

COUNTY OF PAINTEARTH NO. 18

COUNTY COUNCIL MEETING

JULY 15, 2025

9:00 A.M.

A G E N D A

1. CALL TO ORDER
2. ACCEPTANCE OF AGENDA
3. ADOPTION OF THE PREVIOUS MINUTES
 - A. Regular County Meeting June 17, 2025
4. PUBLIC HEARING
 - A. Land Use Bylaw 735-25 11:00 a.m.
5. DELEGATIONS
 - A. Brian Perreault 9:15 a.m.
6. BUSINESS
 - A. RFD: Write Off 2021-2014 Outstanding Taxes for Roll #70003900, 70003920, 70003930, 70004430, 70008510, 70008540, 70008610
 - B. RFD: Write Off Penalty from Fire Call
 - C. RFD: Write Off Partial 2021-2024 Outstanding Taxes and Penalties for Roll #46000630, 70008171
 - D. RFD: Write Off Taxes on Roll# 28001595
 - E. RFD: Write Off Finance Charges for AR Account PAW002
 - F. RFD: Additional Funding Request for Halkirk Infrastructure
 - G. 911 Society Funds Request
 - H. Quality Management System (QMP) for Halkirk
 - I. Castor & District Housing Authority Board Member Appointment
 - J. Clearview Public Schools Administrative Representative
 - K. Dust Proofing in Lieu of Invoice Letter Request
 - L. Castor Cruise Donation
 - M. RFD: Funding Application Recreation & Community Service Grants for U13D Softball Provincials
 - N. RFD: Funding Application Recreation & Community Service Grants for U17 Girls Provincial Finals
 - O. RFD: Funding Application Recreation & Community Service Grants for U17D Softball Alberta Provincials

7. BYLAWS
 - A. None.
8. COUNCILLOR REPORTS
 - A. Verbal Reports
9. ADMINISTRATION REPORTS
 - A. Director of Public Works — Verbal
 - B. Director of Community Services
 - C. Director of Environmental Services
 - D. Director of Protective Services — Verbal
10. FINANCIAL
 - A. None.
11. CORRESPONDENCE
 - A. Thank You Card from the Coronation 4H Beef Club
 - B. 2024/2025 Provincial Education Requisition Credit (PERC) Program Approval
 - C. Thank You Card from the 2024 U18 Royals
 - D. 2025 Alberta CARE Conference
12. CONFIDENTIAL ITEMS
 - A. *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000 Chapter F-25: Part 1, Div 2, Sec 16(1)(a)(i), 24(1)(a), (b)(i), (c), (d)
13. ADJOURNMENT

Upcoming Council Meeting Dates –Council Meeting dates are subject to individual change and commence at 9:00 a.m.

COUNTY OF PAINTEARTH NO. 18
REGULAR COUNCIL MEETING MINUTES
TUESDAY JUNE 17, 2025

The Regular meeting minutes of the Council of the County of Paintearth No. 18 held in Council Chambers in the municipal office on June 17, 2025, commencing at 9:00 a.m.

IN ATTENDANCE:

Reeve:	Stan Schulmeister
Councillors:	Terry Vockeroth, Sandy Shipton, Diane Elliott, George Glazier, Dale Norton, Maurice Wiart
Chief Administrative Officer:	Michael Simpson
Assistant Chief Administrative Officer:	Lana Roth
Director of Public Works:	Bryce Cooke
Director of Community Services:	Todd Pawsey
Director of Environmental Services:	Jeff Cosens
Director of Protective Services:	Colm Fitz-Gerald
Legislative Clerk:	Courtney Algot

CALL TO ORDER:

Reeve Schulmeister called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA:

06.17.25.236 **Regular Council Meeting Agenda — June 17, 2025** — MOVED by Councillor Glazier to adopt the Regular Council Meeting Agenda of June 17, 2025, as presented.

Carried

ADOPTION OF PREVIOUS MINUTES:

06.17.25.237 **Regular County Council Meeting Minutes May 21, 2025** — MOVED by Deputy Reeve Wiart that the Previous Regular County Council Meeting Minutes for May 21, 2025, be approved as presented.

Carried

PUBLIC HEARING:

None.

DELEGATIONS:

Sgt. Jeremy Houle entered chambers at 9:00 a.m. and delivered a presentation to council regarding an update on the Coronation detachment.

06.17.25.238 **MOVED by Councillor Norton to accept the information presented by Sgt. Houle as information.**

Carried

Sgt. Jeremy Houle exited chambers at 9:04 a.m.

Pat Kelly representing the Town of Castor and the Castor Fire Department entered chambers at 9:05 a.m. and delivered a presentation to council regarding a request to use the County Water Tender to aid the provincial government with fighting wildfires.

06.17.25.239 **MOVED by Councillor Glazier to accept the information presented by Pat Kelly as information.**

Carried

Pat Kelly exited chambers at 9:16 a.m.

Rocky Dahmer entered chambers at 9:16 a.m. and delivered a presentation to council regarding the Halkirk Cemetery.

06.17.25.240 **MOVED by Deputy Reeve Wiart to accept the information presented by Rocky Dahmer as information.**

Carried

Rocky Dahmer exited chambers at 9:51 a.m.

BUSINESS:

06.17.25.241 **RFD: Halkirk Cemetery Bylaw, Policies and Procedures — MOVED by Councillor Vockeroth that the County table the RFD for the Halkirk Cemetery Bylaw, Policies and Procedures until September 2025.**

Carried

06.17.25.242 **RFD: Paintearth Adult Learning Funding Request — MOVED by Councillor Glazier that the County approve the funding request from Paintearth Adult Learning in the amount of \$6,000 as a grant to support staffing and program costs associated with the recruitment and support of applicants for NorQuest College's 2025 course offerings.**

Carried

06.17.25.243 **Coronation Memorial Library 2025 Final Budget and 2024 Statement of Receipts and Disbursements — MOVED by Councillor Elliott that the County approve the Coronation Memorial Library 2025 Final Budget and 2024 Statement of Receipts and Disbursements.**

Carried

06.17.25.244 Rural School Signs — MOVED by Councillor Elliott that the County invite interested groups, on a case-by-case basis, to request financial assistance from the County to help cover the costs associated with the purchase and installation of rural school signs. The amount donated shall be determined by Council following a presentation of costs by the interested group.

Carried

Recess: The meeting recessed at 10:02 a.m.

Reconvene: The meeting reconvened at 10:18 a.m.

06.17.25.245 Pre-Order of Finning Graders for 2026 Capital Budget — MOVED by Councillor Glazier that the County approve the pre-order of two 2026 Cat 160 AWD Finning Graders, funded as part of the 2026 Capital Budget at a cost of approximately \$805,370.00 each, from the Public Works Equipment Reserves and unspent MSI Capital Grant Funding, for delivery in April 2026.

Carried

06.17.25.246 RFD: Funding Application Recreation and Community Service Grants for 2025 Alberta Provincial Music Festival — MOVED by Deputy Reeve Wiart that the County approve the support request for \$50.00 to the applicant.

Carried

06.17.25.247 RFD: Funding Application Recreation and Community Service Grants for 2025 Alberta Provincial Music Festival — MOVED by Councillor Elliott that the County approve the support request for \$50.00 to the applicant.

Carried

06.17.25.248 RFD: Funding Application Recreation and Community Service Grants for U13 A + B Softball Provincials — MOVED by Councillor Vockeroth that the County approve the support request for \$50.00 to the applicant.

Carried

06.17.25.249 RFD: Funding Application Recreation and Community Service Grants for U13 A + B Softball Provincials — MOVED by Councillor Shipton that the County approve the support request for \$50.00 to the applicant.

Carried

06.17.25.250 RFD: Funding Application Recreation and Community Service Grants for U11 AA Division 2 Provincials — MOVED by Councillor Norton that the County approve the support request for \$500.00 to the applicant.

Carried

06.17.25.251 RFD: Funding Application Recreation and Community Service Grants for U18 Boys Provincials — MOVED by Councillor Elliott that the County approve the support request for \$500.00 to the applicant.

Carried

06.17.25.252 RFD: Funding Application Recreation and Community Service Grants for Gamblers U19 Softball Provincials — MOVED by Councillor Norton that the County approve the support request for \$500.00 to the applicant.

Carried

BYLAWS:

- 06.17.25.253 ***Bylaw 734-25 First Reading*** — MOVED by Councillor Glazier that Bylaw 734-25, amending the County Land Use Bylaw 698-21 and Repealing Halkirk Land Use Bylaw 2022-13, be given First Reading.

Carried

COUNCILLOR REPORTS:

- 06.17.25.254 ***Councillor Reports*** — MOVED by Deputy Reeve Wiart to adopt the verbal Councillor Reports as information.

Carried

- 06.17.25.255 ***Providing County IT Services to Battle River Alliance for Economic Development (BRAED)*** — MOVED by Councillor Vockeroth that the County provide IT Services to the Battle River Alliance for Economic Development (BRAED), and that such IT Services be billable to BRAED at a rate determined by the County.

Carried

CLOSED SESSION:

Alifeyah Gulamhusein entered chambers at 11:00 a.m.

- 06.17.25.256 ***Closed Session*** — MOVED by Councillor Norton that the County move to closed session at 11:01 a.m. to discuss items under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25: Part 1, Div 2, Sec 24(1)(a)(b)(ii).

Carried

Alifeyah Gulamhusein exited chambers at 12:22 p.m.

Recess: *The meeting recessed at 12:22 p.m.*

Reconvene: *The meeting reconvened at 12:51 p.m.*

Barb Kulyk entered chambers at 12:52 p.m.

Barb Kulyk exited chambers at 1:20 p.m.

Councillor Glazier exited chambers at 1:53 p.m. and did not return

- 06.17.25.257 ***Closed Session*** — MOVED by Councillor Elliott that the County return to an open meeting at 2:12 p.m.

Carried

ADMINISTRATION REPORTS:

- 06.17.25.258 Chief Administrative Officer's Report — MOVED by Councillor Vockeroth to approve the Chief Administrative Officer's Report as presented.
Carried
- 06.17.25.259 Assistant Chief Administrative Officer's Report — MOVED by Councillor Shipton to approve the Assistant Chief Administrative Officer's Report as presented.
Carried
- 06.17.25.260 Director of Public Works Report — MOVED by Deputy Reeve Wiat to approve the Director of Public Work's Report as presented.
Carried
- 06.17.25.261 Director of Community Services Report — MOVED by Councillor Norton to approve the Director of Community Services Report as presented.
Carried
- 06.17.25.262 Director of Environmental Services Report — MOVED by Councillor Elliott to approve the Director of Environmental Services Report as presented.
Carried
- 06.17.25.263 Kids at Play Sign — MOVED by Deputy Reeve Wiat that the County approve the installation of a kids at play sign located at 38401 Range Road 144.
Carried
- 06.17.25.264 Kids at Play Sign — MOVED by Councillor Norton that the County approve the installation of a kids at play sign located at 10330 Township Road 362.
Carried
- 06.17.25.265 Director of Protective Services Verbal Report — MOVED by Councillor Shipton to approve the Director of Protective Services Verbal Report as presented.
Carried
- 06.17.25.266 RFD: Town of Castor Request to Deploy County Water Tender in Provincial Wildfire Theater — MOVED by Deputy Reeve Wiat that the County approve the RFD from the Town of Castor requesting to deploy the County Water Tender in the Provincial Wildfire Theater at the discretion of the Town of Castor.
Carried

FINANCIAL:

- 06.17.25.267 Financial Statement Ending May 31, 2025 — MOVED by Councillor Vockeroth that the County approve the Financial Statement Ending May 31, 2025, as presented.
Carried
- 06.17.25.268 Bank Statement for January 31, 2025 — MOVED by Councillor Elliott that the January 31, 2025, bank statement be approved as presented.
Carried
- 06.17.25.269 Bank Statement for February 28, 2025 — MOVED by Councillor Norton that the February 28, 2025, bank statement be approved as presented.
Carried

06.17.25.270 **Bank Statement for March 31, 2025** — MOVED by Deputy Reeve Wiart that the March 31, 2025, bank statement be approved as presented.
Carried

CORRESPONDENCE:

06.17.25.271 **Ally Impact Report from STARS** — MOVED by Councillor Norton that the correspondence from STARS be received and filed as information.
Carried

06.17.25.272 **Halkirk and District Seniors Centre Thank You Card** — MOVED by Councillor Shipton that the correspondence from the *Halkirk and District Seniors Centre* be received and filed as information.
Carried

06.17.25.273 **Theresetta Catholic School Thank You Card** — MOVED by Councillor Elliott that the correspondence from Theresetta Catholic School be received and filed as information.
Carried

06.17.25.274 **College of Alberta School Superintendents Thank You Card** — MOVED by Councillor Norton that the correspondence from the *College of Alberta School Superintendents* be received and filed as information.
Carried

06.17.25.275 **3 C's U15 Female Hockey Team Thank You Card** — MOVED by Deputy Reeve Wiart that the correspondence from the C's U15 Female Hockey Team be received and filed as information.
Carried

ADJOURNMENT:

Reeve Schulmeister adjourned the meeting at 2:43 p.m.

These minutes approved this ____ day of _____, 20____.

Reeve

Chief Administrative Officer

TRANSMITTAL SHEET

Date: June 18, 2025 Number of Pages: **1**

To: **EDITOR**

Company: Stettler Independent by Email : [REDACTED]

RE: **PLANNING AND DEVELOPMENT Ad** Original to Follow: **No**

From: TODD PAWSEY, Development Officer

Please print the following as 3 column (width) by 4 inches (long) ad in the June 26 and July 3 2025 issues of the Stettler Independent - Castor section. Thanks.

Please forward proof to the County of Paintearth No. 18 Office for Approval

NOTICE OF DEVELOPMENT HEARING

**TUESDAY JULY 15, 2025
COUNCIL CHAMBERS
#1 Crowfoot Crossing Industrial Park
County of Paintearth, AB**



The County has given 1st reading to a bylaw 734-25 to amend the Land Use Bylaw 698-21 for the purpose of integrating the Hamlet of Halkirk zoning designations into the County LUB, and some related housekeeping amendments. In accordance with the MGA Section 606, the County shall cause to be held a PUBLIC HEARING at the noted time below:

11:00 AM LUB Amendment Bylaw #734-25 Halkirk zoning integration, related amendments, and repealing Halkirk LUB 2022-13.

The proposed bylaw and amendment are available for viewing on the County website at www.countypaintearth.ca or at the County Office, #1 Crowfoot Crossing Industrial Park at Hwy #12 and Twp Rd 374. Anyone who may be affected or claim to be affected by the above proposed plans or bylaws may make an oral or written presentation at the above noted hearing, or submit a written presentation to the County of Paintearth, Box 509, Castor, AB T0C 0X0 or by fax 403-882-3560 no later than 4:30 pm on Friday July 11, 2025.

Dated: June 26, 2025 Todd Pawsey, Director of Community Services

- 5.13 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with Section 5.9.
- 5.14 A special Council meeting may be held with less than 24 hours' notice for all Councillors and without notice to the public if at least Two-Thirds of the whole Council agrees to this in writing before the beginning of the meeting.

Electronic Recording of Proceedings

- 5.15 The County of Paintearth may record a Council meeting by electronic or other means at the sole determination of the Chair.
- 5.16 If the Chair determines that the recording of a Council meeting or Public Hearing by electronic or other means is disruptive or will inhibit or discourage any member of Council or the Public Hearing from fully participating in a Council meeting or Public Hearing the Chair may prohibit, limit or restrict the recording of a Council meeting or Public Hearing by electronic or other means.
- 5.17 Any fees charged for recordings will be in accordance with the County Master Rates Bylaw;
- 5.18 No electronic recordings by attending public are allowed without the consent of the Council as determined at the start of a meeting as a preliminary matter.
- 5.19 A member of Council may attend a meeting of Council or a Council Committee by electronic means, provided that:
- a) The member is able to hear and be heard by all participants;
 - b) Participation by a Councillor by electronic means constitutes presence at the meeting for the purposes of quorum and voting;
 - c) Electronic participation is permitted for regular, special, and committee meetings of Council;
 - d) The meeting must be made accessible to the public as per the Municipal Government Act;
 - e) Information about how to access the meeting electronically, where applicable, **shall** be made publicly available on the County website prior to and during the meeting.
 - f) Meeting procedures must follow the established rules of order as outlined in this bylaw;
 - g) Notice of electronic participation should be provided to the Chief Administrative Officer or designate at least 24 hours in advance.
 - h) The municipality is required to provide the public with real-time access to meetings held electronically when they are open to the public, as outlined in Section 199(3) of the MGA. This may include livestream or audio access. Audio access is acceptable if visual access is not feasible.
 - i) Recording meetings is not mandatory, and uploading materials afterward does not fulfill the real-time requirement.

6. PUBLIC HEARINGS

- 6.1.1 Public Hearings may be held apart from, or in conjunction with a regular Council meeting. However, a special Council meeting for the purpose of holding a Public Hearing may be called.

- 6.5 Persons may speak for a maximum of ten (10) minutes.
- 6.6 Persons who represent a group, organization or petition may speak for a maximum of ten (10) minutes.
- 6.7 At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.
- 6.8 After all persons allowed to speak have had the opportunity to speak, the Chair, in the Chair's discretion, may allow additional submissions of no more than five (5) minutes limited to responding to new information arising from earlier submissions.
- 6.9 The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.
- 6.10 After considering the representations made to it at the public hearing and after considering any other matter it considers appropriate, Council may pass the bylaw; or resolution or make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing; or defeat the bylaw or resolution, at the commencement of any subsequent meeting or portion of meeting of Council on that, or a future day during a Regular or Special Meeting of Council.
- 6.11 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.

7. QUORUM

- 7.1 Quorum for Council is a majority of Councillors unless specified otherwise by this or any other bylaw, or the Act.

No Quorum

- 7.2 If there is no Quorum within thirty (30) minutes after the time set for the meeting, the Chief Administrative Officer will record the names of the Councillors present and the meeting will be adjourned to the time of the next regular Council meeting.

Lost Quorum

- 7.3 If any time during a meeting Quorum is lost, the meeting will be recessed and if Quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned.

8. ABSENCES

- 8.1 A Councillor is disqualified if they are absent from all regular council meetings held during any period of eight consecutive weeks, unless the absence is authorized by a resolution of council prior to the end of the eight weeks; or if there is no regular meeting during the eight week period, at any time before the end of the next regular meeting.
- 8.2 A Councillor is not considered to be absent from a council meeting if the Councillor is absent away on council business at the direction of council.
- 8.3 A Councillor may submit a request for authorization by resolution of council to allow for a prolonged absence from Council meetings.

9. COMMENCEMENT OF MEETINGS AND HEARINGS

Municipal Affairs Statutes Amendment Act, 2024

The *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*. This legislation comes into force on October 31, 2024.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Changes to local election rules under the LAEA

Description of Changes	Previous Status Before Legislation
Aligns candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
Allows municipalities to require criminal record checks for candidates.	No provisions were in place.
Allows union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000.
Allows donations outside the local election year and requires annual reporting of donations.	
Requires third-party advertisers campaigning for or against an issue on a ballot, such as a plebiscite, to register and report finances.	The LAEA only regulated third-party advertising for the promotion or opposition of a candidate during an election.
Limits donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The donation limit was \$30,000 for all individuals, unions, and corporations.
Enables regulation-making authority to define local political parties. Registration of local political parties will be limited to Calgary and Edmonton for the 2025 local general election.	No provisions were in place to regulate political parties at the local level.
Repeals the municipal authority to develop a voters list based on enumeration.	Municipalities could prepare a voters list, which had to be shared with all candidates.
Requires municipalities to create a permanent electors register. (This will be done in partnership with Elections Alberta, building off the provincial register of electors).	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities could choose to develop one or not.
Expands the use of special ballots and strengthens special ballot processes.	Special ballots could only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limits vouching to the ability to vouch for someone's address.	Vouching was permitted for an individual's age, residence, and identity.
Repeals the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers could object to an elector; however, the elector could still vote.
Enables regulation-making authority to postpone elections in emergencies.	No provisions were in place to enable the Minister to postpone an election in the event of a natural disaster or emergency.
Prohibits automated voting equipment, such as electronic tabulators.	The LAEA permitted municipalities, by bylaw, to process ballots by automated voting equipment.
Requires recounts if requested by a runner up candidate when the margin is within 0.5 percent of total votes.	Returning officers had discretion regarding recounts.
Clarifies rules and streamlining processes for scrutineers.	Rules and processes were unclear for scrutineers.

Strengthening the accountability of local councils under the MGA

Description of Changes	Previous Status Before Legislation
Requires a councillor's seat to become vacant upon disqualification for specific matters.	Municipal councils or electors could only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Requires mandatory orientation training for councillors.	Training for councillors must be offered, but there was no requirement for the councillor to attend the training.
Allows Cabinet to order a vote of the electors to determine whether a councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister could only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allows elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials could only recuse themselves for matters in which they have a financial interest.
Makes the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer was responsible for validating recall petitions.
Enables Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met (including: the bylaw exceeds the scope of the MGA or otherwise exceeds the authority granted to a municipality under the MGA or any other statute, conflicts with the MGA or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada).	Cabinet could only intervene with respect to a land use bylaw or statutory plan. No provisions were in place.
Gives Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allows the Minister to outline joint use planning agreement exemptions, criteria and requirements by regulation.	All criteria for joint use planning agreements were in the MGA.
Specifies that the assessed person for an electric generation system is the operator.	There was a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the MGA

Description of Changes	Previous Status Before Legislation
Requires municipalities to offer electronic options for public hearings on planning and development and restricts them from holding extra public hearings when not required by legislation.	No requirements were in place for electronic options. Municipalities could hold extra hearings beyond what was legislated.
Fully exempts non-profit, affordable housing from property taxation.	Limited provisions in place in the MGA.
Enables multi-year residential property tax incentives.	Municipalities could offer multi-year incentives for non-residential development, but not residential development.
Regulation-making authority to define which non-statutory studies may be required for building and development permits. No regulation is currently in place.	No provisions were in place.

Additional resources

- [Municipal Affairs Statutes Amendment Act](#)
- [Municipal Government Act](#)
- [Local Authorities Election Act](#)
- [Local Political Parties and Campaign Expense Limits](#) (Fact Sheet)

BYLAW NUMBER 734-25
OF THE COUNTY OF PAINTEARTH NO. 18
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE COUNTY OF PAINTEARTH NO. 18 FOR THE PURPOSE OF AMENDING THE COUNTY LAND USE BYLAW 698-21 AND REPEALING HALKIRK LAND USE BYLAW 2022-13.

WHEREAS pursuant to Section 63(2)(a), of the Municipal Government Act, R.S.A. 2000, Chapter M-26 a municipality may provide for the repeal of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

AND WHEREAS The Village of Halkirk was dissolved January 1, 2025 by Ministerial Order 362/2024, leaving all Bylaws and Resolutions in effect for lands inside the Halkirk boundary until repealed, amended or replaced by the Council of the receiving municipality, being The County of Paintearth No. 18,

AND WHEREAS Council of the County of Paintearth deems it efficient to deliver services, establish and manage Boards and Authorities required by statute under current County Bylaws that address the same areas of governance and procedure, quasi-judicial tribunal matters, and planning authority matters and others,

AND WHEREAS the County of Paintearth Land Use Bylaw 698-21 is amended to include the respective zoning designations of the Hamlet of Halkirk, related housekeeping amendments thereto, and to relocate the fines and penalties contained in Schedule D to the County Bylaw for all financial fees, charges, and penalties and thus any related amendments thereto.

NOW THEREFORE, the Council of the County of Paintearth No. 18, duly assembled, hereby enact as follows:

1. That **Bylaw 2022-13**, being the Halkirk Land Use Bylaw, be rescinded in its entirety effective June 1, 2025.
2. That **County of Paintearth Land Use Bylaw 698-21** be amended to include the Halkirk Hamlet Map and respective zoning designations as attached to this Bylaw effective June 1, 2025.
3. That **County of Paintearth Land Use Bylaw 698-21** be amended to relocate the Schedule D of fines and penalties to the County Bylaw dealing with all fees, charges, and penalties and related amendments thereto.

Received First Reading this 17 Day of June 2025 on a motion of Councillor Glazier
Carried

Received Second Reading this ____ Day of ____ 2025 on a motion of Councillor ____
Carried

Councillor _____ moved to proceed to Third Reading
Carried Unanimously

Read a Third Time and Finally Passed this ____ Day of ____ 2025 on a motion of Councillor ____
Carried

Signed by the Chief Elected Official and Chief Administrative Officer this ____ Day of ____ 2025.

Stanley Schulmeister, Reeve



Michael Simpson, Chief Administrative Officer



County of Paintearth No. 18

Request for Decision

Title: Write off 2021-2024 Outstanding Taxes – Roll #70003900, 70003920, 70003930, 70004430, 70008510, 70008540, 70008610

Meeting: Regular Council

Meeting Date: July 15, 2025

Issue/Background:

In October 2024 the County of Paintearth No 18 acquired the services of a lawyer to help recover unpaid property taxes and penalties from the ratepayer. Although a Demand Letter was delivered by registered mail, it was unsuccessful. The lawyer has indicated that while investigating the corporations' background, it was found that this company had been struck from corporate registry indicating this is a defunct company that is no longer operational. It is quite doubtful that taking additional action would result in any money being collected for these unpaid taxes and penalties. The limitation period for this file is approaching and taking the next step of filing a Statement of Claim would only increase legal costs with little or no results in return.

Total 2021-2024 Outstanding \$19,341.44

Financial:

A total of \$19,341.44 will need to be recognized as a bad debt, with the corresponding expense under the general department in bad debt taxes general ledger.

Policy/Legislation:

MGA 347 (1)(a) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) Cancel or reduce tax arrears

Recommendations:

1. Council give approval to write off the above stated 2021-2024 outstanding tax amounts totalling \$19,341.44 and provide instructions to the lawyer to close this file.
2. Council directs Administration accordingly.

Prepared By: Linda Bauer, Finance Manager



County of Paintearth No. 18

Request for Decision

Title: Write off Penalty

Meeting: Council

Meeting Date: July 15, 2025

Issue/Background:

Silverspring had a fire bill for an MVC involving a colony member. The colony member was found to be at fault. Invoiced forwarded to Silverspring Colony as per policy. The invoice came during seeding and was put aside and forgotten about. The financial boss called me asked about the invoice as he thought it was covered by the county. It was explained that the county covers equipment and training. The noted call is a service that will be invoiced. Mr. W. Waldner said he would pay it right away (and he did), especially after I said not to worry about the \$15.50 penalty.

Writer discussed my dealings with the penalty with Corporate Services and advised that is not my decision. I was nicely given hell and not to do it again. Gracefully admonished 🙏.

Financial: A \$15.50 penalty

Policy/Legislation:

Recommendations:

1. Write off of the \$15.50 penalty.

Prepared By:
Colm Fitz-Gerald
Director of Protective Services



County of Paintearth No. 18

Request for Decision

Title: Write off partial 2021-2024 Outstanding Taxes and penalties – Roll #46000603 and #70008171

Meeting: Regular Council

Meeting Date: July 15, 2025

Issue/Background:

In an effort to recover unpaid taxes and penalties on the above-mentioned tax rolls, the County of Paintearth No 18 has been working with legal counsel. The County was notified that a new company was taking over part of the unpaid taxes on assets that they co-owned with the ratepayer on file for these tax rolls. At a time when it seemed unlikely that the County would get any money from the present owner, this transfer of ownership will provide some chance for partial collection of outstanding taxes and penalties.

In 2022, this new company signed a 'farm-in agreement' with the existing owners. At that time, they were not made aware of any unpaid taxes, nor did they receive any tax notices that the County mailed out to the ratepayer on file. The new company accepts responsibility to pay for most of the tax arrears on the licenses that are being transferred to it, however they have operated only 85% of the linear properties associated with tax roll #46000603 and therefore are asking for forgiveness for the penalties and some of the outstanding taxes.

Total outstanding taxes and penalties on these 2 tax rolls from 2021-2024 is: **\$48,263.02.**

They are offering to pay **\$30,626.30** and asking for forgiveness of \$17,636.72, of which \$15,546.11 is penalty and \$ 2,090.61 is outstanding taxes.

Financial:

A total of \$17,636.72 will need to be recognized as a bad debt, with the corresponding expense under the general department in bad debt taxes general ledger.

Policy/Legislation:

MGA 347 (1)(a) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) Cancel or reduce tax arrears

Recommendations:

The County's legal counsel has advised there are three different options available to Council:

1. Council cancels the entirety of the penalties as requested; ("Accept Offer" option)
 - a. Council's decision to cancel any penalties should be conditional on the payment of the levied amount of \$30,626.30. We would then paper Council's decision via a letter agreement which provides that any such offer from Council is conditional on payment being made within 30 days.
2. Council rejects the new company's proposal, and instead offers to **cancel a portion of the penalties**, but not all of them. ("counter-offer" option)

- a. Our office would then communicate that with purchasing company's legal counsel, detailing the exact amount of penalties that Council would conditionally waive upon payment of the levied amounts and the non-cancelled portion of penalties. Afterwards, similar to above and assuming purchasing company agrees to the counter-offer, we would paper such an arrangement.
3. Lastly, Council refuses to cancel any portion of the penalties. ("**Reject offer**" option)
 - a. Our office would communicate with purchasing company's legal counsel that Council has refused their proposal, which is entirely within Council's discretion to do so. Following that, our next steps for this one would depend on purchasing company's response, if they decide to dig their heels in we would need to consider such actions as sending a demand letter, filing special liens at the PPR against purchasing company, and possibly even filing a Statement of Claim.
4. Council directs Administration accordingly.

Prepared By: Linda Bauer, Finance Manager



County of Paintearth No. 18

Request for Decision

Title: Write off 2025 taxes on Roll #28001595

Meeting: Regular Council

Meeting Date: July 15, 2025

Issue/Background:

On December 4, 2024, The Lieutenant Governor in Council made the Order Dissolving the Village of Halkirk effective January 1, 2025. As the receiving municipality the County of Paintearth became the owner of all municipal owned property within the boundaries of Halkirk, including tax roll #28001595. This property is currently under a lease contract in which the County receives rental revenue. Under MGA Section 362(1) municipally owned property is exempt from taxation unless the municipality earns revenue from the property. The Municipal Assessor placed taxable assessment of \$75,610 which amounted to \$1,370.95 being levied for 2025 taxes.

Financial:

Write off the 2025 tax levy of \$1,370.95 for tax roll #28001595.

Policy/Legislation:

MGA Section Cancellation, reduction, refund or deferral of taxes

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) Cancel or reduce tax arrears;
- (b) Cancel or refund all or part of a tax;
- (c) Defer the collection of a tax.

MGA Section Exemptions for Government, churches and other bodies

362) The following are exempt from taxation under this Division

- (b) Property held by a municipality, except the following:
 - (i) Property from which the municipality earns revenue and which is not operated as a public benefit;

Recommendations:

1. That the County of Paintearth write off the 2025 property taxes for tax roll #28001595 in the amount of \$1,370.95.
2. Council provides further direction or required changes/amendment.

Prepared By: Linda Bauer, Finance Manager



County of Paintearth No. 18

Request for Decision

Title: Write off Finance Charges – AR PAW002

Meeting: Regular Council

Meeting Date: July 15, 2025

Issue/Background:

The request is for council to approve writing off finance charges on an invoice for a firecall that occurred in December 2024. The County received payment for the invoice in March 2025, however it did not include any finance charges that had been applied to the account. The County sent out statements for three consecutive months after payment was received to try and collect these finance charges, with no success.

Financial:

Write off penalty of \$31.00.

Policy/Legislation:

Recommendations:

1. That Council approves the request to write off Accounts Receivable Account PAW002 in the amount of \$31.00.
2. Council offers another recommendation.

Prepared By: Linda Bauer, Finance Manager

Request for Decision

Title: Addition Funding Request for Halkirk Infrastructure

Meeting: Regular Council

Meeting Date: July 15, 2025

Issue/Background:

The County previously approved a budget of \$2.4 million for this project. After tendering, only one bid was received, from United Utilities at \$2,462,781.22.

United Utilities has successfully completed past projects for the County, including the Hamlet of Brownfield development and the Crowfoot Industrial Park, with satisfactory results.

Financial:

- Total Project Estimate: \$2,462,781.22 (rounded to \$2.5 million for budgeting)
- ACP Grant Funding: \$638,000
- Remaining Funding Required: \$1,862,000 (to be funded from County reserves)

Policy/Legislation:

Recommendations:

1. Administration recommends using the \$638,000 from the ACP Grant and allocating \$1,862,000.00 from County Reserves to complete the project.

Or

2. County Council directs the Administration accordingly.

Prepared By: Jeff Cosens, Director of Environmental Services

	Tender Amounts	Estimated Amounts	Variance %
Schedule A - General	\$ 455,857.26	\$ 327,537.50	39%
Total Schedule A	\$ 455,857.26	\$ 327,537.50	
Schedule B1 - Removals	\$ 84,685.50	\$ 32,772.00	158%
Schedule B2 - Earthworks	\$ 130,458.00	\$ 101,050.00	29%
Schedule B3 - Water Mains	\$ 372,074.00	\$ 360,500.00	3%
Schedule B4 - Sanitary Mains	\$ 348,233.00	\$ 381,605.00	-9%
Schedule B5 - Road Works	\$ 139,572.00	\$ 133,750.00	4%
Schedule B6 - Landscaping	\$ 48,355.00	\$ 9,715.00	398%
Total Schedule B	\$ 1,123,377.50	\$ 1,019,392.00	
Schedule C1 - Removals	\$ 57,162.50	\$ 22,981.00	149%
Schedule C2 - Earthworks	\$ 74,176.00	\$ 78,420.00	-5%
Schedule C3 - Water Mains	\$ 256,004.16	\$ 224,000.00	14%
Schedule C4 - Sanitary Mains	\$ 157,097.80	\$ 170,325.00	-8%
Schedule C5 - Road Works	\$ 109,678.50	\$ 108,240.00	1%
Schedule C6 - Landscaping	\$ 29,427.50	\$ 5,546.25	431%
Total Schedule C	\$ 683,546.46	\$ 609,512.25	
Subtotal	\$ 2,262,781.22	\$ 1,956,441.75	16%
Unforeseen Work	\$ 200,000.00	\$ 200,000.00	
Total	\$ 2,462,781.22	\$ 2,156,441.75	



County of Paintearth No. 18

Request for Decision

Title: RFD East Central 911 capital requisition for AFRRCS Budget

Meeting: Regular Council

Meeting Date: July 15, 2025

Issue/Background:

The County of Paintearth is a member of East Central 911 Dispatch

Financial:

East Central 911 Dispatch is an annual expense in the County of Paintearth budget. The 2025 budgeted requisition was paid on Jan 23, 2025 totalling \$16,960.

The new requisition represents an additional payment upfront with terms and conditions promised that will even out the capital expenditure over future years, funded from the Council operating contingency reserve.

The additional requisition comes as the longstanding society makes a final reach to complete the installation of the AFRRCS console which will help achieve its business plan objective of becoming Next-Gen 9-1-1 Compliant over the years of 2025-2029.

A future-year capital requisition credit for front ending municipal members of the East Central 911 dispatch has been discussed as a balancing measure in exchange for five of the members, namely the Counties of Minburn, Paintearth, and Vermilion River and the MD's of Provost, Wainwright, dividing the shortfall of \$100,000 between them on a per capital basis.

The Paintearth share is calculated at a per capita rate of \$5 and totals \$9,930.

The completion of the installation of the required equipment is expected to be in November 2025, the cash call (requisition) is expected to be in


Policy/Legislation:

MGA RSA 2000 Chapter M-26 Part 8 Section 248(1)(a)
East Central 911 Call Answer Society 2025 Business Plan
East Central 911 Call Answer Society Budget (Capital 2025)
East Central 911 Call Answer Society Bylaws (S 33.4, 33.5)

Recommendations:

1. That the County of Paintearth accept and pay the East Central 911 Dispatch capital requisition issued for \$9,930 and that the requisition be funded from the Council's Restricted Surplus Operating Contingency 4-74-00-710-00.
2. Council direct Administration accordingly.

Prepared By: Michael Simpson, Chief Administrative Officer

<div>  AFRRCS Budget - 2025 <i>UPDATED worksheet</i> </div>			
		08-Jul-25	
REVENUE	Budget		Actual
Capital Balance Jan 1, 2025	\$ 91,565.70		\$ 91,565.70
2025 Requisition \$1.50/cap	\$ 56,724.00		\$ 56,724.00
2025 Grants	\$ 100,000.00		\$ 20,000.00
Interest (fees) for 2025	\$ 3,500.00		\$ 3,223.76
Total Capital Svgs	\$ 251,789.70		\$ 171,513.46
2025 CAPITAL ADVANCE	Member Population	\$/capita	
County of Minburn	1670	\$ 5.00	\$ 8,350.00
County of Paintearth	1986	\$ 5.00	\$ 9,930.00
MD of Provost	2080	\$ 5.00	\$ 10,400.00
MD of Wainwright	4493	\$ 5.00	\$ 22,465.00
County of Vermilion River	8109	\$ 5.00	\$ 40,545.00
Total 2025 advance	18338		\$ 91,690.00
Total Project Revenue			\$ 263,203.46
EXPENSES (not incl GST)	Budget		RFP
Dispatch Console installation	\$ 175,000.00		\$ 188,715.23
Project Consultant contract	\$ 25,000.00		\$ 21,835.50
Telus circuit to AFRRCS core	\$ 20,000.00		\$ 3,500.00
Firewall upgrade	\$ 10,000.00		\$ 10,000.00
Total	\$ 230,000.00		\$ 224,050.73

2025 Year end Capital Balance

\$ 39,152.73



ARTICLE 30 – BORROWING POWER

- 30.1 For the purpose of carrying out the objects of the Society, subject to Article 14.2 hereof, the Society may borrow or raise or secure the payment of money in such manner as determined by the Members.

ARTICLE 31 - BUDGET

- 31.1 The Directors shall put before the Members, for their approval, a budget for each fiscal year. If the budget is not approved by a minimum 50% (fifty percent) plus 1 (one) of the Members, who shall represent at least 50% (fifty percent) of the total population of all the members, the Directors shall, as soon as reasonably possible, lay before a special meeting of the Members, a revised budget for approval and such process shall continue until the budget for the subject fiscal year has been approved.
- 31.2 The Directors may, during any fiscal year, present to the Members for their approval, amendments to the budget for the then current fiscal year at special meeting of the Members. If the amended budget is approved by the Members, the approved budget shall apply to the then current fiscal year.
- 31.3 The East Central 911 Call Answer Society shall have two general meetings a year. A general meeting will be held prior to June 30th, to discuss the audited financial statements for the previous fiscal year. In late November, or early December, a general meeting will be held each year, to review, revise as necessary, and approve the operating and capital budgets for the upcoming year.

ARTICLE 32 - MINIMUM CAPITAL BALANCE

- 32.1 The Society shall keep in an account separate from the Operational account, funds designated for Capital Expenditures. This account will maintain a minimum balance of ~~\$75,000 (seventy five thousand dollars)~~ **\$50,000 (fifty thousand dollars)**.
- 32.2 The Society shall establish a capital asset threshold of \$2,500. Capital assets not meeting the threshold are expensed in the year in which they are purchased.

ARTICLE 33 - AUTHORIZATION OF EXPENDITURES

- 33.1 Subject to section 33.3, the Society may make any expenditure that is contemplated within an approved budget.
- 33.2 If any expenditure can be reasonably expected to:
- (a) cause the Society to exceed its approved budget; or
 - (b) cause the reduction in resources for a program of the Society such that it will have a detrimental effect on any program contemplated by its approved budget



then such expenditure may be made if:

- (a) the Board approves such expenditure in advance; and
- (b) all of the Members approve such expenditure in writing and in advance of such expenditure.

33.3 The Society may make an emergency operation expenditure not to exceed Ten Thousand (\$10,000.00) Dollars or an emergency capital expenditure not to exceed Fifty Thousand (\$50,000.00) dollars (if authorized in advance by the Directors.)

33.4 The Board, on behalf of the Society, may authorize planned spending of the capital reserve established in Article 32.1 from time to time that results in an account balance of less than the minimum stated.

33.5 Should authorized spending from capital reserves result in a balance below the stated minimum balance in Article 32.1, the Board will present a minimum balance recovery strategy to the Society at the next general meeting.

ARTICLE 34 – AUDITING

34.1 The books, financial accounts and records of the Secretary-Treasurer shall be audited at least once each year by an auditor appointed by the Board (the “Auditor”). A complete and proper statement of the standing of the books for the previous fiscal year shall be presented at the Annual General Meeting.

ARTICLE 35 - FISCAL YEAR

35.1 The fiscal year of the Society shall terminate on December 31st in each year and the financial statements of the Society’s affairs for presentation to the Members at the Annual General Meeting shall be made as of that date.

ARTICLE 36 - INSPECTION OF BOOKS BY MEMBERS

36.1 The books and records of the Society may be inspected by any Member at any time upon giving reasonable notice and arranging a time satisfactory to the Secretary-Treasurer. Each Director shall, at all times, have access to such books and records.

East Central 911 Call Answer Society

Business Plan for 2025

Contributors:

- The Board of Directors of East Central 911 Call Answer Society
- Stephanie Spornitz - Chief Admin Officer
- AJ Keller - Consultant



Executive Summary

Overview

East Central 911 Call Answer Society (*short name - East Central 911 or EC911*) is a registered not-for-profit Society that provides emergency 9-1-1 and fire dispatch services along with other unique and enhanced services that act as a safety net to the communities that it serves. EC911 was originally founded by 27 municipalities in order to provide these services. It now serves member, non-member communities and small groups in the private sector as well.

The governance model consists of 7 elected director representatives of three zones; north, central and south. Three directors are elected from the north zone, two from the central and two from the south zones. The directors are Reeves, Mayors or Councilors within their communities who serve on the EC911 Board of Directors for a two-year term. The Board is comprised of a Chair, a Vice-Chair, a Secretary-Treasurer, and 4-directors at large. The general membership meets twice annually and in the fall of each year elects new representatives for the BOD.

The Strategic Action Plan was last reviewed by the Board of Directors in 2023. The current Action Plan is attached as [\(Appendix "A"\)](#).

EC911's operational dispatch centre and administrative office is located at Suite 1 - 1235 1st Avenue, Wainwright, Alberta. Operations are staffed 24/7/365.

Operational staff are currently comprised of four (4) full-time ECO's (Emergency Communication Officers) and five (5) casual ECO's. The employees at EC911 are collectively represented by the Health Sciences Association of Alberta (HSAA). Currently there is a collective agreement until December 31, 2027.

Administrative staff are comprised of a chief administrative officer and a consultant. This is a designed job-sharing structure to address a succession planning strategy. Both positions are contracted on an annual basis with current contracts in place. Additionally, administrative staff are cross-trained as ECO's should immediate resources be required operationally. All business, administrative, managerial, supervisory, and clerical tasks are performed in-house. Bookkeeping has been contracted with approval of expenses directed from the CAO. Year end, financial auditing services are performed by a contracted CPA firm.



Administration is capable of troubleshooting basic technical problems as there is no "IT" support staff. A trusted team of professional "IT" specialists have been established to ensure dependable, timely technological support.

The organization meets and/or exceeds all requirements of the Alberta Emergency 9-1-1 Act, its standards and regulations. The Alberta 9-1-1 Standards Version 4.0 received ministerial approval in May 2025. EC911 is an active participant and member in good standing with the Alberta Emergency 9-1-1 Advisory Association (AEAA).

Correspondence for EC911 may be directed to;

Mail: East Central 911
Suite 1-1235 1st Avenue.
Wainwright AB, T9W 1G9

Email: cao@ec911.ca
Website: www.ec911.com

Telephone: (780) 842-4215

Our Business

EC911 is a primary Public Safety Answering Point (PSAP) that receives 9-1-1 calls and dispatches appropriate resources or disseminates the calls to other emergency services. EC911 provides a safety-net in our communities by providing / enhancing municipal resources, safeguarding citizens and municipal employees. We call this our Rural Emergency Safety Net (RESN).

Currently there are 20 Primary, (PSAP's), in the province of Alberta. All 20 of these organizations share one common thread in that they are the first recipient of 9-1-1 calls on the TELUS 9-1-1 platform. The role of the PSAP in this capacity is to locate the caller, identify the caller, obtain "call back" information and then make a determination as to the most appropriate emergency resources needed.

At this point agencies vary. Most commonly we see that 9-1-1 centres also provide a dispatch function. In EC911's case that is fire / rescue dispatch. A few of the larger centres provide more than one dispatch function but all are a combination of police, fire/ rescue or ambulance.



In addition to the primary PSAP's there are secondary PSAP's that provide dispatch services to their respective disciplines. Alberta Health Services (AHS) provides ambulance dispatch throughout the province. The Royal Canadian Mounted Police (RCMP) provide policing dispatch throughout our area. At EC911 when ambulance is required, the 9-1-1 caller is linked to ambulance dispatch. When police are required the 9-1-1 caller is linked to the RCMP.

With the evolution of telecommunications technology, EC911 has seen the proportion of emergency calls increase to 83% wireless. Consumers' expectations of technology, related to 911 services, have also changed. Texting, sharing pictures and videos has inundated our daily lives and changed the way we communicate. Emergency services can benefit from these communication tools hence the national transition to Next Generation (NextGen) 9-1-1 telecommunication networks. The CRTC has directed all phone and cell service companies to update their networks to digital internet protocol technology so that they are ready to convey enhanced voice and text messaging services. It is the responsibility of EC911 to transition our PSAP to NextGen 9-1-1 capabilities within the mandated timeline. All PSAP's must be transitioned to NextGen 9-1-1 at least 3 months before the decommissioning of the current/legacy 911 network. The CRTC is set to decommission the current 911 network in March of 2027.

Goals

Fundamentally, we want to be the service of choice for all the communities we serve. The populations that we serve are not required to receive their services from us, so it is important that we understand the need to provide the service that best suits them. Our communities are many and varied in size, location, capacity and they all have unique needs. We want to work to maximize the effectiveness of these departments given their limited resources. We want to facilitate good relationships between our member municipalities and ourselves in order that together, we are able to support each other in these emergency efforts.

We need to be open-minded and receptive of new concepts, ideas and changing environments in these communities. Can we streamline our current processes? Can we continue to safely and efficiently give each department a protocol that works for their needs while embracing some standards that are clearly "good for all"? EC911 recognizes that customized protocols in our industry are unique and not feasible for larger organizations who must rely on rigidity and structure to deliver their service, but this, is what makes us who we are, this ability to be flexible.

We recognize that many of the communities we serve lack depth in resources which may inhibit their safety efforts. Specifically, we see that there is a need for work-alone services under Occupational Health & Safety guidelines and regulations. We have identified that we can help with this. We offer a service to our membership which will help bring them to compliance with these regulations and safeguard their employees and workers. EC911 will strive to become an organization of innovation and excellence.

We want to be a voice in Rural Alberta, articulating our concerns and needs to;

- Urban populations,
- the government,
- the general public
- and our peers in Rural Alberta.

We believe that integrated rural emergency agencies in Alberta are being threatened, given Urbanization and the attitudes of some that “bigger is better”. With the funding available in the industry from wireless telephone levy’s, large dispatch agencies are reaching into the rural areas to acquire those revenues for their cities.

How will we measure our success?

There are several different ways that we will be able to measure how successful we are in our efforts.

- Through Client satisfaction.
 - By bringing on new clients.
 - Regular and varied feedback from our clients through Admin inquiries and connections.
 - Feedback by our members at AGM’s.
 - Financial stability. Maintaining stable, affordable requisition rates and fees for service.
- Staffing.
 - Turnover of Staff, and sick days taken.
 - Expressed feedback during evaluation.
 - Positive relationships with the Union.



- Level and proficiency of service.
 - Traditionally EC911 has tried to adopt proven standards under the National Emergency Number Association (NENA). And through National Fire Protection Act (NFPA) standards. Prior to 2015 there was no legislation in the Province which set out standards for primary PSAP's to meet. That changed with the advent of the Alberta Emergency 9-1-1 Act. Standards are now in place with the most recent version (4.0), receiving Ministerial approval in May 2025. EC911 recognizes that our funding from the province is tied to compliance with the standards.
 - All Local Governing Authorities (LGA) were required to sign new NextGen 9-1-1 Service Agreements. The EC911 administration was able to support the LGA's with the interpretation of these agreements and ensure the requirements are being met. Our goal is to ensure all our communities served, experience a seamless transition.
- Advancement of our technologies (relative to industry standards).
 - Where are we amongst our peers within the province? Do we need to be on the cutting edge of these technologies? Should we be in front of new technologies, adopting only proven cost-effective technologies or should we be somewhere in between? Are we positioned to respond to changing technology both financially and operationally?
 - Our sense is that we are one of the leaders when it comes to adopting new technologies in smaller primary PSAP's within the province. Feedback comes to us through communications with other agencies at our regular Alberta Emergency 9-1-1 Advisory Association (AEAA) meetings and through our interactions with other agencies. We should visit and learn from what other centres have to offer.
 - EC911 has been using NextGen 9-1-1 compatible software since 2019 and is nearing completion of the "testing" phase with Telus. Time stood still on the NetGen 9-1-1 project during the COVID pandemic. We expect to receive "live" calls by the fall of 2025. This will position us in the top 3 to go live with Next Gen 9-1-1 in the province. EC911 is embracing the new technology and providing valuable feedback which will in turn benefit other PSAP's with a later transition timeline.



- Contingency planning and emergency preparedness.
 - Are we prepared?
 - Are our plans integrated with our partners' plans?
- Costing
 - How successful are we in our business efforts?
 - Are we cost-effective?
 - Is the value to our members increasing?
 - Is the per capita cost to the membership stable?
 - Are we capitalizing on available grants?
 - Are we affordable for all those who would want our services?

Business Plan Objectives:

2024 – Last Years Business Plan Objectives

- Financial
 - ✓ Balance the budget.
 - ✗ Maintain a stable requisition rate. 2024 saw an increase from \$5 to \$6.50 per capita.
 - ✓ Continue building fiscal reserves for anticipated investment in AFRRCs
- Business
 - ✗ Explore any new business potential with the County of Two Hills.
 - Seek the support of Fort McKay FN in disseminating our services to other First Nations. Seek further business with other FN communities such as Cold Lake FN, Frog Lake FN, Onion Lake FN, and Saddle Lake FN.
 - ✗ Make business cold calls to Counties of Beaver, Flagstaff, City of Cold Lake.
 - ✓ Enhance relationships with the membership, develop structured visit/feedback schedule for membership.
 - Continue pushing out the RESN (work-alone, after-hours and alarm monitoring).



- Technologies /Operations/HR
 - Fully implement Next Generation 9-1-1 systems into all aspects of dispatch.
 - Become NextGen 9-1-1 Compliant; Operationally and under the legislation.
 - Continue building user friendly systems to support ECO staff.
 - ✓ Maintain staffing levels to accommodate operational needs.
 - ✓ Initiate the Collective bargaining process with a view to obtaining a timely agreement.
 - Continued work to address Succession Planning for Administrative position(s).
 - Replace technology/assets according to the Society Evergreen Plan.
 - ✓ Implement a progression plan for AFRRCS identifying timelines and costs.
 - Meet all requirements under the Standards of the Emergency 9-1-1 Act.

2025-2027 – Planning

- Financial
 - Maintain stable affordable requisition rates for members.
 - Install equipment to accommodate Alberta First Responder Radio Communication System (AFRRCS) and maintain legacy radio systems communication. Many member municipalities have indicated that they are interested in AFRRCS when operationally necessary. Maintain consistent communication with departments as they transition to AFRRCS.
 - Reconcile capital reserves upon completion of the AFRRCS capital project.
- Business
 - Growth of Membership as well as non-member clientele.
 - Continue to work to enhance relationships with the membership. Develop structured visit/feedback schedule for membership.
 - Continue offering Work-alone and After-hours services to our members and new communities.
- Technologies /Operations/HR
 - Continued work to address Succession Planning for Administrative position(s).
 - Maintain staffing levels to accommodate operational needs.
 - Enhance staff training to promote growth and tenure.



- Replace technology/assets according to the Society Evergreen Plan.
- Fully implement Next Generation 9-1-1 systems into all aspects of dispatch.
- Meet all requirements under the Standards of the Emergency 9-1-1 Act.

2025-2029 - Planning

- Financial
 - Maintain stable affordable requisition rates for members.
- Business
 - Growth of Membership as well as non-member clientele.
 - Continue offering Work-alone and After-hours services to our members and to new communities.
- Technologies /Operations/HR
 - Become NextGen 9-1-1 Compliant: Operationally and under the legislation.
 - Replace technology/assets according to the Society Evergreen Plan.
 - Re-evaluate the succession plan for the next generation of Admin Staff.
 - Increase staffing levels to build depth and to accommodate operational needs.

6.H



Safety Code Council - QMP

From Lana Roth <[REDACTED]>
Date Fri 6/20/2025 9:37 AM
To Michael Simpson <[REDACTED]>
Cc Courtney Algot <[REDACTED]>

📎 1 attachment (781 KB)
2020 MUNICIPAL QMS TEMPLATE-TC- v1.4 MAY 2025.docx;

Morning,

I've been in contact with Safety Codes Council and they have advised that with the dissolution of Halkirk we are needing to

1. submit a voluntary cancellation application for **joint** accreditation through Council connect (Paintearth No. 18/Halkirk J000136).
2. We then need to submit a draft QMP for the County of Paintearth (**standalone accreditation**)

We are needing a motion of council to approve the draft QMP (see attached draft document) before I can submit this into Council Connect applying for our standalone accreditation.

Can you please include this draft QMP for approval for the agenda on July 15?

Thanks,

Lana Roth, CPA, CGA
Assistant Chief Administrative Officer

County of Paintearth No. 18

[REDACTED]

[REDACTED]

County of Paintearth No. 18

Quality Management System

QMS Version: May 2025 v1.4

County of Paintearth No. 18

Quality Management System

This Quality Management System has been accepted
by the Administrator of Accreditation.

Administrator of Accreditation

June 23, 2025

Date



**Safety
Codes
Council**

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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **County of Paintearth NO. 18**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Building

- ☐ All parts of the current:
 - National Building Code – Alberta Edition; and
 - National Energy Code of Canada for Buildings.
- Or**
- ☐ Only those parts of the National Building Code – Alberta Edition:
 - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m² or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial; and
- All parts of the:
 - National Energy Code of Canada for Buildings.

1.2 Electrical

- ☐ All parts of the current:
 - Canadian Electrical Code Part 1.
- ☐ All parts of the current:
 - Alberta Electrical Utility Code.

1.3 Fire

- ☐ All parts of the current:
 - National Fire Code – Alberta Edition; and
 - Fire Investigation (cause and circumstance).
- Or**
- ☒ All parts of the current:
 - National Fire Code – Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- ☐ Fire Prevention Programs (optional).
- ☐ Public education.

1.4 Gas

- ☐ All parts of the current:
 - Natural gas and propane installation code
 - Propane storage and handling code
 - Compressed natural gas refuelling stations installation code
 - Liquefied natural gas refuelling stations installation code
 - Code for digester gas, landfill gas and biogas generation and utilization
 - Canadian hydrogen installation code
- Excluding the**
 - Natural gas for vehicles installation code
 - Code for the field approval of fuel related components on appliances and equipment
 - Installation code for propane fuel systems and containers on motor vehicles.

1.5 Plumbing

- ☐ All parts of the current:
 - National Plumbing Code of Canada (NPC), and
 - Alberta Private Sewage Systems Standard of Practice.

2.0 Quality Management System Administration

County of Paintearth No. 18

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management System (QMS).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMS.

The Municipality recognizes that failure to follow this QMS could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMS, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMS through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMS in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMS, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMS. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMS, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMS and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMS, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMS; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMS Manager

The Municipality will identify a QMS Manager who is responsible for the administration of the QMS. The QMS Manager will be an employee of the Municipality. If the individual fulfilling the role of QMS Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMS Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMS. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMS. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMS.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMS.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMS Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMS and any revisions. It will also provide access to a copy of this QMS, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMS;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMS to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMS

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMS. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMS. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMS.

2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMS including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMS including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMS are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMS.

For administering the Act, permission is deemed the same as a permit.

2.9 QMS Amendments and Revisions

All revisions or changes to this QMS require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMS must be submitted with the acceptance of the Municipality's QMS Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMS on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMS will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

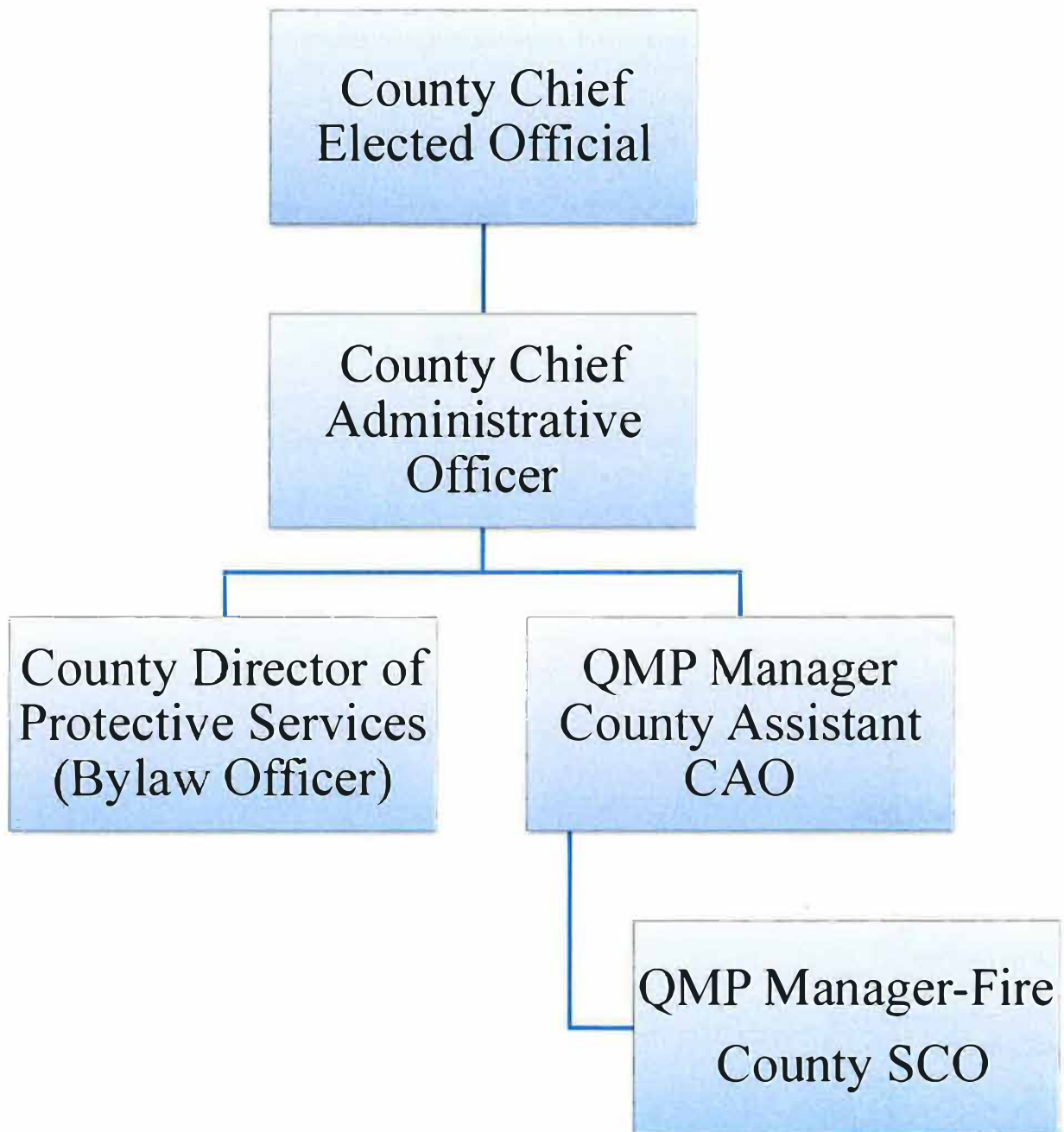
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMS

2.13 Municipal Agreement – New Accreditation

In accordance with Municipal Council Resolution # _____ of the *County of Paintearth No. 18* hereby provides agreement and signature to this QMS.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMS.

Signature – Chief Administrative Officer

Michael Simpson
Name

Date

msimpson@countypaintearth.ca
Email Address

403-882-3211
Phone Number

Signature Chief Elected Official

Stan Schulmeister
Name

Date

2.14 QMS Manager Information

Lana Roth

County Assistant CAO

QMS Manager Name

Title

Mailing Address

Phone Number

Email Address

2.15 Notices

Correspondence regarding this QMS will be sent to the QMS Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMS contacts as required.

2.13 Municipal Agreement – Update or Scope Change

Use this signature page if the QMS is part of an Update Accreditation application.
Delete otherwise.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMS.

**Signature of Municipal Employee Duly Authorized
to Enter Into this Agreement**

Date

Name

Job Title

Phone Number

Email Address

2.14 QMS Manager Information

Lana Roth

QMS Manager Name

County Assistant CAO

Job Title

County of Paintearth No. 18 Box 509
Castor, AB T0C 0X0

Mailing Address

403-882-3211

Phone Number

lroth@countypaintearth.ca

Email Address

2.15 Notices

Correspondence regarding this QMS will be sent to the QMS Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMS contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMS.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMS Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMS Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an issued variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMS.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMS, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMS; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMS.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the current *National Building Code – Alberta Edition*;
- obtain any letters or schedules required to be provided by the current *National Building Code – Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the current *National Building Code – Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the current *National Building Code – Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the current *National Building Code – Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

4.1.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> at any stage within one (1) year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> at any stage OR within one (1) year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> complete foundation prior to backfill AND solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR building envelop including insulation and vapour barrier prior to drywall AND final inspection, including HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> complete foundation prior to backfill AND solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR building envelop including insulation and vapour barrier prior to drywall AND final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> complete foundation prior to backfill AND building envelop and HVAC rough-in OR framing, structure, and building envelop prior to insulation and vapour barrier AND final inspection, including HVAC completion within two (2) years of permit issuance

Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final inspection within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

4.1.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
- Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
 - single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work over \$10,000	2	<ul style="list-style-type: none"> rough-in inspection prior to cover-up OR mid-term AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work less than \$10,000	1	<ul style="list-style-type: none"> rough-in inspection, or final inspection, within one (1) year of permit issuance
Single Family Residential or Farm Buildings with value of work over \$2,500	2	<ul style="list-style-type: none"> completed rough-in inspection prior to cover-up AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings with value of work less than \$2,500	1	<ul style="list-style-type: none"> final inspection, within one (1) year of permit issuance
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> rough-in inspection prior to cover-up OR final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> final inspection within 180 days of permit issuance
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> mid-term inspection AND final inspection, within one (1) year of permit issuance

4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.3 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

4.3.1 Construction Document Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes, but is not limited to, poles, substations and overhead and underground systems.

4.3.2 Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
Transmission and Substations	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, not repetitive in nature and not based on standard designs, and that has been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban versus rural construction;
- customer type, i.e. industrial, commercial, farm, residential;
- system upgrades;
- geographic location and terrain, i.e. service area, forest, prairie;
- construction crews involved; and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

4.4 Fire

4.4.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

4.4.2 Fire Inspections

Method 2

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
New construction	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> one (1) site inspection of all work or acceptance of Verification of Compliance AND one (1) final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> one (1) site inspection or acceptance of Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> Once per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> On request or complaint Once every 24 months
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> On request or complaint Once every 24 months
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> On request or complaint Once every 24 months
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> On request or complaint Once every 24 months

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group B, Division 1 Detention	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group B, Division 2 Treatment	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group B, Division 3 Care	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group D	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group E	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group F, Division 1	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group F, Division 2	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months
	Group F, Division 3	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every 24 months

***Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.4.3 Inspection Frequency Definitions:

1. **On request or complaint** - the process as defined by municipal operational policy.
2. **Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMS.
3. **Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMS.
4. **Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMS.
5. **Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMS.

4.4.4 Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.4.5 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

4.4.6 Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Firesetter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.



CASTOR AND DISTRICT HOUSING AUTHORITY

Box 209
4501 – 55th. Avenue
Castor, AB. T0C 0X0

Email: cao@paintearthlodge.com
Fax: (403) 882-2714
Tel: (403) 882-3244

6.I

RECEIVED

JUN 20 2025

June 20, 2025

County of Paintearth No.18
Box 509
Castor, AB T0C 0X0

Dear Michael,

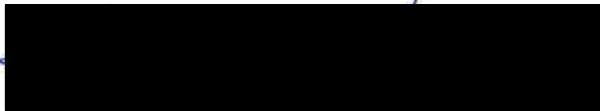
Re: Update regarding Governance & Operational Policies on Board Membership

On June 18, 2025, the Board made a motion regarding the following addition of section 3.1 (d) the management body shall be governed by a Board, comprised of the following and appointed in accordance with subsection (2), this motion was carried.

- (a) Two (2) members of the Board appointed by the County of Paintearth No.18,
- (b) Two (2) members of the Board appointed by the Town of Castor,
- (c) One (1) member of the Board appointed by the Town of Coronation; and
- (d) one (1) member at large to represent Halkirk appointed by the County of Paintearth No.18.**

Please present this information to your council, and if you have any questions or concerns, please contact me.

Sincerely,



Trudy Kilner
CAO/Manager
Castor and District Housing Authority

6.J



5031 50th Street
Stettler, AB T0C 2L0
clearview@clearview.ab.ca

July 3, 2025

To: County of Paintearth Councilors & Town of Stettler Councilors

Dear Councilors,

Subject: Invitation to Support the Development of the Rural Return Service Bursary Program

At our recent Local Governance Meeting, the Clearview Board of Trustees was pleased to engage in a productive discussion with many of our community partners about the development of a Rural Return Service Bursary Program. This initiative is aimed at encouraging local graduates to return to our communities after completing their post-secondary education.

Following that discussion, Clearview would like to move forward with formalizing this concept into a structured and sustainable program. Based on your support during the meeting, we are inviting both the County of Paintearth and the Town of Stettler to each appoint one administrative representative to collaborate with Clearview on the creation of the necessary documentation and framework.

This working group will be responsible for co-developing *Terms of Reference* for the Return Service Bursary Committee, as well as drafting the guidelines and application forms required to operationalize the bursary. The intent is to complete this foundational work and bring it back to councils by September 2025, enabling the bursary to be launched November/December 2025.

Your participation in this process is valued and essential to ensuring the program reflects the shared goals of our region and serves the needs of our rural communities effectively.

We would appreciate receiving confirmation of your appointed representative by August 11, 2025 so that we may begin planning the initial meetings. Please have your representative connect with Scot Leys, Superintendent of Schools (sleys@clearview.ab.ca).

Thank you for your continued partnership and commitment to our local youth and regional development.

Warm regards,



Guy Neitz
Chair, Clearview Board of Trustees



6. K

RECEIVED

JUN 30 2025

To the Attention County of Paintearth Council

I own the section of land on the North side of the road that goes to the land fill starting at secondary highway 872 going west on the pavement. The county built up that road and put in a new fence along the road, since the completion of that improvement every winter when they snowplow that road they break off at least 10 posts. We have been going up every spring and replacing these broken post at our own time and cost.

2020 – 14 post@ 7.90 + 2.5hrs

2021 – 11 post@ 8.50 + 2.5hrs

2022 – 12 post@ 9.60 + 2.5hrs

2023 – 16 posts@ 9.99 + 2.5hrs

2024 – 11 posts@ 10.49 + 2.5hrs

2025 – 13 post@ 10.49 + 2.5hrs

Several of the same posts have been year after year.

The fence is likely to close to the center line of the road and the fact that it was raised up 1 to 2 feet during the rebuild is contributing to the broken posts. The county built the fence not me.

I propose that the County dust proof the road in from of my home in lieu of the above bill as well as continue to do so every year if it requires it my reasoning is as follows, the above bill, the fact that there was little to know traffic spring and fall past my house but since the county allowed the Seed plant and Nutrien (which the county collects taxes) to build the traffic has increased dramatically. They have done vehicle counts most have been done in June or July so they hold no merit. We would continue to have minimal traffic was it not for that business.

Oil companies do in front of the farmer's places that they have continuous inconvenient traffic passing as a good neighbor policy.

Inn closing I would ask that the county consider the above and do the right thing and start this year by dust proofing in from of my yard NE-01-036-11 w4.

Thank you for your consideration

Mark Zimmer

1



Dear Sponsor

We at Castor Cruise In will be hosting our 9th Annual Show and Shine. At this time, we are approaching local businesses and suppliers and asking for donations, we will need donations to go into our gift bags, for the first 25 registrants, as well as donations for our major prizes.

Anything donated is greatly appreciated. The Show & Shine will be held AUG 16th however, we are working away on securing prizes now to be ahead of everything.

Any questions please contact the people below.

Thank you for your time.

Cori Fawcett

██████████

Corrine Richaud

██████████



In accordance with County Policy, the County of Paintearth supports youth (18 years or younger) that participate in recreation and culture. A yearly budget amount of \$5,000.00 will be retained for distribution. The County will provide \$50 per individual or up to a maximum of \$500.00 per team or club per application that are participating at a provincial, national or international level.

The following must be completed and submitted to the County of Paintearth No. 18 Administration Office, Box 509, Castor, Alberta T0C 0X0.

Name of Event: 2025 U13D Softball Provincials

(Please check appropriate event): Provincial ☒, National ☐ or International ☐

Date(s) of Event: July 11-13 in Wainwright

(Please check): Individual ☐ or Team and number of participants on team: 12

Or

If a Club ☐ number of participants in club: ☐

Name of Applicant: Tina Hronek

Ph. Number: ☐

Mailing Address: ☐

Postal Code: ☐

Upon receipt of the completed application it will be presented at the next upcoming County Council Meeting for Council's review and decision.

(Office Use)

AMOUNT APPROVED: \$ ☐

DENIED: ☐

DATE REVIEWED BY COUNCIL: ☐

RESOLUTION NUMBER: ☐



County of Paintearth
No. 18

FUNDING APPLICATION
Recreation & Community Service Grants

In accordance with County Policy, the County of Paintearth supports youth (18 years or younger) that participate in recreation and culture. A yearly budget amount of \$5,000.00 will be retained for distribution. The County will provide \$50 per individual or up to a maximum of \$500.00 per team or club per application that are participating at a provincial, national or international level.

The following must be completed and submitted to the County of Paintearth No. 18 Administration Office, Box 509, Castor, Alberta T0C 0X0.

Name of Event: U17 Girls Provincial Finals

(Please check appropriate event): Provincial ☒, National ☐ or International ☐.

Date(s) of Event: July 18th -20th 2025

(Please check): Individual ☐ or Team ☒ and number of participants on team: 13

Or

If a Club ☐ number of participants in club: ☐.

Name of Applicant: Prairie Gamblers Ph. Number: [REDACTED]

Mailing Address: [REDACTED] Postal Code: [REDACTED]

Upon receipt of the completed application it will be presented at the next upcoming County Council Meeting for Council's review and decision.

Thanks for considering our application

(Office Use)

AMOUNT APPROVED: \$

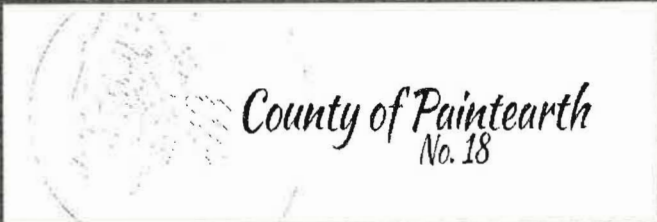
DENIED:

DATE REVIEWED BY COUNCIL:

RESOLUTION NUMBER:

6.0 RECEIVED

11.9.23



FUNDING APPLICATION
Recreation & Community Service Grants

In accordance with County Policy, the County of Paintearth supports youth (18 years or younger) that participate in recreation and culture. A yearly budget amount of \$5,000.00 will be retained for distribution. The County will provide \$50 per individual or up to a maximum of \$500.00 per team or club per application that are participating at a provincial, national or international level.

The following must be completed and submitted to the County of Paintearth No. 18 Administration Office, Box 509, Castor, Alberta T0C 0X0.

Name of Event: SOFTBALL ALBERTA PROVINCIALS U17D

(Please check appropriate event): Provincial ☒, National ☐ or International ☐

Date(s) of Event: July 11-13, 2025

(Please check): Individual ☐ or Team ☒ and number of participants on team: 13

Or

If a Club ☐ number of participants in club: ☐

Name of Applicant: Shavna-lee Thomas

Ph. Number: [REDACTED]

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Upon receipt of the completed application it will be presented at the next upcoming County Council Meeting for Council's review and decision.

(Office Use)

AMOUNT APPROVED: \$

DENIED:

DATE REVIEWED BY COUNCIL:

RESOLUTION NUMBER:

Director's Report

Department: Community Services

Meeting: Regular Council Meeting

Meeting Date: July 15, 2025

1. Planning and Development

- i) Please see the YTD reports for Dev Permits issued thus far, as well as subdivision applications either in the works or known to be submitted.
- ii) Marquart property subdivision signed off and submitted to PRMS, LTO
- iii) Work on the update to LUB for Halkirk zoning map inclusion – public hearing today
- iv) New batch of rural address signs ordered for later summer install
- v)

2. Industry Report

- i) Please see the attached YTD list of approvals and notices for the industry activity in the County for utilities, oil and gas, and reclamation works.
- ii) Tinchebray Substation – Recent correspondence attached, landowner has dispute with ATCO on surface water drainage, County approval in place from Nov of '21 for use of ROW to run pipe down for surface water remains. Issues between landowner and ATCO are out of realm of County, subject to an AEPA permit. We did facilitate a mtg room for all parties to sit down and discuss, no resolution gained it appears.

3. Parks and Recreation

- i) As of early July, parks seasonal labourer has been busy at work with:
 - co-operating with Halkirk PW staff in maintaining the facilities and grounds
 - mowing, mowing and more mowing of grass in Halkirk
 - table restoration and staining in Huber and Burma – nearing completion
 - table frame painting and planking for replacement fleet to Burma
- ii) AED cases donated by the Loughheed family for Huber/Burma sent out to parks for install at camp shack (Huber) and cabin (Burma)
- iii) Outhouses in Burma underway and nearing completion, site tour to address access and feathering out of gravel walk up apron on July 7 with Mike, Clr. Elliott

4. Emergency Management

- i) Zoomed into AEMA mtg where HARP has now replaced DRP, and other updates 😊 and appears to be much larger all encompassing program than before.

Prepared By: Todd Pawsey, Director of Community Services

2025 Development Report

As of July 7

2025

DP #	Applicant	Location	Particulars	Value	District	Perm/Disc	Class
2501	Gil Ellefson	NW34-38-10	Moved in house, shop	\$350,000	Ag	Permitted	Res
2502	County of Paintearth	Lot 1 Blk 1 Pln 2421388 in NE12-37-11	multi bay equip shop	\$800,000	Ag	Permitted	Ind
2503	Jason & Correna Cooper	Lot 1 Blk 1 Pln 1020187 in SE6-36-9	renos, minor home occ permit	\$0	Ag	permitted	comm
2504	Tyson Glazier	SW13-37-11	manufactured trailer, porch	\$400,000	Ag	Permitted	Res
2505	Kurt & Erin Chick	Lot 3 Blk 1 Pln 0621408 in NE24-38-16	residence and attached garage	\$650,000	HR	Discretionary	Res
2506	Daniel & Tanya Brown	SW27-38-11	addition & renovations to residence	\$300,000	Ag	Permitted	Res
2507	Jamie Marquart	SW2-38-14	residence and attached garage	\$1,499,000	Ag	Permitted	Res
2508	League Projects Ltd	Lot 4 Blk 1 Pln 8921602 in SW13-36-11	60x100' cold storage shop	\$200,000	RCI	Permitted	Ind
2509	Daren & Amanda Giffin	Lot 1 Blk 1 Pln 124222 in SE9-39-16	32x40' shop/garage	\$100,000	Ag	Permitted	Res
2510	Darcy & Jessie Waltham	NE11-37-11	residence and attached garage	\$450,000	Ag	Permitted	Res
2511	Eric & Josie Neilson	NW14-37-13	Rec viewing tower and day use area	\$15,000	Rec	Permitted	rec
2512	Crop Mgmt Network	Lot 2 Blk 3 Pln 1225690 Crowfoot Cr	80x50' chem storage shop	\$250,000	RCI2	Permitted	Ind
2513	ATCO Electric	NE26-39-15	temp construction site laydown yard	\$100,000	Ag	Permitted	Ind
2514	Battle River Lodge	NE31-36-9	bath & bedroom renos to shop mezzanine	\$10,000	Rec	Permitted	comm
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2560			Totals	\$5,124,000			
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As of July 7

*** Applicant**

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2025 Industry & Utilities Report

As of July 11

2025

Approaches and Access

# Applicant	Land Location	Date Applied	Existing	New Constr.	Culvert?	Date Approved
1 InterPipeline Ltd	NW18-38-9	11-Mar		y	n	14-Mar
2 Karve Energy	SE7-38-11	14-Mar		y	y	17-Mar
3 InterPipeline Ltd	NW19-38-9	07-May	y			11-Jun
4 InterPipeline Ltd	NE34-36-10	07-May	y			11-Jun
5 InterPipeline Ltd	SE15-36-10	07-May	y			11-Jun
6 Karve Energy	NE34-38-12	21-May		y	n	27-May
7 InterPipeline Ltd	34-35-10	16-Jun	y			16-Jun
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Pipeline Crossings

Applicant	Land Location	Date Applied	Open/Bored	Weed Ctrl?	Profile Rec'd	Date Approved
1 karve energy	NW7-38-11 to NE12-38-12	08-Apr	bored			25-Apr
2 Paintearth Gas Co-op	NE10 to NW11-37-11	22-Apr	bored			25-Apr
3 Paintearth Gas Co-op	NE11 to NW12-37-11	22-Apr	bored			25-Apr
4 Paintearth Gas Co-op	NW12 to SW13-37-11	22-Apr	bored			25-Apr
5 Paintearth Gas Co-op	NW34-38-10 to SE3-39-10	27-May	bored			28-May
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Proximity Requests

Applicant	Land Location	Date Applied	Date Approved
1 Karve Energy	SE18-38-11	12-Mar	14-Mar
2 Karve Energy	NE34-38-12	13-Mar	14-Mar
3 Karve Energy	SE7-38-11	14-Mar	17-Mar
4 Interpipeline Ltd	SW3-36-10 & NW34-35-10	21-Apr	25-Apr
5 Interpipeline Ltd	NW18-38-9	17-Apr	25-Apr
6 Interpipeline Ltd	SE15-36-10	07-May	12-May
7 Interpipeline Ltd	SE34-36-10	07-May	12-May
8 Interpipeline Ltd	NW19-38-9	07-May	12-May
9 Interpipeline Ltd	NE34-36-10	28-May	11-Jun
10 Interpipeline Ltd	SE34-36-10	28-May	11-Jun
11 Interpipeline Ltd	SE15-36-10	28-May	11-Jun
12			

Utility Applications

	Land Location	Project	Notified	Approved
1 ATCO Electric	SE13-37-11	powerline to prop	31-Jan	21-Feb
2 ATCO Electric	NE11-37-11	powerline extension	31-Jan	21-Feb
3 ATCO Electric	NW5-35-12	salvage of equip	18-Feb	21-Feb
4 ATCO Electric	east up 123	replace 1 ph w 3 ph lines	13-Mar	14-Mar
5 ATCO Electric	NE18-38-9	replace 2 poles add transformer	18-Mar	27-Mar
6 Telus	E11-40-16	new copper lines in 855 ditch	26-May	n/a
7 ATCO Electric	NE34-39-15	salvage equip H2 laydown yard	02-Jun	10-Jun
8 ATCO Electric	NE7-38-11	line to service Karve site	10-Jun	10-Jun
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RUA Projects

	Land Location	Roads	Date Entered
1 Veren Energy Inc	SW32-38-12	RR125	28-Apr
2 IPL - maint digs	various 38-9, 36-10		07-May
3			
4			
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6			
7			

D56 & Other Notices**Exploration/Development Notices of Intent****Applicant** **Land Location****Intent Notice****Compl. Notice****Purpose**

1 Battle River Energy	36-36-14	19-Dec	pipeline abandonment
2 Battle River Energy	SW26-38-10	20-Dec	wellsite abandonment
3 Battle River Energy	SE34-37-9	20-Dec	wellsite abandonment
4 Battle River Energy	NW4-39-10	20-Dec	wellsite abandonment
5 Battle River Energy	SW32-39-10	20-Dec	wellsite abandonment
6 Battle River Energy	SE26-37-10	20-Dec	wellsite abandonment
7 Battle River Energy	E15-37-10	20-Dec	wellsite abandonment
8 Battle River Energy	NE35-36-10	20-Dec	wellsite abandonment
9 Karve Energy	SE22-39-14	14-Jan	rec certificate issued
10 Karve Energy	NE4-38-14	14-Jan	rec certificate issued
11 Karve Energy	SW18-37-14	14-Jan	rec certificate issued
12 Karve Energy	NE33-37-14	14-Jan	rec certificate issued
13 Karve Energy	NE2-38-14	14-Jan	rec certificate issued
14 Karve Energy	SW26-39-10	17-Jan	rec certificate issued
15 Karve Energy	SW18-38-14	17-Jan	rec certificate issued
16 Karve Energy	NW32-38-12	23-Jan	rec certificate issued
17 Canadian Natural	10 to 3-37-14	24-Jan	pipeline abandonment
18 Canadian Natural	5-36-11	13-Feb	pipeline abandonment
19 Karve Energy	NE11-38-14	25-Feb	rec certificate issued
20 Cenovus Energy	39-13 leases	05-Feb	assets transfer
21 Karve Energy	SW5-36-9	05-Mar	new multiwell padsite
22 Karve Energy	SE18-38-11	12-Mar	additional wells on exist padsite
23 Karve Energy	NE34-38-12	13-Mar	additional wells on exist padsite
24 NGTL	NW11-39-16	25-Mar	meter station abandonment
25 Karve Energy	SW7-38-11	20-Mar	new multiwell padsite
26 JSK Consulting	22-34-11	01-Apr	pipeline abandonment
27 Karve Energy	5-36-9	02-Apr	oil effluent and salt water pipelines
28 Karve Energy	7-38-11 to 12-38-12	08-Apr	salt water pipeline
29 Karve Energy	34-38-12	09-Apr	oil effluent pipelines
30 EP Resources Corp	NE13-40-10	28-Apr	additional wells on exist padsite
31 Karve Energy	SW17-39-12	05-May	rec certificate issued
32 Karve Energy	SE18-39-12	05-May	rec certificate issued
33 Karve Energy	NE18-39-12	05-May	rec certificate issued
34 Veren Energy	NE1-40-15	16-Jun	approach release
35 Whitecap Resources	SE12-40-14	27-Jun	wellsite & pipeline abandonment
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Michael Simpson

From: Terry Vockeroth
Sent: July 7, 2025 5:02 PM
To: Council
Subject: Fw: No response from County?
Attachments: June 26, 2025 Water at Tinchebray Substation.pdf

Hello fellow council members, please note the attachment.

Cheers
Terry

Get [Outlook for iOS](#)

From: Donna Fetaz <[REDACTED]>
Sent: Sunday, July 6, 2025 12:33:24 PM
To: Terry Vockeroth <[REDACTED]>; Michael Simpson <[REDACTED]>; Todd Pawsey <[REDACTED]>
Subject: Re: No response from County?

I am requesting that the following be brought up during the next council meeting.

On May 21, 2025 I made an in person request for information from the County regarding ATCO reporting to the AEPA and myself of water containing soil sterilant released from the Tinchebray Substation site during spring runoff 2025. The questions were as follows:

- 1) Was the County notified by either AEPA or ATCO of unlicensed uncontrolled contaminated water released onto the County ROW?
- 2) If so, did the County inform anyone downstream on the Paintearth Creek of this event?
- 3) Is the County aware that the AEPA has stated that the County of Paintearth is responsible for the flow of the water released from the Road Allowance because the County has assumed responsibility for that water due to the agreement made between ATCO and the County of Paintearth?

I have not received a response to these questions. As of this date the possibly contaminated unlicensed uncontrolled water is flowing onto my land, please see attachment.

Please confirm that you have received this email and when it will be brought up before the council.

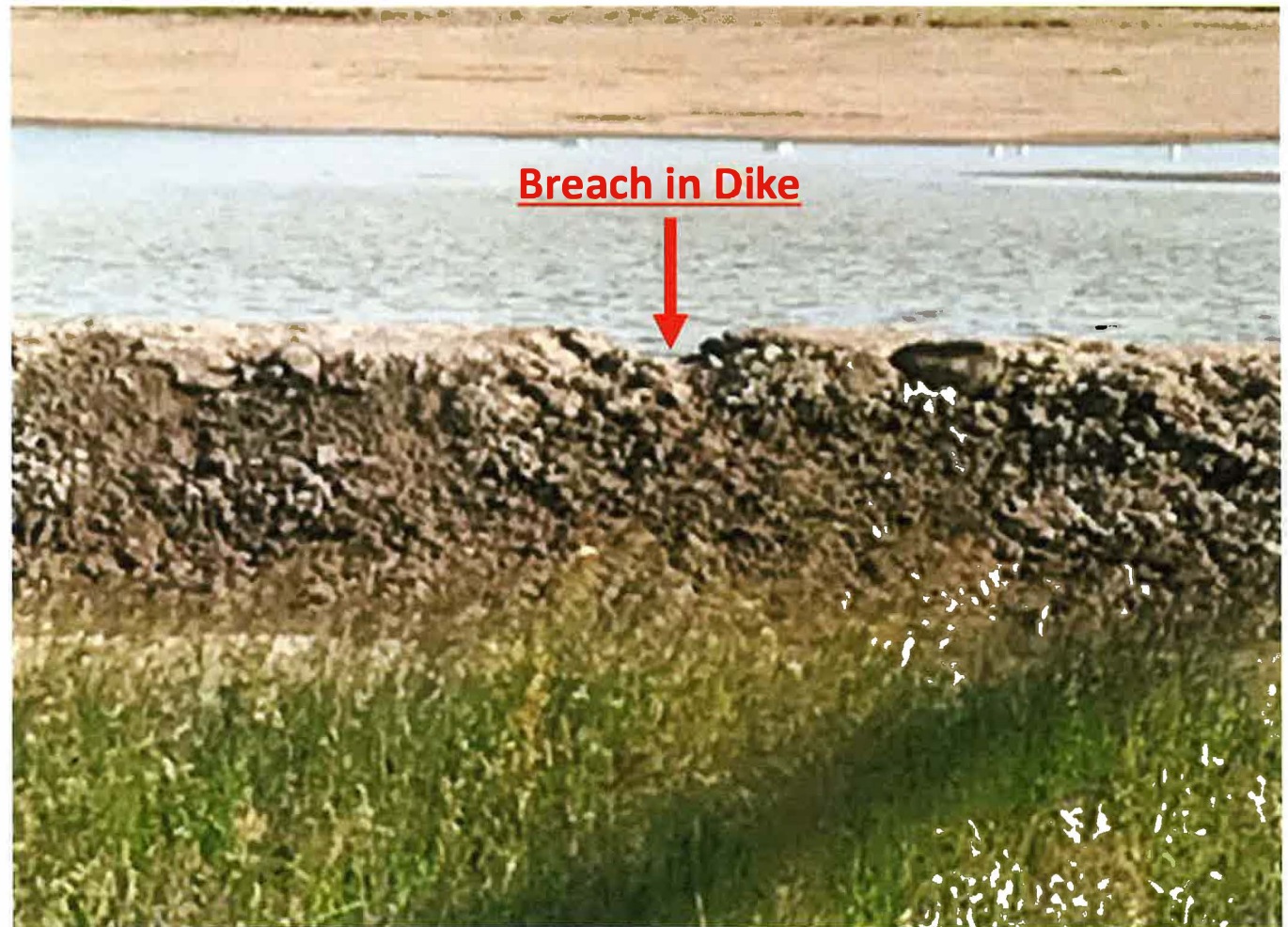
Thank you for your time and consideration.

Brian Perreault

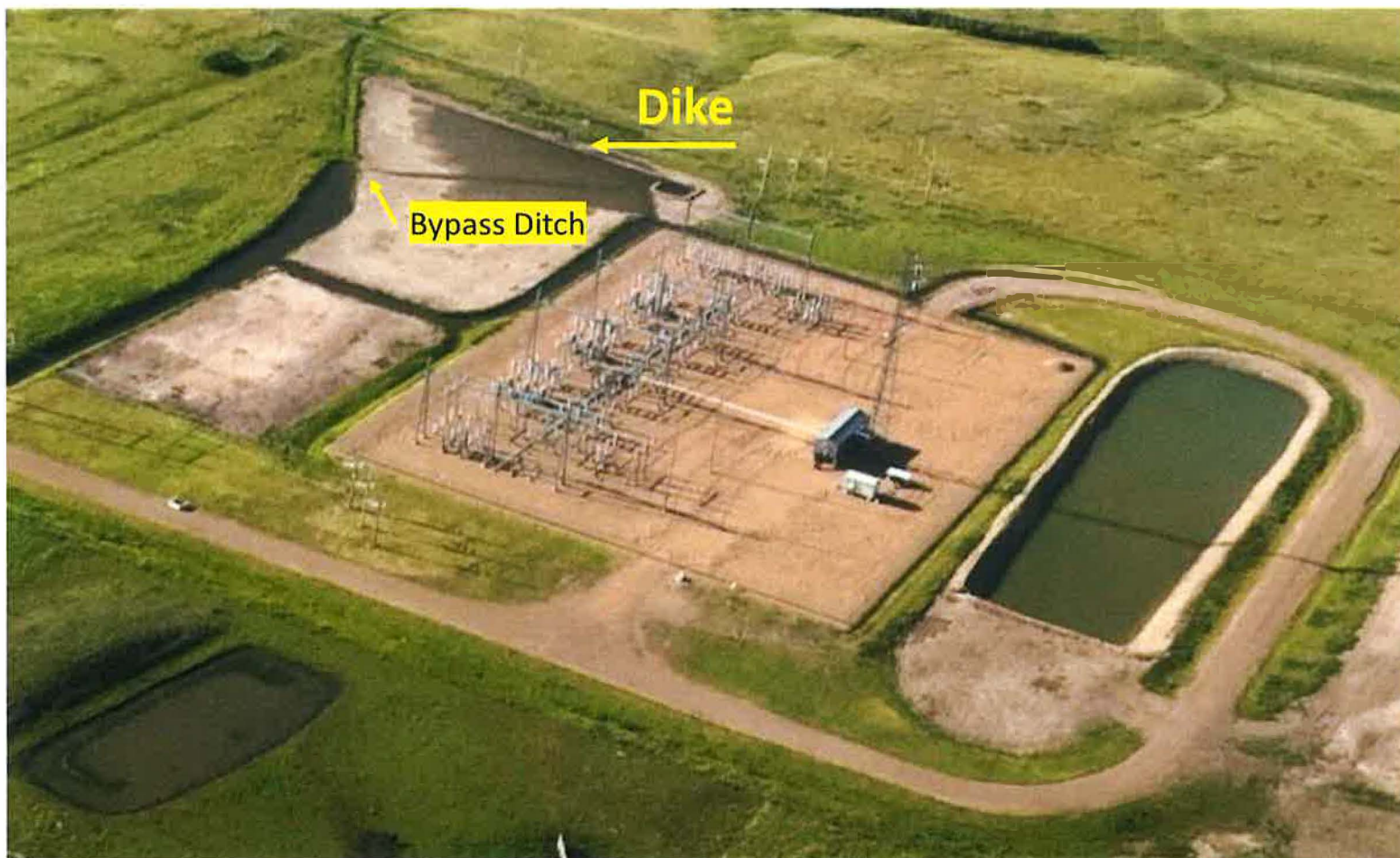
On Fri, Jun 27, 2025 at 9:32 AM Donna Fetaz <[REDACTED]> wrote:

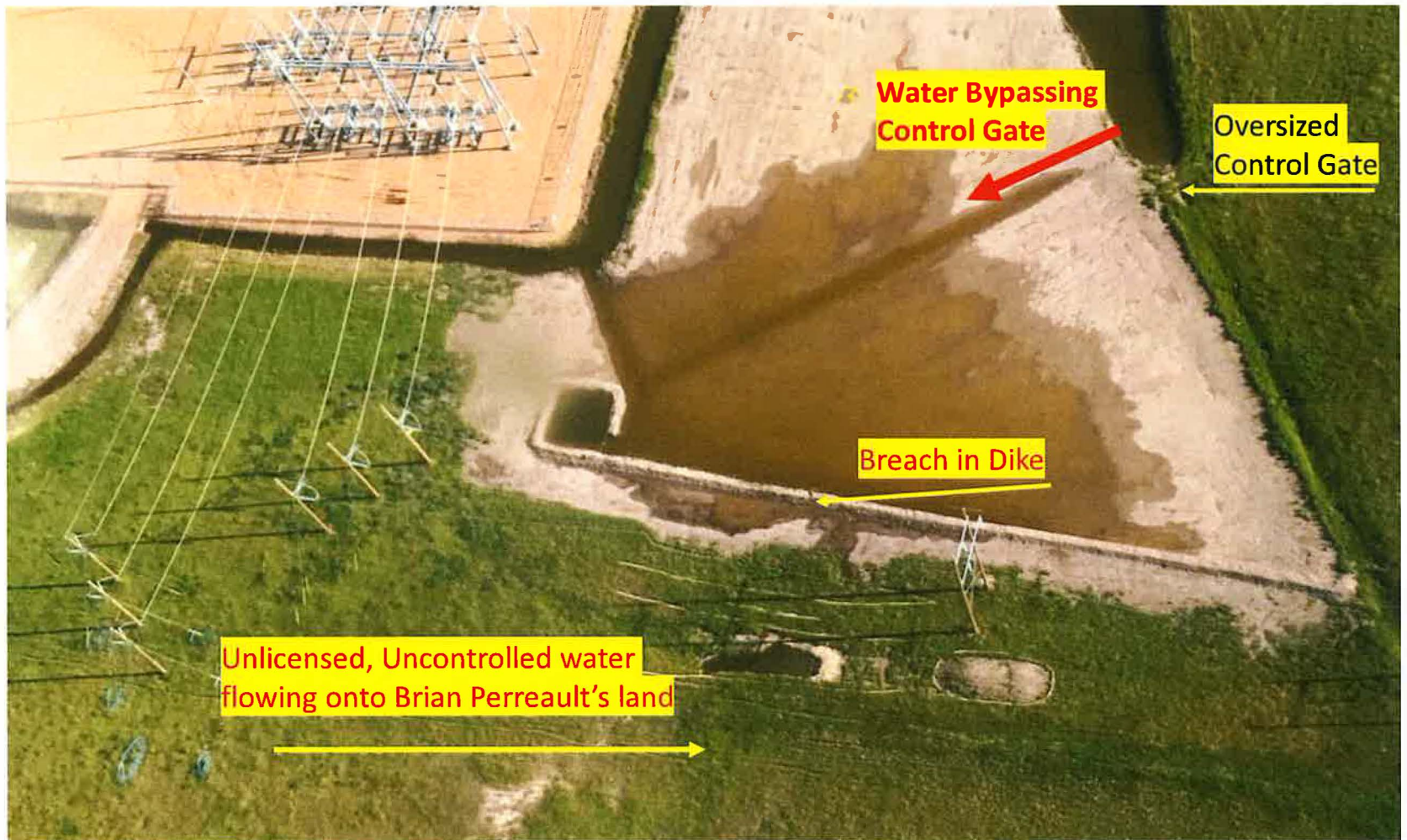
Tinchebray Substation Dike June 26, 2025

On June 26, 2025, it was noticed that Brian Perreault had unlicensed, uncontrolled possibly contaminated water flowing onto his land from the Tinchebray Substation. The Dike that ATCO built in April 2025 to stop this unlicensed, uncontrolled possibly contaminated water is failing.



Tinchebray Substation June 26, 2025





Looking West along Dike

Unlicensed, Uncontrolled
possibly contaminated water
flowing over Dike at Tinchebray
Substation June 26, 2025.



On June 26, 2025 it was noticed that water that is possibly contaminated is not flowing from the licensed Control Gate because the Control Gate is higher than the bypass ditch that was dug in 2025. Water is now able to bypass uncontrolled to the Dike area then over the Dike onto Brian Perreault's land.



This picture taken on June 26, 2025 shows that there is no water flowing out of the licensed Control Gate because the water is bypassing the Control Gate through the Bypass ditch that is lower than the licensed Control Gate to the Dike area then flows uncontrolled over the Dike onto Brian Perreault's land. ATCO does not have a Water License to do this. This licensed ditch is higher than the substation.



November 4, 2021

Jeff Sansom
Planner, Lands
Transmission & Distribution
ATCO Electric
10035-105 ST
Edmonton AB
T5J 1C8

RE: CETO Drainage Plan of Tinchebray Retention Pond

The Council of the County of Paintearth recently reviewed the plans submitted for draining the substation at Tinchebray and using the undeveloped portion of the ROW to south into the coulee and terminating near the creek at the bottom of the slopes. Council has agreed to support the plan with the following conditions that arose during the review and discussion:

- 1) An agreement for buried services within the ROW will be required and the specifications for buried services are to be as per Council Policy PW19 attached.
- 2) The enlarged retention pond – in being close proximity to Rge Rd 151 – will require - in addition to the natural berming containment proposed – a barrier to prevent any vehicle inadvertently leaving the ROW and entering the pond. Such a barrier to be either guardrail suitable for road traffic or the proposed “jersey barriers” or similar concrete dividers for the lengths of any of the pond sides within 30 m of the ROW.
- 3) The discharge of the pipeline water at the bottom of the coulee is to meet or exceed Alberta Environment’s requirement for discharging surface water into a waterway, and designed to prevent the discharge flow rate creating any erosion to either the County’s ROW or adjacent lands, including those downstream.

We trust that ATCO has taken those factors already into consideration of their plan and submission to AB Environment for the water act license application. Thank you for the consideration and request for County input to the process.



Todd Pawsey
Director of Community Services

May 12, 2025

Jeff Sansom
Senior Planner, Lands
Transmission
ATCO Electric
10035-105 ST
Edmonton AB
T5J 1C8

RE: ATCO Electric's Tinchebray Substation
Stormwater Management Facility Design and Drainage Plan

Thanks for your update on April 8, 2025, with myself and our Public Works Director regarding ATCO's updated plans for the previously approved use of our Range Road 151 ROW for draining the Wet Pond associated with ATCO's updated Storm Water Management Facility design at the Tinchebray substation.


As per the approval letter sent to yourself in November of 2021, those same conditions will remain and can begin being completed at your earliest convenience, such as:

- 1) The agreement for buried services (pipeline) within the ROW – attached for your completion,
- 2) The enlarged Wet Pond in close proximity to Range Road 151 to have a barrier erected to prevent any vehicle inadvertently leaving the ROW and entering the pond, and
- 3) The discharge of the pipeline water at the bottom of the coulee is to meet or exceed Alberta Environment and Protected Area's (AEPA) requirements for discharging surface water into a waterway. It appears that your current plans should meet AEPA's approval. Please forward a copy of such approval to the County once received.

Thank you for update on the progress of the above and we look forward to seeing the project arrive at its completion in the near future.

If you have any questions or need to send something back, you have my email and contact information.

Sincerely,



Todd Pawsey
Director of Community Services



County of Paintearth No. 18

Director's Report

Department: Environmental Services

Meeting: Council

Meeting Date: July 15, 2025

Utilities

- A pre-construction meeting for the Castor Lift Station Upgrade was held on July 2 but I was unable to attend. They are supposed to start construction on July 31
- ICMS was to commence the commissioning of the Crowfoot Reservoir the week of July 7th but that has been pushed back to July 14.

Prepared By: Jeff Cosens

THANK YOU TO ALL THOSE THAT CONTRIBUTED TO OUR 4-H CLUB IN 24/25

BUYERS

Provost Livestock Exchange (2)
Coronation Seed Cleaning Plant
Leonard & Marie Carfantan/
Neil & Gloria Nelson
Gritzel & Company Chartered
Professional Accountants

Bullseye Inc.
SK Welding Ltd.
Heisted Furniture/
LCL Angus
MJ Veterinary Services
Hanson Well Servicing

SPONSORS

Dryland Cattle Trading Corp. - facility use
Coronation Industrial - battery drive drop-off
County of Paintearth No. 18 - printing
Shrums Meats - carcass grading facility
ALTA Link - corporate donation
AFSC - corporate donation
TD Canada Trust - donuts



CORONATION 4-H BEEF CLUB



CORONATION 4-H BEEF CLUB

RECOGNIZES OUR
2025 BUYERS & SPONSORS





Caleb Carfantan
Buyer: Bullseye Inc.



Chole Neal
Buyer: Coronation Seed Cleaning Plant



Trinity Thomas
Buyer: Provost Livestock Exchange



Lynn Hewitt
Buyer: Gritzel & Company Chartered Professional Accounting



Nash Lindmark
Buyer: SK Welding Ltd.



Griffyn Bossert
Buyer: MJ Veterinary Services



Kiptyn Bossert
Buyer: Hanson Well Servicing Ltd.



Bo Lindmark
Buyer: Heisted Furniture/LCL Angus



Julie Hewitt
Buyer: Provost Livestock Exchange



Easton Carfantan
Buyer: Leonard & Marie Carfantan/
Neil & Gloria Nelson

Thank
you!
BUYERS

CARCASS PROJECTS:
Kenzie Hewitt
Codi Hewitt
Ava Waltham

CLEAVER MEMBER:
Renn Lindmark



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR118808

June 13, 2025

Mr. Stanley Schulmeister
Reeve
County of Paintearth
PO Box 509
Castor AB T0C 0X0

Dear Reeve Schulmeister:

Thank you for applying to the 2024/25 Provincial Education Requisition Credit (PERC) program. The Government of Alberta recognizes the financial burden municipalities experience when oil and gas properties fail to fulfil their education tax obligations, and we remain committed to easing the financial impact of these uncollectable taxes in 2025 through the PERC program.

I am pleased to inform you that your request was approved. A credit of \$12,205 will be applied to your Alberta School Foundation Fund (ASFF) requisition invoice in June 2025.

Our government continues to work with stakeholders to ensure oil and gas companies meet their tax responsibilities so that municipalities can deliver vital services to Albertans. We value your ongoing collaboration with the provincial government on this important initiative.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Dan Williams'.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Honourable Demetrios Nicolaides, Minister of Education and Childcare
Honourable Nate Horner, MLA, Drumheller-Stettler
Michael Simpson, Chief Administrative Officer, County of Paintearth

Thank You

11.C



2024 U18 Royals

25th Annual Alberta CARE Conference

Please forward registrations & payment to:
ALBERTA C.A.R.E.
Linda McDonald, Executive Director
5212-49 Street
Leduc, AB T9E 7H5
Cell: 1-780-668-6767
Email: executivedirector@albertacare.org
Web: www.albertacare.org

Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

Silent Auction
Going once...

Going twice...

Beginning September 10th
Ending September 11th at 8pm

25th Annual Alberta CARE Conference

September 10th-12th

2025

Accommodations

Westlock Inn and Conference Centre
10411 100 Street Westlock, AB
1-780-349-4483

Group Reservation "Alberta CARE"



All Stay Inn
10520-100 Street, Westlock, AB
1-780-349-4102
Group Reservation "Alberta CARE"



Ramada Hotel
11311-100 Street, Westlock, AB
1-780-349-2245
Group Reservation "Alberta CARE"

25th Annual Alberta CARE Conference

September 10th-12th

2025

Westlock Inn and Conference Centre
10411 100 Street Westlock, AB

RECEIVED

JUN 27 2025



Town Clock



Grain Elevators

Tuesday, September 9th

Course: Course: SWANA - Landfill Fire Training
Where: Westlock Inn

Time: 8:30 a.m. to 4:30 p.m.

Who should attend: landfill operators, managers, scale house operators, equipment operators, spotters, labourers, Municipal Firefighting professionals, Emergency Response staff, landfill regulators, landfill designers, and other employees.

Cost per person: \$350.00

Register: executivedirector@albertacare.org

Wednesday, September 10th

9:00 a.m. - 11:00 a.m. Registration and Exhibit Set Up.

11:00 a.m. - 12:30 p.m. Light Lunch and Refreshments

12:30 p.m. TOUR 1

- Westlock Regional Landfill
 - Pilot Project with ARMA and Liberty Tire
 - Equipment Overview
 - Plastics

(Bus Provided)

AND

2:00 p.m. • Verticale Swiss Lettuce Farm
David Pfaffle, Owner Operator
Busby, AB

OR

TOUR 2

12:45 p.m. • Golf - Westlock Golf Club
18 Holes/ ½ Cart 1:03 p.m. Tee Time

(Travel on your own)

5:00 p.m. Cocktails (Cash Bar)

6:00 p.m. Welcoming Remarks from the Mayor of Westlock
Welcoming Remarks from the Reeve of Westlock County

6:15 p.m. BUFFET BANQUET

\$600.00 Registration Per Person
Register 3 or more Delegates
and receive a....

10% Discount!



Alberta CARE

Thursday, September 11th

9:00 a.m. Welcome –Tom Moore, MC

9:15 a.m. The Why and How to move from Authority to Commission
Co-Presenters - Lane Monteith, Big Lakes County Councilor, Rob Smith, and Tom Moore

10:00 a.m. Operational Scale Issues
Kendra Johnson, Newell Regional Solid Waste Authority

10:45 a.m. Alberta Recycling Management Authority EPR
Ed Gugenheimer, CEO

11:30 a.m. Alberta Recycling Management Authority
Presenting Municipal Awards

(Coffee Side Board)

NOON BUFFET LUNCHEON

1:30 p.m. TOUR 3

- Robotic Dairy Farm New Technologies
Nelson Jespersen, Westlock County

(Bus Provided)

OR

TOUR 4

- Canadian Tractor Museum

(Travel on your own)

OR

TOUR 5

- Golf - Westlock Golf Club
18 Holes/ ½ Cart

(Travel on your own)

5:00 p.m. Cocktails

6:30 p.m. BUFFET BANQUET

8:00 p.m. Silent Auction Ends



County of Westlock

This Conference is Alberta Environment approved
for 'Continuing Education Units'

Friday, September 12th

9:00 a.m. Managing Plastics within Rural, Remote and Indigenous Communities
Jule Asterisk, Project Manager

9:45 a.m. Clean Farms
Davin Johnson, Operations Advisor Alberta

10:30 a.m. Circular Materials Updates

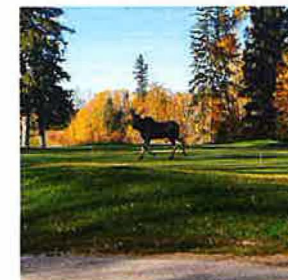
11:30 a.m. Closing Remarks - Tom Moore, MC
(Coffee Side Board During Morning Sessions)



Westlock Rotary Spiritual Centre



Westlock Aquatic Centre



A jaunt for a round of Golf



Westlock Rodeo

**Cancellation Deadline
August 29th 2025**

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ALBERTA Coordinated Action for
Recycling Enterprises (CARE)
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