 2023.pdf

**Importance:** High

Good morning

I have attached the Parkland Regional Library System 2023 Approved Financial Statements.

The will also be posted on the Parkland website.

If you have any questions or concerns, please let us know.

Kara Hamilton  
Office Administrator

7.11 **Michener Allen** - Garbage Truck (next page)

**Discussion, allocation of funds**



**Consignor Info**

Sharon Wesgate  
 Village of Elnora  
 219 Main Street  
 Elnora, Alberta T0M 0Y0  
 Canada  
 P: (403) 773-3922  
**GST Rate: %**  
**GST Number:**

**From**

Michener Allen  
 Auctioneering Ltd  
 Box 73040 Hampton RPO  
 Edmonton T5T 3X1 Alberta  
 13090 Barlow Trail NE  
 Calgary T3N 1A2 Alberta  
 3 John Hiebert Drive  
 Sunnyside R0E 0K0  
 Manitoba, Alberta

**March 14th - 16th, 2024 -  
 Unreserved Equipment,  
 Trucks, Trailers, Light  
 Vehicles & RV Online  
 Auction**  
**Statement #: 262-55423-1**  
**Consignor: 55423**  
**Date: 3/14/2024**

**GST Registration # R119899250**

Inv. Paid	Lot # Ctrl #	Title	Bid	Gross GST	GST Deduction	Commission	Tax	Total
Y	212C 402023	<b>2007 International DuraStar 4300 S/A Refuse Truck</b> FLEET SALE - COUNTY Vin 1HTMMAAL17H432308, Year 2007, Make International, Model DuraStar 4300, Engine International Maxxforce DT 7.6L I6 215-300hp 560-860ft. lbs., Transmission Automatic, Rear Axle DRW, Odometer 117889, KM Hours 9913, Color White, Comments Drivers and passengers Steer, Haul All Refuse Body Passengers and Drivers Side Loading, CVIP in documents, Location Calgary - Michener Allen,	\$20,000.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$18,370.00

Administration Fee \$30.00

<b>Totals</b>			<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,600.00</b>	<b>\$0.00</b>	<b>\$18,370.00</b>
						<b>Lot Expense Total</b>		<b>\$30.00</b>
						Subtotal:		\$18,370.00
						Expenses:		\$0.00
						<b>Statement Total:</b>		<b>\$18,370.00CAD</b>
						Payments:		\$0.00
						Balance:		\$18,370.00CAD

**VILLAGE OF ELNORA**  
**Public Works Quote Summary**

**PROJECT: *Pick Up Sweeper***

Attaches to skid steer, used to sweep streets of accumulated debris

<i>Vendor</i>	<i>Quote</i>	<i>GST</i>
Trochu Motors Ltd	\$ 9,100.00	\$ 455.00
Wildcat Equipment	\$ 6,200.00	\$ 310.00

**PROJECT: Wood Chipper**

Attaches to skid steer, to reduce tree limb recycling bin costs, provide mulch to community(water conservation)

<i>Vendor</i>	<i>Quote</i>	<i>GST</i>
Wildcat Equipment	\$ 6,800.00	\$ 340.00
Trochu Motors Ltd	\$ 6,700.00	\$ 335.00

7.12 **Council Meeting** – Amend meeting time

**Discussion**

7.13 **Alberta Municipal Affairs** - Training Session, Thank You

**MOTION for CAO to forward cards of appreciation to Municipal Affairs for the informative training session held on April 4, 2024**

**8.0 – FINANCIAL**

8.1 **Monthly Statement** – March 2024 (next page)



**VILLAGE OF ELNORA**  
Revenues / Expenditures  
February 2024

GL Function	GL Description	REVENUE		VARIANCE	EXPENSES		VARIANCE
		Budget	Actual		Budget	Actual	
00	General Government	\$ 470,363.00	\$ 22,614.62	\$ 447,748.38	\$ 62,108.00	\$ 3,317.57	\$ 58,790.43
11	Council	\$ -	\$ -	\$ -	\$ 21,610.00	\$ 1,177.46	\$ 20,432.54
12	Administration	\$ 10,040.00	\$ 3,965.00	\$ 6,075.00	\$ 183,637.00	\$ 55,028.79	\$ 128,608.21
21	Protective Services	\$ 750.00	\$ 162.00	\$ 588.00	\$ 9,873.00	\$ -	\$ 9,873.00
23	Fire Department	\$ -	\$ -	\$ -	\$ 7,519.00	\$ 3,784.63	\$ 3,734.37
24	Disaster Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	Bylaws	\$ 600.00	\$ 481.00	\$ 119.00	\$ 3,300.00	\$ 275.00	\$ 3,025.00
32	Streets	\$ 2,650.00	\$ -	\$ 2,650.00	\$ 163,285.00	\$ 38,567.51	\$ 124,717.49
41	Water	\$ 59,000.00	\$ 327.00	\$ 58,673.00	\$ 63,219.00	\$ 11,850.46	\$ 51,368.54
42	Sewer	\$ 16,200.00	\$ 95.00	\$ 16,105.00	\$ 18,813.00	\$ 1,524.77	\$ 17,288.23
43	Garbage	\$ 47,625.00	\$ 518.00	\$ 47,107.00	\$ 46,267.00	\$ 9,231.00	\$ 37,036.00
51	FCSS	\$ 65,453.00	\$ 5,534.45	\$ 59,918.55	\$ 78,853.00	\$ 16,519.99	\$ 62,333.01
51-01	Youth Centre	\$ -	\$ -	\$ -	\$ 13,497.00	\$ 2,910.20	\$ 10,586.80
61	Planning & Dev	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
62	Campground	\$ 8,200.00	\$ -	\$ 8,200.00	\$ 5,618.00	\$ 1,672.74	\$ 3,945.26
72	Recreation	\$ 39,300.00	\$ -	\$ 39,300.00	\$ 24,437.00	\$ 4,869.36	\$ 19,567.64
74	Library	\$ 8,160.00	\$ 750.00	\$ 7,410.00	\$ 23,305.00	\$ 11,236.49	\$ 12,068.51
	<i>Subtotals:</i>	\$ 728,341.00	\$ 34,447.07	\$ 728,341.00	\$ 728,341.00	\$ 161,965.97	\$ 566,375.03

TOTALS: \$ 693,893.93

\$ 566,375.03

INVESTMENTS	
MSI Capital (Term) GIC	\$ 215,064.16
Fire Department Rsrve GIC	\$ 81,233.44
Library Facility GIC	\$ 21,078.71
Civic Centre GIC	\$ 7,700.00
	<u>\$ 325,076.31</u>



## Village of Elnora

### Cheque Listing For Council

Page 1 of 2

2024-Apr-5  
5:19:56PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240086	2024-03-12	1514588 Alberta Ltd	Feb 2024	PAYMENT SUPPLIES AND MATERIALS	62.31	62.31
20240087	2024-03-12	Alberta Municipal Services Corporation	24-1052166	PAYMENT POWER AND GAS	5,736.11	5,736.11
20240088	2024-03-12	AMSC - Benefits	1848-2024-03	PAYMENT MARCH BENEFITS	2,322.19	2,322.19
20240089	2024-03-12	Central Alberta Co-op	482204	PAYMENT FUEL	489.12	489.12
20240090	2024-03-12	Current Electric	3798	PAYMENT SKATE RINK REPAIRS	364.28	364.28
20240091	2024-03-12	Done Deal Delivery	20587	PAYMENT CHEMICAL DELIVERY	172.20	172.20
20240092	2024-03-12	Elnora Motors 2005	WI-94427	PAYMENT PW REPAIR	53.66	53.66
20240093	2024-03-12	Environmental 360 Solutions Ltd.	RD0000299200	PAYMENT FEB WASTE COLLECTION AND F	3,270.04	3,270.04
20240094	2024-03-12	GFL Environmental Inc.	YC0000003282 YC0000003301	PAYMENT JAN WASTE COLLECTION TIPPII FEB WASTE COLLECTION TIPPII	392.50 477.00	869.50
20240095	2024-03-12	Jackson, Deborah	0000231	PAYMENT LIBRARY MARCH RENT	525.00	525.00
20240096	2024-03-12	NextGen Automation	564042	PAYMENT FEBRUARY COPIER COSTS	227.88	227.88
20240097	2024-03-12	Receiver General for Canada	131432858RPOX	PAYMENT PIER DEFICIENCY PAYMENT	392.72	392.72
20240098	2024-03-12	Superior Propane	March 1 2024	PAYMENT SHOP HEAT - TANK REMOVAL	788.41	788.41
20240100	2024-03-12	UFA	SOINV5780670	PAYMENT PAINT FOR PLANTERS	32.84	32.84
20240101	2024-03-12	Xplore Inc.	INV51381168 INV51382564	PAYMENT OFFICE INTERNET SHOP INTERNET	105.00 62.99	167.99
20240110	2024-03-25	Elnora Public Library	March 2024	PAYMENT OPERATING GRANT AND READII	8,400.00	8,400.00
20240111	2024-03-25	Elnora Royal Canadian Legion # 42	April 2024	PAYMENT RENTAL	50.00	50.00
20240112	2024-03-25	Ferguson, Lisa	March 2024	PAYMENT JAN - MAR MILEAGE	62.00	62.00
20240113	2024-03-25	LAPP	Mar 2024	PAYMENT MARCH LAPP	2,069.30	2,069.30
20240114	2024-03-25	Parkland Foundation	2024-01-VOE	PAYMENT EQUALIZED ASSESSMENT PAYM	675.00	675.00
20240115	2024-03-25	Parkland Regional Library	240106	PAYMENT 2ND QUARTER RUQ PAYMENT	701.24	701.24
20240116	2024-03-25	Receiver General for Canada	March 2024	PAYMENT MARCH REMITTANCE	5,409.45	5,409.45
20240117	2024-03-25	Rich, Michelle	Feb/Mar 2024	PAYMENT FCSS FEB/MAR EXPENSES	860.99	860.99
20240118	2024-03-25	Richardson, Patricia	Mar 2024	PAYMENT OFFICE CLEANING - MARCH	130.00	130.00



# Village of Elnora

## Cheque Listing For Council

Page 2 of 2  
2024-Apr-5  
5:19:56PM

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20240119	2024-03-25	Servus Credit Union - M/C	Fed 2024	PAYMENT MASTERCARD	1,833.54	1,833.54
20240120	2024-03-25	Tagish Engineering Ltd.	20392 - Mar 24	PAYMENT ELNORA PUMPHOUSE	12,571.43	12,571.43
20240121	2024-03-25	Telus	Mar 24 FCSS Office Mar 24	PAYMENT FCSS PHONE OFFICE AND YC PHONE	0.62 152.92	153.54
20240122	2024-03-25	Telus Mobility	Mar 2024	PAYMENT PUMPHOUSE CALL OUT PHONE	110.25	110.25
20240123	2024-03-25	Three Hills Home Hardware Building Centre	180400 180741	PAYMENT BENCH MATERIALS BENCH MATERIALS	339.26 76.27	415.53
20240124	2024-03-25	Worker's Compensation Board - Alberta	26960585 - Apr	PAYMENT WCB INSTALLMENT PAYMENT	989.05	989.05
20240126	2024-03-31	Jackson, Deborah	April 2024	PAYMENT LIBRARY RENT FOR APRIL	525.00	525.00
20240127	2024-03-31	Pennock, Porter	March 2024	PAYMENT MARCH SNOWBLOWER	280.00	280.00
20240128	2024-03-31	Receiver General for Canada	Mar 2024	PAYMENT MISC REMITTANCE FOR MARCH	41.11	41.11
20240129	2024-03-31	Richardson, Christopher	March 2024	PAYMENT MARCH SNOW REMOVAL	92.40	92.40

**Total 50,844.08**

\*\*\* End of Report \*\*\*

BL ACCT 00005209-10000000  
VILLAGE OF ELNORA  
Account Number: ##### 5886  
Page 3 of 3

RODNEY RINTOUL  
##### 9743

Cardholder Account Detail			Amount
Trans Date	Post Date	Description	
02/10	02/13	CDN TIRE STORE #00329 RED DEER AB	\$115.48 ✓
02/13	02/16	FRESHCO #9541 RED DEER AB	\$35.98 ✓
02/17	02/20	CDN TIRE STORE #00329 RED DEER AB	\$100.78 ✓
02/27	02/28	RED DEER LOCK & SAFE L RED DEER AB	\$4.20 ✓
02/27	02/28	WILDCAT EQUIPMENT INC RED-DEER-CNTY AB	\$852.26 ✓
02/28	02/29	HUSKY TRAVEL CENTRE ST STRATHMORE AB	\$43.35 ✓

1152.05

SHARON WESGATE  
##### 1424

Cardholder Account Detail			Amount
Trans Date	Post Date	Description	
02/01	02/02	CPC / SCP 573639 ELNORA AB	\$64.17 ✓
02/05	02/06	ZOOM.US 888-799-9666 SAN JOSE CA	\$22.56 ✓
02/08	02/09	AMZN Mktp CA*RB87W1GZ2 WWW.AMAZON.CA ON	\$152.23 ✓
02/07	02/09	STAPLES.CA MISSISSAUGA ON	\$84.49 ✓
02/13	02/14	YELLOW PAGES MONTREAL QC	\$89.25 ✓
02/23	02/25	STAPLES.CA MISSISSAUGA ON	\$76.87 ✓
02/27	02/28	CPC / SCP 573639 ELNORA AB	\$96.60 ✓
02/27	02/28	STAPLES.CA MISSISSAUGA ON	\$95.32 ✓
02/29	02/29	PAYMENT - THANK YOU	\$3,277.11-

681.49

**Interest Charge Calculation/Plan Level Information**

1883.54

## 9.0 – CORRESPONDENCE

### MOTION to file the correspondence for April 9, 2024

#### 9.1 ATCO Electric – 2023 Franchise Report (next page)

The logo for ATCO Energy Systems is displayed on a blue background. The word "ATCO" is in a bold, white, sans-serif font, followed by "Energy Systems" in a smaller, white, sans-serif font.

March 15, 2024

Village of Elnora  
219 Main Street  
PO Box 629  
Elnora, AB T0M 0Y0

**RE: Electrical Distribution System – 2023 Franchise Report**

Dear Sharon Wesgate,

ATCO Electric is pleased to present this annual franchise report for the Village of Elnora.

We've been serving the Village of Elnora since 1940 and are committed to a strong working relationship with the communities in which we live, work, and volunteer.

The information in this report will bring you up to date on our financial commitment to the Village of Elnora, reliability statistics, system development, customer satisfaction, and the contributions we, as a company, have had the privilege to make to the community.

As always, ATCO Electric is happy to answer any questions you may have about this report or any of the details within it. Please feel free to contact me at (403) 741-4792.

Sincerely,

**Tracy Volker**  
Customer Sales Representative  
ATCO Electric  
Tracy.volker@atco.com  
(403) 741-4792





## The Village of Elnora

### Serving 230 Customer Sites in the Village of Elnora

ATCO Electric strives to improve the lives of our customers by providing reliable, sustainable, innovative and comprehensive electricity solutions to our franchise communities.

#### Customer Breakdown

Rate Class	2022 Number of Sites	2023 Number of Sites
Company Farm	0	0
General Service	34	34
Industrial	1	1
Oilfield	0	0
Residential	148	149
Sentinel Lights	2	2
Street Lights	44	44
<b>Total Number of Sites</b>	<b>229</b>	<b>230</b>

#### Franchise Fee and Taxes

	2023 Actual	2024 Forecast
Wires Distribution Revenue	\$320,773	\$330,396
Franchise Fee %	@ 1.5%	@ 1.5%
Franchise Fee on Revenue	\$4,811	\$4,955
Distribution Linear Taxes	\$4,349	\$4,587
<b>Total Estimated Fee + Tax</b>	<b>\$9,160</b>	<b>\$9,542</b>

*Based on 2023 actual revenue, a franchise fee increase of 1% would increase fee payments by \$3,207 per year.*

#### System Reliability

Reliability data is derived from the number of outages (frequency) and length of outage (duration). Most unplanned outages are due to weather or third-party contact with lines. ATCO requires planned outages to conduct maintenance and repair work or to build a new electrical line. (\*SAIDI/SAIFI definitions under Supporting Information)

Outages	2022	2023
*SAIFI (Feeder Average)	1.9	1.1
*SAIDI (Feeder Average)	0.6	0.6
ATCO Electric (System Average) SAIFI (Major Events Included)	1.6	1.8
ATCO Electric (System Average) SAIDI (Major Events Included)	4.8	12.2



## Distribution Asset Maintenance Programs

Completed in 2022	Completed in 2023	Proposed for 2024
<ul style="list-style-type: none"> <li>Distribution System Inspections</li> </ul>	<ul style="list-style-type: none"> <li>Distribution System Inspections</li> </ul>	<ul style="list-style-type: none"> <li>Wooden Pole Test and Treat</li> <li>Forestry Mechanical Brushing</li> <li>Distribution System Inspections</li> </ul>

## Street Lights

### Inventory Summary

Lamp Type	Investment Rate
High Pressure Sodium	1
LED	44
<b>Total</b>	<b>45</b>

- Number of "lights-out" as per Schedule "C": 0
- Number of temporary overhead repairs of streetlights: 0
- Number of underground repairs made: 0

## Community Engagement

Our ATCO EPIC program is a grassroots initiative involving employee-led committees that plan, implement and administer workplace fundraising campaigns within the company. The program combines fundraising events, auctions, friendly team competitions and employee pledges that support more than 800 charitable and non-profit organizations. In 2023, our people raised \$3.1 million.

ATCO Employees in your community have participated and contributed to the following initiatives:

### In-Kind Support:

- Installation and Removal of Christmas Lights

## Regulatory Information

- The ATCO Electric Annual Rule 002 Service Quality and Reliability Performance Report for 2023 can be found at: [https://www.auc.ab.ca/regulatory\\_documents/service-quality-and-reliability-plans](https://www.auc.ab.ca/regulatory_documents/service-quality-and-reliability-plans)
- No customer complaints were received by the Alberta Utilities Commission for the Village of Elnora
- ATCO Electricity rates: <https://www.atco.com/en-ca/for-home/electricity/rates-billing.html>



## Supporting Information

\*SAIFI (System Average Interruption Frequency Index): The average number of interruptions per customer.

\*SAIDI (System Average Interruption Duration Index): The total average number of hours each customer's power is interrupted.

Active outage information can be found at: <https://electric.atco.com/en-ca/power-outages/outage-map.html>.

Pole Test and Treat Program – Program to test the strength of our wooden poles and treat poles to extend the life of the pole.

The number of "lights out" as per Schedule "C". Lights out are identified in patrols or reported by customers. This number represents the number of lights not repaired within two (2) weeks.

More detailed information available upon request.

## Contact Us

If you have questions about ATCO's electricity distribution operations, customer service or community involvement in your area, please contact us.

**Tracy Volker**  
Customer Sales Representative  
ATCO Electric  
(403) 741-4792  
Tracy.Volker@atco.com

**Colleen Crowie**  
Customer Services Supervisor  
ATCO Electric  
(403) 321-7169  
Colleen.Crowie@atco.com

## 9.2 Alberta Municipal Affairs

### a) Provincial Education Requisition Credit Program Extension (next page)





ALBERTA  
MUNICIPAL AFFAIRS  
*Office of the Minister  
MLA, Calgary-Hays*

AR114050

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

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

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

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

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

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

Sincerely,

Ric Mclver  
Minister

b) **Assessment Review Model (AMR)** (next page)







ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational polides – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver  
Minister

.../2

cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta

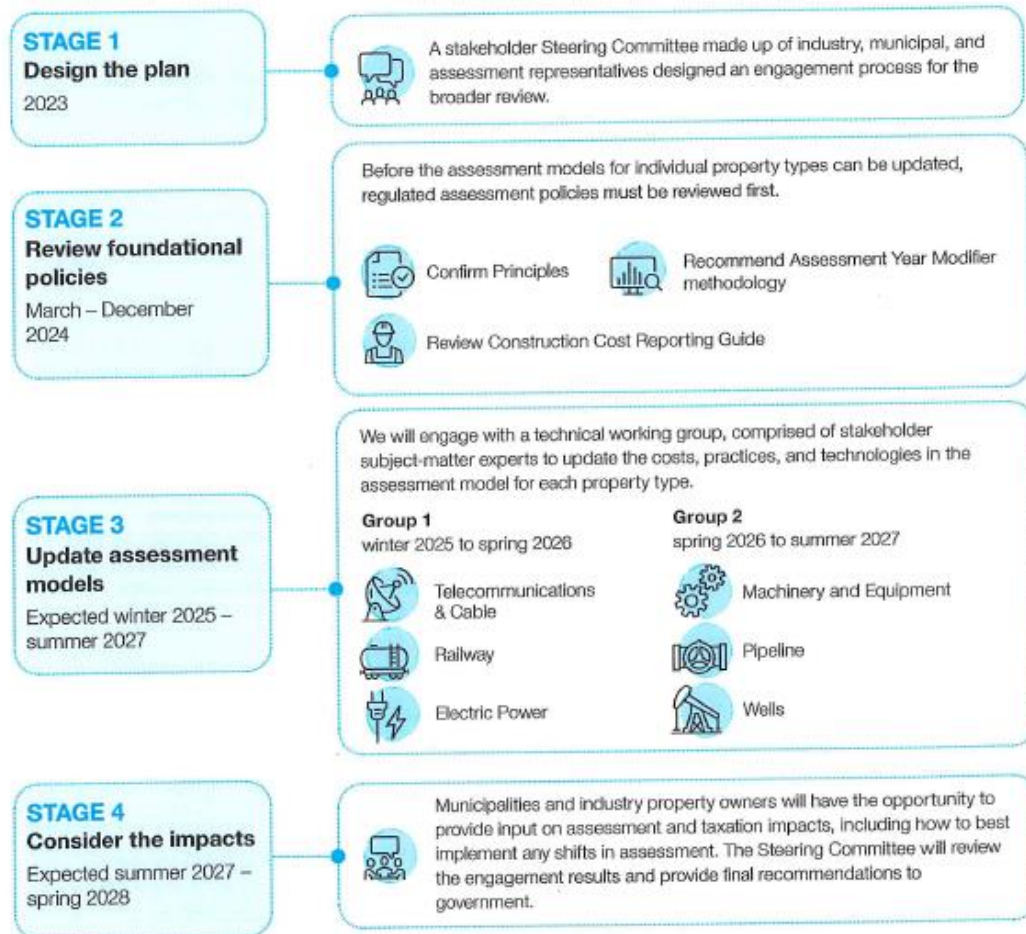
Attachments

- Infographic
- Assessment Model Review: Frequently Asked Questions

# Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

## Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at [ma\\_amr@gov.ab.ca](mailto:ma_amr@gov.ab.ca).

For more information visit [alberta.ca/regulated-property-assessment-model-engagement](https://alberta.ca/regulated-property-assessment-model-engagement)





## Frequently Asked Questions Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.



Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS

### 9.3 **Alberta Environment and Protective Areas** – Water License Holders (next page)



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

Dear Water Licence Holder,

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

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

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

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

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

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



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

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Schulz". The signature is fluid and cursive, with the first name being more prominent.

Rebecca Schulz  
Minister of Environment and Protected Areas

CC: All stakeholders.

## **10.0 – COUNCIL REPORTS**

10.1 **Mayor Jul Bissell**

10.2 **Deputy Mayor Ron Duft**

10.3 **Councillor Lisa Ferguson**

## **11.0 – CAO & PUBLIC WORKS REPORTS**

11.1 **CAO**

a) *Administrator's Report* – March 2024 (next page)

# VILLAGE OF ELNORA

## Administrator's Report

**Report Period:** March 2024

**Report Date:** April 9, 2024

### **1.0 ADMINISTRATION**

- 1.1 *Council Meeting(s)* - Preparation, attendance
- 1.2 *Correspondence* – Letters, filing, emails
- 1.3 *Disbursements* – Review & signing
- 1.4 *Financial* – Bank Reconciliation, Revenue/Expense Reports, Budgets, Cheque signing
- 1.5 *Staff* – Payroll & Personnel matters, discussions & task lists
- 1.6 *Planning & Development* – Liaison with Red Deer County
- 1.7 *2023 Audit* - Preparation, binder, documents & schedules, SFE's, Audit follow up
- 1.8 *Village Sign* – Liability research
- 1.9 *MERO* – Download 2024 Education Levy documents
- 1.10 *Asset Retirement Obligation* – Binder/Documents, Spreadsheet
- 1.11 *Special Meeting, March 14, 2024* – Tagish Engineering, Pumphouse Project Tender
- 1.12 *RCMP* – Complaint
- 1.13 *Municipal Affairs* – Council/Staff Training session
- 1.14 *Wildrose Assessment* – Agreement
- 1.15 *Servus Credit Union* – Banking update

### **2.0 FIRE DEPARTMENT**

- 2.1 *Red Deer County* – Fire Hall Signage followup

### **3.0 EMERGENCY MANAGEMENT**

- 3.1 - *Regional Emergency Management Plan* – Minutes, Terms of Reference review

### **4.0 BYLAWS & POLICIES, AGREEMENT**

- 4.1 *Municipal Planning Commission Bylaw* – Edit Bylaw
- 4.2 *Approaches & Culverts Policy* - Draft Policy outline

### **5.0 PUBLIC WORKS/STREETS**

- 5.1 *Public Works Foreman* – Daily meetings to discuss operations, concerns, tasks and directives, projects
- 5.2 *Park Benches* – RFD, project follow up

### **6.0 WATER**

### **7.0 SEWER**

- 7.1 *Sewer Backup* – Complaint

### **8.0 GARBAGE**

- 8.1 *Garbage Truck* – Michener Allen
- 8.2 *Rural Request for Service*
- 8.3 *EPR* – Transition

**9.0 FCSS**

9.1 *Elnora FCSS Community Worker* – Discussions, budget review, programming

**10.0 Youth Centre**

10.1 *Program Operation*

**11.0 LAND**

**12.0 RECREATION**

12.1 *Playground - Safety check*

**13.0 CULTURE**

13.1 *Elnora Library* – Discussions with Chairperson/Librarian

13.2 *Elnora Planning & Development Committee* – Library Design planning

**14.0 COURSES/CONFERENCE**

14.1 *Municipal Affairs* – LGFF webinar

**15.0 PROJECTS**

**15.1 Pumphouse Project (AMWWP Grant)**

- R. Rintoul
- Tagish Engineering – Tender
- ATCO Electric – Documents for power poles

**15.2 Library Project**

- Library Planning & Development Committee
- Library Facility Designer



Charles Macdonald, CAO

**11.2 PUBLIC WORKS**

a) *Public Works Foreman's Report* – March 2024 (next page)

## **Elnora Public Works Report**

### **April Meeting 2024**

#### **Streets**

- The streets have been plowed and sanded.
- Snow piles created by Public Works have been hauled out.
- Two benches were built.
- Some of the potholes in the streets have been filled.
- Signs have been ordered from ATS for directions to the Campground, Ball Diamonds, Public Works and Overflow camping as well as addresses for each.
- Four culverts we found frozen and were thawed this year.

#### **Water**

- Water consumption for march was 47.87 cubic meters per day for a monthly total of 1484 cubic meters.

#### **Sewer**

- Acti-zyme continues to be used as recommended.
- The lagoon has ample storage space remaining.

#### **Equipment**

- I have quotes for a wood chipper and a pick-up broom for the skid steer. The pick-up broom would be used for sweeping the streets to remove the sand that was spread throughout the winter.

#### **Training**

- Both Jeff and Rod are still working on their training courses.

#### **Rod Rintoul**

#### **Public Works Foreman**

### **12.0 – CONFIDENTIAL**

No matters

### **13.0 – ADJOURNMENT**

**NEXT REGULAR MEETING: May 14, 2024**

