



**Our Mission:**

**It is our mission to build a model community which meets the demands of today's residents while protecting for a bright future.**

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**COUNCIL MEETING**

**July 5, 2023**

**7:00pm**

**Bruderheim Fire Hall Meeting Room**

**AGENDA**

Today, I acknowledge that the Town of Bruderheim is located on Treaty Six Territory and the homeland of the Metis Nation of Alberta. The Town of Bruderheim honours the First Peoples of this land. We recognize that we stand upon land that carries the footsteps of Cree, Metis and Blackfoot, amongst other Nations, who have been here for thousands of years. Therefore, the Town of Bruderheim has an inherent responsibility to foster healthier relationships with First Peoples and further the Calls to Action as outlined by the Truth and Reconciliation Commission.

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| <b>1. CALL TO ORDER</b>                        | Mayor Karl Hauch |
| <b>2. PUBLIC HEARING</b>                       |                  |
| <b>3. ADDITIONS/DELETION/CHANGES TO AGENDA</b> | Mayor Karl Hauch |
| <b>4. ADOPT AGENDA</b>                         | Mayor Karl Hauch |
| <b>5. DELEGATIONS/PROCLAMATIONS</b>            |                  |
| <b>6. CONFIRMATION OF MINUTES</b>              | Mayor Karl Hauch |
| 6.1 June 21, 2023, Council Meeting Minutes     |                  |

- 7. COUNCIL PRIORITIES** Mayor Karl Hauch
- 7.1 Information Request
  - 7.2 Program Request
- 8. REQUEST FOR DECISIONS** CAO Phyllis Forsyth
- 8.1 Three Year Forecasted Operating Plan
  - 8.2 Records Retention and Disposition, Bylaw 04-2023
  - 8.3 Dangerous Goods Routes, Bylaw 05-2023
  - 8.4 Tax Service Agreement
- 9. REPORTS** Mayor Karl Hauch
- 9.1 Mayor and Council Committee Reports
  - 9.2 Chief Administrative Officer Report
    - 9.2.1 Chief Administrative Officer Report and Project Report
    - 9.2.2 Service Level Review- Administration Briefing
- 10. CORRESPONDENCE AND INFORMATION ITEMS** Mayor Karl Hauch
- 10.1 Letters to Alberta Land Use Secretariat Stewardship Commissioner
- 11. CLOSED SESSION** Mayor Karl Hauch
- 11.1 FOIP Section
    - 23 Local Public Body Confidences
    - 24(1) Advice from officials
    - Budgetary Decisions- Proposed Projects
- 12. ADJOURNMENT** Mayor Karl Hauch

MINUTES OF MEETING OF THE COUNCIL  
Bruderheim Fire Hall  
Wednesday June 21, 2023

**DRAFT**

**Council Members Present:**

Karl Hauch Mayor  
Judy Schueler Deputy Mayor  
Ashley Carter Councillor  
Dayna Jacobs Councillor  
George Campbell Councillor  
Len Falardeau Councillor  
Wayne Olechow Councillor

**Administration Present:**

Phyllis Forsyth Chief Administrative Officer  
Dennis Tomuschat Director of Infrastructure Services  
Sherry Cote Director of Development and Legislative Services

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**CALL TO ORDER**

Mayor Karl Hauch called the June 21, 2023, Regular Meeting of Council to order at 7:04 pm.

**ADOPT AGENDA**

**MOVED** by Councillor Ashley Carter

*162/2023 THAT Town Council adopt the agenda as presented.*

**CARRIED**

**MINUTES**

**MOVED** by Councillor George Campbell

*163/2023 THAT Town Council accept the June 7, 2023, Regular Council Meeting Minutes as presented.*

**CARRIED**

**REQUEST FOR DECISIONS**

**MOVED** by Councillor George Campbell

*164/2023 THAT Town Council approve the Vehicle and Equipment Disposal Policy #81 as amended on June 21, 2023.*

**CARRIED**

**MOVED** by Deputy Mayor Judy Schueler

*165/2023 THAT Town Council approve the Town of Bruderheim membership in the C-REPP Municipal Services Mutual Assistance Agreement as presented June 21, 2023.*

**CARRIED**

**MOVED** by Deputy Mayor Judy Schueler

*166/2023 THAT Town Council directs the Administration to register a Tax Forfeiture Instrument on Roll 5018500 property.*

**CARRIED**

**MOVED** by Councillor Len Falardeau

*167/2023 THAT Town Council will maintain a Council with 6 Councillors and a Mayor (total Council 7).*

**DEFEATED**

**MOVED by Councillor Wayne Olechow**

**168/2023** THAT Town Council direct Administration to proceed with the drafting of a bylaw to reduce the number of Councillors to 4 with a Mayor (total Council 5), with Non-Statutory Public Hearing to be completed. **CARRIED**

**MOVED by Deputy Mayor Judy Schueler**

**169/2023** THAT Town Council to request Administration to complete an updated off-site levies program and bring forth bylaw amendments at a later date. **CARRIED**

**MOVED by Deputy Mayor Judy Schueler**

**170/2023** THAT Town Council provide 1<sup>st</sup> Reading to Bylaw 04-2023 "Records Retention and Disposition Bylaw" **CARRIED**

**MOVED by Councillor Wayne Olechow**

**171/2023** THAT Town Council approve third reading of Bylaw 01-2022 the Traffic Safety Bylaw as amended and presented on June 21, 2023. **CARRIED**

#### **REPORTS**

**MOVED by Deputy Mayor Judy Schueler**

**172/2023** THAT Town Council receive the Mayor and Council Committee Reports as information. **CARRIED**

**MOVED by Councillor George Campbell**

**173/2023** THAT Town Council receive the Chief Administrative Officer Report as information. **CARRIED**

**MOVED by Councillor Dayna Jacobs**

**174/2023** THAT Council Council convene the public session of Council for a comfort break at 8:14 pm. **CARRIED**

#### **CLOSED SESSION**

**MOVED by Councillor Ashley Carter**

**175/2023** THAT Council enter Closed Session of Council at 8:21 pm per:

*FOIP Section  
25 Economic Interest of municipality  
Private discussions on planned project*

*FOIP Section  
23 Local Public Body Confidences  
(24)1 Advice from officials  
Utility Options*

*FOIP Section  
16(1) Harmful to business interests of a third party  
23 Local Public Body Confidences  
24(1) Advice from officials  
Private discussions on planned project*



FOIP Section  
16(1) Harmful to business interests of a third party  
23 Local Public Body Confidences  
24(1) Advice from officials  
27 Legal and other privileged information of a public body  
Private discussions on planned project

FOIP Section  
23 Local Public Body Confidences  
24 Advice from officials  
Draft of Bylaw

FOIP Section  
19 Harmful to personal privacy  
Personnel

CARRIED

MOVED by Councillor Wayne Olechow

176/2023 THAT Town Council reconvene the public session of Council at 9:26 pm.

CARRIED

MOVED by Councillor Dayna Jacobs

177/2023 THAT Town Council request further research on, and obtain, additional quotes for a Power and Gas Review for town facilities.  
CARRIED

MOVED by Councillor George Campbell

178/2023 THAT Town Council approve amendments to CAO contract as Presented and bring information to a future meeting of council.

CARRIED

#### ADJOURNMENT

MOVED by Councillor Wayne Olechow

179/2023 THAT the meeting be adjourned at 9:40 pm.

CARRIED

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MAYOR

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ADMINISTRATION

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*Request for Decision*

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*Three Year Forecasted Operating Plan*

**Background:**

On May 17<sup>th</sup> Council passed the 2023 operating budget.

The Three-year forecasted operating plan is prepared and presented to Council in accordance with the Municipal Government Act (MGA).

In accordance with the Municipal Government Act, Council must annually review and update its three-year financial plan.

The intent is to develop a plan, not a multi-year budget. Inflation, growth, and service changes have been forecasted in this plan. The primary benefit of this plan is to identify future financial challenges and opportunities allowing Administration and Council to plan and develop a roadmap to minimize/eliminate challenges and take full advantage of opportunities.

**Council Options:**

1. *That Town Council approve the three-year forecasted operating plan, for the Town of Bruderheim, as presented.*
2. *That Town Council directs Administration to make changes to the three-year forecasted operating plan, for the Town of Bruderheim.*

**Recommendation:**

1. *That Town Council approve the three-year forecasted operating plan, for the Town of Bruderheim, as presented.*

**Communication Plan:**

Upon Council approval Administration will make the three-year forecasted financial plan available for public viewing in the Town's website.

**Enclosure:**

Forecasted Three-year Operating Plan

**Strategic Plan Priority Areas**

- ✓ Develop a Balanced Economy
- ✓ Create and Maintain Responsible Infrastructure and Development
- ✓ Build a Safe and Energetic Community
- ✓ Pursuing Excellence in Municipal Leadership

**Other Impacts**

N/A

**Policy:**

N/A

**Legislative/Legal:**

MGA Section 283.1(1)(b)

**Prepared by:**

Sharron Sinclair  
Director of Corporate Services

**Approved by:**



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Phyllis Forsyth  
Chief Administrative Officer

Three year forecasted operating plan	BUDGETED	PROJECTED	PROJECTED	PROJECTED	1.50%
	2023	1.5% 2024	1.5% 2025	1.5% 2026	
<b>GENERAL ADMINISTRATION</b>					
PROPERTY TAXES	-1,469,887.00	-1,491,935.31	-1,514,314.33	-1,537,029.05	
TAX PENALTIES & COSTS	-121,000.00	-122,815.00	-124,657.23	-126,527.08	
FRANCHISES	-101,927.00	-103,455.91	-105,007.74	-106,582.86	
INTEREST REVENUE	-18,000.00	-18,270.00	-18,544.05	-18,822.21	
SALE OF GOODS AND SERVICES	-3,200.00	-3,248.00	-3,296.72	-3,346.17	
RENTAL/LEASE REVENUE	-7,500.00	-7,612.50	-7,726.69	-7,842.59	
OTHER REVENUE		0.00	0.00	0.00	
GRANT FUNDING	-30,000.00	0.00	0.00	0.00	
INTERPROGRAM REVENUES	-157,595.00	-159,958.93	-162,358.31	-164,793.68	
<b>TOTAL GEN ADMIN REVENUES</b>	<b>-1,909,109.00</b>	<b>-1,907,295.64</b>	<b>-1,935,905.07</b>	<b>-1,964,943.65</b>	
DR'S OFFICE SUPPLIES	8,500.00	8,627.50	8,756.91	8,888.27	
TRANSFER TO RESERVES	25,000.00	0.00	0.00	0.00	
SALARY AND WAGES/BENEFITS	298,589.00	428,067.84	434,488.85	441,006.19	
CONTRACTED MANAGEMENT	132,000.00	0.00	0.00	0.00	
TRAVEL/TRAINING/MEMBERSHIPS	24,500.00	24,867.50	25,240.51	25,619.12	
OFFICE EXPENSE/COPIES POSTAGE AND FRIEGHT	20,500.00	20,807.50	21,119.61	21,436.41	
BANK CHARGES	3,000.00	3,045.00	3,090.68	3,137.04	
AUDIT	20,000.00	20,300.00	20,604.50	20,913.57	
RENTAL AND LEASES	28,750.00	29,181.25	29,618.97	30,063.25	
ADVERTISING AND PROMOTIONS	5,000.00	5,075.00	5,151.13	5,228.39	
ASSESSOR/LEGAL	25,000.00	25,375.00	25,755.63	26,141.96	
MATERIALS GOOD AND SUPPLIES	14,000.00	14,210.00	14,423.15	14,639.50	
INSURANCE	30,587.00	31,045.81	31,511.49	31,984.16	
CONTRACTED SERVICES	15,000.00	15,225.00	15,453.38	15,685.18	
BUILDING/EQUIP MAINTENANCE	7,000.00	7,105.00	7,211.58	7,319.75	
GENERAL ELECTIONS	-	0.00	5,000.00	0.00	
NATURAL GAS	3,612.00	3,666.18	3,721.17	3,776.99	
POWER	5,840.00	5,927.60	6,016.51	6,106.76	
TRANSFER TO RESERVES	101,927.00	103,455.91	105,007.74	106,582.86	
TAX FREE FOR THREE WRITE OFF	4,020.00	4,080.30	4,141.50	4,203.63	
<b>TOTAL GEN ADMIN EXPENSES</b>	<b>772,825.00</b>	<b>750,062.38</b>	<b>766,313.31</b>	<b>772,733.01</b>	
<b>NET TAX ALLOCATION</b>	<b>-1,136,282.00</b>	<b>-1,157,233.26</b>	<b>-1,169,591.76</b>	<b>-1,192,210.64</b>	
<b>LEGISLATIVE SERVICES</b>					
CONTRIBUTIONS-MAYORS SUPPER	-5,000.00	-5,075.00	-5,151.13	-5,228.39	
<b>TOTAL LEGISLATIVE REVENUE</b>	<b>-5,000.00</b>	<b>-3,349.50</b>	<b>-3,399.74</b>	<b>-3,450.74</b>	
REMUNERATION	62,460.00	63,396.90	64,347.85	65,313.07	
TRAVEL/MILEAGE/MEMBERSHIPS	15,000.00	15,225.00	15,453.38	15,685.18	
SUPPLIES/MAYORS SUPPER/COUNCIL MEALS	15,000.00	15,225.00	15,453.38	15,685.18	
INSURANCE	160	162.40	164.84	167.31	
<b>TOTAL LEGISLATIVE EXPENSE</b>	<b>92,620.00</b>	<b>94,009.30</b>	<b>95,419.44</b>	<b>96,850.73</b>	
<b>NET TAX ALLOCATION</b>	<b>87,620.00</b>	<b>90,659.80</b>	<b>92,019.70</b>	<b>93,399.99</b>	
<b>EMERGENCY SERVICES</b>					
OTHER REVENUE	-50	-50.75	-51.51	-52.28	
<b>TOTAL PROTECTIVE SERVICES REVENUE</b>	<b>-50</b>	<b>-50.75</b>	<b>-51.51</b>	<b>-52.28</b>	
MEMBERSHIPS/TRAINING AND TRAVEL	0.00	0.00	0.00	0.00	
OFFICE EXP./PHONE,FAX,CELL,RADIO	3,100.00	3,146.50	3,193.70	3,241.60	
CONTRACTED SERVICES-CUSTODIAN	3,500.00	3,552.50	3,605.79	3,659.87	
RENTALS AND LEASES	-	0.00	0.00	0.00	
BUILDING MAINTENANCE	9,500.00	9,642.50	9,787.14	9,933.94	
FIRE- INSURANCE	8,394.00	8,519.91	8,647.71	8,777.42	
DEBT SERVICING	26,385.00	26,780.78	27,182.49	27,590.22	
SUPPLIES & MATERIALS	1,500.00	1,522.50	1,545.34	1,568.52	
POWER AND GAS	25,323.00	25,702.85	26,088.39	26,479.71	
<b>TOTAL EMERGENCY SERVICES EXPENSES</b>	<b>77,702.00</b>	<b>78,867.53</b>	<b>80,050.54</b>	<b>81,251.30</b>	
<b>NET TAX ALLOCATION</b>	<b>77,652.00</b>	<b>78,816.78</b>	<b>79,999.03</b>	<b>81,199.02</b>	



TRANSFER TO RESERVES	30,893.00	31,356.40	31,826.74	32,304.14
INTERPROGRAM EXPENDITURES	156,558.00	158,906.37	161,289.97	163,709.32
TOTAL UTILITIES EXPENSES	<u>821,069.00</u>	<u>841,651.04</u>	<u>854,275.80</u>	<u>867,089.94</u>
NET TAX ALLOCATION	0.00	8,266.00	8,389.99	8,515.84

<b>FCSS</b>				
GRANTS	0.00			
TOTAL FCSS REVENUES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

CONTRACTED SALARIES	9,500.00	9,642.50	9,787.14	9,933.94
VOLUNTEER WEEK	-	-	-	-
SENIORS TRANSPORTATION	0.00	0.00	0.00	0.00
TOTAL FCSS EXPENSES	<u>9,500.00</u>	<u>9,642.50</u>	<u>9,787.14</u>	<u>9,933.94</u>
NET TAX ALLOCATION	9,500.00	9,642.50	9,787.14	9,933.94

<b>PLANNING/DEVELOPMENT</b>				
DEVELOPMENT LEVIES	-3,000.00	-3,045.00	-3,090.68	-3,137.04
LICENSES AND PERMITS	-3,700.00	-3,755.50	-3,811.83	-3,869.01
GRANTS	-16,000.00	-16,240.00	-16,483.60	-16,730.85
TOTAL PLAN/DEVEL REVENUES	<u>-22,700.00</u>	<u>-23,040.50</u>	<u>-23,386.11</u>	<u>-23,736.90</u>

WAGES AND BENEFITS	26,328.00	26,722.92	27,123.76	27,530.62
CONTRACTED SERVICES	20,000.00	20,300.00	20,604.50	20,913.57
OFFICE EXPENSE	1,500.00	1,522.50	1,545.34	1,568.52
SUPPLIES AND MATERIALS	1,000.00	1,015.00	1,030.23	1,045.68
ADVERTISING/PROMOTIONS	1,000.00	1,015.00	1,030.23	1,045.68
LEGAL FEES	15,000.00	15,225.00	15,453.38	15,685.18
TOTAL PLAN/ DEVEL EXPENSES	<u>64,828.00</u>	<u>65,800.42</u>	<u>66,787.43</u>	<u>67,789.24</u>
NET TAX ALLOCATION	42,128.00	42,759.92	43,401.32	44,052.34

<b>ECONOMIC DEVELOPMENT</b>				
GRANTS	-	-	-	-
CARES Grant	0.00	0.00	0.00	0.00
TOTAL ECON DEVEL REVENUES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

WAGES AND BENEFITS	17,325.00	17,584.88	17,848.65	18,116.38
TRAVEL/HOSTING/ADVERTISING	11,200.00	11,368.00	11,538.52	11,711.60
CONTRACTED MANAGEMENT	2,000.00	2,030.00	2,060.45	2,091.36
SUPPLIES MATERIALS	17,500.00	17,762.50	18,028.94	18,299.37
TOTAL ECON DEVEL EXPENSES	<u>48,025.00</u>	<u>48,745.38</u>	<u>49,476.56</u>	<u>50,218.70</u>
NET TAX ALLOCATION	48,025.00	48,745.38	49,476.56	50,218.70

<b>BUSINESS CENTRE-INFINITY CENTRE</b>				
RENTALS	-13,200.00	-13,398.00	-13,598.97	-13,802.95
TOTAL INFINITY CENTRE REVENUES	<u>-13,200.00</u>	<u>-13,398.00</u>	<u>-13,598.97</u>	<u>-13,802.95</u>

CONTRACTED SERVICES/BUILDING MAINTENANCE	6,000.00	6,090.00	6,181.35	6,274.07
OFFICE EXPENSE	1,200.00	1,218.00	1,236.27	1,254.81
INSURANCE	1,433.00	1,454.50	1,476.31	1,498.46
SUPPLIES & MATERIALS	4,000.00	4,060.00	4,120.90	4,182.71
UTILITIES	5,856.00	5,943.84	6,033.00	6,123.49
TOTAL INFINITY CENTRE EXPENSES	<u>18,489.00</u>	<u>18,766.34</u>	<u>19,047.83</u>	<u>19,333.55</u>
NET TAX ALLOCATION	5,289.00	5,368.34	5,448.86	5,530.59

<b>ARENA</b>				
RENTAL	-90,000.00	-91,350.00	-92,720.25	-94,111.05
ARENA - OFF SEASON RENTAL	0	0.00	0.00	0.00





CAMP GROUND RENT	-40,000.00	-40,600.00	-41,209.00	-41,827.14
GRANTS	-4,026.00	-4,086.39	-4,147.69	-4,209.90
<b>TOTAL PARKS REVENUE</b>	<b>-46,026.00</b>	<b>-46,716.39</b>	<b>-47,417.14</b>	<b>-48,128.39</b>
WAGES AND BENEFITS	68,722.00	69,752.83	70,799.12	71,861.11
CONTRACTED MANAGEMENT	10,000.00	10,150.00	10,302.25	10,456.78
CAMPGROUND MAINTENANCE	10,000.00	10,150.00	10,302.25	10,456.78
TREE TRIMMING	0	0.00	0.00	0.00
EQUIPMENT MAINTENANCE	5,000.00	5,075.00	5,151.13	5,228.39
CN LAND LEASE	2,500.00	2,537.50	2,575.56	2,614.20
INSURANCE	1,460.00	1,481.90	1,504.13	1,526.69
SUPPLIES & MATERIALS	4,000.00	4,060.00	4,120.90	4,182.71
TRAINING/TRAVEL/MEMBERSHIPS	1,000.00	1,015.00	1,030.23	1,045.68
POWER	7,353.00	7,463.30	7,575.24	7,688.87
<b>TOTAL PARKS EXPENSE</b>	<b>110,035.00</b>	<b>111,685.53</b>	<b>113,360.81</b>	<b>115,061.22</b>
<b>NET TAX ALLOCATION</b>	<b>64,009.00</b>	<b>64,969.14</b>	<b>65,943.67</b>	<b>66,932.83</b>
<b>TOTAL REVENUE</b>	<b>-3,108,201.00</b>	<b>-3,080,779.77</b>	<b>-3,126,991.46</b>	<b>-3,173,896.33</b>
<b>TOTAL EXPENSES</b>	<b>3,108,201.00</b>	<b>3,128,558.06</b>	<b>3,180,293.23</b>	<b>3,222,729.42</b>
<b>TOTAL BUDGET ALLOCATION</b>	<b>0.00</b>	<b>47,778.29</b>	<b>53,301.77</b>	<b>48,833.09</b>
		4.86%	5.42%	4.97%

1. School and Seniors Foundation Requisitions are excluded from this Financial Plan
2. Amortization is excluded from this Financial Plan

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*Request for Decision*

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*Bylaw 04/2023*

**Background:**

On June 21, 2023, Council gave first reading to Bylaw 04-2023.

This proposed new bylaw will enable updates to retention policies as legislation, historical or business value is required.

The Retention Schedule details outline specifically what goes under each function and activity in great detail, including the legislation that determines retention period. This will be updated and presented to Council annually.

**Council Options:**

1. To provide 2<sup>nd</sup> reading to Bylaw 04-2023
2. To provide 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw 04-2023
3. To direct administration to make amendment(s) to Bylaw 04-2023.

**Recommendation:**

1. That Bylaw 04-2023 "Records Retention and Disposition Bylaw" be given 2<sup>nd</sup> and 3<sup>rd</sup> Reading.

**Communication Plan:**

Staff education will follow.

**Enclosure:**

Draft Bylaw 04-2023

**Strategic Plan Priority Areas**

- ✓ Develop a Balanced Economy
- ✓ Create and Maintain Responsible Infrastructure and Development
- ✓ Build a Safe and Energetic Community
- ✓ Pursuing Excellence in Municipal Leadership

**Other Impacts**

N/A

**Policy:**

N/A

**Legislative/Legal:**

MGA Section 214

Limitations Act

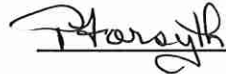
Occupational Health and Safety Act

Records Management Regulation 224/2001

**Prepared by:**

Sherry Cote  
Director of Development and Legislative Services

**Approved by:**

  
\_\_\_\_\_  
Phyllis Forsyth, CLGM  
Chief Administrative Officer

**BYLAW 04-2023 A BYLAW OF THE TOWN OF BRUDERHEIM IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING REGULATIONS FOR THE MANAGEMENT, RETENTION, AND DISPOSITION OF THE TOWN OF BRUDERHEIM'S RECORDS AND INFORMATION.**

**WHEREAS**, pursuant to section 214 of the Municipal Government Act, RSA 2000, Chapter M-26, a Council may pass a bylaw respecting the destruction of records and documents of the municipality; and

**WHEREAS**, section 38 of the Freedom of Information and Protection of Privacy Act, RSA 2000, c.F25, as amended, requires the Head of a public body to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction; and

**WHEREAS**, section 3 of the Freedom of Information and Protection of Privacy Act does not prohibit the transfer, storage or destruction of any record in accordance with a bylaw of a local government body; and

**WHEREAS**, pursuant to the Electronic Transaction Act, Chapter E-5-5, RSA 2000, the municipality has the authority to create, record, transmit, or store information in digital form or any other intangible form by electronic, magnetic, or optical means, or any other means that have similar capabilities for creation, recording, transmission, or storage; and

**WHEREAS**, it is the desire of the Town of Bruderheim to provide regulations regarding the retention and disposition of municipal records, consisting of both paper format and electronic format, under the custody and control of the Town of Bruderheim; and

**WHEREAS**, the authority for such regulations must be consistent with Federal or Provincial Statutes and Regulations; and

**WHEREAS**, it is deemed expedient to repeal Bylaw 17-2018 as set out in Section 692 of the Municipal Government Act, RSA 2000, Chapter M-26 as amended;

The Council of the Town of Bruderheim in the province of Alberta hereby enacts as follows:

**PART 1: SHORT TITLE**

1. This Bylaw is called "*The Records Retention and Disposition Bylaw*".

**PART 2: DEFINITIONS**

2. In this Bylaw, unless context otherwise requires:
  - a. **CAO** means the Chief Administrative Officer, as defined in the Municipal Government Act, or delegate duly appointed by the Chief Administrative Officer of the Town of Bruderheim
  - b. **CONFIDENTIAL** means any record that contains:
    - i) Personal information about individuals;
    - ii) Third party, commercial, financial, scientific, or technical information supplied either explicitly or implicitly in confidence; or,
    - iii) Any other sensitive information as described in Sections 15-28 of the Freedom of Information and Protection of Privacy Act.
  - c. **CONTROL** means having the authority for the management, access, use, disclosure, and protection of this record.
  - d. **CUSTODY** means having physical possession of the record.

- e. **DISPOSITION** means:
  - i) The destruction of records;
  - ii) The transfer, loan, or donation of records of enduring value; or,
  - iii) Permanent archive of records.
- f. **ELECTRONIC RECORD** means the information that is recorded or stored on any medium in or by a computer system or other similar device and can be read or perceived by a person or a computer system or other similar device.
- g. **FOIP** is the acronym for Freedom of Information and Protection of Privacy Act, RSA 2000.
- h. **MUNICIPAL MANAGER** means the Chief Administrative Officer, as defined in the Municipal Government Act, or delegate duly appointed by the Municipal Manager of the Town of Bruderheim.
- i. **PERSONAL INFORMATION** means any information about an identifiable individual, as defined in Section 1(n) of FOIP.
- j. **OFFICIAL RECORD** is defined as information created, received, and maintained as evidence and information in any form, in pursuance of legal obligations or in the transaction of business of the Town of Bruderheim which have the administrative, operation, financial, legal, research or historic value.
- k. **TRANSITORY RECORD** means records that have short-term immediate or no value and will not be required for future reference.
- l. **RETENTION PERIOD** means the total length of time a record, both electronically or in paper format, must be retained before disposition.

### **PART 3: RECORDS RETENTION**

- 3. The Municipal Manager is hereby authorized:
  - a. To approve a classification and retention schedule that identifies the retention period and disposition, consistent with applicable legislation;
  - b. To authorize revisions to the classification and retention schedule, as required, for compliance with applicable legislation or for municipal business purposes;
  - c. To ensure a corporate record and information management program is established to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, and disposition of records, in any medium, created or received by the Town in conduct of its operations; and
  - d. To delegate, and to authorize further delegation of the authorities in this bylaw to any employee of the municipality, in accordance with the Municipal Manager Bylaw of the Town.

### **PART 4: RECORDS DISPOSITION OR DESTRUCTION**

- 4. All official records, excluding transitory records, may be disposed of in accordance with the retention schedule established by the Municipal Manager.
  - a. All transitory records which do not contain confidential information will be disposed of at any time when they no longer serve valid purpose.
  - b. All transitory records that contain personal or confidential information shall be disposed of in a secure manner at any time when they no longer serve any valid purpose.



- c. The Municipal Manager may authorize the destruction of the original copies of records prior to the time outlined in the retention schedule if those originals have been converted to an electronic format that will enable copies of the original to be made.
- d. Upon expiration of the period established in the retention schedule, and if no reason exists for further retention of a given class of records, the records may be disposed of.
- e. When official records have been disposed of under the authority of this bylaw, written certification of the disposition shall be permanently kept, including;
  - i) Records destroyed;
  - ii) Records transferred, loaned or archived;
  - iii) Records transferred to other municipalities.
- f. Where official records are destroyed under the authority of this bylaw, the proper and complete destruction thereof shall occur.
- g. Destruction of all official records shall be carried out in the presence of a witness. The individuals destroying the records shall provide documented evidence of destruction attesting to the time and location of the destruction, together with a list of the records destroyed and the names of the persons who witnessed the destruction. The statements of destruction shall be permanently filed.
- h. Disposition of election material shall be in accordance with the provisions of the Local Authorities Election Act, Revised Statutes of Alberta, 2000 Chapter L-21 and amendments thereto.

**PART 5: PERSONAL INFORMATION**

- 5. Under the authority and pursuant to the Municipal Government Act, RSA 2000, cM-26.1 s214(3), if an individual's personal information will be used by the Town to make a decision that directly affects the individual, the municipality shall retain the personal information for at least one year after using that information so that the individual has a reasonable opportunity to obtain access to the information.

**PART 6: DISCRETION**

- 6. Records may be retained longer than the period required in the retention schedule when deemed appropriate to do so, or where the Municipal Manager has:
  - a. Received an indication that there is or may be any litigation or FOIP request involving any said records;
  - b. Approved a request to retain any said records for a business purpose; or,
  - c. Approved a request to retain any said records for historical purposes.
- 6.1 The decision to retain records longer than the period provided for herein shall be recorded in the records information management system as a records and information hold.

**PART 7: GENERAL**

- 7. The Classification and Retention Schedules will be published and presented to Council annually.

**PART 8: REPEAL**

8. Bylaw 17-2018 is hereby repealed upon third and final reading of Bylaw 04-2023.

**PART 9: EFFECTIVE DATE**

9. This Bylaw become effective on third and final reading and upon being signed.

Read a first time this 21 day of June, 2023

Read a second time this \_\_\_\_\_ of \_\_\_\_\_, 2023

Read a third time and finally passed this \_\_\_\_\_ of \_\_\_\_\_, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administration

Date Signed: \_\_\_\_\_

---

*Request for Decision*

---

*Dangerous Goods Routes Bylaw 05-2023*

**Background:**

The Dangerous Goods Route, Bylaw 23-2014, was passed by Council on March 5, 2014, Council resolution 40/2014.

Administration presented the Traffic Safety Bylaw 01-2022 to Council in August 2022 for first reading and within this bylaw, information on the Dangerous Goods was included as part of the bylaw.

In April 2023, administration sent the Traffic Safety Bylaw to the Traffic Safety Services Division for review and received documented feedback on changes required in the bylaw to meet the most recent regulations. The decision was made to remove the dangerous goods components from the Traffic Safety Bylaw and create a separate bylaw.

**Council Options:**

1. To approve the first reading of Bylaw 05-2023, the Dangerous Goods Route Bylaw.
2. To request that administration review the bylaw for amendments.

**Recommendation:**

1. That Town Council approve the first reading of Bylaw 05-2023, Dangerous Goods Bylaw.

**Communication Plan:**

This bylaw will be forwarded to the Government of Alberta for their review and approval after second reading, and then brought to Council for third reading. This bylaw would be placed on the website after third and final reading by Council.

**Enclosure:**

Bylaw 05-2023, The Dangerous Goods Bylaw (Proposed)  
Bylaw 23-2014, Dangerous Goods Bylaw (Existing)

**Strategic Plan Priority Areas**

- Develop a Balanced Economy
- ✓ Create and Maintain Responsible Infrastructure and Development
- ✓ Build a Safe and Energetic Community
- ✓ Pursuing Excellence in Municipal Leadership

**Other Impacts**

N/A

**Policy:**

N/A

**Legislative/Legal:**

Alberta Government, Environmental and Dangerous Goods Emergencies Government

**Prepared by:**

Sherry Cote  
Director of Development and Legislative Services

**Approved by:**

  
\_\_\_\_\_  
Phyllis Forsyth  
Chief Administrative Officer

**Municipality of Bruderheim**

**Province of ALBERTA**

**Number 05-2023**

**A BYLAW OF THE MUNICIPALITY OF BRUDERHEIM, IN THE PROVINCE OF ALBERTA TO REGULATE THE TRANSPORTATION OF DANGEROUS GOODS.**

**WHEREAS,** the Council of the Municipality of Bruderheim, duly assembled, deems it advisable to set forth the terms and conditions to regulate the transportation of dangerous goods in and through the Municipality of Bruderheim.

**NOW THEREFORE,** the Council of the Municipality of Bruderheim, under the authority vested in it by Section 17 of the Dangerous Goods Transportation and Handling Act, RSA 2000, c D-4 (the "Dangerous Goods Transportation and Handling Act"), hereby enacts as follows:

1. This Bylaw may be cited as "The Transportation of Dangerous Goods Routing Bylaw".
2. Unless otherwise defined, this Bylaw adopts the definitions contained in:
  - a) The Dangerous Goods Transportation and Handling Act and its Regulations, as amended; and
  - b) the Traffic Safety Act, RSA 2000, c T-6 and its Regulations, as amended.
3. For the purposes of this Bylaw, "placardable quantities" means:
  - a) a consignment of dangerous goods in a quantity that requires placard(s) pursuant to the Transportation of Dangerous Goods Regulations; or
  - b) an intermediate bulk container displaying labels pursuant to Section 4.15.3(c) of the Transportation of Dangerous Goods Regulations, SOR/2001-286, as amended.
4. No person shall transport, in or on a vehicle within the corporate limits of the Municipality of Bruderheim, any dangerous goods in placardable quantities unless the vehicle is travelling on an approved Dangerous Goods Route as shown in Schedule "A" to this Bylaw.
5. Section 4 applies to all persons, except those who are:
  - a) obtaining or delivering dangerous goods at a location in the Municipality of Bruderheim by the most direct route between Dangerous Goods Routes; or
  - b) proceeding to or from a vehicle storage location by the most direct route between Dangerous Goods Routes.
6. Notwithstanding Section 4, where a person is required to transport dangerous goods off a designated Dangerous Goods Route, a permit may be obtained for the Municipality or from the Fire Chief by telephoning or writing to:
  - a) The Town of Bruderheim  
5017 Queen Street Box 280  
Bruderheim, AB T0B 0S0  
(780)796-3731



b) Regional Fire Chief, Emergency Services  
Administration Office  
5303 – 50 Avenue  
Lamont, AB T0B 2R0  
780-895-2233

7. No person transporting dangerous goods in placardable quantities shall stop within the Municipality except:
- a) at a permitted storage location, meaning any area which is at least one hundred and fifty (150) metres away from the nearest residential, institutional or assembly area and is approved by the Fire Chief;
  - b) to load or unload;
  - c) in compliance with a Peace Officer, an inspector or a traffic control device;
  - d) to repair or refuel the vehicle, or
  - e) in compliance with a valid permit.
8. Documentation
- a) Unless otherwise exempted by the Transportation of Dangerous Goods Regulations, a person shall, when requested by a Peace Officer, produce for the Officer's inspection any shipping document, any permit issued under this Bylaw, or any other document showing the designation of all shipments and a description of any dangerous goods.
  - b) Any document obtained by a Peace Officer under this Section, shall be admitted in evidence as proof, in absence of evidence to the contrary, without proof of the signature or official character of the person who signed or certified the copies of the document.
9. Violation Ticket
- a) A violation ticket, notice or form commonly called a Violation Tag may be issued by a Peace Officer to any person alleged to have breached any provision of this Bylaw, and that violation ticket may require the payment in an amount, not to exceed \$500.00 (five hundred dollars) as specified in Schedule "C", attached to and forming part of the Bylaw, for that particular breach of the Bylaw;
  - b) A Violation Tag or Violation Ticket shall be deemed to be sufficiently served when it is:
    - i) served personally on the accused;
    - ii) mailed to the address of the registered owner of the vehicle concerned or to the person concerned; or
    - iii) attached to or left upon the vehicle allegedly involved in the offence.
  - c) Nothing in this Bylaw shall prevent any person from defending a charge of committing a breach of the provisions of the Bylaw.
  - d) Any person who commits a breach of any of the provisions of this Bylaw shall, on conviction for such breach, be liable to a penalty not exceeding [insert maximum allowable penalty for a breach of a bylaw], exclusive of costs, or to imprisonment, in the case of non-payment, for a term not exceeding [insert maximum term], or to both fine and imprisonment.

10. This Bylaw shall come into force on the date of its approval by the Minister responsible for Alberta Transportation and Economic Corridors, or delegated representative.

READ A FIRST TIME IN COUNCIL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

READ A SECOND TIME IN COUNCIL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

APPROVED BY [the Minister responsible for Alberta Transportation and Economic Corridors, or delegated representative]

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

READ A THIRD AND FINAL TIME IN COUNCIL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(Chief Administrative Officer)

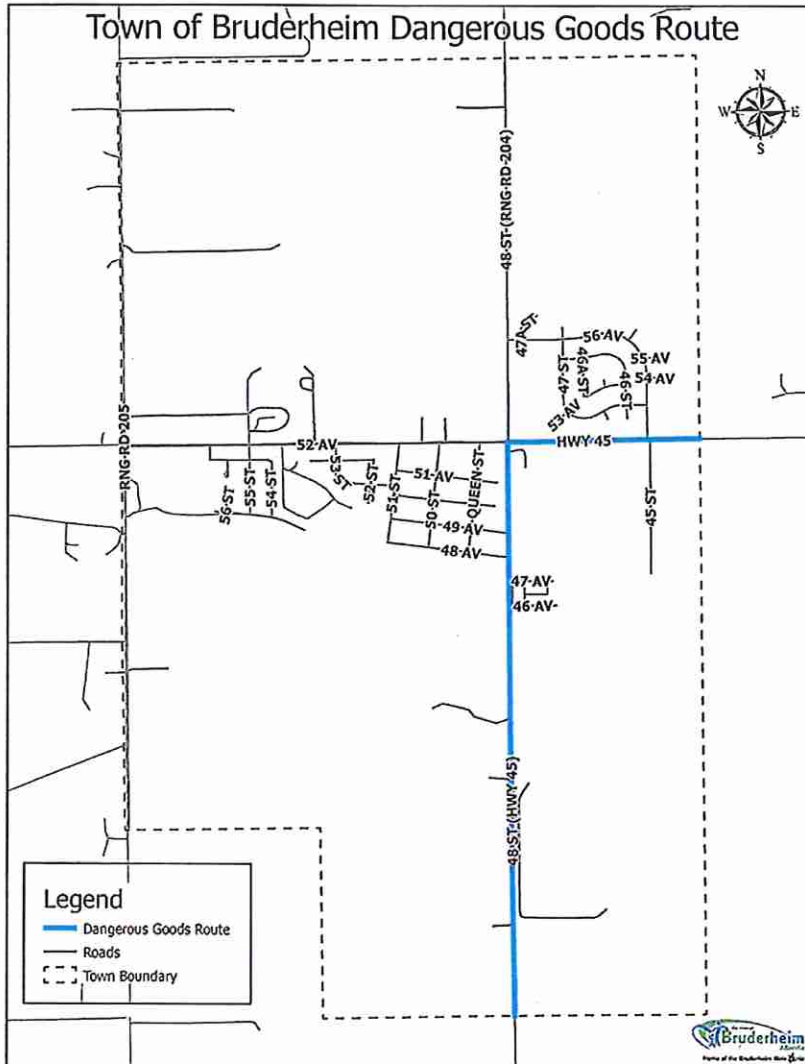
MUNICIPALITY OF BRUDERHEIM

BYLAW NUMBER 05-2023

Schedule "A"

DANGEROUS GOODS ROUTES

- A) Highway 45 (48 Street) from south municipal limits to 52 Avenue
- B) Highway 45 (48 Street) from Range Road 204 to east municipal limits







MUNICIPALITY OF BRUDERHEIM

BYLAW NUMBER 05-2023

Schedule "B"

Dangerous Goods Route Signs

<p>Dangerous Goods Route (RB-69)</p>	 <p>RB-69 60 x 60 cm</p>
<p>Dangerous Goods Route (tab) (RB-69-T)</p>	 <p>RB-69-T 60 x 30 cm</p>
<p>Dangerous Goods Carriers Prohibited (RB-70)</p>	 <p>RB-70 60 x 60 cm</p>
<p>Dangerous Goods Carriers Prohibited (tab) (RB-70-T)</p>	 <p>RB-70-T 60 x 30 cm</p>

**MUNICIPALITY OF BRUDERHEIM**

**BYLAW NUMBER 05-2023**

**Schedule "C"**

**Schedule of Fines**

- |  |          |
|--|----------|
| 1. Drive vehicle carrying dangerous goods, contrary to the bylaw.                      | \$500.00 |
| 2. Stop vehicle carrying dangerous goods, contrary to the bylaw.                       | \$500.00 |
| 3. Fail to produce documents which identify a description of a load, contrary to bylaw | \$500.00 |



Traffic Safety Services  
Dangerous Goods, Vehicle and Rail Safety Branch

Twin Atria Building  
4999 - 98 Avenue  
EDMONTON AB T6B 2X3

Telephone: 1-800-272-9600  
Fax: 780-427-1044

March 11, 2014

Elaine Milliken  
Legislative Services Director Development Officer  
Deputy Director Emergency Management  
Town of Bruderheim  
PO Box 280  
Bruderheim, AB  
T0B 0S0

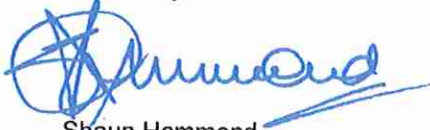
Dear Ms. Millikin:

**Re: Dangerous Goods Route By-law 23-2014**

As delegated by the Minister, Alberta Transportation, charged by the Lieutenant Governor in Council with the administration of the Dangerous Goods Transportation and Handling Act, pursuant to Section 17(2) of the said Act, I do hereby approve the Town of Bruderheim By-law 23-2014 which regulates Dangerous Goods Routes. This by-law is approved March 5, 2014.

The original By-law has been signed and is attached to this letter. A copy has been retained for our file.

Yours truly,



Shaun Hammond  
Assistant Deputy Minister  
Transportation Safety Services Division



Attachment

Alberta ■

## TOWN OF BRUDERHEIM

### BYLAW 23-2014

A BY-LAW OF THE TOWN OF BRUDERHEIM IN THE PROVINCE OF ALBERTA TO REGULATE THE TRANSPORTATION OF DANGEROUS GOODS

WHEREAS, the Council of the Town of Bruderheim, duly assembled, deems it advisable to set forth the terms and conditions to regulate the transportation of dangerous goods in and through the Town of Bruderheim.

NOW THEREFORE the Council of the Town of Bruderheim, under the authority vested in it by Section 17 of the *Dangerous Goods Transportation and Handling Act*, hereby enacts the following:

#### **SHORT NAME**

This Bylaw may be cited as the "Transportation of Dangerous Goods Routing Bylaw".

#### **DEFINITIONS**

Definitions in the *Dangerous Goods Transportation and Handling Act* and its regulations, as applicable; and the definitions in the *Traffic Safety Act* and its regulations, as applicable; are adopted for the purposes of the interpretation and the application of this Bylaw.

#### **REGULATIONS**

1. No person shall transport within the corporate limits of the Town of Bruderheim, any dangerous goods for which placards are required by the *Dangerous Goods Transportation and Handling Act* and its regulations in or on any vehicle other than on an approved Dangerous Goods Route as shown on the map in Schedule "A", attached to and forming part of the Bylaw, and as identified by such signs, as shall be posted, set out in Schedule "B", attached to and forming part of this Bylaw, unless the said person is:
  - a) obtaining dangerous goods from or delivering dangerous goods to a location in the Town of Bruderheim by the most direct route between Dangerous Goods Routes; or
  - b) proceeding to or from a vehicle storage location by the most direct route between Dangerous Goods Routes.
2. No person transporting dangerous goods for which placards are required shall stop within the Town except:
  - a) at a permitted storage location, meaning any area which is at least one hundred and fifty (150) meters away from the nearest residential, institutional or assembly area and is approved by the Fire Chief;
  - b) to load or unload;
  - c) in compliance with a Peace Officer, an Inspector or a traffic control device;
  - d) to repair or refuel the vehicle
3. a) A person shall, when requested by a Peace Officer, produce for the Officer's inspection any shipping document, or any other document

showing the origin and designation of all shipments and a description of any dangerous goods.

- b) Particulars obtained by a Peace Officer under this Section and tendered by him as evidence in Court shall be *prima facie* proof of the particulars thereon submitted in evidence without proof of the signature or official capacity of the person signing the document.
4. a) A notice or form commonly called a *Violation Tag* or *Violation Ticket* may be issued by a Peace Officer to any person alleged to have breached any provision of this Bylaw, and that notice shall require the payment in the amount specified on the *Violation Tag* or *Violation Ticket* as specified in Schedule "C", attached to and forming part of the Bylaw, for that particular breach of the Bylaw;
- b) A *Violation Tag* or *Violation Ticket* shall be deemed to be sufficiently served when it is:
    - i) served personally on the accused;
    - ii) mailed to the address of the registered owner of the vehicle concerned or to the person concerned; or
    - iii) attached to or left upon the vehicle allegedly involved in the offence.
  - c) Nothing in this Bylaw shall prevent any person from defending a charge of committing a breach of the provisions of the Bylaw.
  - d) Any person who commits a breach of any of the provisions of this Bylaw shall, on conviction for such breach, be liable to a penalty not exceeding the minimum amount specified, exclusive of costs, and in the case of non-payment, shall be subject to any penalties imposed by the Court.

**EFFECTIVE DATE**

1. This Bylaw shall come into force on the date of third and final reading of Bruderheim Town Council. Prior to third reading, the Minister responsible for Alberta Transportation, or delegated representative shall give approval to this Bylaw.

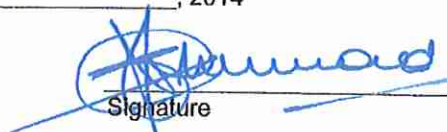
Read a first time in Council this 5<sup>th</sup> day of February, 2014 AR Deputy Mayor S. Ross

Read a second time in Council this 19<sup>th</sup> day of February, 2014 KD Mayor K. Hauch

Approved by the Minister responsible for Alberta Transportation, or delegated representative;

This 12<sup>th</sup> day of MARCH, 2014

Shawn Hammond  
Name

  
Signature

Read a third and final time in Council this 5<sup>th</sup> day of March, 2014

A handwritten signature in black ink, appearing to read "Paul A. ...", written over a horizontal line.

MAYOR

A handwritten signature in blue ink, appearing to read "...", written over a horizontal line.

TOWN ADMINISTRATION

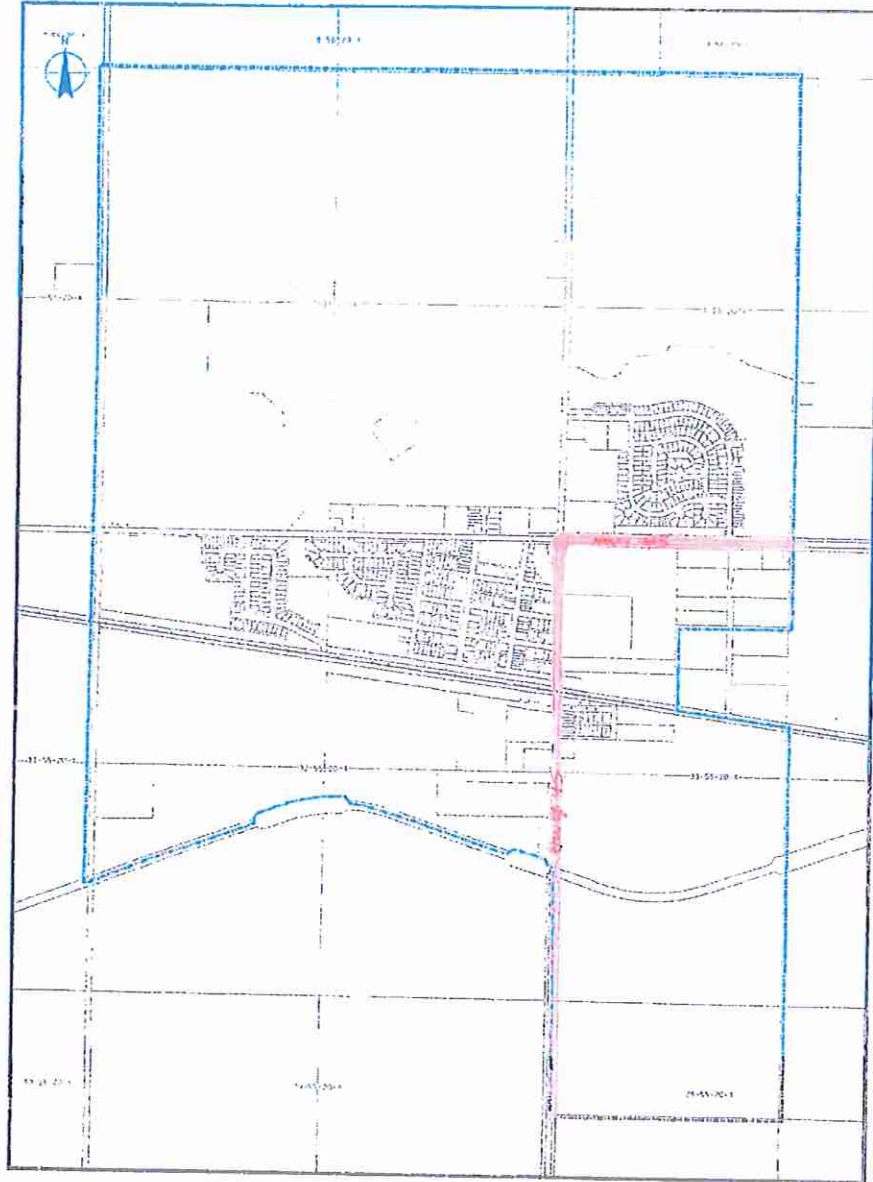
A handwritten date "March 5/2014" in black ink, written over a horizontal line.

Date Signed:

# Town of Bruderheim

File name: 15-01-01  
Drawing No.: 15-01-01-01  
Scale: 1:10,000

0 0.5 1 Kilometre



Appendix B

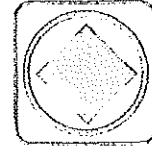
### Dangerous Goods Route Signs

Dangerous Goods Route Signs will be used to indicate regulations related solely to the movement on streets and highways of vehicles classified as dangerous goods carriers.

#### Dangerous Goods Route Sign (RB-69)

The Dangerous Goods Route Sign will show that dangerous goods carriers, as defined by legislation, are allowed to travel along a street or highway.

Proper advance and directional arrows (1 B-5 to 1 B-9) will be added to the sign to indicate a turn or a change in the direction of a designated route. Advance turn arrows will be placed between 50m and 150m before an intersection where the route changes direction.



RB - 69  
60 x 60 cm

The signs will be made to reflect, or lit to show, the same colour and shape both day and night.

SCHEDULE "C"  
BYLAW 23-2014

SCHEDULE OF FINES

SECTION	OFFENCE	PENALTY
Section 1	Drive vehicle carrying dangerous goods, contrary to the Bylaw	\$500.00
Section 2	Stop vehicle carrying dangerous goods contrary to the Bylaw	\$500.00
Section 3	Fail to produce documents which identify consignor and description of the load contrary to the Bylaw	\$500.00

**Municipality of Bruderheim**

**Province of ALBERTA**

**Number 05-2023**

**A BYLAW OF THE MUNICIPALITY OF BRUDERHEIM, IN THE PROVINCE OF ALBERTA TO REGULATE THE TRANSPORTATION OF DANGEROUS GOODS.**

**WHEREAS,** the Council of the Municipality of Bruderheim, duly assembled, deems it advisable to set forth the terms and conditions to regulate the transportation of dangerous goods in and through the Municipality of Bruderheim.

**NOW THEREFORE,** the Council of the Municipality of Bruderheim, under the authority vested in it by Section 17 of the Dangerous Goods Transportation and Handling Act, RSA 2000, c D-4 (the "Dangerous Goods Transportation and Handling Act"), hereby enacts as follows:

1. This Bylaw may be cited as "The Transportation of Dangerous Goods Routing Bylaw".
2. Unless otherwise defined, this Bylaw adopts the definitions contained in:
  - a) The Dangerous Goods Transportation and Handling Act and its Regulations, as amended; and
  - b) the Traffic Safety Act, RSA 2000, c T-6 and its Regulations, as amended.
3. For the purposes of this Bylaw, "placardable quantities" means:
  - a) a consignment of dangerous goods in a quantity that requires placard(s) pursuant to the Transportation of Dangerous Goods Regulations; or
  - b) an intermediate bulk container displaying labels pursuant to Section 4.15.3(c) of the Transportation of Dangerous Goods Regulations, SOR/2001-286, as amended.
4. No person shall transport, in or on a vehicle within the corporate limits of the Municipality of Bruderheim, any dangerous goods in placardable quantities unless the vehicle is travelling on an approved Dangerous Goods Route as shown in Schedule "A" to this Bylaw.
5. Section 4 applies to all persons, except those who are:
  - a) obtaining or delivering dangerous goods at a location in the Municipality of Bruderheim by the most direct route between Dangerous Goods Routes; or
  - b) proceeding to or from a vehicle storage location by the most direct route between Dangerous Goods Routes.
6. Notwithstanding Section 4, where a person is required to transport dangerous goods off a designated Dangerous Goods Route, a permit may be obtained for the Municipality or from the Fire Chief by telephoning or writing to:
  - a) The Town of Bruderheim  
5017 Queen Street Box 280  
Bruderheim, AB T0B 0S0  
(780)796-3731



b) Regional Fire Chief, Emergency Services  
Administration Office  
5303 – 50 Avenue  
Lamont, AB T0B 2R0  
780-895-2233

7. No person transporting dangerous goods in placardable quantities shall stop within the Municipality except:

- a) at a permitted storage location, meaning any area which is at least one hundred and fifty (150) metres away from the nearest residential, institutional or assembly area and is approved by the Fire Chief;
- b) to load or unload;
- c) in compliance with a Peace Officer, an inspector or a traffic control device;
- d) to repair or refuel the vehicle, or
- e) in compliance with a valid permit.

8. Documentation

- a) Unless otherwise exempted by the Transportation of Dangerous Goods Regulations, a person shall, when requested by a Peace Officer, produce for the Officer's inspection any shipping document, any permit issued under this Bylaw, or any other document showing the designation of all shipments and a description of any dangerous goods.
- b) Any document obtained by a Peace Officer under this Section, shall be admitted in evidence as proof, in absence of evidence to the contrary, without proof of the signature or official character of the person who signed or certified the copies of the document.

9. Violation Ticket

- a) A violation ticket, notice or form commonly called a Violation Tag may be issued by a Peace Officer to any person alleged to have breached any provision of this Bylaw, and that violation ticket may require the payment in an amount, not to exceed \$500.00 (five hundred dollars) as specified in Schedule "C", attached to and forming part of the Bylaw, for that particular breach of the Bylaw;
- b) A Violation Tag or Violation Ticket shall be deemed to be sufficiently served when it is:
  - i) served personally on the accused;
  - ii) mailed to the address of the registered owner of the vehicle concerned or to the person concerned; or
  - iii) attached to or left upon the vehicle allegedly involved in the offence.
- c) Nothing in this Bylaw shall prevent any person from defending a charge of committing a breach of the provisions of the Bylaw.
- d) Any person who commits a breach of any of the provisions of this Bylaw shall, on conviction for such breach, be liable to a penalty not exceeding [insert maximum allowable penalty for a breach of a bylaw], exclusive of costs, or to imprisonment, in the case of non-payment, for a term not exceeding [insert maximum term], or to both fine and imprisonment.

10. This Bylaw shall come into force on the date of its approval by the Minister responsible for Alberta Transportation and Economic Corridors, or delegated representative.

READ A FIRST TIME IN COUNCIL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

READ A SECOND TIME IN COUNCIL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

APPROVED BY [the Minister responsible for Alberta Transportation and Economic Corridors, or delegated representative]

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature)

READ A THIRD AND FINAL TIME IN COUNCIL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(Chief Administrative Officer)

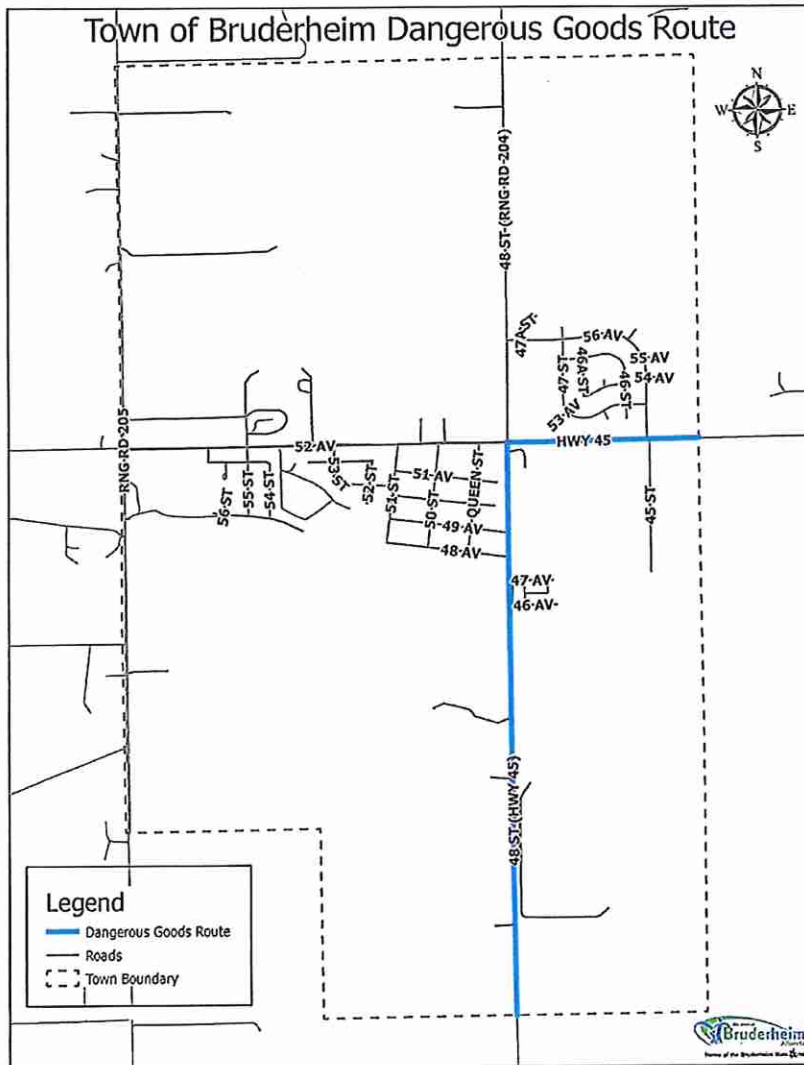
MUNICIPALITY OF BRUDERHEIM

BYLAW NUMBER 05-2023

Schedule "A"

DANGEROUS GOODS ROUTES

- A) Highway 45 (48 Street) from south municipal limits to 52 Avenue
- B) Highway 45 (48 Street) from Range Road 204 to east municipal limits







MUNICIPALITY OF BRUDERHEIM

BYLAW NUMBER 05-2023

Schedule "B"

Dangerous Goods Route Signs

<p>Dangerous Goods Route (RB-69)</p>	 <p>RB-69 60 x 60 cm</p>
<p>Dangerous Goods Route (tab) (RB-69-T)</p>	 <p>RB-69-T 60 x 30 cm</p>
<p>Dangerous Goods Carriers Prohibited (RB-70)</p>	 <p>RB-70 60 x 60 cm</p>
<p>Dangerous Goods Carriers Prohibited (tab) (RB-70-T)</p>	 <p>RB-70-T 60 x 30 cm</p>

**MUNICIPALITY OF BRUDERHEIM**

**BYLAW NUMBER 05-2023**

**Schedule "C"**

**Schedule of Fines**

- |  |          |
|--|----------|
| 1. Drive vehicle carrying dangerous goods, contrary to the bylaw.                      | \$500.00 |
| 2. Stop vehicle carrying dangerous goods, contrary to the bylaw.                       | \$500.00 |
| 3. Fail to produce documents which identify a description of a load, contrary to bylaw | \$500.00 |

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*Request for Decision*

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*Tax Service Agreement*

**Background:**

At the June 21, 2023 Regular Council Meeting Council made motion to proceed with a tax recovery that had skipped a step in the procedure. The tax recovery procedure is very time sensitive and as administration does not do it very often, steps may sometimes get overlooked or sensitive dates are missed.

In my previous professional appointments, I have worked with an organization that handles Tax Recovery. It is a relatively simple, painless and cost effective process. The municipality provides a list of outstanding accounts at the end of the year, and all associated costs for recovery are added to the tax roll.

The organization handles everything, up to, and including the arrangements for the sale, if necessary.

**Council Options:**

1. To authorize the Chief Administrative Officer to enter into agreement with TaxService for Tax Collection and Recovery.
2. To continue to do Tax Collection and Recovery in the Municipal Office.

**Recommendation:**

1. To authorize the Chief Administrative Officer to enter into agreement with TaxService for Tax Collection and Recovery.

**Communication Plan:**

N/A

**Enclosure:**

N/A

**Strategic Plan Priority Areas**

- ✓ Develop a Balanced Economy
- ✓ Create and Maintain Responsible Infrastructure and Development
- ✓ Build a Safe and Energetic Community
- ✓ Pursuing Excellence in Municipal Leadership



**Other Impacts**

N/A

**Policy:**

N/A

**Legislative/Legal:**

Municipal Government Act

**Prepared by:**

Phyllis Forsyth, CLGM  
Chief Administrative Officer

**Approved by:**



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Phyllis Forsyth, CLGM  
Chief Administrative Officer



June 21, 2023

By Email: (original to remain on file)

Town of Bruderheim  
5017 Queen Street, Box 280  
Bruderheim AB S0B 0S0

ENGAGEMENT LETTER

Attention: Phyllis Forsyth, Chief Administrative Officer

Re: Management of Property Tax Arrears Recovery

Thank you for choosing TAXervice to manage your property tax arrears recovery. If this engagement letter meets with your approval, please sign where indicated at the bottom of page two and return one copy to our office.

#### **Outline of the Process**

When used in this letter, the term "Municipality" includes rural municipality, municipal district, specialized municipality, county, city, town, village, hamlet, summer village or resort village. Our fees are detailed in Appendix "A". These fees may change from year to year provided that we will give you 30 days' notice of any change.

TAXervice undertakes to manage property tax arrears recovery for you. Initially, we will require you to provide information for every property eligible for tax recovery. At the relevant time, we will advise what specific information is required. In the meantime, we ask that you review the Municipal Profile (Appendix "B") and complete and/or correct the information. If requested, you will provide us with an arrears by year report showing all properties and all arrears.

Once you provide us with the property information, we will initiate the process. As soon as we begin to work on entering your information into our database, we will forward you our invoice(s). These costs are to be entered into your accounting system and added to each roll number. Once you receive our invoice(s), our fee is payable, since a great deal of time and effort is expended entering the information and ensuring it is accurate. If the property is redeemed prior to delivery of our invoice to you, we will waive our fees. However, we will not waive/refund our fees on any properties sent to us in error or which redeem after you receive our invoices.

TAXervice will also assist in the recovery of property taxes or grants-in-lieu of taxes from crown agencies such as CMHC or HMQ. As you are aware, these properties are exempt from tax recovery however, the municipality is entitled to recover the outstanding arrears. In the event we are unsuccessful in recovering funds from the assessed owner, the municipality would be responsible for our fees and disbursements.

Please contact us to reserve your tax sale date. If you bring a resolution to set the date before Council, please check with us first to confirm the date is available. We will do our utmost to ensure your tax sale occurs on the date scheduled. As you are aware however, it may be necessary to postpone the tax sale date due to circumstances beyond our control (eg. inability to notify a deceased or missing owner, etc.)

During the course of the tax recovery process, both TAXervice and the municipality will have specific responsibilities. Please see Appendix "C" for an overview of those responsibilities.

P.O. Box 1502, Swan River, MB R0L 1Z0 • Tel: 1.877.734.3113 • Fax: 1.877.734.1050 • [www.taxervice.com](http://www.taxervice.com)

property tax arrears recovery management

Based on our experience, we have devised and revised our auction sale conditions. Unless arranged otherwise, we will use our auction sale terms and conditions, without alteration.

We will send you an update at each significant step in the process. We provide you with one sample copy of each type of document sent to ratepayers for your information and records. We do not provide copies of every notice sent nor do we provide copies of notices received from land titles. We do provide you with reports of any ratepayer or registered interest holder issues or requests that may arise. (eg. if a taxpayer has specific questions and we communicate with them). We encourage you to forward any inquiries pertaining to the tax recovery process to our office. We strongly suggest that there be only one contact for tax enforcement and that be us.

TAXervice's use of the information provided by the municipality will be limited to tax enforcement for the municipality and TAXervice will comply with all FIPPA/FOIP requirements in dealing with this information.

You agree to indemnify and hold us and our officers, directors, agents and employees harmless from any claim or demand, including legal fees and disbursements, made by any third party due to or arising out of the performance of our services on your behalf. This indemnity does **not** apply if the action(s) or inaction(s) which are the subject of the claim were performed negligently or in contravention of any applicable statute or regulation.

This engagement is for a three-year term ending June 21, 2026. Our arrangement will automatically renew unless terminated by either party on 30 days written notice prior to the end of the term. In the event of termination, any outstanding invoices will be immediately due and payable by the municipality. Any unbilled fees or disbursements will be invoiced by TAXervice and payable forthwith by the municipality. If you terminate our arrangement, there will be no refunds of unearned fees or disbursements. Unless other arrangements are made, there will be no further or future work done on the files. (e.g. discharges)

We look forward to working with you. In the meantime, if you have any questions, please do not hesitate to contact our office.

Yours truly,  
TAXervice



Gary Burnside B.S.A., LL.B.,  
President

By signing a copy of this letter, the undersigned acknowledges and agrees to the terms set out above.

TOWN OF BRUDERHEIM



[Redacted signature line]

Authorized Signing Officer

Name: [Redacted]

Title: [Redacted]

- Encs. Appendix "A" – Outline of Costs
- Appendix "B" – Municipal Profile
- Appendix "C" – Responsibilities

## APPENDIX “A” – Outline of Costs:

### 1. Fees

	Fee	Misc
Setup	\$375	\$40
Auction	\$320	\$50

(Fee schedule above effective January 1, 2023)

- Our fee for properties with arrears of \$25 or less will be discounted from \$375 to \$325 at the first stage. If the property is not redeemed before registration with land titles, full fees will apply.
- In the event that a property owner has more than one property subject to tax sale, our setup fees per property will be reduced.

### 2. Special Service Fees

	Fee	Misc
Level 1 Search	\$150	\$15
Level 2 Search	\$195	\$20
Ministerial Order	\$275	\$25
Attempt to locate missing serial number	\$150	\$15
Service on beneficial owner, deceased owner, dissolved corporation	\$175	\$15
Locate new address for a corporation and resend notice	\$125	\$15
Arrange personal service of notice upon one registered owner or interest holder	\$195	\$20
Agreement (plus \$75 per roll to a maximum fee of \$500)	\$200+	\$25
Default letter/reminder notice with respect to an agreement	\$150	\$15
Discharge (old tax notice or lien registration)	\$100	\$10
Demand for Rent (plus \$75 per additional roll)	\$295	\$30
Voluntary transfer to municipality	\$495	\$50
Notice to Remove Belongings/Vacate	\$325	\$30
Notice of Surplus Proceeds	\$395-\$550	\$45
Surplus Proceeds Application Review	\$350	\$30
Bankruptcy/Insolvency/CRA Judgment Review	\$350+	\$30
"Emergency fee" for last minute redemption by payment through Taxservice or by agreement (in addition to regular fee)	\$150	\$15

3. **Disbursements** - We do our best to ensure that disbursements are reasonable. We request advance notice from our process servers if fees are going to be extraordinary and we will advise you in those circumstances.
4. **Office Administration Charge** – this charge referred to as Miscellaneous covers miscellaneous office expenses such as opening files, file retention and storage, long distance and fax costs, photocopies, laminating, email, regular postage, etc.. Disbursements may include, but are not limited to: land titles fees; document service fees; mailing costs; advertising/auction costs; miscellaneous searches; etc.. An administration fee of 15% will be added to all disbursements. (minimum \$5.00)
5. **Legal Services Rate** – Where legal services are required and have been authorized by the client, those fees will be billed at the rate of \$400 per hour.

**Please Note:** If the property has been redeemed, but we were not notified and further fees and/or disbursements have been incurred, the municipality will be responsible for those further costs incurred.

## APPENDIX "B" – MUNICIPAL PROFILE

*Please confirm or complete/correct the information below:*

Municipality: Town of Bruderheim  
Street Address: 5017 Queen Street  
Mailing Address: Box 280  
Bruderheim, Alberta T0B 0S0  
Telephone: 780-796-3731  
Fax: 780-796-3037



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Administrator: Phyllis Forsyth  
Email: CAO@bruderheim.ca  
Telephone: 780-796-3731

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Tax Enforcement Contact Person:  Same as above OR  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_



---

---

Taxes Due Date: \_\_\_\_\_  
Municipal Accounting Software: \_\_\_\_\_  
Land Titles Office:  Edmonton  
 Calgary  
Penalty Rate: \_\_\_\_\_%



Annually  
 Monthly  
 on principal only (Simple)  
 on principal & interest (Compounding)  
Is interest charged on tax enforcement costs? YES  NO

Accepted Methods of Payment:  
 Debit Card  
 MasterCard  
 VISA  
 other \_\_\_\_\_

Name of local newspaper for advertisement of public auction: \_\_\_\_\_

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## APPENDIX "C" - RESPONSIBILITIES

### TAXervice's responsibilities:

- track all deadlines
- register the Tax Notification with land titles
- register Financing Statement in Personal Property Registry
- prepare and arrange notice to every owner and person having a registered interest
- prepare and arrange publication of the Notice of Public Auction in both the Alberta Gazette and local paper
- arrange conduct of the tax sale auction and, if necessary, be available by teleconference
- prepare transfer/transmission following auction

### The municipality's responsibilities:

- pursuant to s 412 of the Municipal Government Act, at all times to post a copy of the tax arrears list in the municipal office in a place accessible to the public
- provide the information from the tax rolls as requested by Taxervice
- field inquiries for redemption amounts and include our fees and disbursements in the amount
- receive payments from taxpayers by cash, certified cheque or any other form of **guaranteed** payment and advise our office of same by email or fax as soon as possible
- sign documents requiring municipal signatures

# TAXervice

## CONTACT



**CALL US**  
1-877-734-3113



**FAX**  
1-877-734-1050



**EMAIL**  
[info@taxervice.com](mailto:info@taxervice.com)



**WEBSITE**  
[taxervice.com](http://taxervice.com)

WE HELP  
MUNICIPALITIES  
MANAGE TAX  
ARREARS

No cost  
to you



\*There is no cost to your municipality. Our fees are added to the property taxes which are paid by the property owner and do not come out of general revenue. Why should those who pay their taxes on time pay for those who don't? Why not let the "user pay"? The only time there is a cost to the municipality is if you take title to the property and it does not sell.

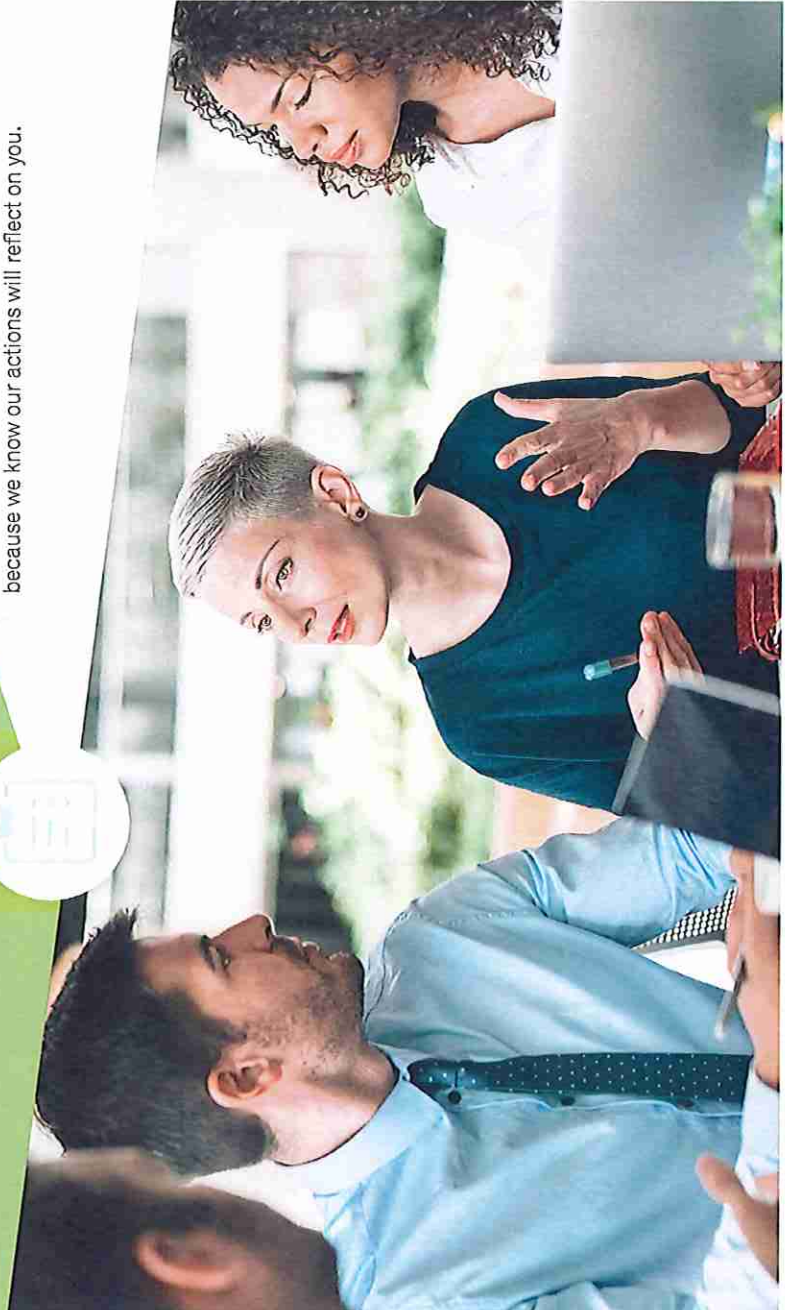




# What we do

We manage the property tax arrears recovery process. We track all deadlines, manage all contact with ratepayers, send all required notices to all required parties, conduct all necessary searches and registrations at land titles, publish all required notices, arrange the auction (if applicable) and convey title to the purchaser/municipality. We manage the entire process for you, from beginning to end.

Even if you've started the process, we can finish it. No more hunting for people, No more land titles searches or registrations or worrying about deadlines for notice or publication. And best of all, there is no cost to your municipality.\*



## RATEPAYER CARE

We are not a collection agency. We ensure that ratepayers are handled respectfully and professionally. The municipality has a duty to ensure property taxes are recovered, but this should be done respectfully, without undue harshness. We attempt to contact all property owners and registered interest holders to ensure they are aware of the proceedings and have every opportunity to redeem their property. We handle your ratepayers with care because we know our actions will reflect on you.



## STAFF RELIEF & SATISFACTION

Recruitment and retention of qualified employees can be very costly. In both time and money. Recovery of tax arrears is a job many staff do not enjoy and it can be awkward if the staff member knows the ratepayer personally. Having an outside party deal with ratepayers is like an employee perk that doesn't cost you anything.



The tax recovery process typically takes several hours of time per roll. Add to that, time spent dealing with questions or concerns from ratepayers and registered interest holders, researching correct procedures, dealing with multiple properties in arrears and delays caused by unusual circumstances or complex legal matters. Hiring out the management of tax recovery can be the financially wise choice. Having TAXservice manage tax recovery for you will free up your staff to work on other important matters requiring their attention.

## EXPERIENCE AND EXPERTISE

Our team includes a senior lawyer, former paralegals, former municipal administrative staff and a wealth of tax recovery expertise. We have experience dealing with missing persons, deceased owners, bankrupt owners and families dealing with all types of hardship. We ensure that all steps are on-time and all statutory requirements are met.



## **MAYOR & COUNCILLOR REPORTS**

June 21, 2023: Council Meeting

Mayor Karl Hauch  
Deputy Mayor Judy Schueler  
Councillor Ashley Carter  
Councillor Dayna Jacobs  
Councillor George Campbell  
Councillor Len Falardeau  
Councillor Wayne Olechow

Council Discussion: [\(Requires Input from Council to Take Back to Boards and Committees\)](#)

### **Boards and Committees:**

June 22, 2023: Alberta Hub AGM

Mayor Karl Hauch  
Deputy Mayor Judy Schueler

June 22, 2023: NEAGGO Meeting

Mayor Karl Hauch  
Deputy Mayor Judy Schuler

June 28, 2023: Bruderheim Minor Sports AGM

Councillor Dayna Jacobs

### **Education and Professional Development:**

#### **Bruderheim Business:**

June 16, 2023: Dow Project Presentation

Mayor Karl Hauch

June 23, 2023: Bruderheim Agricultural Society  
Movie Night

Councillor Dayna Jacobs

June 24, 2023: Bruderheim Agricultural Society  
Stage Painting at Bruderheim Ag Grounds

Councillor Dayna Jacobs

June 26, 2023: Attended Bruderheim Kindergarten  
Graduation

Councillor Dayna Jacobs



**Time Period:** June 17 – June 30, 2023

**Bruderheim Functions and Events:**

June 27, 2023: Bruderheim School Year End  
Celebrations and STEM Award Presentation

Mayor Karl Hauch

June 27, 2023: Attended BMSA Soccer Windup

Councillor Dayna Jacobs

## *Chief Administrative Officer Report*

### **July Meetings & Discussions**

- July 4 – GIS Discussion with Strathcona County
- July 11 – Planning and Development meeting with provider
- July 18 – CEA/CAO Meeting
- July 28 – Strathcona County Golf Classic

### **Research and Development Projects:**

- Agenda Procedure
- Asset Management
- Constant Contact
- Broadband
- Budget 2024
- Economic Development
- Grants
- Intermunicipal Committee
- Municipal Intern
- Offsite Levies
- Operations Plan
- Personnel Plan
- Policies and Procedures
- Procedural Bylaw
- Record Management
- Service Level Review
- Tax Recovery
- Unsightly Property

### **Goals for July**

- ✓ Continue to learn from residents, staff, and Council
- ✓ Continue to develop relationships with Council, Staff, Residents, and municipal partners
- ✓ Personnel and succession plan:
  - Organizational Structure
  - Job Descriptions
  - Pay Grids

### **Staff Briefing Notes**

- ✓ Project Report



**Recommendation**

1. That the Chief Administrative Officer Report and attached briefing notes be received for information.

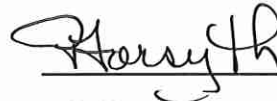
**Strategic Plan Priority Areas**

- ✓ Develop a Balanced Economy
- ✓ Create and Maintain Responsible Infrastructure and Development
- ✓ Build a Safe and Energetic Community
- ✓ Pursuing Excellence in Municipal Leadership

Prepared by:

Phyllis Forsyth  
Chief Administrative Officer

Approved by:



Phyllis Forsyth  
Chief Administrative Officer

## PROJECT REPORT

Town of Bruderheim

Project Start:   
 Display Week:

Jul 10, 2023					Jul 17, 2023					Jul 24, 2023					Jul 31, 2023												
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S

TASK	ASSIGNED TO	PROGRESS	START	END
<b>Electronic Hardware / Software</b>				
Bulk Water Fill Station	Dennis	0%	9/1/23	09/31/2023
<b>Facilities</b>				
Community Hall Stove	Dennis	0%	9/1/2023	09/31/23
Community Hall Exterior	Dennis	5%	5/23/23	7/1/23
Arena Floor Repairs	Dennis	0%	9/1/23	9/10/23
Arena Lobby Furnace	Dennis	0%	7/15/23	8/30/23
Arena Make Up Unit	Dennis	0%	7/15/23	8/30/23
Arena SCADA	Dennis	100%	5/16/23	5/16/23
RRIOC Storage Room	Dennis	0%	6/1/23	6/1/23
Skate Shack	Dennis	0%	8/1/23	8/10/23
Reservoir Expansion	Dennis	2%	5/10/23	12/31/25
<b>Machinery and Equipment</b>				
60" Mower		100%	5/15/23	5/31/23
<b>Parks and Open Space Development</b>				
Electronic Sign	Sherry	0%	5/16/23	12/31/23
Signage	Sherry	0%	5/16/23	12/31/23
Playground	Dennis	80%	5/16/23	6/30/23
<b>Roads</b>				
Trail System Resurfacing	Dennis	100%	7/10/23	7/15/23
Admin Office Parking Lot	Dennis	100%	7/10/23	7/15/23
<b>Utilities</b>				
Force Main Upgrade	Dennis	5%	5/1/23	12/31/23
Lagoon Dredging	Dennis	100%	5/1/23	7/30/23
Fire Pump	Dennis	0%	9/1/23	9/30/23
<b>Machinery and Equipment</b>				
Public Works Pickup	Dennis	100%	5/16/23	5/16/23

Project	Cost	CCBF	AMWWP	MSI Op.	MSI Cap.	Tax Levy	Other
<b>Electronic Hardware/Software</b>							
Bulk Water Fill Station	26,523	26,523					
<b>Facilities</b>							
Community Hall Kitchen Stove	10,000			10,000			
Community Hall Exterior Upgrades	103,000				103,000		
Karol Maschmeyer Arena Floor Repairs	10,609			10,609			
Karol Maschmeyer Arena Lobby Furnace	8,240	8,240					
Karol Maschmeyer Arena Make Up Air Unit	105,000	105,000					
Karol Maschmeyer Arena SCADA	25,000	25,000					
RRIOC Storage Room	9,000						9,000
Skate Shack Outside Arena				5,000			
Reservoir Expansion	4,400,000		3,051,724				1,383,276
<b>Machinery and Equipment</b>							
Ariens 60" Mower	12,000				12,000		
<b>Parks and Open Space Development</b>							
Electronic Sign	10,000			10,000			
Signage	2,000			2,000			
Playground	396,856				40,737		356,116
<b>Roads</b>							
Trail System Resurfacing	10,609	10,609					
Admin Office Parking Lot Surface Seal	25,750				25,750		
<b>Utilities</b>							
Fire pump	15,914	15,914					
<b>Vehicles</b>							
Public Works Pickup Truck	51,500				51,500		
<b>Total Planned Capital Additions</b>	<b>\$5,222,001</b>	<b>\$191,286</b>	<b>\$3,051,724</b>	<b>\$37,609</b>	<b>\$232,987</b>	<b>\$0</b>	<b>\$1,748,392</b>

## Project Notes

### *Bulk Water Fill Station*

Project Status                      Scheduled  
 Budget                                      \$26,523.00  
 Actual  
 Budget Remaining                      \$26,523.00

Notes :

### Community Hall Stove

Project Status                      Scheduled  
 Budget                                      \$10,000.00  
 Actual  
 Budget Remaining                      \$10,000.00

Notes :

### Community Hall Exterior

Project Status                      In progress  
 Budget                                      \$130,000.00  
 Actual    \$32,856.01  
 Budget Remaining                      \$97,143.99

Notes.    Materials are ordered. Construction to continue in July.



#### Arena Floor Repairs

Project Status	Scheduled
Budget	\$10,609.00
Actual	
Budget Remaining	\$10,609.00

Notes :

#### Arena Lobby Furnace

Project Status	Scheduled
Budget	\$8,240.00
Actual	
Budget Remaining	\$8,240.00

Notes :

#### Arena Make Up Air Unit

Project Status	Scheduled
Budget	\$105,000.00
Actual	\$26,250.00
Budget Remaining	\$78,750.00

Notes :

#### Arena SCADA

Project Status	Complete
Budget	\$25,000.00
Actual	\$22,668.97
Variance	\$2,331.03

Notes :

#### RRIOC Storage Room

Project Status	In progress
Budget	\$9,000.00
Actual	
Budget Remaining	\$9,000.00

Notes : Review of project goals undertaken. Retendering may be required.

Skate Shack

Project Status	Scheduled
Budget	\$5,000.00
Actual	
Budget Remaining	\$5,000.00

Notes :

Reservoir Expansion

Project Status	Tendering
Budget	\$4,400,000.00
Actual	9,858.00
Budget Remaining	\$4,400,000.00

Notes : Tender to be issued by end of June. Grant work continues.

Mower

Project Status	Complete
Budget	\$12,000.00
Actual	
Budget Remaining	\$12,000.00

Notes : Ordered, awaiting invoice

Electronic Sign

Project Status	In progress
Budget	\$10,000.00
Actual	
Budget Remaining	\$10,000.00

Notes : Reviewing scope, options and pricing.

Playground

Project Status	In progress
Budget	\$396,856.00
Actual	\$40,737.00
Budget Remaining	\$356,119.00

Notes : Rain has caused some delays.

Trail System Resurfacing

Project Status	Complete
Budget	\$10,609.00
Actual	
Budget Remaining	\$10,609.00
Notes :	Awaiting invoice

Admin Office Parking Lot

Project Status	Complete
Budget	\$25,750.00
Actual	
Budget Remaining	\$25,750.00
Notes :	Awaiting Invoice

Fire Pump

Project Status	Scheduled
Budget	\$15,914.00
Actual	
Budget Remaining	\$15,914.00
Notes :	

Public Works Pickup

Project Status	Complete
Budget	\$51,500.00
Actual	\$50,098.25
Variance	\$1,401.75
Notes :	

---

*Briefing Note*

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*Service Level Review - Administration*

**Background:**

The Municipal Government outlines Municipal Purposes as:

- Providing good government
- Providing services, facilities or other things that in the opinion of council, are necessary and desirable for all or a part of the municipality, and
- Developing safe and viable communities.

As Council proceeds with the Service Level Review, this month we will be looking at Administration. Council will be reviewing, Community Services, Corporate Services and Operations throughout the next few months, and during budget discussions we can talk service vs. dollars; with Council knowing what taxation pays for. Resources need to match expectations and reducing or maintaining the tax rate will need to be offset with reducing a service.

We are conscious of the need to minimize increases to tax levies. I have undertaken a service level review and will be discussing services levels in conjunction with programs and services the town provides.

There will be a presentation during the meeting to review services in the Administration Division. The presentation will outline mandatory programs and services, discretionary services and ideas that may be implemented to increase efficiency and effectiveness in the delivery of programs.

**Enclosure:**

N/A

**Strategic Plan Priority Areas**

- ✓ **Develop a Balanced Economy**
- ✓ **Create and Maintain Responsible Infrastructure and Development**
- ✓ **Build a Safe and Energetic Community**
- ✓ **Pursuing Excellence in Municipal Leadership**

**Other Impacts**

N/A

**Policy:**

N/A

**Legislative/Legal:**

Municipal Government Act

Town of Bruderheim Bylaws

Town of Bruderheim Policies and Procedures

**Prepared by:**

Phyllis Forsyth, CLGM  
Chief Administrative Officer

**Approved by:**

---

Phyllis Forsyth, CLGM  
Chief Administrative Officer

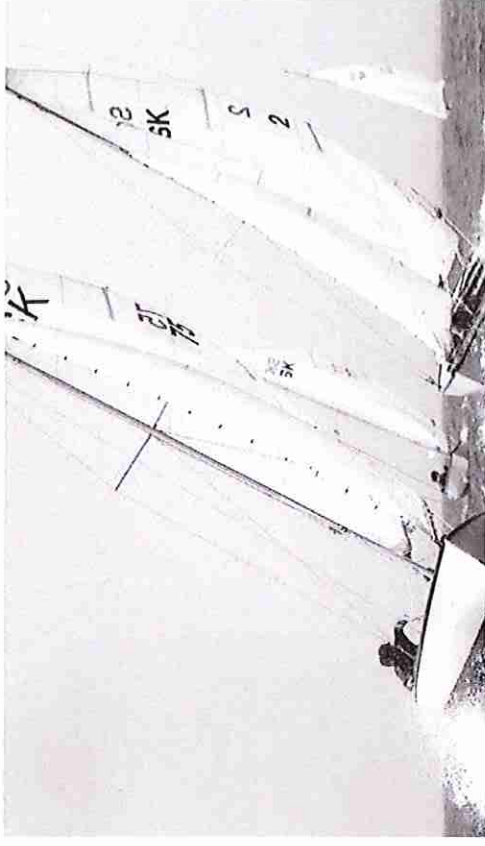
# 2023 Service Level Review





# Agenda

- + Introduction
- + Budget
- + Council
- + Legislation
- + Corporate Service
- + Community Services
- + Operations



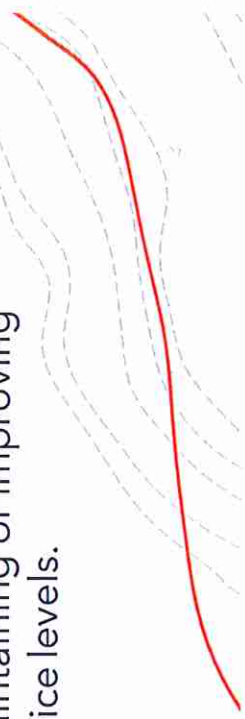
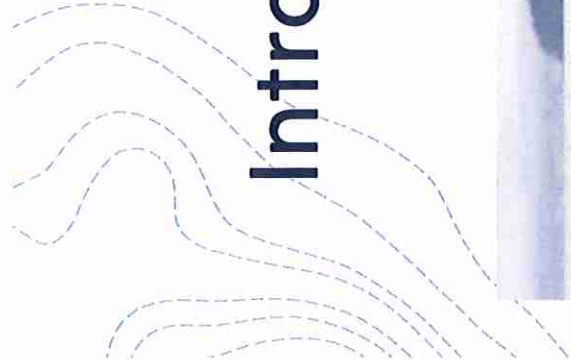
# Introduction

Residents of Bruderheim have come to expect a certain way of life.

Reviewing key services and priorities is essential for the Town of Bruderheim, whether under statutory obligations placed on us by the provincial and federal government, or through mechanisms set under municipal policy.

Council and administration believe one of our main objectives is high-quality value for money services, partnerships and sustainable growth.

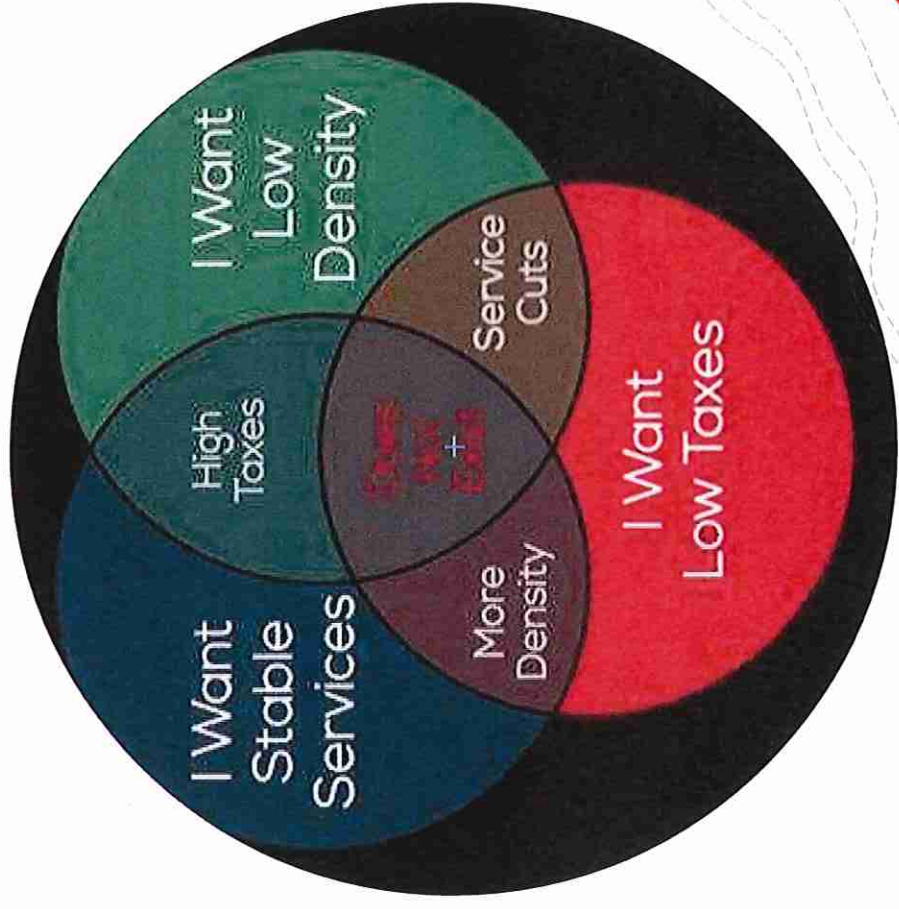
The review focuses more on exploring trade-offs (programs and services) and setting priorities, to reduce the cost of delivery while maintaining or improving services and service levels.





# With our budget this is what we will achieve.

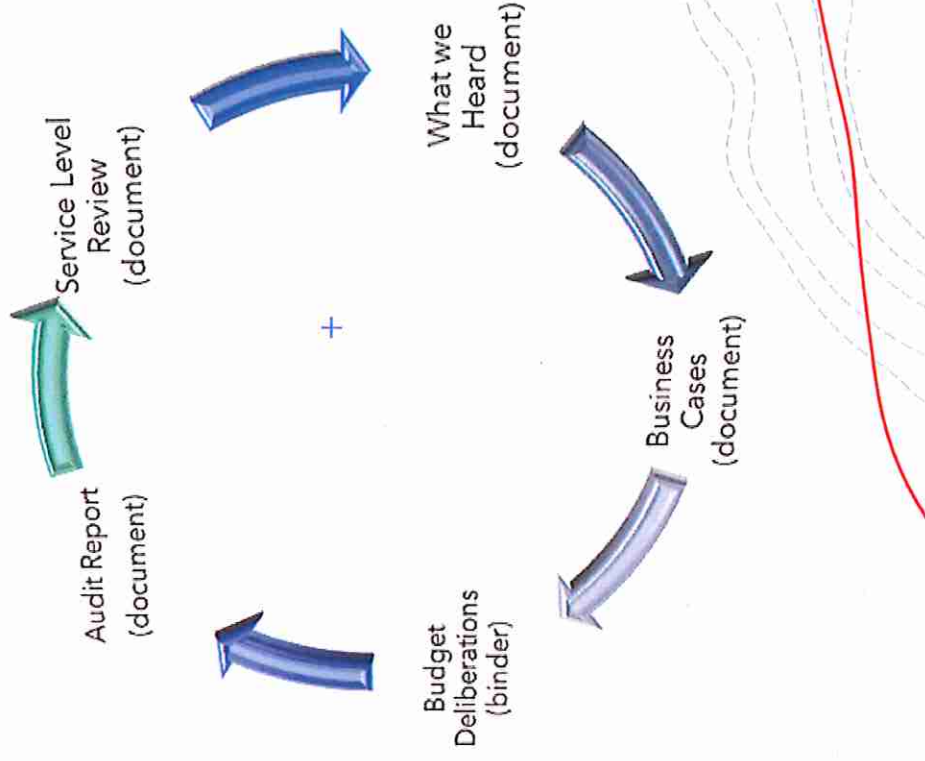
Through the budgeting process,  
Council must make decisions  
balancing resident expectations, risk  
and level of service.



# Budget Fiscal Cycle

## Levels of Service

- Dependent on community values as set by elected officials
- Are what the community expects for their dollars
- Are at the heart of what we do
- Drives cost and creates customer experience
- Drives the expected treatments in the management of infrastructure



# Budget Decision

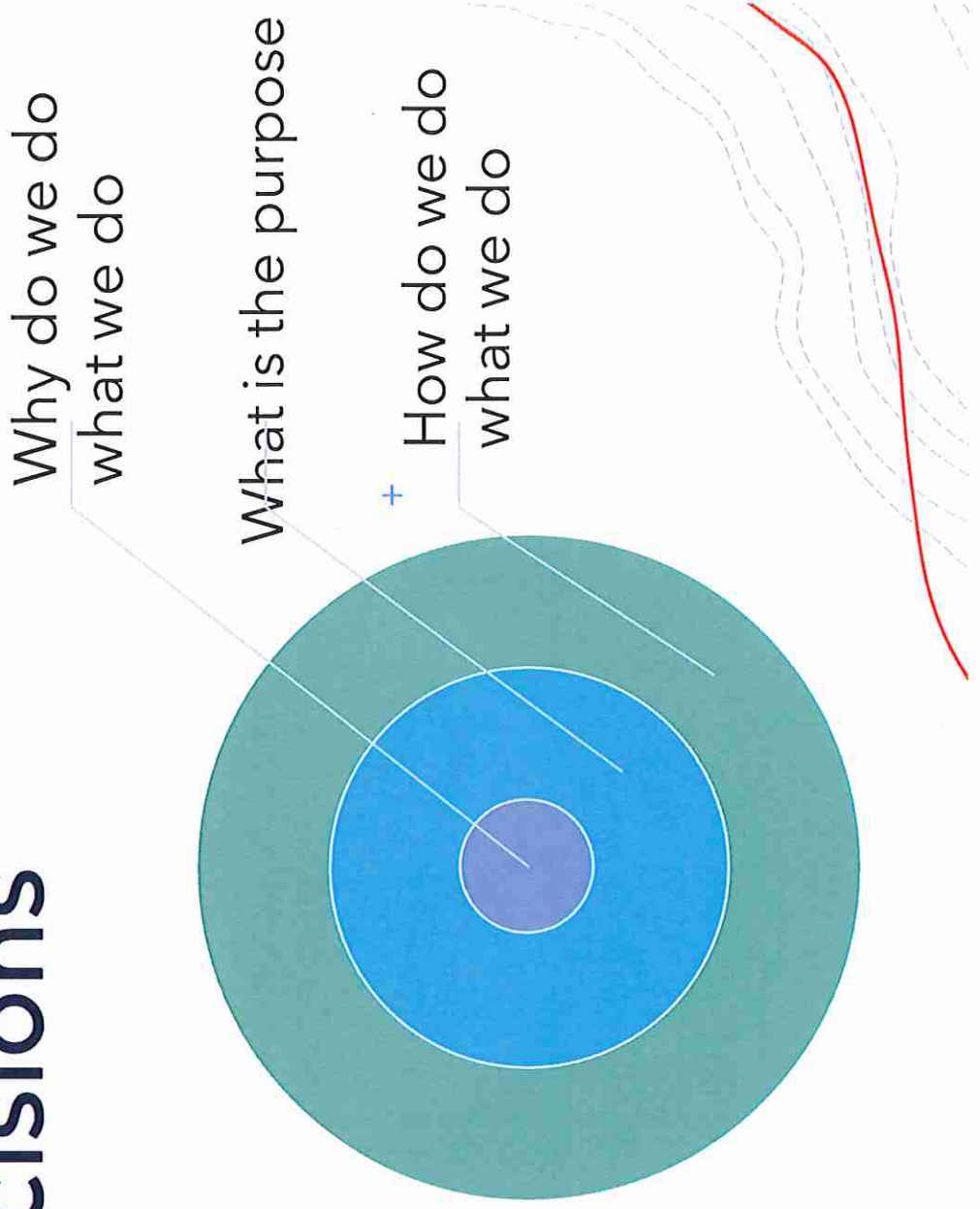
Options for achieving service levels

- Increase taxes
- Increase debt limit
- Increase user fees on services
- Decrease services
- Alternate service delivery

Budget should be a manifestation of previous decisions.

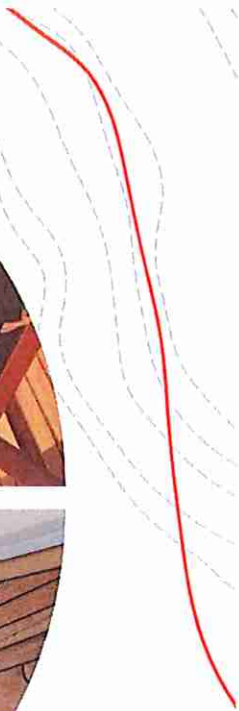
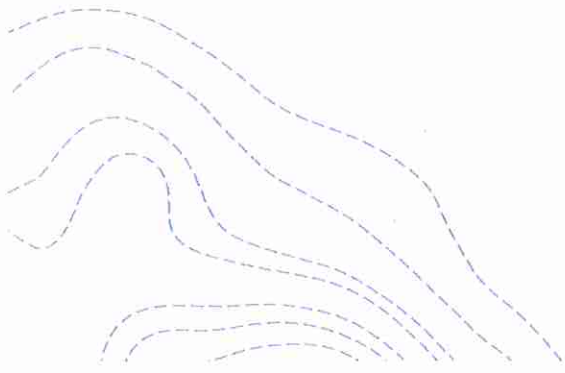
# Decisions, Decisions

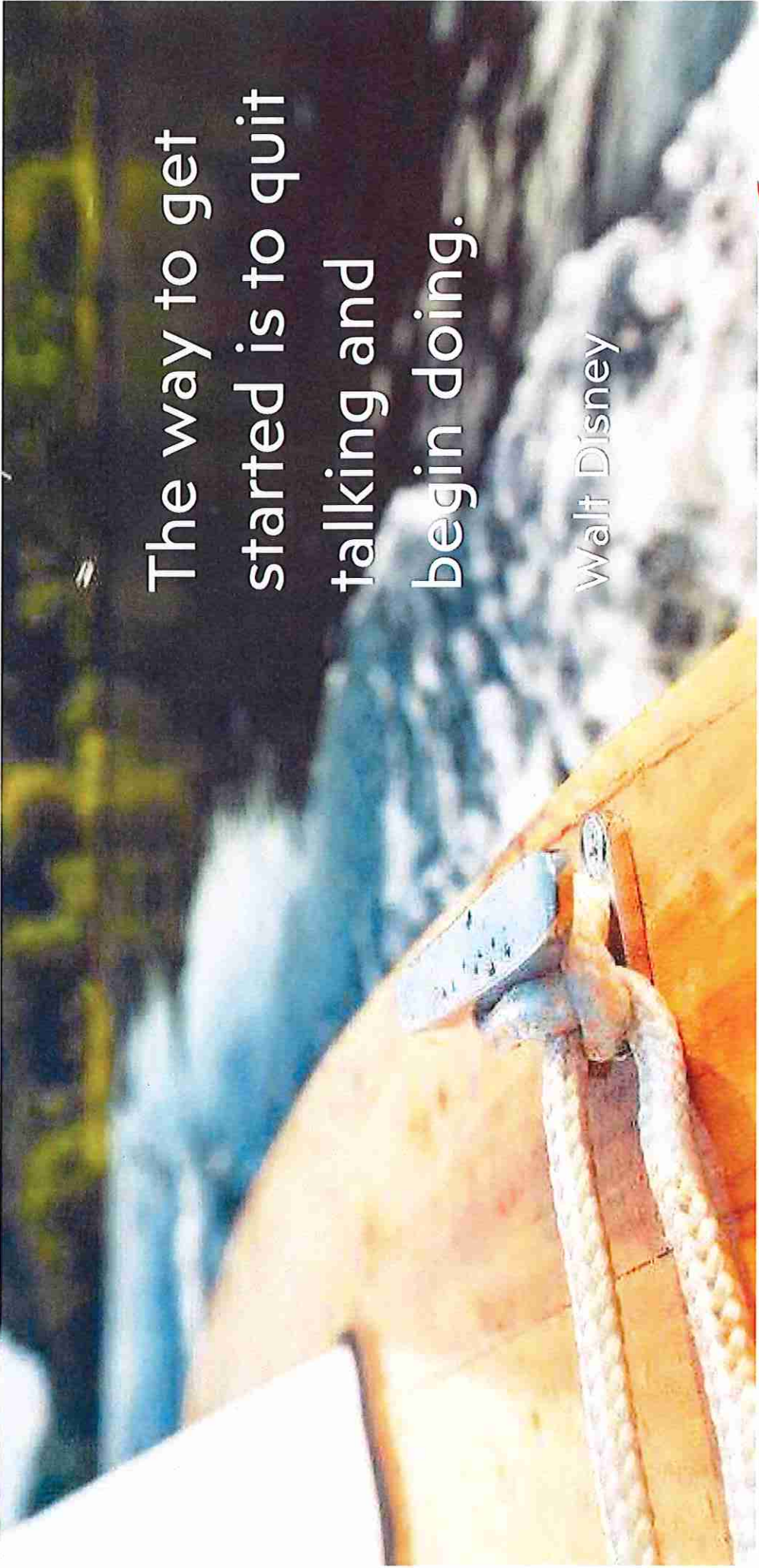
1. Should we continue with this service / program as it is?
2. Should we continue with this service / program in a modified form?
3. Should we stop delivering this service?
4. In there anything that we should be doing that we are not doing now?





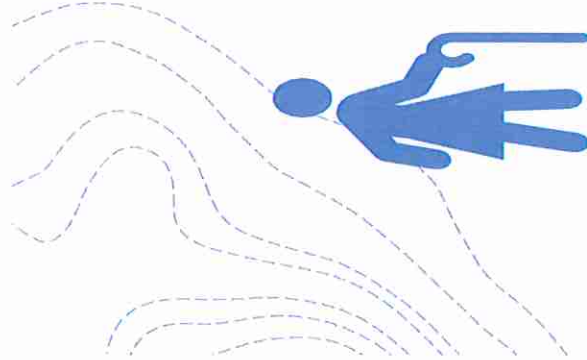
# Council



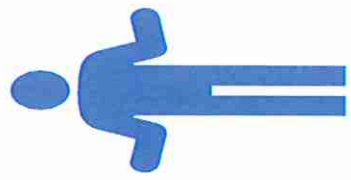


The way to get  
started is to quit  
talking and  
begin doing.

Walt Disney



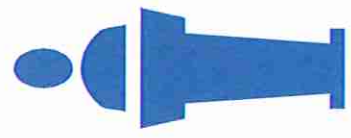
Councillor



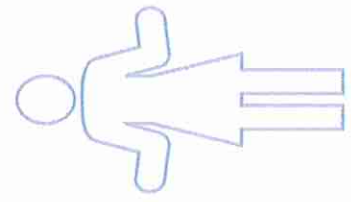
Councillor



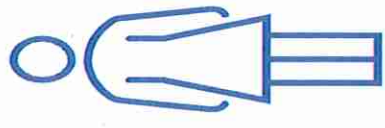
Councillor



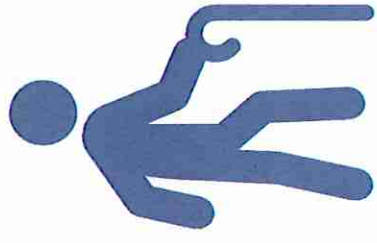
**Mayor**



Councillor

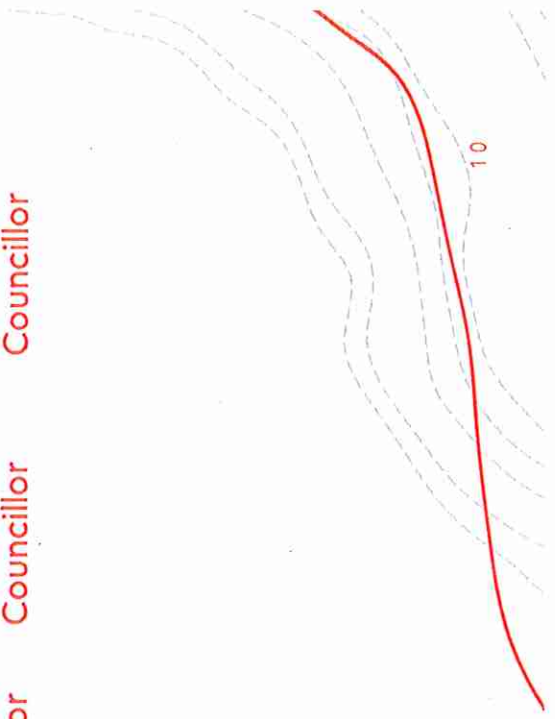


Councillor

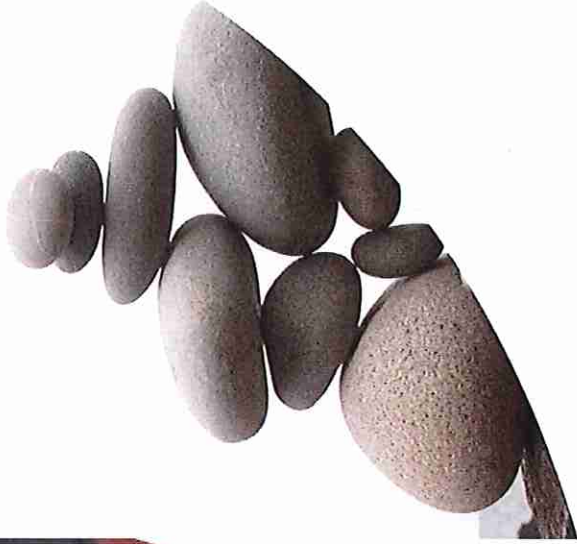
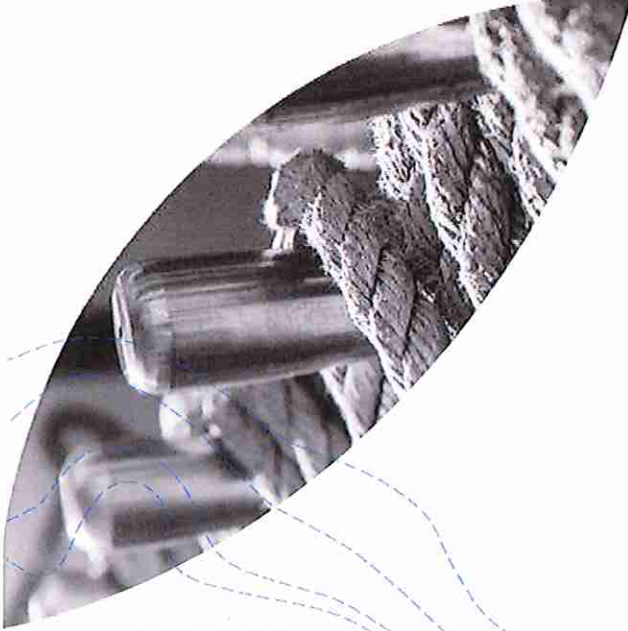


Councillor

# Current Council







# Legislation

+ The CAO is head of the Administrative Organization and is the link between Council and staff. This role is responsible for all actions of the "corporation" and therefore is held accountable for all departments.

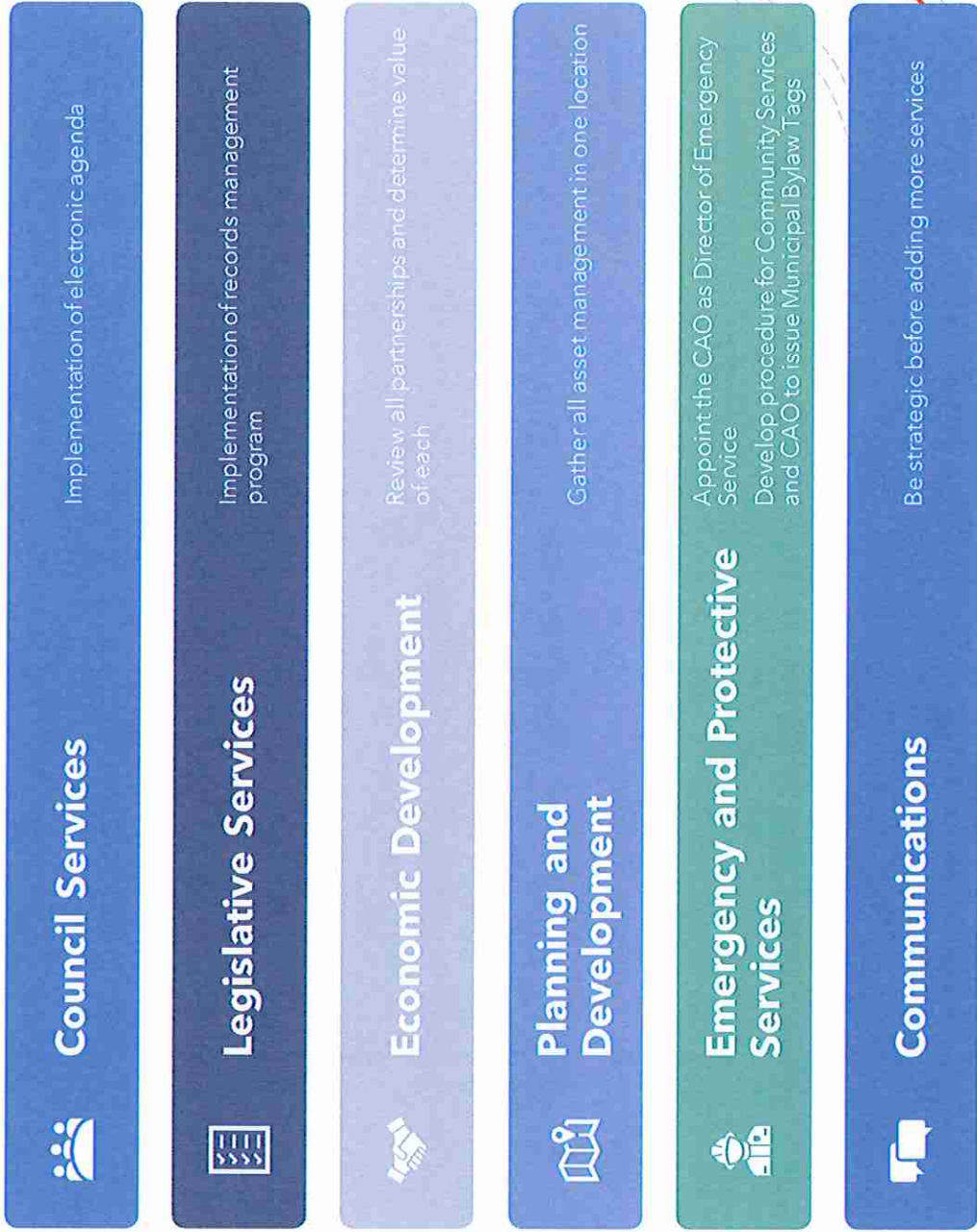






# Legislative Services

# Areas of Efficiency and Improvement



# Summary

+ We will continue to work towards finding more effective and efficient technical solutions to providing the services our residents desire and value.





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**Thank You**

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*Briefing Note*

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*Correspondence*

**Background:**

At the Rural Municipalities of Alberta, November 2022, conference, Smoky Lake County sponsored a resolution in support of resuming or continuing work on the Alberta Land Use Framework Regional Plans. This resolution did not get carried.

In December 2022, Smoky Lake County Council passed a resolution that specifically addressed the North Saskatchewan Regional Plan. This action of Smoky Lake County Council has been shared with other municipalities, which led to Municipal Leaders reaching out to the Alberta Land Use Secretariat Stewardship Commissioner, requesting that the Alberta Land Use Framework Regional Plans, specifically related to the North Saskatchewan Regional Plan, be considered for action.

**Correspondence:**

Administration received the following information to share with Council:

- a) Email from Shaleigh Raine, Lands and Consultation Manager, Louis Bull Tribe, Maskwacis, AB
- b) Letter to Alberta Land Use Secretariat, Stewardship Commissioner, from Reeve & Division Councillor, Smoky Lake County
- c) Letter to Alberta Land Use Secretariat, Stewardship Commissioner, from Mayor Tim MacPhee, Town of Vegreville

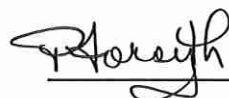
**Strategic Plan Priority Areas**

- ✓ Develop a Balanced Economy
- ✓ Create and Maintain Responsible Infrastructure and Development
- ✓ Build a Safe and Energetic Community
- ✓ Pursuing Excellence in Municipal Leadership

Prepared by:

Sherry Cote  
Director of Development and Legislative Services

Approved by:



---

Phyllis Forsyth  
Chief Administrative Officer

## Kyle Schole

---

**From:** Consultation <consultation@louisbulltribe.ca>  
**Sent:** June 12, 2023 9:55 AM  
**To:** Kyle Schole  
**Subject:** RE: Resumption of Progress Toward a North Saskatchewan Regional Plan (NSRP) and/or Subregional Planning

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Kyle,

We appreciate that you have forwarded this letter to our Tribe.

We have been communicating to the GOA, for over 2 years now (with no response), that LUP needs to resume so that we can begin to address cumulative impacts. We appreciate the effort that Smoky Lake County is putting forth to get the GOA to continue these discussions. Thanks,

### Shaleigh Raine

Lands and Consultation Manager

Louis Bull Tribe

Maskwacis, AB

P: (780) 585 3978



**From:** Kyle Schole <kschole@smokylakecounty.ab.ca>  
**Sent:** Sunday, June 11, 2023 5:46 PM  
**To:** LUF@gov.ab.ca  
**Subject:** Resumption of Progress Toward a North Saskatchewan Regional Plan (NSRP) and/or Subregional Planning

Good Afternoon,

Please note the enclosed correspondence from Smoky Lake County Reeve Halisky on behalf of Council and contact us for any questions.

Best Regards,

*Kyle Schole*

Planning Technician | Planning & Development Services | Smoky Lake County

Vice Chair | Member-at-large, Board of Directors | [North Saskatchewan Watershed Alliance \(NSWA\)](#)

River Manager: [North Sask. \(Alberta\) Canadian Heritage Rivers System Designation Initiative \(718 km / 57,000 km2 of Stories\)](#)





# Smoky Lake County

P.O. Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
Phone: 780-656-3730  
1-888-656-3730  
Fax: 780-656-3768  
[www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

June 9<sup>th</sup>, 2023

Alberta Land Use Secretariat  
Stewardship Commissioner

OFFICE OF THE REEVE

Email: [LUF@gov.ab.ca](mailto:LUF@gov.ab.ca)

Via Email

Re: Resumption of Progress Toward a North Saskatchewan Regional Plan (NSRP) and Subregional Planning

---

Commissioner,

I hope this letter finds you very well. At the Rural Municipalities of Alberta November 2022 conference, Smoky Lake County sponsored a [Resolution](#) in support of resuming or continuing work on the entirety of Alberta's remaining incomplete Land Use Framework regional plans. Although said Resolution was not carried, this letter is in furtherance to the subsequent County Council Motion 192-22 (*carried* at the December 14, 2022 Council Meeting) specific to the North Saskatchewan Regional Plan (NSRP).

We were pleased that the former Minister's Mandate Letter dated November 9, 2022, included direction to '*...continue establishing new land use plans... under the Alberta Land Stewardship Act...*'. In addition to the ongoing caribou sub-regional planning, it is our express hope that this can include resuming progress on the NSRP.

We are aware that the purpose of regional planning is to support the numerous policies and strategies that guide natural resource development, support economic growth, and protect our environment. Regional plans integrate these policies and strategies at the regional level and provide policy direction and clarity for decision makers at the federal, provincial, and local levels.

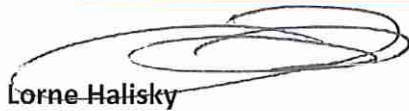
The Alberta Land Use Framework (2008) provides a basis for regional plans that guide natural resource development, support economic growth, and protect the environment. Alberta is comprised of seven regional planning areas including the North Saskatchewan planning area, which is defined by provincial and municipal boundaries but includes most of the North Saskatchewan River watershed. Covering +85,780<sup>2</sup>-kilometers, the North Saskatchewan Region includes about 13% of the province and more than 1.5 million Albertans.

The interests of our rural communities could be advanced through a completed regional plan. Indeed, regional plans provide a framework for collaborative planning for the economy of the future, including support of energy, agriculture, forestry, and tourism. We want our children, grandchildren, and great-grandchildren to be able to grow up, thrive, be healthy, and prosper. Completion of the NSRP would be

a coalescing force for the region, so that our communities would be singing from the same song-sheet, toward a prosperous future.

The North Saskatchewan Regional Plan was initiated in 2014, including establishment of a Regional Advisory Council Terms of Reference, and a *Profile of the North Saskatchewan Region*. The Regional Advisory Council provided 69 recommendations across six topic areas, and Albertans were then invited to provide their input on these, which closed in May 2018. Since then, the province has been 'reviewing' the results for more than **1,860 days** and counting.

The NSRP is an opportunity to ramp-up not only our ecological integrity, but especially our economic competitiveness. Let's renew the Alberta Advantage. Communities, businesses, industry, and Albertans across the NSRP would be well-served to see the completion of this important planning document. Finally, we would be pleased to meet with yourself, the Minister, and/or any department officials regarding this matter. Please do not hesitate to contact myself or our Administration at 780-656-3730/[lhalisky@smokylakecounty.ab.ca](mailto:lhalisky@smokylakecounty.ab.ca). Sincerely,



**Lorne Halisky**  
Reeve & Division 4 Councillor,  
Smoky Lake County

cc: Minister of Environment and Protected Areas (and Stewardship Minister), & Minister for Calgary-Shaw <[aep.minister@gov.ab.ca](mailto:aep.minister@gov.ab.ca)>  
Katarzyna (Kasha) Piquette, Deputy Minister for Alberta Environment and Protected Areas <[Katarzyna.Piquette@gov.ab.ca](mailto:Katarzyna.Piquette@gov.ab.ca)>  
Tom Davis, Assistant Deputy Minister, Resource Stewardship, EPA <[tom.davis@gov.ab.ca](mailto:tom.davis@gov.ab.ca)>  
Laura Polasek, Planning Lead, Central/South, Regional Planning Section - Planning Branch <[laura.polasek@gov.ab.ca](mailto:laura.polasek@gov.ab.ca)>  
Sarah Depoe, Director, Cumulative Effects Management Planning Section - Planning Branch, EPA <[sarah.depoe@gov.ab.ca](mailto:sarah.depoe@gov.ab.ca)>  
Kim Lalonde, Executive Director, Land Planning Branch, EPA <[kim.lalonde@gov.ab.ca](mailto:kim.lalonde@gov.ab.ca)>  
Jamie Bruha, Director, Land and Environmental Planning (Central) Section - Planning Branch, EPA <[jamie.bruha@gov.ab.ca](mailto:jamie.bruha@gov.ab.ca)>  
Minister of Municipal Affairs, & MLA for Calgary-Hays, <[minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)>  
Minister of Forestry & Parks, & MLA for Central Peace-Notley <[CentralPeace.Notley@assembly.ab.ca](mailto:CentralPeace.Notley@assembly.ab.ca)>  
Minister of Energy & Minerals, & MLA for Fort McMurray-Lac La Biche <[FortMcMurray.LacLaBiche@assembly.ab.ca](mailto:FortMcMurray.LacLaBiche@assembly.ab.ca)>  
Minister of Jobs, Economy, and Trade, & MLA for Calgary-South East <[JEND.minister@gov.ab.ca](mailto:JEND.minister@gov.ab.ca)>  
Minister of Transportation and Economic Corridors, & MLA for Innisfail-Sylvan Lake <[Innisfail.SylvanLake@assembly.ab.ca](mailto:Innisfail.SylvanLake@assembly.ab.ca)>  
Minister of Indigenous Relations, & MLA for Wetaskiwin <[jr.ministeroffice@gov.ab.ca](mailto:jr.ministeroffice@gov.ab.ca)>  
Minister of Agriculture and Irrigation, & MLA for Highwood <[Highwood@assembly.ab.ca](mailto:Highwood@assembly.ab.ca)>  
Leader of His Majesty's Official Opposition, and MLA for Edmonton-Strathcona <[Edmonton.Strathcona@assembly.ab.ca](mailto:Edmonton.Strathcona@assembly.ab.ca)>  
MLA for Athabasca-Barrhead-Westlock <[Athabasca.Barrhead.Westlock@assembly.ab.ca](mailto:Athabasca.Barrhead.Westlock@assembly.ab.ca)>  
Other NSRP-area MLAs  
Advocacy at Alberta Municipalities (AM) <[advocacy@abmunis.ca](mailto:advocacy@abmunis.ca)>  
Wyatt Skovron, Manager of Policy and Advocacy, Rural Municipalities of Alberta (RMA) <[wyatt@RMAAlberta.com](mailto:wyatt@RMAAlberta.com)>  
Municipal Councils & Indigenous Nations within the North Saskatchewan Regional Plan (NSRP) Area  
Smoky Lake County Council, Interim CAO Office, & Planning and Development Services Department



June 23, 2023

Alberta Land Use Secretariat  
Stewardship Commissioner

Email: [LUF@gov.ab.ca](mailto:LUF@gov.ab.ca)

Via Email

**Re: Resumption of Progress Toward a North Saskatchewan Regional Plan (NSRP) and Subregional Planning**

Dear Commissioner,

At the Town of Vegreville Legislative Committee Meeting on June 21, 2023, Council discussed the stalled progress toward the North Saskatchewan Regional Plan (NSRP) and Subregional Planning. At the Rural Municipalities of Alberta November 2022 conference, Smoky Lake County sponsored a Resolution in support of continuing work on the entirety of Alberta's remaining incomplete Land Use Framework regional plans. Although this Resolution was not carried, this letter recognizes Vegreville Town Council's support and encouragement to the province to resume progress on the NSRP and complete the Alberta Land Use Framework regional plans.

Planning is the best way to prepare for what the future will look like. The purpose of regional planning is to support the policies and strategies that guide natural resource development, support economic growth, and protect our environment. These plans also provide direction and clarity for decision makers at federal, provincial, and local levels.

As members of the Vermilion River Watershed Alliance, part of the North Saskatchewan River watershed, and a rural community, our interests could be advanced through a completed regional plan. Regional plans provide a framework for collaborative planning for the economy of the future, including support of energy, agriculture, forestry, and tourism. Completion of the NSRP would be a significant step toward successful collaboration and a prosperous future.

The North Saskatchewan Regional Plan was initiated in 2014, including the establishment of a Regional Advisory Council Terms of Reference, and a *Profile of the North Saskatchewan Regions*. The Regional Advisory Council provided 69 recommendations across six topic areas, and Albertans were then invited to provide their input on these, which closed in May 2018. Since then, the province has been 'reviewing' the results for more than 1,860 days and counting.

The NSRP is an opportunity to improve not only our ecological integrity, but especially our economic competitiveness. Communities, businesses, industry, and Albertans across the NSRP would be well-served

to see the completion of this important planning document. We would be pleased to meet with yourself, the Minister, and/or any department officials regarding this matter. Please do not hesitate to contact myself or our Administration at 780-632-2606/ [tmacphee@vegreville.com](mailto:tmacphee@vegreville.com).

Sincerely,



Tim MacPhee  
Mayor

CC: Minister of Environment and Protected Areas (and Stewardship Minister), & Minister for Calgary-Shaw <[aep.minister@gov.ab.ca](mailto:aep.minister@gov.ab.ca)>  
Katarzyna (Kasha) Piquette, Deputy Minister for Alberta Environment and Protected Areas <[Katarzyna.Piquette@gov.ab.ca](mailto:Katarzyna.Piquette@gov.ab.ca)>  
Tom Davis, Assistant Deputy Minister, Resource Stewardship, EPA <[tom.davis@gov.ab.ca](mailto:tom.davis@gov.ab.ca)>  
Laura Polasek, Planning Lead, Central/South, Regional Planning Section - Planning Branch <[laura.polasek@gov.ab.ca](mailto:laura.polasek@gov.ab.ca)>  
Sarah Depoe, Director, Cumulative Effects Management Planning Section - Planning Branch, EPA <[sarah.depoe@gov.ab.ca](mailto:sarah.depoe@gov.ab.ca)>  
Kim Lalonde, Executive Director, Land Planning Branch, EPA <[kim.lalonde@gov.ab.ca](mailto:kim.lalonde@gov.ab.ca)>  
Jamie Bruha, Director, Land and Environmental Planning (Central) Section - Planning Branch, EPA <[jamie.bruha@gov.ab.ca](mailto:jamie.bruha@gov.ab.ca)>  
Minister of Municipal Affairs, & MLA for Calgary-Hays, <[minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca)>  
Minister of Forestry & Parks, & MLA for Central Peace-Notley <[CentralPeace.Notley@assembly.ab.ca](mailto:CentralPeace.Notley@assembly.ab.ca)>  
Minister of Energy & Minerals, & MLA for Fort McMurray-Lac La Biche <[FortMcMurray.LacLaBiche@assembly.ab.ca](mailto:FortMcMurray.LacLaBiche@assembly.ab.ca)>  
Minister of Jobs, Economy, and Trade, & MLA for Calgary-South East <[JEND.minister@gov.ab.ca](mailto:JEND.minister@gov.ab.ca)>  
Minister of Transportation and Economic Corridors, & MLA for Innisfail-Sylvan Lake <[Innisfail.SylvanLake@assembly.ab.ca](mailto:Innisfail.SylvanLake@assembly.ab.ca)>  
Minister of Indigenous Relations, & MLA for Wetaskiwin <[ir.ministeroffice@gov.ab.ca](mailto:ir.ministeroffice@gov.ab.ca)>  
Minister of Agriculture and Irrigation, & MLA for Highwood <[Highwood@assembly.ab.ca](mailto:Highwood@assembly.ab.ca)>  
Leader of His Majesty's Official Opposition, and MLA for Edmonton-Strathcona <[Edmonton.Strathcona@assembly.ab.ca](mailto:Edmonton.Strathcona@assembly.ab.ca)>  
MLA for Athabasca-Barrhead-Westlock <[Athabasca.Barrhead.Westlock@assembly.ab.ca](mailto:Athabasca.Barrhead.Westlock@assembly.ab.ca)>  
Advocacy at Alberta Municipalities (AM) <[advocacy@abmunis.ca](mailto:advocacy@abmunis.ca)>  
Wyatt Skovron, Manager of Policy and Advocacy, Rural Municipalities of Alberta (RMA) <[wyatt@RMAAlberta.com](mailto:wyatt@RMAAlberta.com)>  
Smoky Lake County Council <[lhalisky@smokylakecounty.ab.ca](mailto:lhalisky@smokylakecounty.ab.ca)>