

COUNTY OF PAINTEARTH NO. 18

COUNTY COUNCIL MEETING

MARCH 25, 2025

9:00 A.M.

A G E N D A

1. CALL TO ORDER
2. ACCEPTANCE OF AGENDA
3. ADOPTION OF THE PREVIOUS MINUTES
 - A. Regular County Meeting March 4, 2025
4. PUBLIC HEARING
 - A. None.
5. DELEGATIONS
 - A. East Central Ambulance Association 10 a.m. — CLOSED SESSION
 - a. *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000 Chapter F-25: Part 1, Div 2, Sec 24(1)(a), (b)(i)
6. BUSINESS
 - A. Coronation Community Golf Club Funding Request
 - B. RFD: Funding Application Recreation and Community Service Grants for U15 Tier 1 Hockey Provincials
 - C. Policy EM010 Review
 - D. RFD: Voting Delegate and Alternate for Federation of Alberta Gas Co-Operatives LTD Membership
 - E. County of Paintearth Integrity Management Program
 - F. RFD: Funding Application Recreation and Community Service Grants for 3 C's U15 Female Hockey Provincials
 - G. RFD: Funding Application Recreation and Community Service Grants for 3 C's U18 Female Hockey Provincials
 - H. RFD: Funding Application Recreation and Community Service Grants for NASP World All Star Archery Tournament
 - I. RFD: Funding Application Recreation and Community Service Grants for Alberta A1 Provincial Girls Basketball

7. BYLAWS
 - A. Bylaw No. 730-25
 - B. Bylaw No. 729-25
 - C. Bylaw No. 731-25
 - D. Bylaw No. 732-25
8. COUNCILLOR REPORTS
 - A. Verbal Reports.
9. ADMINISTRATION REPORTS
 - A. Chief Administrative Officer Report
 - B. Assistant Chief Administrative Officer Report
 - C. Director of Public Works Report
 - D. Director of Community Services
 - E. Director of Environmental Services
 - F. Director of Protective Services
10. FINANCIAL
 - A. Financial Statements for the Two Months Ending February 28, 2025
11. CORRESPONDENCE
 - A. Letter from Rick McIver regarding Budget 2025 tabled by Alberta Legislature
 - B. Alberta Community Partnership RE: Town of Coronation
 - C. Letter from Rick McIver regarding Halkirk ACP funding
12. CONFIDENTIAL ITEMS
 - A. *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000 Chapter F-25: Part 1, Div 2, Sec 16(1)(a)(i), 24(1)(a), (b)(i), (c), (d)
13. ADJOURNMENT

Upcoming Council Meeting Dates — April 8, 2025, April 22, 2025, May 6, 2025, and May 21, 2025. Council Meeting dates are subject to individual change and commence at 9:00 a.m.

COUNTY OF PAINTEARTH NO. 18
REGULAR COUNCIL MEETING MINUTES
TUESDAY MARCH 4, 2025

The Regular meeting minutes of the Council of the County of Paintearth No. 18 held in Council Chambers in the municipal office on March 4, 2025, commencing at 9:00 a.m.

IN ATTENDANCE:

| | |
|---|--|
| Reeve: | Stan Schulmeister |
| Councillors: | Terry Vockeroth, Sandy Shipton, Diane Elliott, George Glazier, Dale Norton, Maurice Wiat |
| Chief Administrative Officer: | Michael Simpson |
| Assistant Chief Administrative Officer: | Lana Roth |
| Director of Community Services: | Todd Pawsey |
| Director of Environmental Services: | Jeff Cosens |
| Director of Protective Services: | Colm Fitz-Gerald |
| Legislative Clerk: | Courtney Algot |

CALL TO ORDER:

Reeve Schulmeister called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA:

03.04.25.068 Regular Council Meeting Agenda — March 4, 2025 — MOVED by Councillor Glazier to adopt the Regular Council Meeting Agenda of March 4, 2025, as amended.

6. B Policy HR011 Review Carried

ADOPTION OF PREVIOUS MINUTES:

03.04.25.069 Regular County Council Meeting Minutes February 19, 2025 — MOVED by Councillor Norton that the Previous Regular County Council Meeting Minutes for February 19, 2025, be approved as presented.

Carried

PUBLIC HEARING:

None.

BUSINESS:

Terry Vockeroth entered chambers at 9:05 a.m.

03.04.25.070 **Policy HR012 Review** — MOVED by Councillor Norton that Policy HR012 be approved as amended.

Carried

03.04.25.071 **Policy HR011 Review** — MOVED by Councillor Glazier that Policy HR011 be approved as amended.

Carried

BYLAWS:

03.04.25.072 **Prepare Bylaw to Repeal Bylaw 2024-003** — MOVED by Councillor Vockeroth that County Council directs administration to prepare a bylaw to repeal Halkirk Bylaw 2024-003.

Carried

COUNCILLOR REPORTS:

03.04.25.073 **Councillor Reports** — MOVED by Deputy Reeve Wiart to adopt the verbal Councillor Reports as information.

Carried

ADMINISTRATION REPORTS:

03.04.25.074 **Chief Administrative Officer's Report** — MOVED by Councillor Norton to approve the Chief Administrative Officer's Report as presented.

Carried

03.04.25.075 **FCSS 2025 Allocation Increase** — MOVED by Councillor Glazier that the County increase the FCSS allocation for Castor and Coronation by \$500.00 for 2025.

Carried

03.04.25.076 **Assistant Chief Administrative Officer's Report** — MOVED by Councillor Glazier to approve the Assistant Chief Administrative Officer's Report as presented

Carried

03.04.25.077 **Director of Community Services Report** — MOVED by Councillor Elliott to approve the Director of Community Services Report as presented.

Carried

03.04.25.078 **Director of Protective Services Report** — MOVED by Councillor Norton to approve the Director of Protective Services Report as presented.

Carried

Recess: *The meeting recessed at 10:05 a.m.*

Reconvene: *The meeting reconvened at 10:17 a.m.*

CORRESPONDENCE:

- 03.04.25.079 **Letter from Rick McIver RE: JUPA's for Municipalities and School Boards** — MOVED by Councillor Shipton that the correspondence from Rick McIver regarding JUPA's for Municipalities and School Boards be received and filed as information.
Carried
- 03.04.25.080 **Ministerial Order NO. MSD:004/25** — MOVED by Councillor Norton that the correspondence from Rick McIver regarding Ministerial Order NO. MSD:004/25 be received and filed as information.
Carried
- 03.04.25.081 **Letter from Rick McIver RE: Halkirk Dissolution** — MOVED by Councillor Glazier that the correspondence from Rick McIver regarding Halkirk Dissolution be received and filed as information.
Carried
- 03.04.25.082 **Ministerial Order NO. MSD:023/25** — MOVED by Deputy Reeve Wiart that the correspondence from Rick McIver regarding Ministerial Order NO. MSD:023/25 be received and filed as information.
Carried
- 03.04.25.083 **Elks Bullarama Sponsorship and Thank You Card** — MOVED by Councillor Elliott that the correspondence from Elks Bullarama be received and filed as information.
Carried

DELEGATIONS:

Marcy Renschler and Linda Bauer entered chambers at 10:40 a.m.

Kendra Walgenbach from RWA LLP entered chambers at 10:40 a.m. and gave a presentation regarding the Village of Halkirk's final audit and presented Halkirk's financial statements.

- 03.04.25.084 **Halkirk Financial Statements** — MOVED by Councillor Glazier that the County approve the Village of Halkirk Financial Statements for the Year End December 31, 2024, as presented.
Carried

Kendra Walgenbach concluded her presentation at 11:14 a.m.

Marcy Renschler and Linda Bauer exited chambers at 11:14 a.m.

CLOSED SESSION:

03.04.25.085

Closed Session — MOVED by Deputy Reeve Wiart that the County move to closed session at 11:16 a.m. to discuss items under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25: Part 1, Div 2, Sec 16 (1)(2).

Carried

Recess: *The meeting recessed at 12:00 p.m.*

Reconvene: *The meeting reconvened at 12:35 p.m.*

Terry Vockeroth exited chambers at 12:37 p.m.

03.04.25.086

Closed Session — MOVED by Councillor Norton that the County return to an open meeting at 12:56 p.m.

Carried

Recess – the meeting recessed at 12:56 p.m. to allow return of the public.

Reconvene – the meeting reconvened at 12:57 p.m. with no public present.

03.04.25.087

Hamlet of Halkirk Assessment Class — MOVED by Deputy Reeve Wiart that the County use the current County assessment classes for the Hamlet of Halkirk properties in the preparation of the 2025 assessment notices.

Carried

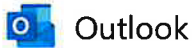
ADJOURNMENT:

Reeve Schulmeister adjourned the meeting at 12:58 p.m.

These minutes approved this ____ day of _____, 20____.

Reeve

Chief Administrative Officer



Coronation Community Golf Club funding request

From Courtney Pilsworth [REDACTED]
Date Wed 2025-03-05 2:53 PM
To Michael Simpson [REDACTED]
Cc George Glazier <[REDACTED]> Diane Elliott <[REDACTED]>

Coronation Community Golf Club
5201 Mary street
Coronation AB T0C1C0
March 5, 2025

County of Paintearth
Box 509
Castor AB T0C0X0

Dear Paintearth County Council,

We are writing to submit a grant proposal for funding to assist the Coronation Community Golf Club. We are in need of financial support to replace our 1977 International Harvester utility tractor, as we do not deem it financially responsible to continue to maintain this piece of machinery. As it currently sits it requires a new battery, turf tires, a radiator block (due to a crack) and is leaking hydraulic oil which is damaging our course.

The funding from this grant will be allocated towards upgrading equipment critical to properly maintaining our course. We believe that this project aligns with the goals and priorities of our community and will contribute to making a safe and enjoyable setting for our staff and patrons alike.

We are requesting a grant amount of \$20,000.00 to support the implementation of this purchase. We are confident that with this funding, we will be able to achieve our goal and continue to be a meaningful asset to our community.

We would be grateful for the opportunity to discuss our application further and provide any additional information that may be required. Thank you for considering our proposal.

Sincerely,

Board of Directors
Coronation Community Golf Club



County of Paintearth
No. 18

FUNDING APPLICATION
Recreation & Community Service Grants

In accordance with County Policy, the County of Paintearth supports youth (18 years or younger) that participate in recreation and culture. A yearly budget amount of \$5,000.00 will be retained for distribution. The County will provide \$50 per individual or up to a maximum of \$500.00 per team or club per application that are participating at a provincial, national or international level.

The following must be completed and submitted to the County of Paintearth No. 18 Administration Office, Box 509, Castor, Alberta T0C 0X0.

Name of Event: U15 Tier 1 Hockey Provincials

(Please check appropriate event): Provincial , National or International

Date(s) of Event: March 20-23, 2025

(Please check): Individual or Team and number of participants on team: 16

Or

If a Club number of participants in club: _____

Name of Applicant: U15 3C's Hockey team Ph. Number [REDACTED]

Mailing Address: 610 Kyla Downey [REDACTED] Postal Code: T0C 0X0

Upon receipt of the completed application it will be presented at the next upcoming County Council Meeting for Council's review and decision.

(Office Use)

AMOUNT APPROVED: \$ _____

DENIED: _____

DATE REVIEWED BY COUNCIL: _____

RESOLUTION NUMBER: _____



3C's Minor Hockey Association
Box 428
Coronation, AB T0C 1C0

Castor: 403-882-3225
Coronation: 403-578-3679
Consort: 403-577-3623

March 3, 2025

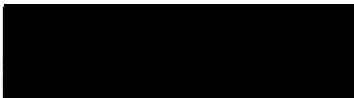
RE: U15 Tier 1 Provincial Championships

As you are aware, the 3C's U15 Tier 1 team has earned a spot at the 2025 Provincial Championships taking place March 21-23, 2025 in Wainwright. To make this trip to Provincials an experience to remember for our players, our team is seeking donations to cover the cost of team building activities, team meals, and team apparel. To cover these expenses, we are seeking donations from the community and asking you to consider contributing to our team.

I want to thank you in advance for your consideration of this request. If you need further information about the Provincial tournament and/or this request, please feel free to contact me at any time.

Sincerely,

Christina Gillespie
3C's U15 Coyotes
Team Parent



6.C

Title: Halkirk Fire Fighter Pay

Policy: EM 010

Section: Emergency Management

ACCOUNTABILITY:

A policy of the County of Paintearth for the Hamlet of Halkirk to pay members of the County Halkirk and District Volunteer Fire Department, for their time spent on the fire department emergency response and fire practice

POLICY STATEMENT:

1. Fire Fighters responding to an Emergency Call Out will be paid at a rate of \$25.00 per hour; time to be rounded to the nearest half hour.
2. Fire Fighter's time for Emergency Call Outs must be recorded on the "Fire Call-Out report", per each incident and submitted to the Director of Protective Services.
3. Fire fighters attending Fire Practice will be paid \$25.00 per hour while attending practice.
4. Fire Fighter's attendance at Fire Practices must be recorded on "Minutes of Fire Practices", per each practice and submitted to the Director of Protective Services.
5. Fire Fighters must provide the Director of Protectives for the County of Paintearth with proper names, mailing address and Social Insurance Number (SIN), in order to receive a T4 slip.
6. The County of Paintearth will pay Fire Fighter's once a year at the end of December.
7. Any differences in understanding will be decided in discussion between the Fire Chief and the Director of Protective Services.

Policy for Fire Fighters Pay dated January 13, 2016, is rescinded.

Council Approved:
Reference: Former Policy
Administrative Responsibility: Director of Protective Services
Review Cycle: As required

Resolution #
Originally Approved:
Next Review Date: As required



County of Paintearth No. 18

Request for Decision – Regular Session

Title: Voting Delegate and Alternate, Federation of Alberta Gas Co-Operatives Ltd. membership

Meeting: Regular Session

Meeting Date: March 25, 2025

Issue/Background:

Section 6 of the Federation of Alberta Gas Co-Operatives Ltd. Supplemental Bylaws outlines the role, responsibilities and obligations of membership in the Coop. As ownership of the Halkirk Natural Gas Utility passed to the County of Paintearth upon the Village's dissolution on January 1, 2025, administration has been in contact with the Federation to discuss what is required at this time of the municipality holding ownership of the utility.

In accordance with Section 4 of the Bylaws, administration has designated the Assistant CAO as the contact for matters relating to annual audits of the utility, implementation of programs and services affiliated with membership, and management of account matters with the Federation.

As per Section 6 of the Bylaws, Members must, through an appointed Voting Delegate, or in their absence, an Alternate Voting Delegate, exercise voting power on behalf of the Member at zone meetings, annual meetings, special meetings or so forth as required by the Federation.

Financial:

Membership meeting expenses are to be paid by the municipality for voting delegate or alternate travel to meetings.

Membership expenses are to be recovered through system user fees

Examples include Initial Membership Fee (\$1000) and Annual Membership Fee (\$1000)

Annual Levy (per riser) from Alberta Federation of Gas Cooperatives [FedGas] (\$13.60/riser example).

Policy/Legislation:

Municipal Government Act, Gas Utilities Act, Public Utilities Act, Safety Codes Act, Federation of Alberta Gas Coop Bylaws and applicable carbon tax legislation all bear weight on requirements to operate a natural gas distribution utility in Halkirk.

Recommendations:

1. That the County of Paintearth appoint a member of Council as the Member's Voting Delegate, and also an Alternate Voting Delegate, in accordance with FedGas Coop's supplemental bylaws, and that a Designation Form be completed and submitted to FedGas for confirmation of appointment through the appropriate administrative contact.
2. That the County's list of Council Appointments for Committees be updated to reflect the additional annual appointee requirement, and any related documents.
3. Council provides further direction.

Prepared By: Michael Simpson, CAO



At FedGas, we are dedicated to strengthening and supporting Alberta's rural natural gas utilities. As the trusted voice and leading advocate for member-owned and independent utilities, we provide leadership, support, and strategic partnerships to ensure safe, sustainable, and reliable natural gas distribution.

Guided by the 7 Principles of Cooperatives, we uphold values of democratic member control, community focus, and cooperation, ensuring that our decisions benefit the people and communities we serve.

Our mission is to deliver affordable and reliable energy solutions, so Albertans can count on natural gas that is both cost-effective and available when they need it.

With a legacy built on collaboration and a future focused on innovation, FedGas is fueling Alberta's rural communities with safe, sustainable, and dependable natural gas.

Vision

To be trusted voice and leading advocate for Alberta's rural, member-owned natural gas utilities.

Mission

FedGas is committed to providing leadership, support, advocacy, strategic partnerships, and services to our member utilities, while strengthening safe and sustainable rural natural gas distribution systems.

FEDERATION OF ALBERTA GAS CO-OPERATIVES LTD.

Designation Form – Voting Delegate

Section 15 Federation of Alberta Gas Co-ops Ltd. Supplemental Bylaws

The undersigned, _____ being a Member of the Federation of Alberta Gas Co-operatives Ltd, (the "Federation") hereby designates _____ (the voting delegate) and _____ (the alternate voting delegate) , who are duly elected directors or Councillors of the undersigned, to be its voting delegate and its alternate voting delegate as the case may be at all meetings of the Federation in accordance with Section 15 of the Supplemental Bylaws of the Federation.

In the event that the voting delegate cannot vote on behalf of the undersigned, at any meeting of the Federation, the alternate voting delegate shall be at liberty to vote on behalf of the undersigned at that meeting.

This designation revokes all former designations given by the undersigned and shall be in full force and effect until replaced by a like designation.

CERTIFIED THIS _____ DAY OF _____, 20_____.

Name of Member Utility: _____

Per: _____
CHAIR / CHIEF / ELECTED OFFICIAL

Per: _____
VICE CHAIR / DEPUTY CHIEF / ELECTED OFFICIAL



Federation of Alberta Gas Co-ops Ltd.

2025

8429 24 STREET NW, EDMONTON, AB T6P 1L3

Who We Are

In 1964, Albertans began a movement which has created the only jurisdiction of its kind in the world. Across rural Alberta today, farmers, homeowners, and businesses collectively own and operate what has become the world's largest rural natural gas distribution system. Working together, these pioneers have brought a standard of living to rural communities that is the equal to anywhere else in Canada. The Federation of Alberta Gas Co-ops Ltd. is the united voice of Alberta's rural natural gas utilities.



Based in a member owned building in Strathcona County, we represent 82 natural gas utilities, serving approximately 127,000 customers. Collectively, our Member Utilities – and by virtue the customer members as well - own over 130,000 kilometers of pipe in the ground in a network connecting areas of the province that were once deemed unserviceable. In an average year, our membership consumes over 30,000,000 gigajoules of natural gas.

Our Structure

The Federation is a not-for-profit umbrella organization governed by a board of eight regionally elected directors. This Board sets policies and implements strategy on behalf of the membership. The members have a standard set of bylaws in place to manage the affairs of the Federation.

The Federation and its Members comprise a unique organization that has, through co-operation, brought an enhanced standard of living to rural Alberta for over 60 years. The Federation liaises with all levels of government, provides training, health and safety, and meter management, ensures that co-op systems are operated and maintained to the highest standards, and provides for benefits and pensions of utility employees. Additionally, all Member Utilities have access to the Federation Insurance Reciprocal Exchange, known as FIRE. The Federation Member Utilities have created almost 600 rural-based jobs, provided training, and helped keep rural communities thriving. The Federation is an example of what can be achieved with co-operation, initiative and hard work. With the continued support of the government and Federation sponsored initiatives, the future is bright for an organization that continues to adapt and thrive.

Our Proud History

Small gas distribution systems were constructed and operated by local co-operatives in the early 1960s to serve rural consumers by capturing and distributing natural gas to towns and outlying areas. In 1964 several local gas co-ops in southern Alberta pooled their resources to form the Federation.

By the early 1970s, approximately 25 small gas co-ops were in operation, providing service to many rural Albertans. These gas co-ops were volunteer-driven, with local farmers and their families often assisting by canvassing for new members or even digging the trenches themselves.

Gasification of rural Alberta saw substantial growth in 1973 with the formation of Alberta's Rural Gas Program. Grants offered through this Program assisted with the high costs of constructing gas distribution systems in sparsely populated rural areas. In 2013, the

Alberta government transferred responsibility for disbursing the Rural Gas Program Grant to the Federation. At the same time, the Federation also assumed other components of the Program, including easement services for co-ops, and the Quality Assurance Program to ensure control over the quality of pipelines installed the gas co-op system.

Gas Alberta was established under the Rural Utilities Branch as a broker to buy gas, pool the costs and resell the gas to the co-ops. Gas Alberta Inc. was privatized in 1997, with its shareholders being the Federation Member Utilities.

The work of the gas co-ops led to rapid growth of gas distribution systems throughout the 1980s and 1990s. Natural gas became the fuel of choice for rural Alberta consumers, and today Alberta boasts the largest percentage of households using it as their primary fuel with 96% of homes heated by natural gas. Since the mid-1990s, the Member Utilities have operated a network of around 750 RMO (Regulating, Metering and Odorizing) stations. These stations are critical for bringing gas supply to, and ensuring the safety of, residential and commercial areas. The year 2002 was a momentous year as the 100,000th member of a Federation Member Utility was signed up. The growth of the Federation was such that in 2004, Member Utilities built the Federation Centre - a permanent home for the Federation in Sherwood Park. Further growth led the Federation to move to a larger facility in Strathcona County in 2020.

In 2007, the Federation gained accreditation from Measurement Canada to verify and re-verify station meters in the field. We continue to be the only utility with this accreditation in Canada! Then in 2011, our Member Utilities embarked on a project to install automated meter reading devices (AMR) on customer meters. Over half of rural Albertans' gas meters are now being read remotely, with many co-ops even moving to aerial meter reads, and reads through wireless internet.



Our Member Utilities

All 82 of our Member Utilities are either member-owned as a co-operative or are community-owned through the local municipality or First Nation. What that means is the very people who receive natural gas services from these utilities are effectively the owners of their own system. The local community is in charge of its own natural gas utility and gathers all the benefits of keeping that business local!



Member Utilities are governed by a locally elected Board or Council. These directors/councilors are tasked with ensuring that the association is well governed and that the utility sets gas rates that reflect the desires and realities of the local community. Through a combination of the local Board/Council, and the combined purchasing power of the Member Utilities through Gas Alberta Inc., it is common for Member Utilities to have gas rates and fixed rates lower than those of the investor-owned utilities. Directors and councilors ensure that the community is considered first when making decisions. If an individual member has a concern, more often than not they are bringing that concern to a neighbor who sits on their utility Board or Council. Members have a true voice in their own utility and help shape it for the future.

Every one of our utilities has an office in the community they serve, and sometimes multiple offices. Across the entire Federation system, these offices employ close to 600 people who look after the operations of the gas system. These people live in the community, have often grown up in the community, and they play and do business in the community. There is no better incentive for providing the best quality and service than when you're doing it for your own neighbours! With this network of offices and people, when members need service or have an emergency, our people can respond almost immediately. In the case of very small co-ops or municipalities, there are agreements in place with neighbouring Member Utilities for service and emergency response.

All gas co-ops are bound by the *Rural Utilities Act* to have reserves in place to handle the eventual replacement of aging infrastructure. Our co-ops are engaged in monitoring their infrastructure, and assessing when upgrades are needed. Given the growth of rural Alberta, many co-ops are already investing in upgrading now for future growth. Our Members have defined Franchise areas where they are only allowed to serve and there is no competition for distribution.

Federation Member Utilities are multi-faceted, and more than 60 years later still hold true to the pioneering spirit of putting their neighbours first!

Info at a Glance

Governance Structure

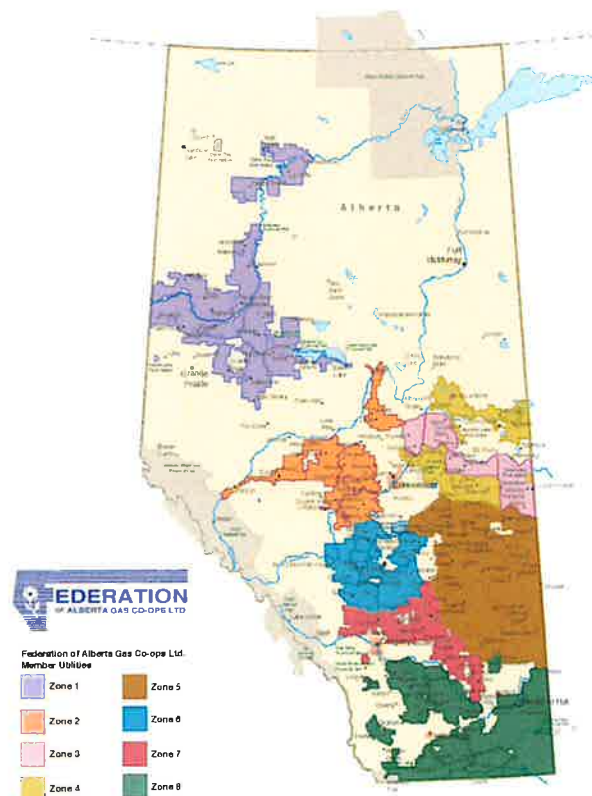
- Established in 1964
- 8 Board Directors elected by 8 Zones
- AGM held each November to vote on budget, resolutions, and other matters.

Operations

- Federation provides centralized services
- 19 full-time staff in the Federation office. Member Utilities collectively employ close to 600 people in the communities they serve
- \$8.7 million operating budget

Statistics

- Approximately 127,000 risers, providing services to over 350,000 Albertans
- 82 Member Utilities (54 co-ops, 5 Counties, 15 Towns and Villages, and 8 First Nations systems)
- Over 100,000 kms of pipe
- Gas Volume: 32 Million Gigajoules per year



Membership Eligibility

Membership in the Federation is open to all natural gas utility co-operatives, municipal gas utilities, and First Nations gas utilities within the Province of Alberta, who are in agreement with the general aims and purposes of the Federation. The Federation’s 82 members operate on a one-member-one-vote system.

This organization is committed to promoting uniform policies with respect to the installation of new gas services, customer services, relations with other utilities, staff qualifications, and safety practices among its members.

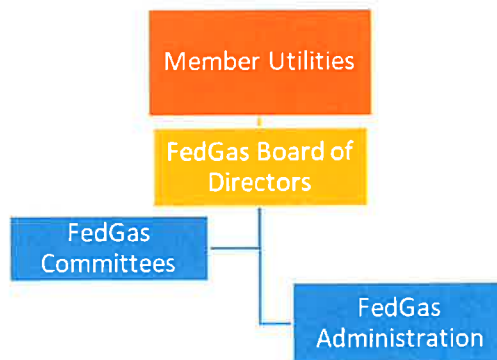
Federation Vision

Supporting the Success of Co-operative and Community Member Utilities

Federation Mission

To provide leadership, supports, and services to Member Utilities

Federation Organizational Chart



Core Services (All Users)

The Federation looks after a number of core services for its Member Utilities.

- Government Relations
- Member Engagement
- Industry Liaison and Representation
 - Representation on Canadian Gas Association, Utility Safety Partners, Canadian Standards Association, Safety Codes Council, and other industry committees
- Rural Gas Program Grant
- Pipe Quality Assurance Program
- Monitoring Regulations
- Benefits, Pension and Insurance Packages for employees and directors
- Information Sharing
- Complaint Resolution
- Legal Advice
- Negotiation of Agreements with Outside Parties
- Amalgamation Advice or Assistance
- Negotiations of crossing agreements with utilities, railroads, seismic
- Committees of the Federation
- Operation and Maintenance Evaluations
- Health and Safety

Value Added Services (User Pay)

The Federation also offers Member Utilities the following services at an added cost.

- Insurance Services (Benefits)
- Training - Production and Facilitation of Training Programs
- Measurement Assistance
- Data Collection and Alarm Forwarding
- Easements and Utility Rights-of-Way
- Geographic Information System
- Technical Advice and Assistance
- Retail Billing
- Odorant Delivery Service
- Business Advice and Assistance
- Legal Services
- Bulk Purchasing
- Documentation, Forms

Federation Departments

Operations & Maintenance (O&M)

Part of the Federation's mandate is to promote safety amongst all our Members. A key tool we use is a document called 'Guidelines for Operation and Maintenance Practices in Alberta Natural Gas Utilities' or the O&M Manual. This Manual is required to be maintained at the office of each of our Members. It details the correct procedures the Members must take when working in the field or in the shop in order to maintain constant safety. This manual is continually being updated to reflect current standards, regulations and trends. A committee made up of an engineer from a firm contracted by gas co-ops for decades, Federation Board and administration, and managers of various gas co-ops, meet for multi-day meetings 10 times every year to review sections of the Manual. Each section of the Manual is completely reviewed and revised every three years; typically, making this a truly living document.

The Federation employs Operations and Maintenance Evaluation Officers who audit each Member once every three years to ensure compliance with the O&M Manual. This is a rigorous audit which includes checks that the utility service personnel are following industry requirements as set out in the Manual, as well as spot checks on Regulating, Metering and Odorizing (RMO) stations and a wide range of other above-ground installations to ensure that the system is being properly maintained. There are also checks to ensure that emergency plans for the utilities are in place, regularly reviewed, and regularly practiced with all utility personnel.

Measurement

Since 1998, the Federation has maintained its own Measurement Department. The Measurement Department's role is to monitor the operations of approximately 750 RMO stations in Federation franchise areas. These stations receive natural gas being transported from a high-pressure pipeline and reduce the pressure to that required for residential and commercial purposes. They also measure the amount of gas coming into the Member Utility's distribution system, which enables gas balancing and helps detect leaks. Odorant is added to the gas at the RMO station, which is a safety mechanism used to detect leaks through its distinctive rotten egg smell. Alarms from these stations, such as a low-pressure alarm, are forwarded via phone to the local utility's service personnel, and to the Measurement Department. When an alarm is registered, the Measurement Department contacts the local utility to ensure that they have received the alarm and are working to resolve the issue.

The Federation is unique among all Canadian gas utilities as it is the only organization to have Measurement Canada accreditation to perform field work on RMO station meters. This means that station electronic volume correctors do not have to be sent to meter shops for re-verification. The Federation Measurement department regularly inspects all RMO stations to ensure that the instruments are working properly and to provide any necessary re-verifications.

The Federation employs a Supervisory Control and Data Acquisition or SCADA program with many of its Members. This system allows Member Utilities to access real time information on gas pressures and flows at their RMO stations, or elsewhere in their system if those points are connected to the system. It proves useful in quickly determining when and where problems arise, including gas leaks.

Health and Safety (H&S)

The Federation's Health and Safety Department, established in 2019, focuses on providing Member Utilities with a range of tools and services to enhance workplace safety. These include a pre-built Health and Safety Management System (HSMS) template, allowing members to customize and implement essential safety documentation, such as health and safety manuals, safe job procedures, safe work practices, hazard assessments, emergency response plans and more.

To foster ongoing engagement and continuous improvement, the Department delivers quarterly H&S newsletters containing updates on OHS initiatives, and industry-relevant safety information. It also maintains a resources section on its website, offering access to safety videos, info sheets, posters, emergency response tabletop exercises and more. The department issues safety bulletins, and hosts a web based "Voluntary Information Sharing System" that provides Member Utilities with the opportunity to circulate and benefit from collective insights into recent incidents and risk mitigation. Quarterly virtual "Safety Chat Meetings" are also held for Members to facilitate new learnings and collaboration among H&S Representatives, while in-person site visits are conducted to offer tailored analyses and recommendations for improving existing Member safety programs.

The Health and Safety Department facilitates the H&S Working Group, comprised of five Member Utility H&S Representatives from across the province who meet monthly to update the HSMS templates, review safety content on the Federations website, and lead/develop various safety initiatives that will benefit Federation Members. The H&S department also provides Members with direct access to a dedicated safety professional, who offers guidance, shares insights and ensures members stay informed.

Training

A key component to the Federation's services is the training courses provided for its Members. Many of these courses are held at the Federation Training Centre using our mock pressurized air distribution system (from transmission to meter) but some are also held at various locations throughout the province.

Gas Utility Operator

Gas Utility Operator is a journeyman trade through Alberta Apprenticeship and Industry Training. The Federation is an accredited provider of this two-year course which provides field personnel with all the knowledge they need to properly and safely operate and maintain a natural gas distribution system. In order to gain Gas Utility Operator certification, a person must have 24 months and 3,400 hours of on-the-job work experience, as well as successfully pass Gas Utility Operator Level 1, and Gas Utility Operator Level 2. For each level, students need to complete an online, at-home study portion, followed by three weeks of in-class training. The in-class training takes place at the Federation Centre and encompasses theory and practical lab training. Successful completion of the Federation Gas Utility Operator program allows students to write their Provincial test for certification.



PE Fusion Training

The Federation is Provincially-approved to instruct PE Fusion training as well as instructor training. This training provides students with all the knowledge to safely and properly join two polyethylene pipes together. All field personnel who may be required to fuse polyethylene pipes must obtain their PE Fusion certification, be re-certified at regular intervals, and be able to provide samples of their work on an annual basis to maintain their certification. The Federation provides certification training, re-certification training, and tests pipe samples.

RMO Training

The Federation has a comprehensive training program to ensure anyone entering a RMO station has all the necessary tools in place to prevent injury. The Federation has a life-size mock-up of a RMO station so that field personnel can receive quality training on the proper procedures and maintenance requirements for RMO stations. This RMO Training Station is housed at the Federation Training Centre and is part of a mock pressurized air distribution system recently installed. The RMO course has been developed into weeklong RMO 1 and RMO 2 Modules.



Other Training

Along with the major training courses provided by the Federation, the Federation also offers a wide range of other training courses for its Member Utilities. The Federation teaches some courses using its own in-house personnel, and contracts with training companies when necessary. These courses include:

- Corrosion Control
- Confined Space Entry
- Defensive Driving
- Emergency Preparedness
- Financial Management
- First Aid/CPR
- Gas Balancing
- Ground Disturbance
- H2S Safety Course
- High Energy Joining
- Line Heater
- Gas Measurement
- Electronic Volume Corrector and Automated Meter Reading Devices.
- Media Relations Training
- O&M Manual Information Sessions
- PFM Training
- Safety Courses
- Transportation of Dangerous Goods
- Working Alone



Many training courses are provided through the Federation, but when other expertise is required we do contract with partners such as NAIT, MacEwan University, Rural Municipalities of Alberta, various Health and Safety Association, and private contractors.

In some circumstances, such as Gas Utility Operator and PE Fusion, the training is open to non-affiliated utilities, companies, and individuals.

Alberta Odorant Services

Alberta Odorant Services is a subsidiary of the Federation, operated by a committee of Federation administration, Gas Alberta Inc. administration. This subsidiary is responsible for delivering odorant to Member Utility RMO stations. It is also active in delivering odorant to non-Federation utilities like the City of Medicine Hat and other third party utilities.

Gas Alberta Inc. (GAI)

Gas Alberta Inc. is a separate entity from the Federation, although it is owned by the Federation's Member Utilities. Although initially a branch of the Government of Alberta under the Rural Gas Program, it was privatized and registered as a corporation on October 30, 1997, and was removed from the legislation the following year. GAI is the brokerage through which Member Utilities purchase natural gas, and as a company, they are responsible for pooling costs and making wholesale purchases. The gas is then re-sold to individual Member Utilities at a fixed cost across the province.

Federation Infrastructure Photos



One type of a typical RMO station.



Another example of a RMO station.



Interior of first type of RMO station.



Interior of second type of RMO station.



Interior of first type of RMO station.



Interior of second type of RMO station.



RMO Training equipment.



One of the three natural gas supply trailers. These can be used in the event of planned and unplanned outages.



Example of a typical gas meter.



Odorant delivery truck



Typical installation of a pipeline.



View of odorant truck's closed loop system.

Supplemental Bylaws
of the
Federation of Alberta Gas Co-operatives Ltd.

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**SUPPLEMENTAL BYLAWS OF
THE FEDERATION OF ALBERTA GAS CO-OPERATIVES LTD.**

**SECTION 1
Bylaws of the Federation**

- 1.1 These Supplemental Bylaws shall regulate the business and affairs of the Federation.
- 1.2 In the event the provisions of these Supplemental Bylaws are determined to be contrary to the provisions of the Act, the provisions of the Act shall prevail.
- 1.3 In the event the provisions of these Supplemental Bylaws are determined to be contrary to the provisions of the Standard Bylaws, the provisions of these Supplemental Bylaws shall prevail.
- 1.4 These Supplemental Bylaws shall be reviewed every five years by the Board or at such earlier times as the Board or the Members acting by resolution at a general meeting or Zone meeting consider necessary. Any recommended changes shall be presented to the next Annual General Meeting and considered for approval by the Membership.

**SECTION 2
Interpretation and Definitions**

- 2.1 These Supplemental Bylaws shall be interpreted so that:
 - a) words referring to any particular gender shall apply to all genders; and
 - b) words referring to the singular shall apply to the plural as required by context.
- 2.2 If any provision of these Supplemental Bylaws is determined by a Court of competent jurisdiction to be to be contrary to law or in some other way, illegal, inoperable, void, or unenforceable, that provision shall be severed from these Supplemental Bylaws and the remainder of these Supplemental Bylaws shall remain in full force and effect.
- 2.3 In these Supplemental Bylaws, the following words or phrases shall have the following meanings:
 - a) "Act" means the Rural Utilities Act, 1985, Chapter R-21 and any amendments thereto or any legislation passed in substitution for the Act.

- b) "Auditor" means the person or firm of professional accountants that has been appointed auditor of the Federation by the Members for a fiscal year.
- c) "Band" means a body of Persons as defined in the Indian Act (Canada).
- d) "Board" means the Board of Directors of the Federation.
- e) "Consumer" means a person who has entered into a customer contract or a service agreement with a Member for the supply of natural gas.
- f) "Delegate" means one or more Consumers in good standing with a Member or the General Manager or Chief Executive of a Member who is elected or appointed by the Board of Directors of that Member to that MEMBER at annual general, special general, or Zone Meetings of the Federation.
- g) "Department" means that Department of the Government of Alberta that is responsible for regulating low pressure natural gas distribution lines and rural gas utilities.
- h) "Director of Natural Gas Co-operatives" means the person appointed by the Minister pursuant to the Act.
- i) "Director" means a Director of the Federation.
- j) "Federation" means the Federation of Alberta Gas Co-operatives Ltd.
- k) "Ex Officio" means a non-voting member of a committee of the Board who sits as a member of such committee by virtue of holding the office of Chair of the Board. As a non-voting member of such committee, that person shall not be counted to determine quorum.
- l) "In Good Standing" means a Member of the Federation that has paid all levies when due and that has not been declared by the Board to be a Member not in good standing in accordance with Section 6 of these Supplemental Bylaws.
- m) "Levy" means an annual levy recommended by the Board and approved by the Members at the Annual General Meeting of the Federation and imposed on Members to fund, in whole or in part, annual operating costs of the Federation.
- n) "Member" means a co-operative association, a municipality, a First Nation, or a Metis Settlement that supplies natural gas to its Consumers and that has been accepted as a Member of the Federation by the Board.

- o) "Minister" means the Minister responsible for the Act.
- p) "Municipality" means a county, special area, city, town, village, summer village, or the corporation of a Metis Settlement that is a Member and that operates a natural gas utility supplying natural gas to its Consumers.
- q) "Person" means an individual, a partnership, or a corporation.
- r) "Register" means the list of Members kept by the Federation as approved by the Board from time to time.
- s) "Regulations" means the regulations that are passed pursuant to the Act that apply to the Federation and / or its Members.
- t) "Special levy" means a levy that is recommended by the Board, approved by the Members at a general meeting and imposed on Members for the purpose specified in the resolution that approves the levy.
- u) "Works" means natural gas pipelines and any fitting, apparatus, meter, regulator, pipe, valve, or any other thing constructed or placed on, or in land for the purpose of providing natural gas service.

SECTION 3

Nature of the Federation's Business

- 3.1 It shall be the purpose of the Federation to promote and advance the common interests of the Members.
- 3.2 It shall be the purpose of the Federation to inform and update Members regarding policy, legislation, regulations, and technology to assist Members in the safe and efficient operation and maintenance of their respective utilities.
- 3.3 It shall be the purpose of the Federation, in consultation with the Department, to inspect, audit and provide information to Members regarding natural gas industry standards and for the construction, operations and maintenance of Works.
- 3.4 It shall be the purpose of the Federation to promote policies with all levels of government that provide benefit to the Members.
- 3.5 It shall be the purpose of the Federation to undertake any activity that in the opinion of the Board benefits or advances the interests of the Members.

SECTION 4

Powers of the Federation

- 4.1 The Federation has, as ancillary and incidental to the objects set out in the Memorandum of Association of the Federation and the powers set out in the Act, the power to conduct any activity, enterprise or business that is determined by the Board to be of benefit to its Members. Without in any way restricting the generality of the foregoing, the Federation shall have the powers set out in Sections 4.2 through 4.9 of these Supplemental Bylaws.
- 4.2 The Federation has the power to purchase, distribute and sell such commodities as may be required to conduct the business of the Federation or to assist Members in the conduct of their business.
- 4.3 The Federation has the power to lease, purchase, mortgage and convey real estate or lease, purchase and sell other property or equipment that, in the opinion of the Board is desirable, necessary, or incidental to conduct Federation business.
- 4.4 The Federation has the power, when approved by the Board, and when requested to do so by the Minister, to act as agent for the Minister in managing the capital assets of a Member.
- 4.5 The Federation has the power to require Members to provide information and to inspect or audit Members to confirm that the operations of the Members are being carried out in manner that meets the standards established under Section 3.3 of these Supplemental Bylaws and in order to maintain proper records regarding operational, corporate, and financial information for each Member.
- 4.6 The Federation has the power to coordinate and make available, benefit programs for the Members and any other organizations of which the Board approves.
- 4.7 The Federation has the power to designate one or more employees or other persons to act as agent for the Director of Natural Gas Co-operatives (Chief Officer) to act as operations and maintenance inspectors when requested by the Director of Natural Gas Co-operatives (Chief Officer) to do so and when approved by the Board.
- 4.8 The Federation has the power to require Members to remedy deficiencies identified in any operations and maintenance audit conducted by inspectors designated pursuant to Section 4.7.
- 4.9 The Federation has the power to establish contingency funds for such purposes that are determined by the Board from time to time.

- 4.10 The Federation shall have, subject to the Act, the power to undertake any business, enterprise, or activity that, in the opinion of the Board, enhances or promotes the business or operations of the Federation or that of its Members.

SECTION 5

Powers and Duties of the Board

- 5.1 The Board has the power, except as specifically reserved to the Members pursuant to the Act or these Supplemental Bylaws, to do all things and take all actions to manage the business and affairs of the Federation.
- 5.2 The Board has the power to do all things set out in Section 4 of these Supplemental Bylaws PROVIDED THAT if the Board intends to purchase, sell, or mortgage real estate or to establish a reserve fund for which the imposition of a special levy on Members is required, then the Board shall first seek and obtain the approval of the Members.
- 5.3 The Board shall establish, make, maintain, monitor, and apply policies and prepare, approve, and operate by annual budgets by which the business and affairs of the Federation are conducted.
- 5.4 The general authority or power set out in Section 5.1 shall not be limited or restricted in any way by any specific authority or power given to the Board by any other Section of these Supplemental Bylaws.
- 5.5 The Board has the power to suspend a Director who has, in the opinion of the Board, committed an act that is disloyal or harmful to the Federation or any Member. In the event of such suspension, the matter shall be managed in accordance with Section 18.11.

SECTION 6

Membership

- 6.1 A Member-owned natural gas co-operative association, a Municipality, a Metis Settlement, or a First Nation that operates a natural gas utility for the purpose of supplying natural gas to Consumers within the Province of Alberta may apply to the Board for Membership in the Federation.
- 6.2 Membership in the Federation is subject to the approval of the Board acting within its absolute discretion.

- 6.3 The Board may prescribe forms, rules, and processes by which applications for Membership in the Federation are conducted and may request any information from an applicant that the Board, in its absolute discretion, determines is relevant to an application.
- 6.4 Membership in the Federation is not transferable.
- 6.5 Members of the Federation have, as Members, the following obligations, and responsibilities:
- a) to generally support programs that are established, administered, and offered by the Federation to the Members;
 - b) to co-operate with audits and inspections conducted by or on behalf of the Department in accordance with Section 4.7 of these Supplemental Bylaws;
 - c) to provide information to the Federation when requested by the Board in accordance with Section 4.5 of these Supplemental Bylaws;
 - d) to carry out the directives of the Board given to such Member after an audit has been conducted pursuant to Section 4.8 of these Supplemental Bylaws;
 - e) to make reasonable efforts to attend all annual meetings, special general meetings, and Zone Meetings of the Federation;
 - f) to operate their respective utilities in compliance with the Act, the Regulations and all other statutes, regulations and codes of any government agency that has competent jurisdiction with regard to the safe operation of rural gas utilities, natural gas distribution systems and low-pressure natural gas pipelines;
 - g) not to engage in activities that are harmful to other Members, to the Federation or to the rural gas co-operative movement generally;
 - h) to pay all annual levies, annual membership fees, and special levies when due;
 - i) to give notice to the Board in circumstances where the board of a Member intends to recommend to its membership that the Member sell its Works or any portion thereof, ninety (90) days before calling a meeting of its Members to seek approval for such sale.

- 6.6 The Board, acting within its sole discretion, may determine that a Member is in breach of one of more of the responsibilities and duties of Members set out in Section 6.5 and in such case, the Member shall be deemed to be a Member not in good standing. Upon that event occurring, the Board shall give notice to the Member in a form prescribed by the Board and from service of the notice upon the Member, the rights of Membership of such Member shall be suspended.
- 6.7 A Member may withdraw from Membership in the Federation and the conditions of this Section 6.7 shall apply:
- a) when a Member withdraws from Membership in the Federation, the Federation shall not refund or pay to the Member, any amounts paid by the Member to the Federation as a fee, levy, or otherwise.
 - b) these Supplemental Bylaws provide and shall be deemed to have always provided that no Member withdrawing from the Federation is entitled to receive from the Federation any portion of that Member's equity in the Federation and that no Member leaving the Federation is entitled to receive from the Federation any portion of the reserves of the Federation.
 - c) a Member wishing to withdraw from Membership in the Federation shall provide written notice to the Board at least one hundred and eighty (180) days prior to the end of the then current fiscal year of the Federation. The notice shall be accompanied by a certified copy of a director's resolution of the board of directors or council of the Member authorizing such withdrawal. The withdrawal shall be effective at the end of the fiscal year in which notice was given in accordance with these Supplemental Bylaws. Any unpaid annual levies or special levies owing by the Member shall become immediately due and payable.
 - d) A withdrawing Member shall not be entitled to participate in any program established, sponsored, maintained, or offered by the Federation after the effective date of the Member's withdrawal.
 - e) from the date that notice pursuant to this Section is given by the Member, the right of the Member to be represented on the Board, the right to attend meetings of the Federation or to vote at meetings of the Federation shall cease.
 - f) from the date that notice pursuant to this Section is given by the Member, the right of the Member to be represented on the Board shall cease.

SECTION 7

Honorary Membership

- 7.1 The Board may appoint, as an Honorary Member, a person who, in the Board's opinion, has rendered valuable and faithful service to the Federation.
- 7.2 Members may put forward names of candidates or the Board may act upon its own knowledge and advice.
- 7.3 A person who has been appointed an Honorary Member shall have no rights or privileges of Membership in the Federation because of such Honorary Membership.

SECTION 8

Suspension of a Member

- 8.1 The Board has the power to order the suspension of a Member and during the suspension, the suspended Member shall not enjoy the rights to be given notice of, to attend, or vote at meetings of the Federation.
- 8.2 The ground upon which the Board may suspend a Member shall include but are not limited to any of the matters set out in Section 6.5 of these Supplemental Bylaws.
- 8.3 The Board shall follow the following process when considering the suspension of a Member:
- a) it shall pass a resolution that sets out the grounds upon which a suspension is being considered for suspension;
 - b) it shall give notice to the Member of its intention to suspend the Member and shall include in the notice the grounds upon which the intended suspension is based;
 - c) upon receipt of the notice, the Member shall have a period of thirty (30) days to respond in writing to the notice by setting out any information, planned action to remedy its breach of the grounds or to generally object to the intended suspension;
 - d) upon the expiration of the 30-day period, if the Board has not received a response, it shall continue with the suspension process or in the event that the Member has responded, then the Board shall invite the Member to send a delegation of not more than three (3) directors or council members of the Member to a Board meeting to discuss the suspension;

- e) upon the meeting described in Section 8.3(d) occurring, the Board shall, in its absolute discretion, decide whether the suspension shall proceed;
- f) upon the suspension occurring, the Board shall give notice to all Members of the suspension;
- g) in the event that the suspended Member does not proceed with steps outlined in Subsection (h), the membership of the suspended Member shall terminate sixty (60) days after suspension;
- h) upon suspension occurring, the board of the suspended Member may elect to provide to the Board an action plan that sets out the way in which the suspended Member will take corrective action to remedy the matter that led to the suspension;
- i) if the Board accepts the plan described in Section 8.3 (h) the Member shall be given a period of one (1) year to complete the plan. In the event that the plan is not completed to the satisfaction of the Board, acting reasonably, the suspended Member's Membership shall terminate at the expiration of that one-year period;
- j) the suspended Member may, within sixty (60) days of the termination, give notice that it intends to appeal its termination and shall provide reasons for such appeal. In such event, the Board shall establish an appeals committee for the matter. Such committee shall be composed of three Members selected by the Board from Membership and two directors from the Board;
- k) the appeal of the matter shall be conducted within ninety (90) days;
- l) the decision of the Appeal Committee shall be final and binding upon the Federation, the Board, and the Member.

SECTION 9

Fees and Levies

- 9.1 Each new Member, upon being approved for membership by the Board, shall pay an initial, one-time, non-refundable membership fee of one thousand dollars (\$1000.00).
- 9.2 Each Member shall pay an annual membership fee of one thousand dollars (\$1000.00).

- 9.3 The Board shall determine the amount of the uniform annual levy for the next fiscal year and when calculating that levy, the Board must deduct from the required levy revenue, the aggregate amount of the annual membership fee referred to in Section 9.2 of these Supplemental Bylaws.
- 9.4 The annual uniform levy referenced in Section 9.3 of these Supplemental Bylaws shall be submitted to each annual general meeting for approval by the Delegates.
- 9.5 Members shall pay any special levy that is approved by the membership at a special general meeting of the Members.

SECTION 10

Zones

- 10.1 The areas of the Province of Alberta in which the Members provide service shall be divided into eight (8) Zones.
- 10.2 The Board may from time to time recommend to the Membership that the number of Zones or the geographical boundaries of the Zones be changed. The Membership shall consider the recommendation at a general meeting of the Federation. No change shall be effective until approved by the Members at a general meeting of the Federation and, in the case of the number of Zones changing, these Supplemental Bylaws are amended accordingly.

SECTION 11

Annual General Meeting

- 11.1 The Annual General Meeting of the Federation shall be held each year, not more than one hundred and eighty (180) days after the end of the fiscal year of the Federation, at a time and place to be determined by the Board.
- 11.2 The primary purpose of the annual meeting is to do the following business:
- a) the consideration of the report of the Board,
 - b) the approval of the auditor's report and accompanying financial statements for the preceding fiscal year,
 - c) the appointment of the Auditor for the current fiscal year,
 - d) the approval of the annual levy for the current fiscal year,

- e) the debate of and voting on resolutions that properly come before the meeting, and
- f) the consideration of and doing such other business that properly comes before the meeting.

SECTION 12

Special General Meetings

- 12.1 A special general meeting may be called by the Board at any time.
- 12.2 Members can request that a special general meeting be called provided that the provisions of this Section 12 are followed.
- 12.3 The Board shall prescribe the form by which Members may request a special general meeting in circumstances where a special general meeting is requested by Members.
- 12.4 The Board shall call a special general meeting when requested to do so by at least twenty-five percent (25%) of the Members that have made in a written request in the prescribed form that states the special business to be conducted at the meeting together with an accompanying resolution that is proposed to be made at the meeting.
- 12.5 If the Board receives a request in accordance with Section 12.4,
 - a) it shall call a special meeting within thirty (30) days in accordance with Section 12.4, that will be held within sixty (60) days of receipt of the notice; or
 - b) if the request is deficient in some way, it shall give notice to the requesting Members of the deficiency.
- 12.6 In the event that the Board does not call a meeting that is requested by Members in accordance with Section 12.4 or if that special meeting is not held within sixty (60) days, PROVIDED THAT the Members making the request have properly complied with Section 12.4, those requesting Members may call a special general meeting of the Federation.
- 12.7 Where a special general meeting has been called pursuant to Section 12.4, a subsequent special general meeting may not be called within a twenty-four (24) month period following that special general meeting if the nature of the business to be transacted at the subsequent special general meeting is, in the opinion of the Board, the same or similar in nature to the business that was transacted at the initial special general meeting.

SECTION 13
Zone Meetings

- 13.1 The Members within a Zone may meet from time to time to discuss business of importance to the Zone, including the election of a Director to represent that Zone.
- 13.2 A meeting of the Members within a Zone may be called at any time by
- a) the Director representing the Zone, or
 - b) fifty percent (50%) of the Members within the Zone.
- 13.3 The nature of business for a Zone Meeting shall be determined
- a) in the event the Director representing the Zone calls the meeting, by that Director, subject to the approval of the meeting, or
 - b) in the event the Members call the meeting, by those Members.
 - c) in any event, the Director representing that Zone shall act as Chair of the meeting.
- 13.4
- a) The Director representing the Zone shall, prior to the expiry of his term, include on the agenda for the Zone meeting immediately preceding the expiry of that term, the election of a Director for that Zone.
 - b) In the event that there will be an election for Director at such Zone Meeting, Members within the Zone shall be at liberty to submit nominations to the Executive Director of the Federation to stand for election not less than sixty (60) days and not more than ninety (90) days prior to that Zone Meeting.
 - c) Nominations from the floor at the Zone Meeting are not permitted.
- 13.5 The Board may call a Zone Meeting pursuant to Sections 22.1 or 22.2 to hold an election to replace a removed Director.

SECTION 14

Conduct of Meetings of the Federation

- 14.1 The Annual General Meeting, special general meetings, and Zone Meetings of the Federation provide an opportunity for Delegates to consider, debate, and subject to Section 15 of these Supplemental Bylaws, vote on issues that are of importance to the Federation and its Members.
- 14.2 Annual General Meetings, special general meetings, and Zone Meetings may be held by electronic means that permit all those participating in the meeting to communicate with each other during the meeting. The Board shall, in its absolute discretion, determine when electronic meetings are the preferred way of holding a meeting.
- 14.3 The most recent edition of Robert's Rules of Order shall govern the conduct of procedure at all meetings of the Federation.
- 14.4 Delegates have a right to attend, make motions, or present resolutions and subject to Section 15 of these Supplemental Bylaws, vote at meetings of the Federation. Persons who are not Delegates are permitted to attend Meetings of the Federation but are not permitted to participate except with consent of the Chair of that meeting.
- 14.5 Voting by proxy is not permitted at any meeting of the Federation. Voting delegates shall cast votes at annual general or special general meetings of the Federation in the manner approved by the Board prior to such meeting.
- 14.6 In circumstances where approval of the Members is sought on one or more issues and in the opinion of seventy-five percent (75%) of the Board, it is in the best interests of the Members to vote on the issue or issues by alternative means, in such circumstance, no meeting of Members shall be required, and the Board shall conduct such vote in accordance with the following rules:
- (a) (i) written notice of such matter, with sufficient detail to permit the Members to form a reasoned judgment on that matter,
 - (ii) the text of the resolution dealing with that matter, and
 - (iii) the form of ballot for that matter,
- shall be given to each Member, at least thirty (30) days prior to the date upon which the votes must be received by the Board, by mailing to sending by electronic means to each Member at its appropriate address shown on the Register;

- (b) such written notice shall specify:
 - (i) the time and date upon which a ballot, completed as stipulated in the notice, must be received by the Board to constitute a recordable vote; and
 - (ii) any other details by which regarding how such vote is to be conducted;
- (c) the resolution shall be passed if the number of votes received by the Board for such resolution, then represents the required majority of the Members and the Board shall publish the results by Member regardless of the outcome of the vote.
- (d) a resolution passed as herein described satisfies all the requirements of these Supplemental Bylaws; and
- (e) the Board may prescribe rules and regulations not inconsistent with these Supplemental Bylaws relating to voting by mail or electronic means.

SECTION 15

Delegates

- 15.1 Members may be represented at an annual general, special general, and a Zone meeting of the Federation by a Delegate or Delegates, the number of which are determined using the following formula:
- a) two (2) Delegates for each Member that has one hundred (100) Consumers
 - b) one additional Delegate for each additional one hundred Consumers (or portion thereof) of the Member
 - c) a total of fifteen (15) Delegates
- 15.2 Subject always to Section 15.3 of these Supplemental Bylaws, each Delegate shall have the same rights and privileges at any annual general, special general, or Zone meeting of the Federation.
- 15.3 Each Member must, in accordance with Section 15.4 of these Supplemental Bylaws, designate one of its Delegates as its voting delegate and may, in accordance with Section 15.4, designate one of its Delegates as the alternative voting delegate by providing the Executive Director with such designation or designations, as the case may be. The voting delegate or the alternative voting delegate as the case may be, shall be the only Delegate of a Member that shall have the right to cast a vote on any issue for which a vote is called at any annual general, special general, or zone meeting of the

Federation. A Member may change such designation or designations at any time provided that seven (7) days written notice is given to the Executive Director.

- 15.4. A voting delegate must be a current member of the board of a Member or a current member of the Municipal, Band or Settlement Council of a Member.
- 15.5. The Board shall prescribe, and may from time to time, amend, the form of the designation referred to in Section 15.3 of these Supplemental Bylaws and shall furnish such designation form to the Members.

SECTION 16

Quorums

- 16.1 At general meetings of the Federation, a quorum shall consist of not less than fifty percent (50%) of Members represented by at least one Delegate.
- 16.2 At Zone Meetings of the Federation, a quorum shall consist of not less than fifty percent (50%) of the Members in that Zone.
- 16.3 If at the time appointed for an annual general meeting, a special general meeting, or a Zone meeting, a quorum is not present,
 - a) the meeting, if called by the Members, shall not proceed, and
 - b) in the event the meeting was not called by the Members the chair of the meeting may call for a motion that those Members present constitute a quorum and that the meeting may transact the business that are agenda items on the proposed agenda for that meeting.
- 16.4 If the motion referred to in subsection 16.3(b) is passed by a majority vote of the Members present and confirmed by the Chair of the meeting, and recorded in the minutes, the meeting shall then proceed and those Members present constitute a quorum.

SECTION 17

Notice of Meeting

- 17.1 The Board or Members calling a meeting of the Federation or the Director of or a Zone calling a Zone Meeting, shall give at least fifteen (15) days' notice of the meeting by e-mail, other electronic means, fax, or mail to each Member at its address shown in the Register, stating the hour, day, and place of the meeting.
- 17.2 The notice of a general meeting of the Federation shall indicate the purpose of the meeting and, if one of the following is to be proposed, a proposed draft resolution shall accompany the notice:
- a) the addition, repeal of, or amendment to any provision of the Supplemental Bylaws or the Memorandum of Association of the Federation is to be proposed at the meeting,
 - b) the purchase of real estate by the Federation for which a special levy is required,
 - c) the establishment of a fund by the Federation for a specific purpose or purposes that will be funded by a special levy.
- 17.3 The notice of a Zone Meeting shall indicate that an election of a Director for the Zone will take place if an election of a Director for the Zone is required.

SECTION 18

Directors

- 18.1 One Director shall represent each of the Zones referred to in Section 10.1
- 18.2 A Delegate of a Member in Good Standing from a Zone is eligible to be elected a Director of that Zone provided that the Person is not an employee of the Federation or an employee of a Member and that such employee has not been an employee of the Federation or of a Member for a period of one hundred and eighty (180) days.
- 18.3 The term of office of a Director is three (3) years. The term of office shall commence on the date of the first organizational meeting of the Board held after the Annual General Meeting in the year that the Director was elected, and the term shall expire on the date of the first organizational meeting of the Board held after the fourth annual general meeting following such Director's election.

- 18.4 The Director representing a Zone shall, in the year of the expiry of his term, include on the agenda for the Fall Zone Meeting immediately preceding the expiry of that term, the election of a Director for that Zone.
- 18.5 Candidates for election to the office of Director shall be nominated by a Member from the Zone in which the Member is located. A Member intending to nominate a candidate for election must notify the Executive Director of the Federation not more than ninety (90) and not less than sixty (60) days prior to the Zone Meeting being held. Candidates for the position of Director must be a Delegate, must be nominated openly and must be present at the Zone Meeting at which the election will take place. The Board may prescribe forms to be used by Members for the purpose of nominations.
- 18.6 A Director whose term of office will expire in that year is eligible for re-election.
- 18.7 A Director elected by a Zone to fill an unexpired term shall assume his duties immediately upon his election to that office.
- 18.8 In the event of a dissolution, suspension, expulsion, or termination of a Member, a Director who may be a Consumer of that Member shall be immediately disqualified.
- 18.9 In the event that a reallocation in Zone boundaries results in a Director being a Consumer in a Zone other than the one such Director represents, such Director shall complete the term of office but shall not be eligible for re-election in the Zone which that Director represented prior to the Zone boundary re-allocation. However, that Director may be eligible for election as a Director representing the Zone in which that Director is then a consumer, PROVIDED THAT the Person meets the requirements of subsection 18.2.
- 18.10 A Director shall be disqualified from holding office upon the happening of any of the following events:
- a) the Member of which the Director is eligible to be a Delegate ceases to be a Member of a Member in Good Standing, is suspended, expelled, is terminated, or withdraws from Membership, or
 - b) the Director becomes bankrupt, or
 - d) the Director becomes mentally or physically incapacitated. or
 - e) the Director becomes an employee of the Federation or an employee of a Member, or
 - f) the Director ceases to be eligible to be Delegate of a Member in that Zone.

- 18.11 In the event of the suspension of a Director pursuant to Section 5.5, the Board shall call a meeting of the Zone that the suspended Director represents and the Members of that Zone after hearing from the Chair and from the suspended Director, either confirm the Board's decision or terminate the suspension. If the Members of that Zone confirm the suspension, then the Board shall appoint a Delegate from that Zone to fill the unexpired term of the Director,

SECTION 19

Officers

- 19.1 The Board shall, in each year, at the first meeting of the Board following the annual general meeting, elect from the directors of that Board, a Chair, a First Vice-Chair, and a Second Vice-Chair of the Board.
- 19.2 The Board shall, at the meeting referred to in Section 19.1 appoint a secretary and a treasurer or a secretary-treasurer having the duties of both secretary and treasurer.
- 19.3 The Secretary, the Treasurer or the Secretary-Treasurer need not be a Director or a Consumer with a Member.
- 19.4 The duties of the Chair, the two Vice Chairs, the Treasurer, the Secretary and the Secretary-Treasurer shall be those specified in the policies set out by the Board from time to time. Without in any way restricting the generality of the foregoing, the Chair shall be an Ex Officio member of all committees of the Board.
- 19.5 The Chair of the Board shall not have a second or casting vote in the event of a tie vote on any matter coming before the Board.
- 19.6 The Board shall appoint an Executive Director who shall hold office at the pleasure of and on the terms and conditions set out by the Board. The Executive Director shall perform such duties as may be directed by the Board from time to time. The Executive Director shall not be a Director, a director of a Member, an elected official of a Municipality, a member of a Band Council of a First Nation or a member of a settlement council of a Metis Settlement.

SECTION 20

Remuneration of Directors

20.1 Directors shall be remunerated for services provided and reimbursed for expenses incurred in accordance with policies made by the Board from time to time.

SECTION 21

Indemnification

21.1 The Federation shall indemnify and save harmless a Director or former Director of the Federation against all costs, charges and expenses reasonably incurred by him in respect of any civil, criminal, or administrative action or proceeding to which he is a party by reason of being a Director of the Federation, if the Director acted honestly and in good faith with a view to the best interests of the Federation.

21.2 The Federation shall carry Directors and Officers liability insurance covering both present and former Directors and Officers. The terms of coverage of such insurance shall not be inconsistent with the terms of indemnity set out in Section 21.1.

21.3 The Federation may enter into indemnity agreements with each Director upon terms of indemnity that are not inconsistent with Section 21.1.

SECTION 22

Removal of a Director

22.1 Upon written request of a majority of the Members within a Zone delivered to the Secretary of the Board at its head office demanding removal of the Director representing that Zone, the Board shall, within sixty (60) days, call a meeting of the Members of that Zone to consider the request for such removal.

22.2 A meeting called pursuant to Section 22.1 must meet quorum requirements of seventy-five percent (75%) of the Members from that Zone being present at that meeting before the meeting can proceed and conduct business. The Chair of the Board shall be the Chair of that meeting.

22.3 The Director representing such Zone may attend the meeting called to consider his removal to make such presentation as he may desire.

22.4 The Director representing such Zone shall be removed from office by the vote of the seventy-five percent (75%) of the Delegates from such Zone present and voting at that meeting.

22.5 When a Director is removed as provided in subsection 22.4 above, the delegates attending the meeting shall elect his replacement to complete his term of office forthwith.

- 22.6 Upon suspension of a Director under subsection 5.5, the Board shall, within sixty (60) days, call a special meeting of the Zone which the suspended Director represents for the purpose of considering his removal.
- 22.7 A Director who has been removed as provided in this Section is not eligible to hold the office of Director until after the expiry of one year after such removal and provided such Person meets the requirements of subsection 18.4.

SECTION 23

Declaration of a Board Vacancy

- 23.1 The office of a Director shall be deemed to be vacated when it is declared by the Board to be vacant.
- 23.2 A Director of the Federation ceases to hold office, and that office shall be declared vacant when that Director:
- a) ceases to be eligible under Section 6.5 or Section 8, or
 - b) resigns, or
 - c) is absent from three (3) consecutive meetings of the Board without having received the approval of the Board to do so leave of absence from the Board, or
 - d) is determined to be medically incapacitated, or
 - e) files for bankruptcy or insolvency, or
 - f) dies.
- 23.3 Except as provided in subsection 22.5, when the office of a Director has been declared to be vacant, the Board shall, within ninety (90) days cause to be called a meeting of the Delegates of the Members of that Zone represented by the Director whose office has been declared vacant. The meeting shall be called for on a date to be fixed by the Board. The notice of meeting shall state that the purpose of the meeting is to elect a new Director.

SECTION 24

Notices

- 24.1 Any notice to be given pursuant to these Supplemental Bylaws shall be given by mail or electronic means and shall be deemed to be served, in the case of mail service, on the fifteenth (15th) day following the date that such notice was properly addressed and placed in the post office with the proper postage thereon and in the case of electronic service, on the day that it was sent and confirmed received.
- 24.2 The omission to give notice to any Member or the non-receipt of notice by such Member shall not invalidate the proceedings held at any meeting.
- 24.3 The signature to any notice to be given by the Federation may be written, photocopied, or an electronic signature.
- 24.4 Except where a notice must be posted by mail, e-mail, other electronic means, personal delivery, or fax is good and sufficient service of such notice.

SECTION 25

Fiscal Year End

- 25.1 The fiscal year of the Federation shall end on June thirtieth (30th) in each calendar year.

SECTION 26

Audit and Auditor

- 26.1 An audit of the financial records of the Federation shall be conducted annually within sixty (60) days of end of the fiscal year of the Federation by the Auditor.
- 26.2 No person holding office or employed by the Federation is eligible to be appointed the Auditor of or to perform any of the duties of the Auditor of the Federation.
- 26.3 The Auditor must be a Member in good standing of a recognised association of accountants.
- 26.4 The audited financial statements of the Federation shall be made available to the Members at least ten (10) days prior to the Annual General Meeting.

SECTION 27
Seal, Book, and Records

- 27.1 The Federation shall have a seal in a form approved by the Board.
- 27.2 The seal shall be entrusted to the custody of the Executive Director.
- 27.3 The seal shall not be affixed to any documents except those kinds authorised by resolution of the Board.
- 27.4 The use of the seal shall be authenticated by the signature of any Director, the Secretary Treasurer or the executive director or as otherwise authorized by the Board from time to time.
- 27.5 The Register shall be kept at the Federation head office and shall be made available for inspection by an authorized representative of a Member at reasonable times during business hours. In the event that a Member requests a copy of the Register, a copy shall be provided at a reasonable fee.
- 27.6 The minutes of meetings of the Board are private documents that are not available for inspection by a Member or any other person except in circumstances where the Board has considered such request and has authorized the release of portions of the minutes PROVIDED THAT the minutes relate solely to that requesting Member.

SECTION 28
Winding Up

- 28.1 Upon the sale or other disposition of the all of its assets of the Federation or in the event of the winding up of the Federation and after payment of all liabilities, the remaining property of the Federation shall be liquidated and distributed to the then Members in Good Standing on the basis of the proportion of the most recent annual levy.

I, _____, on behalf of the Federation of Alberta Gas Co-ops Ltd. make oath and say the Supplemental Bylaws of this Association were amended as set above, and that a minimum of ten days advance notice of the special general meeting held November 27 and 28, 2024 was given to the general Membership with such notice including the intent to change the Bylaws.

Chairperson

Sworn before me at _____
In the Province of Alberta, this
____ Day of _____ Year 2024

A Commissioner for Oaths in and
For the Province of Alberta



Agenda
2025 Spring Zone 5 Meeting
February 11, 2025
Chauvin Community Hall
300 Main Street, Chauvin, AB

CHAIRMAN, Jack Goodall

9:30 a.m.

Coffee

10:00 a.m.

1. Call to Order

- Introduction of Guests
- Adoption of Agenda
- Minutes of the 2024 Fall Zone Meeting
- Business Arising from Minutes
- Director Report

2. Federation Update

3. Roundtable Discussions

- Convention 2025
- Amalgamations
- Governance Training - Scheduling

LUNCH

4. Gas Alberta Inc. Update

5. Michael O'Mara (Alberta Municipalities) – *Your Benefits Plan*

6. Resolutions

(must be submitted 30 days prior to the Zone Meeting)

7. 2025 Resolutions Committee Nominations

8. Location of the 2025 Fall Zone Meeting

9. Topics Previously Submitted

10. Other Issues that May Arise

11. Closing

Federation of Alberta Gas Co-ops Ltd. Zone 5 Meeting Minutes
Castor Royal Canadian Legion
Friday, October 25, 2024

1.0 Call to Order

Meeting called to order by Chairman Jack Goodall at 10:00am.

1.1 Introduction of Guests

Chairman Goodall introduced guests present at the meeting: Tom Kee, Bert Paulssen, Allison Moller, Carlee Martin, Allen Dietz, and Larissa Lindmark (Recording Secretary).

1.2 Adoption of Agenda

MOVED by: Sheila Donnelley, Village of Chauvin, that the agenda be adopted as presented.

SECONDED by: Allen Hobbs, Paintearth Gas Co-Op Ltd.

Motion carried.

1.3 Adoption of Minutes of the 2024 Spring Zone Meeting on March 19, 2024

MOVED by: John Taylor, Natural Gas Co-Op 52 Ltd., that the minutes be adopted as presented.

SECONDED by: Keith Degenhardt, Natural Gas Co-Op 52 Ltd.

Motion carried.

1.4 Business Arising from Minutes

None.

1.5 Director Report

Chairman Jack Goodall presented his director's report with the highlights as follows:

- 60th Anniversary Celebration
 - Fortunate to have many former board directors, honorary members and key players in the Federation's history reconnect and reminisce
- Golf Tournament in August
- Convention
 - Another opportunity to celebrate the Federation's 60th anniversary
 - Keynote speaker: Retired General Mark A. Milley (not to be missed as he will be one of the most distinguished and decorated speakers ever had at convention)
- Supplemental Bylaws
 - Coming to this year's AGM for member vote
 - Appreciated all the input
 - Implementing these updates will align the Federation more closely with the highest standards and expectations set by Rural Utilities and our members
 - Framework to support better decision-making, enhance transparency, and ensure operating at the most efficient and accountable level possible
 - Changes will pave the way for stronger governance
- Resolutions
 - Resolutions Committee has reviewed the Federation Resolution Policy with the help of General Counsel and the Board is confident that the process is now clearer for members

- AFREA and Federation Board considering a new charity as a beneficiary for the upcoming 2025 golf tournament – recommendations for a charity that operates province wide can be passed along to Emily Ewashko
 - 19th Annual Federation Charity Golf Classic will be Wednesday, August 13, 2025 at Red Tail Landing Golf Club
- 2024 Annual Convention & Trade Fair
 - Have extended time of the trade fair
 - Will be a silent auction with proceeds for children's charities during trade fair; contact Emily Ewashko if your utility is interested in donating an item
 - Country music performer at banquet
 - Do not want to miss keynote speaker Retired United States Army General Mark A. Milley of the US Military at 8:00am on the Wednesday
- Benefits
 - Able to extend benefits package to age of 80
 - 6% increase in the benefits program
- PE Fusion Training
 - Survey results on interest in the Federation training to CSA Clause 13 PE fusion requirements:
 - 35% of respondents interested or looking for PE Fusion Training
 - 64% of respondents not interested or looking for PE Fusion Training
 - Federation could resurvey the membership with additional questions and see if the Federation PE Fusion program should be revised to include the requirements
- Grant Funding
 - Program undersubscribed
 - Will be asking to roll the \$2.7 million forward as well as additional funding for the next two years
- Lois Westacott recently retired after 38 years with the Federation but will continue to provide support on a contract basis to the AOS program
- Question & Discussion - Grain Dryers
 - Seeing an increase in grain dryers
 - This year's construction paid out in next year's grant – payment around September/October
 - Should receive almost 100% reimbursement on grain dryers with the grants available

3.0 Round Table Discussions

- Participants broke out into smaller groups and discussed questions on survey participation, O&M Audits, Rural Gas Program Grant and board governance
- Some highlights of the discussions:
 - Auditing managed well and go quick
 - Increase audit frequency for offenders to get them up to speed
 - Federation to maybe lower thresholds when have lots of money to do smaller infills
 - Quicker payment to do upgrades
 - Grant funding for older materials that are giving problems
 - Losing money on servicing lake lots and no grants available - maybe a new category

- Border exports to Ontario and to California via BC
- Continuing to see production come online
- Bear market over the summer and indicate will continue as winter approaches
 - Good for customers however leads to low market volatility
- Rates
 - Underperformed compared to regulated retailers but will make up ground in the coming winter months

5.0 Resolutions

None submitted from this zone; eleven (11) from other zones.

6.0 Location of the 2025 Spring Zone Meeting

Village of Chauvin to host in February 2025 either the 11th or 24th.

7.0 Topics Previously Submitted

None.

8.0 Other Issues That May Arise

- Contact the Federation first if thinking of selling gas utility
- Can have pre-zone meetings to create resolutions if desired
- AGM notices went out today
- Premier will be at the Bear Pit and convention from 8:30-10:00am
- Village of Halkirk and County of Paintearth exploring options for Halkirk gas utility
 - Paintearth Gas Co-Op Ltd. does O&M
- Allen Dietz reminded members to get proxy votes in as soon as possible
- November 3rd is time change
- Discussion occurred on cyber security
 - AON strongly advising co-ops have insurance to handle breaches; follow the insurance process and fine print for claims
 - Training for identifying suspicious emails

9.0 Closing

Meeting adjourned by Chairman Jack Goodall at 1:11pm.

**Zone 5 - 2024 Fall Zone Meeting
Sign In Sheet**

| Name | Utility |
|------------------|------------------|
| Keith Degenhardt | Coop 52 Ltd. |
| BOB LINDSAY | ANKERTON |
| JIM DILWORTH | " |
| Gary Warrick | Pareleath |
| Jen Schifer | Pareleath |
| Carlee Martin | Gas Alberta |
| Allison Koller | Gas Alberta |
| BERT PAULSEN | FED GAS |
| Brent Hill | Phoenix Gas Coop |
| JACK Goodall | Fed GAS |
| Tom Kee | ✓ - |
| Larissa Lindmark | Town of Castor |
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COUNTY OF PAINT EARTH INTEGRITY MANAGEMENT PROGRAM

COUNTY OF PAINT EARTH (The Distributor) is committed to providing safe, environmentally responsible and reliable service as a natural gas Distributor. (N1.1 & N.2. (i & j))

The Distributor is committed to design of their pipeline system through the use of professional engineering services of **Hames Engineering Ltd** (N.2 (a))

The Distributor is committed to safe construction procedures by the use of qualified contractors with a minimum of \$ **\$5,000,000** liability insurance and current WCB coverage. (N.2 (a))

The Distributor is committed to monitor the condition of the distribution system by implementing a maintenance program and maintaining a detailed documentation of inspections and repairs. (N.2 (b & c))

The Distributor is committed to track failure incidents, external interference incidents, damage, deterioration, environmental protection, and safety to any and all parts of its distribution system. The Distributor is committed to report all such incidents to the proper governing authorities. (N.2 (e to i))

County of Paintearth has no AER license as all our lines are under the 100psi threshold. The County falls under the regulation of Rural Utilities. (N.4)

The Distributor’s Board of Directors ensure that the distribution system is designed, constructed, operated, maintained and funded in a manner that will ensure the safety of its customers, employees or the general public. This is ensured by the adoption of Alberta Rural Utilities Quality Management Plan (QMP) and the adoption of the Operation and Maintenance Guidelines. (N.3.1)

The Distributor considers anything that disrupts the service of their distribution system as significant and will take preventative measures to mitigate future occurrences. (N.3.2)

The Distributor has assigned the responsibility of administering the integrity management program to **Michael Simpson - CAO** Those responsibilities shall include:

- Pipeline integrity management program development and improvement
- Records management
- Pipeline integrity management program planning and reporting
- Implementation of plans
- Integrity performance indicators
- Integrity program audits, reviews, and evaluations. (N.3.3)

The Distributor is committed to prepare and maintain a documentation system related to all new pipeline design, construction, operation and maintenance of their distribution system. Documentation will include the following:

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- Location of all pipelines through a current and accurate mapping system
- Identification of pipeline class locations (Z662-15 Table 4.1)
- Properly designed pipelines including operating pressure maximums, load surveys and all other pertinent operating conditions
- All pipeline specifications, quality assurance documents, material inspection data sheet (MIDS), test reports, joining and inspection records, pressure testing reports, Cathodic protection system design and performance (N.5.1)

The Distributor is committed to the upkeep of a documentation system and to also ensure an effective means of retrieval of all information. (N.5.2)

The Distributor will employ qualified personnel or contract operators and support participation in training programs as may be required to safely operate and maintain the distribution system. The skill requirements are based on system requirements which may include but not necessarily limited to: (N.7)

- Gas Utility Operator Training
- Gasfitter
- RMO Training
- Emergency Response Training
- First Aid & CPR
- H₂S
- WHMIS
- Confined Space Entry
- Transportation of Dangerous Goods
- High Energy Joining
- PE Fusion
- Olfactory Testing
- Ground Disturbance
- Defensive Driving

The Distributor will maintain documentation that tracks certification expiry dates and is committed to ensure the level of training meets industry requirements. This training is available through the Federation of Alberta Gas Co-ops and/or local accredited training facilities. (N.7)

The Distributor is committed to a process for managing change that can affect the integrity of the distribution system. This process includes: (N.6.1)

- Maintaining current records of foreign pipelines and other facilities through yearly updating of the mapping system
- Employment training and job shadowing to ensure a continuous qualified staff
- Staggered elections of Directors to ensure seamless policy direction
- Scheduled maintenance on piping and control systems to identify changes that could affect the integrity of the distribution system
- Maintain odorant levels through monthly olfactory testing

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- Yearly self-audit of the integrity management program and its records to ensure effective integrity management
- Scheduled right-of-way patrolling to monitor right-of-way conditions, adjacent land use and development
- A scheduled review of the Operation & Maintenance Guidelines to ensure compliance with changes in standards and regulations

The Distributor is committed to track and implement the following items in managing change process: (N.6.2)

- Training personnel to be aware of changes and circumstances that could affect the integrity of the system
- Through Board of Director or Council meetings, be able to report and receive approval on implementing changes
- Develop a list of criteria to follow when identifying changes that could affect the integrity of the system ie: land development, pipeline activity, change in agricultural practices, etc
- In conjunction with *Dustin Hames, Hames Engineering Ltd* analyze the implications of the changes and their affects on the integrity of the system
- Keep an open dialogue with all parties that are affected by the changes
- Implement changes in a timely manner

The Distributor shall follow procedures set out in the Operations & Maintenance Guidelines for investigating and reporting failure and external interference incidents. Such incidents shall be documented and reported to the proper authorities immediately. Documentation shall include location, incident date and time, weather conditions, operation of pipeline, pipe design, coating condition, cathodic protection status, external interference, joining method and volume release. An analysis of each incident shall be undertaken to seek improvements to the IMP on a per incident basis. (N.10)

The Distributor is committed to identifying hazards that can lead to a failure or external interference incident. The Distributor will keep records of all failure or external interference incidents for the life of its pipeline system. Using this historical data will allow the identifying of hazards on a specific section of the distribution system as well as identify any repeat external interference incidents. If one section of the distribution system shows an abnormal failure rate, that section will be monitored more frequently and replaced if deemed necessary. (N.8)

The Distributor is committed to reducing exposure to risk through preventative analysis, evaluation and refinement. The Distributor takes into account the frequency and consequences of incidents, the significance of the estimated risk and identifying, evaluating and implementing options for reducing risk. (N.9.1 & N.9.2)

If the Distributor deems the risk level to be significant, a more in depth analysis will be undertaken. The Distributor will consult with a third party specialist and undertake further investigation as may be required to lower the risk level to be not significant. (N.9.3 & N.9.4)

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The Distributor is committed to reduce the frequency of failure incidents associated with improper operation and control system malfunction in the following manners: (N.10.1)

- Continuing personnel training
- Improved pipeline control and monitoring methods
- Changing the operating and maintenance practices
- Improvements to the pipeline and above ground facilities

The Distributor is committed to reduce the frequency of failure incidents and external interference incidents in the following ways: (N.10.2)

- As a member of Alberta One-Call Corporation
- Maintains all above ground facilities for vegetation control on a semi-annual basis
- Performing right-of-way patrols on an annual basis
- Use only qualified pipeline locators
- Erect fences and structures to protect its facilities

The Distributor is committed to reduce the frequency of failure incidents due to manufacturing and/or construction defects by the following: (N.10.3)

- Participating in the quality assurance program
- Temporarily reducing operating pressures
- More frequent monitoring of cathodic protection
- Pressure testing
- Pipe repair and/or replacement

The Distributor is committed to reduce the frequency of failure associated with natural hazards by the following: (N.10.4 & N.13.3)

- Inspection of critical watercourse crossings after flood events
- Performing right-of-way patrols on an annual basis
- Erect fences and structures to protect its facilities
- Relocate pipelines if necessary

The Distributor is committed to reduce the consequences associated with failure incidents by the following: (N10.5)

- Automatic meter reading on all sales taps to provide quick balancing discrepancies
- Pressure and temperature alarms on all sales taps to detect any variance in gas delivery pressures
- Following all emergency response procedures as adopted in the Operation & Maintenance Guidelines
- Participating in local mock disasters and public awareness campaigns

Distributor is committed to establishing plans and schedules related to pipeline system integrity management. (N.11.1)

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The Distributor takes the following into consideration when planning its Integrity Management Program: (N.11.2)

- Known existing problems that could lead to a failure incident
- The potential of those existing problems to grow in magnitude
- Controlling identified hazards through historical data
- Reducing the estimated risk level through third party consultation
- Regularly scheduled inspections, testing, patrols and monitoring
- Annual reviews of the IMP to ensure effectiveness of the program
- Failure and external interference incident history of the Distributor and the pipeline industry as a whole

The Distributor is committed to document all methods used to prioritize and schedule activities related to its IMP. (N.11.3)

The Distributor's management reviews its IMP annually to ensure its effectiveness and to identify any deficiencies in its program. Management will inform the appropriate personnel of any integrity issues. (N.11.4 & N.11.5)

The Distributor is committed to follow all procedures set out in the Operation & Maintenance Guidelines for inspecting, patrolling, testing and monitoring its distribution system. The Distributor will adhere to all Z662 inspection frequencies and methods. This will include: (N.12.1)

- Verifying the satisfactory operation of the cathodic protection system annually through third party inspection or assessment by *ICPS Inc. (Independent Cathodic Protection Services.)*
- Monitoring of the internal corrosion control program through visual inspection and lab analysis of cut-outs
- Leak detection shall be performed on all pipelines on a regular interval. Methods will include daily gas volume monitoring, monthly wholesale/retail gas balancing and regularly scheduled gas detection surveys
- Semi-annual block valve inspections
- Pressure regulators and reliefs will be inspected on a scheduled basis
- Pipeline patrolling on an annual basis

If Z662 does not specify frequencies, the Distributor bases its frequency of inspections on historical data of its distribution system and industry standards. (N.12.2)

The Distributor uses *Gerry Goodman* to evaluate the condition of the cathodic protection of the system and follows corrective actions as recommended. (N.12.3 & N.12.4 & N.12.6)

Where applicable, the Distributor will perform the necessary chemically analysis of the natural gas in its distribution system to ensure the absence of corrosive agents. Upon opportunity, inspect all coupon/cutouts on metallic pipelines for internal corrosion. The results of this inspection/analysis will be documented. (N.12.5)

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The Distributor includes in its documents of inspections, testing, patrolling and monitoring the following: (N.12.7)

- Dates performed
- Methods and equipment used
- Results and observations and subsequent acceptability of those results
- Recommendations and implementation of those recommendations

If inspections indicate the presence of imperfections that might lead to a failure incident, the Distributor follows the recommendations of *Gerry Goodman* assessment and takes corrective actions. (N.13)

The Distributor operates a small diameter sweet natural distribution system which is not conducive to failures of significant consequences. (N.14)

The Distributor annually reviews the integrity management program to ensure its effectiveness. The Distributor implements the recommendations of the independent audit provided by the Federation of Alberta Gas Co-op. (N.15.2)

Michael Simpson
CAO
County of Paintearth

Stan Schulmeister
Reeve
County of Paintearth

Motion to approve the Integrity Management Plan made by _____.
Carried

Date: March 25, 2025



FUNDING APPLICATION
Recreation & Community Service Grants

In accordance with County Policy, the County of Paintearth supports youth (18 years or younger) that participate in recreation and culture. A yearly budget amount of \$5,000.00 will be retained for distribution. The County will provide \$50 per individual or up to a maximum of \$500.00 per team or club per application that are participating at a provincial, national or international level.

The following must be completed and submitted to the County of Paintearth No. 18 Administration Office, Box 509, Castor, Alberta T0C 0X0.

Name of Event: U15 Female Hockey 30's Provincials

(Please check appropriate event): National or International

Provincial Date(s) of Event: March 28-30

(Please check): Individual or Team and number of participants on team: 16

Or

If a Club number of participants in club:

Name of Applicant: Shiana Younger

Ph. Number:

Mailing Address:

Postal Code: T0C 1C0

Upon receipt of the completed application it will be presented at the next upcoming County Council Meeting for Council's review and decision.

(Office Use)

AMOUNT APPROVED: \$

DENIED:

DATE REVIEWED BY COUNCIL:

RESOLUTION NUMBER:



FUNDING APPLICATION
Recreation & Community Service Grants

In accordance with County Policy, the County of Paintearth supports youth (18 years or younger) that participate in recreation and culture. A yearly budget amount of \$5,000.00 will be retained for distribution. The County will provide \$50 per individual or up to a maximum of \$500.00 per team or club per application that are participating at a provincial, national or international level.

The following must be completed and submitted to the County of Paintearth No. 18 Administration Office, Box 509, Castor, Alberta T0C 0X0.

Name of Event: U18 Female Hockey 3 C's Provincials

(Please check appropriate event): X, National or International

Provincial Date(s) of Event: March 21-23

(Please check): Individual or Team X and number of participants on team: 15

Or

If a Club number of participants in club:

Name of Applicant: Mark Mohr Ph. Number:

Mailing Address: Postal Code: T0C 1C0

Upon receipt of the completed application it will be presented at the next upcoming County Council Meeting for Council's review and decision.

(Office Use)

AMOUNT APPROVED: \$

DENIED:

DATE REVIEWED BY COUNCIL:

RESOLUTION NUMBER:



FUNDING APPLICATION
Recreation & Community Service Grants

In accordance with County Policy, the County of Paintearth supports youth (18 years or younger) that participate in recreation and culture. A yearly budget amount of \$5,000.00 will be retained for distribution. The County will provide \$50 per individual or up to a maximum of \$500.00 per team or club per application that are participating at a provincial, national or international level.

The following must be completed and submitted to the County of Paintearth No. 18 Administration Office, Box 509, Castor, Alberta T0C 0X0.

Name of Event: NASP World All Star Archery Tournament

(Please check appropriate event): , National ___ or International X

Provincial Date(s) of Event: July 14-27 Namibia, Africa

(Please check): Individual ___ or Team X and number of participants on team: 32

Or

If a Club ___ number of participants in club: ___

Name of Applicant: Nancy Tamblyn Ph. Number: [Redacted]

Mailing Address: [Redacted] Postal Code: T0C 0X-0

Upon receipt of the completed application it will be presented at the next upcoming County Council Meeting for Council's review and decision.

(Office Use)

AMOUNT APPROVED: \$

DENIED:

DATE REVIEWED BY COUNCIL:

RESOLUTION NUMBER:

6.I

RECEIVED
MAR 17 2025



FUNDING APPLICATION Recreation & Community Service Grants

In accordance with County Policy, the County of Paintearth supports youth (18 years or younger) that participate in recreation and culture. A yearly budget amount of \$5,000.00 will be retained for distribution. The County will provide \$50 per individual or up to a maximum of \$500.00 per team or club per application that are participating at a provincial, national or international level.

The following must be completed and submitted to the County of Paintearth No. 18 Administration Office, Box 509, Castor, Alberta T0C 0X0.

Name of Event: Alberta A1 Provincial - Girls Basketball Tournament

(Please check appropriate event): Provincial , National or International .

Date(s) of Event: March 23rd to 26th, 2025

(Please check): Individual or Team and number of participants on team: 14

Or

If a Club number of participants in club: .

Gus Wetter School -

Name of Applicant: Tigers Sr High Girls Basketball Ph. Number:

Mailing Address: Postal Code: T0C 0X0

Upon receipt of the completed application it will be presented at the next upcoming County Council Meeting for Council's review and decision.

(Office Use)

AMOUNT APPROVED: \$

DENIED:

DATE REVIEWED BY COUNCIL:


RESOLUTION NUMBER:

Funding application - Gas Wetter School Sr Girls Basketball - Provincials.

From Heidi Andersen <[REDACTED]>

Date Mon 03/17/2025 11:58 AM

To Krista Gordon <[REDACTED]>

 1 attachment (255 KB)

Funding_Application_-_Rec - Gus Wetter School Tiger Sr High Girls Basketball - Provincials.pdf;

Sincerely,
Heidi Andersen



Heidi Andersen | Production Coordinator



BYLAW NUMBER 729-25
OF THE COUNTY OF PAINTEARTH NO. 18
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE COUNTY OF PAINTEARTH NO. 18 FOR THE PURPOSE OF REPEALING HALKIRK BYLAWS DEALING IN MATTERS ALREADY ADDRESSED WITHIN STANDING COUNTY BYLAWS.

WHEREAS pursuant to Section 63(2)(a), of the Municipal Government Act, R.S.A. 2000, Chapter M-26 a municipality may provide for the repeal of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

AND WHEREAS The Village of Halkirk was dissolved January 1, 2025 by Ministerial Order 362/2024, leaving all Bylaws and Resolutions in effect for lands inside the Halkirk boundary until repealed, amended or replaced by the Council of the receiving municipality, being The County of Paintearth No. 18,

AND WHEREAS Council of the County of Paintearth deems it efficient to administer penalties for all properties equally in Paintearth County under a separate Tax Penalty Bylaw which applies to all properties in Paintearth County,

NOW THEREFORE, the Council of the County of Paintearth No. 18, duly assembled, hereby enact as follows:

- 1. That **Bylaw 2024-003**, being the Halkirk Tax Penalty Bylaw, be rescinded in its entirety effective January 1, 2025.

Received First Reading this _____ Day of _____, 2025 on a motion of Councillor _____ Carried.

Received Second Reading this _____ Day of _____, 2025 on a motion of Councillor _____ Carried.

Councillor _____ moved to proceed to Third Reading. Carried Unanimously.

Read a Third Time and Finally Passed this _____ Day of _____, 2025 on a motion of Councillor _____ Carried.

Signed by the Chief Elected Official and Chief Administrative Officer this _____ Day of _____ 2025.

Stanley Schulmeister, Reeve

Michael Simpson, Chief Administrative Officer

**BYLAW NUMBER 730-25
OF THE COUNTY OF PAINTEARTH NO. 18
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF COUNTY OF PAINTEARTH IN THE PROVINCE OF ALBERTA TO
PROVIDE FOR EMERGENCY MANAGEMENT.**

WHEREAS the Council of County of Paintearth is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the "Act") to appoint a County of Paintearth Emergency Advisory Committee and to establish and maintain a County of Paintearth Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities within the geographical boundaries of County of Paintearth to such a degree that local resources would be inadequate to cope with the situation; and

AND WHEREAS Council wishes to enter into a regional emergency management partnership with other municipalities within the geographical boundaries of County of Paintearth for the purpose of integrated emergency management planning and operations;

NOW THEREFORE, the Council of County of Paintearth, in the province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the County of Paintearth Emergency Management Bylaw.
2. In this Bylaw:
 - (a) "Act" means the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8.
 - (b) "Council" means the Council of County of Paintearth.
 - (c) "County" means County of Paintearth.
 - (d) "County Manager" means the Chief Administrative Office of County of Paintearth, or his designate.
 - (e) "Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
 - (f) "Director of Emergency Management" means an individual appointed by the County Council and is responsible for the preparation and coordination of emergency plans and programs for the County.

- (g) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property.
 - (h) "County of Paintearth Emergency Advisory Committee" means the committee established under this Bylaw.
 - (i) "County of Paintearth Emergency Management Agency" means the agency established under this Bylaw.
 - j) "Paintearth Regional Emergency Management Partnership" means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs.
 - (k) "Paintearth Regional Emergency Advisory Committee" means a regional committee comprised of a Councillor, or designate, from each of the partnering municipalities of the Paintearth Regional Emergency Management Partnership.
 - (l) "Paintearth Regional Emergency Management Agency" means the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Paintearth Regional Emergency Management Partnership.
 - (m) "Paintearth Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Paintearth Regional Emergency Management Agency to coordinate response to an emergency or disaster within the geographic boundaries of County of Paintearth.
 - (n) "Minister" means the Minister responsible for the Emergency Management Act.
3. There is hereby established a County of Paintearth Emergency Advisory Committee to advise Council on the development of emergency plans and programs.
 4. There is hereby established a County of Paintearth Emergency Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act and outlined in the Local Emergency Management Regulation 203/2018 from the Province of Alberta. This does not include the power to declare, renew, or terminate a state of local emergency, or the powers contained in Section 13 of this Bylaw.
 5. The County Manager/Chief Administrative Officer shall appoint as per powers assigned to him in this bylaw a Director of Emergency Management and a sufficient number of Deputy Directors of Emergency Management fulfil the duties required of County of Paintearth as stated in the Provincial Emergency Management Act

6. Council shall:
 - (a) by resolution, appoint three (3) of its members to serve on the County of Paintearth Emergency Advisory Committee;
 - (b) provide for the payment of expenses of the members of the County of Paintearth Emergency Advisory Committee;
 - (c) Ensure that the Local Emergency Management Regulation 203/2018, Section 6 Mandatory Exercises timeline is in compliance with the regulation.

7. Council may:
 - (a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the County of Paintearth Emergency Agency; and
 - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

8. The County of Paintearth Emergency Advisory Committee shall:
 - (a) review the Paintearth Regional Emergency Management Plan and related plans and programs on a regular basis;
 - (b) Advise Council on the status of the Paintearth Regional Emergency Management Plan and related plans and programs at least once each year;
 - (c) Meet at least once each year, or by special request of the Chair; and

9. Quorum of the Committee shall be 2 of 3 appointed Council members The County of Paintearth Emergency Management Agency shall be comprised of one or more of the following:
 - (a) the Director of Emergency Management;
 - (b) the Deputy Director(s) of Emergency Management;
 - (c) the County Manager/Chief Administrative officer;
 - (d) Fire Department representative from any or all three municipal fire department or designate;
 - (e) the Communications Officer (Public Information Officer), or designate;

- (f) the County's Director of Public Works, or designate;
 - (g) the County's Director of Community Services, or designate.
10. In addition, the following public and private organizations may be invited to provide representative(s) to the County of Paintearth Emergency Management Agency:
- (a) the NCO in Charge, Local RCMP Detachment, or designate;
 - (b) the School Division Superintendent, or designate;
 - (c) representative(s) from Alberta Health Services;
 - (d) representative(s) from adjacent municipalities which have entered into mutual aid agreements with the County;
 - (e) representative(s) from local industry or industrial associations;
 - (f) representative(s) from Alberta Municipal Affairs, Alberta Emergency Management Agency; and
 - (g) anybody else who might serve a useful purpose in the preparation or implementation of the Paintearth Regional Emergency Management Plan.
11. The County of Paintearth Emergency Management Agency shall be responsible for:
- (a) reviewing and updating the Paintearth Regional Emergency Management Plan;
 - (b) recommending to the County of Paintearth Emergency Management Advisory Committee changes or revisions to the plan;
 - (c) reviewing and providing input to the DEM into the development of the County of Paintearth Emergency Management Training and Exercising plan;
 - (d) participating in exercises and training according to the establish exercise and training program;
 - (e) meeting a minimum of one time per year
12. The Director of Emergency Management shall:
- (a) assist in the preparation and coordination of the Paintearth Regional Emergency Management Plan and prepare and coordinate related plans and programs for the County;

- (b) act as director of emergency operations, or ensure that someone is designated under the Paintearth Regional Emergency Management Plan to so act, on behalf of the County of Paintearth Emergency Management Agency;
 - (c) coordinate all emergency services and other resources used in an emergency;
 - (d) ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c);
 - (e) ensure that the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the agency.
13. The power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 14 of this Bylaw, and the requirements specified in Section 14 of this Bylaw, are hereby delegated to a committee comprised of the Reeve, or the Deputy Reeve, alone, or in their absence, any two members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
14. When a state of local emergency is declared, the person or persons making the declaration shall:
- (a) ensure that the declaration identifies the nature of the emergency and the area of County of Paintearth in which it exists;
 - (b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - (c) forward a copy of the declaration to the Minister forthwith.
15. Subject to Section 14, when a state of local emergency is declared, the person or persons making the declaration may:
- (a) cause the Paintearth Regional Emergency Management Plan or any related plans or programs to be put into operation;
 - (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - (d) control or prohibit travel to or from any area the County;

- (e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the County;
- (f) cause the evacuation of persons and the removal of livestock and personal property from any area of the County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- (g) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program
- (h) cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- (i) procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within County of Painteath for the duration of the state of local emergency;
- 0) authorize the conscription of persons needed to meet an emergency; and
- (k) authorize any persons at any time to exercise, in the operation of the Painteath Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through 0) in relation to any part of the municipality affected by a declaration of a state of local emergency.

16. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

17. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

- (a) a resolution is passed under Section 14;
- (b) a period of seven days has lapsed since it was declared, unless it is renewed by resolution;
- (c) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- (d) the Minister cancels the state of local emergency.

18. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

19. No action lies against the County or a person acting under the County's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.

20. County of Paintearth EM Bylaw No. 691-20 is hereby repealed.

(a) Village of Halkirk EM Bylaw No. 2024-005 is hereby repealed.

21. This Bylaw shall take effect on the day of final passing thereof.

Received First Reading this ____ Day of _____ 2025 on a motion of Councillor _____

Carried

Received Second Reading this ____ Day of _____ 2025 on a motion of Councillor _____

Carried

Councillor _____ moved to proceed to Third Reading

Carried Unanimously

Read a Third Time and Finally Passed this ____ Day of _____, 2025 on a motion of Councillor

Carried

Signed by the Chief Elected Official and Chief Administrative Officer this ____ Day of _____, 2025.

Stanley Schulmeister, Reeve

Michael Simpson, Chief Administrative Officer

BYLAW NUMBER 731-25
OF THE COUNTY OF PAINTEARTH NO. 18
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE COUNTY OF PAINTEARTH NO. 18, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR PENALTIES ON CURRENT AND ARREARS OF PROPERTY TAXES.

WHEREAS, Part 10 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, and amendments thereto, describes the general provisions for taxation; and

In accordance with Sections 344 to 346 of the Municipal Government Act, Council may pass a bylaw to impose penalties for non-payment of property taxes in the current year and for non-payment in other years; and

The Council of the County of Paintearth No. 18 deems it to be in the public interest to define the terms of payment and impose penalties for non-payment of property taxes.

NOW THEREFORE, be it resolved that the Council of the County of Paintearth No. 18, duly assembled, hereby enacts that the penalties on current and arrears of property taxes be as follows:

Terms of Payment

1. Property taxes levied are deemed to have been imposed for the period from January 1st to December 31st of that year.
2. Payment can be made at the County Administration building during business hours or deposited in the envelope depository located at the entrance of the County Administration building. Due date for County of Paintearth No. 18 to receive tax payment in person is June 30th; or
3. Payments by cheque must be dated no later than June 30th of the current year. If mailed, the envelope must bear a postmark no later than June 30th of the current year; or
4. Payments provided by internet banking must be received by the County of Paintearth No. 18 no later than June 30th of the current year. Electronic transmission date of record from the customer's bank to the credit of the County of Paintearth's bank account will be accepted as the date the customer's payment was received by the County of Paintearth No. 18.
5. Money orders and bank drafts are treated like cheques and must be received by the County of Paintearth No. 18 no later than June 30th of the current year.
6. Where a deadline for the payment of taxes falls on a weekend or holiday, the deadline is deemed to fall on the next business date, and no penalties shall be applied until the day after the deemed deadline in accordance with the *Interpretation Act, RSA 2000, c 1-8*.

Tax Instalment Plan

To be eligible for the tax instalment plan all taxes must be paid in full no later than December 31. In the event of missed payments or withdrawal from the tax instalment plan, all unpaid taxes become due and payable, and subject to penalties.

Penalties Imposed for Late Payment

- July 1 – 5% added on all current and arrears of taxes
- October 1 – 10% added on all current and arrears of taxes

Penalties in each case will be added to and form part of the unpaid taxes. All taxes unpaid after December 31st of the current year are deemed to be in arrears effective January 1st or the following year. Where there are arrears outstanding, partial payment shall be applied first to arrears, then to current taxes.

Tax Recovery Costs

In accordance with Sections 436.04(1) and 553(1)(f) of the Municipal Government Act all costs associated with tax recovery proceedings shall be added to the tax roll for all unpaid taxes.

Repeal of Bylaw

Bylaw 695-21 is hereby repealed upon this Bylaw coming into effect on the final day of passing and signature thereof.

Read a First Time this _____ Day of _____ 2025 on a motion of Councillor _____. Carried.

Read a Second Time this ____ Day of _____ 2025 on a motion of Councillor _____. Carried.

Councillor _____ moved to proceed to Third Reading. Carried Unanimously.

Read a Third Time and Finally Passed this _____ Day of _____ 2025 on a motion of Councillor _____ . Carried.

Signed by the Chief Elected Official and Chief Administrative Officer this _____ Day of _____ 2025.

Stan Schulmeister, Reeve

Michael Simpson, Chief Administrative Officer

BYLAW NUMBER 732-25
OF THE COUNTY OF PAINTEARTH NO. 18
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE COUNTY OF PAINTEARTH NO. 18 FOR THE PURPOSE OF REPEALING HALKIRK BYLAWS DEALING IN MATTERS ALREADY ADDRESSED WITHIN STANDING COUNTY BYLAWS.

WHEREAS pursuant to Section 63(2)(a), of the Municipal Government Act, R.S.A. 2000, Chapter M-26 a municipality may provide for the repeal of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

AND WHEREAS The Village of Halkirk was dissolved January 1, 2025 by Ministerial Order 362/2024, leaving all Bylaws and Resolutions in effect for lands inside the Halkirk boundary until repealed, amended or replaced by the Council of the receiving municipality, being The County of Paintearth No. 18,

AND WHEREAS Council of the County of Paintearth deems it efficient to deliver services, establish and manage Boards and Authorities required by statute under current County Bylaws that address the same areas of governance and procedure, quasi-judicial tribunal matters, and planning authority matters and others,

NOW THEREFORE, the Council of the County of Paintearth No. 18, duly assembled, hereby enact as follows:

1. That **Bylaw 2017-2**, being the Halkirk Development Authority Bylaw, be rescinded in its entirety effective January 1, 2025.
2. That **Bylaw 2018-2**, being the Halkirk Council Code of Conduct Bylaw, be rescinded in its entirety, effective January 1, 2025.
3. That **Bylaw 2021-3**, being the Village of Halkirk Bylaw to establish the Palliser Intermunicipal Subdivision and Appeal Board, be rescinded in its entirety, effective January 1, 2025.
4. That **Bylaw 2021-04**, being the Village of Halkirk Bylaw establishing a Village Assessment Review Board, be rescinded in its entirety effective January 1, 2025.
5. That **Bylaw 2021-09**, being the Village of Halkirk CAO Bylaw, be rescinded in its entirety, effective January 1, 2025.

6. That **Bylaw 2024-007**, being the Halkirk Village Council Procedural and Conduct of Council Bylaw, be rescinded in its entirety, effective January 1, 2025.

7. That **Bylaw 2024-009**, being the Village of Halkirk Business License Bylaw, be rescinded in its entirety, effective January 1, 2025.

Received First Reading this _____ Day of _____, 2025 on a motion of Councillor _____ Carried.

Received Second Reading this _____ Day of _____, 2025 on a motion of Councillor _____ Carried.

Councillor _____ moved to proceed to Third Reading. Carried Unanimously.

Read a Third Time and Finally Passed this _____ Day of _____, 2025 on a motion of Councillor _____. Carried.

Signed by the Chief Elected Official and Chief Administrative Officer this _____ Day of _____ 2025.

Stanley Schulmeister, Reeve

Michael Simpson, Chief Administrative Officer



County of Paintearth No. 18

CAO Report

Meeting: Regular Council Meeting

Meeting Date: March 25, 2025

1. March 5 – Present:

- a. Halkirk bylaws are being reviewed for efficacy, and a first series of bylaws repealing unnecessary Halkirk bylaws has been prepared for Council in Bylaws 729-25, 732-25 while other bylaws require more time as there are interconnected parts that must properly be integrated into existing County bylaws.
- b. Substantive bylaws for Halkirk that will remain in effect for the foreseeable future include
 - 1. Bylaw 2024-006 Cemetery Bylaw,
 - 2. Bylaw 2024-001 Campground and Recreation Fees Bylaw,
 - 3. Bylaw 10_176_2022 Halkirk Traffic Bylaw,
 - 4. Bylaw 006-2022 Halkirk Animal Control Bylaw,
 - 5. Bylaw 002-2022 Halkirk Nuisance – Unsightly Property Bylaw, and
 - 6. Utility Bylaws 2019-1, 2019-3, 2021-1
- c. Review existing bylaw and draft new Tax Penalty Bylaw 731-25 with updated legal position regarding treatment of weekends and holidays as payment deadlines are impacted.
- d. Review supplemental materials from FedGas, the Alberta Gas Cooperative of which the municipality is now a member, having assumed ownership and responsibility for the Halkirk natural gas distribution utility. An RFD has been prepared on this matter for Council.
- e. Management discussions regarding 5-year capital planning on March 12, rate harmonization, required bylaw amendments pending for topics such as Development, Land Use, Water, Sewer and Natural Gas regulations and internal process development.
- f. Attend Clearview Public Schools local government meeting March 12 with Council members in Stettler.
- g. Council support on ARB training sessions. Good luck on the exam, boys!
- h. Discussions with Asst CAO regarding 2025 assessment notices, tax notices, and assessment data for the 2024 assessment year. More information for Council soon to be provided concurrent with mill rate and amendments to 2025 budget discussions in April.
- i. Discussions with Asst CAO, legal counsel and Paintearth Gas Co-op regarding operation and liabilities associated with owning the Halkirk natural gas distribution utility.
- j. Discussions with Progressive West consulting on proposals to support County efforts to market Ridge Utilities in the region as a locally beneficial supplier of electricity for home and business owners. More information forthcoming later in the year on this.
- k. Review of grant applications and preparation of PRWM meeting package for March 26th Board meeting.

Report Prepared By: Michael Simpson, Chief Administrative Officer

County of Paintearth
No. 18

Assistant CAO Report

Meeting: Regular Council

Meeting Date: March 25, 2025

1. Corporate Services continues to work on preparing county financial software for Halkirk utility billing and tax/assessment. The first utility bills have been sent using our new software. We are still working with Diamond and Accuflo to be able to import the water meter reads from the hand held reading device.
2. Work continues on integrating Halkirk financials into our software. All opening balances from Halkirk's year end audit have been entered into our system. Working on entering opening tax balances into the property tax subledger as well as entering fixed assets into the subledger.
3. Working with Municipal Affairs grant advisors to finish up Halkirk grant reporting for 2024. We have filed the SFE for their MSI capital grant and are working towards completing their SFE's for the CCBF and AMWWP grants
4. Discussions with Prairiescan regarding the County's and Halkirks CCTI-IF grants. The Crowfoot liftstation upgrades were tendered to be complete February 28 but due to supply chain issues this completion date has been set back causing the project completion date to be pushed back past the federal governments year end. We are working with Prairiescan to try to get funds re-allocated into their next fiscal year. The County did receive an extension for project completion to September 30 and Halkirk's completion date is October 31, however, we need to work with them to get the funds allocated into the right fiscal year to match the projects completion.
5. Working on updating the final budget, this will be coming back to Council in April.

Prepared By: Lana Roth, Assistant Chief Administrative Officer



County of Paintearth
No. 18

Director's Report

Department: Public Works

Meeting: Regular Council Meeting

Date: March 25, 2025

1. Crushing and hauling from Clark pit to Bulwark. Hauled approximately 30,000 tonne into Smith site.
2. Brushing with 310 hoe and cutting firewood for parks.
3. Piles brushed on Twp rd 380 have been burnt. Just have a bit of mulching left once fence is removed.
4. New plow truck pick up this week.

Prepared By: Bryce Cooke



County of Paintearth
No. 18

Director's Report

Department: Environmental Services

Meeting: Regular Council Meeting

Meeting Date: March 25, 2025

ASB

- I have been getting the agenda together for the upcoming meeting in April. When would you like the meeting to be held?

Utilities

- The Castor Lift Station has been extended to March 28, 2025. Most general contractors have requested an extension and MPE had to change their drawings.
- The Crowfoot Lift Station MPE let me know that ICMS should have all the parts this week (pumps and blower). They are waiting on their subcontractor who are waiting on the frost to come out of the ground, but ICMS can get started. Still waiting on a work schedule from ICMS.
- Been working on several different options when it comes to Utility rates for Halkirk and County.

Prepared By: Jeff Cosens



County of Patearth No. 18

Director's Report

Title: Director of Protective Services Report

Meeting: Council

Meeting Date: March 25, 2025

The continuing saga!!

- On February 13 the county was part of a zoom call that was dealing with force housing and a new detachment. Mr. Curtis King is with the RCMP O&M department (the guys who get us the housing and detachment).

- Transfer of all files and other items all most complete
- Halkirk fire meeting Feb 19 was productive.
- Halkirk Fire Practice/Meeting March 19
- Halkirk calls, none to date but that should pick up starting in the spring and summer.
- Regular patrols being conducted.
- county assisted the RCMP on the arrest and complying of charges for the accuseds who broke into our Halkirk shed and stole items from the ATCO CETO project.
- Fire Permits steady
- Road permits steady, break up in full swing
- At RMA, on March 18th, spoke with the CO of "K" Div.

*Prepared By: Colm Fitz-Gerald
Director of Protective Services*

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COUNTY OF PAINTEARTH NO 18

For the Two Months Ending February 28, 2025

| | <u>2024</u> | <u>2025</u> | <u>2025</u> | <u>Difference</u> | <u>% Remaining</u> |
|-------------------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|--------------------|
| | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | | |
| Revenue | | | | | |
| Sales to Other Governments | \$56,918.45 | \$70,500.00 | \$35.62 | \$70,464.38 | \$1.00 |
| Sales & User Charges | 321,337.04 | 587,050.00 | 74,938.78 | 512,111.22 | 0.87 |
| Licenses & Permits | 24,911.20 | 18,000.00 | 3,933.72 | 14,066.28 | 0.78 |
| Government Transfers | 1,021,758.32 | 576,589.00 | | 576,589.00 | 1.00 |
| Rental Revenue | 230.00 | 200.00 | 75.00 | 125.00 | 0.63 |
| Lease & Royalties | 16,289.08 | 25,000.00 | | 25,000.00 | 1.00 |
| Return on Investment | 2,003,931.98 | 720,120.00 | 5,780.72 | 714,339.28 | 0.99 |
| Penalties & Costs | 92,077.56 | 96,500.00 | 1,610.36 | 94,889.64 | 0.98 |
| Other Revenue | 67,160.66 | 82,000.00 | 1,450.60 | 80,549.40 | 0.98 |
| Gain on Sale | 69,786.58 | 10,000.00 | | 10,000.00 | 1.00 |
| Total Revenue | <u>3,674,400.87</u> | <u>2,185,959.00</u> | <u>87,824.80</u> | <u>2,098,134.20</u> | <u>0.96</u> |
| Expenses | | | | | |
| General | 62,773.97 | 471,500.00 | 111.87 | 471,388.13 | 1.00 |
| Legislative | 835,778.40 | 1,313,500.00 | 183,805.53 | 1,129,694.47 | 0.86 |
| Administration | 1,880,778.02 | 2,384,400.00 | 298,010.36 | 2,086,389.64 | 0.88 |
| Fire Protective Services | 195,193.40 | 253,605.00 | 81,585.38 | 172,019.62 | 0.68 |
| Disaster & Emergency Services | 82,991.50 | 18,750.00 | 1,507.93 | 17,242.07 | 0.92 |
| Ambulance Services | 514,810.35 | 54,175.00 | 48,155.20 | 6,019.80 | 0.11 |
| Bylaw Enforcement | 420,169.86 | 498,795.00 | 28,959.29 | 469,835.71 | 0.94 |
| Public Works | 6,570,286.65 | 9,031,438.00 | 1,608,048.31 | 7,423,389.69 | 0.82 |
| Water Supply | 488,860.07 | 524,340.00 | 41,410.19 | 482,929.81 | 0.92 |
| Waste Water | 42,118.10 | 29,700.00 | 5,724.54 | 23,975.46 | 0.81 |
| Garbage Collection | | 9,800.00 | | 9,800.00 | 1.00 |
| Family & Community Support Services | 102,789.35 | 110,500.00 | 28,039.50 | 82,460.50 | 0.75 |
| Cemeteries | | 13,750.00 | | 13,750.00 | 1.00 |
| Municipal Planning & Development | 194,345.64 | 264,900.00 | 34,025.82 | 230,874.18 | 0.87 |
| Subdivision | | 85,000.00 | | 85,000.00 | 1.00 |
| Agricultural Service Board | 626,660.53 | 738,300.00 | 65,110.77 | 673,189.23 | 0.91 |
| Recreation Board | 452,458.72 | 588,000.00 | 111,500.00 | 476,500.00 | 0.81 |
| Parks & Recreation | 66,114.83 | 189,900.00 | 912.42 | 188,987.58 | 1.00 |
| Culture | 42,126.84 | 42,000.00 | 27,380.48 | 14,619.52 | 0.35 |
| Gas Production | | 60,800.00 | 6,842.58 | 53,957.42 | 0.89 |
| Requisitions | 121,825.00 | 206,700.00 | 66,300.00 | 140,400.00 | 0.68 |
| Total Expenses | <u>12,700,081.23</u> | <u>16,889,853.00</u> | <u>2,637,430.17</u> | <u>14,252,422.83</u> | <u>0.84</u> |



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117795

February 27, 2025

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2025*, tabled in the Alberta Legislature by my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance. Below are some details relevant to Alberta Municipal Affairs.

Budget 2025 is meeting the challenges facing Alberta with responsible decisions to fund today's priorities, investing more than \$1 billion to build stronger communities provincewide. Through these investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

Last year, Municipal Affairs introduced the Local Government Fiscal Framework (LGFF), delivering predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta. The LGFF represents years of collaboration between the province and local governments, replacing the Municipal Sustainability Initiative with a modern and predictable model.

LGFF funding allocations for the 2025/26 fiscal year have been known to communities for several months. Thanks to the LGFF's revenue index factor, which ties the funding level to provincial revenue from three years prior, *Budget 2025* increases LGFF capital funding by more than 13 per cent, from \$722 million to \$820 million. This increase will help your communities achieve their local infrastructure priorities. *Budget 2025* also maintains LGFF Operating funding at \$60 million to assist with operational costs and help respond to inflationary pressures. This grant was doubled in 2023 to reflect lost municipal revenue through the Grants in Place of Taxes program.

Budget 2025 also increases funding for the Grants in Place of Taxes program (GIPOT). Over the last few years, we heard loud and clear from municipalities that have provincially run buildings within their boundaries about the need for stronger recognition of the impact provincial properties have on municipal services. Starting in the 2025/26 fiscal year, GIPOT will be paid to municipalities at 75 per cent of the property tax amount that would be owed if the properties were subject to municipal taxation. Next year, in 2026/27, GIPOT will be fully restored to 100 per cent.

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In light of these increases, the Local Growth and Sustainability Grant (LGSG) program will not continue. Introduced in *Budget 2024*, this three-year, \$60-million grant program aimed to alleviate pressures in fast-growing communities. We received numerous applications from municipalities for the initial \$20 million in LGSG funding allocated in 2024. Those funds will still be distributed, with successful applicants notified by the end of March 2025. However, after careful consideration, our government made the difficult decision to discontinue the LGSG program for *Budget 2025* and focus the investment of taxpayer dollars into other areas, including a comprehensive capital plan to enhance public infrastructure.

As in previous years, *Budget 2025* includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also maintaining funding levels for public libraries, with more than \$33 million going toward operating grants across the province.

Budget 2025 is meeting the challenge of the cost of living by helping families keep more money in their pockets through lower personal income taxes and continuing investments in education and health care. Our municipal partners are integral to our work. As we face global uncertainties, I look forward to working together over the next year as we continue to build strong, vibrant, and sustainable communities that help keep our province the best place in Canada to live, work, and raise a family.

Sincerely,

A handwritten signature in black ink that reads "Ric Mclver". The signature is written in a cursive, slightly slanted style.

Ric Mclver
Minister



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117964

February 14, 2025

His Worship Ronald Checkel
Mayor
Town of Coronation
PO Box 219
Coronation, AB T0C 1C0

Dear Mayor Checkel:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of every Albertan.

I am pleased to inform you the Town of Coronation has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2024/25 ACP in support of your Community Pool Study, Community Engagement, and Planning project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

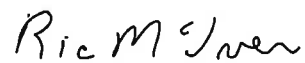
The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

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I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in cursive script that reads "Ric McIver".

Ric McIver
Minister

cc: Honourable Nate Horner, MLA, Drumheller-Stettler
Stanley Schulmeister, Reeve, County of Paintearth No. 18
Quinton Wintfley, Chief Administrative Officer, Town of Coronation
Michael Simpson, Chief Administrative Officer, County of Paintearth No. 18

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ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

AR117994

March 17, 2025

Reeve Stanley Schulmeister
County of Paintearth No. 18
PO Box 509
Castor AB T0C 0X0

Dear Reeve Schulmeister and Council:

Following the dissolution of the Village of Halkirk into a hamlet in the County of Paintearth on January 1, 2025, the county became eligible to receive funding under the Municipal Restructuring component of the 2024/25 Alberta Community Partnership (ACP) program.

I am pleased to inform you that based on the program guidelines, the County of Paintearth has been approved under the ACP program for the following amounts:

- \$146,000 for transitional activities associated with absorbing the new hamlet into county operations; and
- \$638,000 for infrastructure projects within the Hamlet of Halkirk.

The conditional grant agreement will be mailed to your chief administrative officer shortly to obtain the appropriate signatures. If you have questions about this project, please contact the project lead, Dee Deveau, Municipal Viability Advisor, at 780-422-5619 or at dee.deveau@gov.ab.ca.

Thank you for ensuring a smooth transition for the residents of the new Hamlet of Halkirk.

Sincerely,

Ric McIver
Minister

cc: Honourable Nate Horner, MLA, Drumheller-Stettler
Brandy Cox, Deputy Minister, Municipal Affairs
Michael Simpson, Chief Administrative Officer, County of Paintearth No. 18
Gary Sandberg, Assistant Deputy Minister, Municipal Affairs



Education Property Tax

Fact Sheet

Highlights of the 2025-26 provincial education property tax

Budget 2025 will see an increase to the education property tax rates after being frozen in 2024-25. The higher rates, along with rising property values and increased development, are expected to raise the education property tax requisition from \$2.7 billion in 2024-25 to \$3.1 billion in 2025-26.

The share of education operating costs funded by the education property tax will increase to 31.6 per cent in 2025-26, following historic lows of about 28 per cent in 2023-24 and 29.5 per cent in 2024-25. This will enhance Alberta's ability to fund school operations, leading to better educational outcomes as student enrolment continues to grow.

Education property taxes provide a stable source of revenue and equitable funding that supports K-12 education, including teachers' salaries, textbooks and classroom resources. They are not used to fund government operations, school capital costs or teachers' pensions.

Under the provincial funding model, all education property taxes are pooled by Alberta Education through the Alberta School Foundation Fund and distributed to public and separate school boards on an equal per-student basis.

How education property tax is calculated for municipalities

All municipalities collect an equitable share of the provincial education property tax in proportion to their total taxable property assessments, which are equalized across the province. The equalization process ensures owners of properties of similar value and type across the province pay similar amounts of education property taxes. For more details on this process, refer to the [Guide to Equalized Assessment](http://www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf) (www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf) on the Alberta website.

The provincial equalized assessment base used to determine education property taxes this year reflects 2023 property values.

In 2025, the education property tax will be calculated at a rate of \$2.72 per \$1,000 of the total residential/farmland equalized assessment value. The non-residential rate will be set at \$4.00 per \$1,000 of equalized assessment value. Most property owners will see a change to their education tax bill due to increasing mill rates and assessment values. Individual properties are taxed based on the local education property tax rate set by the municipality.

How much Calgary and Edmonton contribute to education property tax

Based on this formula, Calgary taxpayers will contribute \$1.037 billion in education property tax in 2025. Edmonton taxpayers will contribute \$575 million in education property tax in 2025. Funding for Calgary and Edmonton school boards will be based on the published profiles expected to be released by the end of March 2025.

Declaration of faith

The Canadian Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith, so their education property tax dollars can be directed to those separate school jurisdictions.

Education system benefits everyone

Alberta's education system plays a crucial role in shaping a skilled workforce, driving economic growth and fostering the social well-being of individuals and the province as a whole. It serves as a cornerstone for personal and collective prosperity, benefiting all Albertans—regardless of age, marital status or parental responsibilities.

Questions about financial assistance for seniors or the Seniors Property Tax Deferral program can be directed to the Alberta Supports Contact Centre at 1-877-644-9992 (in Edmonton - 780-644-9992).

