

**Summer Village of Ghost Lake
Council Meeting Agenda Monday, April 26, 2020**

ITEM	DESCRIPTION	DISCUSSION
1.	CALL TO ORDER	
2.	APPROVAL OF AGENDA	APPROVE
3.	DELEGATIONS Scott Bergman – Perfect Turf Final approval for May installation	APPROVE
4.	MINUTES	
4.1.	Regular Meeting February 22, 2021	ADOPT
5.	FINANCIALS	
5.1.	Payment Schedule - Cheque Register <ul style="list-style-type: none">February – March 2021	ACKNOWLEDGE
5.2.	General Bank Account Reconciliation <ul style="list-style-type: none">February – March 2021 Investment Account Reconciliation <ul style="list-style-type: none">February – March 2021	APPROVE
5.3.	Balance Sheet <ul style="list-style-type: none">March 31, 2021	APPROVE
5.4.	Final 2021 Budget	APPROVE
6.	ADMINISTRATION REPORT	VERBAL
7.	OLD BUSINESS	
7.1.	Memorial Bench Policy	DEFERRED
7.2.	Waterfront Annexation - RFP for Consultant	APPROVE
8.	CORRESPONDANCE <ul style="list-style-type: none">Government of Alberta - Alberta Disaster Recovery Program	ACKNOWLEDGE

- Alberta Environment and Parks – follow up on Upper Bow River Flood Study
- Land and Property Rights Tribunal – Fact Sheet
- Email from Minister Ric McIver – Supporting Alberta Businesses

9. COMMITTEE REPORTS

UPDATES

9.1. Public Works

9.1.1. Dock Subcommittee of Public Works

9.2. Communications and Village Social Life

9.3. Natural Environment and Lake Stewardship

9.4. Disaster Services Committee

10. NEW BUSINESS

- 10.1. Land Use Bylaw – empty lots
- 10.2. West End Road - drainage
- 10.3. East End Speed Bump
- 10.4. Garbage area clean up proposal
- 10.5. Next Meeting Date

DISCUSSION
DISCUSSION
DISCUSSION
DISCUSSION
APPROVE

11. ADJOURNMENT

MINUTES

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF GHOST LAKE HELD
ON MONDAY, February 22, 2021 AT 5:30 P.M. AT COCHRANE SUPER 8 MOTEL , COCHRANE, ALBERTA.**

Called to Order by Mayor Walsh at 5:30 pm.

PRESENT

Mayor John Walsh, Deputy Mayor Warren Wilson, Councilor Robyn Carrier,
Chief Administrative Officer Sherri Bureyko

APPROVE AGENDA

Council reviewed the agenda as presented.

21-001 ***MOVED by Mayor Walsh that Council approve the agenda with amended.***

CARRIED.

MINUTES

Council reviewed the minutes of the Regular Meeting November 9, 2020.

21-002 ***MOVED by Councillor Carrier that the minutes of the Regular Meeting of
November 9, 2020, be adopted as circulated.***

CARRIED.

PAYMENT SCHEDULE

The payment schedule, outlining payments of direct withdrawals and cheque
nos. 1853 – 1870 for November 2020 – January 2021 in the amount of
\$48,466.81 was acknowledged by Council.

BANK RECONCILIATIONS

Council reviewed the General Bank Reconciliation for the periods ending
November 30, 2020, December 31, 2020 and January 31, 2021.

Council reviewed the Investment Account Reconciliation for the periods ending
November 30, 2020, December 31, 2020 and January 31, 2021.

21-003 ***MOVED by Mayor Walsh that the General Bank Reconciliations for the
periods ending November 30, 2020, December 31, 2020 and January 31, 2021
and the Investment Account Reconciliations for the periods ending November
30, 2020, December 31, 2020 and January 31, 2021 be approved as
submitted.***

CARRIED.

FINANCIAL STATEMENT

Council reviewed the Balance Sheet reports for the periods ending December
31, 2020 and January 31, 2021.

21-004 ***MOVED by Deputy Mayor Wilson that Council approve the December 31, 2020 Balance Sheet and January 31, 2021 as submitted.***

CARRIED.

ADMINISTRATION REPORT

Administration provided an update on ongoing projects.

OLD BUSINESS

MEMORIAL BENCH POLICY

Council reviewed the draft Memorial Bench Policy and requested amendments to the draft.

WATERFRONT ANNEXATION

21-005 ***MOVED by Mayor Walsh that administration be directed to send a letter indicating the intention of the Summer Village of Ghost Lake to pursue annexation of the waterfront.***

CARRIED.

SHELL WELL REMEDIATION

Council acknowledged the update from Shell Canada Limited.

CORRESPONDANCE

Council acknowledged the receipt of the following correspondence

- Government of Alberta – Municipal Governance during the COVID-19 Pandemic FAQ's
- Marigold Library
- Justice Transformation Initiative

COMMITTEE REPORTS

PUBLIC WORKS

Deputy Mayor Wilson provided an update:

- Snow fence takedown will require volunteers, administration to send out request once a date is set. (weather dependent)
- Volunteers required to help empty the dog waste bins and beach garbage can.
- Wheels need to be removed from new garbage receptacles

DOCK SUBCOMMITTEE

Meeting of committee to be determined.

Boat and trailer storage yard needs another clean out. Information will be put in Spring newsletter

**COMMUNICATIONS &
VILLAGE SOCIAL LIFE**

nill

**NATURAL ENVIRONMENT
AND LAKE STEWARDSHIP**

nill

DISASTER SERVICES

nill

NEW BUSINESS

BYLAW 243

- 21-006** *MOVED by Deputy Mayor Wilson that Bylaw 243 be given first reading.*
CARRIED.
- 21-007** *MOVED by Mayor Walsh that Bylaw 243 be given second reading.*
CARRIED.
- 21-008** *MOVED by Councillor Carrier that Bylaw 243 be introduced for third reading at this meeting.*
CARRIED.
- 21-009** *MOVED by Mayor Walsh that Bylaw 243 be given third reading and declared finally passed.*
CARRIED.

**2021 MUNICIPAL GENERAL
ELECTION**

- 21-010** *MOVED by Councillor Carrier that Nomination Day be set for Saturday June 19, 2021 from 10 am – 12 pm at the Community Services Building.*
CARRIED.
- 21-011** *MOVED by Deputy Mayor Wilson that pursuant to Section 77.1(1) of the Local Authorities Election Act (LAEA), the Summer Village provide for special balloting for the 2021 municipal election and pursuant to Section 77.1(2.1) LAEA electors may request special ballots in writing delivered to the Office of the Returning Officer either by mail, email or fax and pursuant to section 77.2(3.1) LAEA special ballots must be received by the Returning Officer on or before 4:00 pm on Thursday, July 15, 2021.*
CARRIED.

AGM 2021

Council discussed the 2021 AGM.

- 21-012** *MOVED by Mayor Walsh that providing that COVID 19 restrictions allow or are rescinded, the annual general meeting be held on Saturday June 19, 2021 commencing at 10 am at the Community Services Building*
CARRIED.

REGATTA 2021

Council discussed regatta 2021 and determined that fireworks will not be funded for 2021.

NEXT MEETING DATE

21-013 ***MOVED by Mayor Walsh that the next Regular Meeting of Council be held on Monday April 26, 2021 at 5:00 pm at the Summer Village of Ghost Lake Community Services Building.***

CARRIED.

ADJOURNMENT

20-072 ***MOVED by Mayor Walsh being that the agenda matters have been concluded, the meeting adjourn at 8:13 pm.***

CARRIED.

Mayor

Chief Administrative Officer

FINANCIALS

Summer Village of Ghost Lake
Cheque Register
As of March 31, 2021

Num	Name	Memo	Amount
Bank - TD Canada Trust			
Debit	Cochrane Lake Gas Co-op	February Gas	-86.71
Debit	Epcor Energy Sevices	January Power	-145.77
Debit	ASFF - Provincial Tresurer	March Public School Requisition	-25,220.59
Debit	Cochrane Lake Gas Co-op	March Gas	-116.95
Debit	Epcor Energy Sevices	February Power	-168.83
1871	Signarama Cochrane	Child at play sign	-69.30
1872	Waste Connections of Canada		-1,606.22
1873	AMSC Insurance Services Ltd.	2021 Annual Insurance	-5,207.57
1874	Blu Planet Recycling	January waste and recycling service	-511.88
1875	Oldman River Regional Services Com...	2020 GIS Service fees	-1,025.00
1876	Sherri Bureyko	Feb Admin Contract, phone, fax, software,printing	-2,898.92
1877	Blu Planet Recycling	March waste and recycling service	-682.48
1878	Calgary RCSSD No 1	Q1 School Requisition Installment	-4,286.58
1879	Cochrane Foothills Protective Associati...	2021 Membership	-20.00
1880	Marigold Library System	2021 Library Levy	-880.68
1881	Sherri Bureyko	Feb Admin Contract, phone, fax, software,printing	-2,744.51
Total Bank - TD Canada Trust			-45,671.99
TOTAL			-45,671.99

Summer Village of Ghost Lake Reconciliation Detail

Bank - TD Canada Trust, Period Ending 02/26/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						28,193.70
Cleared Transactions						
Cheques and Payments - 10 items						
Cheque	12/31/2020	1864	Receiver General	X	-143.64	-143.64
Bill Pmt -Cheque	01/29/2021	1867	Benchmark Assess...	X	-1,209.24	-1,352.88
Bill Pmt -Cheque	01/29/2021	1869	Planning Protocol 2 I...	X	-1,040.00	-2,392.88
Bill Pmt -Cheque	01/29/2021	1866	AUMA	X	-865.73	-3,258.61
Bill Pmt -Cheque	01/29/2021	1868	Blu Planet Recycling	X	-693.49	-3,952.10
Bill Pmt -Cheque	02/08/2021	1872	Waste Connections ...	X	-1,606.22	-5,558.32
Bill Pmt -Cheque	02/08/2021	1871	Signarama Cochrane	X	-69.30	-5,627.62
Bill Pmt -Cheque	02/16/2021	Debit	Epcor Energy Sevices	X	-145.77	-5,773.39
Bill Pmt -Cheque	02/16/2021	Debit	Cochrane Lake Gas ...	X	-86.71	-5,860.10
Bill Pmt -Cheque	02/26/2021	1876	Sherri Bureyko	X	-2,898.92	-8,759.02
Total Cheques and Payments					-8,759.02	-8,759.02
Deposits and Credits - 1 item						
Payment	02/01/2021		3140 Lindsay	X	200.00	200.00
Total Deposits and Credits					200.00	200.00
Total Cleared Transactions					-8,559.02	-8,559.02
Cleared Balance					-8,559.02	19,634.68
Uncleared Transactions						
Cheques and Payments - 5 items						
Bill Pmt -Cheque	01/16/2020	Debit	Cochrane Lake Gas ...		-98.53	-98.53
Bill Pmt -Cheque	01/29/2021	1865	Assoc of Summer Vil...		-975.00	-1,073.53
Bill Pmt -Cheque	02/26/2021	1873	AMSC Insurance Se...		-5,207.57	-6,281.10
Bill Pmt -Cheque	02/26/2021	1875	Oldman River Regio...		-1,025.00	-7,306.10
Bill Pmt -Cheque	02/26/2021	1874	Blu Planet Recycling		-511.88	-7,817.98
Total Cheques and Payments					-7,817.98	-7,817.98
Total Uncleared Transactions					-7,817.98	-7,817.98
Register Balance as of 02/26/2021					-16,377.00	11,816.70
New Transactions						
Cheques and Payments - 5 items						
Bill Pmt -Cheque	03/22/2021	1878	Calgary RCSSD No 1		-4,286.58	-4,286.58
Bill Pmt -Cheque	03/22/2021	1880	Marigold Library Sys...		-880.68	-5,167.26
Bill Pmt -Cheque	03/22/2021	1877	Blu Planet Recycling		-682.48	-5,849.74
Bill Pmt -Cheque	03/22/2021	1879	Cochrane Foothills P...		-20.00	-5,869.74
Bill Pmt -Cheque	03/31/2021	1881	Sherri Bureyko		-2,744.51	-8,614.25
Total Cheques and Payments					-8,614.25	-8,614.25
Deposits and Credits - 5 items						
Payment	03/02/2021		3140 Lindsay		200.00	200.00
Deposit	03/03/2021				35.00	235.00
Payment	03/03/2021	2790	Summer Village of ...		512.50	747.50
Deposit	03/09/2021				2,310.17	3,057.67
Deposit	03/23/2021				9,691.00	12,748.67
Total Deposits and Credits					12,748.67	12,748.67
Total New Transactions					4,134.42	4,134.42
Ending Balance					-12,242.58	15,951.12

Summer Village of Ghost Lake Reconciliation Detail

Bank - TD Canada Trust, Period Ending 03/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						19,634.68
Cleared Transactions						
Cheques and Payments - 11 items						
Bill Pmt -Cheque	01/29/2021	1865	Assoc of Summer Vil...	X	-975.00	-975.00
Bill Pmt -Cheque	02/26/2021	1873	AMSC Insurance Se...	X	-5,207.57	-6,182.57
Bill Pmt -Cheque	02/26/2021	1875	Oldman River Regio...	X	-1,025.00	-7,207.57
Bill Pmt -Cheque	02/26/2021	1874	Blu Planet Recycling	X	-511.88	-7,719.45
Bill Pmt -Cheque	03/16/2021	Debit	Cochrane Lake Gas ...	X	-116.95	-7,836.40
Bill Pmt -Cheque	03/17/2021	Debit	Epcor Energy Seviles	X	-168.83	-8,005.23
Bill Pmt -Cheque	03/22/2021	1880	Marigold Library Sys...	X	-880.68	-8,885.91
Bill Pmt -Cheque	03/22/2021	1877	Blu Planet Recycling	X	-682.48	-9,568.39
Bill Pmt -Cheque	03/22/2021	1879	Cochrane Foothills P...	X	-20.00	-9,588.39
Bill Pmt -Cheque	03/30/2021	Debit	ASFF - Provincial Tr...	X	-25,220.59	-34,808.98
Bill Pmt -Cheque	03/31/2021	1881	Sherri Bureyko	X	-2,744.51	-37,553.49
Total Cheques and Payments					-37,553.49	-37,553.49
Deposits and Credits - 8 items						
Payment	03/02/2021	deposi...	3140 Lindsay	X	200.00	200.00
Deposit	03/03/2021			X	35.00	235.00
Payment	03/03/2021	2790	Summer Village of ...	X	512.50	747.50
Deposit	03/09/2021			X	2,310.17	3,057.67
Deposit	03/23/2021			X	9,691.00	12,748.67
Payment	03/29/2021	deposi...	3140 Lindsay	X	200.00	12,948.67
Deposit	03/30/2021			X	213.70	13,162.37
Transfer	03/30/2021			X	500,000.00	513,162.37
Total Deposits and Credits					513,162.37	513,162.37
Total Cleared Transactions					475,608.88	475,608.88
Cleared Balance					475,608.88	495,243.56
Uncleared Transactions						
Cheques and Payments - 2 items						
Bill Pmt -Cheque	01/16/2020	Debit	Cochrane Lake Gas ...		-98.53	-98.53
Bill Pmt -Cheque	03/22/2021	1878	Calgary RCSSD No 1		-4,286.58	-4,385.11
Total Cheques and Payments					-4,385.11	-4,385.11
Total Uncleared Transactions					-4,385.11	-4,385.11
Register Balance as of 03/31/2021					471,223.77	490,858.45
New Transactions						
Cheques and Payments - 2 items						
Bill Pmt -Cheque	04/15/2021	Debit	Epcor Energy Seviles		-136.53	-136.53
Bill Pmt -Cheque	04/16/2021	Debit	Cochrane Lake Gas ...		-71.49	-208.02
Total Cheques and Payments					-208.02	-208.02
Total New Transactions					-208.02	-208.02
Ending Balance					471,015.75	490,650.43

11:38 AM

04/18/21

Summer Village of Ghost Lake

Reconciliation Detail

T D Canada Trust - Investments, Period Ending 02/28/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						500,000.00
Cleared Balance						500,000.00
Register Balance as of 02/28/2021						500,000.00
Ending Balance						500,000.00

Summer Village of Ghost Lake

Reconciliation Detail

T D Canada Trust - Investments, Period Ending 03/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						500,000.00
Cleared Transactions						
Cheques and Payments - 1 item						
Transfer	03/30/2021			X	-500,000.00	-500,000.00
Total Cheques and Payments					-500,000.00	-500,000.00
Total Cleared Transactions					-500,000.00	-500,000.00
Cleared Balance					-500,000.00	0.00
Register Balance as of 03/31/2021					-500,000.00	0.00
Ending Balance					-500,000.00	0.00

Summer Village of Ghost Lake

Balance Sheet

As of March 31, 2021

	Mar 31, 21
ASSETS	
Current Assets	
Chequing/Savings	
Bank - TD Canada Trust	490,858.45
Total Chequing/Savings	490,858.45
Accounts Receivable	
Taxes Receivable	-2,686.99
Total Accounts Receivable	-2,686.99
Other Current Assets	
Other Assets	63.00
Total Other Current Assets	63.00
Total Current Assets	488,234.46
Fixed Assets	
Accum Deprn - Buildings	-149,228.03
Accum Deprn - Eng Str Breakwatr	-3,447.76
Accum Deprn - Eng Str Roads	-217,899.32
Accum Deprn - Eng Str Water	-1,737.83
Accum Deprn - Land Improvements	-100,760.83
Accum Deprn - Machinery & Equip	-27,964.84
Accum Deprn - Vehicles	-20,146.98
Assets - Buildings	430,297.76
Assets - Eng Struc - Breakwater	7,284.00
Assets - Eng Struct - Roads	595,780.89
Assets - Eng Struct - Water	4,298.00
Assets - Land	36,969.61
Assets - Land Improvements	130,765.62
Assets - Machinery & Equipment	38,054.43
Assets - Vehicles	25,022.00
Total Fixed Assets	747,286.72
TOTAL ASSETS	1,235,521.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	136.53
Total Accounts Payable	136.53
Other Current Liabilities	
Accounts Payable - Accrued	11,840.52
Development Deposit	11,150.00
Excess Collections	197.63
GST/HST Payable	-9,697.66
Payroll Liabilities	-213.93
Receiver General Payable	169.93
Reserves - Bylaw	5,000.00
Reserves - Capital Works	149,763.30
Reserves - Contingency	82,748.19
Reserves - Fire Operating	12,223.22
Reserves - General Opr	6,086.66
Reserves - Library Operating	740.39
Reserves - MR Reserves	34,553.25
Reserves - MSI Interest	34.00
Reserves - Planning Committee	7,290.00
Reserves - Rec & Parks	6,784.21
Reserves - Recreation Board	7,641.46
Reserves - Recreation Goods Opr	500.00
Reserves - Roads Opr	2,221.40
Unearned Income	73,065.71

Summer Village of Ghost Lake
Balance Sheet
As of March 31, 2021

	Mar 31, 21
Unearned MSI Capital	58,089.55
Total Other Current Liabilities	460,187.83
Total Current Liabilities	460,324.36
Total Liabilities	460,324.36
Equity	
Equity in Fixed Assets	844,657.90
Operating Fund Surplus	-18,607.68
Net Income	-50,853.40
Total Equity	775,196.82
TOTAL LIABILITIES & EQUITY	1,235,521.18

Summer Village of Ghost Lake

Request For Decision

Re: 2021 Final Budget

BACKGROUND

Under the provisions of the Municipal Government Act, Council must approve a budget for the upcoming year. The interim budget was approved on November 9, 2020.

ISSUE

Attached is a DRAFT Final Budget for 2021

To close out 2020 the follow allocations need to be reviewed.

- | | |
|-----------------------------------|--|
| • \$2,000 from Roads | Transfer to Roads Operating Reserve for 2021 Crack Sealing |
| • \$500 from Fire Prevention | Transfer to General Operating Reserve |
| • \$3,087 from Recreation / Parks | Transfer to General Operating Reserve |
| • \$7,832 MSI equivalent | Transfer to Contingency Reserve |
| • \$5,000 budgeted | Transfer to Capital Works as per budget |

This 2021 operating budget represents a 2.6% municipal increase with an overall Tax increase of 0.2%. The Provincial Government announced the 2021 Education requisitions would remain static for 2021 and there was no under levy from 2020.

The budget denotes the following major service level changes.

- Waste removal - a new company has been sourced at a considerable discount due to the fact that they do not charge service fees or extra fuel charges. Approximately \$11,700 annually and keep all 4 bins open year-round. This company also offers compost pick up if this ever becomes desirable in the Village. An additional \$2,000 has also been allocated to allow for a second recycling bin for the remainder of the year. This will increase the overall annual cost to \$14,400 which is approximately \$1,000 less than the 2020 cost with the old vendor with less bins.
- \$1,500 has been added for 2021 General Municipal Election
- \$2,000 for pavement crack sealing with the other \$2,000 being transferred from reserves as 2020 funds were not expended and moved to reserves.
- \$4,628 Public Police funding requisition included for year 2
- \$1,000 for waterfront lease
- \$2,500 budgeted to replace padding in sport court, tennis net, and treat moss growing on south side.
- \$ 4,733 for Summer labor position – Canada Summer Jobs Grant was applied for. Waiting on notification if we were successful in securing grant money for 2021.

Page 1 of 2

Projects included in this budget

- | | | |
|-------------------------|----------|----------------------|
| • Golf Greens | \$40,000 | funded from MSI |
| • Waterfront Annexation | \$25,000 | funded from reserves |

Items that have not been included in the budget are:

- Any other new initiatives that may be proposed by Council

The budget provides for \$5,000 in funds to be transferred into the Capital Works reserve. This is common practice of Council to assist with building up reserves for future replacement and rehab projects.

MSI Operating funds are included in the budget with an offset value to reserves. If Council chooses to spend equivalent value funds in the current year, an expense allocation can be provided, and the offset will be removed from Transfer to Reserves.

RECOMMENDATIONS

1. Council review the budget to determine if there are other items to be included or changed.
2. Review impact of amendments
3. Adopt Final 2021 Operating and Capital budget
4. Pass Bylaw 244 – 2021 Mill rate Bylaw for the 2021 tax year

Submitted by: Sherri Bureyko
April 26, 2021

SUMMER VILLAGE OF GHOST LAKET 2021 Interim Budget -November 9, 2020		2020 Budget	2020 ACTUAL as of October 31, 2020	2021 Budget	Difference 2021 Budget vs 2020 Budget	Comments	Operating Multi-Year			
Operating Budget							2022 Budget		2023 Budget	
REVENUES										
TAXES										
Taxes collected for Municipal Purposes										
Municipal Residential Tax Levy	102121	100,698	104,732	2,611			116,338	11%	120,467	4%
Municipal Linear Tax Levy	129	128	144	15			144		121	
Sub-total:	102,250	100,826	104,876	2,626			116,482		120,588	
Taxes collected for School Board Requisitions										
Linear Tax Levy (for residential)	223	218	218	-5			218		218	
Public School Tax Levy	117,805	116,521	117,811	6			121,345		124,986	
Designated Industrial	5	5	5	0			5		5	
Over / Under Levy - prior years	2,174	2,174		-2,174			-		-	
Sub-total:	120,207	118,918	118,034	-2,173			121,568	3%	125,208	3%
TOTAL Taxes Collected for all Purposes							238,050	7%	245,796	3%
NET TAXES FOR MUNICIPAL PURPOSES							116,482		120,588	
OTHER General Municipal Revenues										
Investment Income	500	2,133	500	0			500		500	
Penalties and Costs of Taxes	0	193	0	0						
User Fees and Sale of Goods	60	160	70	10	tax certificates		60		60	
Other Income	0	4,000	45,000	45,000	golf greens funded by MSI - Capital projects					
Grants	0		0	0						
Transfer from Reserves	27,000		29,000	2,000	dock expansion permits, waterfront annexation & 2000 of crack sealing					
Transfer from Capital	55,000	0		-55,000			-		-	
Sub-total:	82,560	6,487	74,570	-7,990			560.00		560.00	
GRANTS - Provincial										
Recreational Grants	0		0	0			30,000		-	
Admin Grants	15,832	8,857	7,832	-8,000	2021 MSI operating Grant					
Planning Grants	30,000	30,370	0	-30,000			25,000		-	
Fire Grants	0		0	0						
Transportation Grants	0	0	0	0						
Sub-total:	45,832	39,227	7,832	-38,000			55,000.00		0.00	
OPERATING REVENUES - Parks & Rec.										
Regatta Income	0	634	0	0						
Miscell. Parks/Rec income	0	0	0	0						
Transfer from Reserves	0	0	0	0						
Sub-total:	0	634	0	0			0.00		0.00	
Total Municipal Revenues (net of Requisitions)							172,042		121,148	
TOTAL INCOME (including Requisitions)		350,849	266,091	305,311	-45,538		293,610		246,356	

SUMMER VILLAGE OF GHOST LAKET 2021 Interim Budget -November 9, 2020	2020 Budget	2020 ACTUAL as of October 31, 2020 2,174	2021 Budget	Difference 2021 Budget vs 2020 Budget	Comments	Operating Multi-Year 2022 Budget	2023 Budget
EXPENSES							
Garbage Removal							
Contracted Services	11,950	15,330	14,879	2,929	new vendor - additional 2k to add second recycle bin this year	15,326	15,785
Recycling Services	0			0		-	-
Goods	0		0	0		-	-
Contracted Mtce	500		500	0	clean up waste site area	525	541
Sub-total	12,450	15,330	15,379	2,929		15,851	16,326
Roads, streets, sidewalks, lighting							
Maintenance	500		1,000	500	misc - speed bump crack repair - 2000 from reserves (taxes levied in 2020)	1,030	1,061
Contracted Services	2,000		2,000	0	gas cards for volunteers	2,060	2,122
Goods	300	135	300	0		309	318
Depreciation Expense Common Services	1,354	654	1,354	0		1,395	1,437
Depreciation Expense Roads	27,283	27,283	27,283	0		28,101	28,945
Depreciation Expense Water	57	57	57	0		59	61
Transfer to Reserves		2,000	0	0		-	-
Sub-total	31,494	30,129	31,994	500		32,954	33,943
Waterfront							
Contracted Maintenance (operating)	15,000	14,262		-15,000			
Professional fees	2,000		2,000	0	dock expansion studies		
Depreciation Expense	97	97	97	0		97	97
Waterfront	17,097	14,359	2,097	-15,000		97	97
Public Policing							
Provincial police funding requisition	3,083	2,909	4,628	1,545		6,167	9,256
Fire Prevention							
Insurance	3,072	2,959	2,767	-305	Property & Vehicles	2,850	2,936
Training	0	0		0		-	-
Equip. Maint & Repairs - Building	500	627	1,500	1,000		1,545	1,591
Equip. Maint. & Repairs - Equipment	1,500	286		-1,500		-	-
Goods	350	-96	500	150		515	530
Fuel, filters, etc	300	99	300	0		309	318
Utilities	2,008	1,866	2,068	60		2,130	2,194
Vehicle Registration and Inspections	500		200	-300	Reg red truck	206	212
Emergency Operations Centre	1,500		500	-1,000	Call out system credits		100
Fire Services	3,332	3,339	3,339	7	Fire Service Agreement with MD Bighorn	3,332	3,332
Depreciation Expense	17,481	17,481	17,481	0		18,005	18,546
Transfer to Reserves	0	500	0	0		-	-
Sub-total	30,543	27,061	28,655	-1,888		28,893	29,759
Library							
Materials, Goods, Services	100	168	100	0		103	106
Transfer to Reserves	0		0	0			
Depreciation Expense	62	62	62	0		62	62
System Fees	881	881	881	0	10.74 PER CAPITA	881	907
Sub-total:	1,043	1,111	1,042	-1		1,046	1,076
Recreation / Parks							
Contracted Mtce	41,000	810	46,000	5,000	Repairs / and golf greens	32,575	2,652
Lease	1,000	1,000	1,000	0	TransAlta Lease	1,030	1,061
Materials, Goods & Services	1,000	595	2,500	1,500	sport court pad replacement net and moss treatme	1,000	1,000
Rec Committee Expenses				0		-	-
Community Association Grant	1,500	1,500	1,500	0	Annual - one time grant	1,545	1,591
Regatta Expenses		453		0		-	-
Insurance	580	696	580	0	facility & equipment	598	616
Summer Employee	4,733	4,035	4,733	0	Student 6 weeks - 8 hours/day July 5 - Aug 13	4,875	5,021
Contracted Services	3,000	610	1,500	-1,500	Weed control/Inspection	1,545	1,591
Depreciation	2,608	2,608	2,608	0		2,686	2,767
Transfer to Reserves	0	3,087	0	0	prairie enviro difference and student payroll		
Sub-total	55,421	15,394	60,421	5,000		45,854	16,299

SUMMER VILLAGE OF GHOST LAKET 2021 Interim Budget -November 9, 2020		2020 ACTUAL		Difference		Operating Multi-Year	
	2020 Budget	as of October 31, 2020	2021 Budget	2021 Budget vs 2020 Budget	Comments	2022 Budget	2023 Budget
Professional Contract Services							
Assessment Services	4,700	8,526	4,700	0	4000 in 2020 was for ARB	4,781	4,900
Audit Services	5,500	5,500	5,500	0		5,665	5,835
GIS Services	8,000	1,025	515	-7,485	split 50/50 with SVW - grant complete	515	523
Planning Services	56,100	30,847	26,500	-29,600	Dev Officer & waterfront annexation	1,100	11,100
Sub-total:	74,300	45,898	37,215	-37,085		12,061	22,358
Insurance - AUMA							
	1,861	1,861	1,861	0	liability insurance, crime	1,954	2,052
Council Expenses							
Honourariums	1,500	1,500	1,500	0	\$500 each per year	1,500	1,500
Meeting expenses	350	211	500	150	rent, incidental costs	350	350
Council expenses - other	200	30	200	0		200	200
Sub-total:	2,050	1,741	2,200	150		2,050	2,050
General Administration							
Administrative Services	28,766	28,464	28,994	228	contract CAO .08% increase as per Alberta CPI	29,864	30,760
Assoc. and Membership Fees	2,044	1,995	2,044	0	AUMA, ASVA, FCM, CFPA	2,106	2,169
Service Fees and IT	366	391	400	34	web service, cloud storage, domain, software	366	366
Bank Service Charges	50	34	50	0		52	53
Photocopies & Printing	720	139	720	0	2020 low because COVID 19 canceled events	742	764
Office Equipment , maintenance, upgrades	100	137	100	0		103	106
General Legal	0	0	0	0		-	-
Bylaw enforcement	1,000	0	0	-1,000		-	-
Mileage charges	1,502	606	1,611	109	6 meetings + 6 additional meetings, events	1,659	1,709
Postage & Courier	400	371	500	100		515	530
Land Titles	50	0	50	0		52	53
Stationary & Printing	500	603	600	100		618	637
Election	600	9	1,500	900		1,545	1,591
Special Projects	0	0	0	0		-	-
Telephone & Fax	840	720	840	0		865	891
Workers Compensation Insur.	472	472	486	14		501	516
Depreciation Expense	86	86	86	0		89	91
Transfer to Reserves	7,832	7,832	7,832	0	2021 MSI equivalent	9,500	9,500
Sub-total:	45,328	41,860	45,813	485		48,574	49,736
Total VILLAGE Operating Expenditures	274,670	194,743	231,306	-43,364		189,333	173,695
Transfer to Summer Village Capital Program							
Non-cash depreciation offset	5,000	5,000	5,000		fund capital projects/res.	5,000	5,000
	-38,183	0	-49,028			-50,495	-52,005
TOTAL Village Expenditures and Transfers	241,488	199,743	187,278			143,839	126,690
Requisitions							
Public School Board	100,882		100,882			103,909	107,026
Excess collection							
Designated Industrial (DI)	5		5			5	5
Separate School Board	17,146		17,146			17,661	18,191
Sub-total:	118,033	0	118,034			121,574	125,222
TOTAL EXPENSES, Transfers & Requisitions	359,521	199,743	305,311			265,413	251,912
Budgeted Gain or (Loss)	0	66,348	0			28,197	-5,556
Capital Budget							

SUMMER VILLAGE OF GHOST LAKET
2021 Interim Budget -November 9, 2020

FINANCES ACQUIRED (Capital Revenues)

	2020 Budget	2020 ACTUAL as of October 31, 2020	2021 Budget	Difference 2021 Budget vs 2020 Budget	Comments
Disposal of Fixed Assets	0	0	0	0	
Contributed Capital	0	0		0	
Short term borrowing	0	0	0	0	
Return on Investments	2,000	0	625	-1,375	
Prov Grants	8,000	0	0	-8,000	
Prov Grants -FGT	9,691	0	9,691	0	Federal Gas Tax
Prov Grants - MSI Operating	7,832	0	7,832	0	
Prov Grants - MSI	89,656	0	45,000	-44,656	Golf Course - MSI
Transfer from Operating	5,000	0	5,000	0	Annual Contribution
Transfer from Reserves	67,000	0	27,000	-40,000	dock expansion permits & Annexation

TOTAL FINANCES ACQUIRED

189,179	0	95,148	-94,031
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FINANCES APPLIED (Capital Expenditures)

Public Boat Launch	15,000		0	-15,000	
Golf Course	40,000		45,000	5,000	
Waterfront Annexation	25,000	0	25,000	0	
Water resevoir	0	0	0	0	
Playground upgrade	0		0	0	
Fencing Upgrade	0		0	0	
Transfer to Operating	0		0	0	
Transfer to Reserves	7,832	0	7,832	0	MSI equivalent included

TOTAL FINANCES APPLIED

87,832	0	77,832	-10,000
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NET CAPITAL

0	0	17,316	-84,031
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Operating Multi-Year
2022
Budget

54,691

2023
Budget

OLD BUSINESS

Summer Village of Ghost Lake Request For Decision

Re: Annexation Project

BACKGROUND

The Summer Village of Ghost Lake Council has directed administration to open the discussion with the MD of Bighorn #8 regarding the annexation of approximately 36ha of land along the waterfront.

On February 25, 2021 a letter was sent informing the MD of Bighorn of the Summer Villages intention to pursue the annexation of the waterfront. The MD responded by requesting a meeting between the Reeve and a Councillor from the MD, the Summer Village Mayor, and both municipalities CAO's.

The informal meeting took place on March 18, 2021 and allowed the MD to ask questions and get clarification on our intent.

The MD reviewed our request at their last council meeting. Administration was informed this week that there was no objection to us moving forward.

Next step in the process would be issuing an RFP for a consultant to develop and execute an Annexation Application to the Land and Property Rights Tribunal.

OPTIONS

1. Direct administration to issue the RFP for a consultant to develop and execute an Annexation Application to the Land and Property Rights Tribunal.
2. Decide not to pursue annexation and cancel the project.

FINANCIAL IMPLICATIONS

1. Budgeted amount is \$25,000 to be paid from reserve funds.

RECOMMENDATIONS

1. Direct administration to issue the RFP for a consultant to develop and execute an Annexation Application to the Land and Property Rights Tribunal.

Submitted by:
Sherri Bureyko
April 26, 2021

CORRESPONDANCE



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

AR100314

Dear Chief Elected Officials:

This letter is to inform you of changes to the Government of Alberta's Disaster Recovery Program (DRP), which are in effect for DRPs that occur in 2021 and onward and are outlined in the 2021 Disaster Assistance Guidelines.

In response to the rising cost and frequency of disasters in Alberta, we have made changes to the DRP. These changes are intended to share the responsibility of disasters with all those who are impacted and to make the program more sustainable for future events. Changes will ensure that assistance is available for Albertans when they need it most.

While conditions for eligibility remain the same for qualifying applicants, the following cost-sharing arrangements and funding limits have been added to the program:

Local authority and private sector applicants (including homeowners)

We are implementing a 90:10 cost-sharing arrangement.

- DRP assistance is limited to 90 per cent of eligible disaster expenses, instead of 100 per cent.
- The remaining 10 per cent of eligible assistance will be subtracted from the amount payable to the applicant. No payment to the program will be required.

Homeowners only

We are implementing a funding limit of up to \$500,000 per homeowner application and a limit on assistance to one time per property.

- For disaster events that occur in 2021 onward, qualifying homeowner applicants will only be able to access DRP assistance once per property address. Financial assistance from the program will not be provided to future applicants who own property at the same physical location.

.../2

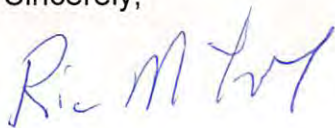
- The one-time funding limit is not cumulative. For example, if an applicant has received \$100,000 worth of assistance under the new policy, they would not qualify for any funding in the future.
- This change will not be applied retroactively. If a homeowner has received assistance before 2021, this does not count as meeting the one-time assistance limit.
- Homeowner addresses that receive DRP assistance will be posted online to the Government of Alberta website to provide transparency about DRP funding limits and up-to-date information for prospective homeowners, developers, and real estate professionals. The funding received stays with the property; therefore, a new homeowner would not be able to access disaster recovery funding for that same property in the future.

Being prepared improves individual and community resilience by lessening the impacts of disasters, shortening recovery time, and reducing economic disruption. Individuals and communities are encouraged to take measures to prepare for disasters and to look at ways of reducing their disaster risks. Learn how you can prepare for emergencies and disasters by visiting us at alberta.ca/emergency-preparedness.aspx.

Please refer to the enclosed information sheet for more information on changes to the Disaster Recovery Program and the Alberta Disaster Assistance Guidelines, or visit us online at www.alberta.ca/drp.

If you have any additional questions, please call 1-888-671-1111 or email drp.info@gov.ab.ca.

Sincerely,



Ric McIver
Minister

Attachment: Information Sheet

cc: Chief Administrative Officers

Disaster Recovery Program Changes

Overview

The Disaster Recovery Program (DRP) provides financial assistance to qualifying applicants to help restore uninsurable property lost or damaged by a disaster to its basic, pre-disaster functional condition.

DRPs provide financial assistance as a last resort to assist those affected by a disaster.

Program changes

For DRPs that occur in 2021, the Government of Alberta has set homeowner funding limits and implemented cost-sharing mechanisms between the government and program applicants.

Why changes were made

The cost and frequency of disasters in Alberta are increasing, and the province needs a more sustainable approach to disaster recovery. By implementing a stronger framework to deal with emergencies and disasters, these changes help ensure the DRP can continue to be available for Albertans when they need it most.

Homeowner-funding limits

The province is implementing a homeowner funding limit of up to \$500,000 per application for eligible costs and a limit of one-time assistance per property, regardless of the transfer of ownership. The one-time funding limit is not cumulative, so if an applicant has received any amount of assistance under the new policy, they would not qualify for funding in the future.

Establishing a homeowner funding limit helps government reinforce the intent of the DRP, which is to contribute to a ready and resilient Alberta and be the payer of last resort. Homeowners may choose to opt out of receiving DRP assistance if they are able to cover damages on their own. This would allow their property to qualify for future assistance if a DRP is approved in their community and they meet the program qualification criteria at that time.

Limits to properties

- Limits to assistance are applied to the property address only, not the applicant.
- A new property owner will not qualify for DRP assistance if the previous owner already accessed the one-time funding limit.

Posting addresses online

- If a homeowner applicant accessed funding through a DRP for a disaster that occurred in 2021 and onward, the property address and legal land description will be posted on the Government of Alberta website. The post will indicate that the address (legal land description) is not eligible for future DRP funding.
- This will help prospective buyers and developers become aware of funding limits that apply to specific addresses.

90:10 cost-sharing

Cost-sharing mechanisms for municipalities and private-sector applicants are based on a 90:10 formula, where the province covers 90 per cent of eligible disaster costs and the applicant covers the remaining 10 per cent.

What you can do as a community

The Alberta Emergency Management Agency encourages all Albertans and communities to:

- Purchase adequate insurance.
- Have reserve funds.
- Invest in mitigation and infrastructure maintenance.
- Restrict future property development in high-risk areas.

Living in high-risk areas

Albertans living in high-risk areas may experience a natural disaster of one kind or another. The Government of Alberta continues to provide DRP assistance to all qualifying applicants; however, homeowners living in high-risk areas are encouraged to consider relocating or mitigating risks to their properties.

Flood maps are available at <https://floods.alberta.ca/>.

Purchasing insurance

It is important for Albertans to become educated about their disaster risks and ensure they are adequately insured. There are more insurance options on the market now than ever before.

High-risk areas

Homeowners living in high-risk areas who are not able to access overland flood insurance are also subject to the cost-sharing and one-time funding limit.

Flood insurance

Financial assistance for disaster recovery continues to be available to eligible applicants to help cover costs related to uninsurable loss and damages. Albertans are advised to check with several insurance companies to compare policy coverage limits, exclusionary language (e.g. concurrent causation clauses), and premiums when purchasing any flood insurance.

Federal government disaster assistance

Since 2015, the federal government has significantly reduced federal support through the Disaster Financial Assistance Arrangements. This has increased the provincial liability for DRP costs. In addition to this, the federal government does not typically reimburse for repeat assistance in flood-prone areas.

Indigenous communities

The federal government continues to fund all eligible disaster-related costs on First Nations reserve land.

First Nations applicants living off reserve, as well as other members of Indigenous communities are eligible for the same benefits and limits as other Albertans applying to the DRP.

The 90:10 cost-sharing arrangements will also apply to Métis Settlement communities as it would for all other communities.

For more information

Online: alberta.ca/drp

Call us: 1-888-671-1111

Email: DRP.info@gov.ab.ca

Alberta Private Sector Disaster Assistance Guidelines

Effective upon signing of Ministerial Order No. A:001/21 until superseded by a subsequent version.

Ministry of Municipal Affairs, Government of Alberta

February 25, 2021

Alberta Private Sector Disaster Assistance Guidelines

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The Guidelines are available by contacting the AEMA at 1-888-671-1111 to receive a paper copy in the mail, or as a PDF accessed on the AEMA page of Alberta.ca. Offered in French. When interpreting the Guidelines, the English version is paramount. **Également offert en français. La version anglaise prime lors de l'interprétation des lignes directrices.**

The Guidelines are not a substitute for the *Emergency Management Act* or its regulations. To the extent, there is any inconsistency between the Guidelines and the *Emergency Management Act* or its regulations, or any other applicable legislation, the legislation is paramount.

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ALBERTA PRIVATE SECTOR DISASTER ASSISTANCE GUIDELINES

In the event of a disaster, the Government of Alberta (GoA) may provide financial assistance to private sector applicants through a Disaster Recovery Program (DRP) administered by the AEMA.

These Alberta Private Sector Disaster Assistance Guidelines come into effect upon signing of Ministerial Order No. A:001/21.

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Introduction

The Alberta Emergency Management Agency (AEMA) has developed the Alberta Private Sector Disaster Assistance Guidelines (Guidelines) for the administration of disaster financial assistance through the province's Disaster Recovery Program (DRP). These Guidelines have the force of law under the Disaster Recovery Regulation, AR 51/94, when approved by Order of the Minister of Municipal Affairs.

These Guidelines are designed and developed to provide fair, consistent and transparent financial assistance to private sector applicants for uninsurable loss and damage caused by disasters. These Guidelines apply to private sector applicants, including homeowners, residential tenants, small business owners, landlords, agriculture operations, condominium associations and not-for-profit organizations and cooperatives.

Separate guidelines are established for public sector applicants, under the Alberta Public Sector Disaster Assistance Guidelines.

Assistance provided under these Guidelines may be reimbursed to the AEMA in part by the Government of Canada pursuant to the federal Disaster Financial Assistance Arrangements (DFAA). The DFAA is a federal grant program that allows for federal and provincial cost-sharing of disaster recovery programs. Any discrepancies between these Guidelines and the DFAA, or any other federal programs, have no legal effect: only Guidelines made under the Disaster Recovery Regulation apply to disaster assistance applications under Alberta's *Emergency Management Act*.

Many terms in these Guidelines are defined terms. Refer to Schedule 1, Glossary, to find out what these terms mean. If you have not read these Guidelines before, read the Glossary first.

Part 1 – Purpose and Principles

1.1 Interpretative Principles and Purpose

1.1.1 The purpose of disaster assistance is to:

- (a) contribute to a ready and resilient Alberta by providing financial assistance for uninsurable disaster events and emergencies;
- (b) provide or reinstate the basic essentials of life to individuals, including financial assistance to help repair and restore damaged principal residences to their pre-disaster functional condition;
- (c) re-establish or maintain the viability of small business and agricultural operations;
- (d) help return property to a basic level of functionality, but not be a full cost property replacement program, like some forms of insurance; and
- (e) be a financial assistance program of last resort in response to a widespread disaster or emergency.

When navigating these Guidelines references to the largest headers are “Parts”, the smaller headers are “Divisions”, and then the points underneath are sections (e.g. Part 1, Division 1.1, Section 1.1.2).

1.1.2 The definitions contained in Schedule 1 apply to the interpretation of these Guidelines.

1.1.3 These Guidelines must be interpreted:

- (a) consistently within the scope of the Minister’s authority under section 2 of the Disaster Recovery Regulation, and
- (b) in accordance with the *Interpretation Act*.

1.1.4 Unnumbered text boxes are for information only.

1.2 Exclusions for Specified Events

1.2.1 No assistance may be provided under these Guidelines where a disaster or emergency event consists of or originates from:

- (a) public or civil disorder including a riot, criminal or terrorist acts, or domestic or international armed conflict;
- (b) construction or development deficiencies that result in damages to property not directly caused by a natural disaster; or
- (c) forest, prairie, grass or another type of wildfire, except where the fire poses a threat to urban and commercial developments, and actions taken in response to the fire are primarily for pre-emptive actions, including evacuation, and damaged infrastructure restoration.

1.3 Assessment of Applications

1.3.1 The AEMA is responsible to determine eligibility for assistance under these Guidelines, including decisions of what costs of recovery of damage or losses may be compensated, and the limits on

assistance that may be provided to an applicant.

- 1.3.2 The AEMA is responsible for determining the total amount of assistance that an applicant is eligible to receive under these Guidelines, including the determination that an applicant is or is not eligible for any assistance.
- 1.3.3 Where a DRP is established, no applicant is eligible for assistance if they are located outside of the affected geographical area or where the AEMA determines that damages and losses to property were not due to the disaster event described in the applicable Ministerial Order (MO), or for the disaster event in a localized disaster, if a MO is not required.

Part 2 – Application Process

2.1 Limit on Assistance

- 2.1.1 No applicant is eligible for assistance under these Guidelines if the applicant does not:
 - (a) apply for assistance in accordance with this Part,
 - (b) comply in good faith with the processes and requirements of this Part,
 - (c) meet the limitation periods established by this Part, subject to any applicable exceptions to limitation periods in this Part, and
 - (d) meet all of the other criteria for eligibility for assistance under these Guidelines.
- 2.1.2 An applicant is ineligible for assistance under these Guidelines where assistance may be recovered from another source or under any other program existing at the time of the disaster, whether or not the applicant accessed the program or source. This is duplicate assistance and is subject to repayment under Division 3.3.
- 2.1.3 The AEMA may deny assistance to homeowner applicants, even if the applicant is otherwise eligible, unless the applicant consents to allowing the AEMA to make publicly available the physical location address and legal land description where damage or loss occurred and assistance was provided.
- 2.1.4 Where an applicant is eligible for assistance under these Guidelines, the amount payable to the applicant is limited to 90 per cent of the total amount of assistance deemed eligible by the AEMA.
- 2.1.5 Assistance may not be paid to any applicant who is otherwise eligible for assistance, where assistance was previously paid to a homeowner applicant under these Guidelines for damage or loss to property at that same physical location.
 - (a) Assistance may only be paid for damages or loss to a homeowner property once; if the property ownership changes it will remain ineligible for future assistance for any private sector applicant type.
 - (b) This section only applies to assistance provided for disaster events, occurring after signing of MO No. A:001/21.

Any references to “days” in these Guidelines is counted as calendar days.

- 2.1.6 Where a homeowner applicant is eligible for assistance under these Guidelines, the maximum assistance payable to the applicant may not exceed \$500,000.

2.2 Applications for Assistance

- 2.2.1 Applicants cannot apply for assistance until their local authority is approved under a DRP.
- 2.2.2 Applications for assistance must be submitted to the AEMA within 90 days from the program approval date.

Disaster event start date and program approval date are different. See the glossary for definitions.

- 2.2.3 The deadline stated in section 2.2.2 does not apply where the Managing Director chooses to accept an application:
- (a) where there has been a change in the policy of the DRP program which would make an applicant eligible who was not eligible prior to the change in policy;
 - (b) where an applicant was unaware of the eligibility criteria or deadline due to the applicant being hospitalized, functionally illiterate, or away from the Province; or
 - (c) for any other reason for which the Managing Director is of the opinion would be just and reasonable in the circumstances.

2.3 Notification

- 2.3.1 When a DRP is approved, the AEMA notifies the local authority applicant. The local authority is then responsible for notifying the impacted population within the local authority's boundary.

For details on local authority responsibilities refer to the Alberta Public Sector Disaster Assistance Guidelines.

2.4 Evaluation of Losses and Damages

- 2.4.1 The AEMA facilitates evaluations of losses and damages for which assistance may be eligible under the Disaster Recovery Regulation.
- 2.4.2 Where specialists are required to evaluate losses or damages, only professionals whom the AEMA determines to be qualified may provide evaluations to determine eligibility under these Guidelines.
- 2.4.3 On request from the AEMA, the applicant must provide all relevant records to determine the pre-disaster functional condition of any type of damaged property.
- 2.4.4 For the purposes of determining the applicant's eligibility for assistance, the AEMA has sole discretion to determine:
- (a) the pre-disaster functional condition of property, and
 - (b) the state of the pre-disaster event property, including the degree of pre-existing event wear, tear, and damage to the property as compared to the property's replacement cost.

Property may include land, buildings, structures, equipment and contents.

2.5 Reconstruction Permissions

- 2.5.1 Where a permit, authorization, or approval requires supporting documentation, including plans, drawings, technical reports and assessments, the applicant must determine and obtain all required permits, authorizations, and approvals necessary before carrying out repairs or restoration activities.

2.6 Supporting Documentation

- 2.6.1 Supporting documents required under these Guidelines must be submitted to the AEMA by the deadline set by the AEMA.
- 2.6.2 Upon request from the AEMA, the applicant must demonstrate that reasonable efforts were taken to prevent further damages to the applicant's property following the disaster event.
- 2.6.3 All applicants must:
- (a) keep accounts and records of related financial estimates and expenditures of damages before, throughout, and after the clean-up and repairs; and
 - (b) not submit documentation to the AEMA that includes costs for property maintenance or routine non-disaster related work, or if documentation for work includes maintenance or routine non-disaster related work costs, then clearly identify the cost as excluded.
- 2.6.4 Where an applicant applies for assistance that allow the applicant to rebuild or replace property to a condition that exceeds the pre-disaster functional condition of the property, the applicant must demonstrate to the AEMA that this is required by law.
- 2.6.5 The applicant is responsible for any cost to rebuild or replace property to a condition, which exceed the pre-disaster functional condition of the property that is not required by law, by-laws or building codes. Assistance is only eligible for repairs and replacement up to a basic standard.
- (a) An applicant is not eligible to receive assistance for private or neighbourhood architectural design controls that are above the basic level of construction and finishing.
 - (b) The applicant is responsible for meeting additional private or neighbourhood architectural design controls (including landscaping) for the property above the basic level of construction and finishing.
- 2.6.6 An applicant must submit records to the AEMA to verify their identity and name; the following documents are acceptable:
- (a) driver's license;
 - (b) passport;
 - (c) legal documents (e.g., Marriage/Divorce/ Death certificate);
 - (d) statutory declaration; or
 - (e) other GoA standards outlined at www.servicealberta.ca/2135.cfm.

2.6.7 An applicant must submit records to the AEMA to verify property ownership; the following documents are acceptable:

- (a) land title certificate;
- (b) property tax assessment;
- (c) mortgage statement;
- (d) letter from the Government of Alberta;
- (e) corporate registry;
- (f) legal agreement;
- (g) letter from lawyer;
- (h) legal document (e.g., Marriage/Divorce/ Death certificate); or
- (i) statutory declaration.

Proof of repair is required to ensure that assistance was used for the purposes for which it was intended.

2.6.8 Proof of repair is required for applications from small business owners, landlords, agricultural operations, condominium corporations, not-for-profit organizations, institutions, co-operatives and residential applications for items not identified in the AEMA published Rate Schedules.

- (a) For an expense requiring proof of repair, the applicant must submit to the AEMA an invoice or receipt and an explanation of the reason for the expense.

2.6.9 For residential applications, proof of loss or damage, rather than proof of repair, is generally the basis for determining eligibility. This includes loss and/or damage to contents, essential assets, and non-structural property damages.

2.6.10 Despite section 2.6.9 when requested by the AEMA an applicant must provide records to determine the eligibility of essential items where the replacement cost is not identified on the AEMA published rates schedules.

2.6.11 Despite section 2.6.8, the Director may waive the proof of repair requirement for an applicant due to exceptional circumstances under Division 2.8.

2.7 Auditing Applications

2.7.1 Applicants must keep all records related to disaster event costs for not less than two years from the date of the closure of their application indicated in the File Closure Letter.

2.7.2 Applicants must make accounts and records described in section 2.7.1 available to the AEMA upon request.

2.7.3 The AEMA is not bound by supporting documentation provided by an applicant. The AEMA may reject any information or documentation provided by an applicant where the AEMA determines the information or documentation is, or may be, insufficient or unreliable.

2.8 Determination of Exceptional Circumstances

2.8.1 Only the person holding the position of Director may determine whether an applicant's situation constitutes exceptional circumstances for the purposes of these Guidelines.

- 2.8.2 A determination that an applicant's situation constitutes exceptional circumstances is only applicable to the provisions of these Guidelines that the Director determines it applies to.
- 2.8.3 An applicant must provide any information requested by the AEMA to determine that exceptional circumstances apply.

Part 3 – Payment and Program Completion

3.1 Payment

- 3.1.1 An applicant may be paid assistance, only where:
- (a) the applicant incurs a cost that is eligible for assistance under these Guidelines,
 - (b) the applicant meets all of the criteria contained in these Guidelines to be eligible for assistance, and
 - (c) no provisions in these Guidelines make the applicant ineligible for assistance.
- 3.1.2 Subject to the exceptions stated in Division 3.1, the AEMA may make a payment to an applicant for eligible assistance only after the AEMA has reviewed the applicant's application and determined the appropriate amount of assistance eligible to be paid.
- 3.1.3 Upon the province establishing a DRP, an applicant may request, in writing, an advance payment of anticipated eligible expenses. The AEMA may provide an applicant with an advance payment of assistance representing up to 90 per cent of the amount of eligible expenses.
- 3.1.4 In the applicant's request for an advance, the applicant must submit supporting documentation, including receipts for actual interim expenditures and projected estimates to the AEMA.
- 3.1.5 The applicant must complete one of the following documents and submit it to the AEMA prior to receiving their payment:
- (a) the Advance Payment Acknowledgement Letter for advances less than \$10,000, or
 - (b) the Advance Payment Agreement for advances \$10,000 or greater.
- 3.1.6 The AEMA may make a payment for eligible assistance directly to a third party excluding contractors and vendors, on behalf of an applicant, if the AEMA determines that exceptional circumstances in accordance with Division 2.8 apply.
- (a) An applicant is required to complete a Direction to Pay which must be approved by Municipal Affairs' Legal Services prior to AEMA assigning assistance directly to the third party.

3.2 Program Completion

- 3.2.1 The program completion date is the three-year anniversary of the disaster event program approval date and any extensions granted under these Guidelines.
- 3.2.2 Despite section 3.2.1, for a localized disaster where no MO is approved, the program completion date for applicants is established by the Director, but may not exceed more than two years from the date of the localized disaster event start date.

3.3 Repayment Requirements

- 3.3.1 All assistance payments are subject to being returned to the AEMA, if the AEMA determines an applicant was ineligible for, or otherwise paid an amount in excess of the assistance eligible under these Guidelines.
- 3.3.2 An applicant must inform the AEMA where any of the costs in their application for assistance is paid for by any other source.
- 3.3.3 Where an applicant receives assistance under these Guidelines, and receives duplicate assistance from another source, the AEMA may require the applicant to repay the amount of the duplicate assistance to the AEMA.
- 3.3.4 The limitation period for the AEMA to provide written notice to an applicant that a repayment is required under this Division (3.3) is seven years from the program completion date.

Examples of duplicate assistance include, but are not limited to, insurance, payments of damages by court order or settlement agreement, other government programs, or a form of assistance from a non-governmental entity (including a charity or other non-profit organization).

Part 4 – General Program Eligibility Criteria

4.1 Insurance

- 4.1.1 Uninsurable is where insurance coverage for a property that suffered damage or loss, from the peril that occurred in the disaster event, was not readily available in the area affected by the disaster event, at a reasonable cost prior to the event; uninsurable is determined by the AEMA.
- 4.1.2 Subject to these Guidelines, assistance for damage and loss is eligible only where the property was uninsurable at the time of the event.
- 4.1.3 An applicant's cost of insurable property damaged or loss due to the disaster event is not eligible for assistance.
- 4.1.4 Section 4.1.2 applies to a situation where the applicant did not obtain sufficient insurance to cover the full costs of recovery for damage or losses to the property due to the disaster event (i.e., is underinsured).
- 4.1.5 Upon request by the AEMA, an applicant must provide records to demonstrate that prior to the disaster event a property damaged or lost in the disaster event was uninsurable, by the deadline set by the AEMA.
- 4.1.6 If an applicant is requested by the AEMA to demonstrate that a property was uninsurable, and the applicant fails to demonstrate that the property was uninsurable by the deadline, then the

"Uninsurable" should not be confused with "uninsured". Eligibility criteria is assessed by the AEMA based on insurability. Albertans are expected to assess their risk and purchase adequate insurance.

applicant is ineligible for assistance for the costs of the lost or damaged property.

- 4.1.7 Insurance policy premiums, or deductibles, or both, are not eligible for assistance.
- 4.1.8 If insurance coverage on buildings owned by landlords, agricultural operations, condominium corporations and not-for-profit institutions, can only be purchased for up to a designated fraction of the appraised value of the building, a portion of the uninsured losses may be eligible for assistance as determined by AEMA (principal residents are excluded).

4.2 Rate Schedules

- 4.2.1 The following rate schedules, amended annually by the Managing Director, apply to the assistance provided under these Guidelines:
 - (a) *Contents Rate Schedule Per Room*, AEMA
 - (b) *Repairs Rate Schedule*, AEMA
 - (c) *Agricultural Rate Schedule*, AEMA
 - (d) *Rebuild Rate Schedule*, AEMA

The Rate Schedules outline the maximum eligible assistance amounts for restoring or repairing assets, furnishings, appliances and clothing of an essential nature to individuals, families and small businesses. Rate Schedules are available online at www.aema.alberta.ca , and by contacting AEMA at 780-422-9000 (Dial 310-0000 for toll-free access).

4.3 Consequences of Providing False Information

- 4.3.1 No applicant is eligible for assistance where the applicant provided false information to the AEMA, including where the information was provided by fraud, willful blindness, recklessness, or negligence.
- 4.3.2 No applicant is eligible for assistance where the applicant did not provide to the AEMA information relevant to the determination that would have had the effect of reducing the applicant's amount of eligible assistance, including where the information was omitted by fraud, willful blindness, recklessness, or negligence.
- 4.3.3 Where an applicant is otherwise eligible for assistance under these Guidelines, the applicant is disqualified from eligibility for any assistance under these Guidelines whatsoever by the applicant's provision of false information to the AEMA or failure to provide relevant information to the AEMA.
- 4.3.4 The AEMA may in its sole discretion waive the application of section 4.3.2 only where the applicant unintentionally provided false or incomplete information to the AEMA, and upon discovery that the information was false or incomplete, immediately advised the AEMA and

provided correct and complete information.

4.4 Pre-emptive Actions

4.4.1 Where, due to the disaster event, a danger to life, property or the environment reasonably appeared to be imminent, and where instructions or orders were made by a public authority to the applicant to take one or more pre-emptive actions, the applicant's cost of taking those pre-emptive actions is eligible for assistance.

4.4.2 Activities performed as a normal part of preparations to avoid or reduce the effects of a disaster are not eligible for assistance.

4.4.3 Despite section 4.4.1, the cost of a pre-emptive action is not eligible for assistance, if a DRP is not approved for the disaster event.

Albertans are expected to take reasonable measures, including the purchase of insurance, and absorb reasonable related costs, to protect themselves and their property.

Examples of eligible pre-emptive measures include material costs of sandbagging in the event of a flood and measures taken to protect life and property when a forest fire threatens an urban area.

4.5 Response

4.5.1 Subject to this Part (4), the costs of an applicant's disaster response activities incurred within six months of the disaster event start date, but not after that, are eligible for assistance.

4.5.2 If requested by the applicant, in writing, the Director may extend the time limit in section 4.5.1 for a period of up to one year from the disaster event start date, when the Director determines under Division 2.8, that the applicant's situation constitutes exceptional circumstances.

4.5.3 The following expenses necessary for the applicant's disaster response activities, are eligible for assistance:

- (a) out-of-pocket costs for measures taken based on direction from AEMA approved authorities to reduce the extent of possible damage. Such precautions may include the removal of valuable chattels and hazardous materials from the area of immediate risk, the provision of storage space, transportation and special protective measures; and
- (b) incremental costs for any uninsurable shelter and feeding of affected livestock from eligible agricultural operations, including the provision of facilities for these purposes and transportation costs to bring livestock to market prematurely and/or to transport for protection.

4.6 Innovative Recovery Solutions

4.6.1 An "innovative recovery solution" means a repair, rebuild or replacement of property with a different design or version of the property, or with one or more new features that exceeds the pre-disaster functional condition, where the different design, version or new feature is likely to reduce

the risk of or prevent recurrence of damage or loss in a future disaster event.

- 4.6.2 The costs of an innovative recovery solution, up to an equivalent of the eligible cost of repair, rebuilding or replacement of original damaged or lost property may be eligible for assistance at the sole discretion of the AEMA. Such solutions may include relocation assistance to less disaster-prone areas, or permanent removal of structures on vulnerable properties.
- 4.6.3 An applicant who proposes an innovative recovery solution of equal cost must provide information respecting the cost of both property restoration options, the proposed innovative recovery solution and the rebuild to original functional condition to the AEMA.

4.7 Mould

- 4.7.1 Damage related to mould is ineligible for assistance, as the occurrence of mould is preventable through timely action.
- 4.7.2 In exceptional circumstances under Division 2.8, loss and damage due to mould amplification may be considered eligible for assistance by the AEMA, if an applicant has been denied access to their property by a designated authority for an extended period.
- 4.7.3 The AEMA may waive the requirement for an applicant to clean up immediately after a disaster event where there are identified safety concerns. Once re-entry is approved, safety concerns such as mould growth or unsafe structures must be addressed before clean up can begin.
 - (a) Clean up and protection efforts of the property and contents must begin immediately upon the applicant being granted re-entry to the property by the appropriate authority.
 - (b) If outstanding clean up and protection issues continue to exist after initial efforts by an applicant, the issues can be addressed on a case-by-case basis by an AEMA approved authority.

4.8 Costs Eligible for Assistance

- 4.8.1 An applicant's cost of repair and restoration of previously existing, constructed riverbank stabilization works, including wooden bulwarks, rock gabions, placed-boulder embankments, rip-rap and similar protection works, revetments and concrete walls, are eligible for assistance subject to Division 2.5.
- 4.8.2 Costs associated with restoring roads, including associated guardrails, signage, signaling devices, sidewalks, bridges, tunnels, overpasses, underpasses, causeways, culverts, verges and drainage systems to their pre-disaster functional condition are eligible for assistance in the following categories:
 - (a) roads essential to the operations of a small business or agricultural operation;
 - (b) trails, informal dirt paths or tracks that are essential to the operation of a small business or agricultural operation; and
 - (c) driveway repairs for access or safety.

4.9 Costs Ineligible for Assistance

4.9.1 The following costs incurred by an applicant are not eligible for assistance:

- (a) loss of income, profits and/or revenue, loss of production or productivity, loss of opportunity, inconvenience, loss of asset market value, loss of market share, reduction or loss of yield (e.g., crops, livestock or wood), loss of rent revenue, rent obligations, utility charges, taxes, and normal enterprise operating expenses;
- (b) losses or damages that are an ordinary or normal risk of a trade, calling or enterprise;
- (c) legal and other costs associated with the settlements of estates due to disaster fatalities;
- (d) damage awards by courts, including punitive damages, or out-of-court claim settlements;
- (e) assistance for any costs originating outside of the area affected by the disaster event;
- (f) interest on loans obtained for financing of recovery activities or any other purpose;
- (g) late payment fees and interest owing to contractors;
- (h) costs associated with damage or losses to land due to erosion or channel course changes;
- (i) post-event inquiries, commissions or other studies;
- (j) decorative or ornamental landscaping to property;
- (k) damages or loss of rental or leased items;
- (l) costs to repair or replace personal vehicles;
- (m) costs to repair or replace secondary residences, recreational trailers, recreational property or cottages;
- (n) theft or vandalism of any assets (e.g., equipment, tools) owned by the applicant; and
- (o) any other expenditures, which in the opinion of the AEMA, were not reasonably or prudently incurred.

4.9.2 Costs of repairs to fences not part of an agricultural operation are not eligible unless required for safety or by a government bylaw, or code.

Part 5 – Residential Eligibility Criteria

5.1 Residential Applicants

5.1.1 For a homeowner or tenant applicant to be eligible for assistance, an applicant must demonstrate their application is for their principal residence under section 5.1.2.

5.1.2 A principal residence must be:

- (a) a specific property that is a housing unit, or a leasehold interest in a housing unit inhabited by the owner/occupant for more than six months a year;
- (b) the true, fixed and permanent home and the principal establishment to which the owner, if absent, has every intention of returning; and
- (c) either a house, condominium, winterized cottage or a fixed-in-place mobile home.

5.1.3 Eligibility for assistance as a beneficial owner situation is determined by the AEMA and occurs if the applicant demonstrates that:

- (a) the housing unit is the principal residence of the individual, but legal ownership is with

- another party, such as a family member or trustee;
 - (b) rent is not paid by the resident (beneficiary) to the owner of the housing unit;
 - (c) control of use and benefit of the property is with the resident (beneficiary) and not the legal owner; and
 - (d) the risks associated with the property are the responsibility of the trustee for the benefit of the resident (e.g., insurance and repairs).
- 5.1.4 Eligibility for assistance as a family homestead situation is determined by the AEMA and occurs if the applicant demonstrates that:
- (a) one or more separate home(s) are located on a single parcel of land under the same title (e.g., owned by one property holder);
 - (b) family members share the homestead land and live in separate homes or suites on it;
 - (c) the applicant is related to the owner;
 - (d) the building is their principal residence per section 5.1.2; and
 - (e) the applicant does not pay rent for the building they are using for a home to the actual landowner, nor perform the equivalent value in labour for the landowner.
- 5.1.5 Repair, restoration and replacement of condominium, strata and cooperative apartment buildings, row-type housing and similar situations where there is individual ownership of units and group ownership of common elements is eligible for assistance if they are operated as a not-for-profit and the following criteria is demonstrated by the applicant:
- (a) planned allocations to establish and maintain a reasonable level of operations and reserve funds are not considered profit;
 - (b) individual strata/owner-occupier's unit damages are treated in the same manner as a principal residence; and
 - (c) the condominium/strata corporation is considered equivalent to a cooperative with respect to the condominium's common elements and reasonable repair or replacement expenses made by the corporation (exclusive of incremental administrative fee or profit allowance).
- 5.1.6 A tenant living in a rental accommodation is only eligible for assistance for contents they own, subject to these Guidelines.
- 5.1.7 When an applicant is not living at their principal residence at the time of a disaster event due to an exceptional circumstance, on request by an applicant to the Director, the time limit in section 5.1.2(a) may be waived, when the Director determines under Division 2.8 that the applicant's situation constitutes exceptional circumstances.
- Examples of exceptional circumstances can include (but are not limited to) the event taking place during a move from one home to another, when a domestic situation is considered unsafe, when an applicant has been removed by a legal authority, or when a long-term medical situation makes living in the home temporarily not possible.
- 5.1.8 If a residence is considered a historical property by a recognized municipal source, an applicant

must advise the AEMA of this designation, and seek financial assistance from the historical society before requesting assistance from the AEMA.

5.1.9 Costs related to unoccupied homes under construction, involving an applicant building a home which they were planning to move into, are treated as follows:

- (a) Where both the home being lived in and the one under construction is damaged, only one home is eligible for assistance, typically the principal residence defined in section 5.1.2.
- (b) Where only the home under construction is damaged, and the individual did not lose their principal residence; the dwelling under construction is not eligible for assistance.

5.2 Costs Eligible for Assistance

5.2.1 The AEMA reimburses for the cost of Goods and Services Tax (GST) to residential and tenant applicants as identified in the Contents and Repair Rate Schedules described in section 4.2.1 (a).

5.2.2 The following costs are eligible for assistance:

- (a) financial assistance at the provincial minimum wage at the time of the disaster event, to a maximum of 200 hours, for property clean up by owners or occupants of the principal residence if documented with dates, times and tasks performed;
- (b) debris clean up, removal of hazardous material and waste disposal for accessibility and safe occupancy of a residence;
- (c) restoration, repair or replacement for assets of an essential nature;
- (d) replacing uninsurable equipment, required for a vocation or trade, such as reference books, tools and informatics devices;
- (e) meal and accommodation expenses incurred in the immediate post-disaster evacuation period, as directed by appropriate authorities;
- (f) a maximum of 10 days of short-term evacuation assistance unless the Managing Director considers exceptions to the evacuation assistance limit on a per-program basis;
- (g) assistance for meal and accommodation rates are the per diem rates for the Government of Alberta at the time the disaster event occurred;
- (h) reasonable temporary accommodation costs, including those incurred when major repairs are underway for damage caused by the disaster; and
- (i) displaced homeowners with ongoing mortgage obligations who are repairing or rebuilding their homes may be eligible for long-term evacuation assistance up to a maximum of six months, unless the Managing Director considers exceptions are required.

Applicants are required to check with their insurance provider to determine which costs are covered under their plan. Most home insurance policies have coverage for evacuation expenses. Insurable costs are not eligible for assistance and any duplication of assistance is required to be paid back to the AEMA; see Division 3.3 for details on repayment requirements.

5.3 Costs Ineligible for Assistance

5.3.1 The following expenses are not eligible for assistance:

- (a) utility expenses for repairs, either incremental, or incurred at the time of recovery;
- (b) costs associated with replacing any item determined by AEMA to be non-basic or luxury;
- (c) beverages (including beer, wine, liquor, soft drinks, empty bottles and containers);
- (d) cameras;
- (e) documents and books (except reference or text books by students with current student status);
- (f) fur clothing, including, but not limited to, coats, muffs, or stoles;
- (g) jewelry, including, but not limited to fine, costume, loose gemstones, or precious metals;
- (h) works of art and home decorations;
- (i) recreation items;
- (j) electronic entertainment equipment (e.g., stereos, DVD players, videogame consoles or videogames);
- (k) stored building materials (e.g., plywood, lumber, roofing materials, paint, etc.);
- (l) boats, docks, boat sheds, and restoring water access; and
- (m) replacement of foodstuffs.

Part 6 – Small Business Eligibility Criteria

6.1 Small Business Applicants

6.1.1 To qualify for assistance as a small business an applicant must:

- (a) be an enterprise with yearly gross revenues, as reported on income tax documents or financial statements from the fiscal year immediately prior to the DRP, of between \$6,000 and \$15,000,000;
- (b) provide to the AEMA the yearly gross revenues, as reported to the Canada Revenue Agency on behalf of the small business;
- (c) employ not more than the equivalent of 20 full-time employees;
- (d) be an owner-operated enterprise, where the individual owner(s)-operator(s) is/are a day-to-day manager(s);
- (e) have the individual owner(s)-operator(s), or a family of owner(s)-operator(s) own at least 50 per cent of the business;
- (f) not be a hobby business; and
- (g) re-establish operations in the community they were located in at the time of the disaster event.

6.1.2 To verify an applicant's eligibility for assistance as a small business, upon request from the AEMA an applicant must submit the following documentation:

- (a) taxable capital gains earned by the business from the sale of real estate tied directly to the business and disaster-affected rental income of the business is included in the revenue calculation (only applicable to real estate and landlord businesses);

- (b) payroll records of full-time equivalent employees by number of hours worked; and
- (c) records, such as legal contracts and/or tax documents, demonstrating the structure of the business where the owner-operator(s) is/are acting as a day-to-day manager(s).

6.1.3 Despite section 6.1.1(a), for extenuating circumstances pursuant to Division 2.9, the AEMA may consider yearly gross revenues based on a three-year average from income tax documents or financial statements from the three fiscal years immediately prior to the disaster event.

6.2 Costs Eligible for Assistance

6.2.1 A small business applicant is eligible for assistance for the following:

- (a) incremental compensation paid by a business, to non-salaried employees or a contractor, to clean a place of business and prepare it to re-open, including debris clean up, removal of hazardous material and waste disposal;
- (b) non-operational costs related to commercially operated apartment buildings and roads servicing the apartment building; and
- (f) landscaping that is an essential element of the function of the business such as a botanical garden or a golf course.

6.2.2 The AEMA reimburses the cost of GST for eligible expenses incurred by small businesses who have gross revenues of less than \$30,000, in the year immediately prior to the disaster event, and do not have a registered GST account (e.g., residential landlords and daycare), unless required to register under Canada Revenue Agency criteria.

6.3 Costs Ineligible for Assistance

6.3.1 A small business applicant is not eligible for assistance for the following:

- (a) maintenance and utility costs; and
- (b) costs for repair or replacement of items not essential to the restoration of a small business to a viable state (e.g., works of art, decorations, and furnishings).

6.3.2 Small businesses with gross revenues in excess of \$30,000, from the year immediately prior to the disaster event are not eligible to receive assistance for GST and must submit their GST number to the AEMA.

Part 7 – Agricultural Operation Eligibility Criteria

7.1 Agricultural Operation Applicants

7.1.1 For an applicant to be eligible for assistance as an agricultural operation the applicant must:

- (a) be an enterprise with yearly gross revenues, as reported for income tax purposes, of between \$6,000 and \$15,000,000;
- (b) not be a hobby farm;
- (c) be an owner-operated enterprise, where the individual owner(s)-operator(s) is/are acting as a

- day-to-day manager(s), and own(s) at least 50 per cent of the business;
- (d) have the individual owner(s)-operator(s), or a family of owner(s)-operator(s) own at least 50 per cent of the business; and
- (e) re-establish operations in the community they were located in at the time of the disaster event.

7.1.2 For an agricultural community to be eligible for assistance as an agricultural operation applicant, the applicant must meet the criteria in section 7.1.1 (a), (b), (d) and (e) but not (c).

7.1.3 For an applicant to be considered eligible for assistance as an agricultural operation, they must meet the definition in section 7.1.1 or 7.1.2 and be engaged in one or more of the following activities:

- (a) aquaculture operations;
- (b) beekeeping;
- (c) cultivating crops in soil, compost, water or through hydroponics;
- (d) animal husbandry;
- (e) managed woodlots; and/or
- (f) any agricultural business activity deemed eligible by the AEMA.

Agricultural community members do not normally take individual ownership, they generally own the agriculture operation collectively, and community leadership acts as day-to-day managers.

Examples of agricultural communities include settlements, colonies, communes, sects, and faith groups.

7.2 Costs Eligible for Assistance

7.2.1 Costs to repair or replace the following items must contribute directly to the agricultural operation and be uninsurable to be considered eligible for assistance at the appraised value or rates determined by the AEMA:

- (a) small tools;
- (b) saddles and tack;
- (c) residences that provide accommodation to non-family workers;
- (d) fixed equipment, such as permanently fixed electrical panels and switchgear;
- (e) agricultural operation-owned rental properties, located on land that is part of the operation where rent is declared as income for the agricultural operation;
- (f) water wells (cleaning, repair or replacement) and/or septic systems (not residential);
- (g) fences, including fences around farmhouses where livestock is kept or trespass and crop pilferage are deterred;
- (h) crops already harvested prior to the disaster event, and located in secured storage;
- (i) harvested hay and straw (bales or stacked) at the value per ton recommended by Alberta Agriculture and Forestry at the time of the disaster event and adjusted to percentage loss, as evaluated by the AEMA;
- (j) tame pasture and hay reseeded where verification that foraging sources are dead is provided and the acreage is cultivated prior to payment (assistance is based on market conditions as determined by Alberta Agriculture and Forestry at the time of the disaster event);
- (k) losses of other business inventory while held in storage, including feed, seed, bedding or

- fertilizer, are eligible for assistance;
- (l) fuel tanks or receptacles (excluding the fuel itself) based on receipts for replacement; and
 - (m) losses to livestock inventory which are not insurable, where an independent veterinary doctor verifies that the loss is a direct result of the disaster event.
- 7.2.2 A farmhouse is eligible for assistance as a principal residence if it meets the requirements set out in section 5.1.1 and a separate residential application is submitted to the AEMA.
- 7.2.3 Where the area of agricultural land is proven to be in production and is damaged from a flood, costs eligible for assistance may include:
- (a) leveling the agricultural land to workable condition; and
 - (b) removal of excessive silt deposits to clear the land to workable condition.
- 7.2.4 Assistance for the costs outlined in section 7.2.3 cannot exceed its pre-disaster market value based on the Canadian Land Inventory (CLI) value per acre and is subject to the following limitations:
- (a) contracted clean up requires prior approval from the AEMA; and
 - (b) clean up or repairs by a farmer or a family member are limited to the provincial minimum wage per hour and applicants must maintain an hourly record of all labour, where assistance may be subject to a limit determined by the AEMA.
- 7.2.5 An applicant is eligible for the cost of operating its owned equipment where assistance may not exceed:
- (a) 50 per cent of the amount of the rate for renting the equipment in the most recent publication of the Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide or the Alberta Agriculture Farm Operations Cost Guide for farm machinery costs; and
 - (b) an operator's actual hourly wage paid by the applicant.
- 7.2.6 No applicant is eligible for assistance described in section 7.2.5 unless the applicant submits to the AEMA an hourly record of all equipment, labour and operating time, where assistance may be subject to a limit determined by the AEMA.
- 7.2.7 Pumping costs to protect non-land assets are eligible for assistance when the applicant provides a detailed record of hours of labour and equipment according to the following limitations:
- (a) labour costs are calculated at the rate of the provincial minimum wage per hour when the work is being completed;
 - (b) equipment costs are reimbursed using the lesser of the most recent publication of the Alberta Roadbuilders and Heavy Construction Association Equipment Rental Rates Guide or invoices; and
 - (c) pumping costs to protect agricultural land cannot exceed the land's pre-disaster market value

Agricultural land left fallow in a demonstrable cycle of crop rotation, is considered to be in production.

Cost effectiveness of restoration of agricultural land is measured by the market value of the agricultural property, versus the value of the crops produced on that land.

based on the CLI value established in the disaster event year.

7.3 Costs Ineligible for Assistance

- 7.3.1 The following expenses are not eligible for assistance:
- (a) repairs or replacement of machinery and vehicles;
 - (b) losses of sowed seed, fertilizer, and topsoil, or of soil fertility and the application of weed control measures;
 - (c) loss or damage to perennial crops and sowed annual crops in the field that are insurable under the crop insurance program of the Alberta Agriculture Financial Services Corporation or other insurers;
 - (d) shelterbelts;
 - (e) livestock losses attributable to a disease outbreak handled in accordance with Canada's *Health of Animals Act*;
 - (f) fuel; and
 - (g) tools, equipment and tack for hobby activities or recreational purposes.

7.4 Woodlots

- 7.4.1 For a woodlot to be eligible for assistance as an agricultural operation applicant, it must:
- (a) be land covered with trees and held primarily as a source of fuel, posts, logs or trees;
 - (b) the trees must be grown with active management; and
 - (c) meet the criteria defined in section 7.1.1 for an agricultural operation.
- 7.4.2 For an applicant to be eligible for assistance under section 7.4.1 (b) the applicant must demonstrate active management under one or more of the following conditions:
- (a) the woodlot is operated with a reasonable expectation of profit;
 - (b) the main focus of the woodlot is planting, nurturing and harvesting trees pursuant to a forestry management plan, and significant attention is paid to manage the growth, health, quality and composition of the stand;
 - (c) there is evidence of active management (e.g., a forest operational plan, significant investment, or evidence of revenue from timber sales in the last five years);
 - (d) there is extensive forest product utilization as an integral part of the overall agricultural operation; or
 - (e) there is proof of participation in one or more provincial programs dealing with any relevant aspects of forest/woodlot management (e.g., conservation, incentive and improvement programs).
- 7.4.3 Costs eligible for assistance for applicants who are woodlot or orchard owners is limited to costs to repair and restore damaged land up to its pre-disaster market value based on CLI rates.
- 7.4.4 Costs eligible for assistance for applicants who own nurseries and tree farms include replacement

of damaged trees, shrubs or plants that are inventory.

Part 8 – Not-for-profit Eligibility Criteria

8.1 Not-for-profit Organization Applicants

- 8.1.1 Repairs, restoration, rebuilding and/or replacement of damaged property owned by a public organization such as a church, charity, community service club or volunteer agency are eligible for assistance if:
- (a) the organization contributes to the fabric and sustainability of the community, and a basic or essential service in the interest of the community as a whole is provided in the facility of the organization;
 - (b) church property, must be a facility essential to the secular needs of the community;
 - (c) public access to the facility is allowed for all members of the community. Limitations on assistance based on the proportion of public access apply;
 - (d) they meet the small business eligibility criteria under Division 6.1, or allow for public access to facilities; and
 - (e) they re-establish operations in the community they were located in at the time of the disaster event.

8.2 Not-for-Profit Cooperative Applicants

- 8.2.1 Repairs, restoration, rebuilding and/or replacement of damaged property owned by a not-for-profit cooperative, are eligible for assistance if the cooperative:
- (a) contributes significantly to the fabric and sustainability of the community, and a basic or essential service is provided in the facility of the cooperative;
 - (b) is not-for-profit;
 - (c) is in accord with the cooperative principles set out in Section 2(1) of Alberta's *Cooperatives Act*; and
 - (d) re-establishes operations in the community they were located in at the time of the disaster event.
- 8.2.2 For the purposes of these Guidelines, an Irrigation District, established under the *Irrigation Districts Act*, is considered a not-for-profit cooperative applicant, but is exempt from meeting the criteria in section 8.2.1 (c).

8.3 Goods and Services Tax

- 8.3.1 Not-for-profit organization and cooperative applicants must provide documents that confirm registration of a GST account, registration as a not-for-profit and evidence that establishes that the organization contributes to the community as a not-for-profit or charity.
- 8.3.2 Not-for-profit organization and cooperative applicants may be eligible to receive assistance for 50

per cent of GST funds if they have a registered GST account.

- 8.3.3 Not-for-profit organization and cooperative applicants may be eligible to receive assistance for 100 per cent of GST funds if they do not have a registered GST account.

Schedule 1 - Glossary

In these Guidelines,

- (a) “AEMA” means the Alberta Emergency Management Agency as set out in section 3.1(1) of the *Emergency Management Act*;
- (b) “animal husbandry” means the branch of agriculture concerned with animals raised for meat, fibre, milk, eggs, or other products. It includes day-to-day care, selective breeding and the raising of livestock;
- (c) “applicant” means private sector applicants for disaster assistance who are homeowners, residential tenants, small business owners, landlords, agricultural operations, condominium corporations and not-for-profit organizations and cooperatives;
- (d) “architectural controls” means the design guidelines used to harmonize and enhance the exterior presentation of homes and buildings with the general scheme of civic design. They often include materials, colors, styles, massing, textures, and scales;
- (e) “assistance” means compensation by payment or in another form for damage or loss caused by a widespread or a localized disaster, or a payment for costs incurred by a local authority or the Government of Alberta in conducting emergency operations as defined in Section 1 (a) of the Disaster Recovery Regulation;
- (f) “Church” or “Church Property” means churches, church camps, mosques, synagogues and other registered religious institutions;
- (g) “Crown” means Her Majesty the Queen in Right of Alberta;
- (h) “Director” means a person holding the position entitled Director of the Disaster Recovery Branch of the AEMA;
- (i) “disaster event” means either the event that led to the issuance of a MO, or an event described in section 1.5.1(a), where the Director determines that the three clauses in section 1.5.1 apply, whichever is applicable;
- (j) “disaster event start date” means either the disaster event start date determined by the AEMA and stated in the applicable MO, or the date on which the event described in section 1.5.1(a) began, where the Director determines that the three clauses in section 1.5.1 apply, whichever is applicable;
- (k) “driveway” means a primary vehicle path from a public roadway to a private or a public building or parking area;
- (l) “family unit” means the applicant and those other persons with whom they normally reside including their spouse/partner and dependents;

(m) “hobby business” or “hobby farm” means an undertaking or activity that operates without a reasonable expectation of profit; reasonable expectation of profit is determined by the Canada Revenue Agency’s criteria.

(n) “local authority” means a local authority as defined in the *Emergency Management Act* and a public authority as referred to in the federal Disaster Financial Assistance Arrangements;

(o) “Managing Director” means the person holding the position entitled Managing Director of the AEMA;

(p) “municipally controlled corporations” means corporations where a municipality (or group of municipalities) holds more than 50 per cent ownership and votes in electing directors of the corporation, they are separate entities from a municipality and not eligible for assistance as a public sector applicant. Eligibility for municipally controlled corporations is determined under the small business criteria in these Guidelines;

Under the *Emergency Management Act*, municipal councils, Metis Settlement councils, a park superintendent of a national park and the band council of an Indian band are examples of local authorities. A park superintendent and a band council of an Indian Band are only a local authority if the province has entered into an agreement with the Government of Canada under section 9(b) of the *Emergency Management Act*.

(q) “program approval date” means the date the MO for the disaster event is approved or if there is no MO, the date determined by the Director;

(r) “program completion date” means the date that is the three-year anniversary of the disaster event program approval date.

(s) “public sector applicant” means a local authority, an Indian Band within the meaning of the *Indian Act* (Canada), Ministries of the Crown, and agencies, boards and commissions established by provincial law or other public authority;

(t) “third party” means any individual, corporation, or other form of organization that is neither an applicant nor bound by contract with the AEMA, but was hired or otherwise retained by an applicant to provide a service to assist them with eligible disaster related activities;

(u) “recovery” means activities that are intended to bring the applicant’s property to its pre-disaster functional condition, and includes remediating, repairing, rebuilding, replacing and otherwise restoring property; and

(v) “response” means the early coordination of resources and support to stabilize an incident, alleviate suffering and limit further impacts to people, property, the economy and environment.

From: Jane Eaket <Jane.Eaket@gov.ab.ca>
Sent: Tuesday, March 16, 2021 1:47 PM
To: ! ADMIN
Cc: Julia Frohlich; AEP Flood
Subject: AEP follow-up to feedback provided about the draft Upper Bow River Flood Study and more information about study finalization

Hello Sherri,

I hope you are well and staying healthy during this trying time. As I'm sure you're aware, the public engagement period for draft flood inundation maps and associated technical reports for the Upper Bow River Flood Study closed in January 2021. We wanted to thank you for helping to get the word out to your residents. Acknowledging the challenges with online engagement, we are pleased with the level of engagement and the number of responses we received. We are in the final stages of compiling and assessing the feedback we received, and plan to respond to individuals as required.

The feedback provided by Albertans is varied, and includes general comments about flood studies and floodplain management, location-specific feedback and technical concerns, as well as comments related to local flood mitigation efforts and implementation plans. We are not able to share comments verbatim, but we would be pleased to share the overall flavour and some statistics. Please let us know if you would like to explore this further.

We are pleased to let you know that we have recently retained the original consultant for the flood study for the following purposes: (1) implement any required changes to draft models, reports, or maps in light of technical feedback from either local authorities or from the public; and (2) revise the draft flood hazard mapping based on a refined approach to mapping floodways in Alberta.

You will receive another email shortly with more information about the new approach to mapping floodways. Please note that our anticipation of implementing technical changes was one of the main reasons for not sharing the draft flood hazard maps with you earlier. The new approach includes technical changes to how floodways are defined and identified on flood hazard maps, in order to better balance provincial, municipal, and public flood adaptation and resilience priorities. The refinements include:

- Addressing concerns about changes to floodways when flood maps are updated.
- Enabling the significant public investment in flood mitigation infrastructure to be reflected.
- Providing information about a wider range of flood hazards than the 1:100 flood.

We anticipate that you will have more questions about what the new approach means for your community, and that you may want to discuss both the new approach and the path forward for local authority review of revised draft flood hazard mapping. We are exploring opportunities for both one-on-one and group discussions, and will provide more information in the forthcoming email.

Alberta Environment and Parks believes local authority review of draft flood hazard maps is an integral part of the Upper Bow River Flood Study finalization process. Your perspective and feedback will be carefully reviewed and considered before any future public engagement occurs.

Please reach out if you have any questions or concerns.

Best regards,
Jane

Classification: Protected A

Land and Property Rights Tribunal - Fact Sheet

Legislative Amalgamation of the Land Compensation Board (LCB), Municipal Government Board (MGB), New Home Buyer Protection Board (NHBPB) & Surface Rights Board (SRB)

Background

The LCB, MGB, NHBPB, and SRB are independent, quasi-judicial tribunals that make decisions about land planning, property assessment and compensation disputes involving land expropriations and surface leases.

These boards were administratively amalgamated in 2017 as part of a government-wide review of all Agencies, Boards and Commissions. This involved having a common Chair to oversee all four boards, sharing administrative staff and a common location. These changes generated annual cost savings of approximately \$500,000.

What is changing?

The LCB, MGB, NHBPB and SRB will be amalgamated into the **Land and Property Rights Tribunal (LPRT)** pursuant to the *Land and Property Rights Tribunal Act*. This legislation was introduced under *Bill 48, the Red Tape Reduction Implementation Act, 2020*. Bill 48 received royal assent on December 09, 2020.

This will consolidate the jurisdiction and administration of these boards into one entity, the LPRT.

When will the amalgamation take effect?

The LPRT will come into existence on **June 02, 2021**, replacing the LCB, MGB, NHBPB, and SRB.

Why are these boards being amalgamated?

The LPRT is being created as part of the next phase of the administrative amalgamation to further streamline services, improve efficiency and reduce costs.

Key Highlights

Board members of the LCB, MGB, NHBPB and SRB will become members of the LPRT.

The LPRT will have common rules of procedure and Mandate and Roles to simplify and streamline processes for parties.

Having a larger pool of board members to assign to proceedings improves the flexibility to respond to shifting workloads and the tribunal's ability to retain the best and most experienced members.

This change will not affect rights of parties or existing applications or appeals so anyone who has already submitted materials won't have to take any additional steps.

Contact information for the LPRT has not changed. The LPRT will retain email addresses and phone numbers of the LCB, MGB, NHBPB, and SRB until further notice.

Questions?

Please contact Mike Hartfield, Director at (780) 427 2444. Toll free: 310-0000.

From: municipalservicesandlegislation@gov.ab.ca
Sent: Thursday, April 15, 2021 9:43 AM
To: Sherri Bureyko
Subject: Supporting Alberta Businesses

Dear Mayors and Reeves and CAOs:

As you all know, the COVID-19 pandemic continues to pose a challenge to Albertans and our communities. The impacts have been significant on individuals, community organizations, local and provincial governments, and our private sector job creators. With your continued help, we are getting closer to coming through this unprecedented situation, and I want to thank you for the tremendous work you have been doing at the local level to support your residents and the business community.

While our vaccination efforts offer a light at the end of the tunnel, we still have some work to do. It continues to be critical for all levels of government to work together to support our citizens, communities, and business sectors. As we work to reverse the economic impacts of the pandemic, we are counting on all municipalities to continue to be part of the solution, and to do everything reasonable within their respective authorities to facilitate and encourage renewed economic activity.

I want to encourage every municipal council to continue to work diligently to remove barriers to economic activity, economic renewal and the jobs that will be created as a result. Wherever you can reasonably and appropriately streamline approval processes and requirements, please do so. For example, I know that our hospitality industry is extremely interested in pursuing opportunities to open and operate patios, as a safe and approved means of serving customers even while public health restrictions remain in effect. I know that there are municipalities who have already streamlined their permitting process – for example, the City of Calgary has significantly streamlined the patio approval process, and has installed 77 patios on public land already, with more to come, while the City of Red Deer is allowing businesses to install and operate patios while the permitting process is still underway. These initiatives are examples of the key support that municipal governments can provide to local businesses – especially given our all-too-short patio season.

Whether it be patio use or any of the numerous other initiatives that are brought to your attention, I encourage you to act decisively, quickly, creatively, and with regard for the critical importance of rejuvenating our economy and creating employment opportunities for Albertans.

Sincerely,

Ric McIver
Minister

NEW BUSINESS



Summer Village of Ghost Lake

Request For Decision

Re: Speed Bump Addition

BACKGROUND

May 2020 speed bump locations were reviewed and 1 additional speed bump was added on the road in front of the 100/400 blocks.

Administration has received requests from 2 separate homeowners asking that a speedbump be installed near their homes on the 400 block area of the Village.

The attached maps shows the locations of the homeowners making the requests, as well the area that a speedbumps are being requested for.

Email requests

Sherie

<<< name removed>>> emailed you about road bumps between Gary on the corner and our place #406. We also need another road bump by the 2 village lots. After they go by our place with our little blue car and a Slow Down sign, and Connie's place with her Slow Down sign, they are flying again. Thank you for bringing this to the attention of the board. Lot 406

Hello Sherri,

I have another proposal that I would like you to bring up with Council at your next meeting.

Gary on the corner by the tennis court has placed a large rope across the road to stop cars from going so fast. (good idea)

The proposal is another speed bump between Gary's home and my parent's home (Lot #406).

P.S. google maps bring cars to the lake and coming in they go slow. Once they realize they cannot access the lake they race out of the community.

Thank you for your consideration.

#718 GLV



OPTIONS

1. Council can discuss if a speed bump is necessary in these locations, and if so where is the most appropriate spot.
 - a. If the decision is made to put a speed bump in either location a new one will need to be purchased and council will need to vote on where to fund this item from as it is an unbudgeted item – ie what reserve fund
2. If council is not sure and would like more feedback from a larger portion of the community an email can be sent out to all or a subsection of residents asking for feedback.
3. Council can decide not to put any speedbumps in the roadway at this time.

FINANCIAL IMPLICATIONS

1. Cost of new speed bumps approximately \$150 - \$200 each

RECOMMENDATIONS

1. Allocate funds and direct administration to add 1 speed bump along the 400/700 block

Submitted by:
 Sherri Bureyko
 April 26, 2021

Summer Village of Ghost Lake

Request For Decision

Re: Garbage Area Clean Up

BACKGROUND

A resident emailed in a proposal to help keep the garbage area cleaned up year round while supporting local youth and fostering pride in their community.

Email

Sherri,
Please pass along a thank you to whom ever cleaned up the garbage behind the dumpsters. There was lots of trash. This happens every time the dumpsters are cleaned.
I have a proposal.
My 3 children (aged 8, 10, 11) would love to be responsible to clean up the trash behind the dumpsters-and earn a bit of extra money.
The Village could pay them a nominal fee.
I thought of this after you generously gave me \$50 for clearing the snow with my quad.
Also I pay my children pick up the dog poo from Bob and Sheila Millar's dogs in the community field by their house.
Yesterday they picked up 140 poops.
Please bring this up with Council and let me know your thoughts.

The budget has \$500 a year allocated to waste maintenance and cleaning.

OPTIONS

1. Direct administration to engage this resident for 2021 as a trial for volunteer garbage area cleaning and allocate a sum as a payment.
2. Leave the clean up the way it is with residents cleaning up as volunteers
3. Develop an alternate plan

FINANCIAL IMPLICATIONS

1. Maximum of \$500 annually as that is the full budget.

Submitted by:
Sherri Bureyko
April 26, 2021