



**AGENDA**  
**REGULAR COUNCIL MEETING**  
**VILLAGE OF BEISEKER**

**June 24 2024 700 1<sup>st</sup> Avenue, Beiseker AB T0M 0G0 7:15 pm**

1. **Call to Order**  
**Treaty 7 Acknowledgment**
2. **Adoption of Agenda**
3. **Adoption of Previous Minutes**  
*a) Minutes of the June 10, 2024 Regular Council Meeting*
4. **Delegation**  
*Chris Rowe, CAO, Rockyview Foundation*
5. **Staff Report**  
*a) Fire Department*  
*b) CAO Report*
6. **Financial Reports**  
*a) Cheque Listing to June 19, 2024*  
*b) Bank and Loan Report to March 31 2024*  
*c) Bank and Loan Report to April 30 2024*
7. **Business Arising From Minutes (Old Business)**  
*a) Fireworks Bylaw 2024-04 – Third Reading*  
*b) Borrowing Bylaw 2024-07 – Public Works F350*
8. **New Business**  
*a) Request for Extension – Permanent Sea Can Structure 85 Beacon Heights Road*  
*b) GHG Reduction Pathway – Application for FCM Grant and Provincial Funding*  
*c) Request for Decision – Transfer Site “Free Days” 2025*  
*d) 2024-2029 Capital Budget*  
*e) Water Conservation and Restrictions – Aqua 7 Urban Municipalities MOU, Outdoor Restriction Stages, WS-2 Policy Water Conservation Management Policy and Related Public Communications*  
*f) Mayor Ledoyen – Request for Changes to Animal Control Bylaw 2022-06 – Number of Pets*  
*g) UFA Delegation Election – 2024*  
*h) Administration Computer Repair Maintenance – Over Budget Cost – Firewall Protection*  
*i) ABMunis Fall Conference – Invitation to Meet with Ric McIver, Minister, Municipal Affairs*  
*j) Fees and Schedules Bylaw 2024-03 – Fees for Commercial Garbage and Recycle Bins*
9. **Council Reports**  
*a) Mayor David Ledoyen*  
*b) Deputy Mayor Nikki King*  
*c) Councillor Warren Wise*  
*d) Councillor Trevor Snyder*  
*e) Councillor Les Spurgeon*
10. **Closed Session**  
*None*
11. **Adjournment**



**MINUTES OF THE REGULAR MEETING OF COUNCIL  
VILLAGE OF BEISEKER**

**HELD ON June 10 , 2024**

**At 7:15 pm Online and 700 1<sup>st</sup> Avenue, Beiseker AB T0M 0G0**

**PRESENT**

Mayor, David Ledoyen  
Deputy Mayor, Nikki King  
Councillor, Warren Wise

Councillor Les Spurgeon  
Councillor Trevor Snyder (Online)  
CAO, Heather Leslie

**1. Call to Order**

*Mayor Ledoyen called the meeting to order at 7:15 pm.*

**Treaty 7 Acknowledgement**

**2. Agenda**

**Res#2024-143**

*Deputy Mayor King made motion to approve the corrected Agenda of the June 10, 2024 Regular Council Meeting.*

Change: Item 3.a) Minutes of the May 27, 2024 Regular Council Meeting CARRIED

**3. Adoption of the Previous Minutes**

**Res#2024-144**

*Councillor Wise made motion to adopt the minutes of the May 27, 2024 Regular Council Meeting as presented.* CARRIED

**4. Delegations**

*None*

**5. Staff Reports**

**a) Fire Department – Verbal Report**

**b) CAO Report – Written Report**

**Res#2024-145**

*Councillor Spurgeon made motion to table the Fireworks Bylaw #2024-04 to Spring 2025.* NOT CARRIED

**Res#2024-146**

*Councillor Wise made motion to bring Fireworks Bylaw #2024-04 to Council for third reading at the June 24, 2024 meeting as originally presented with the provision that current retailers of fireworks in Beiseker have until September 1, 2024 to cease sales of fireworks in the Village.* CARRIED

**Res#2024-147**

*Mayor Wise made motion to approve the staff reports as presented.* CARRIED

**6. Financial Reports**

**a) Cheque Listing to June 6, 2024**

**Res#2024-148**

*Councillor Spurgeon made motion to approve the Cheque Listing to June 6, 2024, 2 as presented.* CARRIED

**7. Business Arising from Minutes (Old Business)**

*None*



**8. New Business**

- Res#2024-149**      **a) Request for Shared Costs – Beiseker Museum Society – Wifi and Cameras – Tourist Information Book and Museum**  
*Deputy Mayor King made motion to approve an additional Nine Hundred Dollars (\$900.00) to be spent on the Beiseker Museum Society's purchase and installation of a two-way camera system and Wi-Fi connection between the Tourist Information Booth and the Village Office/Museum. CARRIED*
- Res#2024-150**      **b) Request for the Approval of Purchase and Loan Agreement – Public Works Truck (2021 Ford F350)**  
*Councillor Wise made motion to approve the purchase and loan agreement for the 2021 Ford F350 pickup truck for Public Works. CARRIED*
- Res#2024-151**      **c) Bill 20 – Letter from Minister of Municipal Affairs, Ric McIvor**  
*Mayor Ledoyen made motion to accept the letter from Municipal Affairs Minister, Ric McIvor regarding Bill 20 as presented. CARRIED*
- Res#2024-152**      **d) RCMP Priorities – 2024-2025**  
*Councillor Wise made motion to accept the proposed RCMP priorities for 2024-2025 as provided by the Airdrie Integrated Rural Department. CARRIED*
- Res#2024-153**      **e) MOA – LGFF Operating and Capital Fund – Government of Alberta**  
*Mayor Ledoyen made motion to approve the Memorandum of Agreement for the period of April 1, 2024 to March 31, 2034 regarding the Local Government Fiscal Framework for Capital Funding. CARRIED*
- Res#2024-154**      *Mayor Ledoyen made motion to approve the Memorandum of Agreement for the period of April 1, 2024 to March 31, 2034 regarding the Local Government Fiscal Framework for Operating Funding. CARRIED*

**9. Council Report**

- a) **Mayor Ledoyen** – Written Report
- b) **Deputy Mayor King** – No Report
- c) **Councillor Wise** – Verbal Report
- d) **Councillor Spurgeon** – Verbal Report
- e) **Councillor Snyder** – No Report

**Res#2024-155**      *Deputy Mayor King made motion to approve the Councillor reports as presented. CARRIED*

**10. Closed Session**

*None*

**11. Adjournment**

*Mayor Ledoyen adjourned the meeting at 8:38 pm*

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Mayor, David Ledoyen

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CAO, Heather Leslie

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COUNCIL NOTES – DELEGATION – CHRIS ROWE, CAO ROCKYVIEW FOUNDATION – June 24, 2024

Please see attached presentation to be provided by Chris Rowe at your June 24, 2024 Council meeting

# EMPOWERING COMMUNITIES

THE IMPACT OF ROCKY VIEW FOUNDATION



2024



**ROCKY VIEW FOUNDATION**  
**ABOUT US**



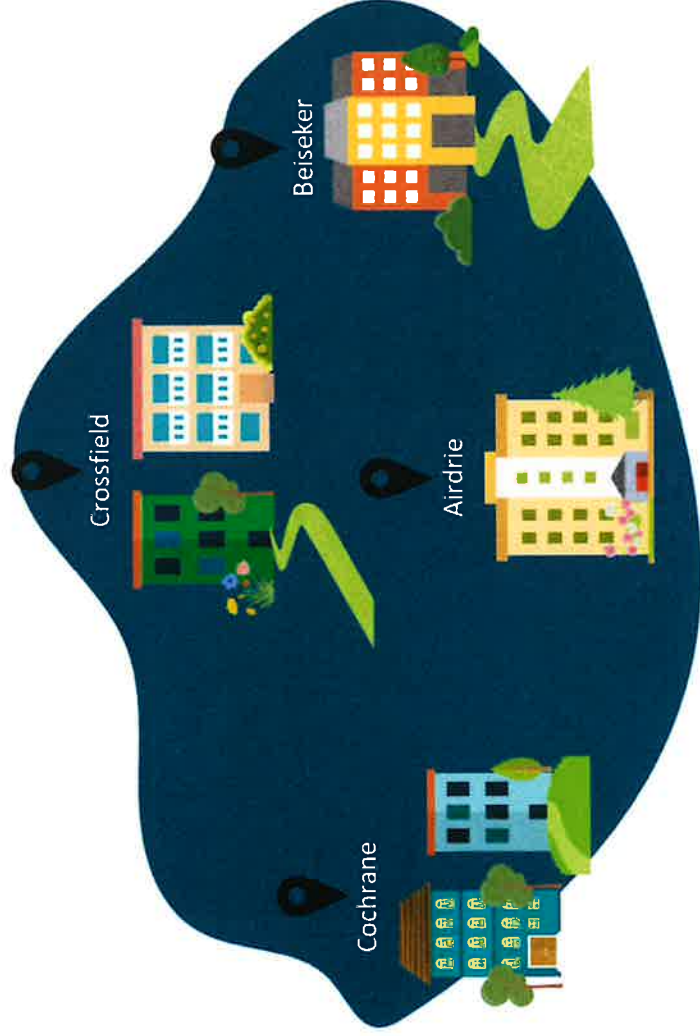
# ROCKY VIEW FOUNDATION

Rocky View Foundation (RVF) was established in 1964 and is the Housing Management Body for the Rocky View region.

RVF serves Rocky View County, Airdrie, Beiseker, Cochrane, Crossfield, and Irricana.

RVF currently operates:

- Three senior SL2 lodges with over 233 units.
- Four senior independent living apartment buildings with 86 affordable apartments.
- Delivers the Rental Assistance Program in the Rocky View region with over 130 recipients.



# VISION, MISSION & GOAL

## 01. VISION

Delivering sustainable housing programs for our communities, where everyone can have access to safe, affordable, and quality housing.

## 02. MISSION

To be a leading housing provider to residents needing affordable, safe accommodations and services in the Rocky View region.

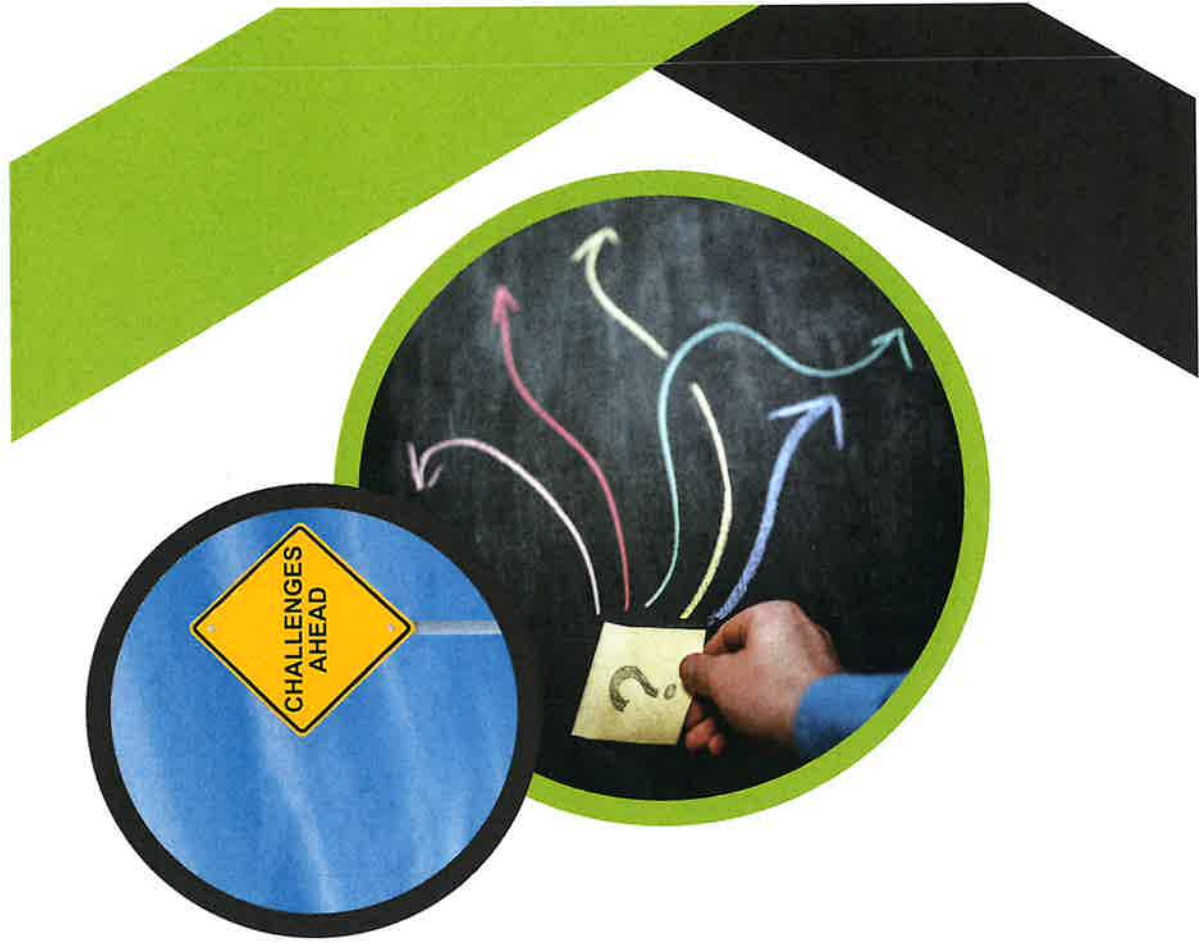
## 03. GOAL

We seek to increase our affordable unit and program offerings for vulnerable populations in the communities we serve.





**ROCKY VIEW FOUNDATION**  
**CHALLENGES**



# CHALLENGES



## 11. RENTAL MARKET PRESSURES

Vacancy rates in the region have declined from 6.6% in 2020 to 2.6% in 2023.

## 12. INCOME VS. HOUSING COSTS

In 2022, approximately 22% of households in Alberta were in core housing need.

## 13. AGING POPULATION

There is a rising need for senior-specific housing. By 2030, seniors (65+) are expected to make up over 18% of Alberta's population, compared to 14% in 2023.

## 14. INSUFFICIENT NEW HOUSING DEVELOPMENTS

Despite growing demand, new housing developments are not keeping pace. In 2023, housing starts in Alberta decreased compared to the previous year.



**ROCKY VIEW FOUNDATION**

# **MAKING A DIFFERENCE**







## HEARTFELT IMPACT

BIG HILL LODGE - COCHRANE

At Big Hill Lodge, it's not just a typical senior's residence; it's a true home for all its residents. Since my mother moved in, her health has seen remarkable improvements. Despite her prior health concerns including type two diabetes and requiring oxygen, she's now thriving. Thanks to the engaging activities and social opportunities provided by your dedicated team, she's become healthier, needing less oxygen each day and even joining the social committee—a feat she never imagined before. Making friends and embracing a positive attitude, she's found a newfound sense of community and happiness. We cannot express enough gratitude for the exceptional care provided here. It's truly a blessing to have found such a wonderful home for my mother at Big Hill Lodge.





# HEARTFELT IMPACT

ROCKY VIEW LODGE - CROSSFILED

We're excited to welcome a couple from down the street to the Lodge. Initially hesitant to leave their home, they viewed it as relinquishing their independence. However, after touring the Lodge and meeting three former neighbours who now reside here, they were convinced of the benefits. RVL seamlessly integrates into our community here in Crossfield. Under this roof, many locals find solace in retirement, fostering a sense of community reminiscent of their years as neighbours.







# HEARTFELT IMPACT

## ABRIO PLACE - AIRDRIE

John's life journey led him through hard work in rural Alberta, yet as he reached his 70s and faced health challenges, his circumstances became more challenging. With no family nearby and relying solely on government pension benefits, John struggled to afford rent. As winter approached, he faced the harsh reality of homelessness, contemplating living in his car. Fortunately, John discovered Abrio Place and reached out to our team. Learning about our affordability formula gave him hope for a place he could call home. Today, John is settled comfortably, enjoying the safety and warmth of our community. His journey stands as proof of the profound impact RVF has on both residents and the wider community.





# HEARTFELT IMPACT

## INDEPENDENT LIVING MANORS

BEISKER - CROSSROADS MANOR

AIRDRIE - DIAMOND JUBILEE MANOR & SUITES

CROSSFIELD - DR. WHILLIAMS MANOR

COCHRANE - EVERGREEN MANOR

After the rent on my apartment increased, I knew I needed an alternative living option. I started looking into independent manors because they offered everything I needed to stay self-sufficient. When I walked into Diamond Jubilee, I was immediately impressed. It's a wonderful community where friendships thrive. We support each other through the ups and downs, and there's a real sense of togetherness. We also love to joke around and have fun, which is a big attraction for everyone. Living here makes me feel truly happy.





**ROCKY VIEW FOUNDATION**

# **MOVING FORWARD**





# MAINTAINING SAFE AND SECURE COMMUNITIES

Capital Maintenance Plan:  
Ensuring Essential Maintenance and  
Preparedness for Emergencies



# DEVELOPING NEW VIBRANT COMMUNITIES



- Build Partnerships
- Pursue Funding Opportunities
- Explore Land and Building Acquisition



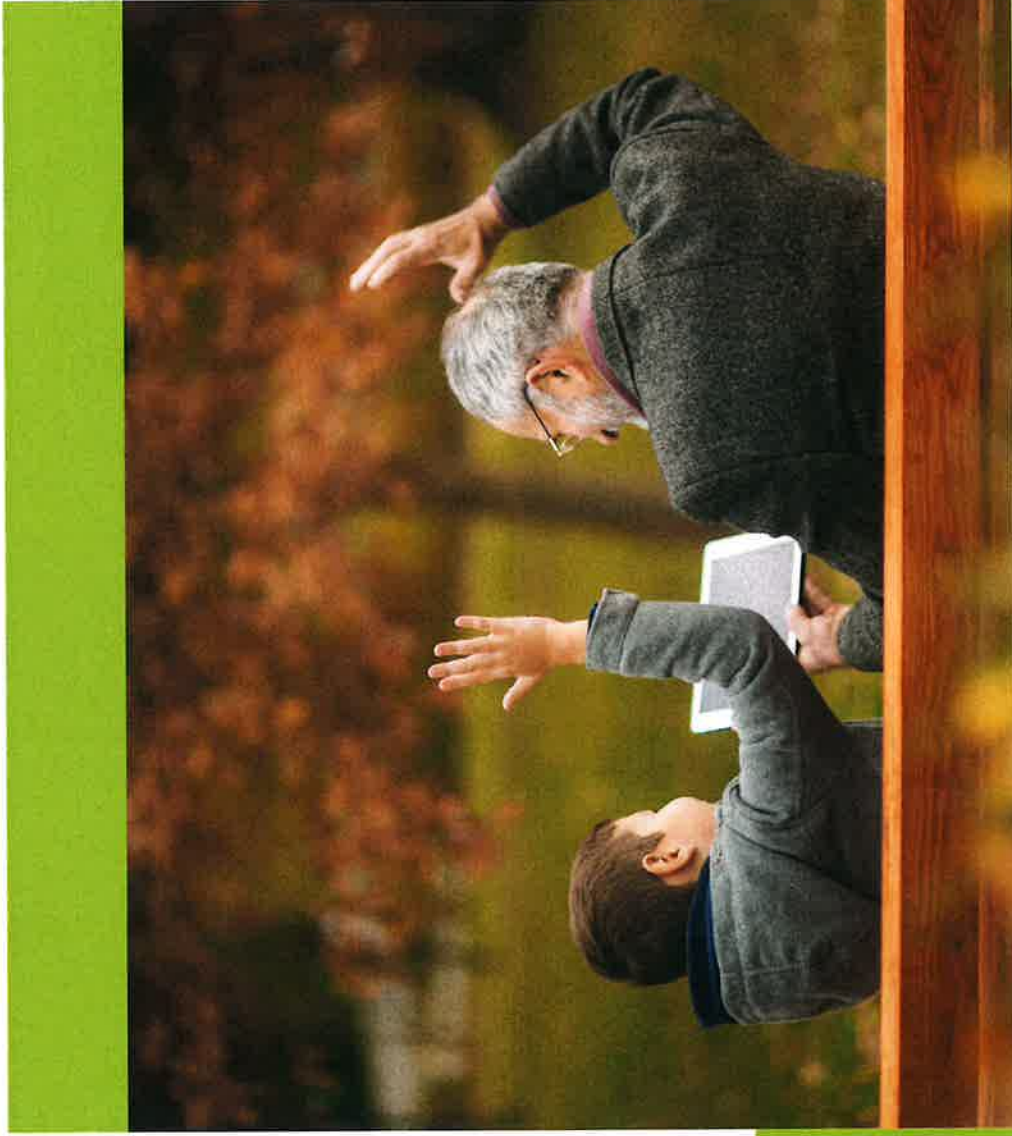
# THANK YOU

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Website : [www.rockyviewfoundation.org](http://www.rockyviewfoundation.org)

Email : [crowe@rockyviewfoundation.org](mailto:crowe@rockyviewfoundation.org)

Address: #103 - 58 Gateway Drive Ne, Airdrie



CAO REPORT – JUNE 24 2024

ROCKYVIEW COUNTY MUNICIPAL DEVELOPMENT PLAN MEETING – June 12, 2024

**Councillor Wise, John Richter (Economic Development Committee Chairman) and CAO Leslie attended the open house presentation that RVC hosted regarding the steps they are taking to revise their Municipal Development Plan. This was one of a series of meetings. In our case, Okotoks, Calgary, Airdrie and Chestermere folks were in the room. Basically, RVC has identified key areas of the county to work out planning and servicing issues.**

**ECONOMIC DEVELOPMENT COMMITTEE MEETING – June 12 2024**

I was asked to attend to hear a presentation from Aaron Latimer, Manager of Economic Development for Rockyview County. John Richter and I had met Aaron previously and he came out to the Beiseker EDC meeting by invitation.

Summary:

RVC has recently finished their Economic Development Strategy and council has approved key Sectors for growth including

- Agriculture – A map of the county shows ranchland in the West and cereal crop (for the most part) ag in the East. RVC Council's direction is to have Agriculture as the main source of activity in the NorthEast quadrant of the county (at least for the time being).
- Transportation/Logistics/Warehousing – Balzac – This area is the fastest growing development for TLW in Canada. The area of land around Balzac is perfect for this type of development as there are low property taxes and low operating costs. They have access to both roads and rail and small companies as well as larger ones like Walmart and Amazon have engaged in at least 10 year leases. This has resulted in huge assessment value increases (and property tax revenue) for the County
- Tourism/Entertainment/Hospitality – Bragg Creek  
A number of different ideas for development for this hamlet have been considered.
- Light manufacturaing/Agriculture – SouthEastern Corner of the County  
This includes the hamlets of Langdon, Conrich

RVC continues to work on Sector Profiles and marketing plans as well as a Regional Asset Map that will post data sets relating to transportation, available land, residential and other amenities so that potential developers can go to a website to match their requirements to available land in the county. This research includes both sector development and ideas for diversification, including Value Add Manufacturing, Data Centre development.

RVC is getting international interest especially since the components of access to land, electricity, natural gas, roads and rail are quite available. We asked that RVC consider including the rural-urbans (Beiseker and Irricana) in their asset maps.

The opportunities for the Beiseker Airport were also discussed

Lagoon:

I provided the committee with an update on the sludge survey and Sundre Wastewater Treatment facility project.

Communication:



I asked that the EDC consider providing information to the public about current projects and success stories in order to enhance public engagement and information.

#### ASPENLEAF – EFFLUENT WATER SALES

Ground crew came to Beiseker on June 18<sup>th</sup> for an onsite meeting and tour of the lagoon. Summary of the project for 2024 is as follows. The longest length of hose that they will lay is 32.5 km. They will be staging the project for the first week or so in July and should be done drawing water by the end of July. Then they move to Acme to service other areas. The wells that they are using this for are mostly oil, and some natural gas. They monitor water out from the lagoon and then measure it again at the well site. These reports are provided to Beiseker for billing. While the 2024 project will be done by the end of July, they are drilling wells in the area, so there is a good chance we will be asked to provide effluent water for at least another year.

#### FIRST AID

2 public works and 2 administrative staff attended first aid training on June 19<sup>th</sup>. Brook Swanson arranged this and we were able to co-train with Irricana staff.

#### ENFORCEMENT VEHICLE

This vehicle required over \$1600 in repairs the week of June 17, 2024. Council, Acme and Irricana were advised

#### MOWING ISSUES

We responded to concerns raised by ratepayers with regard to the mower issues that we had experienced in the last few weeks. We spoke to Public Works and made protocol that if we were experiencing machinery issues that we try to outsource equipment while ours is getting fixed. We also sent a thank you to the citizens that helped out with mowing some of the key areas in Beacon Heights. We apologize for the inconvenience that some of our residents experienced during this time and thank those who offered their patience and understanding.



# VILLAGE OF BEISEKER

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## Cheque Listing For Council

2024-Jun-19  
2:36:16PM

Cheque				Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name					
20240418	2024-06-11	COLLABRIA MASTERCARD			PAYMENT		2,815.65
				000308	SOURDOUGH EVENT	200.00	
				007930	ROAD PAINT	466.83	
				026177	DOLLARAMA SUPPLIES	140.91	
				027512	SOBEYS SUPPLIES	53.52	
				113509	WATER METER TESTED	157.50	
				18152	SUPPLIES	23.09	
				216524	METAL DETECTOR REPAIR	404.25	
				26451	SUPPLIES	19.99	
				4968986810	APRIL EMAIL	167.08	
				9047	GENERATOR & SUPPLIES	752.97	
				CA410L7BDACC	SUPPLIES	44.66	
				CA412NG0LACC	SUPPLIES	29.40	
				CA415NJCL7OI	POWER INVERTER	22.03	
				CA4SIJVOACCL	SQUARE READER	72.43	
				CA4Y4D9IACCL	MOUSE	20.99	
				MARTIN 24	EVENING WITH THE PREMIER	120.00	
				RICHTER 24	EVENING WITH THE PREMIER	120.00	
20240429	2024-06-12	MCKENZIE, DAVID			PAYMENT		225.00
				20240612	PW CASUAL	225.00	
20240430	2024-06-12	ONSTINE, TREVOR			PAYMENT		195.00
				20240612	PW CASUAL	195.00	
20240431	2024-06-12	DE SOUZA, CORRYINE			PAYMENT		761.25
				SFA19062024B	FIRST AID COURSE	761.25	
20240432	2024-06-18	RECEIVER GENERAL FOR CANADA			PAYMENT		15,081.09
				20240617	FEDERAL PAYROLL	15,081.09	
20240433	2024-06-18	RECEIVER GENERAL FOR CANADA			PAYMENT		839.29
				20240618	FEDERAL PAYROLL	839.29	
20240434	2024-06-25	AUTOMOTIVE LIFT REPAIR INC			PAYMENT		294.00
				202400235	HOIST REPAIR	294.00	
20240435	2024-06-25	AVALANCHE WASTE MANAGEMENT			PAYMENT		1,611.75
				0053951-IN	FURNITURE BIN	509.25	
				0053952-IN	FURNITURE BIN	367.50	
				0053953-IN	FURNITURE BIN	367.50	
				0053954-IN	FURNITURE BIN	367.50	
20240436	2024-06-25	BEISEKER REGISTRIES			PAYMENT		84.00
				0175870-00	MINI PUMPER REGISTRATION	84.00	
20240437	2024-06-25	COAST TO COAST MECHANICAL CONTRACTOR:			PAYMENT		5,414.27
				2844 A	RESOURCE CENTER MAINTENAI	1,363.88	
				2873	MAINTENANCE	769.84	
				2875	MAINTENANCE	2,389.21	
				2879	MAINTENANCE	502.64	
				2880	MAINTENANCE	388.70	
20240438	2024-06-25	DRUMHELLER & DIST. SOLID WASTE			PAYMENT		536.60
				MAY2024-61A	TIPPING FEES	536.60	
20240439	2024-06-25	NORWOOD WATERWORKS			PAYMENT		1,212.35
				6008221215	VALVE REPAIR	1,212.35	
20240440	2024-06-25	OAKCREEK GOLF & TURF INC.			PAYMENT		477.44
				1044122-00	MOWER PARTS	477.44	
20240441	2024-06-25	PERRY EITZEN ELECTRIC LTD.			PAYMENT		105.00
				2161	LIGHTNING REPAIRS	105.00	
20240442	2024-06-25	DOMINEY, CAMMIE			PAYMENT		72.23
				202405221	CREDIT BALANCE PAID	72.23	
20240443	2024-06-25	AMSC ENERGY			PAYMENT		15,982.91
				41041	MAY GAS AND POWER	15,982.91	



# VILLAGE OF BEISEKER

## Cheque Listing For Council

2024-Jun-19  
2:36:16PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240444	2024-06-25	PITNEY BOWES LEASING	JUNE 24	PAYMENT LEASE	219.84	219.84
20240445	2024-06-25	PITNEY WORKS	JUNE12/24 MAY14/24	PAYMENT POSTAGE POSTAGE	277.50 540.00	817.50
20240446	2024-06-25	ROCKY MOUNTAIN PHOENIX	IN030235	PAYMENT MINI PUMPER	82,851.43	82,851.43
20240447	2024-06-25	TELUS MOBILITY INC.	53	PAYMENT JUNE MOBILITY INVOICE	399.24	399.24
20240448	2024-06-25	WORKERS COMPENSATION BOARD	JUNE2024	PAYMENT JUNE	1,177.00	1,177.00
20240449	2024-06-25	TELUS MOBILITY INC.	54	PAYMENT JUNE LANDLINES	485.63	485.63
20240450	2024-06-25	TELUS COMMUNICATIONS INC.	105	PAYMENT JUNE LANDLINES/INTERNET	1,011.84	1,011.84
20240451	2024-06-25	ATR LOGISTICS	111486	PAYMENT TOW TO IRRICANA	294.63	294.63

**Total 132,964.94**

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

VILLAGE OF BEISEKER  
 OUTSTANDING LOANS  
 as at March 31 2024

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CONNECT FIRST CREDIT UNION				
DESCRIPTION	Feb 2024 Balance	Principal Paid Mar 2024	Mar 31 2024 Balance	Completion Date
LOAN #2 @ 4.5 OPERATING LOANS	\$42,553.10	(\$2,625.68)	\$ 39,927.42	June 1 2025
LOAN #1 @ 4.5 CAPITAL LOANS	\$25,062.56	(\$1,546.46)	\$23,516.10	June 1 2025
LOAN #3 @ 5% OPERATING LOAN	\$90,199.87	(\$1,342.25)	\$88,857.62	Dec 1 2028
LOAN #4 @ 4.190 MSI Cap Loan	\$115,609.92	(\$1,665.88)	\$113,944.04	Aug 1 2029
LOAN #5 Road Construction	\$678,411.61	(\$1,755.86)	\$676,655.75	Dec 31 2046
LOAN #6 Garbage Truck & Bins	\$59,517.06	(\$2,329.70)	\$57,187.36	March 1 2026
<b>TOTAL</b>	<b>\$1,011,354.12</b>	<b>(\$11,265.83)</b>	<b>\$1,000,088.29</b>	



Mar-24

	General Account 2024	General Account 2023	General Reserves	Shares	MSI	Airport Proceeds (15 month starting October 2023)
<b>GENERAL LEDGER</b>						
Net Balance at End of Previous Month	304,325.33	214,286.84	1,393.83	5,138.87	75,087.43	0
Deposits	182,533.64	179,749.43	20,356.71			469,000.00
Sub-Total	486,858.97	394,036.27	1616.94	5,138.87	75,230.92	469,000.00
LESS:---						
Disbursements for the Month	314,503.86	213,441.31	-			
Net Balance at the end of March 2024	172,355.11	180,594.96				
<b>BANK STATEMENT</b>						
Balaaance at the end of March 2024	255,511.01	208,914.91				
Add deposits outstanding	9,183.67	3,867.34				
Sub-Total	264,694.68	212,782.25				
Less Outstanding Cheques	-	32,187.29				
Net Balance at End of Month	172,355.11	180,594.96				
Outstanding deposits in GL - Not in Bank			Difference GL to Bank	-		

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VILLAGE OF BEISEKER  
 OUTSTANDING LOANS  
 as at April 30 2024

*Chernice*

CONNECT FIRST CREDIT UNION				
DESCRIPTION	March 2024 Balance	Principal Paid April 2024	Apr 30 2024 Balance	Completion Date
LOAN #2 @ 4.5 OPERATING LOANS	\$39,927.42	(\$2,625.48)	\$ 37,301.94	June 1 2025
LOAN #1 @ 4.5 CAPITAL LOANS	\$23,516.10	(\$1,546.35)	\$21,969.75	June 1 2025
LOAN #3 @ 5% OPERATING LOAN	\$88,857.62	(\$1,316.04)	\$87,541.58	Dec 1 2028
LOAN #4 @ 4.190 MSI Cap Loan	\$113,944.04	(\$1,656.09)	\$112,287.95	Aug 1 2029
LOAN #5 Road Construction	\$676,655.75	(\$1,810.75)	\$674,845.00	Dec 31 2046
LOAN #6 Garbage Truck & Bins	\$57,187.36	(\$2,326.64)	\$54,860.72	March 1 2026
FD Mini Pumper	\$87,341.00		\$87,341.00	May 1 2028
<b>TOTAL</b>	<b>\$1,087,429.29</b>	<b>(\$11,281.35)</b>	<b>\$1,076,147.94</b>	

Apr-24

	General Account 2024	General Account 2023	General Reserves	Shares	MSI	Airport Proceeds (15 month starting October 2023)
<b>GENERAL LEDGER</b>						
Net Balance at End of Previous Month	172,355.11	180,594.96	331,419.94			0
Deposits	478,430.46	271,257.34	2,000.00	5,138.87	75,230.92	469,000.00
Sub-Total	650,785.57	451,852.30	1500.91		139.13	
			334,920.85	5,138.87	75,370.05	469,000.00
LESS:---						
Disbursements for the Month	280,599.38	276,501.48				
Net Balance at the end of March 2024	370,186.19	175,350.82				
<b>BANK STATEMENT</b>						
Balaance at the end of March 2024	425,083.85	228,229.38				
Add deposits outstanding	20.00	5,503.71				
Sub-Total	425,103.85	233,733.09				
Less Outstanding Cheques	54,917.66	58,382.27				
Net Balance at End of Month	370,186.19	175,350.82				
Outstanding deposits in GL - Not in Bank			Difference GL to Bank	-		

Lot grading deposit

Item 7a

**COUNCIL NOTES – THIRD READING BYLAW 2024-04 FIREWORKS BYLAW – June 24 2024**

After deliberating this bylaw in previous meetings, the following motion was made at the June 10, 2024 Council Meeting:

**Res#2024-145**      *Councillor Wise made motion to bring Fireworks Bylaw #2024-04 to Council for third reading at the June 24, 2024 meeting as originally presented with the provision that current retailers of fireworks in Beiseker have until September 1, 2024 to cease sales of fireworks in the Village.      CARRIED*

We have also provided the suggested announcement to the public that will be posted on Social Media, our website and in the Newsletter. A letter will be sent to the local retailers in relation to Clause 4.1 that was changed to address Motion 2024-145.

This Bylaw requires third and final reading before it can come into effect.

**BYLAW 2024-04  
VILLAGE OF BEISEKER  
FIREWORKS BYLAW**

**A BYLAW IN THE VILLAGE OF BEISEKER, IN THE PROVINCE OF ALBERTA TO REGULATE, CLASSIFY AND CONTROL THE SALE AND USE OF FIREWORKS.**

**WHEREAS**, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended Council may enact bylaws for municipal purposes, respecting the safety, health and welfare of people and protection of property;

**AND WHEREAS**, as pursuant Section 8 of the *Municipal Government Act*. RSA 2000, as amended, a Council may, in a bylaw, regulate or prohibit and provide for a system of licenses, permits or approvals;

**AND WHEREAS**, the Council for the Village of Beiseker recognizes that fireworks are explosive devices which are classified as dangerous goods under the Alberta Fire Code and which, when used improperly by untrained persons, can cause injury, damage, fire and death;

**AND WHEREAS**, the Council for the Village of Beiseker deems it desirable and necessary in order to protect and preserve the safety and welfare of its citizens to prohibit the sale of fireworks and regulate fireworks permits within the geographical limits of the Village of Beiseker.

**NOW THEREFORE**, the Council of the Village of Beiseker, duly assembled, enacts as follows:

**1. CITATION**

This bylaw shall be cited as the Beiseker Fireworks Bylaw.

**2. DEFINITIONS**

In this bylaw, unless context otherwise requires:

- a) ALBERTA FIRE CODE means the National fire Code – 2019 Alberta Edition as amended or repealed and replaced from time to time;
- b) CAO shall mean the Chief Administrative Officer of the Village of Beiseker or their delegate.
- c) CONSUMER FIREWORKS fireworks are low-hazard and designed for recreational use. They include items such as Roman candles, sparklers, fountains, volcanoes, mines, and snakes. These fireworks are classified as F.1. under the *Explosives Act* and Regulations.
- d) COUNCIL shall mean the body of elected officials for the Village of Beiseker.
- e) DISPLAY FIREWORKS are high-hazard and designed for professional use. They include items such as aerial shells, cakes, Roman candles, waterfalls, lances, and wheels. These fireworks are classified as F.2. under the *Explosives Act* and Regulations.
- f) ENFORCEMENT OFFICER shall mean a Community Peace Officer, Bylaw Enforcement Officer, RCMP or another person appointed by the Village and who is authorized to enforce the Bylaws of the Village of Beiseker.
- g) EVENT means an event where Fireworks are used, shown or displayed
- h) EXPLOSIVES ACT means the *Explosives Act*. RSC 1985, c-E17 and the regulations enacted thereunder as amended or repealed and replaced from time to time.
- i) FIRE DEPARTMENT means the Beiseker Fire Department
- j) FIRECRACKER means any device that explodes instantaneously when ignited and does not produce any subsequent display or visible effect after the explosion and includes, but is not limited to, those devices commonly known as Chinese firecrackers, but does not include paper caps containing not more than 16.2 mg (1/4 grain) of explosive per cap or devices to be used with the paper caps such as Christmas crackers and caps used in cap pistols (guns).
- k) FIREWORKS means Display fireworks, Consumer Fireworks and Special Effect Pyrotechnics Fireworks.

**BYLAW 2024-04  
VILLAGE OF BEISEKER  
FIREWORKS BYLAW**

**6. FIRECRACKERS**

- 6.1 No Person shall possess, handle, discharge, fire or set off Firecrackers within the Village.
- 6.2 No Person shall display, offer for sale or sell Firecrackers within the Village.

**7. REQUIREMENT FOR FIREWORKS PERMIT**

- 7.1 No Person shall discharge, fire or set off Fireworks within the Village without first obtaining a Fireworks Permit.
- 7.2 Fireworks Permits will only be issued for Display or Special Effect Pyrotechnics Fireworks. Consumer Fireworks are not permitted to be stored, discharged or set off in the Village.
- 7.3 An application for a Fireworks Permit must be submitted in the form prescribed by the Village (See Schedule "B") a minimum of three weeks prior to the Event, and be accompanied by:
  - a) the application fee as set out in the *Beiseker Fees and Schedules Bylaw*
  - b) details of the location, date and time of the Event; and
  - c) a list of all Fireworks to be used during the Event; and
  - d) a copy of the written permission of the landowner to use their land for the Fireworks Event (if the Person who is discharging, firing or setting off the Fireworks is not the landowner).
  - e) a drawing or map depicting physical access to be provided for fire and emergency vehicles at the Event;
  - f) the free zone area of clear distance between the point of launch and occupied area at the Event;
  - g) the emergency plan for the Event that includes:
    - a. Details and procedures for dealing with an emergency (large and small)
    - b. Materials and equipment onsite for fire extinguishment
    - c. Hot zone security details and site plan
    - d. Details for cool down, dismantling of show, clean up and disposal of debris and fallout
    - e. Signage for public notification onsite and adjacent public areas
    - f. Details for following day inspection
    - g. Product list including manufacturer, type, size and quantity of fireworks to be used during event.
  - h) Certificate of liability insurance in the amount of not less than \$5,000,000.00, naming the Village as an additional insured.
  - i) the name, address and certification number of the Fireworks Display Supervisor or Pyrotechnician (Technician) under whose supervision the Event shall be held.
  - j) the name, address and certification numbers of all other display supervisors, Pyrotechnicians and assistants participating in the Event, if applicable, and
  - k) Any other information as required by the Village.
- 7.4 Submitting false or misleading information on a Fireworks permit is an offence.
- 7.5 The Village may require additional information from the applicant to ensure the public's safety and may, at its discretion, issue a Fireworks Permit, with or without conditions, or refuse to issue a Fireworks Permit.
- 7.6 No Fireworks Permit will be issued to a Minor.
- 7.7 The Village, at its discretion, may suspend or revoke a Fireworks Permit:

**BYLAW 2024-04  
VILLAGE OF BEISEKER  
FIREWORKS BYLAW**

- 9.3 Any person who interferes with or obstructs an Enforcement Officer in the execution of the Enforcement Officer's duties under this bylaw is guilty of an offence.
- 9.4 The onus of proving a person has a valid and subsisting permit is on the person alleging its existence.

**10. ENFORCEMENT MEASURES**

- 10.1 Nothing in this bylaw precludes an Enforcement Officer taking any enforcement measures available in another bylaw or enactment in addition to issuing a Municipal Tag or Violation Ticket for an offence.
- 10.2 An Enforcement Officer is a designated officer of the Village with the power to conduct inspections, take enforcement action, and order any person to remedy a contravention pursuant to the Municipal Government Act, or as provided for and in accordance with any other enactment or bylaw.

**11. MUNICIPAL TAG**

- 11.1 An Enforcement Officer may issue and serve a Municipal Tag on any person that the Enforcement Officer has reasonable and probable grounds to believe has contravened a provision of this or any other bylaw or enactment by:
- a) personally serving the Municipal Tag on the person; or
  - b) mailing a copy of the Municipal Tag by pre-paid post to the address provided on the permit holder's permit application, or to the person's last known postal address.
- 11.2 A Municipal Tag shall be in a form approved by the CAO and shall state:
- a) the name of the person to whom the Municipal Tag is issued;
  - b) particulars of the contravention under this bylaw;
  - c) the specified penalty for the offence as set out in Schedule "A";
  - d) that the specified penalty must be paid within 10 days of the issuance of the Municipal Tag in order to avoid prosecution; and
  - e) any other information as may be required by the CAO.

**12. VIOLATION TICKET**

- 12.1 If a Municipal Tag has been issued and the specified penalty on the Municipal Tag has not been paid within the prescribed time, an Enforcement Officer may issue a Violation Ticket to the person whom the Municipal Tag was issued.
- 12.2 An Enforcement Officer may, in the Officer's sole discretion, elect to issue and serve a Violation Ticket without first issuing a Municipal Tag.
- 12.3 An Enforcement Officer is authorized to issue a Violation Ticket, to any person the Enforcement Officer believes on reasonable and probable grounds has committed an offence under this bylaw, under Part 2 or Part 3 of the *Provincial Offences Procedure Act*
- 12.4 A Violation Ticket shall be in the prescribed form and shall:
- a) state the specific penalty for the offence as set out in Schedule "A"; or
  - b) require a person to appear in Provincial Court with or without the alternative of making a voluntary payment.

**13. PENALTIES**

- 13.1 A person guilty of an offence under this bylaw is liable upon summary conviction to a penalty in an amount not less than the amount specified in Schedule "A" of this bylaw, or if not prescribed in Schedule

**BYLAW 2024-04  
VILLAGE OF BEISEKER  
FIREWORKS BYLAW**

<b>SCHEDULE "A" SPECIFIED PENALTIES</b>		
<b>SECTION</b>	<b>VIOLATION</b>	<b>PENALTY</b>
4(4.1)	Unauthorized display or sale of Fireworks	\$1500.00
5(5.1)	Possessing, Handling or Discharging Fireworks without a Valid Fireworks Permit	\$ 700.00
5(5.2)	Possessing, Handling or Discharging Fireworks contrary to the terms and conditions of a Fireworks Permit	\$1300.00
5(5.3)	Failure to obtain permission of property owner and providing the written permission to the Village prior to discharging of fireworks	\$ 500.00
5(5.4)	Storage, Handling or Discharge of Consumer Fireworks in an unsafe manner or a manner that creates a nuisance	\$ 500.00
5(5.5)	Failure to ensure Fireworks are not accessible to a minor	\$ 500.00
6(6.1)	Possession, Handling or Discharge of Firecrackers	\$ 700.00
6(6.2)	Display, Offer for Sale or Selling of Firecrackers	\$1300.00
7(7.1)	Failure to obtain a Fireworks Permit	\$ 700.00
7(7.2)	Store/Discharge of Consumer Fireworks within the Village	\$ 700.00
7(7.4)	Making a false/misleading statement/information to obtain a Fireworks Permit	\$ 700.00
8(8.2)	Discharge Fireworks from a building, motor vehicle or a highway	\$1300.00
8(8.4)	Discharge of Display/Special Effects Fireworks on privately-owned property in an area that is designated for residential use as per the Municipality's Land Use Bylaw	\$ 1300.00
8.6(a)	Failure to have fully operational fire extinguishing equipment at the event	\$ 700.00
8.6(b)	Failure to produce a valid Fireworks Permit upon demand	\$ 700.00
8.6(c)	Obstruct an inspection upon demand	\$1000.00
8.7(a)	Fail to carry out site inspection immediately after event	\$1200.00
8.7(b)	Remove unused or partly used Fireworks from the site	\$500.00
8.7(c)	Remove all debris from site	\$500.00
8.7(d)	Fail to ensure site has been returned to the condition it was prior to event	\$500.00
8.8	Fail to take reasonable steps to ensure no harm to persons or property damage	\$ 700.00
9.3	Interfere with or obstructs an Enforcement Officer in the execution of the Enforcement Officer's duties	\$1300.00



**BYLAW 2024-04  
VILLAGE OF BEISEKER  
FIREWORKS BYLAW**

**FIREWORKS PERMIT CONDITONS**

- a) No Fireworks Permit will be issued to a Minor
- b) A Fireworks Permit may be revoked:
  - a. for reasons of non-compliance with the *Alberta Fire Code*, the *Explosives Act*, Village of Beiseker Fireworks Bylaw, or any other act or legislation, or non-compliance with the terms and conditions of the Fireworks Permit; or
  - b. due to changes in environmental conditions; or
  - c. for any reasons relating to safety to Persons or property.
- c) Permit Holder must confirm no fire ban or advisory is in place on the day of the display. Fire ban/advisory status can be found at [albertafirebans.ca](http://albertafirebans.ca).
- d) A site inspection may be required prior to and the day after the display
- e) The Permit Holder must have certification and permit available during the event.

**Please complete and submit this form, other requirements and fee at least three weeks prior to the Event Date to allow for sufficient processing and inspections if required.**

**AUTHORIZATION:**

*I CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND ACKNOWLEDGE MY AUTHORIZATION OF THE INFORMATION TO BE USED FOR THE PURPOSES IDENTIFIED BELOW.*

**SIGNATURE:**

**DATE:**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Display Fireworks Supervisor

**APPROVALS**

**A COPY OF THE APPROVED APPLICATION WILL SERVE AS A FIREWORKS PERMIT:**

**SIGNATURE:**

**DATE:**

\_\_\_\_\_  
Fire Chief, Village of Beiseker

\_\_\_\_\_  
Chief Administrative Officer, Village of Beiseker

*The personal information requested on this form is being collected under the authority of Section 33 (c ) of the Freedom of Information and Privacy (FOIP) Act. The information collected will be used to provide a record of fireworks permits issued by the Village of Beiseker. If you have any questions about the collection or use of your personal information, contact the Village of Beiseker FOIP Coordinator at 700 1<sup>st</sup> Avenue, Beiseker AB T0M 0G0, [beiseker@beiseker.com](mailto:beiseker@beiseker.com) 403-947-3774*

## **Village of Beiseker Bylaw 2024-04 Fireworks Bylaw**

At the June 24, 2024 Regular Council Meeting, the Council of the Village of Beiseker passed Bylaw 2024-04 <https://beiseker.com/bylaws-policies>.

For the protection of citizens, property, and the environment from potential danger and disruption from improper and/or unsafe use, Bylaw 2024-04 prohibits fireworks and pyrotechnics from being ignited or fired except by a trained and certified professional with a Fireworks Permit. This includes consumer fireworks that have been purchased or ordered outside of Beiseker.

The sale of fireworks in the Village of Beiseker will be prohibited as of September 1, 2024, to allow local businesses to deplete or sell off current inventory.

Certified professionals can obtain Fire permit applications at the Village office. Please call or email us if you require any information regarding this bylaw at 403-947-3774 or [beiseker@beiseker.com](mailto:beiseker@beiseker.com).

Use of fireworks or pyrotechnics without a permit is in violation of the National Fire Code (Alberta Edition) or Village of Beiseker bylaws and may result in fines or prosecution.

We appreciate our community's participation in helping to keep our Village safe.

Village of Beiseker

Item 7b

Council Notes -- Bylaw 2024-07 Borrowing Bylaw 2021 Ford F350 Public Works Truck -- June 24 2024

Please see attached Bylaw that requires passing by Council in order to obtain the loan from Connect First for \$21,006.02 for the purchase of this vehicle.

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**BYLAW 2024-07  
VILLAGE OF BEISEKER  
BORROWING BYLAW – MUNICIPAL EXPENDITURES**

WHEREAS the Council of the Village of Beiseker (hereafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures of the Corporation for its financial year commencing January 1, 2024;

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Village of Beiseker as a Bylaw that:

1. The Corporation do borrow from Connect First Credit Union (hereafter called "Connect First) sums of money from time to time in the said financial year as required to meet current expenditures of the Corporation in the said financial year, provided that the total principal amount owed to Connect First at any one time hereunder shall not exceed the sum of TWENTY ONE THOUSAND AND SIX DOLLARS AND TWO CENTS (\$21,006.02).
2. The Mayor and Chief Administrative Officer are hereby authorized for and on behalf of the corporation:
  - (a) to apply to Connect First for the aforesaid loan to the Corporation; and
  - (b) to obtain advance monies from Connect First in the said financial year by way of line of credit on the Corporation's account at a Connect First Branch or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by Connect First; and
  - (c) to execute on behalf of the corporation such as bills, debentures, promissory notes or similar forms of obligation as Connect First may require as evidence of and security for all sums borrowed hereunder;
  - (d) and each document executed as aforesaid shall be valid and binding upon the corporation according to its tenure, and Connect First shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this Bylaw.
3. Notwithstanding the foregoing, the Mayor and Chief Administrative Officer shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowing of the corporation such that all amounts borrowed and outstanding by the Corporation at any one time to Connect First and to all other persons, firms and corporations shall not exceed the amount of the taxes levied or estimated to be levied by the Corporation for the said financial year.
4. All sums borrowed as aforesaid or so much thereof as from time to time remains unpaid shall bear interest at a rate not to exceed eight per centum (8.0%) established from time to time by Connect First, and such interest shall be calculated and due and payable monthly.
5. All sums authorized to be borrowed hereunder, including interest, shall be due and payable as outlined in the payment scheduled. They will be retired in full no later than five years.
6. As security for payment of money borrowed hereunder, the Corporation hereby charges to and in favour of Connect First the whole of the taxes levied or to be levied by the corporation, requisitions made or to be made by the Corporation and all other money due or accruing due to the Corporation

**BYLAW 2024-07  
 VILLAGE OF BEISEKER  
 BORROWING BYLAW – MUNICIPAL EXPENDITURES**

and the Mayor and Chief Administrative Officer of the corporation are hereby authorized on behalf and in the name of the Corporation to execute and deliver to Connect First such security documents as Connect First may require in relation to the foregoing charge. The said charge shall be collateral to the obligation of the Corporation to repay with interest all sums borrowed from Connect First and Connect First Branches shall not be bound to recover any such taxes, requisitions or other monies before being entitled to payment from the Corporation.

7. In the event the Council of the Corporation decides to extend the said loan Connect First is prepared to extend the said loan, any renewal or extension bill, debenture, promissory note or other obligation executed by the officers designated in paragraph 2 hereof and delivered to Connect First shall be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension bill, debenture, promissory note or other obligation, and Connect First shall not be bound to inquire into the authority of such officers to execute and deliver any such renewal or extension document.

8. This Bylaw comes into force on the final passing thereof

READ A FIRST TIME this      day of                    , 2024  
 READ A SECOND TIME this      day of                    , 2024  
 Unanimous permission given to have Third and Final Reading this      day of                    , 2024  
 READ A THIRD TIME AND FINALLY PASSED this      day of                    , 2024

\_\_\_\_\_   
 MAYOR, David Ledoyen

\_\_\_\_\_   
 CAO, Heather Leslie

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**COUNCIL NOTES – REQUEST TO EXTENSION - PERMANENT PLACE OF SEA CANS – 85 BEACON HEIGHTS ROAD – June 24, 2024**

The following motion was recorded at the December 11, 2023 Council meeting.

**4. Delegations**

**Res#2023-280**

**a) Micheal Groves/Amy Peoples – Request for Sea Can on Residential Property**

*Councillor Snyder made motion to approve the request for the permanent placement of a sea can on the property at 85 Beacon Heights Road, with consideration that this property is a 1.97 acre parcel in R-1 Zoning and that the following conditions of the development permit will be met:*

*a) Landowner to provide a development permit application with plans and proper site plan showing location of the structure on the property.*

*b) That if two sea cans are placed, a common roof will be constructed covering both sea cans to create one structure. If one sea can is used for the structure, a roof will be constructed over the structure.*

*c) That the roof and any other additions to the structure will be approved by building permit and any other discipline that is applicable (gas/plumbing/electrical)*

*d) That the exterior materials/paint colour will be pre-approved by the Development Authority*

*e) That the adjacent landowners will be provided notice of the development permit to offer them an opportunity to appeal (as this is not an established permitted use under Land Use Bylaw 2019-04)*

*f) That the property must be in compliance with the Community Standards Bylaw 2023-04 or any other bylaw by June 30, 2024*

*g) That construction of the structure be completed by June 30, 2024.*

**CARRIED**

The property owner came to see CAO Leslie on June 18<sup>th</sup> and this was followed up by a written request that can be summarized as follows:

Due to some delay with financing the construction of the sea can building will not be done by June, 30, 2024. The property owner is requesting that this be extended to August 31, 2024.

All vehicles will be parked on a gravel pad by June 23, 2024.

The financing has been secured as of June 19<sup>th</sup>. The property owner is waiting for confirmation of materials delivery.

The property owner confirmed that the project can be complete by Aug 31, 2024.

**Since the initial request to waive the requirements of the Land Use Bylaw was decided by Council, we request that they consider this extension. Enforcement and Administration have no problem with the extension.**

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COUNCIL NOTES – GHG REDUCTION PATHWAYS – APPLICATION FOR FCM AND PROVINCIAL FUNDING –  
June 24 2024

The attached document is a report from Hummingbird Energy and Sustainable Project Group (SPG) regarding a proposal for them to provide application for the GHG Reduction Pathway Feasibility Study Funding from FCM (Federation of Canadian Municipalities - \$82,040.64) and to the Province of Alberta for additional funding of about \$7500.00.

The grant advisor with Hummingbird/SPG advised that the FCM application is likely to get approved and there is a good chance that we could also be awarded the Provincial grant money that is also approved to be used for this study.

The study basically provides a review of historical data and physical inspection of the village owned buildings to provide information on changes/upgrades that can be made to increase energy efficiency and reduce GHG emissions over both the short and long term.

If we were approved for both funds, the cost for this study for the Village would be about \$12,500.00.

The FCM project would not have to be completed for three years and the province funding program requires that the project be done within two years. This would allow the Village to start in 2025 and add these costs to the operating budget and/or determine to use reserve funds.

If we were successful with both applications, we reserve the right to send the contract for engineering services for the study out for proposal – we are not tied to using Hummingbird/SPG.

Hummingbird/SPG said that the study will likely come up with some low cost or no cost actions/modifications to buildings that will help to recoup the \$12,500 in a short period of time. After that, we receive a report that outlines changes that would enhance efficiency and reduce emissions in the short and long term, including Class C costs (at least to the current time).

**If we are to proceed with the application for these funding programs, we require a motion from Council.**



# GHG Reduction Pathways Proposal

May 27, 2024

**Prepared for:**  
**Beiseker**  
**Heather Leslie**

Prepared by:

**Hummingbird Energy & Sustainable Projects Group**

3122 114 Ave SE, Calgary, AB | [www.suspg.com](http://www.suspg.com) | 1-855-888-8355



# EXECUTIVE SUMMARY

The following proposal outlines SPG's approach and cost to develop a GHG Reduction Pathway Feasibility Study for Beiseker for the buildings shown below.

Site Names	Scope of Study
Village Office/Museum	ASHRAE Level 2 energy audit, BCA
Arena	ASHRAE Level 2 energy audit, BCA
Community Hall	ASHRAE Level 2 energy audit, BCA
Public Works Shop	ASHRAE Level 2 energy audit, BCA
Resource Centre (Library/Playschool/Community Org)	ASHRAE Level 2 energy audit, BCA
Water Fill Station (non-Potable)	BCA
Storm Lift station	BCA
Wastewater Lift Station	BCA

## FCM GHG REDUCTION PATHWAY FEASIBILITY STUDY

Through its Green Municipal Fund, the Federation of Canadian Municipalities is offering funding for municipalities to carry out GHG Reduction Pathway Feasibility Studies on their community buildings. Studies of this nature are vital in ensuring decision makers are presented with accurate and actionable data that consider the unique features of each building and align carbon reduction measure recommendations with capital plans and life cycle considerations. This approach also ensures a holistic, whole-building assessment with opportunities for stakeholder engagement and collaboration.

The GHG Reduction Pathway studies will involve detailed site assessments, energy modelling, design workshops, and measure-level analysis, which will result in the development of a GHG reduction pathway for each facility. Following a decision-making workshop, the final pathways will be summarized in a detailed report which can be used by the Town to guide capital projects in the coming years.

SPG will also support in the development of any applications to the FCM and will provide the required documentation to the program throughout the project in order to adhere to the program guidelines.

## PROJECT SCOPE

The following section outlines SPG's recommended scope of work for completing the GHG Reduction Pathway Feasibility Study. Note that this scope meets the requirements outlined in the FCM Guidebook and ensures a holistic and comprehensive report while optimizing cost per building. The municipality may choose to adjust the scope based on their review of the program guidebook.

## DATA COLLECTION

- Review of historical building data, including 3-5 years of utility bills (natural gas, heating oil, electricity, etc.), previous energy audits and building condition assessments (BCAs), and other relevant data.
- ASHRAE Level 2 Energy Audit for each facility
- Building Condition Assessment for each facility (Note that the FCA recommends that BCAs be conducted on facilities who have not completed a condition assessment within the last 5 years). ?

## CALIBRATED ENERGY MODELLING

- A calibrated baseline energy model will be developed in accordance with ASHRAE 14 standards, using RETScreen modelling software.

## DESIGN WORKSHOP

- Workshop held with all relevant stakeholders (building operators, capital planners, asset managers, energy management staff, and key decision makers)
- Introduce the project, present preliminary findings on the buildings, guide the engineering and project analysis direction in the upcoming phases.
- May be held via video-conference or in-person.

## MEASURE LEVEL ANALYSIS

- In-depth analysis of each energy efficiency and GHG emissions reduction measure, according to the priorities established in the Design Workshop.
- Each recommendation will include:
  - Measure name, description and expected lifetime
  - Capital Cost (absolute and incremental)
  - Anticipated energy use reduction (GJ)
  - Anticipated GHG emissions reduction (total and percentage reduction (tCO<sub>2</sub>e, %))
  - GHG Intensity (tCO<sub>2</sub>e/m<sup>2</sup>), Energy Use Intensity (kWh/m<sup>2</sup>), Thermal Energy Demand Intensity (kWh/m<sup>2</sup>)
  - Maintenance and utility savings
  - Simple payback (years) and Net present value (NPV)
  - Recommendations, assumptions, and next steps
- Costing will be performed to Class C standards (+/- 20-25%)

# GHG REDUCTION PATHWAY SCENARIO AND PACKAGE ANALYSIS



- Identified measures will be assembled into several packages which represent GHG reduction pathway scenarios.
- Packages to be developed include:
  - A **Minimum Performance** scenario, which includes:
    - A 10-year roadmap that achieves a minimum of 50% reduction of on-site GHG emissions compared against current performance.
    - A 20-year roadmap that achieves a minimum of 80% reduction of on-site GHG emissions compared against current performance.
  - A **Short-Term Deep Retrofit** scenario that achieves an 80% reduction of on-site GHG reductions within the first 5 years (likely through inclusion of additional funding and financing options)
    - *Note that an alternative scenario – Aggressive Decarbonization – may be developed instead at the request of the Municipality. The exact scenarios preferred may be discussed at the kick-off meeting.*

## DECISION MAKING WORKSHOP

- Workshop held with all relevant stakeholders (building operators, capital planners, asset managers, energy management staff, and key decision makers)
- Review the scenarios, decide on which GHG reduction pathway will be included in final report for each facility
- May be held via video-conference or in-person.

## FINAL REPORT

- Detailed report per facility with selected GHG Reduction Pathway
  - ASHRAE Level 2 energy audit
  - Building Condition Assessment
- Draft report submitted for review and feedback
- Final report presented to municipality, via video-conference or in-person.

# PROJECT COST

The following table outlines the proposed project cost, and the cost for each deliverable presented within the GHG Reduction Pathway. Pricing is based on being awarded the complete scope of work.

SITE NAME	ASHRAE LEVEL 2	BCA COST	SUBTOTAL
Village Office/Museum	\$10,018.80	\$6,651.60	\$16,670.40
Arena	\$11,185.20	\$6,769.20	\$17,954.40
Community Hall	\$10,018.80	\$6,651.60	\$16,670.40
Public Works Shop	\$11,067.60	\$6,651.60	\$17,719.20
Resource Centre (Library/Playschool/Community Org)	\$10,018.80	\$6,651.60	\$16,670.40
Water Fill Station (non-Potable)	\$0.00	\$5,622.00	\$5,622.00
Storm Lift station	\$0.00	\$5,622.00	\$5,622.00
Wastewater Lift Station	\$0.00	\$5,622.00	\$5,622.00
		<b>Grant Total</b>	<b>\$102,550.80</b>
		<i>Green Municipal Fund Incentives (80%)</i>	<b>-\$82,040.64</b>
		<b>Total After Incentives</b>	<b>\$20,510.16</b>

*\*Total costs do not include applicable taxes. Total costs are inclusive of travel and disbursements.*

# APPROVAL

**APPROVED BY CLIENT**

**APPROVAL SIGNATURE**

NAME:

POSITION:

## APPENDIX A: COMPANY PROFILE

Sustainable Projects Group (SPG) is a leading design-build energy efficiency company dedicated to driving actionable sustainability in the built environment. Our core focus revolves around sustainability consulting, energy and building data collection and modelling, engineering and design of retrofit solutions, electrical and mechanical installations, and construction management. We specialize in providing holistic solutions tailored to our diverse clientele, including commercial, industrial, municipal, institutional, and Indigenous clients.

At SPG, we excel in a wide range of services:

- **ASHRAE Level Energy Audits:** Our experienced team carries out ASHRAE energy audits, leveraging industry best practices to assess energy use and identify efficiency opportunities within buildings.
- **Building Condition Assessments (BCAs):** We perform comprehensive BCAs to evaluate the overall health of structures, ensuring that retrofit recommendations align with building needs.
- **Energy Modelling:** Our experts utilize advanced energy modelling techniques to predict and optimize building performance, offering data-driven insights for sustainability strategies.
- **Net Zero & Sustainability Consulting:** Our team provides consulting services for energy and carbon reduction roadmaps, ECDM's, net zero strategies, and climate change mitigation and adaptation.
- **Installations:** Our team of electrical installers can tackle projects large and small, including LED Lighting Upgrades and EV Charging Infrastructure.
- **Funding Support:** We provide extensive support in identifying and applying for available funding and financing opportunities.
- **Engineering Design:** Our engineering professionals design efficient retrofit solutions, covering electrical and mechanical systems.
- **Construction Management:** SPG's construction team manages retrofit projects, including mechanical and electrical installations, envelope improvements, HVAC upgrades, LED lighting, EV charging, and solar PV installation, ensuring seamless execution.
- **Software Services (JOB1):** Our proprietary software, JOB1, offers dynamic energy modelling, strategy optimization, project management, reporting, and measurement & verification, supporting actionable decarbonization planning across portfolios.

Comprising a multidisciplinary ensemble of professionals, including Professional Engineers (P.Eng.), Certified Energy Managers (CEMs), Certified Engineering Technologists (CETs), Master and Journeyman Electricians, energy auditors, project management experts, estimators, and more, we bring a wealth of expertise to every project. We hold an engineering permit to practice under the Association of Professional Engineers and Geoscientists of Alberta (APEGA) and Engineers and Geoscientists BC (EGBC) and are an approved program ally and contractor for energy efficiency networks across Canada. SPG is COR® certified, highlighting our dedication to health and safety.

## ABOUT HUMMINGBIRD ENERGY

Hummingbird Energy is a Canadian-based company focused on advancing sustainable energy solutions with a primary emphasis on assisting municipalities in understanding available funding options for green initiatives. Hummingbird Energy leverages cutting-edge solutions with municipal grant funding to create cost-efficient and environmentally friendly energy programs, prioritizing responsible practice and community engagement.



## APPENDIX B: PROJECT TEAM

SPG will use a team of energy analysts that have decades of experience in analyzing municipalities facilities across Canada. Detailed below is SPG's recommended team for this project:

### PROJECT MANAGEMENT TEAM



#### TEGAN GALLILEE- LANG, CEM

**Education:** BSc. Environmental Science  
**Certifications:** Certified Energy Manager (CEM)  
**Years of Experience:** 5  
**Role:** Project Manager



#### ADAM TROVATO, CET, BA, CEM, PLC

**Education:** BA in Political Science, Alternative Energy Technology Diploma  
**Certifications:** Certified Energy Manager (CEM), Certified Engineering Technologist (CET), Project Leadership Certificate (PLC)  
**Years of Experience:** 8  
**Role:** Client Manager

### ENERGY ENGINEERING TEAM

**Name:** Lindsey Tourand P.Eng, CEM, Leed Green Associate  
**Education:** Civil Engineering, UBC  
**Certifications:** P.Eng., CEM, LEED Green Associate, PTI Level 1 Inspector  
**Years of Experience:** 15  
**Role:** Lead Energy Engineer

**Name:** Veena Subramanyam, P.Eng  
**Education:** Bachelor of Engineering, MSc. Energy Management  
**Certifications:** P.Eng certified from APEGA, LEED AP (BD+C), Building Energy Audit Professional (ASHRAE)  
**Years of Experience:** 15  
**Role:** Energy Analyst

**Name:** Raied Hasan, P.Eng.  
**Education:** BSc. Electronics and Communications Engineering, BRAC University; MSc. Mechanical Engineering, University of Calgary  
**Certifications:** P.Eng (APEGA)  
**Years of Experience:** 13  
**Role:** Electrical Engineer/Renewable Energy Analyst

**Name:** Adam Whitehead, B.Eng, EIT, CEM, LEED GA  
**Education:** B.Eng in Architectural Conservation and Sustainability Engineering  
**Certifications:** Certified Energy Manager (CEM), Engineer in Training (EIT), LEED GA  
**Years of Experience:** 5  
**Role:** Energy Analyst

**Name:** Thomas Patrick, M.Eng, EIT  
**Education:** BSc. in Civil Engineering, M.Eng in Engineering Management  
**Certifications:** Engineer in Training (EIT), Energy Manager in Training (EMIT), Certified Measurement & Verification Professional in Training (CMVPIT)  
**Years of Experience:** 5  
**Role:** Energy Analyst

## APPENDIX C: REFERENCE PROJECTS

### TOWN OF HIGH LEVEL GHG FEASIBILITY STUDY

**Contract Value:** \$105,211

**Project Timeline:** May 2023–August 2023

**Project Description:** The Town of High Level in Northern Alberta recently partnered with Sustainable Projects Group (SPG) to develop a Greenhouse Gas (GHG) Emissions Reduction Pathway Feasibility Study for their municipal building portfolio.

The primary aim of the project was to offer practical insights into reducing emissions associated with municipal buildings.

This project encompassed on-site energy audits and building condition assessments (BCAs) conducted on six key municipal facilities: the High Level Airport Terminal, Aquatic Centre, Firehall, Museum, Town Hall, and Water Treatment Plant. Our energy audits adhered to an ASHRAE Level 2 standard, with expanded scope to ensure a thorough evaluation of building energy systems, vital for supporting effective energy and GHG emissions reduction strategies. Multiple stakeholder workshops were conducted, serving to convey audit and BCA findings, present recommended energy conservation measures (ECMs), engage Town stakeholders—comprising building operators, maintenance personnel, and Town representatives—discuss potential projects, outline GHG emissions reduction pathways, and define subsequent steps. These workshops were organized through a combination of videoconferencing and in-person sessions. We completed three GHG reduction pathways along with a baseline case for the Town assets.

Throughout the project's duration, we maintained close collaboration with representatives from the Town of High Level, as well as with the Federation of Canadian Municipalities, ensuring that the project scope aligned seamlessly with study requirements, thereby facilitating a smooth submission process. Bi-weekly virtual meetings were held to provide updates on project advancements and gather valuable stakeholder input. The GHG pathways, along with energy audit and BCA reports, were compiled and presented to the Town. These were then amalgamated into a single report so that the Town has a comprehensive strategy for achieving emissions reduction goals.

### ASENIWUCHE WINEWAK NATION COMMUNITY ENERGY PLAN AND RENEWABLE PRE-FEASIBILITY STUDY

**Contract Value:** \$174,598

**Project Timeline:** September 2022–June 2023

**Project Description:** SPG was contracted by Aseniwuche Winewak Nation (AWN) to conduct a Community Energy Plan and Renewable Pre-Feasibility Study. This study was fully funded by the federal Smart Renewables and Electrification Pathways Capacity Building Program. The primary aim was to empower AWN with the tools to make informed capital decisions based on extensive research and data, ultimately fostering their role as environmental stewards and indigenous champions of green energy.

To identify potential energy reduction initiatives, SPG conducted two comprehensive site visits encompassing residential (93) and community (6) buildings, along with a review of the surrounding areas to assess potential for large scale renewable energy projects. Subsequent energy modeling and desktop analyses of the data collected during these visits revealed numerous energy conservation measures (ECMs) and renewable energy projects. These projects were presented to the community to provide detailed information and to solicit feedback on priority areas. Following these consultations, a criteria matrix was applied, taking into account GHG reduction potential, financial feasibility, community acceptance, and alignment with replacement timing to rank the projects. SPG also identified available funding opportunities that could support the implementation of these projects.

SPG worked closely with AWN sustainability representative to gather information on the community and share knowledge on energy modelling and renewable energy assessment techniques and technologies. Several stakeholder engagement sessions were held with AWN community members to introduce the project, identify key projects and garner feedback on desired pathways, and present the final findings, again garnering feedback on any desired updates before issuing the final report. The final deliverable is a comprehensive report that represents a collaborative effort between SPG and AWN.

## GOVERNMENT OF YUKON ENERGY AUDITS & BCAS

**Contract Value:** \$444,315

**Project Timeline:** January 2021- January 2022

**Project Description:** SPG was commissioned by the Government of Yukon to undertake a comprehensive initiative involving fifty-two (52) ASHRAE Level 2 energy audits and one-hundred ninety-three (193) building condition assessments (BCAs) for municipal assets in Whitehorse, Yukon. The purpose of these assessments and corresponding reports was to inform and guide strategic planning for the Yukon Government's energy and reduction projects required to meet their goals of reducing corporate emissions.

Each municipal asset was assessed according to building condition assessment (BCA) and ASHRAE energy audit standards. Buildings included a variety of institutional and public infrastructure, including K-12 schools, the university, airport facilities, and warehouse and storage facilities, and civic amenities.

BCAs included information on each facility's structural, architectural, mechanical, and electrical systems as well as system component conditions, replacement cost values, and recommendations for upgrades. Energy audit reports included an assessment of the current conditions of the building and relevant systems, utility analysis, proposed energy conservation measures (ECMs) (inclusive of capital improvements and any relevant changes to the operation and maintenance procedures and costs). All ECMs include energy and cost savings, GHG reduction potential, and cost analysis. A consolidated spreadsheet outlining all recommended ECMs was included, encapsulating best practices for maintenance, retrofit protocols, and a comprehensive cost-benefit analysis, taking into account both financial and ecological considerations.

## APPENDIX D: FIRM & PROJECT EXPERIENCE

SPG specializes in conducting energy & sustainability consulting projects, which includes ASHRAE level energy audits, ECDMs, GHG Reduction Pathway Projects, Community Energy Plans, and so on. Our qualified staff come from various backgrounds, including certified energy managers (CEMs), energy managers in training, engineers, and electricians, which gives us extensive experience in assessing, modelling, and analyzing building data to arrive at actionable energy conservation measures that save our clients' money and energy and significantly reduce GHG emissions.

An overview of our relevant experience in energy consulting is outlined below.

### MUNICIPAL EXPERIENCE

- Town of Caledon- GHG Reduction Pathway Study on 30+ buildings
- Municipality of Clarington- GHG Reduction Pathway on 10+ buildings
- Yukon Government (City of Whitehorse) - 52 ASHRAE Level 2 audits/193 Building Condition Assessments, Net Zero Strategy, ISO 50001 certification consulting
- City of Regina, SK- 42 ASHRAE Level 2 audits, 8 ASHRAE Level 3 audits
- Town of Smithers, BC- 8 ASHRAE Level 2 audits and BCAs
- Town of High Level, AB- 6 ASHRAE Level 2 audits and BCAs on municipal buildings for FCM's GHG Reduction Feasibility Study
- City of St. Albert, AB- 2 ASHRAE Level 2 audits at St. Albert Place & Fountain Park Rec Centre
- City of Wetaskiwin, AB- ASHRAE Level 2 energy audit
- Town of Nanton, Nanton, AB- ASHRAE Level 2 energy audit
- City of Edmonton, Edmonton, AB- 5 ASHRAE Level 2 energy audits
- Birch Hills County EV Charging Design & Installation (Level 3 & 2 Chargers)
- City of St. Albert, BOMA Certifications & ASHRAE Level 2 energy audits
- Government of Alberta - 163 Level 2 energy audits for schools, health services, institutional buildings, and industrial buildings

### INSTITUTIONAL EXPERIENCE

- Yukon University, Whitehorse, Yukon- 11 ASHRAE Level 2 energy audits, building condition assessments & strategy building
- Red River College, Winnipeg, Manitoba- 19 Level 2 energy audits and Net-Zero strategy development
- Northern Alberta Institute of Technology (NAIT), Edmonton, AB – ASHRAE Level II energy audits on HP Centre and NCAT Building
- University of Calgary Downtown Campus, Calgary, AB- Campus energy strategy
- Southern Alberta Institute of Technology (SAIT) (Senator Burns Building)- ASHRAE Level II energy audit and LED retrofit installation project
- Olds College, Olds, AB- Campus energy strategy
- School District 10 (Arrow Lakes), BC- 4 ASHRAE Level 2 energy audits
- School District 19 (Revelstoke), BC- 4 ASHRAE Level 2 energy audits
- School District 20 (Kootenay-Columbia)- 11 ASHRAE Level 2 energy audits
- Parks Canada- Glacier National Park Rogers Pass Energy Demand Assessment
- Alberta Private Schools, Level III Assessments

## INDIGENOUS EXPERIENCE

- Conayt Friendship Society – 7 BCAs on Vancouver Island, BC, performed for Aboriginal Housing Management Association (AHMA)
- Aseniwuche Winewak Nation of Canada- 10 ASHRAE Level 2 audits, Community Energy Plan development
- Siksika First Nation Green Energy Plan
- M'akola Housing Cooperation- 2 ASHRAE Level 2 audits
- Upper Nicola Band, BC- Energy Advisor
- Gwa'sala-'Nakwaxda'xw Nations -5 ASHRAE Level 2 audits
- Paddle Prairie Métis Settlement -11 ASHRAE Level 2 audits
- Lubicon Lake Band- 5 ASHRAE Level 2 audits
- Bears paw First Nation -10 ASHRAE Level 2 audits, federal funding support for retrofit projects, Community Energy Plan and Community Renewable Plan development
- Blue Quills College- 5 ASHRAE Level 2 audits
- Peerless Trout First Nation - 4 ASHRAE Level 2 audits, Community Energy Plan
- Alexander First Nation -11 ASHRAE Level 2 audits, federal funding support for retrofit projects, Solar PV Feasibility Study, and Community Energy Plan
- Aboriginal Housing Management Society- ASHRAE Level II audits on 2 housing collectives
- Kwakiutl First Nation – 3 ASHRAE Level II audits on community buildings
- Fishing Lake Metis Settlement Community Energy Plan
- Elizabeth Metis Settlement Utility Scale Solar PV Feasibility Study
- Beaver Lake First Nation Community Energy Plan

## PROPERTY MANAGEMENT EXPERIENCE

- Icegates Holdings- 5 ASHRAE Level II audits for housing cooperatives in Edmonton, AB
- Avenue Living- 30 Level 2 energy audits, with support in applying for IREE funding. Hired as Prime Consultant for carrying out energy retrofits at 10 facilities in 2023.
- Northview REIT - More than 200 Level 2 and 3 audits across most provinces and territories
- Northview REIT- Yellowknife- 13 ASHRAE Level 2 energy audits in MURB facilities in Yellowknife, NWT
- QuadReal Property Group- 63 ASHRAE Level 2 energy audits across multi-unit residential portfolio in Victoria, Vancouver, Calgary, Nova Scotia, and Toronto
- Rosewood Housing Co-operative- ASHRAE Level II audits in Moosejaw, SK
- Kalaka Housing Co-operative – ASHRAE Level II audits in Edmonton, AB
- Aldergrove Housing Co-operative – ASHRAE Level II audits in Edmonton, AB
- Heritage Hills Housing Co-operative- ASHRAE Level II audits in St. Albert, AB

# APPENDIX E: TERMS AND CONDITIONS

## Normal Working Hours

Unless otherwise specified this proposal is based on normal working daytime hours based on straight time rate. Hours worked outside of daytime hours may be subject to premium or overtime rate.

## Sales Tax

Pricing does not include applicable regional and federal sales tax.

## Payment Terms

Payment terms Net 30 Days from invoice date.

Please note that the following deposit structures will be required, depending on proposal cost:

**Less than \$10K** - a 50% deposit is required prior to initial site visit. The remaining 50% will be invoiced upon report completion and approval.

**Greater than \$10K** - The following payment schedule will be carried out for the above scope:

- 30% deposit prior to initial site assessments
- 50% deposit on completion of site assessments, prior to SPG submission of report draft(s)
- Final payment (20%) upon report completion and approval

**Greater than \$30K** - Client will be progress billed monthly until project completion.

## Proposal Labor Pricing Validity

Proposal labor pricing is firm for 30 days from proposal submission date.

## Proposal Material Pricing Validity

Due to current global economic and supply chain disruptions, material pricing is firm for 7 days from proposal submission date.

## Access

Proposal pricing is based on having reasonable access to all areas included in project scope for crew and materials to execute scope.

## Incentives

SPG will make all reasonable efforts to secure estimated incentive values as listed within this proposal, however actual final value of incentives may differ based upon program approvals.



*Handwritten signature*

Administration is requesting the decision from Council on how to offer “Free Transfer Site” days for 2025 and forward.

There was some confusion and insufficient communication to the event in 2024 that we hope to rectify:

### History

In the past, Beiseker has offered various means of offering the residents of Beiseker an opportunity to have access to ‘free’ dumping at the Transfer Site in an effort to get our residents to help ‘beautify’ the Village. This has ranged in different campaigns from public works picking up all types of items (large and regular garbage) on the front of lawns, to opening up the transfer site for the ‘free’ drop off of any item that is normally accepted.

### 2023

Due to the high (and increasing) cost of the bins that the Village is charged for large items (furniture in particular), we changed the criteria for the ‘free transfer site days’ to household garbage for Beiseker residents only. Unfortunately, our Transfer Site employee misunderstood the criteria that we set out and accepted all articles from residents with a Beiseker PO Box. We tracked the items that were dropped off as well as the extra bins that were collected. **The total lost revenue (approx. \$1300) and extra bin charges resulted in a total of \$2500.00 loss to the village.**

We averaged 42 visits to the site on each of the “free days” – July 8 and 15

### 2024

In 2024, we repeated the same criteria as 2023 “household garbage to Beiseker residents only”. Due to miscommunication with one department, there was an original posting about what would be accepted and this was corrected on Social Media. The newsletter had the correct posting. Public Works, Administration and the Transfer Site employee met ahead of time to ensure everyone had the same information.

We had 40 visits on June 15, collected \$278 in revenue for charged items and \$180.00 of ‘free’ fees. We did not have the data to report what the visits/revenue was for June 22 in time for this meeting.

### Average Saturday collection:

May 2023 \$226 per day (20 visits)

May 2024 \$156.00 per day (23 visits)

*Obviously, this the weather would have an impact on the number of people using the site and what materials (yard materials, etc.) would be dumped.*

### **Recommended Criteria**

Of the 8 staff involved in the meeting on June 17<sup>th</sup>, half of which are ratepayers, the following recommendation was provided:

Given that the Village continues to lose money both in the garbage and recycling departments, for the amount of ‘free’ service that was provided in 2023, compared to the cost, we did not feel that offering ‘free’ dumping other than regular household garbage was something that should be continued. Further, we heard from a couple of residents that just offering ‘free’ household, bagged garbage was not an effective way of helping to ‘beautify’ the Village.

There was a discussion about how many other municipalities do not offer this service and that offering it on only two days during the summer may encourage people to accumulate items/garbage on their property to wait for the 'free' day. That every resident should be responsible for the disposal of their own garbage (large or regular garbage) and that the extra cost of the free days should not be borne by the rest of the ratepayers (residential and non-residential).

If the campaign were to stay the same in 2025, "residential household garage only". We would take the reference to village beautification out of the communication and add that 'free' household garbage would have to be bagged.

Having said all that, given the size of our garbage bins, we don't feel it would be necessary to offer free dumping days at all, as any regular household should be able to fit garbage into these containers, especially since they are picked up weekly.

Another idea that came up, that was turned down by Administration was to offer a coupon to every household that would provide a 'discount' on dumping fees for two Saturdays in the summer. Irricana offers a 20% discount. We would find this to be cumbersome to calculate (we have only one transfer site employee), but it would help to ensure that every household had fair access to the free service.

**Please provide Council's decision on whether or not this practice of offering any free fees for the transfer site should be continued, and if so, what the criteria should be. Considerations:**

- **Who should be included (Just Beiseker Residents? – not commercial, not out of town?)**
- **Should ALL items be included, or just bagged household garbage**
- **Should coupons be sent to all households, or perhaps people could come to the Village Office to pay for coupons in advance, where we can check addresses, ensure that only one coupon per household and perhaps charge a nominal fee for the coupon?**

**Or**

- **Continue with the same criteria as 2024 with changes to the public announcement**

**Or**

- **Cancel the program**

COUNCIL NOTES – CAPITAL BUDGET 2024-2029 – June 24, 2024

The information below provides for current and future grant funding for capital projects. The information required for sidewalks is unfortunately, not complete. We were unable to find a contractor to provide concrete services to date and a list of project sites will be provided to council if this work can be done in 2024. We request permission to complete the valve work first to ensure there are no overruns.

**We require a motion from Council to approve this budget and we will keep Council updated on projects.**

**CAPITAL BUDGET - VILLAGE OF BEISEKER - 2024-2029**

CCBF

	Carry Forward	Funding	Interest Earned	Project	Balance	
2020						
2021	-	50,000.00			50,000.00	Project was roadwork
2022	50,000.00	50,000.00		- 62,000.00	38,000.00	2022 Spent Water Bypass and Final Holdback on Road project
2023						Sidewalks Beaver Place - From Chinook Road to the alley (south side) - 100 LM of 1.4 Sidewalk. 210 5th Street - 6 meters of sidewalk and 5 meters of curb and gutter. 222 9th Street 7 meters of sidewalk. 214 9th Street 6 meters of sidewalk and 9m x 4m of asphalt
2024	38,000.00	50,000.00		- 59,000.00	29,000.00	
	29,000.00	50,000.00			<b>79,000.00</b>	
<b>LGFF</b>						
2021					134,811.00	

*Items*

2022	134,811.00	123,992.00			-200,000.00	58,803.00	Lagoon Rehab 2023 funds were not applied for
2023	58,803.00	123,770.00	1,598.00			184,171.00	
2024	184,171.00	257,413.00				<b>441,584.00</b>	
<b>TOTAL AVAILABLE TO SPEND IN 2024</b>						<b>520,584.00</b>	
<b>ASSUMED FUTURE FUNDING</b>							
<b>CCBF</b>	Carry Forward	Funding				Balance	
	-					-	
2025	-	50,000.00				50,000.00	
2026	50,000.00	50,000.00				100,000.00	
2027	100,000.00	50,000.00				150,000.00	
2028	150,000.00	50,000.00				200,000.00	
2029	200,000.00	50,000.00				250,000.00	
<b>LGFF</b>							
	-					-	
2025	-	257,413.00				257,413.00	
2026	257,413.00	257,413.00				514,826.00	
2027	514,826.00	257,413.00				772,239.00	
2028	772,239.00	257,413.00				1,029,652.00	
2029	1,029,652.00	123,770.00				1,153,422.00	

**Village of Beiseker  
2024-2029 Budget**

**Available funds**

CCBF \$ 79,000.00  
 LGFF \$ 441,584.00  
**TOTAL AVAIL 2023 \$ 520,584.00**

**2024 Budget**

1	Sidewalks	\$ 50,000.00	Locations to be updated for 2024 (will be provided depending on cost of Valve Project)
2	Valves	\$ 90,000.00	4 locations - 1st Avenue and Fourth Street. 2nd Ave and 4th Street and 2nd Avenue and 5th Street. Lagoon Discharge Valve, Campground Valve. <b>Estimated at \$15k per valve</b>
3	Reservoir Valve Repair and Engineering	\$ 23,827.70	Quote from KNIBB 20230621 (June 2023). Pressure Relief Valve
4	Engineering for 9th Street	\$ 68,000.00	Preliminary Quote on road widening and infrastructure replacement from 1st Ave to 4th Ave. Detailed Construction and Construction Plan for 1st Ave to 2nd Avenue
		\$ 231,827.70	

**Remaining amounts to be saved  
for future project**

\$ 288,756.30

**FUTURE PROJECTS**

<p>4<sup>th</sup> Ave from 7<sup>th</sup> Street to 9<sup>th</sup> Street has A/C piping (asbestos cement) for the water distribution. Although it is not a hazard by any means at this time, eventually you will require professionals to remove and dispose of it.</p>		
<p>5<sup>th</sup> Street from 1<sup>st</sup> Ave to 4<sup>th</sup> Ave. This road needs sewer upgrade from at least 1<sup>st</sup> Ave to 2<sup>nd</sup> Ave before paving it.</p>		<p>In progress - Engineering 2024 (Preliminary Quote on road widening and infrastructure replacement from 1st Ave to 4th Ave. Detailed Construction and Construction Plan for 1st Ave to 2nd Avenue)</p>
<p>2nd Ave in front of the school needs full replacement as well from Hwy 72 to 6<sup>th</sup> Street</p>		<p>2nd Avenue paving done (large potholes) in 2024 under operating budget</p>
<p>Paving on valve replacement locations from 2024</p>		
<p>Proper Scata and Alarm system for Reservoir and Lift Stations</p>		



COUNCIL NOTES – WATER CONSERVATION AND RESTRICTIONS – June 24 2024

The attached documents relating to Water Conservation and Restrictions are presented to Council for adoption. Each of the urban municipalities that are on the Aqua 7 Regional Water Commission are providing these to their respective Councils prior to the end of June, 2024 with the hopes of getting full cooperation and alignment.

- **Memorandum of Understanding for Aligned Water Restriction Measures**

This document was prepared by Aqua 7. There were no objections from any Administrators regarding the content. To date (June 18), Carbon has adopted.

Schedule A on this document is the formal list of **Outdoor Water Usage and Restriction Stages**

This document was also prepared by Aqua 7. Clarification of some of the restrictions is provided in the Beiseker policy

- **Policy – WS-2 Village of Beiseker Water Conservation Management Policy**

This policy outlines the specifics of measure that will be taken and guidelines to follow as it relates to imposing water conservation or restriction measures. Each municipality listed on the MOU will have their own policy, however, attempts were made to keep these as consistent as possible.

- **Bylaw 2024-08 Utilities Bylaw**

Bylaw 2022-03 Utilities bylaw has been revised to provide for the enforcement of restriction outlined in the policy and will be used only if there is clear, intentional breach of the Policy/Restrictions after reminders.

- **Examples of Water Conservation Communications**

Just an example of the type of communication the Village of Beiseker will use to communicate responsible water conservation and usage practices.

If all approvals are received, we will start conservation communications, provide information on the website and social media so we can educate the public regarding these new rules and ensure that all affected staff are clear on the steps required should restrictions be imposed.

We currently have 6 ‘high consumption’ business operations that we would contact directly during any restrictions above Stage 2 to ensure they are properly informed of the conservation expectations. These operations are currently using or have used in the recent past, more than 100 cu metres of water in a billing period. This includes the school and the arena that we would obviously not contact if they are not operating.

There was a previous question about the Campground with regard to water restrictions. Since these would be considered ‘dwellings’ for the most part, we would certainly have the campground attendants advise the campers of the restrictions, however, since there are no regulations regarding indoor use, they would really not be affected.

Requested motion:

- To approve the MOU
- To approve the Policy
- Motions to pass the Bylaw

# **Memorandum of Understanding for Aligned Water Restriction Measures**

Between:

**Village of Acme**

**Village of Beiseker**

**Village of Carbon**

**Town of Irricana**

**Village of Linden**

("the Municipalities")

## **Purpose:**

This Memorandum of Understanding (MOU) is established between the Municipalities to formalize their commitment to voluntarily implement coordinated water restrictions aimed at conserving water resources and promoting sustainable water use.

## **Objectives:**

1. To ensure sustainable water management and conservation across the Municipalities.
2. To coordinate efforts in reducing water consumption, especially during periods of drought or water scarcity in a way that is fair and consistent for residents and businesses within the Municipalities.
3. To promote public awareness and education regarding the importance of water conservation.
4. To standardize water restriction measures across the Municipalities for consistency, effectiveness, and public awareness.

## **Water Restriction Levels:**

The Municipalities agree to implement uniform water restriction levels as jointly determined and included in this MOU as Appendix A.

Appendix A may be modified upon resolution of all of the Municipalities.

**Authority:**

The Manager of the Aqua 7 Regional Water System will establish common criteria and trigger points for initiating each level of water restriction based on water availability, weather patterns, and other relevant factors.

The Manager of the Aqua 7 Regional Water System will, in writing, inform the respective CAOs of the Municipalities of any change from one restriction level to any other restriction level. This will normally be done via email.

**Public Communication:**

The Municipalities will jointly develop and disseminate public information campaigns to inform residents about the water restrictions, their importance, and ways to comply.

**Monitoring:**

Each Municipality will be responsible for monitoring water use practices within their respective jurisdiction.

Each Municipality will be responsible for their own enforcement mechanisms regarding water restrictions within their jurisdiction.

**Term:**

This MOU will be in effect for the 2024 calendar year. It may be extended upon agreement of the Municipalities.

**Emergency Exemption:**

Water restrictions implemented under this MOU shall include exemptions for emergency use. Such exemptions may include, but are not limited to:

- I. Firefighting activities;
- II. System maintenance and repair; and,
- III. Any other emergency situations deemed necessary by the relevant authorities to protect public safety, health, and infrastructure.

**Responsibilities:**

The Municipalities will work together to:

- I. Review and align the water restriction stages;
- II. Align public information and communications materials; and,
- III. Follow the direction regarding water restriction levels as informed by the Manager of the Aqua 7 Regional Water Commission.

**Termination:**

Any Municipality may withdraw from this MOU by providing 14 days written notice to the other Municipalities.

**Signatures:**

**Village of Acme**

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Bruce McLeod, Mayor

Date:

---

Gary Sawatzky, CAO

Date:

**Village of Carbon**

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Travis Cormier, Mayor

Date:

---

Jeannette Austin, CAO

Date:

**Village of Linden**

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Kelly Klassen, Mayor

Date:

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Lynda Vanderwoerd, CAO

Date:

**Village of Beiseker**

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David Ledoyen, Mayor

Date:

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Heather Leslie, CAO

Date:

**Town of Irricana**

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Jim Bryson, Mayor

Date:

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Doug Hafichuk, CAO

Date:



## Outdoor Water Usage and Restriction Stages

Water restriction stages for potable water from the Municipal water system will increase or decrease depending on *Water Shortage Advisories*. (The use of water collected in rain barrels / totes are not subject to these restrictions)

**Stage 1 is in effect year-round.**

***This policy does NOT regulate water usage inside your home (bathing, cooking, cleaning, in-home dialysis, etc.)***

**Watering of food bearing plants will be exempt from these stages. An "even/odd" address system will be used to alternate outdoor water use for homes and businesses.**

Residents and business owners are encouraged to be always mindful and conserve water and use rain barrels / captured water.

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
<p><b>RESIDENTIAL</b> <b>Scheduled/timed sprinklers:</b> Recommended to limit to 1.5 – 2.0 hours of watering per day, if required.</p>	<p><b>RESIDENTIAL</b> Outdoor use is limited to <b>4 days</b> a week. <b>Even Address Numbers:</b> Sun   Tues   Wed   Fri <b>Odd Address Numbers:</b> Mon   Tues   Thurs   Sat <b>Scheduled/timed sprinklers:</b> Limit to 1.5 hours between 8am-12pm or 6pm-10pm on permitted days.</p>	<p><b>RESIDENTIAL</b> Outdoor use is limited to <b>3 days</b> a week. <b>Even Address Numbers:</b> Sun   Wed   Fri <b>Odd Address Numbers:</b> Tues   Thurs   Sat <b>Scheduled/timed sprinklers:</b> Limit to 1.0 hour between 8am-12pm or 6pm-10pm on permitted days. <b>Water tank/hot tub/pool fill:</b> <b>NOT</b> permitted.</p>	<p><b>RESIDENTIAL</b> Outdoor use is limited to <b>1 day</b> a week. <b>Even Address Numbers:</b> Wednesdays <b>Odd Address Numbers:</b> Thursdays <b>Scheduled/timed sprinklers:</b> Limit to 0.5 hour between 8am-10 am or 6pm-8pm on permitted days. <b>Water tank/hot tub/pool fill:</b> <b>NOT</b> permitted.</p>	<p><b>RESIDENTIAL</b> Outdoor use is <b>NOT</b> permitted. <b>Water tank/hot tub/pool fill:</b> <b>NOT</b> permitted.</p>
<p>----- <b>BUSINESSES</b> <b>Water based operations should conserve water appropriately.</b></p>	<p>----- <b>BUSINESSES</b> <b>Water based operations should be limited to 12 hours per day</b> for high consumption industrial users.</p>	<p>----- <b>BUSINESSES</b> <b>Water based operation should be limited to 8 hours per day</b> for high consumption industrial users.</p>	<p>----- <b>BUSINESSES</b> <b>Water based operations should be limited to 5 hours Monday to Friday</b> for high consumption industrial users.</p>	<p>----- <b>BUSINESSES</b> <b>Water based operations should be limited to 3 hours</b> for high consumption industrial users.</p>
<p>----- <b>MUNICIPAL</b> <b>Potable watering activities</b> <b>Includes:</b> Flowers/plants, wastewater and hydrant system flushing, and street sweeping.</p>	<p>----- <b>MUNICIPAL</b> <b>Potable watering activities are limited to 4 days per week.</b> <b>Includes:</b> Flowers/plants, wastewater and hydrant system flushing, and street sweeping.</p>	<p>----- <b>MUNICIPAL</b> <b>Potable watering activities are limited to 3 days per week.</b> <b>Includes:</b> Flowers/plants, wastewater and hydrant system flushing, and street sweeping.</p>	<p>----- <b>MUNICIPAL</b> <b>Potable watering activities are limited to 1 day per week.</b> <b>Includes:</b> Flowers/plants, wastewater and hydrant system flushing, and street sweeping.</p>	<p>----- <b>MUNICIPAL</b> <b>Potable watering activities are not permitted.</b> <b>Includes:</b> Flowers/plants, wastewater and hydrant system flushing, and street sweeping.</p>

**\*Critical and Emergency Use by Municipalities Exempt from Restrictions\***

**Municipalities maintain the right to use water for emergency situations including, but not limited to: Firefighting, water main breaks, sewer backups, sewer line maintenance, dangerous road conditions and other emergency situations.**

Should a user not follow the restrictions outlined above after being provided notice from the municipality of new stage being entered, the user may be subject to fines according to the Municipality's Bylaw(s).





v

<b>Title</b>	<b>Water Conservation Management Policy</b>	<b>POLICY NO: WS-2</b>
<b>Purpose</b>	<b>To provide guidance to water consumers in the Village of Beiseker during times of drought, high usage seasons and emergency situations</b>	
<b>Policy:</b> This policy establishes rules and expectations intended to conserve water in the Village when required.		

### **Definitions:**

Within this Policy, the following definitions apply:

- a) *Alberta Emergency Alert* – a public warning system in Alberta that warns the public of impending or occurring emergencies affecting a specific area and instructions/actions pertaining to the emergency
- b) *Business* – refers to both Commercial and Industrial properties
- c) *CAO* – Chief Administrative Officer of the Village of Beiseker or their delegate
- d) *Drought* – a period of insufficient precipitation producing drier than normal conditions which may cause large-scale environmental impact on the ecosystems, agriculture and/or the economy of an area.
- e) *High Consumption Users* – refers to commercial and industrial businesses that routinely use or consume large volumes of water during operations. A list of these users has been established by the Village of Beiseker
- f) *Memorandum of Understanding for Aligned Water Restriction Measures* – refers to an agreement signed by all urban municipalities of the Aqua 7 Regional Water Commission to formalize their commitment to voluntarily implement coordinated water restrictions aimed at conserving water resources and promoting sustainable water use.
- g) *Outdoor Water Use* – outside water consumption such as, but not limited to washing cars, watering gardens and lawns, greenhouses and outdoor sprinklers
- h) *Peak Season* – refers to the months that have the highest water consumption on average, typically May to September
- i) *Potable* – means water that has been treated to be safe for human consumption
- j) *Residential* – areas occupied by private homes
- k) *Restriction* – a limit, control or measure of water usage
- l) *State of Local Emergency* – SOLE – The declaration of a State of Local Emergency by Village Council in order do everything necessary to prevent or limit loss of life and damage to property or the environment.
- m) *Village* – refers to the Village of Beiseker, elected officials and authorized representatives
- n) *Water Conservation* – means strategies used to limit or control water usage
- o) *Water Management Areas* – areas of the province usually defined by watersheds
- p) *Watershed* – a land area that channels rainfall and snowmelt to creeks, streams and rivers and eventually to outflow points such as reservoirs, bays and the ocean
- q) *Water Shortage Advisory* – refers to a precautionary control measure to notify users of water supplies of potential shortages in a given area.

## **General Information**

- a) The Government of Alberta has published *Water Shortage Management Stages* in an effort to communicate plans that the provincial government will take to address drought conditions. If there are Water Management Areas under Water Shortage Advisories and continued insufficient precipitation in the province, the risk of a large-scale drought may occur.
- b) The Village of Beiseker receives potable water from the Aqua 7 Regional Water Commission. This water comes from the Red Deer River and is treated at the Drumheller Water Treatment Plant.

## **Responsibilities**

- a) In accordance with the Authorities established by the *Memorandum of Understanding for Aligned Water Restriction Measures* for the urban municipalities using the Aqua 7 Water system, the Manager of the Aqua 7 Regional Water system will establish common criteria and trigger water restrictions based on the factors outlined in the MOU. The Manager of the Aqua 7 Regional Water System will inform respective CAO's of the Municipalities in writing of any change in water restriction levels.
- b) In accordance with (a), the CAO will keep record of all direction received from other authorities (Province/Aqua 7) to impose or change water restrictions.
- c) In the case of a local or provincial state of emergency, decisions will be made according to the direction of the province and/or local authorities.
- d) In the case of a water related emergency or circumstances occurring only in the Village of Beiseker, the CAO has the authority to determine and impose water restriction stages.

## **Education Resources**

- a) The Village of Beiseker will make every effort to inform all water consumers of the potential risks and ways to conserve water as follows:
- i. Utility Bill inserts (when reasonable to do so)
  - ii. Social Media posts
  - iii. Electronic Board messages
  - iv. Notices posted on bulletin boards throughout the Village
  - v. Newsletter notifications (when reasonable to do so)
  - vi. Alberta Emergency Alert – when applicable
- b) In accordance with the *Memorandum of Understanding for Aligned Water Restriction Measures*, the Village of Beiseker will make every effort to jointly develop and disseminate public information with the other urban municipalities.

## Communication

The Village of Beiseker will make every effort to inform all water consumers when changes to *Water Usage and Restriction Changes* are made. The following will be accomplished by the end of the business day that the restriction or change is implemented:

- i. Notice provided by social media
- ii. Notices posted on electronic bulletin board
- iii. Notice provided by mass email (to all properties where the Village has email addresses) including all staff and council
- iv. Printed notices on all bulletin boards as soon as access can be obtained, preferably on the same or next business day
- v. On the Village of Beiseker website.
- vi. On the Alberta Emergency Alert application
- vii. Direct communication with High Consumption Users
- vii. **Stage 5 – Door to Door Information delivery**

All notifications will be updated/removed on the same business day that a water restriction is lifted entirely. (Note iv. – notices to be physically removed)

### Procedure (See *Outdoor Water Usage and Restrictions Stages* document)

- a) It is the responsibility of all persons and organizations within the Village to exercise water conservation strategies throughout the year. Stage 1 restrictions are in effect year-round.
- b) When Stage 2 – 4 Water Restrictions are imposed, the “odd/even” street addresses will apply. Any properties that are defined by unit number or trailer parks for example, will follow the odd/even rule. Further, high consumption Commercial or Industrial businesses will be limited to a number of hours of use per day per the *Outdoor Water Usage and Restriction Stages* document.
- c) While the priority for this policy is to educate and encourage compliance to responsible water conservation and /or restrictions, the Beiseker Water/Wastewater Bylaw provides for enforcement and penalties when restrictions are not adhered to.
- d) Regular communication to the public advising of ways to conserve and use water responsibly will be provided Village.
- e) The Village of Beiseker will promote the use of water collection in rain barrels or other containers. These are not subject to any of the Restriction Stages.
- f) The Restriction Stages do not regulate water usage inside homes (bathing, cooking, cleaning, in-home dialysis, etc.), however all users are encouraged to always conserve water responsibly.
- g) Watering of food bearing plants is exempt from the Restriction Stages
- h) The Village of Beiseker maintains the right to use and restrict water for emergency situations including, but not limited to firefighting, water/wastewater maintenance/repairs, dangerous road conditions and other emergency situations.

i) Restriction Stages (OUTDOOR)

i. Stage 1

Residential – Recommended 1.5 to 2 hours per day, if required.

Business - Water based operations should conserve water appropriately

Municipal – **Potable watering includes** flowers/plants, wastewater and hydrant flushing, street sweeping, or any other water use required for providing service.

ii. Stage 2

Residential – Outdoor use is limited to 4 days per week for 1.5 hours between 8am to 12 pm or 6pm and 10pm on permitted days.

Even number addresses on Sunday, Tuesday, Wednesday and Friday.

Odd number addresses on Monday, Tuesday, Thursday and Saturday.

Business – Water operations are limited to 12 hours per day for high consumption Users

Municipal – Potable watering limited to 4 days per week.

iii. Stage 3

Residential – Outdoor use is limited to 3 days per week for 1 hour between 8am and 12pm or 6pm to 10 pm on permitted days.

Even number addresses on Sunday, Wednesday and Friday

Odd number addresses on Tuesday, Thursday and Saturday

Water tank/Hot Tub and Pool fills are not permitted

Business – Water operations are limited to 8 hours per day for high consumption Users

Municipal – Potable watering activities are limited to 3 days per week.

iv. Stage 4

Residential – Outdoor use is limited to 1 day per week for 0.5 hours between 8am to 10am or 6pm to 8pm on permitted days.

Water tank/Hot tub and Pool fills are not permitted

Business – Water operations are limited to 5 hours per day for high consumption Users – Monday to Friday only

Municipal – Potable watering limited to 1 day per week

v. Stage 5

Residential – Outdoor use is not permitted

Water tank/Hot Tub and Pool fills are not permitted

Business – Water operations are limited to 3 hours per day for high consumption Users

Municipal – Potable watering activities are not permitted.

Council – Consideration for SOLE and any other actions required.

	DATE	RESOLUTION NUMBER
Approved		

Heather Leslie, CAO

David Ledoyen, Mayor

**VILLAGE OF BEISEKER  
BYLAW NO. 2024-08**

**“Water and Sanitary Sewer Bylaw”**

**Being a Bylaw of the Village of Beiseker in the Province of Alberta for the purposes of constructing, regulating, controlling, and operating water and sewer for the purposes of providing residents and consumers with a water supply and a system for the disposal of sewage waste in the Village of Beiseker.**

**Whereas**, pursuant to the Municipal Government Act, RSA September 2000, c. M-26 and amendments thereto, a Municipal Government may pass a bylaw to construct, control, and operate a water and sewer utility for the purposes of providing residents and consumers of a municipality with the supply of water and disposal of sewage wastes, charging such rates and fees as deemed necessary;

**And Whereas**, pursuant to the Municipal Government Act, RSA 2001, and amendments thereto, a municipal government may delegate to a municipal official, certain duties required in the operation of the utility;

**And Whereas**, the Council of the Village of Beiseker, in the Province of Alberta deems it desirable to pass a bylaw to establish and maintain a system for the construction, control, and operation of water and sewer services;

Now therefore, the Council of the Village of Beiseker in the Province of Alberta duly assembled hereby enacts as follows:

**1. Interpretation and Application:**

- i) This Bylaw shall be cited as “The Water and Sewer Bylaw”.

**2. Definitions**

In this Bylaw:

- i) **Beiseker** means the Village of Beiseker, Alberta
- ii) **CAO** means the Chief Administrative Officer of the Village of Beiseker
- iii) **Council** means the elected council of the Village of Beiseker
- iv) **Developer** means the entity responsible for the development of property
- v) **Owner** means the legal land owner of a property
- vi) **Overstrength Wastewater** means any wastewater which exceeds any or all of the following:
  - a) 300 mg/l BOD (Biochemical Oxygen Demand)
  - b) 300 mg/l TSS (Total Suspended Solids)
  - c) 100 mg/l FOG (Fats and Greases)
- v) **Person** means an individual person or corporation
- vi) **Refuse** means any butcher’s offal, garbage, litter, manure, rubbish, sweeping sticks, earth, gravel, dirt, hay, straw, twigs, leaves, rags, cinders, ashes or refuse matter of any kind
- vii) **Remote Reading Unit** means a device which allows the remote reading of a water meter from outside of a building where the water meter is located
- viii) **Sewer** means any sanitary or stormwater sewer

**3.**

- x) **Trade Waste** is the term used for all liquid waste generated on industrial and commercial premises and discharged to the sewer (but does not include human waste or waste from personal hygiene)
- xi) **Utility Account Customer** means the person or business which as an account with the Village of Beiseker for the purpose of water and/or wastewater utility servicing.
- xii) **Village** means the Village of Beiseker, Alberta

#### 4. **Scope**

- i) The Water and Sewer Bylaw applies to all water and sewer systems within the limits of the Village of Beiseker and any areas outside of the Village boundaries which the Village approves for service.
- ii) The Water and Sewer Bylaw provides the Village the exclusive right for construction, control, and operating of water and sewer services within the limits of the Village, except as authorized by the Village of Beiseker Land Use Bylaw and/or development agreements that are approved by the Village of Beiseker.
- iii) The Village will undertake all required maintenance, repairs, and replacement of water, sewer, and storm sewer systems located on or under Village property including Village controlled easements and right of ways unless this responsibility is transferred for limited infrastructure via an agreement between the Village and the responsible party.
- iv) Each lot or parcel and each principle building or occupancy, where feasible and solely determined by the Village, shall be provided with a separate water and sewer service at the Owner/Developer's cost.
- v) If cleanup, blockage, breaks, and/or damage requiring maintenance or repair occurs as the direct or indirect action of another person, or as provided for in this bylaw, that person shall be responsible for all costs incurred relating to the maintenance, repair or replacement whether the damage is on private property or Village property.
- vi) In the case of a sewer line service blockage, reference must be made to the Village of Beiseker Policy No. G-10 (Sewer Back Ups on Private Property) which may be revised from time to time by resolution of Council.
- vii) In the case of a water service line frozen between the property line and the meter, mitigation of the issue and all associated costs shall be the responsibility of the property owner.

#### 5. **Right of Entry**

- i) For the purpose of conducting any service required to ensure the proper working function of water service to any service connection on any property including, but not limited to sampling tests, inspections, installations and/or repairs to water meters, the Village of Beiseker or their authorized designate shall have free access to all parts of the premises in which water is distributed to and/or is serviced by a sewer.



**6. Liability for Damage**

- i) The Village will not be held liable for any damages whether direct or indirect, suffered by any person or premises as a result of any obligation of the Village pursuant to this bylaw or the failure of the Village to discharge any of its obligations pursuant to this bylaw unless the Village is proven grossly negligent.

**7. Misuse of Services – General**

- i) No person shall hinder or interrupt or cause or procure to interrupt the Village or its contractors, agents, employees in the exercise of powers and duties related to the water and sewer services and authorization contained in this bylaw.
- ii) No person not being in the employment of the Village and not being a member of the fire department and authorized in that behalf, shall willfully open or close any hydrant or obstruct the free access to any hydrant stop cock, chamber pipe or hydrant chamber by placing on it, any building material, rubbish or other obstruction.
- iii) No person shall without authority, hinder, interrupt, or cut off the supply of water, or the collection and flow of the storm sewer and sanitary sewer system.
- iv) No person shall lay or cause to be laid or attach any pipe or main to communicate with any pipe or main of the water, storm sewer and/or sanitary sewer system, or in any way obtain or use any water or sewer service or cut, break, pierce, or tap any water line or sewer or appurtenance thereof, or introduce any pipe, tube, trough, or conduit into any water line, sewer or stormwater system without the consent of the Village.
- v) No person shall in any manner, obstruct the free access to any hydrant or valve or curb stop. No vehicle, building, rubbish, or any other matter which would cause such obstruction shall be placed nearer to a hydrant than the property line of the street in which the hydrant is located, nor within five (5) metres of the hydrant in a direction parallel with the said property line.

**8. Water**

- i) No person shall throw or deposit any injurious, noisome, or offensive matter into the water or waterworks or commit any willful damage or injury to the works, pipes, or water or encourage it to be done.
- ii) No person shall turn or attempt to turn water on or off at a curb stop valve or any other valve unless authorized by the Village.
- iii) No person shall interfere with, damage or make inaccessible any curb stop due to the construction of sidewalk, pathways, driveways, or any other reason. If it is required to make any repairs or changes due to inaccessibility to or damage to curb stops, the owners of the property being serviced by said curb stop shall, in addition to the penalties of this bylaw, be required to assume all costs involved in said repair, which may be collected through addition to taxes and collected as any other tax of the Village of Beiseker.
- iv) No person shall alter or move any water meter unless specially authorized by the Village for that particular purpose or occasion.

- v) No person shall directly or indirectly place or cause to be placed any substance which would detract from the quality of the water within the water system or which caused the water to fail to comply with the potable water regulations under the *Alberta Environmental Protection and Enhancement Act*, as amended.
- vi) No person shall allow interference or damage to a meter by frost or otherwise and that person shall be responsible for any costs relating to the repair of a damaged meter.
- vii) The property owner shall be responsible for damage to the water meter that services their property from causes other than normal wear and tear. This does not include water meter equipment failure.

## 9. Sewer

- i) No person shall make or cause to be made, any connection drainage from weeping tile, sump pumps, eavestrough and/or roof drain into the sanitary sewer.
- ii) No person shall discharge the contents of any privy vault, manure pit, cesspool, directly or indirectly into any sewer, (including sanitary sewer or stormwater system) or premise drain connected therewith unless authorized by the Village.
- iii) All contents of hot tubs or swimming pools shall be dechlorinated before they are released into overland drainage and/or stormwater system. Unchlorinated contents from hot tubs and swimming pools can be released into the sanitary sewer system.
- iv) No person shall lift, turn, remove, raise, or otherwise tamper with the cover of any manhole, or other appurtenance of any sewer except where authorized by the Village.
- v) No person shall throw, deposit, or leave in or upon any sewer or any trap, basin, grating, manhole, or other appurtenance of any sewer any refuse of any kind.
- vi) No waste or discharge resulting from any trade, industrial, or manufacturing process, shall be directly discharged into any sewer without such previous treatment as shall be prescribed by the Village for each such case. The necessary treatment so prescribed, shall be completely installed by the applicant at that person's expense, prior to the construction of the sewer connection and thereafter shall be continuously maintained and operated by the owner. Commercial/Industrial Properties are subject to additional requirements of Schedule C.
- vii) Grease traps of sufficient size and Village approved design shall be placed on the waste pipes from all hotels, restaurants, laundries, and such other places as the Village, under advisement, may direct.
- viii) Sumps of sufficient size and Village approved design shall be placed on the waste pipes from all car washes and any other building which may cause dirt and debris or other unwanted materials to pass into the sewer.

**10. Hazardous/Prohibited Substances/Waste**

- i) Hazardous/Prohibited wastes are listed in Schedule B.
- ii) No person shall place or mix with any water supply in the water system of the Village any dangerous substance/goods, hazardous substance/waste or prohibited substance/waste.
- iii) No person shall place or mix with any sewage placed in the sewer collection system of the Village, any dangerous substance/goods, hazardous substance/waste or prohibited substance/waste.
- iv) Any person breaching any part of this bylaw including but not limited to spills, leaks, or dumping upon Village right of ways, shall be responsible for all costs incurred in the eliminating of any pollution or contamination of the sites involved in the Village. Should the Village incur any costs, the person shall make payment to the Village on demand. Such restitution will not exempt the person or organization from prosecution for contravention of this bylaw.
- v) The owner or person responsible for the existence or accumulation of hazardous substance/waste shall cause the hazardous substance/waste to be removed to an appropriate disposal site and be disposed of as prescribed by the Executive Officer of the Local Regional Health Authority or a duly authorized agent of the Province of Alberta.
- vi) No person shall make or cause to be made any connection with any sewer, premise drain, or appurtenance thereof for the purpose of conveying or which may convey, into same, any flammable or explosive material.
- vii) No person shall permit to be discharged into any sewer, any liquid which would prejudicially affect the sewer, or other trade waste, or any waste of steam, condensing water, heated water, or other liquids of a higher temperature than one hundred and forty-nine (149) degrees Fahrenheit or sixty-five (65) degrees Celsius.
- viii) The Village shall not collect hazardous waste.

**11. Over Strength Wastewater Charges:**

- i) Any property discharging wastewater which is determined over strength as per this bylaw shall be subject to the following Over Strength Charges for each cubic metre of wastewater which is discharge to the Village System by the property:

\$ 0.0015 /m<sup>3</sup> per each mg/l over 300 mg/l BOD (ADD EXPLANATION)  
 \$ 0.0015 /m<sup>3</sup> per each mg/l over 300 mg/l TSS  
 \$ 0.0015 /m<sup>3</sup> per each mg/l over 100 mg/l FOG

The formula for determining the surcharge per cubic metre is:

$$R = 0.0015 B + 0.0015 S + 0.0015 G$$

where “R” means rate in dollars per cubic metre; and,

“B” means the amount in milligrams per litre by which the BOD of the wastewater tested exceeds 300 milligrams per litre;

“S” means the amount in milligrams per litre by which the TSS of the wastewater exceeds 300 milligrams per litre;

“G” means the amount expressed in milligrams per litre by which the FOG content of the wastewater tested exceeds one hundred milligrams per litre.

**12. Conveyance of waste through Village**

- i) No person shall convey through the streets any sewage whatsoever.

**13. Service Connections**

- i) Municipal utility services will be provided to a property only in the name of the registered owner of the property.
- ii) Every water service connection to the Village water system shall be equipped with a water meter to indicate the water consumption of the water service, and approved shut off valves.
- iii) The following procedure will be followed with regard to the installation of water meters for water supply to a newly constructed building or residence:
  - a) For new home, commercial or industrial construction, the development permit states that the plumber is required to install a water meter at the building. . The plumber will obtain a water meter from Village of Beiseker Public Works. Public Works will record the address and location of the new water meter
  - b) The number of water meters to be installed in any new building is the decision of the Village of Beiseker.
  - c) Payment for the new water meter by the developer/owner will be made to the Village of Beiseker before it is released to the plumber for installation.
  - d) Occupancy permits on new construction will not be provided until the property has been inspected to determine that sewer service and a water meter has been installed to the satisfaction of the Village of Beiseker.
  - e) A utility account will be set up for every new service

**14. Requirement for Provision of Metering Space**

Where serviced by a Village water supply,

- i) Unless and until adequate provision, to the satisfaction of the Village, is made for the installation of a water meter and remote reading unit where convenient access is and will be at all times available to personnel from the Village, no person shall:
  - a) construct or commence to construct a new building, or;

- b) reconstruct, alter, add to or extend an existing building on any site in the Village;
  - c) carry on a business.
- ii) If the space constructed or provided as required is not sufficient for the purposes outlined, the Village may in writing, require the owner or occupier of the premises to provide such additional space. If additional space is not provided, the Village may suspend the supply of water and sewer services until the required space is provided.

**15. Rates and Fees**

- i) Every Utility Account Customer being a registered owner or purchaser, which is served by water and/or sewer services of the Village shall pay bi-monthly charges for the service of supply of water and /or utilization of the sewer collection system and waste collection in accordance with the rates established by bylaw which may be amended from time to time.
- ii) In the case of an owner tenant arrangement, the registered owner of a property being serviced shall be held ultimately responsible for the payment of any applicable charges applied to that account.
- iii) The Village of Beiseker is not liable for damages as follows:
  - a) caused by the break of any water or sewer main service line; or
  - b) caused by the interference or interruption in the supply of water and sewer services necessary in connection with the repair or proper maintenance of the water and sewer system; or
  - c) generally, for any accident due to the operation of the water and sewer system unless that action is shown to be directly due to the gross negligence of the Village.

**16. Payment of Rates:**

- i) A utility bill showing the current water, sewer and waste collection charge to the user shall be sent to the user bi-monthly and payment of the bill may be made at the following locations:
  - a) The Village of Beiseker Administration Office at 700 – 1<sup>st</sup> Avenue
  - b) Telephone/Internet banking through most Financial Institutions
- ii) Utility bills can be emailed to the Utility Account Customer in lieu of regular mail at the written request of the Utility Account Customer.
- iii) All accounts with the Village under this Bylaw shall become due and payable upon receipt with the final day of payment being 30 days following the issuance of the bill. After this final date has passed a penalty, in an amount prescribed by the Village of Beiseker Fees and Schedules bylaw which may be revised from time to time, will be applied to all outstanding balances.

- iv) Prior to issuing a water meter, a water/sewer account must be set up at the Village of Beiseker Administrative Office and any fee associated with a water meter will be due and payable prior to pick up of meter at Public Works.
- ii) In cases where a meter is present but a reading was not recorded, an estimate shall be based at the discretion of the Village of Beiseker.
- iii) Any rates, costs or charges in arrears for utility services supplied by the Village of Beiseker to any land or premises may be added to the taxes assessed against the real property to which the utility services have been supplied, and may be collected in any of the ways provided by the collection of taxes, including the sale of the said property.
- iv) The Village of Beiseker also reserves the right to discontinue service to any property where any charges for service remain outstanding for a period of more than thirty (30) days or to a consumer that may be guilty of a breach of or in non-compliance with any of the provisions of this bylaw or any other Provincial, Federal or other regulations.

#### **17. Determination of Consumption**

- i) The Village shall determine the amount of water supplied to a premise or shall determine usage based on the following:
  - a) Water metered properties will be charged based on water consumption calculated by the meter reading. Sewer charges will be provided in the Fees and Schedules Bylaw.
  - b) If the property Outside of the Village Boundaries is connected to sewer service but does not receive water from the Village, determination of use will be as follows:
    - 1. The property owner shall provide Water Billing from an approved water supplier (ie. Aqua 7) and sewer usage generation will be calculated as 120% of water use; or
    - 2. The Village shall estimate usage by other means it deems appropriate.
- ii) Such determination of consumption shall be final for all matters within the terms of this Bylaw.

#### **18. Meters**

- i) Any person claiming a meter is not working properly and requests that the meter be removed and tested shall deposit with the Village a sum at a rate determined by the Village of Beiseker. The meter will be removed from service and tested. If the meter is found to be over reading by more than 3%, the deposit will be refunded. Any meter meeting the 3% guideline shall be considered adequate, and the deposit shall be forfeited along with any additional costs involved for the removal, testing, and installation of the meter.
- ii) Should the said meter be found to over-read by more 3%, the rates charged for the preceding two (2) meter reading periods will be adjusted by the same percentage as the meter was found to be in error, providing however, that no rate shall be less than the minimum rate normally charged.



**19. Bulk Water**

- i) The Village may provide bulk water services at a rate established by Fees and Schedules bylaw which may be revised from time to time.
- ii) The guidelines for utilization of the bulk water service may change from time to time as set by the Public Works Department policies and procedures.
- iii) The Village is responsible for the maintenance of the facility and may therefore from time to time have the right to close the facility for maintenance purposes.
- iv) No owner, consumer or other person shall connect, cause to be connected, or allow to remain connected to the water utility, whether directly or indirectly any piping fixture, fitting, container or appliance, in a manner which under any circumstances, may allow water waste, water contaminant or any other liquid, chemical or substance to enter the water utility.

**20. Default Action**

In the case of default of payment of any water and/or sewer rates, or charges, thirty (30) days after the expiration of the day upon which the same shall have become due or payable, the Village may, after providing notice, shut off the water supply to any premises in respect of which payment is in arrears or default.

**21. Continuing Water Service**

- i) Where the water supply has been shut off, because of default of payment or contravention of this bylaw, the water supply shall not be turned on until payment of all arrears, penalties, disconnection charges, connection charges and deposits have been recovered by the Village or arrangements satisfactory to the Chief Administrative Officer have been made.
- ii) A fee as outlined by the Fees and Schedules bylaw will be charged and shall be payable in advance for the reconnection of the services that have been shut off due to the circumstances outlined in this bylaw.

**22. Non-Receipt of Utility Bill**

All utility bills and other charges are deemed to have been received by the utility account customer, seven (7) days from the date of mailing from the Village Office. The failure to receive such notice does not relieve the person from the charge or from the penalties duly imposed.

**23. Delegation**

The Council of the Village of Beiseker in the Province of Alberta hereby delegates to the Chief Administrative Officer, the power to:

- i) Establish policies and procedures for the general maintenance and management of the water and sewer system and of the officers and other employees employed in connection with the water and sewer system:

- ii) Establish in connection with the water and sewer system, the times and places where rates and/or fees under this bylaw are payable;
- iii) Collect the rates and fees established pursuant to this bylaw;
- iv) Enforce payment of those rates and/or fees by all or any of the following methods:
  - a) By shutting off the water supply to the user of the system,
  - b) By action in any court or competent jurisdiction;
  - c) By distress and sale of goods and chattels of the person owing the rates or charges wherever they may be found in the Municipality.
  - d) Any other lawful means of collection available.
- v) Enforce the terms and conditions under which the water and sewer service is supplied either;
  - a) enforcing this bylaw
  - b) By enforcing any agreement made between the Village as supplier and the consumer.
  - c) This includes shutting off of the public service being supplied to the consumer or disconnection of the service thereof until the consumer complies with the terms and condition in this bylaw.

#### **24. Control and Management**

As directed by Village Council, the Chief Administrative Officer shall have the administrative control, care and management of the water and sewer of the Village and of all property used in connection with the said system, and the business carried on in respect thereof, and shall have the right to enter into contracts for service by and with the provisions of this bylaw and shall be charged with the proper conduct of the said business and enforcement of this bylaw.

#### **25. Water Restrictions**

**Did Read:** From time to time it may be necessary for Village Council to impose water usage restrictions on all water users for any reason. This will only be done on an “as needed” basis and all water users must comply when restrictions are in place.

**New:** To maintain adequate water supply within the Village, Council or the CAO may impose water restrictions per the Water Conservation Management Policy.

#### **26. Separate and Severable**

Each section of this bylaw shall be read and construed as being separate and severable from each other section. Should any section of this bylaw be found to have been improperly enacted for any reason, then such section apart shall be regarded as being severable from the rest of the bylaw in accordance with good financial management to cover the costs of providing a quality water distribution service to its residents.

**27. Bylaw No 2011-08 is repealed in its entirety on the date of the final reading of this Bylaw 2022-03.**

Read a first time this     day of                     , 2024

Read a second time this   day of                     , 2024

Given Unanimous consent for third and final reading this     day of                     2024

Read a third and final time this   day of                     , 2024

\_\_\_\_\_  
David Ledoyen, Mayor

\_\_\_\_\_  
Heather Leslie, Chief Administrative  
Officer

SCHEDULE "A"

Contravention of any section of Bylaw 2024-08 shall result in fines as follows:

1 <sup>st</sup> Offence	\$300.00
2 <sup>nd</sup> Offence	\$500.00
3 <sup>rd</sup> Offence	\$1,000.00 and termination of utilities

Contraventions related to Section 24 and the Water Conservation Management Policy will be as follows:

Penalty	First Offence	Second Offence	Third Offence
Failure to comply to Stage 2 restrictions per Water Conservation Management Policy	\$100.00	\$200.00	\$400.00
Failure to comply to Stage 3 restrictions per Water Conservation Management Policy	\$200.00	\$400.00	\$800.00
Failure to comply to Stage 4 restrictions per Water Conservation Policy	\$400.00	\$800.00	\$1600.00
Failure to comply to Stage 5 restrictions per Water Conservation Management Policy	\$800.00	\$1600.00	\$3200.00

**SCHEDULE "A"**  
**Restricted Wastes**

**HAZARDOUS SUBSTANCE** means any substance or mixture of substances that exhibit characteristics of flammability, corrosively, reactivity or toxicity; and any substance that is designated as a Hazardous Substance within the regulations of the Environmental Protection and Enhancement Act and the Waste Control Regulation (AR129/93) of the Province of Alberta and any successor to this Act or regulations.

**HAZARDOUS WASTE** means waste defined as Hazardous Waste under the Environmental Protection and Enhancement Act

**RESTRICTED WASTES** means Wastewater containing the following materials in excess of one or more of the following concentrations are considered Restricted Waste:

Cadmium 1.0 mg/l  
Chromium 3.0 mg/l  
Copper 3.0 mg/l  
Cyanide 3.0 mg/l  
Lead 1.0 mg/l  
Mercury 0.01 mg/l  
Nickel 3.0 mg/l  
Phenol Compounds 0.1 mg/l  
Sulphide 3.0 mg/l  
Zinc 3.0 mg/l

**PROHIBITED WASTES** means waste consisting of Wastewater containing any of the following materials:

- Waste which causes or will cause an Adverse Effect;
- Any Flammable Liquid or explosive material;
- A solvent or petroleum derivative including but not limited to gasoline, naphtha or fuel oil;
- Wastewater having a PH of less than 5.5 or greater than 10.0;
- Any matter, other than Domestic Wastewater, which by itself or in combination with another substance is capable of creating odour related to but not limited to hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia outside or in and around a Sanitary Sewer;
- Any Pesticides or Herbicides;
- Unused pharmaceuticals;
- Wastewater containing materials which by themselves or in combination with other materials become highly coloured and pass through a Sanitary Sewer discolouring the effluent;

- Solid or viscous substances in quantities or of such size as to be capable of causing obstruction to the flow in a Sanitary Sewer, including but not limited to ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal guts or tissues, paunch manure, and whole blood;
- Radioactive Substances in excess of concentrations greater than that specified under the
- Atomic Energy Control Act and the Atomic Energy Control Regulations or amended versions thereof;
- Wastewater having a temperature in excess of seventy seven degrees Celsius;
- Grit removed from Commercial Premises including but not limited to grit removed from car washing establishments, automobile garages and restaurant sumps or from Interceptors;
- Any corrosive or toxic Wastewater or other wastes which could adversely affect a Sanitary Sewer or Wastewater Facilities;
- Wastewater which will create tastes or odours in drinking water supplies making such waters unpalatable after conventional water purification treatment;
- Wastewater which will be discharged in layers or will form layers;
- Wastes which will interfere with the disposal of bio solids resulting from municipal Wastewater treatment;
- Wastes which will cause a violation or non-compliance event in the operating approval for the Wastewater Facilities of Westend;
- Biological Wastes;
- Storm water drainage or sub-surface drainage unless authorized by Council pursuant to this Bylaw or otherwise;
- Hazardous Waste or Hazardous Substances;
- Wastewater containing Restricted Waste, consisting of substances of a concentration, expressed in mg/L, in excess of any one or more of the limits in Schedule "G" of this
- Bylaw, unless the discharge is in accordance with a valid discharge agreement issued by the Village.
- carbon bisulphide, hydrogen sulphide, ammonia, trichloroethylene, sulphur dioxide, or formaldehyde
- any corrosive, noxious or malodorous material or substance which, either by itself or by reaction with other Wastes is capable of:
  - causing damage to the Sewage System; or
  - creating a public nuisance or hazard; or
  - preventing any person entering the sewers for the purposes of maintenance or repair
  - Waste which either by itself, or upon the reaction with other materials, becomes highly coloured
  - water containing Wastes from oil or petroleum



- any paunch manure, intestinal contents from horses, cows, sheep, swine or any fish or animal, Grease or oil, pigs hooves or toenails, or stomach casings, fish scales, bones, hog bristles, hides or parts thereof, manure, poultry entrails, heads, feet or feathers, fleshings and hair resulting from hide processing operations
- any other solid, liquid or gas, or a combination of any of them which could, as determined by the CAO, adversely affect the Sewage System

## SCHEDULE "B"

### 1 Interceptors

- 1.1 Interceptors shall be provided for all garages, restaurants, automotive service stations and vehicle and equipment washing establishments and for other types of business when required by the Regulations or, in the opinion of the CAO, such Interceptors are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, mud or other harmful ingredients.
- i) All Interceptors shall be of a type and capacity which conform to the Regulations and shall be located so as to be readily and easily accessible for cleaning and inspection.
  - ii) All Interceptors shall be maintained at all times in satisfactory and effective operation by the Owners of the properties on which they are installed at the Owner's expense.
  - iii) All Interceptors shall be connected to the Sewer unless the CAO shall otherwise stipulate.
  - iv) If the drainage system in any new commercial or industrial building includes an Interceptor, then a Control Manhole is required.
  - v) Garage Drains connected to a Sanitary Sewer, or a Service Connection which is in turn connected to a Sanitary Sewer, must have a mud Interceptor of sufficient size and design to effectively trap solids.

### 2 Control Manhole

2.1 If required by the CAO, the Owner of any property serviced by a Service Connection shall, at the Owner's expense, install and maintain a suitable Control Manhole and other necessary appurtenances to facilitate observation, sampling, and measurement of the Wastewater quality, temperature, rate of flow and other characteristics.

- i) Any such Control Manhole shall be located wholly on Private Property and constructed in accordance with the Construction Manual and maintained so that it is accessible and in good condition at all times.
- ii) If a Control Manhole does not exist on a Premises, the Control Manhole for that Premises shall be deemed to be the manhole in the Sanitary Sewer which is downstream of and nearest to the point at which the Service Connection servicing the Premises is connected to the Sanitary Sewer.

### 3 Test Manholes

3.1 A Consumer who carries on an industrial or commercial activity on Commercial Premises which is or will be connected to a Sanitary Sewer, shall provide to the Village, at no cost to the Village, Test Manhole(s) for the testing of Wastewater from the Commercial Premises.

- i) The Test Manholes will be constructed in accordance with the applicable Design Manual and/or Construction Manual as established, amended or replaced from time to time.
- ii) The purpose of the Test Manhole is to achieve a discreet Wastewater stream of the Commercial Premise. The Test Manhole shall not be used as collection manhole with multiple Premises discharging into it.

- iii) The Test Manhole shall be:
  - (a) located on the Commercial Premises unless the Village allows an alternative location;
  - (b) constructed and maintained at the expense of the Owner of the Commercial Premises;
  - (c) accessible at all times by the Village (accessible includes access by a vehicle);
  - (d) maintained to ensure access and structural integrity.
- iv) The Test Manhole must not be:
  - (a) in a high traffic area;
  - (b) on a steep bank;
  - (c) covered by landscaping; or
  - (d) located where a vehicle cannot approach directly over the Test Manhole;
- v) If a Test Manhole has not been installed at a Commercial or Industrial Premises on which an industrial or commercial activity is occurring, or if the Test Manhole provided is not accessible to the satisfaction of the CAO for the purpose of testing the Wastewater the CAO may give notice in writing, requiring the Owner to:
  - (a) construct and install the required Test Manhole in a location that does not conflict with the location of onsite storm water management infrastructure,
  - (b) construct and install the required Test Manhole within 30 days of receiving the notice, or as required by the CAO; or
  - (c) pay the Village that amount of money that the CAO deems necessary to cover the cost of constructing and installing a Test Manhole, which amount will be paid within 30 days of receiving the notice or as required by the CAO.

#### **4 Standards for Sampling and Analysis of Wastes**

All sampling, measurements, tests, and analysis of the characteristics of waters and wastes to which reference is made in this Bylaw shall be determined in accordance with Standard Methods and the Methods Manual for Chemical Analysis of Water and Wastes published by the Alberta Environmental Centre, Vegreville, Alberta, 1996, AECV96-M1, as amended.

Sampling shall be carried out using customarily accepted methods to determine the effect of constituents upon the Wastewater Facilities and whether there exists a hazard to persons or property. The initial analysis of the discharge from a Premises will determine whether a twenty-four (24) hour Composite Sample of all discharge from such Premises is sufficient. If practicable, the B.O.D. and Suspended Solids analysis will be obtained from 24-hour Composite Samples of all discharges whereas the PH will be determined from periodic Grab Samples.

#### **5 Protection from Damage**

No Person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the Village.

#### **6 Sewer Service Surcharge**

- i) Any Residential Premises or Commercial Premises where Wastewater is released that contains one or more constituents that is considered Overstrength Wastewater will be subject to a Sewer Utility Service surcharge.
- ii) Sampling for the Sewer Utility Service surcharge program shall be performed as two separate sampling events. The results of each constituent from the two sampling events will be averaged and the averaged value will be used in the surcharge calculation.
- iii) An Auto sampler will be used whenever possible, however if the use of an Auto sampler is not possible then manual Grab Samples may be used to calculate a surcharge factor. Grab Samples procedures for the Sewer Utility Service surcharge program is as follows:
  - (a) a minimum of 4 single Grab Samples per sampling event must be used with at least one hour between Grab Samples but not more than 24 hours;
  - (b) results from the two sampling events will be averaged and the average value will be used in the surcharge calculation;
  - (c) all Grab Samples must be of the same volume and taken at the same location; and
  - (d) the Grab Samples for each sampling event will be composited and treated as one sample.
- iv) The surcharge factor will be recalculated monthly based on the Water consumption or on Wastewater Meter values if Water consumption data is not available.
- v) The Sewer Utility Service surcharge will remain in effect until the next sampling event. Sampling of Commercial Premises for the purpose of the Sewer Utility Service surcharge program will occur no less than four (4) months from the previous sampling period. However this does not apply to sampling or monitoring for compliance with this Bylaw.
- vi) In the event that a common Sewer service exists where more than one Premises or Consumer's Wastewater mixes upstream or enters a common manhole and a discrete sample is not possible, the surcharge factor will apply to all Premises or Consumers whose effluent is discharged to that common manhole.
- vii) Notwithstanding the forgoing, if a Residential Premises or Commercial Premises experiences an abnormally high surcharge, or makes changes to the pre-treatment system that significantly reduces the effluent strength, at the discretion of the CAO, a request to re-sample the Premises and, if warranted, make an adjustment to the surcharge factor can occur prior to the expiration of the minimum four month period.
- viii) If a Consumer requests an adjustment to the surcharge factor as noted above, the Consumer must provide in writing to the CAO:
  - (a) a request for review of the surcharge factor;
  - (b) justification for the review including all relevant documentation; and
  - (c) details on changes to or new installation of a pre-treatment system or new procedures and policies that would result in a significant and permanent reduction

in the effluent strength.

- ix) Prior to a surcharge adjustment being approved by the Village the Consumer must wait for a minimum of 1 new surcharges (2 months) to be calculated. The new surcharge values must be consistently and significantly lower than the requested adjustment surcharge Rate for an adjustment to occur.

**7 Authority to Sample**

The CAO may from time to time determine by sampling and analysis the characteristics of the Wastewater being discharged into the Wastewater Facilities from any Premises which the CAO determines to likely produce Wastewater with concentrations of harmful or deleterious substances which exceed those permitted under this Bylaw or other applicable legislation, and may maintain a record of each such analysis.

**8 Duration and Costs of Sampling and Analysis**

The CAO may take and analyze samples over a period which, in the CAO's opinion, is sufficient to permit determination of the quality of the average effluent from a Premises under normal conditions. Costs for all testing will be applied to the owners bi-monthly billing.

**9 Request for Additional Sampling**

If the Owner of a Premises to which a Wastewater surcharge is applicable is of the opinion that the degree of concentration of the Wastewater discharge from the property has been reduced from that shown in a test made by the CAO, such Owner may ask the CAO to make a further test at the Owner's expense.

# 8 TIPS



## For conserving water OUTDOORS

- 1. FIX LEAKS** Check your water valves and irrigation system for leaks. Fixing leaks will help conserve water and will reduce your consumption on your water bill.
- 2. RAIN BARRELS** Consider having rain barrels or other containers to collect rainwater. Many come with screens to keep everything but rainwater out.
- 3. TIMERS** Set your sprinklers or irrigation system on timers
- 4. HAND WATERING** Water by hand! A great way to be aware of how much water you are using and for how long.
- 5. DROUGHT TOLERANT PLANTS** There are many plants that can survive with less water
- 6. MULCH** Use mulch in your garden beds to retain water in the soil
- 7. SWEEP** Sweep walkways and driveways rather than using a hose to remove dirt and debris.
- 8. CAR WASH** Most automated car washes are on timers and may have a system to recycle water

# 6 TIPS



## For conserving water INDOORS

- 1. REDUCE SHOWER TIME** Reduce your shower time by a few minutes. Consider purchasing a low flow shower head
- 2. TURN OFF THE TAP** Don't leave the tap running when brushing teeth or shaving. Save water in a jug when waiting for the water to get hot.
- 3. SOAK DISHES** Soak dishes (or scrape them) to remove debris, rather than leaving the tap running while scrubbing
- 4. CHECK FOR LEAKS** Check throughout your home for leaking water valves, lines or running toilets. Consider purchasing a low flow toilet.
- 5. WASH WISELY** Run FULL loads of laundry or dishes and select a setting that saves water.
- 6. HAVE A PITCHER OF WATER IN THE FRIDGE**  
Avoids running the tap longer for a cold drink of water.



elbm sf

COUNCIL NOTES – SUGGESTION FOR CHANGE TO ANIMAL CONTROL BYLAW 2022-06 – Mayor Ledoyen – June 24, 2024

The following was received from Mayor Ledoyen after an informal discussion on the number of animals permitted by the Beiseker Animal Control Bylaw.

The affected areas of Bylaw 2022-06 include:

- 4.6 - No Person shall keep or harbour more than 6 (six) Animals that are aged 3 (three) months or older.

My request is to consider revising Bylaw 2022-06, 4.6:

- From, No Person shall keep or harbour more than 6 (six) Animals that are aged 3 (three) months or older.
- To, No Person shall keep or harbour more than 8 (eight) Animals that are aged 3 (three) months or older.

And / Or,

- Add, Administration reserves the authority to grant excess Pet Permits to responsible owners who seek to exceed the established limit.

***If this is changed, we would change the word “permit” to “license”***

My Reasoning:

- Helps with Rescuing of animals, (if you are already at the current limit).
- Can be more attractive to people moving to Beiseker from Calgary.
- Minor Increase in revenue for the village.

Other municipalities with higher limits or exceptions:

- Calgary Bylaw 47M2021, # 9.(1)
  - A Person must not own more than six (6) dogs and six (6) cats that are more than three months of age.
- Didsbury Bylaw 2022-17, # 22
  - A person must not own more than four (4) dogs and four (4) cats that are not more than three months of age.
- Olds Bylaw 2024-05, # 62
  - No person shall keep or harbor more than three (3) dogs and three (3) cats on any premises with a Municipal address in the Town. This section does not apply:
    - to dogs that are part of a litter within the previous twelve months;
    - if a person has a valid business License and development permit to operate a kennel facility, veterinarian clinic or hospital, animal breeding establishment, pet store, temporary dog show, humane society, or other similar approved business activity.
  - However, Olds Bylaw 2024-05, # 55
  - Administration reserves the authority to grant Excess Pet Permits as illustrated in Schedule “7” to responsible owners who seek to exceed the established limit.

## Administration/Enforcement Summary

This request was reviewed by Administration and Enforcement. Before opening up the bylaw, we request Council's opinion on this matter.

- a) This is the first request we have had to allow more than six animals per household since the bylaw was changed in 2019 (2019-09 rescinded 2011-07)
- b) We have had 3 revisions of the Animal Control bylaw since 2019:  
2019-09 rescinded 2011-07  
2021-02 rescinded 2019-09  
2022-06 rescinded 2021-02
- b) I was mistaken when Mayor Ledoyen and I talked that there was a provision in the bylaw that people could apply to have more than six animals.
- c) Beiseker statistics:  
Out of 181 residents that have registered animals, only 35 (19.34%) have 3 or more animals.  
25 households have 3 animals 14%  
7 households have 4 animals 4%  
2 households have 5 animals 1%  
1 household has 6 animals 0.5%
- d) Other Municipality Bylaws
  - \* Acme 3 dogs \* Crossfield 4 dogs and 3 cats
  - \* Irricana 3 dogs and 3 cats \* Drumheller 3 dogs and 5 cats
  - \* Foothills County 3 dogs (no mention of cats) \* Linden 3 pets (cats and dogs)
  - \* Airdrie 3 dogs (including foster) and 3 cats
  - \* Diamond Valley 4 dogs (no mention of cats, but cats are required to be licensed)
  - \* Hanna 2 dogs (no mention of cats)
- e) We contacted two rescue facilities (Calgary and Red Deer) who indicated that typically they would not approve the adoption of another animal to a household that had more than 3 pets already.
- e) We used to have a provision to permit a "Fancier" or "Kennel" in Beiseker, but Council removed that in an earlier version of the bylaw.
- f) Since we license both dogs and cats (cats for the purpose of trying to control the feral cat issue), we are spending a significant amount of Administrative time (both Enforcement and Administration) on the animals we do have. Currently we have 303 licensed dogs and cats in Beiseker with a population of 754 people.
- g) Concerns that can be raised by permitting more pets include both the risk of noise (barking, etc.) and the capacity of owners to provide sufficient space for that number of animals. We already have a number of households that have a hard time controlling their pets with regard to barking and animals at large. We have limited enforcement resources to deal with issues relating to the Animal Control bylaw

**Please provide direction on any changes to the Animal Control Bylaw with respect to the number of animals permitted for each household.**

UFA 89

COUNCIL NOTES – UFA AIRDRIE DELEGATE ELECTION 2024 – June 24 2024

The attached communication from UFA requests the Village of Beiseker's vote on the UFA Delegate for our district, along with the bio from the two representatives who are running for this position.

**We will ask each Councillor to provide their vote in written form at the June 24<sup>th</sup> meeting. Council should provide a motion that acknowledges the Village of Beiseker's vote which will be submitted to the UFA office in Calgary accordingly.**

# AIRDRIE DELEGATE ELECTION 2024

June 9, 2024

Dear UFA Owner/Member,

The following is to advise of the delegate election in the Airdrie district.

As part of UFA's democratic structure, you have the responsibility to participate by electing your representative. Your delegate plays an important role in your cooperative, as they can address your concerns, answer your questions and essentially, be your voice.

This opportunity to choose your UFA Delegate comes only once every four years, or perhaps sooner during a bi-election if a term is not completed. I would encourage you to participate, let your voice be heard and vote in this election. I have seen the positive effects of this democratic structure, both as a long-time owner and voter, but also as your chair of the UFA Board of Directors. Please vote for the individual that will best represent the members in your district.

Kindest regards,

Kevin Hoppins  
Board Chair

## AIRDRIE 2024 DELEGATE ELECTION BALLOT

At UFA, we respect voter confidentiality. After marking your choice in the box on the other side of this page, please use the self-addressed stamped envelope in this package to return your ballot.

**Ballots must be received at the UFA office in Calgary by July 6, 2024 at 4:00 p.m. MST**

Thank you for voting.



# AIRDRIE DELEGATE ELECTION 2024

## ELECT YOUR UFA DELEGATE

The role of a UFA Delegate is to represent owner/members within their district – to be a voice at the table. This is your time to vote for the nominee who you believe will best represent the interests of the Airdrie membership and the common goal of UFA's overall success.

## 2024 CANDIDATES

The following candidate statements were provided by the candidates and unedited by UFA.



### Dale Litke

I'm a grain farmer in the Crossfield area where me and my wife reside. I've also worked off-farm in the trucking and oil field industries during the off-seasons. Since getting married in 2021, we have decided to minimize my off farm employment so I can focus more on agriculture and community.

As a long time customer and member of the UFA Co-operative, I would like to become involved in learning more about it's business operations and feel I'm in a position to contribute time and effort to representing members of my district. I have good communication skills and business experience which would allow me to contribute to a delegate role.



### James Dunn

Farmer/Rancher of 55+ years. Born in Calgary and lived in Rocky View County my whole life - on the same farm west of Airdrie and west of Balzac. Sat on the Ag Service Board for the County of Rockyview for six years and sat on the Subdivision and Development Appeal Boards for the County of Rockyview for 10 years plus.

I was asked if I would consider it by the Airdrie UFA manager.

## AIRDRIE 2024 DELEGATE ELECTION BALLOT

Please detach this portion of the ballot, select your choice for delegate by clearly marking an 'X' in the appropriate box below and return to UFA using the self-addressed stamped envelope we've included with this voting package.

**Ballots must be received at the UFA office in Calgary by July 6, 2024 at 4:00 p.m. MST**

You may only choose one candidate. Unclearly marked ballots will be discarded.

Dale Litke

James Dunn



Wang Sh

COUNCIL NOTES – VINCOVI QUOTE – FIREWALL PROTECTION – June 24 2024

With the installation of our new server last year, we are now being charged \$772.16 for the annual firewall license fee. This was not provided in the operating budget for 2024 as we were not notified of this charge.

**We request a motion from Council to approve this expense. This fee will be added to operating budgets for future years.**

403 Main Street  
Three Hills, Alberta T0M2A0  
www.vincovi.com  
4039244357



Products

Description	Price	Qty	Ext. Price
<b>Fortinet - Co-term</b> UTM Protection (24x7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam Services)AV, FortiGuard IPS Service, FortiGuard URL, DNS & Video Filtering Service, AS, 24x7 Email, 24x7 Comprehensive Support, Advance HW, Firmware & General Updates - renewal through to June 2025	\$772.16	1	\$772.16

Subtotal: **\$772.16**

Firewall licence  
Annual Fee  
Keeps our data safe



elfem 81

COUNCIL NOTES – ABMUNIS FALL CONFERENCE – INVITE TO MEET WITH RIC MCIVOR, MINISTER OF MUNICIPAL AFFAIRS – June 24 2024

The following was received by Administration on June 14, 2024.

*I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB, T4R 2N7) from September 25-27, 2024.*

*Should your council wish to meet with Minister McIver during the convention, please submit a request by email with potential topics for discussion to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than **July 12, 2024**.*

*We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:*

- *Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.*
  - *It is highly recommended to provide details on the discussion topics.*
- *Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.*
- *Meeting requests received after the deadline will not be considered for the convention.*

*Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.*

*Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.*

*Engagement Team  
Municipal Services Division  
Municipal Affairs*

**Please provide any requests for a meeting with Minister McIvor (with details of the criteria required) by motion.**

Handwritten signature in pink ink: "Hemall Sj"

COUNCIL NOTES – BYLAW 2024-03 FEES AND SCHEDULES BYLAW – June 24, 2024

This request for a change to the Fees and Schedules Bylaw came from a discussion at the staff level where it was brought up that some commercial properties have up to 5 recycling bins and more than 2 garbage bins. In the past, and in accordance with the current bylaw (see attached), there was no charge to have an extra bin on the property and no extra service charge.

In order to recoup some of the costs for the bins and the charges for pickup services (internal and external) we are suggesting that any commercial property that has more than 2 bins is charged a service fee per attached revised schedule.

We ask that this be effective for the **August, 2024** billing and we will provide notification to the commercial properties. Per our bylaws, the Commercial Businesses have the option of procuring external garbage/recycling services (renting large bins and paying for pick up services as an alternative to using Village services).

If this change is approved, Administration will provide notification in writing to commercial businesses of the new charge and a reminder that they can outsource the service prior to the next billing.

**We request a motion from Council to approve this revision to Schedule A of the Fees and Schedules Bylaw 2024-03**

BYLAW 2024-03  
VILLAGE OF BEISEKER  
2024 FEES AND SCHEDULE BYLAW

*Suggested  
Revision*

2. Water/Sewer Rates – Bi-Monthly Billing

Per Cubic Meter Rate	Water - \$4.18 per cubic metre Sewer - \$1.67 per cubic metre of water consumed
Basic Rate	\$58.90 per billing account
These rates apply to all residential and commercial properties	
Bulk Water Fee	\$4.18 per cubic meter
Reconnection Fee	\$300.00 when water has been turned off due to accounts in arrears (utility bylaw), or if water is requested to be turned off by the resident.
Water Meter (New or Replaced)	New meter and labour for installation will be charged to the landowner at cost for a new build or when the Landowner is at fault for the loss or damage to an existing meter.
Interest on Overdue Accounts	2% of outstanding balance owing

3. Garbage and Recycling – Bi-Monthly Billing

Garbage Pickup	\$32.25 Residential – One bin only \$34.25 Commercial - Up to 2 bins – Every bin after that is charged at current rate (\$17.13 per extra bin)
Recycling Pickup	\$9.95 Residential One bin only \$9.95 Commercial – Up to 2 bins – Every bin after that is charged at current rate (\$4.98 per extra bin)
Extra Waste Tags	\$5.00 each (Public Works Pickup at Property)
Replacement Recycling Cart	\$120.00 each
Replacement Garbage Cart	\$126.00 each

BYLAW 2024-03  
VILLAGE OF BEISEKER  
2024 FEES AND SCHEDULE BYLAW

Current  
charges

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