

**AGENDA**

1. Call to Order
2. Agenda: Amendments and Adoption
3. Adoption of the Minutes:
  - a) Minutes of Regular Meeting – Wednesday, December 5, 2018 – 6:00 P.M.
4. Delegation: None
5. Bylaws:
  - a) Bylaw #442/19 – to Repeal Economic Development Board Bylaw
  - b) Bylaw #441/19 – Utility Rate Changes
  - c) Bylaw #443/19 – to Repeal Line of Credit Bylaw – Request for Decision 19-01
6. Unfinished Business:
  - a) Disaster Services – Request for Decision 18-60
7. New Business:
  - a) Asset Management – Request for Decision 18-61
8. Financial Reports: None
9. Committee Reports:
  - a) Alix Public Library Board – Councillor Gilliat
  - b) RCMP Advisory Committee – Councillor Cole
  - c) Highway 12/21 Water Commission – Councillor Soltermann
10. Administrative Reports:
  - a) CAO Report
11. Correspondence and Information:
  - a) Local Authority Emergency Management Regulation
  - b) Alberta Community Crime Prevention Association 2019 Conference
12. Closed Session:
  - a) FOIP Sec. 21 – Intergovernmental Relations – Intermunicipal Collaboration Framework Discussions
  - b) FOIP Sec. 25 – Economic Interest of a Public Body – Re: 4831-50 Street, Lot 8, Block 6, Plan 6465KS – Lease Review
13. Adjournment



Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, December 5, 2018 at 6:00 P.M. in the Village of Alix Council Chambers.

Present: Deputy Mayor Tim Besuijen, Councillors Edwin Cole, Barbara Gilliat and Vicki Soltermann

Also Present: Michelle White, Chief Administrative Officer

Regrets: Mayor Rob Fehr

Call to Order: Deputy Mayor Besuijen called the meeting to order at 6:00 P.M.

Amendments/Deletions to Agenda: Deputy Mayor Besuijen called for amendments to the agenda.

Approval of Agenda:

Resolution #318/18: Moved by Councillor Soltermann that the Village of Alix Council accept the agenda with the following amendment:

Add: New Business: d) Councillor Remuneration Tax Cuts

CARRIED

Minutes: a) Regular Meeting – November 21, 2018

Resolution #319/18: Moved by Councillor Gilliat that the Minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, November 21, 2018, be accepted as presented.

CARRIED

Delegation: None

Bylaws: a) Bylaw #336/05 – Economic Development Board Bylaw – Request for Decision 18-52

Resolution #320/18: Moved by Councillor Cole that the Village of Alix Council authorize Administration to draft a bylaw for the purpose of repealing the Village of Alix Economic Development Board Bylaw #336/05.

CARRIED

Unfinished Business: a) Snow Removal and Ice Control Policy – Request for Decision 18-58

Resolution #321/18: Moved by Councillor Gilliat that the Village of Alix Council approve the amended Snow Removal and Ice Control Policy #31 as presented which changes the depth of snow removal in the policy from 7 cm to 13 cm.

CARRIED

b) 2019 Draft Interim Operating Budget

Councillor Soltermann asked for a recorded vote.

Resolution #322/18: Moved by Councillor Cole that the Village of Alix Council approve the 2019 Draft Interim Operating Budget as presented.

In Favor: Deputy Mayor Besuijen, Councillors Cole and Gilliat  
Against: Councillor Soltermann

CARRIED

New Business: a) Multi Year Capital Budget

Resolution #323/18: Moved by Councillor Cole that the Village of Alix Council approve the Multi Year Capital Budget as amended.  
CARRIED

b) Tax Recovery Property – Request for Decision 18-59

Resolution #324/18: Moved by Councillor Soltermann that the Village of Alix Council list Lot 30, Block 25, Plan 762 1249 for sale at \$30,000.00 plus GST.  
CARRIED

c) Disaster Services – Request for Decision 18-60

Resolution #325/18: Moved by Councillor Cole that the Village of Alix Council hereby postpone Disaster Services Request for Decision 18-60 to the Regular Meeting of Council to be held on January 2, 2019.  
CARRIED

d) Councillor Remuneration Tax Cuts

Councillor Cole read a statement regarding Alix Village Council not increasing remuneration in 2019 regardless of the changes to federal taxation policy for members of municipal Council.

Financial Reports: None

Committee Reports: a) Red Deer River Municipal Users Group – Councillor Besuijen  
b) Lacombe Regional Emergency Management Partnership - Mayor Fehr  
c) Lacombe Foundation – Councillor Gilliat  
d) Lacombe Regional Solid Waste Commission – Councillor Gilliat  
e) Parkland Community Planning Services – Councillor Soltermann

Resolution #326/18: Moved by Councillor Gilliat that the Village of Alix Council accept the Committee Reports as presented.  
CARRIED

Administrative Reports: a) Chief Administrative Officer's Report

b) Public Works Report

Resolution #327/18: Moved by Councillor Soltermann that the Village of Alix Council accept the Administrative Reports as presented.  
CARRIED

Correspondence and Information:

a) BDO Canada LLP – Audit Planning Report

b) Alix Wagon Wheel Museum

Resolution #328/18: Moved by Councillor Soltermann that the Village of Alix Council authorize the payment of \$2,500.00 to the Alix Wagon Wheel Museum in the 2019 Budget.  
CARRIED

Resolution #329/18: Moved by Councillor Gilliat that the Village of Alix Council accept Correspondence Items (a) and (b) for information.

CARRIED

In-Camera: a) FOIP Sec. 25 – Economic Interest of a Public Body – RE: 4851 - 50 Street

Resolution #330/18: Moved by Councillor Gilliat that the Village of Alix Council go “In Camera” at 7:37 P.M. to discuss FOIP Section 25, Economic Interest of a Public Body Re: 4851 – 50 Street.

CARRIED

Resolution #331/18: Moved by Councillor Gilliat that the Village of Alix Council come “Out of Camera” at 7:40 P.M.

CARRIED

Resolution #332/18: Moved by Councillor Cole that Administration enter into negotiations with the owners of 4851 50 Street, Alix, Alberta.

CARRIED

Adjournment:

Resolution #333/18: Moved by Councillor Gilliat that this Regular Meeting of the Village of Alix Council be adjourned at 7:44 P.M.

CARRIED

Deputy Mayor

Chief Administrative Officer



# **Village of Alix**

## **Bylaw No. 442/19**

**BEING** a Bylaw of the Village of Alix, in the Province of Alberta, to repeal Bylaw No. 336/05 being a Bylaw to Establish an Economic Development Board for the Village of Alix.

**WHEREAS**, Section 191(1) of the Municipal Government Act RSA 2000 gives the Council the authority to repeal any Bylaw;

**AND WHEREAS**, the Council of the Village of Alix deems it expedient to repeal Bylaw No. 336/05 being the Economic Development Board Bylaw.

**NOW THEREFORE**, the Council of the Village of Alix, in the Province of Alberta, duly assembled, hereby enact as follows:

- 1. That Bylaw No. 336/05 the Economic Development Board Bylaw be repealed in its entirety.**
- 2. This Bylaw shall come into force and effect upon final passing thereof:**

Read a first time this                      day of January, 2019.

Read a second time this                      day of January, 2019.

Read a third and final time this                      day of January, 2019.

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Mayor

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Chief Administrative Officer





# VILLAGE OF ALIX

## BYLAW NO. 441/19

### **Amendment to the Alix Utilities Bylaw No. 421/16 – Schedule “A”**

**BEING** A Bylaw of the Village of Alix in the Province of Alberta, to amend Bylaw No. 421/16 being the Utilities Bylaw.

**NOW THEREFORE**, the local authority of the Village of Alix, in Council duly assembled, enacts as follows:

**THAT** the Alix Utilities Bylaw No. 421/16 – Schedule “A” be amended as follows:

**1. RESIDENTIAL, COMMERCIAL & INDUSTRIAL - WATER:**

Water consumption rate: \$2.96 per cubic meter.

**2. RESIDENTIAL, COMMERCIAL & INDUSTRIAL - RECYCLING AND COMPOSTING**

Flat rate, all accounts: \$5.93 per month.

**THIS** Bylaw shall come into force and effect on January 1, 2019.

Read a first time this            day of            , 20            .

Read a second time this            day of            , 20            .

Read a third time and finally passed this            day of            ,  
20            .

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Mayor



## **SCHEDULE "A"**

### **TAPPING OF WATER AND SEWER LINES**

When tapping from the mains in the street  
(single residential service only)

- 75 % of the cost paid by the owner
- 25% of the cost paid by the municipality

When tapping from the property line

- \$2,000 deposit
- all other costs paid by the owner

Tapping of water and sewer to all new residential developments, commercial and industrial services shall be as per an agreement separate from this bylaw.

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### **UTILITY RATES**

Connection Fee: (during regular office hours) \$ 50.00

Connection Fee: (after regular office hours) \$ 200.00

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### **RESIDENTIAL WATER & SEWER**

Residential Water Rate: Flat rate per month is \$35.00 plus \$2.96 per cubic meter consumption.

Residential Sewer Rate: Flat rate per month is \$26.25 per water meter plus \$2.25 per cubic meter of water usage

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### **RESIDENTIAL GARBAGE**

Residential Garbage Rate: Flat rate per month is \$25.00 per dwelling unit

### **RESIDENTIAL RECYCLING & COMPOSTING**

Recycling and Composting Rate: Flat rate per month \$5.93 all accounts

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### **COMMERCIAL WATER**

Commercial Water Rate: Flat rate per month is \$35.00 plus \$2.96 per cubic meter consumption.

Commercial Water Rate  
with attached living quarters Flat rate per month \$35.00 plus \$2.96 per cubic meter.

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### **COMMERCIAL SEWER**

Commercial Sewer Rate: Flat rate per month \$26.25 plus \$2.25 per cubic meter of water usage.

Commercial Sewer Rate  
with attached living quarters: Flat rate per month \$26.25 plus \$2.25 per cubic meter of water usage.

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### COMMERCIAL GARBAGE

Commercial Garbage Collection Rate: Flat rate per month is \$41.50 (to a maximum of two (2) totes).  
(with or without living quarters)

High Volume: Can be coordinated between Business Owner and Contractor.

Non-Collection: Regional Land Fill Fee Flat rate per month is \$10.25.

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### INDUSTRIAL

Industrial Water Rate: Flat rate per month is \$35.00 plus \$2.96 per cubic meter consumption.

Industrial Sewer Rate: Flat rate per month is \$26.25 plus \$2.25 per cubic meter of water usage.

Industrial Garbage Rate: Flat rate per month is \$41.50 (to a maximum of two (2) totes).

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### COMMERCIAL/INDUSTRIAL RECYCLING & COMPOSTING

Low Volume: Flat rate per month is \$5.93 all accounts.

High Volume: Can be coordinated between Business Owner and Contractor.

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### BULK WATER

The Village of Alix automated water dispensing station bulk rate will be \$5.00 per cubic meter.

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### BENEVOLENT GROUP RATE

Churches, Societies, Boards and Organizations owning facilities may be exempted, by the CAO, from the garbage collection, compost and recycle fees upon written request.

# ADMINISTRATION REPORT



**Date:** December 18, 2018  
**Memo To:** Village Council  
**From:** Michelle White  
**Subject:** Line of Credit

RFD 19-01

1. **PURPOSE** – To determine if Council will renew the Village's line of credit with Servus Credit Union.
2. **BACKGROUND** – Historically the Village has had a line of credit with Servus Credit Union for \$300,000. It has not been used for at least the last 10 years.
3. **OPTIONS** –
  1. To renew the line of credit.
  2. To repeal Bylaw No. 419/15.
4. **DISCUSSION** – The Village's remaining debt limit available is \$576,060. Having a line of credit available does not affect this amount unless it is used.
5. **FINANCIAL IMPLICATIONS** – A line of credit can be helpful if a municipality is expecting to need bridge funding on major projects. An example of this would be if you are getting a debenture from Alberta Capital Finance Authority for a capital project, but that funding is not expected to come in for another 4 months and you need to pay your contractors monthly. A line of credit would have a lower interest rate than using the overdraft of a chequing account.
6. **LEGAL** – A line of credit requires a borrowing bylaw and a full advertising cycle for the bylaw. The bank requires us to sign an agreement with them and needs a copy of our financial statements.
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** – Should we find that a line of credit may be beneficial at a later time, we can go through the process of setting one up then.
9. **RECOMMENDATIONS** – Option #2. At this point with over \$2,000,000 in the bank account, I am comfortable advising Council not to renew the line of credit arrangement at this time.

  
\_\_\_\_\_  
Author

## Village of Alix

## Bylaw No. 443/19

**BEING** a Bylaw of the Village of Alix, in the Province of Alberta, to repeal Bylaw No. 419/15 being a Bylaw to enter into an agreement with Servus Credit Union.

**WHEREAS**, Section 191(1) of the Municipal Government Act RSA 2000 gives the Council the authority to repeal any Bylaw;

**AND WHEREAS**, the Council of the Village of Alix deems it expedient to repeal Bylaw No. 419/15 being a bylaw to allow the Village of Alix to borrow for the purpose of financing operating expenditures.

**NOW THEREFORE**, the Council of the Village of Alix, in the Province of Alberta, duly assembled, hereby enact as follows:

- 1. That Bylaw No. 419/15 be repealed in its entirety.**
- 2. This Bylaw shall come into force and effect upon final passing thereof:**

Read a first time this                      day of                      , 2019.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Read a third and final time this       day of       , 2019.

Mayor

Chief Administrative Officer

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# ADMINISTRATION REPORT

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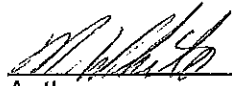
**Date:** November 28, 2018  
**Memo To:** Village Council  
**From:** Michelle White  
**Subject:** Disaster Services

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RFD 18-60

1. **PURPOSE** – To determine if Council will move the Disaster Services office to cut operating budget costs.
2. **BACKGROUND** – Disaster Services primary location used to be at Village Office. It was moved to an upstairs office space in Railway House shortly after Moonwalkers opened.
3. **OPTIONS** –
  1. To move the Disaster Services office/crash cart to Village Office
  2. To keep Disaster Services located at Railway House
4. **DISCUSSION** – The location of Disaster Services Emergency Operations Center (EOC) directly beside the highway and rail line might be a problem as highway and rail are the most likely causes of a major incident.  
There is space in Village Office for the crash cart and a Disaster Services office and there are sufficient phone/fax lines for an EOC already in place.  
The DEM & DDEM would need key fobs for the office building to have access. There are a number of staff in the Village that have key fob access to the building that could also help with access and admin support to the DEM & DDEM in an emergency.
5. **FINANCIAL IMPLICATIONS** – Currently there are two phone lines and one dedicated fax line for Disaster Services at Railway House. The cost of these varies from \$3,500 to \$3,800 per year.  
This line of thought started when we asked the Recreation Department if we could cancel their fax line to cut costs. They said this is not an option because it is somehow tied in to the Disaster Services phone lines. The annual cost of the Rec Dept fax line is \$833.  
  
Moving Disaster Services would result in a cost savings of \$4,333 per year in telecommunications costs.
6. **LEGAL** – There are no legal requirements on where to set up an EOC but there are recommended best practices. The Village Office location meets the best practice requirements.
7. **POLITICAL/PUBLIC IMPLICATIONS** – If the current Disaster Services office were to be vacated, it may be possible for FCSS to use the space for confidential or group meetings. Though it is not wheelchair accessible, FCSS may still find the space useful.
8. **OTHER COMMENTS** – It is worth noting that when we experienced the main water line break, the emergency response was staged from Village Office. Though this was not a life or death emergency, the initial response from all parties was to work together and coordinate from the Village Office location.  
Admin staff have access to resources and information that can be helpful in an emergency at the Village Office location. The time it would take to call down to the office and relay information back to the EOC would be saved by moving the Disaster Services office.
9. **RECOMMENDATIONS** – Option #1. I recommend the following resolution;

"that Village of Alix Council hereby designates 4849 – 50<sup>th</sup> Street as the location of the Disaster Services Office and Emergency Operations Center for the Village of Alix."

A handwritten signature in black ink, appearing to be "M. White", is written over a horizontal line.

Author



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# ADMINISTRATION REPORT

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**Date:** December 17, 2018  
**Memo To:** Village Council  
**From:** Michelle White  
**Subject:** Asset Management

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RFD 18-61

1. **PURPOSE** – To determine if the Village will participate in the “Asset Management Capacity Building Cohort” application being made by the City of Lacombe.
2. **BACKGROUND** – Asset Management is a requirement for municipalities receiving federal funding. The Village of Alix receives Federal Gas Tax program funds and occasionally makes application to other federal grant programs. By doing Tangible Capital Asset (TCA) management and Multi Year Capital Budgets, we are compliant with the Asset Management requirements in a marginal way.
3. **OPTIONS** –
  1. To participate in the Asset Management Capacity Building Cohort proposed by the City of Lacombe.
  2. To decline the opportunity for additional Asset Management at this time.
4. **DISCUSSION** – In addition to managing the financial aspects of Asset Management (by using TCA software), a municipality is able to get more detailed regarding maintenance records, replacement time & standards of all infrastructure.
5. **FINANCIAL IMPLICATIONS** – As shown in the attached sheets, the cost to the Village would be from staff travel time and possibly hosting a meeting. Accommodation for staff is not likely to be an issue since meetings should be regional or by phone. There are many Asset Management software packages available to purchase. We already have Tangible Capital Asset software that we will be using in 2019. The TCA software is able to hold a significant amount of information on each asset that makes it good for both TCA and Asset Management purposes, meaning no additional software purchase should be necessary.
6. **LEGAL** – We are currently meeting the legal requirements for Asset Management.
7. **POLITICAL/PUBLIC IMPLICATIONS** –
8. **OTHER COMMENTS** – Though we are currently meeting the requirements, a more well-rounded approach to Asset Management could be beneficial. There are many toolkits and online resources as well as workshops and training opportunities for Asset Management. This is something we would be capable of doing on our own, however being part of a group initiative like this usually ensures the work gets done rather than getting set aside or left behind.
9. **RECOMMENDATIONS** – Option #1. I recommend the following resolution;

*“that the Village of Alix Council directs staff to apply for the asset management cohort program opportunity from the RMA, AUMA and IAMA. The Village of Alix hereby commits staff and other personnel to participating in the asset management cohort program to advance our asset management program. In addition, Council commits financial support from the Village budget toward the costs of this initiative for staff travel and accommodation.”*

Author



## **Request for Expression of Interest Information**

### *Project Timeline*

Cohort applications will be accepted until December 21, 2018, with the cohort selected in early January 2019. In-person group learning activities will likely commence in late January or February 2019. Participants will be required to complete some individual tasks in January 2019, such as the completion of a municipal self-assessment on the MAMP Asset Management Readiness Scale. Targeted cohort completion is summer 2019, though depending on the progress being made and the preferences of the cohort, the process **may** be extended to fall 2019.

### *Participant Commitments*

This project will include periodic in-person workshops, to be hosted on a rotational basis by participating municipalities, as well as more frequent conference calls. Participants will operationalize learnings within their municipality throughout the project period by engaging others in their municipality in the development of asset management policies, internal teams, etc.

Participants will be expected to report on their progress through completion of an asset management self-assessment using the MAMP Asset Management Readiness Scale prior to the project's commencement and upon completion of the project, as well as (potentially) at other points throughout the project. Participants are also expected to engage with the project team and one another through phone, email, and/or other means as needed to share challenges, ideas, concerns, etc., as such regular engagement supports an effective group learning process.

Participants will be asked to sign an acknowledgement of the participant commitment expectations, and council will be required to pass a motion endorsing the municipality's participation. This will ensure that participants are well-supported in their time commitment and have organizational support to implement the learnings from the cohort.

### *Participant Characteristics*

This project seeks municipalities with little to no current asset management uptake, but with an interest in developing asset management processes and capacity. Any type of municipality (town, village, municipal district, etc.) may apply. Preference will be given to the following:

- Population of 10,000 or below
- Little to no asset management processes in place, but a willingness to develop them
- A willingness to commit two to three representatives (ideally from different departments within the municipality) to participating throughout the project term
- Demonstrated council support for participation in the cohort, ideally through a formal council motion (see attachment for optional motion template)
- Preference will be given to municipalities within a common region of the province (see following section)

Municipalities who do not meet all the above characteristics are still encouraged to apply.



**FCM**

FÉDÉRATION  
OF CANADIAN  
MUNICIPALITIES



**RMA**  
RURAL MUNICIPALITIES  
OF ALBERTA

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS



**IAMA**  
INFRASTRUCTURE ASSET MANAGEMENT ALBERTA

**Canada**

### Cohort Characteristics

This project will prioritize the development of a cohort within a specific region of the province. A regional cohort is preferred for the following reasons:

- Intermunicipal collaboration (through the development of ICFs and IDPs) is a priority for many municipalities in Alberta. Extending a regional focus to asset management will strengthen regional relationships for participants and support the consideration of asset management processes into intermunicipal or regional decision-making.
- Municipalities within a region are more likely to have similar infrastructure and service delivery priorities and challenges than those from different areas of the province.
- Project logistics are much simpler with a regional approach. Travel distances are shorter, and travel costs are lower, both for the participants and for the project team.

A regional cohort **is not** mandatory, but is preferred. The attached application form provides the option for multiple municipalities to apply as a group. Individual applications will be considered, and depending on the applications received, a regional cohort may not be possible.

Regional partners could include municipalities with a shared boundary, or municipalities from a similar area of the province (example southwest, Foothills, Peace region, capital region, etc.).

### Participant Costs

There is no fee to participate in the cohort. Group learning activities and support from the project team and asset management experts are provided free of charge for the duration of the project.

For in-person meetings, food and refreshments will be provided free of charge, though travel and accommodation costs **will not be reimbursed**.

Participants will be expected to work with the project team to provide at least one meeting space to hold a meeting or workshop at some point during the project. Ideally, participants will alternate hosting duties to allow for a similar cost and travel commitment among all cohort members.

### Application Process

To apply, complete the application form and provide the attachments referenced in the application form. Applications must be submitted no later than **December 21, 2018**.

### Questions

Any questions about the application process or project may be directed to Ryan Osterburg, Policy Analyst, AUMA, by email at [rosterburg@auma.ca](mailto:rosterburg@auma.ca) or by phone at 780-989-7426, or Wyatt Skovron, Policy Analyst, RMA, by email at [wyatt@RMAAlberta.com](mailto:wyatt@RMAAlberta.com) or by phone at 780-955-4096.



**RMA**  
RURAL MUNICIPALITIES  
of ALBERTA



**IAMA**  
INFRASTRUCTURE ASSET MANAGEMENT ALBERTA

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CANADIENNE DES  
MUNICIPALITÉS

**Canada**

## Asset Management Approach

### Introduction:

Under the agreement for the federal Gas Tax Fund (GTF) program, Alberta and Canada have agreed to “work in collaboration to develop the approach to asset management planning based on where Alberta is today. This is to ensure continued progress is made while setting achievable goals against which Alberta will measure progress as part of the Outcomes Report.”

Infrastructure Canada’s GTF Oversight Committee recently approved Alberta’s proposed asset management approach. The first check-in date is March 2018.

While recognizing the commitment made by the province under the GTF agreement, the responsibility and authority for the implementation of asset management processes ultimately rests with municipalities. Under the *Municipal Government Act (MGA)*, municipalities have the authority to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality; to establish capital budgets; and to borrow for purposes of financing a capital property.

According to a recent report prepared for the AAMD&C membership titled *Asset Management for Municipalities in Alberta* “... asset management planning is well underway in many larger municipalities; however, in small and medium-sized municipalities, many barriers to adoption remain, including a lack of resources and capacity...”

### Approach:

Asset management processes allow municipalities to manage infrastructure in a planned and integrated manner to maximize value to the community. Identifying and pursuing opportunities to build municipal capacity and promote sustainability is consistent with the objectives of the Municipal Sustainability Strategy (MSS) and the mandate of the MSS Advisory Committee.

Alberta’s strategy is focused mainly on meeting the needs of smaller communities as well as continued support for the broader asset management community that is already very active. Municipal Affairs developed the approach to asset management planning, which the MSS Advisory Committee will guide.

The approach is currently envisioned in two phases over seven years, as outlined below.

## Phase One Activities - 2015 to 2017:

### **1. Complete and publish an inventory of current tools and resources**

The ministry currently maintains the MSS Capacity Building Tools web page, which is a central repository for municipalities researching resources on a variety of topics.

There are numerous technical resources already available for asset management tasks at different levels of complexity. Both the AAMD&C report and the Consulting Engineers of Alberta (CEA) have provided information to the ministry that is being compiled and made available through the web page.

### **2. Support the development and rollout of tools that support asset management**

The CEA received funding from the Alberta Community Partnership program to develop an asset management resource for smaller municipalities. The ministry and other municipal associations participated as members of the project advisory committee.

The resulting handbook and toolkit resource was launched in early 2016. We are also partnering with Infrastructure Asset Management Alberta to determine if any other tools exist within municipalities or other organizations that could be shared.

### **3. Enhance existing advisory services and training opportunities**

The ministry, and the members of the MSS Advisory Committee, have many avenues to distribute information about asset management to municipal officials.

As an example, discussions are underway to create a one-day training session based on the CEA handbook/toolkit resource in partnership with the Government Finance Officers Association. As well, consideration is being given to including an information session on asset management during the Regional Training Initiative (spring 2016) in several locations in the province.

The ministry will also provide its municipal and financial advisors with knowledge about the benefits of asset management and links to the available tools to share as they interact with municipal clients.

Infrastructure Asset Management Alberta (IAMA) is an initiative whose membership includes municipalities interested in knowledge sharing and best practices. IAMA received funding from the ministry to support asset management workshops and to establish a website. Ministry advisors are participating in this group as members of the core committee.

Measurement of municipal progress in asset management during Phase One will be based on data currently collected in Municipal Sustainability Initiative capital project applications. MSI program guidelines require the municipality to confirm that a multi-year capital plan has been prepared.

## Phase Two Activities – 2018 to 2023:

### **1. Assist municipalities to implement corporate planning regulatory requirements**

Amendments to the Municipal Government Act approved in spring 2015 will require all municipalities to prepare three-year financial and five-year capital plans. This change is intended to ensure that all municipalities are able to better utilize their financial and physical assets under more rigorous legislative requirements. The form and content of the plans will be included in a regulation that is currently under development.

The development and implementation of asset management policies, strategies and plans directly support the identification of capital project additions as set out in the new requirements, and could be viewed as necessary prerequisites to making informed decisions about what is to be included in the financial plan and the capital plan.

### **2. Expand tools and resources where gaps are identified**

While there appear to be sufficient materials useful to smaller municipalities with capacity limitations, such as worksheets and financial planning guidance, there may be a need to develop additional tools around some other aspects of asset management, such as level of service or risk assessment.

The MSS Advisory Committee will assist in determining the need for additional tools and/or measurement criteria.

## **Conclusion:**

Alberta plans a two-stage approach to asset management planning; specific tasks will be undertaken at each stage. Phase One builds on many activities already underway.

Phase Two will continue the activities of Phase One and will promote the development and use of policies, strategies and plans to support the capital planning requirement introduced through the amendments to the MGA. Further clarity will be provided through the regulation that is under development. The MSS Advisory Committee will monitor and identify gaps and advise on additional processes and activities to be developed in Phase Two.

This two phase approach represents specific actions that can be taken today and over the next several years. It also includes strategies to meet additional requirements as the approach evolves.

It is expected that through these activities, as well as the efforts of the broader asset management community in Alberta, municipalities' ability to optimize their infrastructure and other physical assets will improve significantly.





**Alix Public Library Board Meeting  
December 4, 2018**

The meeting was called to order at 6:30 pm

**Correspondence:** A letter of support was received from the County of Lacombe.

A quote was received for updated security for the basement. The quote was for \$600+, it was felt that this was quite high and a motion detected was not really needed on the stairway as there is one by the door which would catch anyone coming up from the basement.

**Managers' Report:** The Library in conjunction with the Friends of the Library had a table at the Christmas Market. Keyana the student volunteer helped out.

**Treasurers Report:** The bank balance is \$31,350.73

**Village Report:** The children playing sign has been erected on a pole outside the Library. Councillor Gilliat commented that the County gave the Friends of the Mirror Library Society \$5000 and was wondering if Alix could get a similar amount. Comment was met with much excitement (?) from Dwight (from Mirror) and the County Councillor. The money is for the Mirror FCSS and is handled by the Library as no one else in Mirror is willing. Note: the Library has yet to put up a warning to watch for vehicles.

**Old Business:** Diane Klassen has volunteered to take on the role of Secretary/Treasurer and will now be in charge of taking minutes and issuing meeting agendas. Thank you Diane!

Window!!! An inspection is being done Friday morning at 8:30 by Superior Inspections.

**New Business:** Charles suggested we have a special meeting in January with the Friends of Alix Library to discuss planning for the year ahead.

Meeting was adjourned at 7:00 pm followed by a small Christmas reception.



## RCMP ADVISORY COMMITTEE MEETING DECEMBER 6

Meeting of the RCMP Advisory Committee was held on Thursday December 6 in Bashaw.

- There were only 5 members who attended,
- the detachment is currently fully staffed, including a new member who came from 3 years at Hobema (therefore very experienced). I met him earlier (he is the one that solved the hit and run at the Village shop), seems like a sharp young member
- As per attached report the CSI dropped from 117.4 to 104.8 (2016-2017)
- Sgt Halliday advised that calling in suspicious persons/vehicle reports is assisting in crime, hence drop in the CSI
- a significant occurrence for example a robbery can cause a false high in the CSI
- I suggested in his next report include the clearance rate. This is an RCMP stat which shows charges either matters cleared by a charge or cleared otherwise. Cleared otherwise indicates necessary evidence exists for a charge but for reasons no charge is laid.
- the detachment tries to do 12 crime prevention presentations a year
- the damage to the Village shop was in essence solved by use of the cameras in town
- crime mapping is on our Village website
- zooming out on the crime map can show other jurisdictions

The next meeting is not yet scheduled.

E.W. COLE CD  
COUNCILLOR



## Bashaw Provincial Detachment - 2017 Crime Severity Index

2018/08/09

On July 23, 2018 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2017*. One portion of this report contained the calculated CSI values for 2017, as well as revised values for 2016.

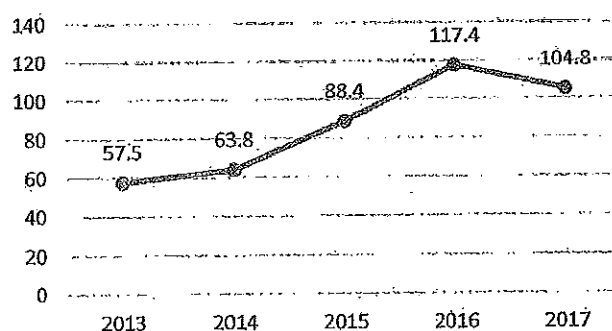
### CSI Values

The Bashaw Provincial Detachment's 2017 CSI value is 104.8. This is a decrease of 10.7% when compared to the newly revised 2016 CSI value of 117.4.

The overall CSI in Alberta for 2017 was 110.1, which is a 5% increase when compared to 2016.

The chart to the right shows the CSI values for the Bashaw Provincial Detachment from 2013 to 2017.

Bashaw Provincial Detachment CSI Values



### Main Contributors and Drivers to CSI

The table below contains the top 10 contributors to the Bashaw Provincial Detachment's CSI in 2017.

Top 10 Contributors to CSI - 2017		
Crime Category	% of CSI	# of Offences
Break & Enter	38.5%	85
Theft Under \$5,000	7.6%	95
Possession of Stolen Goods	7.6%	29
Fraud	7.3%	29
Theft of Motor Vehicle	6.6%	43
Other Offences Related to Death	3.9%	2
Mischief To Property	3.7%	58
Assault	3.4%	40
Other Criminal Code Offences	3.4%	24
Robbery (ALL ALIX)	3.0%	3
<b>Total for Top Ten</b>	<b>84.9%</b>	<b>408</b>

In 2017 Break & Enter Offences accounted for 38.5% of the Bashaw Provincial Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 84.9% of the Bashaw Provincial Detachment's CSI.

The largest driver to the decrease in CSI from 2016 to 2017 was a decrease in Theft Over \$5,000 offences. There were 13 less in 2017 than in 2016. This caused a CSI decrease of 4.2 points.

The top 3 drivers to the decrease in CSI, as well as the top 2 increases can be found in the tables below.

Top 3 Drivers to CSI Decrease from 2016 to 2017		
Crime Category	CSI Change	Offence Diff
Theft Over \$5,000	-4.2	-13
Homicides	-4.1	-1
Assault	-3.4	-11

Top 2 CSI Increases from 2016 to 2017		
Crime Category	CSI Change	Offence Diff
Break & Enter	6.6	14
Other Offences Related to Death	4.1	2



## What is the Crime Severity Index (CSI)?

The CSI tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction, as well as the relative seriousness of these crimes. It tells not only how much crime is coming to the attention of police, but also how serious that crime is.

By design, the specific CSI value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious (and therefore lower weighted) offences, it will have a lower CSI value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher CSI value. The base line for measurement of the CSI is 100.

Detachments with a population close to or less than 5,000 should compare CSI rates with caution (both previous year's rates for their own jurisdiction and with other detachments). The lower the population in a jurisdiction, the more easily a CSI value can be influenced by offences that are more serious in nature. Because of this, CSI values are not calculated by Statistics Canada for jurisdictions with populations of 1,000 or less.

## What is used to Calculate the CSI?

Only Criminal Code occurrences that are submitted to the Canadian Centre for Justice Statistics (CCJS) are used in the calculation of CSI values. Of those occurrences, only the most serious offence (Line 1 of the UCR scoring) is taken into account. For example, if there is an occurrence that involved a Break & Enter, an Assault, and a Theft of Motor Vehicle, only the Assault would be counted towards the CSI calculation.

Each type of offence is assigned a "weight" to reflect its general severity. The total of all of the weights for a given jurisdiction are then calculated against the population for that area in order to come up with the CSI. The lower the population, the more influence the weights have on the final value.

## Notes

Since the CSI is calculated using only Line 1 of UCR scoring of occurrences that are submitted to CCJS, any offence counts that are presented in this report will differ from other crime statistics reports by Operations Strategy Branch.

The Crime Categories presented in this report contain numerous individual offences, each of which can have different weightings. Due to this, there can actually be a decrease in the total number of offences in a category but still an increase in that category's CSI contribution (or vice versa).

Statistics Canada uses population estimates to calculate CSI values. These estimates are updated every year. This is why there is a revised 2016 CSI value. When the 2018 CSI values are released in July 2019 there will also be revised 2017 values released.

Should there be any further questions regarding CSI values or trends, please contact RCMP "K" Division Operations Strategy Branch.



Highway 12/21 Water Commission Meeting  
December 7, 2018 at Lacombe County Office

Councillor Besuijen and I attended this meeting for the main purpose of voting to approve (or not) the Highway 12/21 Water Commission Budget for 2019. Alix, Bashaw and Edberg voted against the \$60,000 reserve (for infrastructure replacement) that was included in the proposed budget but it was approved by four municipalities. To account for the reserve and current costs, there will be a water rate increase of \$0.08 per cubic meter to \$2.96 per cubic meter. The financial statements for the year ended December 31, 2018 will be presented April 26, 2019 at the Annual Meeting.

On another note, Alix administration needs to carefully monitor the amount of water purchased from Hwy 12/21 compared to the amount of water charged to Villagers. If purchased water and sold water are both accounted for by checking water metre volumes, the only discrepancy would be leaks in the main system, flushing hydrants, bulk water used and not accounted for or any other items that need to be checked off. In 2017, Alix purchased 98,195 cubic meters from Hwy 12/21 and then sold only 47,735 cubic meters. At the current rate of  $\$2.96 \times 50,460 = \$149,362.00$ .

The good news is that two leaks were fixed in 2018 and with improved monitoring, water purchases from Hwy 12/21 should decrease by approximately \$55,000.00 in 2019.

Councillor Soltermann





- 1) Outstanding taxes – One of the Municipal Sustainability Strategy Key Measures of Municipal Viability is as follows: “Does your municipality have more than 5% of current property tax unpaid for the most recent fiscal year?” though we still have to answer yes to that question, I found the following information very promising:

2015 – 9.8%;

2016 – 9.1%;

2017 9.6%;

2018 (as of December 18<sup>th</sup>) 8.3%

We are projecting to have that number at 8% or lower by year end due to those that pay by monthly installment. I am not personally aware of a municipality with a 5% or better collection rate, but it is a good goal to reach for.

- 2) The Railway Ave. study listed on the 2018 Capital budget was completed in the 2018 financial year. The budgeted amount for the remaining portion of the project was \$11,500 and the final total before GST was \$8,336 meaning the project was \$3,164 under budget.

- 3) At the last meeting, Council did not set aside any additional reserves from the projected 2018 budget surplus. I recommend Council make a resolution at this meeting to set aside \$80,000 in sewer reserves. This reserve is currently at \$11,880. With the anticipated expenses related to lagoon repair, this reserve may well be needed to help fund the Village portion of expenses. I have confirmed with the auditor that the resolution can be made at the January 2, 2019 meeting and still be recorded in the 2018 Financial Statements. The resolution would be “that Alix Village Council hereby designates \$80,000 of 2018 operating budget surplus to Sewer Reserves.”



# Local Authority Emergency Management Regulation Summary

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## When will the Local Authority Emergency Management Regulation come into force?

The regulation will come into force on January 1, 2020. Local authorities must meet the requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans by January 1, 2020.

Specific timelines for training and exercise requirements are outlined below.

## Emergency Advisory Committees

The emergency advisory committee must be appointed by bylaw, and that bylaw must at a minimum:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the emergency management agency.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum meeting frequency, which must be at least once per year.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

## Emergency Management Agencies

The emergency management agency must be established by bylaw, and that bylaw must at a minimum:

- Set out the responsibilities of the agency.
- Appoint a person as the director of emergency management, or state that a person who holds a specified position or title is appointed as the director of emergency management by virtue of holding that title or position.
- State that the agency is responsible for the administration of the local authority's emergency management program.
- Identify how often the agency must report to the emergency advisory committee on agency activities, which must be at least once per year and include an update on the agency's review of the emergency plan.
- State that the command, control, and coordination system prescribed by the Managing Director will be used by the agency.
- Indicate if the agency is acting on behalf of more than one local authority, and identify these local authorities.

The Managing Director of Alberta Emergency Management Agency will prescribe a command, control, and coordination system that must be used by emergency management agencies. This system will be identified through a notice posted at [aema.alberta.ca](http://aema.alberta.ca).

## Regional Collaboration

- If a local authority has delegated some or all of their powers under the *Emergency Management Act* to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated.
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency.
- When summer villages delegate powers and duties under the *Emergency Management Act* to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee.
- When a summer village delegates powers and duties under the *Emergency Management Act* to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted.

## Training Requirements

Training requirements will be prescribed by the Managing Director by posting a notice at [aema.alberta.ca](http://aema.alberta.ca). The requirements are as follows:

### Elected Officials

Must complete the following course within 90 days of taking their official oath, or by January 1, 2021:

- The Municipal Elected Officials Course

### Directors of Emergency Management

Must complete the following courses within 18 months of being appointed, or by July 1, 2020:

- Basic Emergency Management,
- Incident Command System (ICS) 100, 200, and 300
- The Director of Emergency Management Course

### Municipal Staff

Staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the following courses within six months of being identified for this role, or by January 1, 2020:

- Basic Emergency Management
- ICS 100

The Managing Director of Alberta Emergency Management Agency may grant exemptions or extensions in some exceptional cases, and may approve alternative courses. For more information, please visit [aema.alberta.ca](http://aema.alberta.ca) or speak to your field officer.

## Emergency Management Plans

The emergency management agency must review the emergency plan at least once per year, and make that plan available to the Alberta Emergency Management Agency for review and comment annually.

A local authority's emergency management plan must include the following:

- A description of the local authority's emergency management program.
- The procedures for implementing the plan during an emergency or exercise response.
- The local authority's plan for preparedness, response, and recovery activities.

- A hazard and risk assessment.
- Emergency management program exercises the local authority will engage in.
- The plan for regular review and maintenance of the emergency plan, and the plan for the review and maintenance of the plan after an exercise, emergency or disaster.
- How the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the emergency management agency.
- Assignment of responsibilities respecting the implementation of the emergency plan to employees and elected officials by position.
- A training plan for staff assigned responsibilities in the emergency plan.
- The mechanisms used to prepare and maintain contact lists for those assigned responsibilities respecting implementation of the emergency plan.
- The plan for communications, public alerts, and notifications during exercises, emergencies and disasters.
- The plan for providing emergency social services during an emergency or disaster.

## Emergency Management Exercises

Local Authorities must complete the following:

- A table top exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.
- Local authorities must submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise; which includes the exercise date, scenario, objectives and participant list.



# Frequently asked questions: Emergency Management Legislative Review

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The Government of Alberta is updating Alberta's Emergency Management Legislative Framework to reflect emergency management best practices and help communities be better prepared to respond to disasters.

Why are changes  
being made?

Post-incident assessments following recent major catastrophic events in Alberta recommended reviewing our emergency management legislative framework.

Updating the framework helps Alberta adapt to the reality of more frequent disaster events. Better prepared communities will help to ensure the safety of all Albertans.

What changes have  
been made to the  
*Emergency  
Management Act*?

Authority to create a regulation to provide additional emergency management guidance to local authorities has been added.

Evacuation order provisions have been clarified and the *Emergency Management Act* clearly sets out that local authorities, and those acting under their direction (including first responders), are not liable for actions taken, or not taken, in good faith while enforcing evacuation orders.

A number of technical amendments have been made for clarity.

What is in the Local  
Authority  
Emergency  
Management  
Regulation?

The regulation includes additional clarification and direction around emergency advisory committees and emergency management agencies, mechanisms to support regional collaboration, training, and maintaining, exercising, and updating municipal emergency management plans.

More information is available in the attachment titled Local Authority Emergency Management Regulation Content Summary.

What types of  
communities will the  
regulation apply to?

The regulation applies to cities, towns, counties, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas, and Métis Settlements.

What is the timeline for changes?	<p>The amendments to the <i>Emergency Management Act</i> are now in force.</p> <p>The Local Authority Emergency Management Regulation will come into force on January 1, 2020.</p>
How were stakeholders consulted?	<p>Municipal elected officials and administration, Métis Settlements and First Nations, first responders, fire chiefs and law enforcement were engaged on content and implementation of the proposed changes through numerous in-person sessions and an online discussion guide.</p>
What supports are available to municipalities?	<p>The Alberta Emergency Management Agency (AEMA) offers a number of programs and tools to help municipalities, at no cost to the community. These include:</p> <ul style="list-style-type: none"> <li>• The AEMA field officer program,</li> <li>• Online and in-class training, and</li> <li>• The Community Emergency Management Program – an online application that provides templates and guidance to develop local emergency management plans and programs.</li> <li>• Emergency Management Preparedness Program grants</li> </ul>
Is there additional funding available?	<p>No additional funding has been committed to municipalities. Communities are encouraged to use existing support tools to help them meet the requirements, as well as existing funding opportunities provided by AEMA, Municipal Affairs, and the Government of Alberta.</p>
What if communities have difficulties meeting requirements?	<p>Communities identified as having issues meeting their goals can be assisted by AEMA to help them meet these requirements. Focus will be on a collaborative approach to bring communities into full compliance.</p>
Do these changes affect First Nations?	<p>The regulation will not apply to First Nations. First Nations have access to provincial emergency management supports through the AEMA First Nations Field Officer program, as well as through funding from indigenous Services Canada.</p>
Who can be contacted for more information?	<p>For more information, local authorities can contact their AEMA Field Officer or <a href="mailto:ma.aema-policy@gov.ab.ca">ma.aema-policy@gov.ab.ca</a>.</p>



## ***ONLINE REGISTRATION NOW OPEN!***

### **Together for A Safer Tomorrow Alberta Community Crime Prevention Association 2019 Conference Canmore, Alberta**

Join us in beautiful Canmore — soaring peaks, shimmering lakes and abundant wildlife! Come unwind, discover, and join the conversation at our 2019 Annual Crime Prevention Conference.

We are so excited to let you know that we have moved the 2019 Conference location to Canmore - a picturesque setting that we believe will set the stage for an even more enriching networking and learning experience.

This year's theme "Together for a Safer Tomorrow" will bring together inspiring voices for change in community safety. Through enriching presentations, workshops, networking events and more, you will hear compelling stories and learn from those who have had a genuine impact on changing peoples' lives.

The conference will be held from **May 6 -9, 2019** at the Coast Canmore Hotel & Conference Centre—including optional one or two-day Pre-Conference Training Workshops taking place on May 6 & 7. The conference aims to bring together professional experts, community members, business owners, government and law enforcement to illustrate the importance of knowledge, collaboration and partnership within our communities.

Mark your calendars. We hope to see you there! We promise, you will leave inspired, encouraged, recharged and ready.

And remember...

***"Coming together is a beginning. Keeping together is progress. Working together is success." — Henry Ford***

**Watch for more exciting details coming your way!**

# EARLY BIRD PRICING

Register early and save! Early bird pricing will be in effect until midnight Friday, April 5, 2019.

# REGULAR PRICING

The prices noted in red are the regular prices in effect after April 5, 2019.

	Pre-Conference 1-Day Training	Pre-Conference 2-Day Training	* Conference Only	Pre-Conference 1-Day Training & Conference	Pre-Conference 2-Day Training & Conference
Member	\$199 (\$249)	\$349 (\$449)	\$349 (\$419)	\$479 (\$559)	\$609 (\$699)
Non-Member	\$249 (\$299)	\$449 (\$549)	\$399 (\$469)	\$579 (\$659)	\$759 (\$849)
Group (3+)	\$179 (\$229)	\$309 (\$409)	\$299 (\$369)	\$409 (\$489)	\$559 (\$649)
Student	\$139 (\$189)	\$229 (\$329)	\$219 (\$289)	\$309 (\$389)	\$409 (\$499)