



Village of Hill Spring
COUNCIL MEETING AGENDA - DRAFT
Hill Spring Council Chambers
Tuesday, July 18, 2023 at 7:00 p.m.

1. CALL COUNCIL MEETING TO ORDER
2. ACCEPTANCE/ADDITIONS TO AGENDA
3. ADOPTION OF MINUTES
 - a) 2023.06.20
4. DELEGATION
 - a)
5. BUSINESS ARISING FROM THE MINUTES
 - a)
6. FINANCIAL REPORTS:
 - a) Cheque Listing for June/July 2023
7. ITEMS FOR DISCUSSION:
 - a) Land Use Bylaw Update – ORRSC
 - b) 911 Local Government Service Agreement
 - c) Town of Raymond Agreement
 - d) Temporary Road Closure
 - e) Budget Update
 - f) By-Law Enforcement Proposal RRPSSC
 - g)
8. ADMINISTRATORS & COUNCIL REPORTS:
 - a) Admin Report

9. CORRESPONDENCE:

- a) FCSS Funding Contribution
- b) Pincher Creek Parade Invitation
- c) Canada Summer Jobs (CSJ) application
- d) OORSC Summer Periodical 2023

10. CLOSED MEETING: if needed or when required by council per FOIP Act Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act (Municipal Government Act, Section 197)*

11. ADJOURNMENT:

DRAFT

VILLAGE OF HILL SPRING

June 20, 2023

The Village of Hill Spring Regular Council Meeting was held at the Hill Spring Council Chambers on June 20, 2023 commencing at 7:00 p.m.

In attendance: Mayor Davis, and Councillors Christensen, French, and Nish.

Officials: CAO Greg Robinson.

Absent: Councillor Barfuss.

Public: Sergeant Wright (RCMP), Marian Carlson (Chief Mountain Regional Solid Waste Authority), Sergeant CPO Ross Bond (RRPSSC), Hill Spring Cultural Society.

CALLED TO ORDER

Mayor Davis called the **Regular** Council Meeting to Order at 7:03 p.m.

ADOPTION OF THE AGENDA

2023.06.074

Councillor Christensen **MOVED** to accept the agenda as presented.

Carried

ADOPTION OF MINUTES

2023.05.16 REGULAR
COUNCIL MEETING
MINUTES

2023.06.075

Councillor French **MOVED** that the 2023.05.16 regular council meeting minutes be approved as presented.

Carried

DELEGATIONS

RCMP QUARTERLY
REPORT

Sergeant Wright of the RCMP presented to Council on the statistics and staffing updates of the last quarter, as well as answered any questions that Council had.

CHIEF MOUNTAIN SOLID
WASTE AUTHORITY

SEO of Chief Mountain Regional Solid Waste Commission Marian Carlson presented the commissions 2023-2026 Strategic Plan to council and answered Council's following questions.

RRPSSC – PEACE OFFICER
SERVICES

Sergeant CPO Ross Bond presented to Council about the potential for offering Peace Officer services to the Village. This offer will be discussed further at the July 2023 Regular Council Meeting.

HILL SPRING CULTURAL
SOCIETY – REQUEST FOR
FUNDING

The Hill Spring Cultural Society came to Council with a request for a \$1000.00 funding request to aid in the facilitation of Society activities.

BUSINESS ARISING FROM MINUTES

FINANCIAL REPORTS

CHEQUE LISTING FOR
JUNE 2023

2023.06.076

Councillor French **MOVED** to accept the cheque listing for April 2023.

Carried

BUSINESS ITEMS FOR DISCUSSION

LAND USE BYLAW
SUMMARY UPDATE:
ORRSC

2023.06.077

Mayor Davis **MOVED** to approve the Land Use Bylaw summary update as presented.

Carried

TRANSALTA RIPLINGER
PROJECT LETTER FROM
HILL SPRING

2023.06.078

Mayor Davis **MOVED** that administration send the letter to TranAlta as amended.

Carried

VILLAGES REGIONAL
SOLUTION FOR HOUSING
SUPPLY WORKING GROUP
2023.06.079

Councillor French **MOVED** to accept the Villages Regional Solution for Housing Supply Working Group report as presented.

Carried

HILL SPRING CULTURAL
SOCIETY – REQUEST FOR
FUNDING
2023.06.080

Mayor Davis **MOVED** to approve of the Hill Spring Cultural Society’s request for a donation of \$1000.00.

Carried

**ADMINISTRATOR AND
COUNCIL REPORTS AND
CORRESPONDANCE**
2023.06.081

Councilor Christensen **MOVED** to accept the administrator report as presented.

Carried

2023.06.082

Councillor French **MOVED** to accept correspondence as information.

Carried

ADJOURNMENT
2023.06.083

Councillor Nish **MOVED** to adjourn the June 20, 2023 Council Meeting at 9:08pm.

Carried

Mayor Dwight Davis

CAO Greg Robinson

Village Of Hill Spring

Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20230084	2023-04-11	BENCHMARK ASSESSMENT CONSULTANTS INC	2650	PAYMENT APR - JUNE ASSESSMENTS	1,233.75	1,233.75
20230085	2023-04-11	CANOE PROCUREMENT GROUP OF CANADA, A	ab160625	PAYMENT ADMIN GOODS	44.32	44.32
20230086	2023-04-11	MICRO AGE	22677	PAYMENT OFFICE 365	79.80	79.80
20230087	2023-04-11	SKOIEEN PROFESSIONAL CORPORATION	1054	PAYMENT 2023 QUARTER 1	3,024.00	3,024.00
20230088	2023-04-11	TOWN OF RAYMOND	20230137	PAYMENT APRIL CONTRACT & TRAVEL	3,748.40	3,748.40
20230089	2023-04-11	XPLORE	47209401	PAYMENT INTERNET	205.70	205.70
20230090	2023-04-11	JECHOUX, ROLAND	D-M 2023	PAYMENT SNOW REMOVAL	190.00	190.00
20230091	2023-04-11	REMEL, MARY	DEC-MAR	PAYMENT CLEANING	135.00	135.00
20230092	2023-04-28	PAYROLL				
20230093	2023-04-28	PAYROLL				
20230094	2023-04-28	PAYROLL				
20230095	2023-04-28	PAYROLL				
20230096	2023-04-28	PAYROLL				
20230097	2023-05-15	PAYROLL				
20230098	2023-05-15	AVO WEBWORKS	1094	PAYMENT WEB DESIGN	3,307.50	3,307.50
20230099	2023-05-15	CANOE PROCUREMENT GROUP OF CANADA, A	APR 2023	PAYMENT STAPLES - OFFICE GOODS	252.39	252.39
20230100	2023-05-15	CARDSTON COUNTY	22635 22636	PAYMENT REGIONAL DEM WATER OP FEES	66.70 2,666.67	2,733.37
20230101	2023-05-15	CITY OF LETHBRIDGE	60496	PAYMENT FIRE DISPATCH SERVICES	212.18	212.18
20230102	2023-05-15	CLEARTECH	1065776	PAYMENT WATER CHEMICALS	735.42	735.42
20230103	2023-05-15	FIDO	apr 2023	PAYMENT ADM PHONE	115.36	115.36
20230104	2023-05-15	MICRO AGE	22824	PAYMENT OFFICE EXCHANGE PLAN 1	79.80	79.80
20230105	2023-05-15	MPE ENGINEERING LTD.	1464-004-00-22	PAYMENT WTP OPERATIONS	602.70	602.70
20230106	2023-05-15	NEXTGEN AUTOMATION	487053	PAYMENT PRINTING	261.66	261.66
20230107	2023-05-15	RECEIVER GENERAL	62038 62039	PAYMENT PAYROLL DEDUCTIONS PAYROLL DEDUCTIONS	116.60 189.51	306.11
20230108	2023-05-15	TOWN OF RAYMOND	20230168 20230176 3518470 3518471	PAYMENT TRAVEL & 1/2 APRIL CONTRACT MAY ADMIN & CAO CONTRACT MEMORY EXPRESS - MOUSE & k BEST BUY - COMMUNITY HALL E	4,460.99 7,916.66 333.19 128.06	12,838.90

Village Of Hill Spring

Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230109	2023-05-15	VILLAGE OF GLENWOOD	20230064	PAYMENT SHREDDING	47.02	47.02
20230110	2023-05-15	WORKERS COMPENSATION BOARD	26236888	PAYMENT WCB	609.60	609.60
20230111	2023-05-15	REMPLE, MARY	MAR & APR	PAYMENT CLEANING	200.00	200.00
20230112	2023-05-31	PAYROLL				
20230113	2023-05-31	PAYROLL				
20230114	2023-05-31	PAYROLL				
20230115	2023-05-31	PAYROLL				
20230116	2023-05-31	PAYROLL				
20230117	2023-06-05	RICKS AUTOMOTIVE	88719	PAYMENT REPAIR TRUCK	1,418.44	1,418.44
20230118	2023-06-12	1218420 ALBERTA LTD.	5325	PAYMENT 2023 BACKUPS	756.00	756.00
20230119	2023-06-12	ABSA	20231666	PAYMENT BOILER	54.80	54.80
20230120	2023-06-12	ACTI-ZYME PRODUCTS LTD	121989	PAYMENT SEWER CHEMICALS	2,350.43	2,350.43
20230121	2023-06-12	ALBERTA MUNICIPAL SERVICES CORPORATION	23-1047974	PAYMENT POWER & GAS	156.48	156.48
20230122	2023-06-12	ALBERTA MUNICIPALITIES	20230232	PAYMENT MEMBERSHIP FEE	1,116.63	1,116.63
20230123	2023-06-12	CANOE PROCUREMENT GROUP OF CANADA, A	ab163409	PAYMENT ADMIN SUPPLIES	252.39	252.39
20230124	2023-06-12	CARDSTON COUNTY	22734 22735	PAYMENT DEM CONTRACT WATER OP FEES	66.70 2,666.67	2,733.37
20230125	2023-06-12	DAVIS, DWIGHT	2023-FLOWERS APRIL 2023 MAY 2023	PAYMENT FLOWERS TRAVEL TRAVEL	289.56 214.88 212.16	716.60
20230126	2023-06-12	FIDO	2612579126	PAYMENT PHONE	121.38	121.38
20230127	2023-06-12	JOHN DEERE FINANCIAL INC.	780229 780230	PAYMENT EQUIP REPAIRS REPAIR EQUIP	135.15 1,211.68	1,346.83
20230128	2023-06-12	MICRO AGE	22893 22960	PAYMENT COMPUTER REPAIR OFFICE 365	65.63 79.80	145.43
20230129	2023-06-12	MPE ENGINEERING LTD.	1464-00-00-21	PAYMENT WTP OPERATIONAL	768.60	768.60
20230130	2023-06-12	RECEIVER GENERAL	62040 62041	PAYMENT PAYROLL DEDUCTIONS MAY PAYROLL DECUTIONS	1,546.00 101.79	1,647.79
20230131	2023-06-12	SILVER AUTOMOTIVE	23577910	PAYMENT FLOOR DRY	21.36	21.36
20230132	2023-06-12	SOUTHERN IRRIGATION	515938	PAYMENT UNION VALVES	329.95	329.95
20230133	2023-06-12	SPRING GLEN PARK	3-r-0005	PAYMENT ANNUAL REQUISITION	1,500.00	1,500.00

Village Of Hill Spring

Cheque Listing For Council

2023-Jul-5
10:51:54AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230134	2023-06-12	TOWN OF RAYMOND	20230225	PAYMENT CAO & ADMIN CONTRACT, TRAVI	8,754.42	8,754.42
20230135	2023-06-12	VILLAGE OF GLENWOOD	20230056	PAYMENT SHREDDING	23.50	23.50
20230136	2023-06-12	WORKERS COMPENSATION BOARD	26402730	PAYMENT WCB	7.69	7.69
20230137	2023-06-12	XPLORE	47641849 48064816	PAYMENT INTERNET INTERNET	101.83 103.87	205.70
20230138	2023-06-30	PAYROLL				
20230139	2023-06-30	PAYROLL				
20230140	2023-06-30	PAYROLL				
20230141	2023-06-30	PAYROLL				
20230142	2023-06-30	PAYROLL				
20230143	2023-06-30	PAYROLL				

Total 64,304.58

*** End of Report ***

Topics for Today

NG9-1-1 in Canada

Role of GIS

Getting Your GIS Ready

Validator – an app to help

9-1-1

Not meeting public expectations

Decades-old analogue technology

Call location uses the address of land (wire) line

NG9-1-1

Meets current & future expectations

Internet Protocol Technology

GIS based call location





80%

from cellphone

How it Started

Canadian Radio-Telecommunications Commission (CRTC)

all telephone and mobile wireless companies
to update their networks
to provide

Next-Generation 9-1-1 (NG9-1-1) services

	E9-1-1	NG9-1-1
Network	Analog	Digital IP, ESInet
Security	Basic	Session Border Controller
Growth	No room for growth	Scalable & Configurable
Technology	Land Line & Mobile	RTT, Smart Devices, IoT, etc.
Equipment	Proprietary	Media Agnostic
Data Standards	Varies by agency	National/International Standards
9-1-1 Call Routing	Look Up Tables	Geodetic Routing (real time GIS)
Caller Location	Civic Address	X/Y & Z Coordinates, Dispatchable



Impacts GIS data providers

NG9-1-1 Participants

Governance & Advisory

NG9-1-1 Network & Service Providers

Authoritative Data Providers

Users

Canadian Radio-television & Telecommunications
Commission (CRTC)



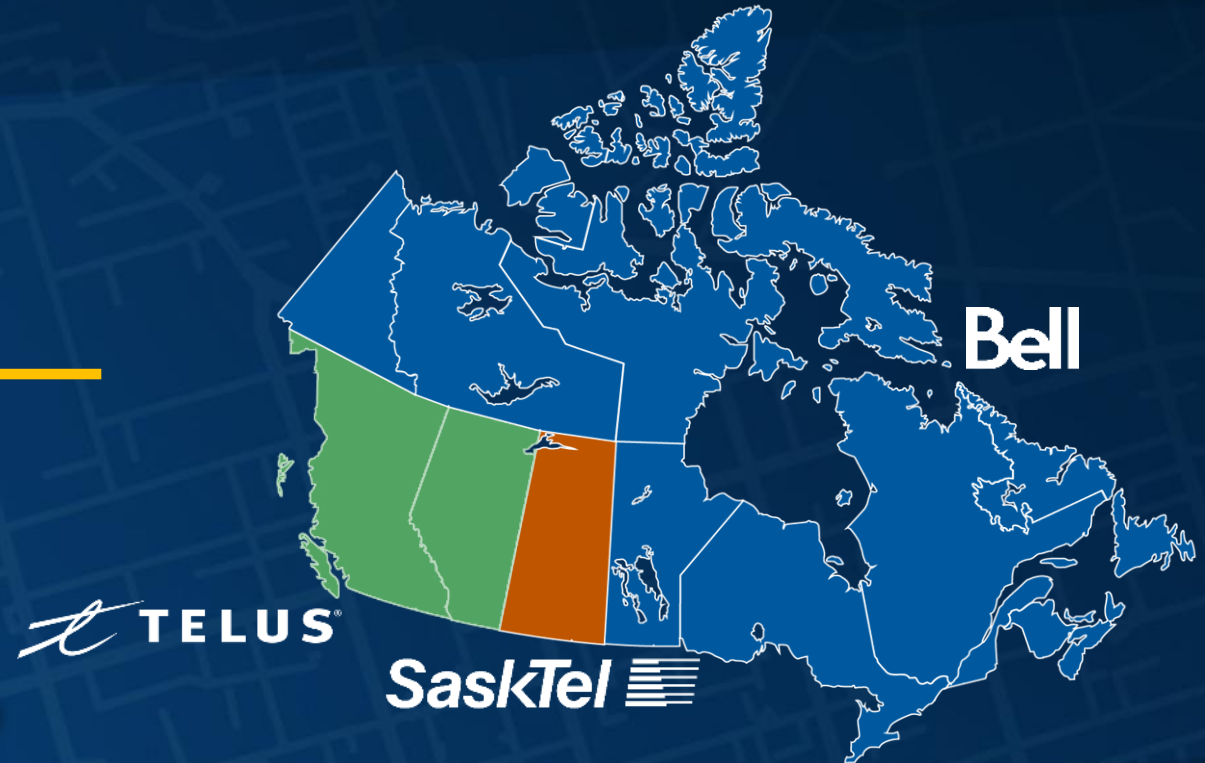
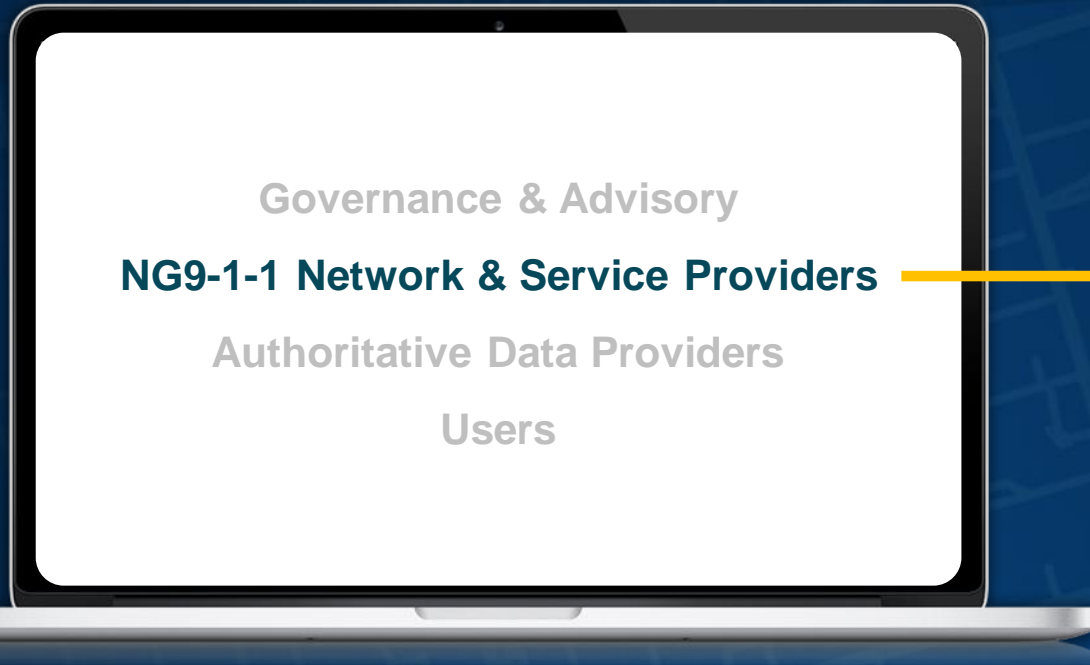
Emergency Services Working Group – ESWG



National Emergency Number Association (NENA)



NG9-1-1 Participants



NG9-1-1 Participants



Government

- Local Government
- Regions & Counties
- Provinces
- Federal
- First Nations

Others

- NGO's
- Business
 - CN Rail
 - Bruce Power
- Educational and Industrial Campuses

NG9-1-1 Participants

Governance & Advisory

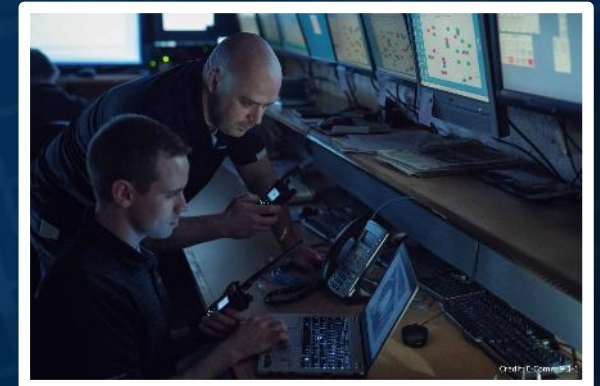
NG9-1-1 Network & Service Providers

Authoritative Data Providers

Users

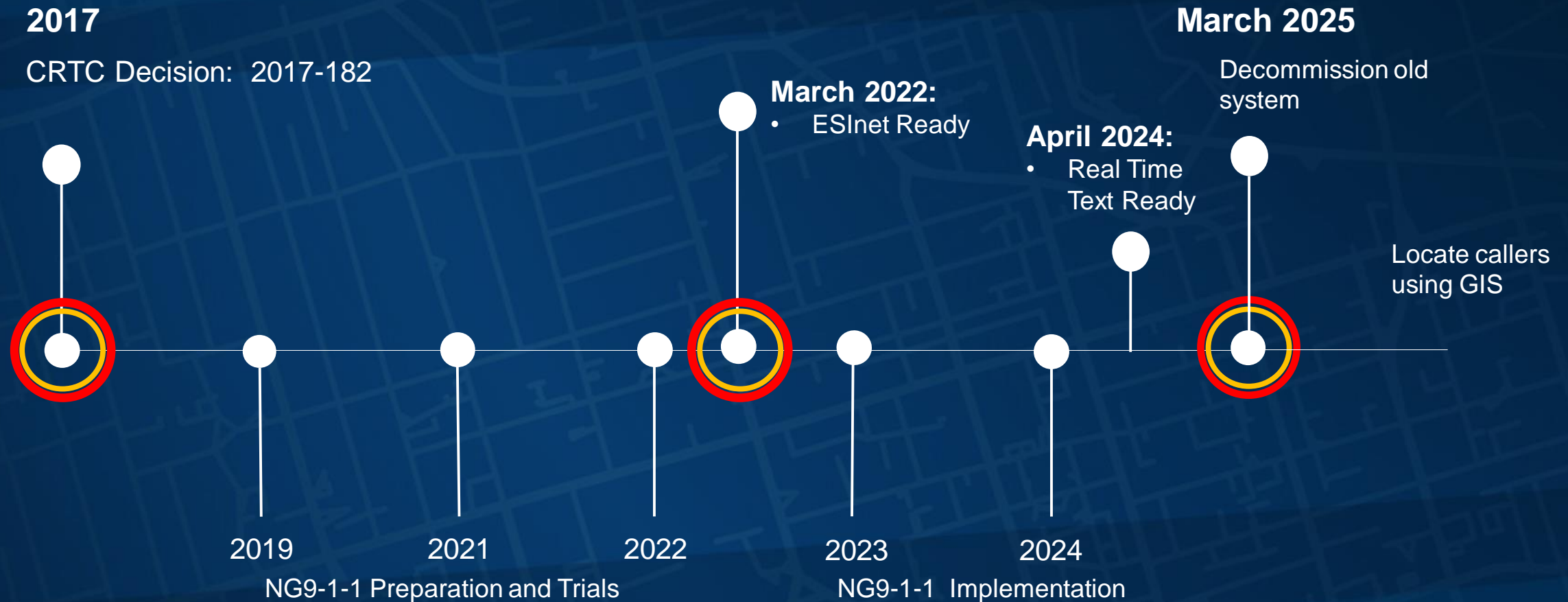
Users

- NG9-1-1 Network Providers
- PSAP Operators
- Emergency Services
 - Police
 - Fire
 - Paramedic



NG9-1-1 In Canada

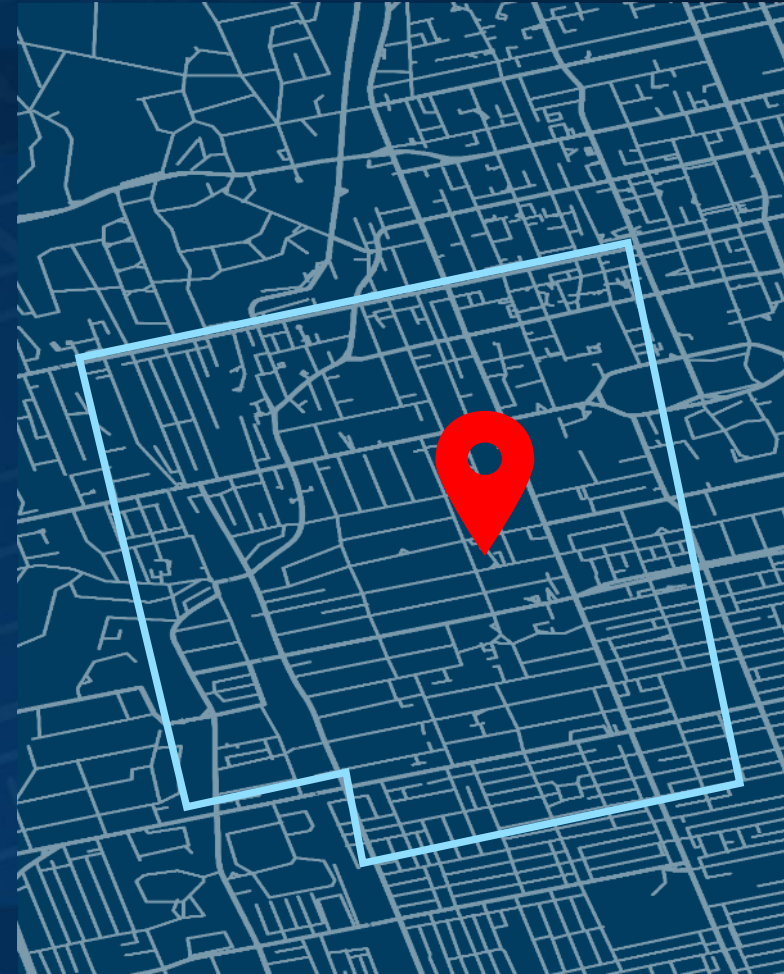
Implementation Timeline



NG9-1-1 relies on GIS Technology

Geodetic Routing

- processes to locate both the caller and the emergency.



NENA Standard for NG9-1-1 GIS Data Model

Abstract: This document defines the GIS data information, formats, requirements and related information used in NENA Next Generation 9-1-1 (NG9-1-1) Core Services (NGCS).



NENA Standard for NG9-1-1 GIS Data Model

NENA-STA-006.1.1-2020

DSC Approval: 02/18/2020

Original PRC Approval: 06/12/2018

Original NENA Executive Board Approval: 06/16/2018

Next Scheduled Review Date: 03/01/2022

Prepared by:
National Emergency Number Association (NENA) Data Structures Committee, NG9-1-1 GIS
Data Model Working Group

Published by NENA
Printed in USA

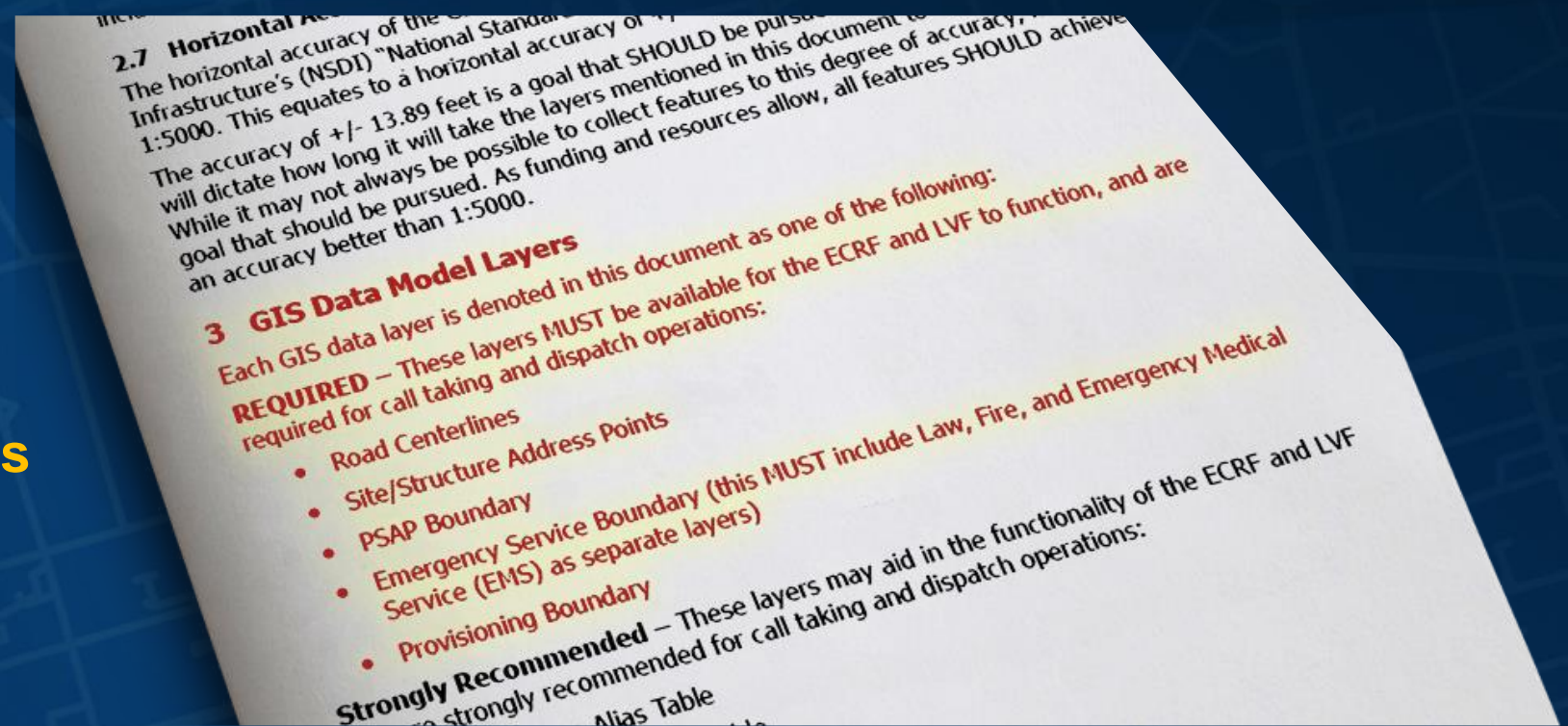


National Emergency Number Association, Inc.

International Specification Canadian Extensions

Required Data

- 5 layers
- attribute requirements
- fields



Understand
Assess
Adapt

Understand

Data Model Requirements

Data Quality

9-1-1 Operations

Information Management Processes

Corporate Understanding of 9-1-1

data model comparison with the standard

data evaluation

how a 9-1-1 call is managed in your community

process flow, issue management, update cycles, etc.

GIS and 9-1-1

Data Model Comparison



Pass



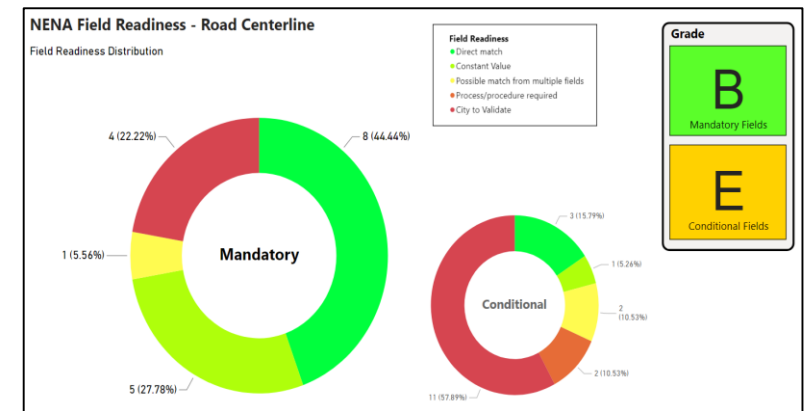
Warning



Fail

Field Map Results

NENA Field Name	NENA Field Alias	User Field Name	M/C/O	M/C/O Test	Field Type Test	Field Length Test	Same Name Test	Domain Test	Nullable Test	Total Attribute Score
DiscrpAgID	Discrepancy Agency ID		M	⊗	⊗	⊗	⊗	⊗	⊗	0
DateUpdate	Date Updated	roadrevisi	M	⊙	⊙	⊙	⊙	⊙	⊙	55
NGUID	NENA Globally Unique ID		M	⊗	⊗	⊗	⊗	⊗	⊗	0
FromAddr_L	Left FROM Address	l_hnumf	M	⊙	⊙	⊙	⊙	⊙	⊙	50
ToAddr_L	Left TO Address	l_hnuml	M	⊙	⊙	⊙	⊙	⊙	⊙	50
FromAddr_R	Right FROM Address	r_hnumf	M	⊙	⊙	⊙	⊙	⊙	⊙	50
ToAddr_R	Right TO Address	r_hnuml	M	⊙	⊙	⊙	⊙	⊙	⊙	50
Parity_L	Parity Left	parity_l	M	⊙	⊙	⊙	⊙	⊙	⊗	45
Parity_R	Parity Right	parity_r	M	⊙	⊙	⊙	⊙	⊙	⊗	45
St_Name	Street Name	road_name_	M	⊙	⊙	⊙	⊙	⊙	⊙	50
Country_L	Country Left		M	⊗	⊗	⊗	⊗	⊗	⊗	0
Country_R	Country Right		M	⊗	⊗	⊗	⊗	⊗	⊗	0
State_L	State Left		M	⊗	⊗	⊗	⊗	⊗	⊗	0
State_R	State Right		M	⊗	⊗	⊗	⊗	⊗	⊗	0
County_L	County Left		M	⊗	⊗	⊗	⊗	⊗	⊗	0
County_R	County Right		M	⊗	⊗	⊗	⊗	⊗	⊗	0
IncMuni_L	Incorporated Municipalities Left		M	⊗	⊗	⊗	⊗	⊗	⊗	0



Data Quality – Errors, Omissions & Orphans

Omission

Missing Attribute Values

Address_Point_Civic - UNITY	
OBJECTID	62666
ADDRESS_NUMBER	<Null>
STREET_BODY_NAME	UNITY
STREET_TYPE_SUFFIX	RD
DIRECTION_SUFFIX	<Null>
ADDRESS_NUMBER_SUFFIX	<Null>
UNIT	<Null>
FULL_ADDRESS	UNITY RD
PARCEL_ID	46115
ROLL_NO_FULL	101108022017205
STREET	UNITY RD
MUNICIPALITY	KINGSTON
ROAD_ELEMENT_ID	2253
ROAD_ELEMENT_SIDE	<Null>
STATUS	PROPOSED
STATUS_DATE	2015-11-05 12:39:13 PM
SOURCE	PLANNING
UNIT_TYPE	BASE
BUILDING_ID	32581
NEIGHBOURHOOD_ID	1
PARCEL_PENDING_ID	0
NOTES	<Null>

Error

Positional Accuracy

Road Alignment and Imagery Conflict



Orphan Data

(Not Collected)

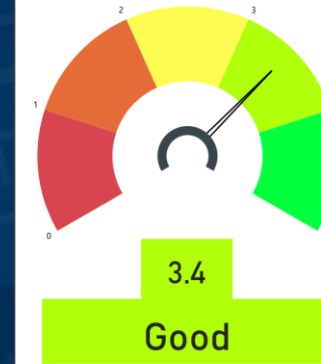
No Intersection on the Road Network



Lane to the Units Not in the Road Network



Data Quality [Summary]



Data Quality Score by Category



Information Management

Data Sources

Update Cycles

Issue Management

Collaboration

Understanding Operational Roles

Awareness

use the same data source

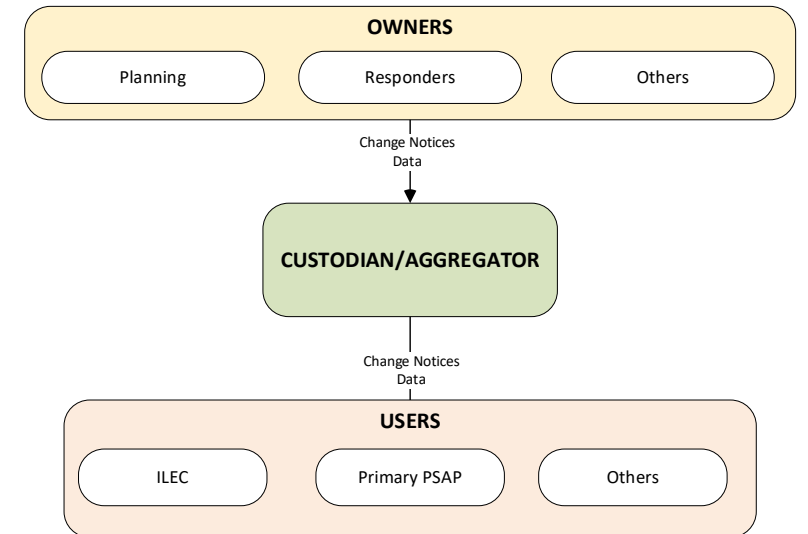
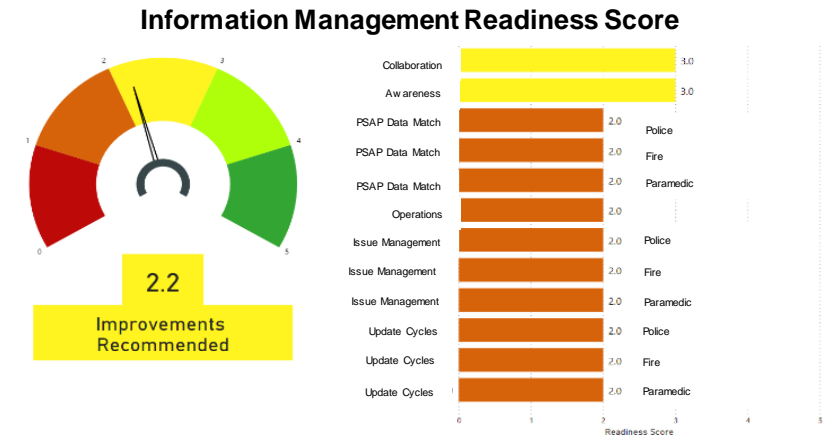
same update cycle

formalize issue tracking

communication

owner | custodian | user

9-1-1 requires GIS data



GIS Technology Management

Technology Environment

Software Maintenance

Access Controls

Production Automation

Disaster Recovery

Awareness

file or enterprise

up to date software policies

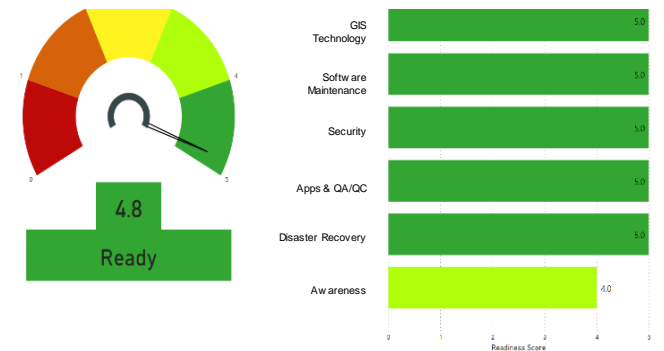
protection from unauthorized use

production apps & QA/QC tools

backup and recovery

GIS is integral to 9-1-1 services

GIS Technology Management



Corporate Support

Governance

Leadership

Priorities

Resources

Collaboration

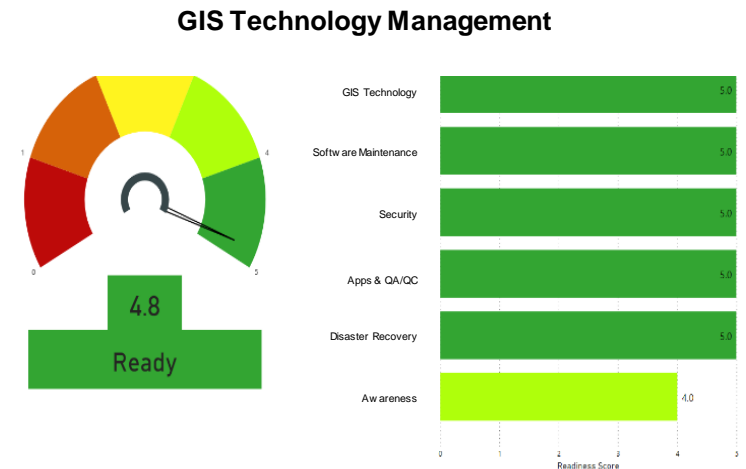
transition team or lead

executive level understanding of 9-1-1 need for GIS

GIS treated as a priority to support NG9-1-1

commitment to support the transition

inter-departmental relationships



Adapt

Challenges

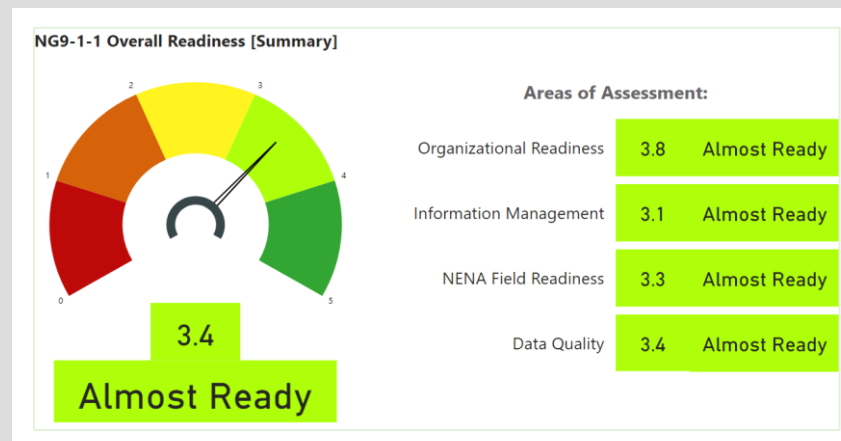
Actions

Challenges

1. data model changes
2. consumers use different data
3. data management operations
4. corporate awareness of GIS for 9-1-1
5. transition

Actions

1. new data to manage
2. common use data policies
3. new GIS/IT processes & procedures
4. changing priorities and data management
5. develop transition plans



Take Away - 1

Data Model / Quality

GIS Information Technology

Information Management

Corporate Understanding



Take Away - 2

Start Now

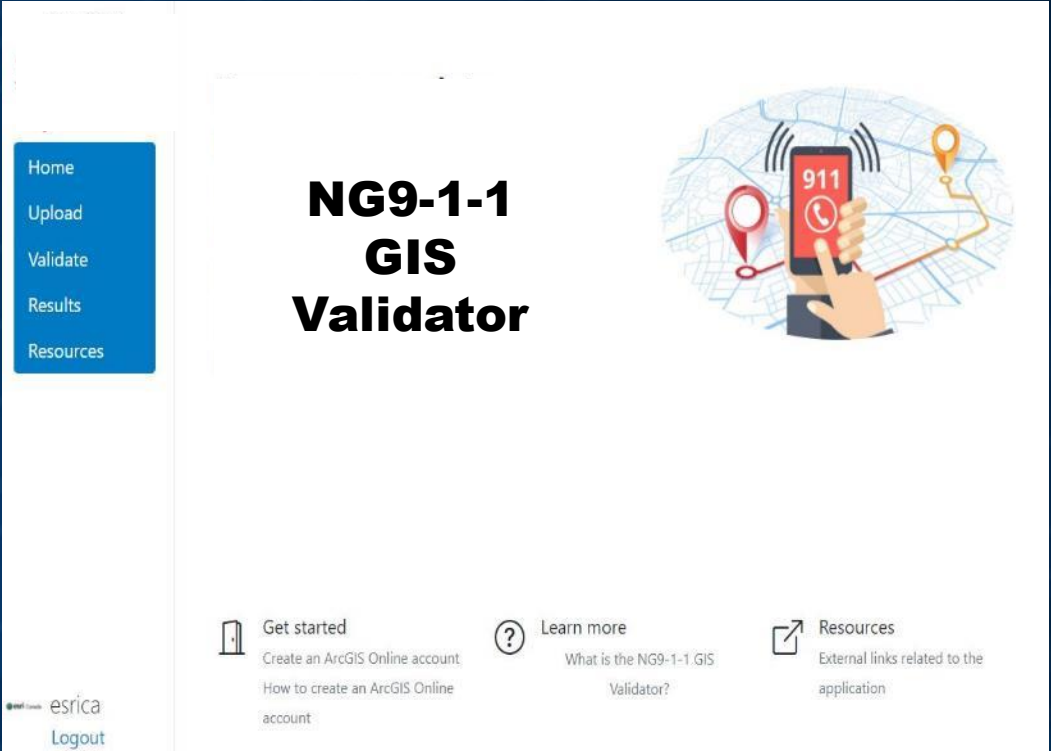
Don't ignore
the road to
NG9-1-1



NG9-1-1 GIS Validator

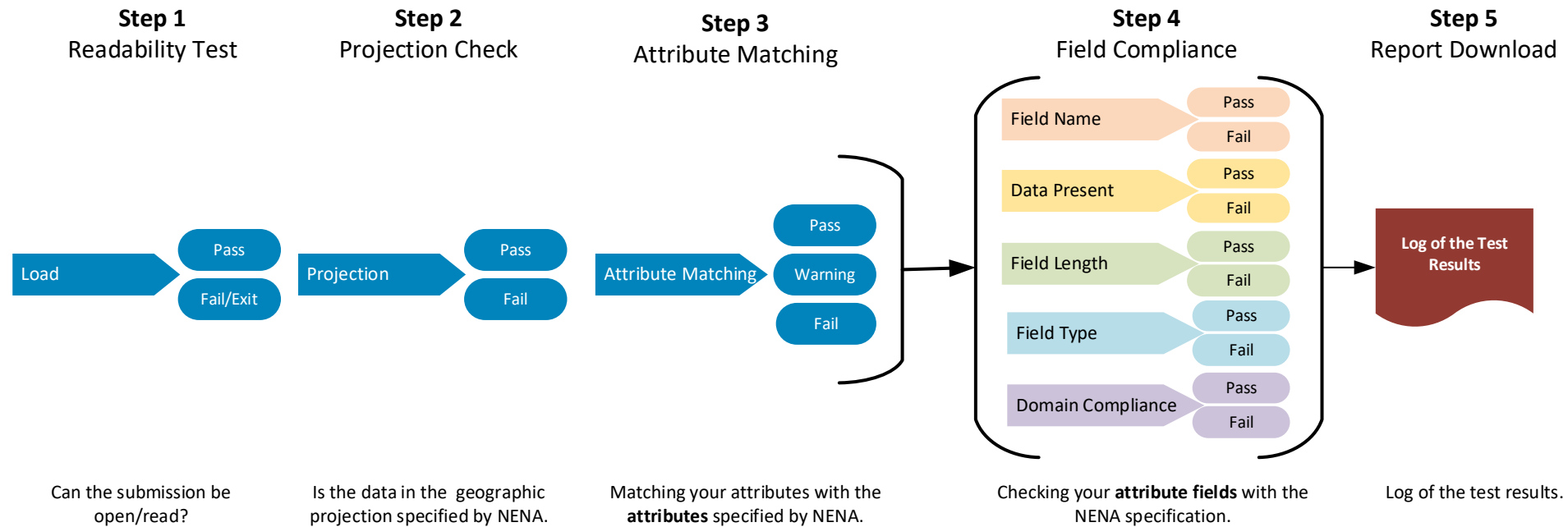
ESWG – Esri Canada Partnership

*Compare Your GIS Data to the
NG9-1-1 GIS data
specifications.*



The screenshot displays the web application interface for the NG9-1-1 GIS Validator. On the left, a blue navigation menu contains the following items: Home, Upload, Validate, Results, and Resources. The main content area features the title "NG9-1-1 GIS Validator" in large, bold, black text. To the right of the title is an illustration of a hand holding a smartphone with a "911" call icon, overlaid on a map with various location markers and a route. Below the main content, there are three sections: "Get started" with a sub-link "Create an ArcGIS Online account" and "How to create an ArcGIS Online account"; "Learn more" with a sub-link "What is the NG9-1-1 GIS Validator?"; and "Resources" with a sub-link "External links related to the application". At the bottom left, the "esri Canada" logo and a "Logout" button are visible.

5 Steps to Validation



Tips for Matching

Matching Aids

Possible Fields to Match ▼
Rec_No
Seg_Id

Source	NENA	NENA Description
	RCL_NGUID	?
	Address ToAddr_R	?

Road Centerline NENA Globally Unique ID


"The NENA Globally Unique ID for each Road Centerline. Each record in the Road Centerlines layer MUST have a globally unique ID."

As per Section 4.108 of the NENA Specifications

Validator Report

Test Score Model		
Score	Severity	Description
10	Pass	Meets NENA Specification
5	Warning	Conditional or Optional Information Missing
0	Error	Does Not Meet NENA Specification

Beta 1.0.0



NG9-1-1
GIS VALIDATOR

Field Map Results

Source Feature	Target Feature	Count	Feature Mapped?	Projection	Same Name	Shape Type	Total Feature Score
GuelphRoads	RoadCenterline	10	10	10	0	10	40

Field Name	Source Field Name	M/C/O Test	Field Type Test	Field Length Test	Same Name Test	Attribute Test	Nullable Test	Total Attribute Score
DiscrpAgID		0	0	0	0	0	0	0
DateUpdate	roadrevisi	5	10	10	5	10	10	50
Effective	roadactive	5	10	10	5	10	10	50
Expire	roadretire	5	10	10	5	10	10	50
NGUID		0	0	0	0	0	0	0
AdNumPre_L		0	0	0	0	0	0	0
AdNumPre_R		0	0	0	0	0	0	0
FromAddr_L	l_hnumf	5	10	5	5	10	10	45
ToAddr_L	l_hnuml	5	10	5	5	10	10	45
FromAddr_R	r_hnumf	5	10	5	5	10	10	45
ToAddr_R	r_hnuml	5	10	5	5	10	10	45

Home

Upload

Validate

Results

Resources

Logout

Thank You.

Barry Costello
NG9-1-1 Specialist
bcostello@esri.ca

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

This Agreement for the provision TELUS' Next Generation 9-1-1 Service (the "**Agreement**") is effective the [redacted] day of [redacted], 2023 [redacted] (the "**Effective Date**")

BETWEEN:

[redacted]
(the "**Local Government Authority**" or "**LGA**")

AND:

TELUS Communications Inc.
(**"TELUS"**)

WHEREAS the Local Government Authority wishes to provide its citizens with access to Next-generation 9-1-1 ("**NG9-1-1**") Emergency Services ("**NG9-1-1 service**") through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1;

WHEREAS, the legacy 9-1-1 service is, as per Telecom Regulatory Policy CRTC 2017-182 ("**TRP 2017-182**"), called "Next Generation 9-1-1 – Modernizing 9-1-1 networks to meet the public safety needs of Canadians", is due to be decommissioned by order of the Canadian Radio-television Commission ("**CRTC**").

WHEREAS, the current legacy 9-1-1 LGA service agreement will remain in effect and supplement the NG9-1-1 until such time the legacy 9-1-1 network is decommissioned.

WHEREAS TELUS, as mandated by the CRTC, is the sole provider of NG9-1-1 services in the province in which the LGA is located and as such can route calls, sessions or events from the inhabitants of the LGA calling the 3-digit emergency telephone number 9-1-1 to the appropriate Public Safety Answering Point which provides the 9-1-1 caller with access to Emergency Services;

WHEREAS TELUS has developed an IP based next generation 9-1-1 service designed to replace the legacy provincial enhanced 9-1-1 service that will transit calls, sessions and events to the 3-digit emergency telephone number 9-1-1 in accordance with the terms and conditions laid out in TRP 2017-182 and Telecom Decision CRTC 2021-199 ("**Decision 2021-199**"); and

WHEREAS TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service in the form of a fee levied against each End-User as prescribed in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) filed in accordance with the process laid out in TRP 2017-182 and any future modifications thereto.

NOW THEREFORE in consideration of the mutual agreements hereinafter contained and other good and valuable consideration, the parties hereto agree as follows:

1 DEFINITIONS

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

2 SCOPE OF AGREEMENT

2.1 **Agreement:** The LGA and TELUS (collectively, the "**Parties**") hereby agree to fulfil their respective obligations as per the terms and conditions set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) and those contained in this Agreement, in order to provide NG9-1-1 emergency calling services. The Parties agree that this Agreement is for their mutual advantage and is designed to provide continued access to Emergency Services to the

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

served inhabitants within the Serving Area.

- 2.2 **Cost Recoveries:** The Parties agree that TELUS will recover costs associated with delivering the TELUS Next Generation 9-1-1 Service via the TELUS NG9-1-1 Tariff filed by TELUS to be levied against entities that provide access to NG9-1-1 services in TELUS' ILEC operating territory.
- 2.3 **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("**ESInet**"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calling over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using TELUS's IP VPN service to the PSAPs. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("**NGCS**") and may include other third-party applications from trusted entities as may be requested by the LGA and agreed to by TELUS. TELUS provided NG9-1-1 Service features are described in the User-to-Network Interface ("**UNI**") document. The LGA agrees that TELUS is not responsible nor liable for damages arising from LGA's use of third-party applications in conjunction with the NG9-1-1 Service.

3 TELUS' OBLIGATIONS

In accordance with TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), TELUS agrees to:

- 3.1 Provide TELUS Next Generation 9-1-1 Service to the LGA in order to provide End-Users, within the Serving Area, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1, as further described herein.
- 3.2 Provide TELUS' Next Generation 9-1-1 Network access, network termination/demarcation, and services to the PSAP, as agreed to by TELUS and the LGA, to be used to answer and transfer calls, sessions and events to the 3-digit emergency telephone number 9-1-1.
- 3.3 Provide Selective Routing and Transfer of emergency calls, sessions and events to the Primary PSAP and Secondary PSAPs according to instructions provided by the LGA, including those described in PSAP Contingency Plans.
- 3.4 Provide 9-1-1 caller information, as ordered by the CRTC, to the PSAP(s).
- 3.5 Maintain and update the 9-1-1 mapping and addressing database subject to receipt of the information required to be provided by the LGA pursuant to paragraphs 4.3.2 and 4.3.3.
- 3.6 Be responsible for any other requirements not specifically identified in this Agreement related to matters of the kind as imposed by the CRTC.
- 3.7 Where an Originating Network Provider has entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, TELUS shall remain responsible for all aspects of the operation of the TELUS Next Generation 9-1-1 Service and shall not be relieved of any of its obligations under this Agreement.
- 3.8 Maintain a 24x7 9-1-1 Support Team to monitor the network and coordinate activities with stakeholders.
- 3.9 Maintain a fallback Third Party Operator Service that will accept NG9-1-1 calls, sessions and events and route them to the appropriate Primary PSAP in the event of network,

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

- routing, or location issues.
- 3.10 Selectively route and enable the selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to Policy Routing Rules crafted to the needs of the LGA, including those described in PSAP Contingency Plans.
 - 3.11 Maintain a PSAP Contingency Plan as prepared by each PSAP in the event of network or customer equipment outage or evacuation.
 - 3.12 Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy/errors reporting back to the Local Government Authorities or their designees.
 - 3.13 Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the LGA and as listed in Schedule "D" (PSAP Designations & Locations).
 - 3.14 TELUS is responsible for delivering NG9-1-1 traffic to the TELUS NG9-1-1 demarcation point. TELUS will not be responsible for any issues, nor will it troubleshoot outages or failures proved to be occurring with the LGA network, which begin on the LGA side of the TELUS NG9-1-1 demarcation point.

4 OBLIGATIONS OF THE LGA

- 4.1 As it applies to PSAPS, the LGA agrees to:
 - 4.1.1. Designate Primary PSAPs, Secondary PSAPs, and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area. In the event that the LGA contracts with a third party for the management and operation of the PSAP, the LGA will remain responsible for all aspects of the operation of the PSAP and will not be relieved of any of its obligations under this Agreement.
 - 4.1.2. Ensure that all PSAPs are i3-compliant as per the conditions listed in section 6, requirements listed in Schedule C, and documents referenced in Schedule E of this document are connected to the NG9-1-1 network
 - 4.1.3. Ensure that all PSAPs provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements further detailed under Schedule C. LGA shall put in place a Business Continuity Plan applicable to the PSAPs and test it annually.
 - 4.1.4. Provide TELUS with a minimum of ninety (90) days' written notice of an intended change of a PSAP in their serving area.¹
- 4.2 The LGA acknowledges and understands that in cases where Next Generation 9-1-1 calls, sessions and events are delivered to TELUS without complete location information, these calls, sessions and events may be routed to a default PSAP which may be a Provincial Default i3 PSAP, designated by the provincial government or an alternate default PSAP selected and managed by TELUS.
- 4.3 As it applies to mapping addressing data (GIS or MSAG), where not otherwise defined by

¹ See Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, the LGA shall create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the LGA, such party shall be identified in Schedule "E", and that 9-1-1 specific GIS data layers must be provided directly to TELUS in a secure manner without transiting through any shared open platform upon implementation of GIS functionality within the NG9-1-1 network. The LGA agrees to provide TELUS with a minimum of ninety (90) days' written notice of a change in GIS data providers. The LGA shall take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.

- 4.4 As it applies to Serving Area, the LGA shall coordinate the participation of all PSAPs in the Serving Area with respect to TELUS Next Generation 9-1-1 Service. This will include:
- 4.4.1. Determining, in conjunction with TELUS, the Serving Area and Emergency Service Zones served by the PSAPs;
 - 4.4.2. Providing and validating, as required by TELUS, all geographical data, including street names, addresses, or other data provided by the geographic information system (GIS) and associating those with Emergency Service Zones;
 - 4.4.3. Informing TELUS of all changes in the geographical data that may occur during the term of this Agreement and changes in that geographical data must be reported to TELUS as soon as possible after that data changes;
 - 4.4.4. Ensuring all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity, and all other considerations within the PSAPs domains;
 - 4.4.5. Ensuring all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
 - 4.4.6. Ensuring the Primary PSAP accepts specific planned test calls from the public;
 - 4.4.7. Ensuring the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3;
 - 4.4.8. Correcting all errors with submitted geographic data as reported by TELUS as soon as possible after the notification is sent to the LGA. LGA shall aim to do it in 72 hours to ensure that all carriers operating within the LGA territory have access to accurate validation information;
 - 4.4.9. Providing TELUS with 85 days written notice of an intended change in borders of the Serving Area.²
- 4.5 As the requirements related to the TELUS Next Generation 9-1-1 Service may evolve in time or need to be detailed, the LGA shall be responsible for any other requirements that are not specifically identified in the Agreement but added in documents referred under the Agreement (such as UNI) or otherwise communicated by TELUS to all LGAs and PSAPs.
- 4.6 The LGA shall not, nor shall it authorize, assist or permit any person other than TELUS to

² Please see Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0052 Section 4.2.2 – Change activity timelines.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

change, repair, reinstall or tamper with the TELUS' Next Generation 9-1-1 Network and equipment up to the demarcation point.

- 4.7 The LGA recognizes that TELUS Next Generation 9-1-1 Service allows for many new functionalities regarding types of data that can be transmitted over the Next Generation 9-1-1 network. It is expected that the Commission will mandate the implementation of such new functionalities. The availability of these functionalities may require the LGA to upgrade software and/ or hardware at the PSAP. To ensure NG9-1-1 services' upgrades and new features are available uniformly across TELUS' ILEC operating territory, the LGA will have to ensure the PSAPs selected to serve its inhabitants implement such upgrades on the implementation schedule set out by the CRTC.
- 4.8 The LGA shall support embargoes implemented to suspend changes to the database during major outages or planned upgrades.
- 4.9 The LGA shall implement guidelines and procedures with respect to the retention and destruction of personal information related to NG9-1-1 services prior to the provision of those services.³
- 4.10 The LGA shall ensure that all communications destined for carriage over the NG9-1-1 network will be secure, and it will take all steps necessary to protect the confidentiality of the information carried over these networks to the maximum extent feasible.
- 4.11 Upon implementation of GIS functionality within the NG9-1-1 network, the LGA must provide sensitive NG9-1-1-related GIS and addressing data directly to TELUS in a secure and encrypted manner without transiting through any shared open platform.⁴
- 4.12 The LGA shall continue to provide TELUS access to the Master Service Addressing Guide until such time as the legacy 9-1-1 network is decommissioned or is advised by TELUS that the Master Service Addressing Guide is no longer required.
- 4.13 Warrant and represent that it has the authority to:
 - 4.13.1 Enter into this Agreement;
 - 4.13.2 Determine that the LGA will utilize TELUS Next Generation 9-1-1 Service to provide End-Users within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to TELUS Next Generation 9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1; and
 - 4.13.3 Determine that all End-Users, within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to 9-1-1 Service, shall receive access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 through use by the LGA of 9-1-1 Service.

5 PROPERTY RIGHTS

- 5.1 Title to, ownership of, and all intellectual property rights in any facilities, equipment, software, systems, processes, and documentation used by TELUS to provide the TELUS Next Generation 9-1-1 Service and all enhancements on them shall be and remain with

³ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 233.

⁴ Pursuant to Telecom Regulatory Policy CRTC 2020-150, paragraph 22.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

TELUS or its suppliers. Except as expressly set forth elsewhere in this Agreement, this Agreement does not grant the LGA any intellectual property or other rights or licenses in or to any service components listed above.

6 TRUSTED ENTITIES

- 6.1 Trusted entities are entities that have been qualified, certified and authorized by either TELUS and/or CRTC to connect to the TELUS Next Generation 9-1-1 Network.

7 CONFIDENTIAL INFORMATION

- 7.1 Unless the LGA provides express consent or disclosure is pursuant to a legal power, all information kept by TELUS regarding the LGA, other than the LGA's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than: i) the LGA; ii) a person who, in the reasonable judgment of TELUS, is seeking the information as an agent of the LGA; iii) another telephone company, provided the information is required for the efficient and cost-effective provision of telephone service and disclosure is made on a confidential basis with the information to be used only for that purpose; iv) an agent retained by TELUS in the collection of the LGA's account, provided the information is required for and is to be used only for that purpose; v) public authority or agent of a public authority, for emergency public alerting purposes, if a public authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; vi) an Affiliate involved in supplying the LGA with the Services, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.
- 7.2 TELUS is responsible for complying with Canadian privacy legislation (including the Personal Information Protection and Electronic Documents Act (PIPEDA) and substantially similar Canadian provincial privacy legislation) as such is applicable to TELUS in the provision of the Services under this Agreement. TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at www.telus.com/businessprivacy. TELUS' provision of the Services is subject to this policy. This policy may be updated by TELUS from time to time. The amended policy will be posted at the location above, and notice of the change will be provided by invoice notification, email, or otherwise. Unless otherwise indicated, the effective date of the amended policy will be the date of posting. The continued use of the Services by the Customer after such date will be deemed to constitute the acceptance of the amended policy. As TELUS does not have a direct contractual relationship with the PSAPs and the End-Users, TELUS relies on and the LGA shall ensure that the LGA (directly or through the PSAPs) has obtained all necessary consents from such End-Users, provided all necessary notices to End-Users, and otherwise have all necessary authority to permit the collection, use or disclosure of personal information by and between LGA and TELUS (if any).
- 7.3 Any information including any and all written documentation provided by TELUS to the LGA, its employees, servants, agents, assigns and/or contractors pertaining to the design, development, implementation, the operation and the maintenance of TELUS the Next Generation 9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of this Agreement. The LGA will not permit any of its employees, servants, agents, assignees and/or contractors to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of this Agreement.
- 7.4 Use all information or data that is provided by an End-User for the sole purpose of

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

responding to 9-1-1 related communications, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power. For greater clarity, information or data related to a specific emergency occurrence shall be used only for the purpose of responding to that emergency, unless the End-User provides express consent for other use or disclosure, or disclosure is ordered pursuant to a legal power.⁵ For greater clarity, such obligation also applies to the information or data that are provided on behalf of the End-User, for purposes associated with emergency services accessed through TELUS' NG9-1-1 network. For greater clarity, such obligation also applies when the information or data is stored or otherwise under the custody or control of the PSAP.

- 7.5 The LGA will retain the confidential End-User data, including any audio or video or text files provided and associated information in confidence and will treat the confidential information with the same degree of care that it employs for the protection of its own confidential information and, at a minimum, a reasonable degree of care, and will not use or copy such confidential information except as necessary to perform its obligations under this Agreement, and will not permit disclosure of such confidential information except to employees, servants, agents, assigns and/or contractors, including the PSAP (provided such employees, servants, agents, assigns and/or contractors are bound by similar confidentiality obligations as the one contained in this Agreement and provided such can be evidenced) where there is a need to know for purposes of this Agreement.
- 7.6 The LGA agrees that it will indemnify TELUS against any and all liabilities, losses, damages, costs, and expenses (including legal fees and disbursements on a solicitor and own client basis) resulting from the unauthorized disclosure or use of information identified in paragraphs 7.1 to 7.3 on the part of the LGA, its employees, servants, agents, assigns and/or contractors.
- 7.7 Furthermore, the LGA agrees to abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect from time to time.

8 QUALITY OF THE LGA'S SERVICE

- 8.1 The LGA agrees to implement and ensure the operation of its PSAP(s) in a manner that meets the quality standards generally accepted in Canada for such services.
- 8.2 The LGA acknowledges the importance under this Agreement that all PSAPs connected to the TELUS' Next Generation 9-1-1 Network meet at all times the requirements set out under this Agreement and promptly whenever those are changed by TELUS from time to time to assure the operation of TELUS' Next Generation 9-1-1 Network, in accordance with quality standards generally accepted in Canada and that the default of a PSAP to comply with such requirement can compromise the TELUS' Next Generation 9-1-1 Network and affect all End-Users.

9 FORCE MAJEURE

- 9.1 Neither TELUS nor the LGA will be held responsible for any damages or delays as a result of war, invasion, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, floods, strikes, decisions of regulatory authorities, and, generally, as a result of any event that is beyond the LGA's or TELUS' reasonable control ("Force Majeure").
- 9.2 TELUS and the LGA agree that in the event of a Force Majeure, the Parties will cooperate

⁵ Pursuant to Telecom Regulatory Policy CRTC 2017-182, paragraph 232.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

and make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

- 9.3 The costs required to provide temporary replacement service will be borne according to the sharing of obligations between TELUS and the LGA, as indicated in Articles 3 and 4 of this Agreement.

10 IMPLEMENTATION SCHEDULE

- 10.1 TELUS and the LGA agree that the implementation of TELUS Next Generation 9-1-1 Service within the Serving Area, and based on the requirements set out in Schedule B, will be carried out pursuant to an implementation schedule to be mutually agreed to by the Parties in writing and which may be changed from time to time by agreement of the Parties.

11 LIMITATION OF LIABILITY

- 11.1 TELUS' liability for the performance of its obligations pursuant to this Agreement shall be the one set out in TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001). It is understood that TELUS' limited liability under this Agreement is a condition without which TELUS would not have entered into this Agreement, and therefore, TELUS' liability for the performance of its obligations pursuant to this Agreement shall not exceed any limitation of liability set out under TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) even if such limitation of liability does not specifically apply or refer to the LGA.
- 11.2 The LGA and TELUS shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the LGA or TELUS is self-insured, provide to the other party evidence that is satisfactory to that party that the LGA and/or TELUS, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.
- 11.3 This Article 11 will survive the present Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

12 TERM

- 12.1 **Term:** This Agreement will be effective as of the Effective Date, and will be valid for a period of five (5) years, with an automatic renewal for a successive period of five (5) years, unless one party gives to the other at least six (6) months' written notice of termination before the end of the then current five (5) years term.
- 12.2 **Termination or Suspension of a Service:** Notwithstanding Article 13.1, TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service where TELUS has reasonable cause to believe that the LGA's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the LGA may terminate the NG9-1-1 Service, or TELUS may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

13 REGULATORY APPROVAL

- 13.1 It is expressly understood that TELUS Next Generation 9-1-1 Service is provided pursuant to the terms and conditions of the TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) as amended from time to time and as approved by the Commission, and this Agreement as amended from time to time and as approved by the Commission.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

13.2 This Agreement (excluding the Schedules) will be subject to approval by the Commission, and is subject to changes imposed by directions or orders of the Commission. Any future amendments to this Agreement (excluding the Schedules) will also be subject to approval by the Commission.

14 WAIVER

14.1 The failure of either party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will continue to remain in full force and effect.

15 RELATIONSHIP OF THE PARTIES

15.1 This Agreement will not create nor will it be interpreted as creating any association, partnership, any employment relationship, or any agency relationship between the Parties.

16 ENTIRE AGREEMENT

16.1 Except as otherwise stated herein, this Agreement, together with the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) constitutes the entire agreement of the Parties and supersedes any previous agreement, whether written or verbal. Should any provision of this Agreement be declared null, void, or inoperative, the remainder of the Agreement will remain in full force and effect. In the event of a conflict between this Agreement and TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001), the terms of TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) will prevail.

17 NOTICES

17.1 Except if expressly specified otherwise elsewhere in the Agreement, all notices necessary under this Agreement shall be given in writing. In the case of TELUS, the notice shall be sent by e-mail and in the case of the LGA, the notice can be either personally delivered, or sent by registered mail or facsimile, or by e-mail at the addresses indicated below. Notices, if personally delivered or sent by facsimile, will be deemed to have been received the same day, or if sent by registered mail, will be deemed to have been received four days (excluding Saturdays, Sundays and statutory holidays) after the date of mailing. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, and e-mail address; and (ii) date and time of the transmission.

17.2 TELUS can change the telecommunication services provided to a PSAP by providing the LGA at least thirty (30) days prior written notice, without the necessity of the Parties signing a formal amendment to this Agreement. By continuing to use the TELUS' Next Generation 9-1-1 Network after TELUS has changed the telecommunication services provided to a PSAP, the change is deemed to have been accepted by the Parties.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Local Government Authority

TELUS Communications Inc.

TELUS

Regulatory Affairs

Attn: TELUS NG9-1-1 Leadership Team

Regulatory.affairs@telus.com

Or to such other address as either party may indicate in writing to the other.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives, such execution effective on the Effective Date.

Local Government Authority

Per: _____

Printed: _____

Title: _____

TELUS Communications Inc.

Per: _____

Printed: _____

Title: _____

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule A

1 DEFINITIONS

For the purposes of this Agreement, in addition to other terms defined elsewhere in the Agreement, the following terms have the meanings ascribed below:

1.1 “Automatic Number Identification” or “ANI”:

TELUS’ NG9-1-1 Network’s capability to automatically identify the calling telephone number and to provide a display of the number at the PSAP.

1.2 “Border Control Function” or “BCF”:

Provides a secure entry into the ESInet for emergency calls presented to the network. The BCF incorporates firewall, admission control, and may include anchoring of session and media as well as other security mechanisms to prevent deliberate or malicious attacks on PSAPs or other entities connected to the ESInet.

1.3 “Business Continuity Plan”:

A plan outlining how to continue operating during an unplanned service disruption; i.e.: technology or relocation.

1.4 “Commission”:

The Canadian Radio-television and Telecommunications Commission (“CRTC”) and its successors.

1.5 “Default Routing”:

Default Routing is a contingency routing scheme whereby 9-1-1 calls, sessions and events are directed to an alternative PSAP or PSAPs due to network issues or missing/invalid location information.

1.6 “Demarcation Point”:

The furthest physical point of NG9-1-1 interconnection for the PSAPs. The location of the PSAP is designated by the LGA; however, the PSAP shall determine where the termination equipment/demarcation points are to be located.

1.7 “Emergency Services”:

The first responders to situations that require immediate assistance, such as law enforcement, fire department, ambulance service, or other emergency medical assistance service.

1.8 “Emergency Services IP Network” or “ESInet”:

An ESInet is a managed, private, dedicated IP network used for Emergency Services communications. The ESInet provides the transport and interconnectivity for trusted entities designated by the CRTC such as NENA i3-compliant PSAPs within the Serving Area, as well as CRTC-registered ONPs supporting 9-1-1 calling over IP-capable networks. For PSAPs, the ESInet is delivered using the Company’s IP VPN service to the PSAPs’ operations premises authorized by the LGA. ONPs interconnect to the ESInet through designated physical Points of Interconnection (POIs).

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

1.9 “End-User”:

An end-user with NG9-1-1 Network Access within the boundaries of the LGA, as determined by the Company and the LGA.

1.10 “Emergency Service Zone” or “ESZ”:

A defined area within a Serving Area consisting of a specific combination of LGA, law enforcement, fire, emergency medical, and PSAP coverage areas.

1.11 “i3 PSAP”:

A PSAP that is capable of receiving IP-based signaling and media for delivery of emergency calls conformant to the i3 standard.

1.12 “Local Government Authority” or “LGA”:

An LGA is the relevant government authority, at the provincial, indigenous, territorial, regional and/or municipal level, that governs the PSAPs. For greater clarity, the PSAP is selected or designed by the LGA and is under the responsibility of the LGA.

1.13 “Master Service Addressing Guide” or “MSAG”:

The MSAG/SAG is a database of street names and house number ranges; it defines emergency service zones within a community and the emergency service numbers associated to them in order to enable proper routing of basic 9-1-1 and enhanced 9-1-1 calls.

1.14 “Network Access”:

A connection that allows calls, sessions, or other types of events intended to be delivered to the Company’s NG9-1-1 Network.

1.15 “Next Generation Core Services” or “NGCS”:

The base set of services needed to process an NG9-1-1 call, session or event on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services but not the network on which they operate.

1.16 “NG9-1-1 Network Provider”:

The carrier that provides connectivity, services, and management for Next Generation 9-1-1 service to LGASs and their PSAPs.

1.17 “Offnet Agency”:

An agency outside of the NG9-1-1 network, such as a poison control centre or a hospital, which the LGA may designate to be able to receive PSTN calls transferred by a PSAP through the ESInet.

1.18 “Originating Network Provider”:

A CRTC-approved authorized telecommunications service provider, wireless service provider, or other service provider which delivers traffic to the Company’s NG9-1-1 Network for routing to a PSAP.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

1.19 “Policy Routing Rules” or “PRRs”:

Policy Routing Rules (PRRs) allow PSAP to enable multi-layered treatment policies for diversion within the NG9-1-1 Network, providing more options to a PSAP to divert 9-1-1 calls, sessions and events to another destination based upon multiple conditions defined in the PRRs.

1.20 “Public Safety Answering Point” or “PSAP”:

A primary PSAP is a PSAP to which 9-1-1 calls, sessions and events are routed directly as the first point of contact. In some cases, the primary PSAP then contacts the appropriate agency to dispatch emergency responders. However, in cases where local authorities determine that specialized expertise, such as emergency medical services, is required, 9-1-1 calls, sessions and events are then transferred from a primary PSAP to a secondary PSAP.

A secondary PSAP, also known as an Emergency Response Agency dispatch centre, is a PSAP to which NG9-1-1 calls, sessions and events are transferred from a primary PSAP. A secondary PSAP is directly interconnected to an NG9-1-1 Network, allowing for the receipt and display of NG9-1-1 information.

1.21 “PSAP Contingency Plan”:

It is a plan prepared by the PSAP, in collaboration with TELUS, to provide Default Routing to ensure 9-1-1 calls are answered. PSAP Contingency Plan is about alternative routing and configuration options related to the NG9-1-1 Network and is more specific than the overall PSAP Business Continuity Plan.

1.22 “Selective Routing and Transfer”:

A feature that automatically routes traffic destined for emergency services to the appropriate PSAP based on the location data provided during the setup of the 9-1-1 call, session or event (Automatic Identification information or Geodetic) and facilitates inter-agency transfer.

1.23 “Serving Area”:

The area within the LGA’s boundaries, as determined by TELUS and the LGA, from which calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to a particular primary PSAP which has a contract with the LGA .

1.24 “TELUS’ Next Generation 9-1-1 Network”:

A standards-based, all IP emergency communications infrastructure enabling highly reliable and secure voice and multimedia communications.

1.25 “Operator Service”:

Operator Service for NG9-1-1 is a last resort routing scheme whereby calls, sessions and events that cannot be routed by the NG9-1-1 network on the ESInet to the PSAP will be routed to an operator service contracted by the NG9-1-1 Service Provider as mandated in Telecom Decision 2019-66.

1.26 “User-to-Network Interface (UNI) Interconnection Design Specifications”:

User-to-Network Interface (UNI) Interconnection Design Specifications means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule B (for TELUS internal resource planning purposes only)

SCHEDULE B - v.1				
List of NG9-1-1 PSAPs, locations & targeted migration				
Current Emergency Zones & PSAP migration identification				
<p>Schedule B is a current list of PSAPs that provide services to the LGA. Please review and confirm accuracy (initial) of all contracted PSAPs. Post transition changes or updates to Schedule B will be communicated to TELUS via current TELUS operations change process.</p>				
				LGA initial _____

PSAP Serving Information			
PSAP Name (*1 & *2)	PSAP Address	PSAP Address - Backup Site	Targetted Migration Date
Lethbridge PSCC	207 4th Ave South Lethbridge AB	1010 4 Avenue South Lethbridge AB	2022

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

ESZ	Community	Municipality	Primary	Fire
380	Hill Spring	Village of Hill Spring	Lethbridge PSCC	Lethbridge PSCC

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule C

Technical requirements\ESInet Access Criteria

Next Generation 9-1-1 is comprised of complex and interactive systems. In order to ensure proper network security, resiliency, diversity, and reliability, the LGA must ensure that all of their PSAPs meet the following technical criteria. A PSAP cannot interconnect to the NG9-1-1 network without meeting these requirements.

PSAPs utilizing networks to process and deliver NG9-1-1 calls outside of the ESInet do so at their own risk and assume all liabilities, including prolonged restoration times in the event of an outage.

LGA must ensure that the PSAP(s):

- 1 Deploy Dual Stack as the preferred method for simultaneous use of IPV4 & IPV6 address space OR to individually perform NAT-PT (Network Address Translation - Protocol Translation) for their Network Domain as defined in the NG9-1-1 network provider's UNI Interconnection Design Specifications, as a mandatory condition to interconnect to the NG9-1-1 network.
- 2 Support a set MTU (Maximum Transmission Unit) value of 1500 bytes for their network domain.
- 3 Utilize the Border Gateway Protocol (BGP) for dynamic routing between peering networks, using registered Autonomous System (AS) numbers, when available.
- 4 Assign a Local Registration Authority ("LRA"). The LRA will be responsible for determining and managing which users will be authorized to access the ESInet. An LRA can be assigned for a specific PSAPs or may be assigned for all PSAPs in an entire serving territory. The PSAP must notify TELUS at least 30 days prior to onboarding to the NG9-1-1 network of its selection and provide TELUS with 60 days' notice prior to any changes to its LRA structure. The LRA will have to enter into a distinct agreement with TELUS regarding the rights and obligations specific to the LRA and agree to TELUS Certificate Policy. For greater clarity, if access to the ESInet is needed for devices, the PSAP must assign an Authorized Organization Representative ("AOR"), which shall also enter into a distinct agreement with TELUS. For greater clarity, LRA and AOR doesn't need to be the PSAP itself.
- 5 Utilize the PCA service provided by the NG9-1-1 network provider, as defined in the UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network until a nation-wide PSAP Credentialing Agency is established.
- 6 Comply with the UNI and any other bulletins or technical documents communicated by TELUS to all LGAs and PSAPs from time to time. Employ a NENA i3 compliant BCF (Border Control Function), as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network. In addition, the BCF must be deployed in a manner that prevents single points of failure.
- 7 Employ the QoS requirements as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications as a mandatory condition of interconnection with the NG9-1-1 network.
- 8 Implement the mandatory list of audio CODECs as provided by the NG9-1-1 network providers as part of the Onboarding Process, and as updated through the proposed change management process managed by CISC.
- 9 Use the two (2) redundant 9-1-1 IP-VPN circuits and routers provided by TELUS to deliver 9-1-1 calls, sessions and events, and associated data as per TELUS acceptable use policy available at www.telus.com/aup. The PSAPs shall not modify, repair, reinstall, or tamper with the 9-1-1 IP-

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

VPN circuits and routers, or use them in a manner that interferes with any service components used to provide them, TELUS' networks, or with the use of TELUS services by other persons, or in a manner that avoids the payment of any charges, or use the 9-1-1 IP-VPN circuits in violation of any law or regulation. TELUS recommends that the PSAP use both 9-1-1 IP-VPN circuits to avoid service impacts in the event of an 9-1-1 IP-VPN circuit or terminating router failure.

- 10 Design and operation the PSAPs WAN/LAN, including resiliency, capacity, management, quality of service and security.
- 11 Support end-to-end encryption of traffic from and towards the ESInet as defined in the TELUS NG9-1-1 UNI Interconnection Design Specifications. PSAPs are strongly encouraged to utilize the TELUS NGCS-based DNS service to ensure the resiliency of DNS functions and seamless PCA functionality. If a PSAP opts to use its own DNS service, it will be the sole responsibility of that agency to design, maintain and administer this element.
- 12 Use the provided ESInet connections strictly for the delivery of NG9-1-1 calling and associated data and not to use any private VPN tunnels across the ESInet.
- 13 Create Policy Routing Rules for NG9-1-1 and communicate their Default Routing, if any, as part of their PSAP Contingency Plans to ensure that 9-1-1 calls are answered in the event of a PSAP outage.
- 14 Synchronize their network elements with those of the NGCS based on the Network Time Protocol resource provided by TELUS.
- 15 Apply on an ongoing basis, the required security updates (including any security patches) promptly, on the schedule communicated by TELUS.

The failure of a PSAP to comply with the technical requirement and access criteria may result in having such PSAP removed from the TELUS Next Generation 9-1-1 network. In the event where a PSAP does not meet the above technical requirements and access criteria to the ESInet, TELUS will inform the LGA before removing the PSAP from the TELUS Next Generation 9-1-1 network.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule D

MULTIPLE REGION PSAPs

This Schedule, or an alternative format agreed to by both the LGA and the Company, must be filled out by the LGAs with their respective PSAPs covering multiple regions and managed by a provincial or federal authority (e.g. Alberta Health Services, British Columbia Health Care Services, Royal Canadian Mounted Police.)

Operating as a provincial or federal secondary PSAP, the following provisions within this agreement does not apply: 4.1.1; 4.3; 4.4.1; 4.4.2; 4.4.3; 4.4.8; 4.8.9; 4.12;

The following provisions of this agreement (4.3.2; 4.3.3; 4.6; 4.8.4; 4.8.5; 4.9) that relate to “all PSAPs” for the purposes of this LGA, shall apply only to the single Multiple Regions PSAP.

Communication Centre Sites	Official Name	LGA (municipalities, counties, etc.)

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule E

NG9-1-1 GIS REQUIREMENTS * **Provided to TELUS upon GIS introduction**

Municipality, County or Other Government Entity name	GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name	Provincial /Territorial Legislation (Y/N)

In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default, the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator ([Telecom Decision CRTC 2020-150 | CRTC](#))

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE F - v.1

LGA must verify with each PSAP and PSAP location listed in Schedule B has a 9-1-1 Contingency Plan and Policy Routing Rules documented and identified to TELUS. TELUS' requirement is to obtain documented contingencies and does not imply imposing mutual aid, backup sites, or any actual contingency options.

PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Addresses	PSAP Address-Backup Site	Contingency Plan & Policy Routing Rules LGA verified (initial)
Lethbridge PSCC	207 4th Ave South Lethbridge AB	1010 4 Avenue South Lethbridge AB	

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESnet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

SCHEDULE G - v.1

**LGA must designate a Local Registration Authority ("LRA")
* reference Schedule C, #4.**

Digital Subscriber Certificate Agreement and Application Form - submitted by LGA's Local Registration Authority designate upon TELUS onboarding

PSAP Serving Information

PSAP Name (*1 &*2)	PSAP Addresses	PSAP Address-Backup Site	LGA designated Local Registration Authority ("LRA")
Lethbridge PSCC	207 4th Ave South Lethbridge AB	1010 4 Avenue South Lethbridge AB	

Notes:

- *1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.
- *2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.
- *3 – “Offnet” Agencies are not connected to the ESInet over an IP-UNI
- *4 – This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

THIS AGREEMENT made as of the 18th day of April 2023

BETWEEN:

VILLAGE OF HILL SPRING

(hereinafter referred to collectively as “Hill Spring”)

- and -

TOWN OF RAYMOND

(hereinafter referred to collectively as “Raymond”)

JOINT SERVICE AGREEMENT: ADMINISTRATIVE & FINANCIAL SUPPORT SERVICES

WHEREAS:

1. WHEREAS the Municipal Government Act, Section 54 allows municipalities to enter into Joint Servicing Agreements;
2. AND WHEREAS Hill Spring has requested Administrative and Financial Support Services from the Town of Raymond;
3. AND WHEREAS RAYMOND is willing to enter into a formal agreement with Hill Spring to provide the requested Administrative and Financial Support services to Hill Spring;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the promises, mutual terms, covenants and conditions contained within this Agreement, the Parties hereto agree as follows:

1. Services

RAYMOND will provide to Hill Spring the following services as requested by the Village Chief Administrative Officer (CAO).

- 1.1 Provide executive financial support services to the Village to ensure that all financial reporting requirements and operational banking needs are managed effectively.
- 1.2 Provide human resource support services to the Village as required.

- 1.3 Provide development support services to the Village to assist the Village in managing development and sub-division applications as per the Village's Land Use Bylaw as required.
- 1.4 Provide general legislative support to the Village as required.

2. Fees and Disbursements

- 2.1 Hill Spring agrees to pay RAYMOND \$35,000/year for the provision of the services authorized under this Agreement. This amount will be pro-rated from the date of Council motion approving this agreement.
- 2.2 On January 1st of each year, the contract amount will increase 2% annually until the termination of the agreement.
- 2.3 These services shall be billed to Hill Spring monthly.
- 2.4 Mileage expenses will be billed to Hill Spring as incurred according to Revenue Canada's annual Automobile Allowance Rates and are over and above the rates specified in 2.1 of this agreement.
- 2.5 If additional expenses are discovered, they will not be incurred by the parties, unless approved for by motion in a Hill Spring Council meeting.

3. Agreement Term

- a. The parties hereto agree that this Agreement shall commence on the 18th day of April 2023 and shall continue until the 31st day of December 2026.
- b. Both parties may renew this agreement for an additional 3 years provided a motion is made by both organizations authorizing a renewal.

4. Insurance

- a. Hill Spring shall, at its own expense and without limiting its liabilities, under this Agreement, ensure Aits operations under a contract of General Liability insurance, in accordance with the Alberta Insurance Act, in an amount not less than \$2,000,000.00 inclusive per occurrence, insuring against bodily injury, and property damage including loss of use thereof. Such insurance shall include blanket contractual liability.
- b. RAYMOND shall maintain automobile liability insurance on all vehicles owned, operated, or licensed in the name of the RAYMOND in an amount not less than \$1,000,000.00.

5. Workers Compensation Act

- a. RAYMOND hereby agrees to comply with all requirements of the *Worker's Compensation Act*, and any regulations thereunder, at the sole cost of RAYMOND by:
 - i. Obtaining an exempt status; or
 - ii. Obtaining RAYMOND's own Workers' Compensation numbers; or
 - iii. Reimbursing the Village for any amounts required to be paid to Workers' Compensation Board on behalf of RAYMOND.

6. Termination

- a. The parties hereto agree that this Agreement may be terminated by either party, without cause, upon either providing to the other six months written notice, posted by single registered mail at the address for service of the parties as follows, or by personal service.

Chief Administrative Officer
Box 88
Hill Spring, AB, T0K 2L0

Chief Administrative Officer
Town of Raymond
Box 629
Raymond, AB, T0K 2S0

- b. Hill Spring agrees to pay only for the time in which the agreement is in force, either until:
 - i. it expires; or
 - ii. the end of the six-month written notice period;
- c. If the agreement is terminated at any time, RAYMOND shall agree to return all information or data in its possession to Hill Spring.

7. Independent Hill Spring

- a. RAYMOND personnel hereby specifically agree that he/she is not an agent of Hill Spring and is hereby forbidden to represent himself/herself as being able to bind Hill Spring in any fashion unless expressly authorized by Hill Spring except to the extent by law.

8. Confidentiality

8.1 RAYMOND hereby agrees to maintain confidentiality regarding the activities of Hill Spring and shall not disclose or report these activities to anyone other than Hill Spring and in any event shall conduct themselves in such a manner as to ensure that the administration of justice, and Hill Spring is not brought into disrepute.

IN WITNESS THEREOF Hill Spring has hereunto affixed its Corporate Seal duly attesting to it by proper officers in that behalf and RAYMOND has hereunto set its hand and seal as of the day and year first above.

SIGNED AND SEALED

In the presence of:

WITNESS

Village of Hill Spring

WITNESS

Town of Raymond

THIS AGREEMENT made as of the 18th day of April 2023

BETWEEN:

VILLAGE OF HILL SPRING

(hereinafter referred to collectively as "Hill Spring")

- and -

TOWN OF RAYMOND

(hereinafter referred to collectively as "Raymond")

JOINT SERVICE AGREEMENT: CHIEF ADMINISTRATIVE OFFICER SERVICES

WHEREAS:

1. WHEREAS the Municipal Government Act, Section 54 allows municipalities to enter into Joint Servicing Agreements;
2. AND WHEREAS Hill Spring has requested Chief Administrative Officer Services from the Town of Raymond;
3. AND WHEREAS RAYMOND is willing to enter into a formal agreement with Hill Spring to provide the requested Chief Administrative Officer services to Hill Spring;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the promises, mutual terms, covenants and conditions contained within this Agreement, the Parties hereto agree as follows:

1. Services

RAYMOND will provide to Hill Spring the following services as requested by the Village Council.

- 1.1 Provide Chief Administrative Officer services to the Village to assist the Village in meeting its legislative requirements under the Municipal Government Act and other relevant provincial legislation.
- 1.2 To work with Village Council in developing and implementing their strategic planning objectives.

- 1.3 To oversee the day-to-day operations of the Village of Hill Spring's municipal operations.

2. Fees and Disbursements

- 2.1 Hill Spring agrees to pay RAYMOND \$60,000/year for the provision of the services authorized under this Agreement. This amount will be pro-rated from the date of Council motion approving this agreement.
- 2.2 On January 1st of each year, the contract amount will increase 2% annually until the termination of the agreement.
- 2.3 These services shall be billed to Hill Spring monthly.
- 2.4 Mileage expenses will be billed to Hill Spring as incurred according to Revenue Canada's annual Automobile Allowance Rates and are over and above the rates specified in 2.1 of this agreement.
- 2.5 If additional expenses are discovered, they will not be incurred by the parties, unless approved for by motion in a Hill Spring Council meeting.

3. Agreement Term

- a. The parties hereto agree that this Agreement shall commence on the 18th day of March 2023 and shall continue until the 31st day of December 2026.
- b. Both parties may renew this agreement for an additional 3 years provided a motion is made by both organizations authorizing a renewal.

4. Insurance

- a. Hill Spring shall, at its own expense and without limiting its liabilities, under this Agreement, ensure its operations under a contract of General Liability insurance, in accordance with the Alberta Insurance Act, in an amount not less than \$2,000,000.00 inclusive per occurrence, insuring against bodily injury, and property damage including loss of use thereof. Such insurance shall include blanket contractual liability.
- b. RAYMOND shall maintain automobile liability insurance on all vehicles owned, operated, or licensed in the name of the RAYMOND in an amount not less than \$1,000,000.00.

5. Workers Compensation Act

- a. RAYMOND hereby agrees to comply with all requirements of the *Worker's Compensation Act*, and any regulations thereunder, at the sole cost of RAYMOND by:
 - i. Obtaining an exempt status; or
 - ii. Obtaining RAYMOND's own Workers' Compensation numbers; or
 - iii. Reimbursing the Village for any amounts required to be paid to Workers' Compensation Board on behalf of RAYMOND.

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Town of Raymond
Box 629
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- b. Hill Spring agrees to pay only for the time in which the agreement is in force, either until:
 - i. it expires; or
 - ii. the end of the six-month written notice period;
- c. If the agreement is terminated at any time, RAYMOND shall agree to return all information or data in its possession to Hill Spring.

7. Independent Hill Spring

- a. RAYMOND personnel hereby specifically agree that he/she is not an agent of Hill Spring and is hereby forbidden to represent himself/herself as being able to bind Hill Spring in any fashion unless expressly authorized by Hill Spring except to the extent by law.

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IN WITNESS THEREOF Hill Spring has hereunto affixed its Corporate Seal duly attesting to it by proper officers in that behalf and RAYMOND has hereunto set its hand and seal as of the day and year first above.

SIGNED AND SEALED

In the presence of:

WITNESS


Village of Hill Spring

WITNESS

Town of Raymond

July 10/23
To whom it may concern

I, Crystal Pendlebury,
give Carolyn Lockhart
permission to park and
load my property on
July 28 from around
2pm - 10pm for
the concert.

Crystal


< I want to...



2nd Ave S

1st St W

Main St

1st St E



Village Of Hill Spring

General Ledger Trial Balance 5

January To July Fiscal Year 2023

General Ledger	Description	Previous Year Actual	Begining Of Period	Current Period	Year To Date	Budget
Revenue Operating						
1-00-00-00-101	TAXES - RESIDENTIAL	(138,039.62)	0.00	(190,042.73)	(190,042.73)	(136,600.00)
1-00-00-00-102	TAXES - CHINOOK FOUNDATION	0.00	0.00	0.00	0.00	0.00
1-00-00-00-103	TAXES - COMMERCIAL	(2,145.80)	0.00	(9,643.08)	(9,643.08)	(2,300.00)
1-00-00-00-104	TAXES - MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00
1-00-00-00-105	TAXES - LINEAR	(7,086.52)	0.00	(7,291.17)	(7,291.17)	(6,100.00)
1-00-00-00-106	TAXES - GRANTS IN LIEU	0.00	0.00	0.00	0.00	0.00
1-00-00-00-107	TAXES - POWER LINES	0.00	0.00	0.00	0.00	0.00
1-00-00-00-108	TAXES - RESIDENTIAL	0.00	0.00	0.00	0.00	0.00
1-00-00-00-109	TAXES - RESIDENTIAL VACANT	0.00	0.00	0.00	0.00	0.00
1-00-00-00-120	TAXES - LOCAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
1-00-00-00-121	TAXES - MINIMUM LEVY	(7,000.00)	0.00	0.00	0.00	(12,950.00)
1-00-00-00-122	IRRIGATION CONVEYANCE FEES	0.00	0.00	0.00	0.00	0.00
1-00-00-00-510	TAXES - PENALTIES & COSTS	(3,842.82)	0.00	(702.59)	(702.59)	(4,800.00)
1-00-00-00-541	FRANCHISE & CONCESSION ATCO REVENUE	(8,143.35)	0.00	(4,742.60)	(4,742.60)	(7,000.00)
1-00-00-00-550	RETURN ON INVESTMENTS	(17,199.30)	0.00	(15,880.98)	(15,880.98)	(8,000.00)
1-00-00-00-551	DIVIDENDS	0.00	0.00	0.00	0.00	0.00
1-00-00-00-590	OTHER REVENUE FROM OWN SOURCES	0.00	0.00	0.00	0.00	0.00
1-00-00-00-700	GRANT - ACP - CAPITAL	0.00	0.00	0.00	0.00	0.00
1-00-00-00-740	GRANT UNCONDITIONAL MUNICIPAL	0.00	0.00	0.00	0.00	0.00
1-00-00-00-741	GRANT - STEP	0.00	0.00	0.00	0.00	0.00
1-00-00-00-742	GRANT FEDERAL IRRIGATION SYSTEM	0.00	0.00	0.00	0.00	0.00
1-00-00-00-743	GRANT CONDITINAL PROVINCIAL	(10.97)	0.00	0.00	0.00	0.00
1-00-00-00-747	GRANT FIRE TRAINING	0.00	0.00	0.00	0.00	0.00
1-00-00-00-748	GRANT M.I.P.	0.00	0.00	0.00	0.00	0.00
1-00-00-00-750	GRANTS - OTHER	0.00	0.00	0.00	0.00	0.00
1-00-00-00-840	GRANT ICAP IRRIGATION SYSTEM	0.00	0.00	0.00	0.00	0.00
1-00-00-00-841	GRANT MUNICIPAL SPONSORSHIP	0.00	0.00	0.00	0.00	0.00
1-00-00-00-842	GRANT ALBERTA HEALTH AND WELLNESS	0.00	0.00	0.00	0.00	0.00
1-00-00-00-843	GRANT - MSI CAPITAL	(153,039.79)	0.00	0.00	0.00	(70,000.00)
1-00-00-00-844	GRANT - MSI OPERATIONAL	(22,716.00)	0.00	0.00	0.00	(22,716.00)
1-00-00-00-845	GRANT - BMTG - STREETS IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00
1-00-00-00-846	GRANT-ACP	0.00	0.00	0.00	0.00	0.00
1-00-00-00-847	GRANT - FEDERAL GAS TAX FUND	(50,133.00)	0.00	0.00	0.00	(50,000.00)
1-00-00-00-848	GRANT-ALBERTA WATER/WASTE WATER	0.00	0.00	0.00	0.00	0.00
1-00-00-00-849	GRANTS - OTHER	0.00	0.00	0.00	0.00	0.00
1-00-00-00-850	GRANT - ACP - OPERATING	0.00	0.00	0.00	0.00	0.00
1-00-00-00-990	OTHER PROCEEDS - FINES, LEASE	0.00	0.00	0.00	0.00	0.00
1-12-00-00-009	PROPERT YINFORMATION REQUESTS	0.00	0.00	0.00	0.00	0.00
1-12-00-00-00-410	PINS,PHOTOCOPY,FAX, ETC REVENUE	(45.66)	0.00	(138.00)	(138.00)	0.00
1-12-00-00-00-411	P CAMPBELL FUND HS BEAUTIFICATION	0.00	0.00	0.00	0.00	0.00
1-12-00-00-00-433	ASSESSMENT APPEAL DEPOSIT	0.00	0.00	0.00	0.00	0.00
1-12-00-00-00-450	PROFIT SHARE AAMD&C	0.00	0.00	0.00	0.00	0.00
1-12-00-00-00-490	PERMIT - DEV/COMPLIANCE	(1,155.00)	0.00	(510.00)	(510.00)	(300.00)

Village Of Hill Spring

General Ledger Trial Balance 5

January To July Fiscal Year 2023

General Ledger	Description	Previous Year Actual	Begining Of Period	Current Period	Year To Date	Budget
1-12-00-00-00-520	LICENSES - DOG	(170.00)	0.00	(50.00)	(50.00)	(50.00)
1-12-00-00-00-990	ADMINISTRATION - MISC REVENUE	(8,417.13)	0.00	(5,305.42)	(5,305.42)	(7,800.00)
1-32-00-00-00-590	SALE OF EQUIPMENT ROADS	0.00	0.00	0.00	0.00	0.00
1-40-00-00-00-410	SALES - IRRIGATION	(7,246.83)	0.00	(3,588.67)	(3,588.67)	(7,200.00)
1-40-00-00-00-420	IRRIGATION HOOK UP	0.00	0.00	0.00	0.00	0.00
1-40-00-00-00-763	RESERVE FUND REVENUE IRRIGATION	(4,215.70)	0.00	(2,103.80)	(2,103.80)	(4,000.00)
1-41-00-00-00-410	SALES - WATER	(1,861.50)	0.00	4.92	4.92	0.00
1-41-00-00-00-411	SALES - WATER FLAT RATE	(67,937.97)	0.00	(35,247.90)	(35,247.90)	(65,700.00)
1-41-00-00-00-412	SALES - WATER RURAL	0.00	0.00	0.00	0.00	0.00
1-41-00-00-00-420	WATER SERVICE HOOK UP	0.00	0.00	0.00	0.00	0.00
1-41-00-00-00-470	SALES - WATER METERS	0.00	0.00	0.00	0.00	0.00
1-41-00-00-00-510	WATER - PENALTIES & COSTS	(3,921.96)	0.00	(138.46)	(138.46)	(650.00)
1-41-00-00-00-763	RESERVE FUND WATER REVENUE	(5,014.40)	0.00	(2,538.40)	(2,538.40)	(4,700.00)
1-42-00-00-00-410	SALES - SEWER	(14,798.89)	0.00	(7,755.43)	(7,755.43)	(14,500.00)
1-42-00-00-00-420	SEWER HOOK UP	0.00	0.00	0.00	0.00	0.00
1-42-00-00-00-763	RESERVE FUND SEWER REVENUE	(4,003.40)	0.00	(2,031.40)	(2,031.40)	(3,800.00)
1-43-00-00-00-410	SALES - GARBAGE	(9,620.94)	0.00	(4,836.06)	(4,836.06)	(9,400.00)
1-43-00-00-00-420	GARBAGE LANDFILL/FRIDGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
1-56-00-00-00-410	CEMETERY - PLOTS & FEES	(700.00)	0.00	0.00	0.00	(800.00)
1-56-00-00-00-420	CEMETERY - DONATIONS	0.00	0.00	0.00	0.00	0.00
1-71-00-00-00-770	GRANT - RECREATION BOARD GRANT INCOME	0.00	0.00	0.00	0.00	0.00
1-72-00-00-00-410	SALES & SERVICES - RECREATION	0.00	0.00	0.00	0.00	0.00
1-72-00-00-00-850	GRANT - OTHER LOCAL GOVERNMENT	0.00	0.00	0.00	0.00	0.00
1-74-00-00-00-560	RENTAL REVENUE - COMMUNITY CENTRE	(4,137.00)	0.00	(3,135.00)	(3,135.00)	(2,000.00)
1-74-00-00-00-565	OTHER REVENUE CULTURE	0.00	0.00	0.00	0.00	0.00
1-74-00-00-00-566	PROCEEDS DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0.00
1-76-00-00-00-726	SPRING GLEN PARK - COSTS RECOVERED	0.00	0.00	0.00	0.00	0.00
1-92-00-00-00-400	SOLAR FARM CREDITS	(27,571.42)	0.00	0.00	0.00	(25,000.00)
1-94-00-00-00-998	TRANSFER FROM RESERVES - OPERATING	0.00	0.00	0.00	0.00	(5,600.00)
	Revenue Operating Sub Total	(570,174.97)	0.00	(295,676.77)	(295,676.77)	(471,966.00)
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Revenue Capital						
1-94-00-00-00-999	TRANSFER FROM RESERVES - CAPITAL	0.00	0.00	0.00	0.00	(90,000.00)
	Revenue Capital Sub Total	0.00	0.00	0.00	0.00	(90,000.00)
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Revenue Operating						
1-98-00-00-00-102	REQ - CHINOOK FOUNDATION	(3,120.40)	0.00	(3,150.27)	(3,150.27)	(3,200.00)
1-98-00-00-00-115	REQ - SCHOOL NON-RESIDENTIAL	(2,144.76)	0.00	(2,101.63)	(2,101.63)	(2,300.00)
1-98-00-00-00-116	REQ - SCHOOL RESIDENTIAL	(37,893.55)	0.00	(38,845.31)	(38,845.31)	(38,800.00)
	Revenue Operating Sub Total	(43,158.71)	0.00	(44,097.21)	(44,097.21)	(44,300.00)
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Expenses Operating						
2-11-00-00-00-130	EMPLOYER CONTRIBUTION	96.72	0.00	10.42	10.42	0.00
2-11-00-00-00-153	COUNCIL HONOURARIUMS	11,900.00	0.00	4,500.00	4,500.00	13,000.00

Village Of Hill Spring

General Ledger Trial Balance 5

January To July Fiscal Year 2023

General Ledger	Description	Previous Year Actual	Begining Of Period	Current Period	Year To Date	Budget
2-11-00-00-00-213	COUNCIL TRAVEL	3,105.78	0.00	1,037.17	1,037.17	2,000.00
2-11-00-00-00-520	COUNCIL MISC	1,006.49	0.00	0.00	0.00	700.00
2-12-00-00-00-110	ADMIN - SALARIES	48,375.92	0.00	12,232.80	12,232.80	49,000.00
2-12-00-00-00-112	ADMIN - JANITOR SALARIES	0.00	0.00	0.00	0.00	600.00
2-12-00-00-00-113	ADMIN - TRAVEL & TRAINING	3,701.97	0.00	2,430.90	2,430.90	2,500.00
2-12-00-00-00-130	ADMIN - EMP CONT	216.03	0.00	524.06	524.06	3,000.00
2-12-00-00-00-142	ADMIN - WCB	1,070.60	0.00	609.60	609.60	750.00
2-12-00-00-00-150	ADMIN - ELECTION & CENSUS	0.00	0.00	0.00	0.00	0.00
2-12-00-00-00-210	ADMIN - SEMINARS & TRAINING	0.00	0.00	0.00	0.00	0.00
2-12-00-00-00-215	ADMIN -TELEPHONE	1,967.77	0.00	1,141.07	1,141.07	3,000.00
2-12-00-00-00-220	ADMIN - ADVERT, PRINTING, MEMBE	1,828.19	0.00	1,091.38	1,091.38	2,500.00
2-12-00-00-00-230	ADMIN - PROFESSIONAL & CONSULT	23,491.34	0.00	46,455.64	46,455.64	19,100.00
2-12-00-00-00-233	ADMIN - COMPUTER SUPPORT	4,794.04	0.00	978.50	978.50	8,700.00
2-12-00-00-00-235	ADMIN - POSTAGE & FREIGHT	1,557.47	0.00	0.00	0.00	2,000.00
2-12-00-00-00-270	ADMIN - MISC EXPENSE	1,530.87	0.00	982.07	982.07	1,200.00
2-12-00-00-00-274	ADMIN - INSURANCE	11,185.93	0.00	12,589.00	12,589.00	11,000.00
2-12-00-00-00-280	ADMIN - LAND TITLES	0.00	0.00	0.00	0.00	250.00
2-12-00-00-00-290	ADMIN - OFFICE EQUIPMENT	4,775.05	0.00	2,961.54	2,961.54	4,000.00
2-12-00-00-00-300	ADMIN - ASSESSOR FEES	4,737.26	0.00	3,580.95	3,580.95	4,200.00
2-12-00-00-00-510	ADMIN - OFFICE SUPPLIES	790.36	0.00	1,467.01	1,467.01	1,000.00
2-12-00-00-00-540	ADMIN - UTILITIES	5,909.71	0.00	2,738.14	2,738.14	6,000.00
2-12-00-00-00-762	ADMIN - TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00
2-12-00-00-00-763	TRANSFER TO RESERVES - OPERATING	0.00	0.00	0.00	0.00	26,910.00
2-12-00-00-00-777	ADMIN - DISCOUNTS TAX	0.00	0.00	0.00	0.00	0.00
2-12-00-00-00-810	ADMIN - BANK CHARGES	1,357.83	0.00	630.83	630.83	1,200.00
2-12-00-00-00-815	ADMIN - PRIN ON LOAN PYMTS	0.00	0.00	0.00	0.00	0.00
2-12-00-00-00-835	DISCOUNTS UTILITY BILLINGS	0.00	0.00	0.00	0.00	0.00
2-12-00-00-00-900	ADMIN - OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00
2-12-00-00-00-915	ADMIN - WRITE-OFFS A/R-TX-UT	0.00	0.00	0.00	0.00	0.00
2-12-00-00-00-990	ADMIN - AMORTIZATION	119,917.93	0.00	0.00	0.00	120,000.00
2-12-01-00-00-230	ADMIN - LAWYER	0.00	0.00	0.00	0.00	1,500.00
2-12-02-00-00-230	ADMIN - ACCOUNTANT	9,000.00	0.00	0.00	0.00	9,000.00
2-12-03-00-00-230	ADMIN - ENGINEER	993.75	0.00	0.00	0.00	500.00
2-12-04-00-00-230	ADMIN - OTHER	0.00	0.00	0.00	0.00	0.00
2-14-00-00-00-110	ADMIN - VACATION PAID OUT	0.00	0.00	0.00	0.00	0.00
2-23-00-00-00-110	EMERGENCY MANAGEMENT OFFICER WAGES	266.80	0.00	133.40	133.40	1,000.00
2-23-00-00-00-130	EMPLOYER SOURCE DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
2-23-00-00-00-250	REQUISITION REGIONAL D.E.M.	0.00	0.00	4,544.32	4,544.32	0.00
2-23-00-00-00-270	FIRE MISC	3,007.58	0.00	0.00	0.00	100.00
2-23-00-00-00-510	FIRE GOODS & SUPPLIES	130.00	0.00	0.00	0.00	750.00
2-23-00-00-00-540	FIRE UTILITIES	1,842.46	0.00	451.11	451.11	2,500.00
2-23-00-00-00-750	FIRE REQUISITION	0.00	0.00	0.00	0.00	4,600.00
2-23-00-00-00-760	FIRE DISPATCH SERVICES	965.15	0.00	424.36	424.36	700.00
2-23-00-00-00-763	TRANSFER TO RESERVES - PROTECTIVE	0.00	0.00	0.00	0.00	0.00

Village Of Hill Spring

General Ledger Trial Balance 5

January To July Fiscal Year 2023

General Ledger	Description	Previous Year Actual	Begining Of Period	Current Period	Year To Date	Budget
2-23-00-00-00-770	FIRE AB HEALTH & WELLNESS GRANT	0.00	0.00	0.00	0.00	0.00
2-24-00-00-00-250	FIRE EXTENSION CONTRACT	0.00	0.00	0.00	0.00	0.00
2-24-00-00-00-524	FIRE EXTENSION EQUIPMENT	0.00	0.00	0.00	0.00	0.00
2-25-00-00-00-750	AMBULANCE REQUISITION	0.00	0.00	0.00	0.00	0.00
2-31-00-00-00-110	V MAINT WAGES	0.00	0.00	457.60	457.60	0.00
2-31-00-00-00-130	V-MAINT - EMPLOYER DEDUCTIONS	347.67	0.00	15.99	15.99	450.00
2-31-00-00-00-200	V MAINT WAGES STEP	5,902.40	0.00	0.00	0.00	6,000.00
2-31-00-00-00-210	V MAINT TRAVEL ALLOWANCE	156.86	0.00	0.00	0.00	0.00
2-31-00-00-00-250	V MAINT CONTRACTED SERVICES	90.00	0.00	0.00	0.00	5,500.00
2-31-00-00-00-510	V MAINT TOOLS, HARDWARE, OP	46.08	0.00	0.00	0.00	1,000.00
2-31-00-00-00-524	V MAINT EQUIPMENT SUPPLIES	211.60	0.00	20.34	20.34	500.00
2-31-00-00-00-526	V MAINT EQUIPMENT -SERVICE/REPAIR	1,203.70	0.00	2,633.59	2,633.59	2,000.00
2-31-00-00-00-527	V MAINT FUEL	76.25	0.00	215.66	215.66	1,500.00
2-31-00-00-00-762	V MAINT - TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00
2-31-00-00-00-763	TRANSFER TO RESERVES - PUBLIC WORKS	0.00	0.00	0.00	0.00	0.00
2-32-00-00-00-250	ROADS & STREETS CONTRACTED SERVICES	0.00	0.00	2,838.50	2,838.50	1,000.00
2-32-00-00-00-260	ROADS & STREETS GOODS & SERVCIES	0.00	0.00	52.96	52.96	0.00
2-32-00-00-00-530	ROADS & STREETS MAINT MATERIALS	0.00	0.00	0.00	0.00	1,950.00
2-32-00-00-00-540	ROADS & STREETS UTILITIES	1,870.03	0.00	0.00	0.00	5,100.00
2-32-00-00-00-762	STREETS - TRANSFERS TO CAP	0.00	0.00	0.00	0.00	0.00
2-40-00-00-00-110	IRRG SYSTEM ENG COSTS	0.00	0.00	0.00	0.00	0.00
2-40-00-00-00-250	IRRG SYSTEM CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-40-00-00-00-252	IRRG SYSTEM MAINT	489.33	0.00	0.00	0.00	6,500.00
2-40-00-00-00-350	IRRG SYSTEM WATER PURCHASE	2,463.64	0.00	0.00	0.00	2,400.00
2-40-00-00-00-524	IRRG SYSTEM EQUIP	0.00	0.00	0.00	0.00	0.00
2-40-00-00-00-540	IRRG SYSTEM UTILITIES	2,315.85	0.00	394.83	394.83	2,400.00
2-40-00-00-00-762	IRRIGATION - TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00
2-40-00-00-00-763	TRANSFER TO RESERVES - IRRIGATION	0.00	0.00	0.00	0.00	4,000.00
2-41-00-00-00-110	WATER SUPPLY WAGES	0.00	0.00	0.00	0.00	0.00
2-41-00-00-00-113	WATER SUPPLY TRAVEL	0.00	0.00	0.00	0.00	0.00
2-41-00-00-00-130	WATER EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
2-41-00-00-00-210	WATER SUPPLY SEMINAR & TRAINING	0.00	0.00	0.00	0.00	0.00
2-41-00-00-00-250	WATER SUPPLY CONTRACTED SERVICES	35,766.50	0.00	16,217.56	16,217.56	37,500.00
2-41-00-00-00-252	WATER SUPPLY MAINT	6,468.12	0.00	1,578.74	1,578.74	7,500.00
2-41-00-00-00-270	WATER SUPPLY MISC	1,388.32	0.00	738.60	738.60	1,500.00
2-41-00-00-00-510	WATER SUPPLY GOODS & SERVICE	4,508.68	0.00	0.00	0.00	4,000.00
2-41-00-00-00-540	WATER SUPPLY UTILITIES	14,707.92	0.00	7,850.33	7,850.33	14,600.00
2-41-00-00-00-550	WATER SUPPLY UTILITIES (FILTER STATION)	0.00	0.00	0.00	0.00	0.00
2-41-00-00-00-762	WATER - TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	210,000.00
2-41-00-00-00-763	TRANSFER TO RESERVES - WATER	0.00	0.00	0.00	0.00	4,700.00
2-41-00-00-00-835	WATER SUPPLY DISCOUNTS	0.00	0.00	0.00	0.00	0.00
2-41-10-00-00-250	WATER PLANT UPGRADE - CONTRACTORS	0.00	0.00	0.00	0.00	0.00
2-41-10-01-00-250	WATER PLANT UPGRADE - ENGINEERS	0.00	0.00	0.00	0.00	0.00
2-42-00-00-00-250	SEWER CONTRACTED SERVICES	3,192.00	0.00	0.00	0.00	16,000.00

Village Of Hill Spring

General Ledger Trial Balance 5

January To July Fiscal Year 2023

General Ledger	Description	Previous Year Actual	Begining Of Period	Current Period	Year To Date	Budget
2-42-00-00-510	SEWER GOODS & SERVICES	0.00	0.00	2,238.50	2,238.50	0.00
2-42-00-00-540	SEWER UTILITIES	0.00	0.00	(12,456.87)	(12,456.87)	2,700.00
2-42-00-00-762	SEWER - TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00
2-42-00-00-763	TRANSFER TO RESERVES - SEWER	0.00	0.00	0.00	0.00	3,800.00
2-42-00-00-835	SEWER DISCOUNTS	0.00	0.00	0.00	0.00	0.00
2-43-00-00-110	SOLID WASTE WAGES	3,556.18	0.00	0.00	0.00	3,100.00
2-43-00-00-250	SOLID WASTE CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-43-00-00-510	SOLID WASTE GOODS & SERVICES	179.19	0.00	0.00	0.00	0.00
2-43-00-00-540	SOLID WASTE PHONE	0.00	0.00	0.00	0.00	0.00
2-43-00-00-750	REQUISITION - SOLID WASTE	4,657.31	0.00	2,456.73	2,456.73	4,900.00
2-43-00-00-762	SOLID WASTE - TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00
2-43-00-00-771	REQUISITION - TRANSFER STATION SUPPORT	0.00	0.00	0.00	0.00	0.00
2-43-00-00-772	REQUISITION - SAEWA	0.00	0.00	0.00	0.00	0.00
2-43-00-00-835	SOLID WASTE GARBAGE DISCOUNTS	0.00	0.00	0.00	0.00	0.00
2-51-00-00-725	CITIZENS ON PATROL EXPENSE	0.00	0.00	0.00	0.00	0.00
2-51-00-00-750	REQUISITION - FCSS	1,671.00	0.00	0.00	0.00	1,700.00
2-56-00-00-250	CEMETERY CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
2-56-00-00-251	CEMETERY MAINT	0.00	0.00	0.00	0.00	750.00
2-56-00-00-510	CEMETERY REFUND	0.00	0.00	0.00	0.00	0.00
2-56-00-00-762	CEMETERY - TRANSFER TO CAPITAL	0.00	0.00	0.00	0.00	0.00
2-56-00-00-763	TRANSFER TO RESERVES - CEMETERY	0.00	0.00	0.00	0.00	0.00
2-62-00-00-200	COMMUNITY SERVICE CONTRACTED	0.00	0.00	0.00	0.00	0.00
2-62-00-00-201	COMMUNITY SERVICE BEAUTIFICATION	337.66	0.00	275.77	275.77	600.00
2-62-00-00-203	TOURISM MISC EXPENSE	0.00	0.00	0.00	0.00	0.00
2-71-00-00-762	PARKS & RECREATION - TRANSFER TO CAPTIAL	0.00	0.00	0.00	0.00	0.00
2-71-00-00-770	RECREATION BOARD GRANT EXPENCE	0.00	0.00	0.00	0.00	0.00
2-71-00-00-771	REQUISITION - RECREATION BOARD EXP.	0.00	0.00	0.00	0.00	0.00
2-72-00-00-540	RECREATION UTILITIES	2,475.96	0.00	1,142.61	1,142.61	1,500.00
2-72-00-00-725	RECREATION MISC EXPENSE	0.00	0.00	111.92	111.92	1,000.00
2-72-00-00-772	REQUISITION - SPRING GLEN PARK	1,500.00	0.00	1,500.00	1,500.00	1,500.00
2-74-00-00-215	COMMUNITY CENTRE EXPENSES	0.00	0.00	0.00	0.00	1,000.00
2-74-00-00-250	COMMUNITY CENTRE CONTRACTED SERVICE	4,167.33	0.00	428.00	428.00	2,300.00
2-74-00-00-510	COMMUNITY CENTRE GOODS & SERVICE	1,069.18	0.00	653.12	653.12	1,200.00
2-74-00-00-540	COMMUNITY CENTER UTILITIES	0.00	0.00	0.00	0.00	0.00
2-74-00-00-762	COMMUNITY CENTRE - TRANSFER TO CAPITAL	0.00	0.00	(40.00)	(40.00)	0.00
2-74-00-00-763	TRANSFER TO RESERVES - PARKS & REC	0.00	0.00	0.00	0.00	0.00
2-74-00-00-770	REQUISITION - GLENWOOD LIBRARY SUPPORT	0.00	0.00	5,000.00	5,000.00	2,500.00
2-74-00-00-771	REQUISITION - CHINOOK ARCH LIBRARY	766.86	0.00	946.72	946.72	1,600.00
2-74-00-00-772	CHINOOK ARCH LIBRARIAN	0.00	0.00	0.00	0.00	0.00
2-76-00-00-251	ORRSC - GIS REQUISITION	0.00	0.00	0.00	0.00	1,000.00
2-76-00-00-252	ORRSC - PLANNING REQUISITION	1,685.25	0.00	0.00	0.00	2,300.00
2-76-00-00-726	Spring Glen Park Employee Wages	0.00	0.00	0.00	0.00	0.00
2-98-00-00-102	REQUISITION - CHINOOK FOUNDATION	3,135.13	0.00	700.00	700.00	3,200.00
2-98-00-00-108	REQUISTION - UNITED IRRIGATION DISTRICT	0.00	0.00	0.00	0.00	0.00

Village Of Hill Spring

General Ledger Trial Balance 5

January To July Fiscal Year 2023

General Ledger	Description	Previous Year Actual	Begining Of Period	Current Period	Year To Date	Budget
2-98-00-00-115	REQUISITION - WESTWINDS SCHOOL DIVISION	40,260.93	0.00	20,130.47	20,130.47	41,100.00
2-98-00-00-116	Designated Industrial Property (DIP)	0.00	0.00	0.00	0.00	0.00
2-98-00-00-117	REQUISITION - POLICING	4,368.00	0.00	0.00	0.00	9,156.00
	Expenses Operating Sub Total	420,557.93	0.00	157,615.94	157,615.94	726,266.00
Assets Operating						
3-00-00-00-110	OPERATING ACCOUNT (ATB #9024)	94,428.31	254,388.24	96,849.35	351,237.59	0.00
3-00-00-00-111	SEWER RESERVE ACCT (ATB - 9026)	4,672.33	44,253.16	4,770.99	49,024.15	0.00
3-00-00-00-112	PETTY CASH	0.00	200.00	0.00	200.00	0.00
3-00-00-00-114	UNDEPOSITED FUNDS	0.00	0.00	0.00	0.00	0.00
3-00-00-00-115	CAPITAL GRANT RESERVE (ATB #9025)	(116,339.48)	67,171.40	1,660.17	68,831.57	0.00
3-00-00-00-116	GRANT HOLDING (ATB #90100)	(23,178.75)	175,084.79	3,998.16	179,082.95	0.00
3-00-00-00-117	ATB-GIC	756.49	241,107.85	(16,725.17)	224,382.68	0.00
3-00-00-00-118	ATB - GIC (2)	0.00	0.00	0.00	0.00	0.00
3-00-00-00-120	WATER RESERVE ACCT (ATB #4879)	5,405.89	34,576.01	5,615.08	40,191.09	0.00
3-00-00-00-121	IRRIGATION RESERVE ACCT (ATB #1379)	4,973.05	45,437.70	5,004.47	50,442.17	0.00
3-00-00-00-125	ATB CASHABLE GIC	0.00	0.00	0.00	0.00	0.00
3-00-00-00-130	PENNY ADJ ALLOCATION	0.00	0.00	0.00	0.00	0.00
3-00-00-00-210	TAXES CURRENT RECEIVABLE	(518.98)	180.59	189,656.98	189,837.57	0.00
3-00-00-00-211	TAXES ARREARS RECEIVABLE	357.03	4,721.25	(403.95)	4,317.30	0.00
3-00-00-00-235	ADVANCES PAYROLL	0.00	0.00	0.00	0.00	0.00
3-00-00-00-236	GRANTS RECEIVABLE	132,486.00	132,486.00	(132,486.00)	0.00	0.00
3-00-00-00-270	UTILITIES RECEIVABLE	124.40	18,947.06	(767.32)	18,179.74	0.00
3-00-00-00-271	ACCOUNTS RECEIVABLE SYSTEM	(12,491.40)	467.68	(597.82)	(130.14)	0.00
3-00-00-00-274	ATCO GAS RECEIVABLE	0.00	0.00	0.00	0.00	0.00
3-00-00-00-290	GST PAID RECEIVABLE	(8,105.65)	18,221.04	3,038.39	21,259.43	0.00
3-00-00-00-299	UNRECONCILED TAX/UTILITIES OPENING BALAN	0.00	0.00	0.00	0.00	0.00
3-00-00-00-300	ACCOUNTS RECEIVABLE PRIOR YEAR	0.00	0.00	0.00	0.00	0.00
3-00-00-00-398	ACCOUNTS RECEIVABLE SUSPENSE SYSTEM	0.00	0.00	0.00	0.00	0.00
3-00-00-00-399	SUSPENSE CASH RECEIPTS SYSTEM	(823.22)	0.00	0.00	0.00	0.00
3-00-00-00-600	LAND	0.00	40,590.00	0.00	40,590.00	0.00
3-00-00-00-605	LAND IMPROVEMENTS	0.00	61,905.00	0.00	61,905.00	0.00
3-00-00-00-606	LAND IMPROV - ACCUM AMORT	(3,095.25)	(24,762.00)	0.00	(24,762.00)	0.00
3-00-00-00-610	BUILDINGS	0.00	569,607.82	0.00	569,607.82	0.00
3-00-00-00-611	BUILDINGS - ACCUM AMORT	(10,682.62)	(159,627.05)	0.00	(159,627.05)	0.00
3-00-00-00-620	ENGINEERED STRUCTURES	212,326.18	5,097,149.36	0.00	5,097,149.36	0.00
3-00-00-00-621	ENGINEERED STRUCTURES - ACCUM AMORT	(91,403.96)	(1,458,531.03)	0.00	(1,458,531.03)	0.00
3-00-00-00-630	MACHINERY & EQUIPMENT	0.00	416,053.66	0.00	416,053.66	0.00
3-00-00-00-631	MACHINERY & EQUIPMENT - ACCUM AMORT	(14,736.10)	(144,052.62)	0.00	(144,052.62)	0.00
3-00-00-00-640	VEHICLES	0.00	8,260.00	0.00	8,260.00	0.00
3-00-00-00-641	VEHICLES - ACCUM AMORT	0.00	(8,260.00)	0.00	(8,260.00)	0.00
3-00-00-00-998	SUSPENSE CLEARING ACCOUNT	0.00	0.00	0.00	0.00	0.00
3-12-00-00-412	PREPAID EXPENSES	0.00	0.00	0.00	0.00	0.00
3-12-00-00-490	SHARES AMFC	0.00	0.00	0.00	0.00	0.00

Village Of Hill Spring

General Ledger Trial Balance 5

January To July Fiscal Year 2023

General Ledger	Description	Previous Year Actual	Begining Of Period	Current Period	Year To Date	Budget
3-12-00-00-00-620	BUILDINGS OFFICE	0.00	0.00	0.00	0.00	0.00
3-12-00-00-00-630	EQUIPMENT OFFICE	0.00	0.00	0.00	0.00	0.00
3-12-00-00-00-631	EQUIPMENT CLASS 10	0.00	0.00	0.00	0.00	0.00
3-12-00-00-00-632	EQUIPMENT CLASS 8	0.00	0.00	0.00	0.00	0.00
3-12-00-00-00-640	LAND FIRE	0.00	0.00	0.00	0.00	0.00
3-23-00-00-00-620	BUILDINGS FIRE	0.00	0.00	0.00	0.00	0.00
3-23-00-00-00-650	VEHICLES FIRE	0.00	0.00	0.00	0.00	0.00
3-31-00-00-00-590	INVENTORY SHOP SUPPLIES	0.00	0.00	0.00	0.00	0.00
3-31-00-00-00-620	BUILDINGS SHOP	0.00	0.00	0.00	0.00	0.00
3-31-00-00-00-630	EQUIPMENT POOL	0.00	0.00	0.00	0.00	0.00
3-32-00-00-00-610	ENG STRUCTURES ROADS	0.00	0.00	0.00	0.00	0.00
3-32-00-00-00-611	ENG STRUCTURES SIDEWALKS	0.00	0.00	0.00	0.00	0.00
3-41-00-00-00-590	INVENTORY WATER	0.00	10,302.64	0.00	10,302.64	0.00
3-41-00-00-00-610	ENG STRUCTURES WATER	0.00	0.00	0.00	0.00	0.00
3-41-00-00-00-620	BUILDINGS WATER	0.00	0.00	0.00	0.00	0.00
3-41-00-00-00-630	EQUIPMENT WATER	0.00	0.00	0.00	0.00	0.00
3-42-00-00-00-590	INVENTORY SEWER	0.00	0.00	0.00	0.00	0.00
3-42-00-00-00-610	ENG STRUCTURES SEWER	0.00	0.00	0.00	0.00	0.00
3-42-00-00-00-630	EQUIPMENT SEWER	0.00	0.00	0.00	0.00	0.00
3-42-00-00-00-640	LAND SEWER	0.00	0.00	0.00	0.00	0.00
3-56-00-00-00-640	LAND CEMETERY	0.00	0.00	0.00	0.00	0.00
3-74-00-00-00-620	BUILDINGS RECREATION	0.00	0.00	0.00	0.00	0.00
3-74-00-00-00-621	BUILDINGS COMMUNITY CENTER	0.00	0.00	0.00	0.00	0.00
3-74-00-00-00-640	LAND CORRIDOR	0.00	23,448.00	0.00	23,448.00	0.00
Assets Operating Sub Total		174,154.27	5,469,326.55	159,613.33	5,628,939.88	0.00
Liabilities Operating						
4-00-00-00-00-110	Revolving Line of Credit	0.00	0.00	0.00	0.00	0.00
4-00-00-00-00-230	PAYROLL PAYABLE PRIOR 2009	0.00	0.00	0.00	0.00	0.00
4-00-00-00-00-231	VACATION PAY PAYABLE	0.00	0.00	0.00	0.00	0.00
4-00-00-00-00-235	CPP SOURCE DEDUCTIONS PAYABLE	0.00	0.00	1,032.70	1,032.70	0.00
4-00-00-00-00-236	EI SOURCE DEDUCTIONS PAYABLE	0.00	0.00	(496.50)	(496.50)	0.00
4-00-00-00-00-237	INCOME TAX DEDUCTIONS PAYABLE	0.00	0.00	(1,296.90)	(1,296.90)	0.00
4-00-00-00-00-240	OVER-LEVIES COLLECTED	0.00	0.00	0.00	0.00	0.00
4-00-00-00-00-250	ACCRUED INTEREST PAYABLE	0.00	0.00	0.00	0.00	0.00
4-00-00-00-00-270	ACCOUNTS PAYABLE	226.98	(23,931.64)	23,931.64	0.00	0.00
4-00-00-00-00-275	UNRECONCILED BANK ITEMS	0.00	0.00	0.00	0.00	0.00
4-00-00-00-00-290	GST SALES PAYABLE	(1,378.56)	(3,065.63)	(626.23)	(3,691.86)	0.00
4-00-00-00-00-298	ACCRUAL ACCOUNTS PAYABLE SYSTEM	(3,749.21)	(12,749.21)	0.00	(12,749.21)	0.00
4-00-00-00-00-299	SUSPENSE ACCOUNTS PAYABLE SYSTEM	0.00	0.00	0.00	0.00	0.00
4-00-00-00-00-340	DEB - ATB LOAN	0.00	0.00	0.00	0.00	0.00
4-00-00-00-00-810	EQUITY IN FIXED ASSETS	0.00	(3,940,363.00)	0.00	(3,940,363.00)	0.00
4-00-00-00-00-910	ACCUMULATED SURPLUS	0.00	(629,815.32)	0.00	(629,815.32)	0.00
4-11-00-00-00-301	SALE PROCEEDS (N1/2-5-12-1002)	0.00	0.00	0.00	0.00	0.00

Village Of Hill Spring

General Ledger Trial Balance 5

January To July Fiscal Year 2023

General Ledger	Description	Previous Year Actual	Begining Of Period	Current Period	Year To Date	Budget
4-11-00-00-00-302	SALE PROCEEDS (N1/2-5-12-1002)	0.00	0.00	0.00	0.00	0.00
4-12-00-00-00-220	UNEARNED GRANT REVENUE	23,522.27	0.00	0.00	0.00	0.00
4-12-00-00-00-221	DEFERRED REVENUE	0.00	0.00	0.00	0.00	0.00
4-76-00-00-00-726	SPRING GLEN PARK PAYABLE	0.00	0.00	0.00	0.00	0.00
4-97-00-00-00-710	RESERVES - OPERATING	0.00	0.00	0.00	0.00	0.00
4-97-00-00-00-790	RESERVES - CAPITAL	0.00	(492,087.00)	0.00	(492,087.00)	0.00
4-97-00-00-00-791	RESERVES - INFRASTRUCTURE	0.00	(1,560.00)	0.00	(1,560.00)	0.00
4-97-00-00-00-792	RESERVES - PUBLIC WORKS	0.00	(11,703.00)	0.00	(11,703.00)	0.00
4-97-00-00-00-793	RESERVES - WATER SUPPLY AND DISTRIBUTION	0.00	(88,273.00)	0.00	(88,273.00)	0.00
4-97-00-00-00-794	RESERVES - WASTEWATER TREATMENT AND DISP	0.00	(47,593.00)	0.00	(47,593.00)	0.00
4-97-00-00-00-795	RESERVES - CEMETERIES AND CREMATORIOUS	0.00	(14,010.00)	0.00	(14,010.00)	0.00
4-97-00-00-00-796	RESERVES - PARKS AND RECREATION	0.00	(11,400.00)	0.00	(11,400.00)	0.00
4-97-00-00-00-800	PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00
	Liabilities Operating Sub Total	18,621.48	(5,276,550.80)	22,544.71	(5,254,006.09)	0.00
	Grand Totals	0.00	192,775.75	0.00	192,775.75	120,000.00

*** End of Report ***

To July Fiscal Year 2023

VILLAGE OF HILL SPRING

2023 - 2025 Budget **To be passed by Council in November 2022**



Account	Account Name	Budget Item	Passed on May 17, 2022 2022	2023	2024	2025	Explanations for Changes
SOURCES OF OPERATING FUNDS							
TAX REVENUES							
1-00-00-00-101	TAXES - RESIDENTIAL		(133,873)	(136,600)	(139,300)	(142,100)	2% annual increase
1-00-00-00-103	TAXES - COMMERCIAL		(2,300)	(2,300)	(2,300)	(2,300)	2% annual increase
1-00-00-00-105	TAXES - LINEAR		(5,990)	(6,100)	(6,200)	(6,300)	2% annual increase
1-00-00-00-121	TAXES - MINIMUM LEVY						
		Minimum parcel levy	(5,791)	(5,900)	(5,900)	(5,900)	
		Special reserves levy	(7,000)	(7,050)	(7,050)	(7,050)	
			(12,791)	(12,950)	(12,950)	(12,950)	
1-98-00-00-102	REQ - CHINOOK FOUNDATION		(3,135)	(3,200)	(3,300)	(3,400)	2% annual increase
1-98-00-00-115	REQ - SCHOOL NON-RESIDENTIAL		(2,256)	(2,300)	(2,300)	(2,300)	2% annual increase
1-98-00-00-116	REQ - SCHOOL RESIDENTIAL		(38,005)	(38,800)	(39,600)	(40,400)	2% annual increase
GENERAL GOVERNMENT REVENUES							
1-00-00-00-510	TAXES - PENALTIES & COSTS		(4,800)	(4,800)	(4,800)	(4,800)	
1-00-00-00-541	FRANCHISE & CONCESSION ATCO REVENUE		(7,000)	(7,000)	(7,000)	(7,000)	
1-00-00-00-550	RETURN ON INVESTMENTS		(8,000)	(8,000)	(8,000)	(8,000)	
1-12-00-00-520	LICENSES - DOG		(50)	(50)	(50)	(50)	
1-12-00-00-990	ADMINISTRATION - MISC REVENUE						
		Pole rent	(4,800)	(4,800)	(4,800)	(4,800)	
		General	(3,000)	(3,000)	(3,000)	(3,000)	
			(7,800)	(7,800)	(7,800)	(7,800)	
OPERATING GRANTS REVENUES							
1-00-00-00-743	GRANT - CONDITIONAL PROVINCIAL	Lethbridge Youth Foundation	-	-	-	-	
1-00-00-00-844	GRANT - MSI OPERATIONAL	MSI Operating	(22,716)	(22,716)	(22,716)	(22,716)	
			(22,716)	(22,716)	(22,716)	(22,716)	
ENVIRONMENTAL SERVICES REVENUES							
Water & irrigation:							
1-40-00-00-410	SALES - IRRIGATION		(7,200)	(7,200)	(7,300)	(7,400)	
1-40-00-00-763	RESERVE FUND REVENUE IRRIGATION		(4,000)	(4,000)	(4,100)	(4,200)	
1-41-00-00-411	SALES - WATER FLAT RATE		(65,700)	(65,700)	(67,000)	(68,300)	
1-41-00-00-510	WATER - PENALTIES & COSTS		(650)	(650)	(650)	(650)	
1-41-00-00-763	RESERVE FUND WATER REVENUE		(4,700)	(4,700)	(4,800)	(4,900)	
Waste water:							
1-42-00-00-410	SALES - SEWER		(13,700)	(14,500)	(14,800)	(15,100)	
1-42-00-00-763	RESERVE FUND SEWER REVENUE		(3,800)	(3,800)	(3,900)	(4,000)	
Waste management:							
1-43-00-00-410	SALES - GARBAGE		(9,400)	(9,400)	(9,600)	(9,800)	
CEMETERY REVENUES							
1-56-00-00-410	CEMETERY - PLOTS & FEES		(800)	(800)	(800)	(800)	

VILLAGE OF HILL SPRING

2023 - 2025 Budget **To be passed by Council in November 2022**



Account	Account Name	Budget Item	Passed on May 17, 2022 2022	2023	2024	2025	Explanations for Changes
RECREATION & CULTURE REVENUES							
1-74-00-00-560	RENTAL REVENUE - COMMUNITY CENTRE		(2,000)	(2,000)	(2,000)	(2,000)	
PLANNING & DEVELOPMENT REVENUES							
1-12-00-00-490	PERMIT - DEV/COMPLIANCE		(300)	(300)	(300)	(300)	
SOLAR FARM REVENUES							
1-92-00-00-400	SOLAR FARM CREDITS		(25,000)	(25,000)	(25,000)	(25,000)	
OPERATING TRANSFERS FROM RESERVES							
1-94-00-00-998	TRANSFER FROM RESERVES - OPERATING	Triennial pump service		(5,600)			
			-	(5,600)	-	-	
TOTAL SOURCES OF OPERATING FUNDS			(385,966)	(396,266)	(396,566)	(402,566)	
USES OF OPERATING FUNDS							
COUNCIL EXPENSES							
2-11-00-00-153	COUNCIL HONOURARIUMS		13,000	13,000	13,000	13,000	
2-11-00-00-213	COUNCIL TRAVEL		2,000	2,000	2,000	2,000	
2-11-00-00-520	COUNCIL MISC		700	700	700	700	
ADMINISTRATION EXPENSES							
2-12-00-00-110	ADMINISTRATION - SALARIES	Administrator Casual assistant	42,600 3,000	46,000 3,000	46,900 3,000	47,800 3,000	<i>Inflationary adjustments</i>
			45,600	49,000	49,900	50,800	
2-12-00-00-112	SALARIES JANITORIAL ADMIN		600	600	600	600	
2-12-00-00-113	ADMINISTRATION - TRAVEL & TRAINING - CAO		2,500	2,500	2,500	2,500	
2-12-00-00-130	ADMINISTRATION - EMPLOYER CONTRIBUTIONS		3,000	3,000	3,000	3,000	
2-12-00-00-142	ADMINISTRATION - WORKERS COMPENSATION		750	750	750	750	
2-12-00-00-150	ADMINISTRATION - ELECTION & CENSUS		300				
2-12-00-00-215	ADMINISTRATION - TELEPHONE		2,900	3,000	3,100	3,200	
2-12-00-00-220	ADMINISTRATION - ADVERT, PRINTING, MEMBE		2,500	2,500	2,500	2,500	
2-12-00-00-230	ADMINISTRATION - PROFESSIONAL & CONSULT	Muniware support Outsourced CFO	3,800 15,000	3,800 15,300	3,800 15,600	3,800 15,900	
			18,800	19,100	19,400	19,700	
2-12-00-00-233	ADMINISTRATION - COMPUTER	Computer support Computer / server upgrades Mass notification tool Website upgrades and annual maintenance	2,000 1,900	2,000 700 6,000	2,000 1,900 700 500	2,000 700 700 500	<i>In-country web-host and outsourced website design</i>
			3,900	8,700	5,100	3,200	
2-12-00-00-235	ADMINISTRATION - POSTAGE & FREIGHT		2,000	2,000	2,000	2,000	
2-12-00-00-270	ADMINISTRATION - MISC EXPENSE		1,200	1,200	1,200	1,200	

VILLAGE OF HILL SPRING

2023 - 2025 Budget **To be passed by Council in November 2022**



Account	Account Name	Budget Item	Passed on May 17, 2022 2022	2023	2024	2025	Explanations for Changes
2-12-00-00-00-274	ADMINISTRATION - INSURANCE		10,800	11,000	11,200	11,400	
2-12-00-00-00-280	ADMINISTRATION - LAND TITLES		250	250	250	250	
2-12-00-00-00-290	ADMINISTRATION - OFFICE EQUIPMENT						
		Photocopier lease	2,500	2,500	2,500	2,500	
		Photocopier usage	1,800	1,500	1,500	1,500	
			4,300	4,000	4,000	4,000	
2-12-00-00-00-300	ADMINISTRATION - ASSESSOR FEES		4,100	4,200	4,300	4,400	
2-12-00-00-00-510	ADMINISTRATION - OFFICE SUPPLIES		1,000	1,000	1,000	1,000	
2-12-00-00-00-540	ADMINISTRATION - UTILITIES		6,000	6,000	6,000	6,000	
2-12-00-00-00-810	ADMINISTRATION - BANK CHARGES		1,200	1,200	1,200	1,200	
2-12-01-00-00-230	ADMINISTRATION - LAWYER		1,500	1,500	1,500	1,500	
2-12-02-00-00-230	ADMINISTRATION - ACCOUNTANT		9,000	9,000	9,000	9,000	
2-12-03-00-00-230	ADMINISTRATION - ENGINEER		500	500	500	500	
2-12-00-00-00-990	ADMINISTRATION - AMORTIZATION		120,000	120,000	120,000	120,000	
PROTECTIVE SERVICES EXPENSES							
2-23-00-00-00-110	REQUISITION - REGIONAL D.E.M		1,000	1,000	1,000	1,000	
2-23-00-00-00-270	FIRE MISC		100	100	100	100	
2-23-00-00-00-510	FIRE GOODS & SUPPLIES		750	750	750	750	
2-23-00-00-00-540	FIRE UTILITIES		2,500	2,500	2,500	2,500	
2-23-00-00-00-750	FIRE REQUISITION		4,600	4,600	4,600	4,600	
2-23-00-00-00-760	FIRE DISPATCH SERVICES		700	700	700	700	
TRANSPORTATION SERVICES EXPENSES							
Shop:							
2-31-00-00-00-130	V-MAINT - EMPLOYER DEDUCTIONS		450	450	450	450	
2-31-00-00-00-200	V MAINT WAGES STEP		6,000	6,000	6,000	6,000	
2-31-00-00-00-250	V MAINT CONTRACTED SERVICES						
		General	500	500	500	500	
		Weed control	1,000	1,000	1,000	1,000	
		Casual maintenance person	4,000	4,000	4,000	4,000	
			5,500	5,500	5,500	5,500	
2-31-00-00-00-510	V MAINT TOOLS, HARDWARE, OP		1,000	1,000	1,000	1,000	
2-31-00-00-00-524	V MAINT EQUIPMENT SUPPLIES		500	500	500	500	
2-31-00-00-00-526	V MAINT EQUIPMENT -SERVICE/REPAIR						
		Routine equipment repairs and maintenance	2,000	2,000	2,000	2,000	
			2,000	2,000	2,000	2,000	
2-31-00-00-00-527	V MAINT FUEL		1,500	1,500	1,500	1,500	
Roads & streets:							
2-32-00-00-00-250	ROADS & STREETS CONTRACTED SERVICES		1,000	1,000	1,000	1,000	
2-32-00-00-00-530	ROADS & STREETS MAINT MATERIALS						
		General	750	750	750	750	
		Culverts and approaches	1,200	1,200	1,200	1,200	
		Re-gravel roads	3,500			3,500	Re-gravel half the village
			5,450	1,950	1,950	5,450	
2-32-00-00-00-540	ROADS & STREETS UTILITIES		5,000	5,100	5,200	5,300	
ENVIRONMENTAL SERVICES EXPENSES							

VILLAGE OF HILL SPRING

2023 - 2025 Budget **To be passed by Council in November 2022**



Account	Account Name	Budget Item	Passed on May 17, 2022 2022	2023	2024	2025	Explanations for Changes
Water & irrigation:							
2-40-00-00-00-252	IRRG SYSTEM MAINT						
		Contracted irrigation services		5,000	5,000	5,000	
		General	1,500	1,500	1,500	1,500	
			1,500		6,500	6,500	6,500
2-40-00-00-00-350	IRRG SYSTEM WATER PURCHASE		2,400	2,400	2,400	2,400	
2-40-00-00-00-540	IRRG SYSTEM UTILITIES		2,400	2,400	2,400	2,400	
2-40-00-00-00-763	IRRIGATION TRANSFER TO RESERVES		4,000	4,000	4,100	4,200	Matches 1-40-763
2-41-00-00-00-250	WATER SUPPLY CONTRACTED SERVICES						
		Water operator fees	32,000	32,000	32,000	32,000	
		General	5,500	5,500	5,500	5,500	
			37,500	37,500	37,500	37,500	
2-41-00-00-00-252	WATER SUPPLY MAINT						
		General	1,500	1,500	1,500	1,500	
		Pumps	4,000	4,000	4,000	4,000	
		Compressor service	2,000	2,000	2,000	2,000	
			7,500	7,500	7,500	7,500	
2-41-00-00-00-270	WATER SUPPLY MISC		1,500	1,500	1,500	1,500	
2-41-00-00-00-510	WATER SUPPLY GOODS & SERVICE		5,000	4,000	4,000	4,000	
2-41-00-00-00-540	WATER SUPPLY UTILITIES		14,300	14,600	14,900	15,200	
2-41-00-00-00-763	WATER TRANSFER TO RESERVES		4,700	4,700	4,800	4,900	Matches 1-41-763
Waste water:							
2-42-00-00-00-250	SEWER CONTRACTED SERVICES						
		General	4,500	4,500	4,500	4,500	
		Flushing	3,500	3,500	3,500	3,500	To flush half the village each year
		Sewer pump triennial service		8,000			
			8,000	16,000	8,000	8,000	
2-42-00-00-00-540	SEWER UTILITIES		2,700	2,700	2,700	2,700	
2-42-00-00-00-763	SEWER TRANSFER TO RESERVE						
		Rate reserve	3,800	3,800	3,900	4,000	Matches 1-42-763
		Reserve for triennial pump service	2,800		2,800	2,800	
			6,600	3,800	6,700	6,800	
Waste management:							
2-43-00-00-00-750	REQUISITION - SOLID WASTE		4,771	4,900	5,000	5,100	
2-43-00-00-00-110	SOLID WASTE WAGES		3,000	3,100	3,200	3,300	
CEMETERY EXPENSES							
2-56-00-00-00-251	CEMETERY MAINT		750	750	750	750	
PLANNING & DEVELOPMENT EXPENSES							
2-76-00-00-00-251	ORRSC - GIS REQUISITION		1,000	1,000	1,000	1,000	
2-76-00-00-00-252	ORRSC - PLANNING REQUISITION		2,300	2,300	2,300	2,300	
RECREATION & CULTURE EXPENSES							
Parks & Recreation:							
2-62-00-00-00-201	COMMUNITY SERVICE BEAUTIFICATION		600	600	600	600	
2-72-00-00-00-540	RECREATION UTILITIES		1,800	1,500	1,500	1,500	

VILLAGE OF HILL SPRING

2023 - 2025 Budget **To be passed by Council in November 2022**



Account	Account Name	Budget Item	Passed on May 17, 2022 2022	2023	2024	2025	Explanations for Changes
2-72-00-00-00-725	RECREATION MISC EXPENSE		1,000	1,000	1,000	1,000	
Community Hall:							
2-74-00-00-00-215	COMMUNITY CENTRE EXPENSES		1,000	1,000	1,000	1,000	
2-74-00-00-00-250	COMMUNITY CENTRE CONTRACTED SERVICE		2,300	2,300	2,300	2,300	
2-74-00-00-00-510	COMMUNITY CENTRE GOODS & SERVICE		1,200	1,200	1,200	1,200	
Library:							
COMMUNITY SUPPORT REQUISITIONS							
2-51-00-00-00-750	REQUISITION - FCSS		1,700	1,700	1,700	1,700	
2-72-00-00-00-772	REQUISITION - SPRING GLEN PARK		1,500	1,500	1,500	1,500	
2-74-00-00-00-771	REQUISITION - CHINOOK ARCH LIBRARY		1,610	1,600	1,600	1,600	
2-74-00-00-00-772	REQUISITION - GLENWOOD LIBRARY			2,500	2,600	2,700	
2-98-00-00-00-102	REQUISITION - CHINOOK FOUNDATION		3,135	3,200	3,300	3,400	
2-98-00-00-00-115	REQUISITION - WESTWINDS SCHOOL DIVISION		40,261	41,100	41,900	42,700	
2-98-00-00-00-117	REQUISITION - POLICING		6,100	9,156	9,300	9,500	
2-12-00-00-00-763	OPERATING TRANSFER TO RESERVES						
		Cemetery reserves	3,200	3,200	3,200	3,200	
		General	9,139	160	5,616	6,316	To balance the budget
		Equipment reserves	2,500	1,000	1,000	1,000	
		Building reserves	2,500	2,500	2,500	2,500	
		Solar farm reserves	13,000	13,000	13,000	13,000	To replenish reserves used for solar farm over 10 years
		Contingency reserve	7,050	7,050	7,050	7,050	
			37,389	26,910	32,366	33,066	
TOTAL USES OF OPERATING FUNDS			505,966	516,266	516,566	522,566	
	Less: Amortization		(120,000)	(120,000)	(120,000)	(120,000)	
NET (SOURCES) USES OF OPERATING FUNDS			-	-	-	-	
SOURCES OF CAPITAL FUNDS							
1-00-00-00-00-843	GRANT - MSI CAPITAL		(139,100)	(70,000)	(53,000)	(30,000)	
1-00-00-00-00-847	GRANT - CCBF		(50,000)	(50,000)	(50,000)	(50,000)	
1-94-00-00-00-999	TRANSFER FROM RESERVES - CAPITAL		(70,000)	(90,000)	(20,000)		2023 - \$85k water looping, \$5k drainage study
TOTAL SOURCES OF CAPITAL FUNDS			(259,100)	(210,000)	(123,000)	(80,000)	
USES OF CAPITAL FUNDS							
2-31-00-00-00-762	VLG MAINT - TRANSFERS TO CAP						
		Air compressor trailer	10,000				
			10,000	-	-	-	
2-32-00-00-00-762	STREETS - TRANSFERS TO CAP						
		Replace mower			20,000		
		1 Ave S - alley to 2 St E gravel road reconstruction				15,000	
		2 St E roadwork				30,000	
		Ditch regrading: Main St, Center Ave and West 1 Ave South				20,000	

VILLAGE OF HILL SPRING

2023 - 2025 Budget

To be passed by Council in November 2022



Account	Account Name	Budget Item	Passed on May 17, 2022 2022	2023	2024	2025	Explanations for Changes
2-41-00-00-00-762	WATER - TRANSFER TO CAPITAL		-	-	20,000	65,000	
		Water looping: North phase 2	240,000				
		Well pump replacement	9,100				
		Complete water looping project		205,000			Based on bid + est. engineering costs
		Storm drainage study		5,000			
		Main ditch regrading			35,000		
		Spare 15 hp well pump			8,000		
		South 1st St E ditch regrading				15,000	
2-42-00-00-00-762	SEWER - TRANSFER TO CAPITAL		249,100	210,000	43,000	15,000	
		MH 25 to MH 26 sewer main replacement			60,000		
					60,000		
TOTAL USES OF CAPITAL FUNDS			259,100	210,000	123,000	80,000	
NET (SOURCES) USES OF CAPITAL FUNDS			-	-	-	-	
NET(SOURCES) USES OF FUNDS			-	-	-	-	

RIDGE REGIONAL PUBLIC SAFETY SERVICES COMMISSION

Village of Hill Springs



- ▶ RRPSSC currently offers full Peace Officer services at a regional level to provide **enhanced** patrol coverage and bylaw enforcement **more efficiently** than municipalities can provide on their own.
- ▶ RRPSSC Peace Officers are overseen and managed by the RRPPSC Board.



RRPSS COMMISSION BOARD

- **FORMED INTO A REGIONAL COMMISSION IN 2020 (1st in AB)**
- IS THE AUTHORIZED EMPLOYER OF RRPSSC OFFICERS
- **CONSISTS OF ELECTED OFFICIALS**
- OVERSEES THE RRPSSC
- **ESTABLISHES BUDGET, ORGANIZATIONAL POLICIES & PROCEDURES**
- MEETS QUARTERLY OR REQUIRED
- **EACH MEMBER HAS AN EQUAL VOTE AND SETS THEIR OWN EDUCATION OR ENFORCEMENT PRIORITIES.**

CPO REGIONAL BENEFITS

- **SGT CPO OVERSEES/MANAGES DAY TO DAY OPERATIONS**
- SETS SCHEDULE, ADMIN, AND SUPERVISION
- **COMPLETES ALL REPORTING REQUIREMENTS TO THE SOLICITOR GENERAL**
- ONE ADMIN/OPERATIONAL REPORTING STRUCTURE
- **FREES UP TOWN/COUNTY OFFICIALS FROM ADMIN OVERSIGHT**
- CONSISTENT FUNDING/MONTHLY REQUISITIONS/BUDGETING
- **OPERATES OUT OF THE RAYMOND RCMP DETACHMENT**
- COSTS SHARED ACROSS ENTIRE REGION
- **REDUCED ADMINISTRATION, TRAINING & OPERATIONAL COSTS**

CPO REGIONAL BENEFITS - CONTINUED

- **7-DAY COVERAGE (FLEXIBLE HOURS)**
- ON CALL, AFTER HOUR RESPONSE
- **FULL PEACE OFFICER SERVICES – PROVINCIAL/MUNICIPAL ENFORCEMENT**
- UNSIGHTLY PREMISES, ANIMAL CONTROL, TRAFFIC EDUCATION ETC.
- **CAN PROVIDE SCHOOL RESOURCE/COMMUNITY EDUCATION**
- INCREASED UNIFORMED PRESENCE IN COMMUNITIES
- **SAFER ROADS/PARKS/RECREATIONS AREAS**
- ENHANCED ENFORCEMENT ON ROADWAYS IF REQUESTED
- **ROADWAY INFRASTRUCTURE ENFORCEMENT**

OPTIONS

- Contract with RRPSSC for a set amount of hours (negotiable)
- Status quo per hour/per call rate (currently at \$160/hr)
- Partner with Glenwrod or oher communities for shared costs ?
- Request to Join the RRPSSC as a full member (per capita rate)

QUESTIONS/COMMENTS ?



CAO Report

COUNCIL MEETING JULY 18, 2023

The following report is designed to provide Council with an update on the activities and projects of the Village. The report is not intended to provide an all encompassing review of Village or CAO activities. The intent is to provide Council with a brief update on some of the more note worthy activities and events.

Glenwood Partnership Proposal

Attended a joint council meeting between Glenwood & Hill Spring. Glenwood is seeking to share public works staff due to retiring maintenance employee at the end of 2023. This meeting was simply to discuss the current situation and to see if Hill Spring would consider this. Both CAO's will meet to review finances and data to create the proposal that would be presented to Council for future discussion and decision.

By Law Review

I have begun review current by-laws as part of my duties as CAO. This is to bring me up to speed on the Villages current bylaws. Also looking to see if any by-laws need updating for future review.

MPC

Lots of recent new move ins. And I have been assisting new residents with their tax bills and utility accounts. We have had to schedule a MPC meeting for one new proposal. Good to see an influx of new residents.

Peace Officer / By-law proposal

Investigated options and opportunities on the recent RRPSSCs proposal to the Village council at the last meeting. Bringing back to Council for more discussion

Energy retro-fit

Invited electrician to provide quote on complete LED lighting retro-fit for the community hall. Will work on grant proposal and bring to a future council meeting once proposal is complete.

Land-Use Bylaw

Virtually met with Diane @Orrsc to discuss the direction council made at previous council meeting. Changes and updates being presented back to Council at July meeting based on council & community feedback.

Summer Student

Summer Student grant has not been granted sadly. I have worked closely with our student to ensure public areas are maintained. Our student has had previous commitments in his schedule which has been difficult to maintain certain levels of lawn care.



June 30, 2023

Village of Hill Spring
Box 40
Hill Spring, AB T0K 1E0

Dear Mayor Dwight Davis,

I am writing to inform you the Provincial Government has approved a funding increase with our new 3 year agreements for FCSS' funding going forward. We have signed our funding agreement with the Province to secure our funding for Jan. 1, 2023 – Dec. 31, 2025. The increase to our funding is applied starting Apr. 1, 2023.

The new FCSS contribution amount for the Village of Hill Spring's 20% share for the total 3 years will be \$5,218.22. This is an increase of \$205.22 (\$55.88 for the first year and \$74.67 for the next 2 years). Because the Province pays their contribution payments annually, we will levy the County each year going forward as follows:

\$1,726.88 for 2023
\$1,745.67 for 2024
\$1,745.67 for 2025

I have included the invoice for your 2023 contribution amount.

Please feel free to contact me, if you have any questions.

Thank you for your continued support.

Sincerely,

Terah Thesen
Cardston & District FCSS, Director



Celebrating
- 150 Years -

PINCHER CREEK
& DISTRICT
CHAMBER of COMMERCE

RCMP

July 4, 2023

RE: Pincher Creek Parade

The Town of Pincher Creek Mayor and Council cordially invites you to enter your float and/or have a Council representative(s) participate in the 2023 parade on August 19th. We Look forward to an exciting event this year.

The Parade staging area is located at Canyon Elementary School, 408 Victoria Crescent, located at the west end of Main Street. Parade assembly starts at 9:00 a.m., judging at 10:00 a.m. and the parade will begin at 11:00 a.m.

Immediately following the parade, the Town of Pincher Creek will host a dignitary Luncheon at the Kootenai Brown Pioneer Village (1037 Beverly McLachlin Drive) for all visiting Mayors, Councillors, dignitaries, and their guests.

We are requesting your RSVP by August 11th at 403-627-4322 or email rec@pinchercreek.ca

For safety reasons, we kindly request that there is no candy thrown from your float or vehicle. We suggest if you would like to give out candy that you are accompanied by walkers who can hand out candy from the street. We thank you for adhering to these guidelines.

If you have any questions, please feel free to contact the Town of Pincher Creek. We look forward to your participation and hope you enjoy the day.

Best Regards,

Rhonda Oczkowski
403 627 4322
rec@pinchercreek.ca



TOWN OF PINCHER CREEK
962 St. John Ave (Box 159) Pincher Creek, AB T0K 1W0
Phone 403 627 4322 Fax 403 627 4784
rec@pinchercreek.ca www.pinchercreek.ca



Result of the assessment of your Canada Summer Jobs (CSJ) application

SV-SF-CSOS <no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>

Thu 7/13/2023 4:14 PM

To:CAO <cao@hillspring.ca>

2023/07/13

Patrick Roach
Village of Hill Spring
BOX 40
HILL SPRING AB T0K 1E0

Project Number: # 019241777

Constituency: Foothills

Subject: Result of the assessment of your Canada Summer Jobs (CSJ) application

We have completed the assessment of your application. I regret to inform you that your application has not been retained for funding by the department.

Each year, the requests received for CSJ funding exceed the program budget. Available funds are distributed among the applicant organizations following a prioritization of the projects based on project review and assessment. To view how CSJ applications are assessed, please refer to Section 4 of the [Applicant Guide](#).

The list of employers that have been approved for funding is available [online](#).

We appreciate your interest in the CSJ program and encourage you to visit the [Funding programs and grants for jobs, training, and social development projects](#) website for other future funding opportunities.

If you have any questions, please contact us at (403) 463-9542.

Sincerely,

Sharma, Gita
Service Canada
270 - 220 4TH AVENUE SOUTH-EAST
CALGARY AB T2G 4X3

gita.sharma@servicecanada.gc.ca

Temporary uses

A look into uses of a non-permanent nature, temporary approvals, and the associated municipal decision making framework.

Municipalities acknowledge that the notion of use exists on a continuum of time, with some uses that will remain indefinitely and others that come and (usually) go. Permanent uses like houses and businesses exist alongside passing uses like vendors and work camps. In the pursuit of orderly development, most municipalities will choose to develop a comprehensive planning approach directing how temporary uses are to be managed. Embodying such an approach helps facilitate land use compatibility amongst the permanent and temporal elements of the built environment while recognizing that temporary use is a natural part of the cycle of municipal development.



Introduction

In land use planning, most of the focus is on the permanent fabric (built form) of community created through the development permit process. But there is a segment of planning that allows for uses that come and go in varying short periods of time. These are generally referred to as temporary uses. This periodical will explore the nuance of temporary use in planning practice and provide ideas for municipal approaches to addressing these uses through the Land Use Bylaw (LUB), or in some cases another mechanism for approval.

Temporary use typically encompasses things like garage sales, special events, food vendors, and pop-up uses, and often plays an important role in urban revitalization. The difficulty in discerning what temporary uses are is expressed in the questions: Is this a land use or is it something else? What is the context in which the use is being proposed and is the context such that there is insulation from traditional impacts associated with permanent uses? Defining context: where and what is it?; time frame: how long?; size and intensity: how much?; impact: who is affected? These are all important considerations when evaluating whether a temporary use is appropriate, and devising the framework that is best suited to regulate it.

Conversely, temporary approvals for permanent uses are authorized in some land use bylaws (LUB) and can be a helpful tool for a Development Authority in navigating its role. Whether it's a provisional approval for a desired permanent use, or a temporary approval for a naturally interim use, a spectrum of options exist for municipalities to manage the matter.

What is temporary?

Conventional (i.e. permanent) land uses are issued development permits, normally for an indefinite duration, and remain operative as long as the authorized development remains in effect. Temporary uses can be defined as "a use established for a fixed period of time with the intent that such use will terminate automatically upon expiration of the fixed time period unless permission to conduct the use is renewed."

Temporary use in planning is also thought of as a means to placemaking and community vibrancy. Neighbourhood planners will encourage temporary use to create energy in a neighbourhood like a downtown. Public interaction with pop-up vendors can create spin-off social and economic benefits from a pedestrian-oriented culture of congestion. Similarly, a neighbourhood block party can reinforce neighbour relations and help with a sense of pride in property.

Despite these associated benefits to the community, the pop-up phenomenon can at times be somewhat of a double-edged sword. For instance, the City of Brooks has faced opposition to the temporary use of a



Okanagan fresh fruit, Lethbridge.



Ruben's Veggies, Lethbridge.

Underutilized land in commercial parking lots can be a popular venue for the sale of fruits and vegetables. While fruit is usually sold out of a truck that occupies the site no longer than June–September, vegetable sales are often housed within small buildings that facilitate an extended operating season. For instance, Ruben's Veggies remains open 9 months of the year.

Enhancing access to fresh produce, these temporary uses are valuable amenities for residential areas in the vicinity. It is nonetheless important that they are sited with regard for the circulation and parking configurations that were approved for the conventional commercial development occurring on the parcel.

pop-up car dealer who utilizes an underused vacant property for seasonal sales. The 'brick and mortar' car dealer businesses in Brooks saw this as unfair competition. Whereas they have invested in the community and sell the same product, the temporary vendor benefits from the consumer base without a corresponding investment in the community. In a competitive industry, temporary car sales may not be a good fit for the local economy, but is that a valid consideration for an approval authority?

By nature, temporary uses arise quickly but often extend past their expected tenure. This owes to the human activity that moulds, activates and attaches meaning to a space—an effect that can turn an interim land use into a permanent one through the intervention of community groups.

Policy context

In most municipalities, the context of temporary use sometimes lacks an overall strategy or an understanding of options for regulation. The following list of possible temporary uses captures the breadth of this subject matter:

- Seasonal sales: Christmas Trees, garden center
- Garage sales
- Special events: car shows, concerts, weddings, parades
- Farmers' markets
- Home Occupations
- Temporary camp/staging site
- Sidewalk busking, sales, or dining
- Land Use bylaw defined temporary use:
(signage, meteorological towers for wind turbine analysis)
- Mobile food trucks and carts
- Road side sales: fruit and vegetable
- Pop-up Retail sales: may be internal to an existing business
- Peddler: Flag sales, crafts, artisan works
- TV and movie filming
- Parks and passive recreational uses

Within the list above, time frames may be implied, and are a large component in an approach to regulation. Ultimately, in order to facilitate regulatory oversight, these fixed periods of time must be quantified.

Reasonableness should be exercised when specifying these fixed time frames. Municipalities would be well served to define periods of short-term use as 24 hours or a weekend, medium-term as seasonal (May-September), and long-term as a year or more. The 24-hour or weekend category, like garage sales, is often of such a short duration that a development permit exemption in a LUB is appropriate as there is insufficient time to process a development permit. With the seasonal category, there is time to process a permit, so the decision to regulate through the LUB often falls on the other qualifying questions. For the long-term category, a development permit will more likely be required based on the semi-permanent nature of the use.



image source: [bbc.com](https://www.bbc.com)

Tempelhofer Feld in Berlin exemplifies how the persistence and evolution of temporary use can transform an underutilized urban space into a destination. Occupying the site of a former military airport, today this internationally renowned public space supports numerous pop-up cultural activities and community-led initiatives including kiting, skating, gardening and barbecuing.

Development permit requirements and exemptions should be read together with local business licence rules to give an overall understanding of the process and fees applicable to temporary uses.

Temporary approvals for conventional land uses

Where provided for in a LUB, a Development Authority may limit the duration of a development permit. Temporary permits should be limited to scenarios where a permitted use is requesting a variance or for discretionary uses. Permitted uses that conform with the LUB should not be subject to a duration clause unless the application itself discloses that the timeline of the use is limited. The power of the Development Authority to refuse a discretionary use on its merits alone implies the right to limit the duration of an approval.

A time-limited permit often results where a Development Authority is of the opinion that a proposed use is suitable, but nonetheless should be monitored over a certain time period owing to circumstances specific to the proposal. It's important that the Development Authority does not rely on a temporary approval in lieu of answering the question it is obligated to positively confirm—being that the use is substantially suitable having regard for sound planning principles. It is not appropriate for a Development Authority to effectively defer this question to a later date. Where the test for suitability is met, a temporary permit can be viewed as a trial approval, whereby at the end of the timeline the applicant is expected to reapply and demonstrate that any remaining uncertainty can be dismissed through evidence of land use compatibility and accurate execution of the original permit. Still, temporary permits should be used judiciously and only where conditions attached to a conventional development permit would not be sufficient to ensure the approval is in the public interest.

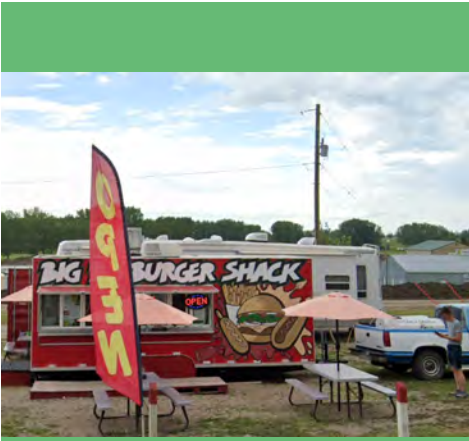
Land use considerations and impacts

Most municipalities will be familiar with land use approvals for Home Occupations. Differing intensity of use can garner that no permit is required for a home office, but where a hairdresser, contractor, or landscape company will generate traffic and have parking needs a permit is more likely necessary. Decision makers must understand that the use of a temporary approval creates a level of uncertainty for the business owner, which can affect a willingness to carry forward. Clear reasoning to the applicant as to why a temporary approval was utilized needs to be conveyed along with a very clear timeframe.

Another example of location and timeframe is that of the food truck (or mobile food cart). Here the distinguishing factor is a question of location. Is the food truck utilizing a public street to sell their product or are they

Business licences (for the communities that have them) are often utilized as the starting point of municipal requirements, but business licences alone don't ask the questions that planning staff would want to understand before the use is established. Where the municipal planning process is not engaged, information gaps are more likely to exist. For instance, planners tend to be knowledgeable about the provincial and federal statutes that will apply in the context of a specific use.

Uses involving the handling of food illustrate how rules prescribed from higher levels of government can come into play. The Government of Alberta provides fact sheets on low-risk foods which states, "Alberta's Food Regulation sets the rules for the safe handling of food that is available to the public. As of June 1, 2020, the Food Regulation allows Albertans to make low-risk foods in their home kitchen for sale to the public, subject to certain restrictions and safe food handling. Low-risk home-prepared foods can be sold from home (including online or mail-order sales) and special events, as well as from farmers' markets, where they were sold previously. Special events are temporary events, such as craft fairs and festivals, and have their own set of rules in the regulation."



Big D's Burger Shack, Nanton.

Development permit exemptions are found in most LUBs.

For temporary uses, it may be necessary to address the frequency of the use in order to preclude repeat overuse (i.e. no permit is required for a seasonal sales/garage sales event not exceeding 48 hrs on a site and not more than twice in a calendar year).

Municipal authority for specifying the duration of a development permit is derived from Section 640(2)(c)(v) of the Municipal Government Act (MGA).

For temporary permits, a municipality may also wish to provide for the ability to require security to ensure that the use is removed on time and to the satisfaction of the municipality.

The Town of Claresholm's system requires a yearly review of home occupations to ensure the original intent is working for the neighbourhood and that the use is being carried out in accordance with the approval. Whereas other communities allow the home occupation permit to run with the tenancy of the landowner, Claresholm treats it more like a temporary use.

locating on private land? Whereas the first location might be governed exclusively via a traffic policy in conjunction with a business licence and is not necessarily a land use bylaw concern, the second location creates a more nuanced scenario that may require the benefit of a development permit, depending on the duration of stay. Even where the private land is vacant, the food truck will be occupying a parking space that is intended to be allocated to a brick and mortar business.

In the case of "Big D's Burger Shack" in the Town of Nanton, the use began as a temporary use on a parcel of land owned by the vendor. The applicant had outlined that the truck would be mainly fixed at the location, but during certain periods would become mobile and attend special events. The applicant also indicated that the intent was not to use municipal services for water and sewer. After the temporary permit expired, the vendor found that enough business was attainable without moving and transitioned to a permanent use without water and sewer hook ups (which according to the water and sewer bylaw had to be approved by Council). With minimal improvement on site, a parcel of land can often be quickly transitioned to a brick and mortar development, so in a sense the business is temporary, but the approval is permanent as long as food is being provided on site. Municipal servicing authorization is thus an important consideration for municipalities in determining permanency. Land use bylaws and local water and sewer bylaws should be reviewed to understand servicing requirements, and temporary use policy should be clear on whether the requirement for servicing triggers the need for a permanent development permit.

The 'special event' category presents another nuance of temporary use. A municipality may develop a separate policy that empowers Council or the CAO to issue approvals (with or without conditions) for special events. Special events can vary from triathlon races to weddings, concerts, outdoor church events, or 'Big Tent' sales. Within a special event policy, the need for signage, temporary road closures, temporary structures, and other requirements to mitigate impacts can all be prescribed through the policy, thereby precluding the need for a development permit. In contrast, full time special event locations, which specialize in weddings and provide lodging, catering and other amenities are more likely to require development permits.

Implementation

Relatively predictable, innocuous developments that are well understood are typically considered for exemption from the requirement to obtain a development permit. However, the proponents of temporary development permits often don't have an interest in land, and therefore look to establish quick, affordable agreements with private landowners, or to utilize public lands. Careful consideration should be given to what type of temporary development gets a free pass from the requirement to obtain a development permit. Where a permit is required, clear conditions establishing the timeline for which the permit is operative should be attached, along with expectations for follow-up permitting (if applicable) and requirements

for the provision of security to ensure timely cessation of the use to the satisfaction of the municipality. The benefits of subjecting a temporary use to the development permit process must be balanced against the benefits of reducing red tape for interim land uses that contribute to the fabric of the community. Committing to expedited timelines for pop-up uses within a day or so preceding the request can be an effective way of doing so.

Temporary uses on public property which are mobile like food vendors or weekend farmers' markets are often kept out of the development permitting realm and are accepted through a business licence management policy, whereas farmers' markets on private property have generally been processed as a temporary use through the LUB. The difference may be found in the general understanding that on public property a policy adoption process garnered public input for appropriate locations (perhaps through a municipal development process or a separate Council policy development process). Alternatively, the private property scenario is not debated until it comes forward. The discussion forum is thus best found within the LUB processes. On the other hand, bringing temporary uses into the LUB introduces an appeal mechanism, which has the effect of elongating timelines for uses that are typically very time sensitive. This is where a Council will have to determine if a policy-based approach would suffice.

Lastly, the quantification of impact may create a point of contention in Council deliberations as to the need for a development permit versus just a business licence. Where the public shows opposition or questions the location of a proposed temporary use, planning staff should be prepared to provide development options for Council. These may include separation buffers from residential parcels, limitations on duration and size, or in the case of large events on public property consideration for adding liability insurance, security deposits and contractual agreements that outline the right to revoke the approval. Although business competition is not a valid consideration for a Development Authority, it is open to a Council to establish business licence fees that may have the effect of levelling the playing field.

Concluding remarks

Although not all temporary uses occur within a given municipality, the policy discussion regarding them should not be overlooked. Because of their minimal impact and short duration, many temporary uses do not rise to the requirement of regulation through the LUB. Planners would rather see business licence policy developed that guides the public on the 'How To' without overwhelming the applicant's desire to operate a simple, self-contained business or to activate a derelict space. The variety of different activities that can manifest under the umbrella of temporary use implies that context is everything. Temporary use sets the stage for municipal decision makers to implement unique solutions that work within an individual municipality.

An example of policy-based approvals can be found in the Sidewalk Patio policy for the City of Lethbridge. The following background statement from the policy states the intent and perhaps the imperfection of the initial attempt.

In order to "encourage the development of an atmosphere of dynamism and vitality in the downtown" the Downtown Area Redevelopment Plan (1988, Bylaw 4183, Sec4.2.2(i)) states that "The City will encourage park and street activities such as vendors, street festivals, sidewalk cafes and outdoor sidewalk merchandise displays." For 16 years the City received no enquiries from private business owners about the possibility of creating sidewalk cafes or patios. Then, upon a request in 2004, City departments found they had no processes to regulate how such a patio should be developed or operated or insured. Moreover, the cross-departmental concerns complicated what would appear to be a very simple development. This policy and attendant procedure was created to reconcile those interests and enable a "one-stop" application process for downtown businesses qualified to operate a sidewalk patio. Subsequent revisions to the policy were aimed at making the application process easier for applicants."

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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ORRSC
3105 16 Ave N
Lethbridge AB T1H 5E8

phone: 403.329.1344
toll-free: 844.279.8760
e-mail: admin@orrsc.com



orrsc.com