

COUNTY OF PAINTEARTH NO. 18

COUNTY COUNCIL MEETING

SEPTEMBER 3, 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 August 19, 2025
4. APPOINTMENT OF INTERIM CHIEF ADMINISTRATIVE OFFICER
5. ADMINISTRATION REPORTS
 - A. Legislative/Office of the CAO
 - B. Corporate Services Budget and Report Ending August 31, 2025
 - C. Community Services
 - D. Environmental Services
 - E. Public Works
6. BUSINESS
 - A. RFD: Recognition of Service
 - B. RFD: Retirement
 - C. RFD: Castor/Halkirk Community Van Committee
 - D. RFD: Write Off Tax Penalties
 - E. RFD: Advanced Polls for 2025 Election
 - F. RFD: Substitute Returning Officer Appointment
 - G. RFD: Damaged Windshield Repair Cost
7. BYLAWS
 - A. Bylaw 739-25 Master Rates Bylaw
 - B. Bylaw 740-25 The Water and Sewage Bylaw
 - C. Bylaw 743-25 Fire Services Bylaw
 - D. Bylaw 746-25 The Procedural Bylaw

8. COUNCILLOR REPORTS

Verbal Reports.

9. PUBLIC HEARING

A. None.

10. DELEGATIONS

A. Greg Myles 9:00 a.m.

11. CORRESPONDENCE

A. Karve Surface Rent Review Notice

B. Thank You Card from Coronation Royals U-13 Baseball

12. CONFIDENTIAL ITEMS

Freedom of Information and Protection of Privacy Act, R.S.A. 2000 Chapter F-25:
Part 1, Div 2, Sec 19(1)(b) and 20(1).

13. ADJOURNMENT

Upcoming Council Meeting Date — September 16, 2025. 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 AUGUST 19, 2025

The Regular meeting minutes of the Council of the County of Paintearth No. 18 held in Council Chambers in the municipal office on August 19, 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
Director of Public Works:	Bryce Cooke
Director of Community Services:	Todd Pawsey
Director of Environmental Services:	Jeff Cosens
Legislative Clerk:	Courtney Algot

CALL TO ORDER:

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

ADOPTION OF AGENDA:

08.19.25.337

Regular Council Meeting Agenda – August 19, 2025 — MOVED by Councillor Glazier to adopt the Regular Council Meeting Agenda of August 19, 2025, as amended.

5. H ATCO Electric Distribution Revenue Forecast for 2026 Franchise Fee
 5. I Damaged Windshield Repair Cost
 5. J Approach Repair at NE 23 26 11 W4
 6. G Bylaw 745-25 The Procedural Bylaw
 10. B Funding Support for EC911 AFRRCS Dispatch Project

Carried

ADOPTION OF PREVIOUS MINUTES:

08.19.25.338

Regular County Council Meeting Minutes August 6, 2025 — MOVED by Deputy Reeve Wiart that the Previous Regular County Council Meeting Minutes for August 6, 2025, be approved as presented.

Carried

ADMINISTRATION REPORTS:

08.19.25.339 Legislative & Office of the CAO Report — MOVED by Councillor Norton to approve the legislative & office of the CAO's report as presented.

Carried

08.19.25.340 Amend Motion 02.19.25.048 — MOVED by Councillor Elliott that the county amend motion 02.19.25.048 to donate \$5000.00 to the Halkirk Bullarama Fireworks show.

Carried

08.19.25.341 Environmental Services Report — MOVED by Councillor Norton to approve the environmental services report as presented.

Carried

08.19.25.342 Burma Wheelchair Access Ramp Installation — MOVED by Councillor Vockeroth that the County approve building a wheelchair access ramp out of wood for the Burma Park bathrooms and use county staff to complete the project.

Carried

08.19.25.343 Approach Repair at NE 23 36 11 W4 — MOVED Deputy Reeve Wiart that the County waive the fee of \$1000.00 and repair the approach located at NE 23 26 11 W4.

Carried

08.19.25.344 Public Works Report — MOVED by Councillor Norton to approve the public work's report as presented.

Carried

DELEGATIONS:

Clay Williams entered chambers at 9:33 a.m.

08.19.25.345 Closed Session — MOVED by Councillor Norton that the County move to closed session at 9:34 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 19(1)(a)(i)(ii).

Carried

Clay Williams exited chambers at 9:45 a.m.

08.19.25.346 Closed Session — MOVED by Councillor Shipton that the County return to an open meeting at 10:00 a.m.

Carried

Recess: *The meeting recessed at 10:00 a.m.*

Reconvene: *The meeting reconvened at 10:12 a.m.*

T. Pawsey left chambers at 10:12 a.m.

BUSINESS:

- 08.19.25.347 RFD: Operations & Maintenance Manual for Halkirk Hamlet Gas Utility — MOVED by Councillor Norton that the County of Paintearth has adopted the Federation O&M Manual, as revised from time to time, as a guideline in operating and maintaining our distribution system.
Carried
- 08.19.25.348 HR011 Recognition of Service Award — MOVED by Deputy Reeve Wiart that the County reward the 26.5 years of service to the individual employee in accordance with County Policy HR011.
Carried
- 08.19.25.349 HR012 Retirement Service Award — MOVED by Councillor Glazier that the County reward the 26.5 years of service to the retiring individual employee in accordance with County Policy HR012.
Carried
- 08.19.25.350 Municipal Funding Request from the Battle River Watershed Alliance — MOVED by Councillor Elliott that the County approve a sponsorship of \$1000.00 for the Battle River Watershed Alliance.
Carried
- 08.19.25.351 Funding Request from Consort Cubs U15 AA attending Western Canada Baseball Championships — MOVED by Councillor Norton that the County approve a sponsorship of \$100.00, \$50.00 each, for the two County children who play on the Consort Cubs U15 AA team.
Carried
- 08.19.25.352 Sledge Hockey Donation Request — MOVED by Councillor Glazier that the County receive and file the sledge hockey donation request as information.
Carried
- 08.19.25.353 Diplomat Museum Interpretive Site Donation Request — MOVED by Councillor Vockeroth that the County receive and file the Diplomat Museum Interpretive Site donation request as information.
Carried
- 08.19.25.354 ATCO Electric Distribution Revenue for 2026 Franchise Fee — MOVED by Deputy Reeve Wiart that the County approves the franchise fee of \$8,532.00 for the Hamlet of Halkirk.
Carried
- 08.19.25.355 RFD: Windshield Repair Request — MOVED by Councillor Shipton that the County approve the windshield repair request of \$424.20.
Carried

BYLAWS:

08.19.25.356 Bylaw 739-25 Master Rates Bylaw First Reading — MOVED by Councillor Glazier that Bylaw 739-25 Master Rates Bylaw be given First Reading.
Carried

08.19.25.357 Table Bylaw 740-25 Water and Sewer Rates Bylaw — MOVED By Councillor Vockeroth that Bylaw 740-25 Water and Sewer Bylaw be tabled.
Carried

J. Cosens and B. Cooke exited chambers at 10:53 a.m.

08.19.25.358 Bylaw 741-25 Road Use Bylaw First Reading — MOVED by Councillor Glazier that Bylaw 741-25 Road Use Bylaw be given First Reading.
Carried

08.19.25.359 Bylaw 741-25 Road Use Bylaw Second Reading — MOVED by Deputy Reeve Wiart that Bylaw 741-25 Road Use Bylaw be given Second Reading.
Carried

08.19.25.360 Bylaw 741-25 Road Use Bylaw Unanimous Consent to Proceed to Third and Final Reading — MOVED by Councillor Shipton that Bylaw 741-25 Road Use Bylaw be given Unanimous Consent to move to Third and Final Reading.
Unanimously Carried

08.19.25.361 Bylaw 741-25 Road Use Bylaw Third and Final Reading — MOVED by Councillor Elliott that Bylaw 741-25 Road Use Bylaw be given Third and Final Reading.
Carried

08.19.25.362 Bylaw 742-25 Non-Residential Tax Incentive Bylaw First Reading — MOVED by Councillor Glazier that Bylaw 742-25 Non-Residential Tax Incentive Bylaw be given First Reading.
Carried

08.19.25.363 Bylaw 742-25 Non-Residential Tax Incentive Bylaw Second Reading — MOVED by Deputy Reeve Wiart that Bylaw 742-25 Non-Residential Tax Incentive Bylaw be given Second Reading.
Carried

08.19.25.364 Bylaw 742-25 Non-Residential Tax Incentive Bylaw Unanimous Consent to Proceed to Third and Final Reading — MOVED by Councillor Norton that Bylaw 742-25 Non-Residential Tax Incentive Bylaw be given Unanimous Consent to move to Third and Final Reading.
Unanimously Carried

08.19.25.365 Bylaw 742-25 Non-Residential Tax Incentive Bylaw Third and Final Reading — MOVED by Councillor Elliott that Bylaw 742-25 Non-Residential Tax Incentive Bylaw be given Third and Final Reading.
Carried

08.19.25.366 Bylaw 743-25 Fire Services Bylaw First Reading — MOVED by Councillor Norton that Bylaw 743-25 Fire Services Bylaw be given First Reading.
Carried

08.19.25.367 Bylaw 744-25 Assessment Review Board Bylaw First Reading — MOVED by Deputy Reeve Wiart that Bylaw 744-25 Assessment Review Board Bylaw be given First Reading.
Carried

08.19.25.368 Bylaw 744-25 Assessment Review Board Bylaw Second Reading — MOVED by Councillor Norton that Bylaw 744-25 Assessment Review Board Bylaw be given Second Reading.
Carried

08.19.25.369 Bylaw 744-25 Assessment Review Board Bylaw Unanimous Consent to Proceed to Third and Final Reading — MOVED by Councillor Glazier that Bylaw 744-25 Assessment Review Board Bylaw be given Unanimous Consent to move to Third and Final Reading.
Unanimously Carried

08.19.25.370 Bylaw 744-25 Assessment Review Board Bylaw Third and Final Reading — MOVED by Councillor Elliott that Bylaw 744-25 Assessment Review Board Bylaw be given Third and Final Reading.
Carried

08.19.25.371 Bylaw 745-25 The Procedural Bylaw First Reading — MOVED by Councillor Norton that Bylaw 745-25 The Procedural Bylaw be given First Reading.
Carried

COUNCILLOR REPORTS:

08.19.25.372 Councillor Reports — MOVED by Councillor Norton to adopt the verbal Councillor Reports as information.
Carried

PUBLIC HEARING:

None.

DELEGATIONS:

Sgt. Jeremy Houle representing the Coronation RCMP entered chambers at 11:27 a.m. and delivered a presentation updating council with a quarterly report from the Coronation RCMP Detachment.

08.19.25.373 **MOVED by Councillor Glazier that the information presented by Sgt. Houle be received and filed as information.**

Carried

Sgt. Houle exited chambers at 11:40 a.m.

CORRESPONDENCE:

08.19.25.374 **CCBF Funding Approval Communication — MOVED by Councillor Norton that the correspondence from Municipal Affairs regarding the CCBF Funding be received and filed as information.**

Carried

08.19.25.375 **Funding Support for EC911 AFRRCS Dispatch Project — MOVED by Councillor Elliott that the correspondence from East Central 911 be received and filed as information.**

Carried

CLOSED SESSION:

08.19.25.376 **Closed Session — MOVED by Councillor Norton that the County move to closed session at 11:42 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 19(1)(a)(i)(ii).**

Carried

08.19.25.377 **Closed Session — MOVED by Councillor Norton that the County return to an open meeting at 12:22 a.m.**

Carried

Recess — the meeting recessed at 12:23 p.m. to allow return of the public.

Reconvene — the meeting reconvened at 12:24 p.m. with no public present.

08.19.25.378 **Amend Operating Budget for Doctor Recruitment — MOVED by Councillor Glazier that the County amend the 2025 operating budget to include \$20,000.00 allocated to Doctor Recruitment.**

Carried

ADJOURNMENT:

Reeve Schulmeister adjourned the meeting at 12:25 p.m.

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

Reeve

Chief Administrative Officer



County of Paintearth No. 18

Request for Decision

Title: Interim Chief Administrative Officer

Meeting: Regular Council Meeting

Meeting Date: September 3, 2025

Issue/Background:

To maintain business continuity council, by motion, needs to approve the appointment of Barbara-Lee Kulyk as Interim Chief Administrative Officer (CAO), authorize the execution of the employment contract, and grant her appropriate signing authority to carry out the duties of the position.

Financial:

N/A

Policy/Legislation:

As per Section 8(2)(c) of the Municipal Government Act of Alberta all municipal councils shall appoint, by resolution, a person as chief administrative officer (CAO). Councils also retain the ability to suspend or revoke that appointment.

Recommendations:

1. Council approves the appointment of Barbara-Lee Kulyk, authorizes the execution of her employment contract and grants her appropriate signing authority to carry out the duties of the position.
2. Council decides otherwise and informs administration of their decision.

Prepared By: Courtney Algot, Legislative Clerk



County of Paintearth No. 18

CAO Report

Meeting: Regular Council Meeting

Meeting Date: Sept 3, 2025

1. August 20 – Present

- a. Onboarding with outgoing CAO M. Simpson, introductory meetings with County stakeholders including:
 - i. Local 955 IUOE Business Agent Trevor Hansen, regarding Collective Bargaining Agreement interpretation, implementation and application of collective bargaining law to County work environment.
 - ii. Rural Connect Ltd. Board of Directors Curtis Herzberg and Dave Dittrick regarding standing CAO appointment to Rural Connect Board of Directors by Paintearth Council¹.
 - iii. Alberta Rural Administrators Association (ARMAA) Executive Director Chelsea Chapman and ARMAA President Mike Haugen.
- b. Safety Orientation with outgoing CAO regarding overall County safety program, safety manual and processes, and digital county safety app, Bistrainer.
- c. Investment Attraction work regarding Palliser Economic Partnership.
- d. Review and preparation of materials for Sept 3rd Council package.
- e. Review of Paintearth Adult Learning annual GOA report and sign off as host municipality.
- f. Review of Transition Plan provided by outgoing CAO and discussions on actioning various aspects of the plan.
- g. Clearview School Division working meeting with Superintendent Scott Leys and co. regarding the Return for work bursary upcoming discussions.
- h. Public Works introduction at County safety barbecue of Barb Kulyk, Interim CAO.
- i. Review of County Policy Handbook Administrative section.
- j. Review of tabled and 1st reading bylaws carried over from August 19th meeting. Note: Master Rates Bylaw must be passed prior to connection of Dr. Marquart water service north of Castor.
- k. Road tour with CAO Simpson of County camping facilities and Brownfield community facilities.
- l. Returning Officer work in preparing advance polling RFD, reviewing Local Authorities Election Act changes as they may apply to Advance Polls, advertising requirements etc.
- m. Safety meeting with outgoing CAO. Nobody moved. Nobody was hurt.

Report Prepared By: Barbara Kulyk, Chief Administrative Officer

Barbara Kulyk

¹ 11.28.23.409

MOVED by Deputy Reeve Wiart that the County of Paintearth, concurrent with terms of the Unanimous Shareholder Agreement and Corporate requirements for Connect to receive an appointed Director nomination from Paintearth County, that the office of Chief Administrative Officer be appointed as a Director to serve on the Board of Directors for Rural Connect Ltd.



County of Paintearth No. 18

CORPORATE SERVICES REPORT

Meeting: Regular Council Meeting

Meeting Date: September 3, 2025

Property Tax

We are closing in on the next tax penalty deadline of September 30th which is a 10% penalty.

Natural Gas Utility – Halkirk

Meeting scheduled with Director of Community Services and Scott with Paintearth Gas Co-op for September 2 to work on the County Emergency Response Plan in relation to the Natural Gas Utility in Halkirk.

Information Services - IT/GIS/GPS

The Village of Halkirk website has been scaled down to a single homepage with references and contact information listed for the County of Paintearth. The site is planned to be completely decommissioned by the end of the year.

Physical Server Upgrade/Replacement – The physical or host server is scheduled to be upgraded this fall/winter. This machine is the host machine for 3 of our virtual servers, it is a major part of all inline services and is the heart of our network infrastructure.

Payroll

Complete 2025 AMSC Wage & Compensation Survey and Statistics Canada Job Vacancy and Wage Survey.

Provide employee benefit information and support, one on one for several employees.

Coordinate employee retirement, Lapp, benefits, HR011 & HR012 and retirement information package. Semi-Monthly and Monthly payroll, remittances, benefits and support for County Council, staff, PEPS, PRWM, PCALC and ECAA provided throughout.

Legislative Services

Efforts have been focused on enhancing the County record retention practices by converting older dot matrix files into a format with optimal character recognition. This ensures that files are now fully searchable and more accessible for future reference. As well as completion of the regular post-council meeting tasks and making the necessary preparations for the upcoming council meeting.

COUNTY OF PAINTEARTH NO 18

For the Eight Months Ending August 31, 2025

	<u>2024</u>	<u>2025</u>	<u>2025</u>		
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Remaining</u>
Revenue					
Sales to Other Governments	\$56,918.45	\$70,500.00	\$2,039.68	\$68,460.32	\$0.97
Sales & User Charges	321,337.04	587,050.00	298,247.74	288,802.26	0.49
Licenses & Permits	24,911.20	18,000.00	11,336.69	6,663.31	0.37
Government Transfers	1,050,258.32	576,589.00	60,118.34	516,470.66	0.90
Rental Revenue	230.00	200.00	190.00	10.00	0.05
Lease & Royalties	16,289.08	25,000.00	16,340.46	8,659.54	0.35
Return on Investment	2,003,931.98	740,120.00	420,940.49	319,179.51	0.43
Penalties & Costs	92,077.56	96,500.00	60,710.76	35,789.24	0.37
Other Revenue	34,437.66	82,000.00	26,878.55	55,121.45	0.67
Gain on Sale	69,786.58	10,000.00		10,000.00	1.00
Total Revenue	<u>3,670,177.87</u>	<u>2,205,959.00</u>	<u>896,802.71</u>	<u>1,309,156.29</u>	<u>0.59</u>
Expenses					
General	62,763.97	471,500.00	42,413.99	429,086.01	0.91
Legislative	874,382.70	1,315,500.00	455,280.46	860,219.54	0.65
Administration	1,883,298.02	2,419,400.00	1,259,190.56	1,160,209.44	0.48
Fire Protective Services	195,193.40	257,830.00	111,093.65	146,736.35	0.57
Disaster & Emergency Services	82,991.50	18,750.00	2,043.09	16,706.91	0.89
Ambulance Services	514,810.35	54,175.00	48,155.20	6,019.80	0.11
Bylaw Enforcement	420,169.86	498,795.00	308,431.35	190,363.65	0.38
Public Works	6,570,286.65	9,031,438.00	6,005,161.65	3,026,276.35	0.34
Water Supply	488,860.07	526,340.00	245,469.97	280,870.03	0.53
Waste Water	42,118.10	29,700.00	33,421.82	(3,721.82)	(0.13)
Garbage Collection		9,800.00		9,800.00	1.00
Family & Community Support Services	102,789.35	110,500.00	89,157.84	21,342.16	0.19
Cemeteries		13,750.00		13,750.00	1.00
Municipal Planning & Development	194,345.64	264,900.00	130,947.98	133,952.02	0.51
Subdivision		85,000.00		85,000.00	1.00
Agricultural Service Board	626,660.53	740,300.00	437,640.44	302,659.56	0.41
Recreation Board	452,458.72	588,000.00	169,300.00	418,700.00	0.71
Parks & Recreation	66,114.83	189,900.00	85,320.27	104,579.73	0.55
Culture	42,126.84	42,000.00	37,141.44	4,858.56	0.12
Gas Production		60,800.00	35,848.83	24,951.17	0.41
Requisitions	121,825.00	206,700.00	128,957.61	77,742.39	0.38
Total Expenses	<u>12,741,195.53</u>	<u>16,935,078.00</u>	<u>9,624,976.15</u>	<u>7,310,101.85</u>	<u>0.43</u>

COMMUNITY SERVICES REPORT

Meeting: Regular Council Meeting

Meeting Date: September 3, 2025

Planning & Development

Permits issued recently:

DP2516	Loren Erion	NE8-40-14 shop w variance
DP2517	Mark & Jackie Morettin	Lot 1 Blk 1 Pln in SW8-38-9
		new residence and shop combo 64x54'

Toured to one farmer's site for shop location discussion and approval

Road Closure package for the portion of RR142 Marquart driveway access recently submitted to AT for Ministerial sign off

Castor North Solar – Aug 20 meeting with proponents for status update, pls see the attached info sheet, plan is for the developers to come to Council early Oct.

Attended ARMAA conference Aug 26-28

Recruitment of successor – held one informal discussion, posted job on Indeed.ca

Industry Liaison

Please see the attached report showing project notices, and all related activities to date

Emergency Mgmt

Discussions with AEMA FO staff regarding fall training opportunities for County staff.

Parks & Recreation

Burma – ramp to new biffy actioned

Halkirk – Elks Bullarama completed, ball diamond fencing partial removal, long term campground bookings for construction workers occurring for fall

Huber – Nutrien held customer appreciation night at park.

Parks Student – completed a successful summer employment term, and pending the redirection of where Parks ends up with the replacement, may recommend integrating the summer student within the PW summer students for dispatch and task assigning.

Prepared By: Todd Pawsey, Director of Community Services

Project name:	Castor North Solar Project
Project Location:	North of Castor east side of Hwy 36 North of Twp Rd 384 south of creek 10 quarters in 38-13: 32, 33, 27, 28 1430 acres under lease 40 yr term of lease
Developer:	CanWest Solar
Developer contact:	Don Scantland – CanWest Solar [REDACTED] [REDACTED]
Project Capacity:	Approx 250 MW on 10 quarters Approx 500 MW battery storage
Project status at present:	Actual foot print of land used submitted to County Application to AEPA submitted in Q2 '25 Public engagement expected Q3/4 '25 Surveys (glint, Geotech, NIA, etc) Q4 '25 Expected AUC submission Q4 '25 No prelim designs done that have been shared
Construction:	Ready to go date Q4 '26 Estimated start date Q3 '27 Operation date est Q4 '28

2025 Industry & Utilities Report

As of Aug 25

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
8 NGTL	NW18-36-15	01-Aug	y			06-Aug

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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
6 Paintearth Gas Co-op	NE7 to NW8-36-13	22-Aug	open cut			25-Aug
7	NE8 to NW9-36-13	22-Aug	open cut			25-Aug
8	SE9 to SW10-36-13	22-Aug	bored			25-Aug
9	NE3 to NW2-36-10	22-Aug	bored			25-Aug

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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

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
9 ATCO Electric	SW5-36-9	new karve site service	21-Jul	21-Jul
10 ATCO Electric	SE2-39-13	volt regulator install on line	13-Aug	19-Aug
11 Fortis Alberta	NE13-40-10	salvage of line	20-Aug	n/a
12 ATCO Electric	SW27-35-10	transformer install	22-Aug	25-Aug

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RUA Projects

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 IPL - maint digs	27-35-10	RR103	19-Aug

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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
36	Ovintiv	NW5-36-13	25-Jul		rec certificate issued
37	TC Energy	Halk North Meter Station	01-Aug		meter station abandonment
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County of Paintearth No. 18

Director's Report

Department: Environmental Services

Meeting: Council

Meeting Date: September 3, 2025

Utilities

- **Brownfield Truck Fill:** Met with Randy and his foreman to discuss options. The most viable solution identified is to expand the building to add another tank.
Rationale:
 - Potable reservoirs must be sealed, underground or fully enclosed, and dedicated solely to drinking water.
 - An outside tank would require Alberta Environment approval and proof of complete isolation from the potable system unless built to strict design standards.
 - If used for non-potable purposes, it would require a separate system with backflow prevention, disinfection safeguards, and its own distribution line — otherwise, contamination risks to the potable supply would be significant.
- **Crowfoot Lift Station & Truck Fill:** The Truck Fill has been completed and was commissioned on August 21. Commissioning date for the lift station remains unclear.
- **Castor Lift Station:** Whitson Contracting has started on the building and MPE are in regular communication with both the County and the Town being cc'd in all emails, ensuring all parties are kept informed.



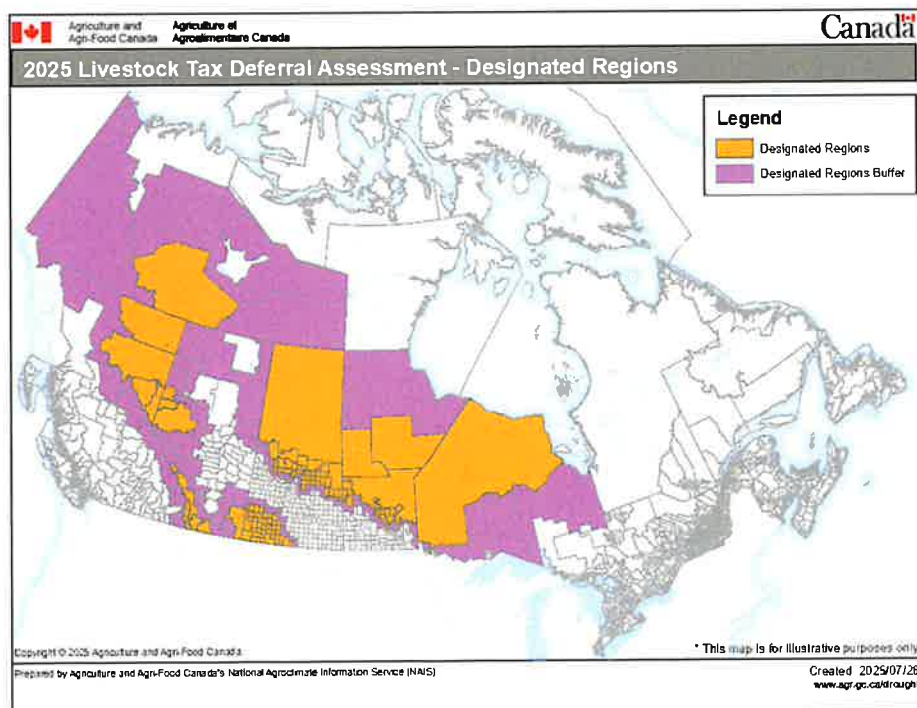
- **Castor Extension:** Awaiting contract signature from Action Plumbing.
- **Halkirk Water System:** United Utilities has begun the work in Halkirk and have started on Alberta Avenue and finishing on Railway Avenue.
- **Halkirk Flowpoint:** Contacted Ram West Electrical (Stettler) to provide a price for installation.
- **Regulatory:** Application sent to Alberta Environment and Protected Areas (AEP) for an

Approval for the Hamlet of Brownfield and distribution line, pending approval.

- AEP Audit on the Halkirk Water Works System and the Halkirk North Water Works System, passed with no deficiencies.
- **Fencing Around Crowfoot Reservoir:** Tru-Fence (Stettler) has been hired to replace fencing around the solar panels. Work is expected to begin around September 17.

Agricultural Service Board (ASB)

- **Spraying:** Targeted spraying for toadflax has been successfully conducted in a few specific areas, including a small patch for a landowner at Fleet and other areas located along the pavement south of Castor. Brush spraying will continue as needed and as the season allows.
- **Community Garden:** Harvesting from the rows planted in the Community Garden is currently underway, with produce being distributed to the Castor and Coronation food banks.
- **Rat Monitoring:** Rat monitoring at the Coronation landfill has been a continuous effort. To date, there has been no evidence of any rat activity.
- **Mowing:** Approximately 65% of the mowing is complete with all mowers working in Division 1 around the Coronation area.
- **Agricultural Plastics Survey:** Input is being collected from industry stakeholders on regulatory approaches for managing agricultural plastics waste. Survey link (deadline September 12) <https://trk.cp20.com/click/ce0e-2yymwk-y8qsnv-5l2ogyd5/>
- **ASB Meeting:** Meeting date not yet set due to conflicts with harvest.
- **Ag Disaster:** 17 municipalities in the province have declared an Agricultural Disaster. 2 are from the south region, 10 from the peace, 2 from the northeast, and 3 from the northwest. As of July 28 here is a map of Canada with the 2025 designations.



Prepared By: Jeff Cosens



County of Paintearth No. 18

Director's Report

Department: Public Works

Meeting: Regular Council Meeting

Date: August 19, 2025

Public Works

- New grader shop tin has been completed on the inside. Plumbing in the heater, gas and air lines this week. Bay doors delayed 2 weeks due to the wrong material in the windows. Paintearth gas bring gas to the building next week.
- We have about ½ mile up to grade and putting topsoil back in ditches on Twp 380. Waiting for crop to be harvested for borrow dirt for low spots and slough.
- Graveling out of Biggs in Div 1,2.
- Brushed and back sloped 1 mile of fence line
- Pothole patching on our paved roads and old oil dust control sites.
- Ripped in 1 ½ inch along soft shoulders on Rge 152 coulee hill. Still a bit soft.
- Built 2 approaches
- D7 rebuild complete 5year 6000 hr warranty delivered to yard. Cost \$377,400.00
- 9070 -2012 Tandem sold at Michener sale \$44,000.00



PW Mechanic and Welding Shops

- Grader services 2- 250 hr 1- 500 hr
- Changed air bag on tri axle pup
- Water pump and wiring harness for the front wheel assist on 2160
- Changing transmission cooler on 972-wheel loader
- Thermostat changed on case 140 tractor
- Building land plainer / box blade for skid steer.



Halkirk

- Painted handicap parking stalls on main St.
- Painted ticket sale shed at Bull Orama ground
- Put Thompson water sealer on the gazebo at the playgrounds

Safety

- Monthly safety meeting with all department in PW were held. Emergency drills preformed with fire extinguishers for an equipment fire.

Maintenance

- Snow stops put on Village office front and back entrances
- Sump floats replaced in heavy duty shop
- Handicap ramps for bathrooms at Burma working on a design to meet code.
- Painted salt / sand shed

Prepared By: Bryce Cooke



County of Paintearth No. 18

Request for Decision

Title: Recognition of Service

Meeting: Regular Council

Meeting Date: September 3, 2025

Issue/Background:

Under County Policy HR 011, Recognition of Service, Leaving Liability, a PW employee is eligible for long-term employment service recognition. Policy HR 011 requests Council's decision due to audit requirements, otherwise an actuary must be hired to determine the liability.

Financial:

Cash gift valued at \$50.00 per year for years 1 – 9 and cash gift valued at \$100.00 per year for years 10 – 40.

Policy/Legislation:

Policy HR 011 Recognition of Service, Leaving Liability outlines the County's position to recognize the services of employees and Councillors who are leaving the County after having provided long-term services.

Recommendations:

1. Council moves to reward the individual Recognition of Service for 12.25 years of service and dedication to the County of Paintearth No. 18.
2. Council directs Administration accordingly.

Prepared By: Robin Walker



County of Paintearth No. 18

Request for Decision

Title: Retirement

Meeting: Regular Council

Meeting Date: September 3, 2025

Issue/Background:

Under County Policy HR 012 Retirement, a PW employee is eligible to receive recognition of service benefits as outlined in the Retiring Liability. For this policy, applications must be made to County Council of the County of Paintearth No. 18 to receive recognition of service benefits upon retirement. Acceptance of the application is at Council's discretion.

Financial:

Cash gift valued at \$200.00 per year for years 1 – 9 and cash gift valued at \$500.00 per year for years 10 – 40, a \$100.00 gift certificate (dining out) and an engraved watch.

Policy/Legislation:

Policy HR 012 Retirement, Retiring Liability outlines the County's position on retirement from employment with the County of Paintearth No. 18. For this policy, applications must be made to the County Council of the County of Paintearth No. 18 to receive recognition of service. Acceptance of the application is at Council's discretion.

Recommendations:

1. Council moves to reward the individual Retirement recognition service benefits for the 12.25 years of service with the County of Paintearth No. 18.
2. Council directs Administration accordingly.

Prepared By: Robin Walker



County of Paintearth No. 18

Request for Decision

Title: Castor/Halkirk Community Van Committee

Meeting: Regular Council

Meeting Date: September 3, 2025

Issue/Background:

Under Policy AD-30, the County of Paintearth provides funding to the Castor/Halkirk Community Van Committee in the amount of \$6,000. In previous years, The Village of Halkirk was also contributing \$500. If Council would like to continue supporting the Castor/Halkirk Community Van Committee in the amount of \$6,500 we will require an amendment to policy AD-30.

Financial:

Policy/Legislation:

Recommendations:

1. That the County of Paintearth provide additional funding in the amount of \$500 to the Castor/Halkirk Community Van Committee
2. Council directs Administration to amend policy AD-30 to reflect the increased funding to Castor/Halkirk Community Van Committee
3. Council provides further direction or required changes/amendment

Prepared By: Lana Roth, Assistant Chief Administrative Officer



**VILLAGE OF HALKIRK
P.O. BOX 126
HALKIRK, ALBERTA
T0C 1M0**

**PHONE: 403-884-2464
FAX: 403-884-2113
EMAIL: cao@villageofhalkirk.ca**

July 24th, 2024

Castor /Halkirk Community Van Committee
Brenda Kneller, Chairperson
Box 164
Castor AB
T0C 0X0

Dear Brenda:

RE: Handi-van Donation

Enclosed please find a donation of \$500.00 from the Village of Halkirk, towards the ongoing operations of the Castor - Halkirk Community Van.

Thank you.

Sincerely;

Marcy Renschler
CAO

Title: Recreation & Community Service Grants

Policy: AD 018

Section: Administration

ACCOUNTABILITY: To provide guidelines for the disbursement of recreation and community service grants.

POLICY STATEMENT: The County of Paintearth No. 18 authorizes the following annual disbursement of County funds for the purpose of supporting Farm and Community Markets organized and hosted by community groups, operating as valid, registered Societies under the Societies Act, that bring value to the Paintearth region, its local economies, and the well-being of Paintearth and area residents.

The total grant of \$119,500.00 is disbursed to the following organizations:

a) Brownfield Recreation Board\$24,000.00
b) Halkirk & District Recreation Board\$22,000.00
c) Talbot Community Association\$10,000.00
d) Fleet Community Hall Association\$10,000.00
e) Valley Ski Hill\$15,000.00
f) Castor Community Hall\$ 7,000.00
g) Coronation Community Hall\$ 7,000.00
h) Castor & District Museum\$ 4,000.00
i) Coronation Museum\$ 4,000.00
j) Castor/Halkirk Community Van Society\$ 6,000.00
k) Paintearth Lodge Foundation\$ 4,500.00
l) Coronation & District Handibus Society\$ 6,000.00

COMMUNITY MARKETS: The County of Paintearth wishes to support community markets by providing grant funding to non-profit market groups to be used to reduce hosting costs, including but not limited to expenses related to Alberta Health Code and Regulation Compliance, Event Advertising, Event Signage (temporary and permanent), Provincial Building and Fire Code requirements, etc. The following groups will be recognized annually in the following amounts based on market frequency and type.

The total grant of \$14,000 is disbursed to the following organizations:

m) Castor Ag Society Monthly Farmer's Markets (10 events annually)\$10,000.00
n) Coronation Community Hall Association Christmas Market (1 event annually)\$2,000.00
o) Brownfield Recreation Association Christmas Market (1 event annually)\$2,000.00

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. An application form must be submitted for approval by County Council.

Additionally, the County may support provincial, national and international events that are being hosted in the Paintearth Region. The request for sponsorship will be submitted to County Council for their consideration.

Council Approved: June 4, 2024

Reference: Former Policy 480

Administrative Responsibility: Chief Administrative Officer

Review Cycle: As required

Resolution #06.04.24.663

Originated May 18, 1967

Next Review Date: As required



County of Paintearth No. 18

Request for Decision

Title: Write off tax penalties

Meeting: Regular Council

Meeting Date: September 3, 2025

Issue/Background:

Administration has received phone calls from a few ratepayers that reside within the hamlet of Halkirk regarding the property tax reminder notices that were sent out. These ratepayers have indicated that they have mortgage companies that pay their taxes on their behalf. After reviewing a few of these tax rolls in the Halkirk Muniware system we have been unable to locate the mortgage company information. Administration is asking council to write off the tax penalties on 3 tax rolls within the hamlet of Halkirk as this could have been due to data being lost during the migration of data.

Financial:

1. Would result in a penalties being written off in the amount of \$44.93 as per the following rolls:
 - Roll 28002200 - \$25.06
 - Roll 28002201 - \$2.97
 - Roll 28002350 - \$16.90

Policy/Legislation:

MGA Section 347 (1) – Cancellation, reduction, refund, or deferral of taxes

Recommendations:

1. Council approves the request to cancel the penalties on tax roll 28002200 in the amount of \$25.06, tax roll 28002201 in the amount of \$2.97 and tax roll 28002350 in the amount of \$16.90
2. Council provides further direction or required changes/amendment

Prepared By: Lana Roth, Assistant Chief Administrative Officer



County of Paintearth No. 18

Request for Decision

Title: Advanced Polls for 2025 Election

Meeting: Regular Council Meeting

Meeting Date: September 3, 2025

Issue/Background:

To offer more flexibility and accessibility to eligible electorates administration is requesting two advanced polls be set up on alternate days for the upcoming 2025 election. One advanced poll in Brownfield and one in Halkirk.

Financial:

N/A

Policy/Legislation:

As per section 73 of the Local Authorities Election Act an elected authority may, by resolution, provide for holding an advanced vote in an election.

Recommendations:

1. Council approve that two advanced polls are set up: one in Halkirk on a specified date and time and one in Brownfield on a specified date and time.
2. Council decide otherwise and inform administration of their decision.

Prepared By: Courtney Algot, Legislative Clerk



County of Paintearth No. 18

Request for Decision

Title: Substitute Returning Officer

Meeting: Regular Council Meeting

Meeting Date: September 3, 2025

Issue/Background:

To support election operations and due to the resignation of the previously appointed Substitute Returning Officer a new person must be appointed, in a motion, by Council.

Financial:

N/A

Policy/Legislation:

As per section 13(2.1) of the Local Authorities Election Act an elected authority may, by resolution, appoint a substitute returning officer for the purposes of conducting elections under this Act.

Recommendations:

1. Council appoints Lana Roth as substitute returning officer for the 2025 election.
2. Council decide otherwise and inform administration of their decision.

Prepared By: Courtney Algot, Legislative Clerk



County of Paintearth No. 18

Request for Decision

Title: Damaged Windshield Repair Cost

Meeting: Regular Council

Meeting Date: September 3, 2025

Issue/Background:

On the August 15 one of our county gravel trucks met a vehicle traveling south on hi way 36 approximately 12:00 pm. When the vehicle was meeting our gravel truck, a rock hit the front window damaging it. GPS and our driver confirm the timelines are accurate.

Owner of the vehicle then called the office and Assistant Director confirmed with GPS that our truck was in this location at this time. The owner that reported the incident then sent pictures of the damaged window, replaced window, and the invoice cost for the repair.

Financial:

Cost to repair windshield \$365.85

Policy/Legislation:

There is no policy. In the past we have paid for most windshields or damages caused by our road conditions or equipment to maintain good relations with the public.

Recommendations:

1. Administration recommends reimbursing the vehicle owner for the replacement of the damaged windshield at the cost of \$365.85.
2. Council directs Administration to investigate a policy to formalize when the County would pay for replacement of windshields, vehicle damage, etc.; and/or
3. Council directs Administration.

Prepared By: Bryce Cooke, Director of Public Works

COUNTY OF PAINTEARTH NO.18**BYLAW #739-25****MASTER RATES BYLAW**

BEING A BYLAW OF THE COUNCIL OF THE COUNTY OF PAINTEARTH COUNTY NO.18, IN THE PROVINCE OF ALBERTA, TO ESTABLISH RATES, FEES AND CHARGES FOR VARIOUS GOODS, LICENSES, PERMITS AND SERVICES.

WHEREAS, pursuant to the *Municipal Government Act, Chapter M-26*, Revised Statutes of Alberta 2000, as amended, a Municipal Council has authority to govern and the authority to pass Bylaws respecting the Municipality, including services provided by or on behalf of the Municipality; and

WHEREAS, pursuant to the *Municipal Government Act, Chapter M-26*, Revised Statutes of Alberta 2000, as amended, a Municipal Council has authority to govern and the authority to pass Bylaws respecting the municipality, including establishing fees for licenses, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality; and

WHEREAS, the Municipal Council deems it appropriate to establish rates, fees and charges for the various licenses, permits, goods and services, provided by Paintearth County No.18; and

NOW THEREFORE, the Council of the County of Paintearth No.18, in the Province of Alberta, duly assembled, enacts as follows:

1. This bylaw shall be cited as the "Master Rates Bylaw".
2. The annual rates, fees, and charges for various goods, licenses, permits and services shall be established as per Schedule "A", attached to and forming part of this Bylaw.
3. This bylaw repeals the following bylaws: 675-19, 688-20, 690-20, 715-23, 724-24, 2024-001, upon passing of this bylaw.
4. This Bylaw comes into force upon the date of third and final reading is passed.

Received First Reading this ____ Day of _____ 2025 on a motion of Councillor
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

SCHEDULE "A"

MASTER RATES

1. ADMINISTRATION & FINANCE

(a) Aerial Land Photos \$1.50 per sheet + GST

(b) Assessment Appeal

(i) Residential 3 or fewer dwellings and farmland \$50.00

(ii) Residential 4 or more dwellings \$650.00

(iii) Non-residential \$650.00

(iv) Business Tax \$50.00

(v) Tax Notices (other than Business Tax) \$30.00

The fee is refundable if the Assessment Review Board decides in favour of the complainant, pursuant to 481(2) of the Municipal Government Act. The Assessment Review Board may, at its discretion, refund fees to other complainants.

(c) Access to Information & Protection to Privacy Services

a. Searching for, locating and retrieving record \$6.75
per ¼ hour

b. Producing a copy of a record:

Paper copies – color \$0.50 per page

Paper copies – B&W \$0.25 per page

Electronic copies (i.e. USB) Cost

Large Format (i.e. Maps) Cost

c. Preparing and handling a record for disclosure \$6.75
per ¼ hour

d. Supervising the examination of a record \$6.75
per ¼ hour

e. Shipping a record or copy of record Cost

(d) Bylaws (Copies) \$1.50 per sheet + GST

(e) County Map Booklet \$25.00 (GST Incl.)

(f) County Maps \$15.00 (GST Incl.)

(g) County Pins \$1.00 + GST

(h) Fax Machine

(i) Staff No Charge

(ii) Public		- To Send
Long distance - \$3.50 per page +GST		
Local - \$1.00 per page +GST		
- To Receive		\$3.50 per page + GST
		(Not to exceed max. \$10.00 +GST)
(i) Fire Services/Emergency Services	- actual cost for contracted services	
a. Fire Fighter Emergency Calls out per hour		\$25.00
b. Fire Practice – flat rate per practice		\$25.00
c. Fire Services Specified Penalties (As per Bylaw #743-25 – Fire Services Bylaw)		
i. First offence		
\$2,000.00		
ii. Second offence		\$5,000.00
iii. Third and any subsequent offence		\$7,000.00
(j) Land Assessment Records		
(i) Owner/purchaser parcel + GST		\$0.50 per
(ii) Others		\$1.50 per parcel + GST
Tax and Assessment Information		
(i) Staff Time		\$50.00/hour
(ii) Detailed Assessment Sheets (i.e.: For ADC, Farm Credit, Banks, Mortgage companies)		\$15.00/roll
(iii) Computer Generated Forms		\$0.50/page
(k) Minutes (copies)		\$1.50 per page + GST
(l) Photocopies/Digital Copies		
(i) Staff		No Charge
(ii) Public		\$0.50 per copy +GST
(iii) Memory Stick required for Digital Information		\$10.00 per stick +GST
(m) Postage Meter		
(i) Staff		Cost of postage +GST
(n) Tax Certificate Fees		\$30.00 per parcel
(o) Tax Exemption (Application for an Exemption – as per Bylaw #742-25 Non-Residential Tax Incentive Bylaw) - Section 7.2 The Application Fee		\$500.00
(p) Tax Penalties (Bylaw #731-25)		5% added on July 1

10% added on October 1

- (q) Tax Recovery (Bylaw #731-25) all costs associated with tax recovery proceedings will be added to tax roll for all unpaid taxes
- (r) Tax Sales (Reserved Value) close as possible to market value
- (s) Returned Cheque Fees \$25.00 admin fee
- (t) Customized Mapping Request \$65.00/hr
(As determined by GIS Technician) with a minimum charge of 1 hour

2. AGRICULTURAL SERVICE BOARD

- (a) Rental Equipment Available
 - (i) Backpack sprayer \$50.00 refundable deposit
 - (ii) Hand broadcast seeder \$50.00 refundable deposit
 - (iii) Cattle Scale \$40.00/half day or \$75.00/full day
 - (iv) Hay probes No charge
 - (v) Gallagher tag reader \$250.00 refundable deposit
- (b) Pest Control Products Available
 - (i) Magpie traps \$50.00 refundable deposit
 - (ii) Skunk traps \$50.00 refundable deposit
 - (iii) Coyote control materials No Charge

NOTE: RENTAL EQUIPMENT AND PEST CONTROL PRODUCTS SHALL NOT LEAVE COUNTY POSSESSION WITHOUT SIGNATURE AND MONIES IF REQUIRED.

- (c) Vegetation Management
 - (i) Private land spraying at - \$80.00/hr plus the cost of the chemical per L applied
cost + GST, where applicable, will be charged.
 - (ii) Industry spraying at - \$135.00/hr plus the cost of the chemical per L applied
cost + GST, where applicable, will be charged.
 - (iii) Weed picking - \$40.00/hr per individual plus GST.
- (d) Tree Planting Assist in tree planting with staff and a tree planter for numbers of 200 or more trees
- (e) Pesticide Container Sites
 - (i) Castor Waste Transfer Site SW 3-38-14 W4
 - (ii) Coronation Waste Management SW 36-36-11 W4

3. PLANNING & DEVELOPMENT

(a) Approach Requests	\$300.00 New/Existing
(b) Compliance Certificate	
(i) Non-inspected	\$100.00
(ii) Inspected	\$300.00
(c) Development Permit Application Fee	
(i) Permitted Use	\$100.00
(ii) Discretionary Use	\$200.00
(iii) Discretionary Use – Commercial/Industrial	\$400.00
(iv) Home Occupation	\$100.00
(d) Development Permit Fee Penalty (Work started without a Permit)	\$250.00
(e) Land Use Bylaw	\$25.00 +GST
(f) Municipal Development Plan	\$25.00 +GST
(g) Pipeline Crossings	\$300.00
(h) Proximity Requests	N/C – done with approach request
(i) Rezoning Application Fee	\$300.00 per application
(j) Right of Way (acquisition for road construction)	\$1,500.00 per acre
(k) Seismic Explorations on County Lands or Right of Ways	\$300.00
(l) Subdivision & Development Appeal Fees	\$400.00

4. PUBLIC WORKS

(a) Borrow Pits	
(i) Landscape Borrow Pit	assessed value per acre & part thereof affected
(ii) Dug Out Borrow Pit	\$100.00 each borrow pit Assessed value per acre
(b) County Equipment Rental Rate	Alberta Government Rates +GST
(c) Road Stabilization	actual cost of calcium supplied

(d) Gravel Royalties	\$2.00 per cubic yard
(e) Approaches	
(i) Installation	\$2,000.00
(ii) Widen Existing Approach & Culvert	\$1,000.00
(iii) Widen Existing Approach	\$500.00
(f) Purchase of Clay	\$2.00 per cubic yard
(g) Snowplowing/Grading (Private Property)	\$150.00 per hour (\$40.00 min fee)
(h) Trucks & Equipment (Hourly Rate)	
(i) Tandem Trucks	\$59.00 per hour
(ii) Pups	\$24.00 per hour

5. RECREATION

(a) Campground Fees - Burma Park/Huber Dam	
(i) Power Site	\$25.00 per night
(ii) No Power Site	\$20.00 per night
(b) Huber Dam	
(i) Group Area (up to 6 Units)	\$90.00 per night
and for each additional Unit	\$10.00 per night
(ii) Camp Kitchen	\$50.00 per day/night
(c) Berry Street Campground - Campground Rates for the Hamlet of Halkirk grounds located at 110 Berry Street, serviced with power, water and sewer.	
i. Berry Street Campsite – Daily per unit	\$40.00
ii. Berry Street Campsite – Weekly per unit	\$225.00
(d) Halkirk Recreational Grounds/Camping - Campground Rates for the Hamlet of Halkirk grounds located at 302 Main Street.	
i. Recreation Grounds Campsite Designated - Daily	\$20.00
ii. Recreation Grounds Campsite Non - Designated - Daily (max 2 days)	\$20.00
iii. Recreation Grounds (Concession/Washroom + Pole Shed) - Daily	\$100.00
iv. Rodeo Arena - Daily	\$100.00
(e) Campground Vandalism (Physical damage to Buildings, trees, ball diamonds or parks, burning deadfall or cutting down trees, or any park of the campground will be subject to a fine and eviction from the campground without refund.	\$250.00 up to \$2000.00

6. WATER & WASTEWATER SERVICES

Water Services (As per Bylaw #740-25 Water and Sewer Bylaw)

Rates, fees and charges for Sewage Services are as follows:

PROPERTY TYPE	Water System Reserve Fee	Monthly Fixed Charge	Consumption Rate
General	\$20.00/month	\$5.00/month	\$3.25 per m3
Bulk Water (potable)	N/A	N/A	\$5.00 per m3
Tank Loader Fee (non-potable water available only for agricultural, emergency service and County use)	N/A	N/A	\$1.00 per 100 gallons, or portion thereof
Town of Castor System Users	\$20.00/month	\$5.00/month	As per Town of Castor Bylaw

7. SEWAGE SERVICES

Sewer Services (As per Bylaw #740-25 Water and Sewer Bylaw)

Rates, fees and charges for Sewage Services are as follows:

Property Type	Sewage System Reserve Fee		Monthly Fixed Charge
Residential/Institutional (single or multi-family dwellings, schools, churches, community/recreation facilities)	\$10.00 /month		\$14.50/month
Non-Residential (agri-business, commercial and industrial)	\$20.00/month		\$55.00/month or 35% of the charges payable by the Customer, for Water Services for the month in question, whichever is greater

8. OTHER CHARGES

Other Charges (As per Bylaw #740-25 Water and Sewer Bylaw):

- (1) Water Turn-On/Turn-Off Charge: \$60.00 per visit.
- (2) Dishonoured cheque fee: \$25.00 per occurrence.
- (3) Security deposit: \$100.00.
- (4) Late Payment unpaid rates, fees and charges: 2% per month imposed on the outstanding balance.
- (5) Meter Installation or Removal Charge: \$200.00.
- (6) Meter Test Charge: \$150.00.
- (7) Damage Repair Charge: Actual Cost.
- (8) Water Modelling Application \$425.00

9. PENALTIES

Penalties (As per Bylaw #740-25 Water and Sewer Bylaw)

Section	Description	Penalty			
		Municipal Tag		Violation Ticket	
		First Offence	Second or Subsequent Offence	First Offence	Second or Subsequent Offence
Bylaw, s. 18	Obstruct an authorized representative	\$125.00	\$250.00	\$500.00	\$1,000.00
Schedule "A", s. 6(2)(c)	Backfill before Service Connection inspection	\$125.00	\$250.00	\$500.00	\$1,000.00
Schedule "A", s. 7	Contravention of Repair and Maintenance Requirements	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "A", s. 9(2)	Interfere with another Customer's Service Connection/Utility Services	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "A", s. 12(1)	Obstruct access to Facilities	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "A", s. 12(2)	Failure to manage vegetation on Property	\$125.00	\$250.00	\$500.00	\$1,000.00
Schedule "A", s. 12(3)	Install structure that interferes with proper and safe operation of Facilities	\$250.00	\$500.00	\$1,000.00	\$2,000.00

Schedule "A", s. 13	Interfere with or alter Facilities	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "A", s. 16	Extend Customer-owned infrastructure beyond Property	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "A", s. 27	Supply false or inaccurate information	\$125.00	\$250.00	\$500.00	\$1,000.00
Schedule "B", s. 1(3)	Fail to comply with Water Conservation and Demand Management Measures	\$125.00	\$250.00	\$500.00	\$1,000.00
Schedule "B", s. 3(1)(a)	Obtain water from source not connected to the Water System, after connection to Water System	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "B", s. 3(1)(a)	Fail to decommission alternate water supply, after connection to Water System	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "B", s. 3(3)	Connect an alternate water source to the Water System	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "B", s. 4	Unauthorized resale or supply of water	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "B", s. 5(1)	Unauthorized use of water	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "B", s. 10(3)	Contravention of Customer Meter installation rules and requirements	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "B", s. 11	Contravention of General Meter Restrictions	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "B" s. 18(1)	Unauthorized operation of a fire hydrant	\$1,000.00	\$2,000.00	\$4,000.00	\$8000.00
Schedule "B", s. 19	Obstruct access to or operation of a fire hydrant	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "B", s. 20	Contravention of requirement respecting Private	\$500.00	\$1,000.00	\$2,000.00	\$3,000.00

	Fire Protection Equipment				
Schedule "B" s. 21	Unauthorized Cross Connection	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "B", s. 22(1)	Customer fails to install required Cross Connection Control Device	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "B", s. 22(2)	Contravene Cross Connection Control Device testing and repair requirements	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "C", s. 1(1)(a)	Impede Sewage Use of other Customers	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "C", s. 1(1)(b)	Use Sewage System without an Account	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "C", s. 1(1)(c)	Use Sewage System in unauthorized manner	\$250.00	\$500.00	\$1,000.00	\$2,000.00

Schedule "C", s. 3(1)(a)	Unauthorized use of Private Sewage Disposal System, after connection to Sewage System	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "C", s. 3(1)(b)	Fail to decommission Private Sewage Disposal System, after connection to Sewage System	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "C", s. 5(1)	Discharge matter other than domestic Sewage	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "C", s. 6(1)	Discharging industrial matter without approval or proper pretreatment	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "C", s. 7	Diluting Sewage to allow for discharge into Sewage System	\$250.00	\$500.00	\$1,000.00	\$2,000.00
Schedule "C", s. 9	Contravention of requirement	\$250.00	\$500.00	\$1,000.00	\$2,000.00

	respecting protection of Sewage System				
Schedule "C", s. 10(1)	Discharge of hauled Sewage at location not approved by the Chief Administrative Officer	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00
Schedule "C", s. 10(2)	Discharge Sewage at Recreational Vehicle discharge station from vehicle, container or thing other than a Recreational Vehicle	\$500.00	\$1,000.00	\$2,000.00	\$4,000.00

10. WATER, SEWER, GAS AND GARBAGE RATES – (HAMLET OF HALKIRK RATES) as per Bylaws 2019-1, 2019-3, 2021-1

A. That rates for water service shall be:

- a) \$55.00 Flat Rate per month per water service, and shall include water consumption of up to 10 cubic meters per billing period,
- b) Consumption over 10 cubic meters of water in one billing period, shall be charged at the rate of \$3.00 per cubic meter.

B. The rates for Sewer Service shall be:

- c) \$17.00 Flat Rate per service per month.

C. The rates for Garbage Service shall be:

- d) \$18.00 Flat Rate per month.

D. The rates for Natural Gas shall be:

- (a) \$25.00 Flat Rate per meter per month
- (b) Consumption rates shall be the County Purchase Price, plus Variable Rate of \$1.20 per Gigajoule, plus \$0.40 per gigajoule, designated to a Gas Utility Reserve.
- (c) The request for voluntary utility disconnection/reconnection will be \$100.00 each, for disconnection of water or gas service.
- (d) Deposit on Natural Gas Utility after discontinuation for non-payment will be \$300
- (e) Penalties on accounts applied as per regulation in Halkirk Utility Bylaws.

11. ROADS –

Fines (As per Bylaw #741-25 Road Use Bylaw)

Section	Municipal Tag	Violation Ticket
Section 9 – operating more than weight limit	\$20 per 100 kg for overloads of up to 5000 kg and \$40 per 100 kg for overloads over 5000 kg.	\$27 per 100 kg for overloads of up to 5000 kg and \$47 per 100 kg for overloads over 5000 kg.
Section 17 – contravention of overweight permit	\$150	\$270
Section 18 – failure to produce overweight permit	\$150	\$250
Section 19 – operating over dimensional vehicle	\$200	\$270
Section 23 - contravention of over dimensional permit	\$150	\$250
Section 24 - failure to produce over dimensional permit	\$150	\$250
Section 28 – operating without a Road Use Agreement	\$150	\$250
Section 29 – contravention of Road Use Agreement	\$150	\$250
Section 31 – failure to produce Road Use Agreement	\$150	\$250

12. ARB REMUNERATION

(As per Bylaw #744-25 Regional Assessment Review Board Bylaw)

LARB	Half day – Four (4) hour block	\$110.00
LARB	Full day – Four plus (4+) hour block, excluding lunch hour	\$220.00
LARB – Chair	Half day – Four (4) hour block	\$125.00
LARB – Chair	Full Day – Four plus (4+) hour block – excluding lunch hour	\$250.00
CARB	Half day – Four (4) hour block	\$220.00
CARB	Full Day – Four plus (4+) hour block – excluding lunch hour	\$440.00
CARB – Chair	Half day – Four (4) hour block	\$250.00
CARB - Chair	Full Day – Four plus (4+) hour block – excluding lunch hour	\$460.00

13. ANIMAL LICENSES AND FEES (Hamlet of Halkirk) as per Halkirk Bylaw 06-2022

A. Animal Licenses, Permits & Penalties – rates for the Hamlet of Halkirk

(a) Spayed or Neutered Cats & Dogs	\$15.00
(b) Unaltered Cats & Dogs	\$25.00
(c) Replacement Tags	\$10.00

B. Animal Control Bylaw Fines (Fine A: First Offence, Fine B, Second & Consecutive Offences)

(a) Animal Pound Penalties (24-month Cycle) Licenced - 1st Offence	\$25.00
(b) Animal Pound Penalties (24-month Cycle) Unlicensed 1st Offence	\$50.00
(c) Animal Pound Penalties (24-month Cycle) Unlicensed 2nd Offence	\$50.00
(d) Animal Pound Penalties (24-month Cycle) Unlicensed 3rd and Subsequent	\$100.00

C. Offences

(a) Pound Care Fee - per day or part day	Provider Cost
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D. Licensing Penalties

(a) Owner fails to obtain annual license	\$50.00
(b) Using invalid tags	\$50.00
(c) Providing false information	\$50.00
(d) Fail to surrender banned or revoked animal	\$250.00
(e) Fail to maintain current licence information	\$50.00
(f) Fail to ensure license tag is worn on animal	\$40.00
(g) Fail to notify Village of address and phone number change	\$40.00
(h) Keep more than three (3) dogs	\$100.00
(i) Operate a kennel in a Residential District	\$250.00

E. Responsibilities

(a) Fail to ensure animal not running at large	\$50.00
(b) Fail to keep female animal in heat confined	\$50.00
(c) Fail to carry a suitable means of removing animal defecation	\$25.00
(d) Fail to keep residence/grouds clean/sanitary/non-offensive	\$100.00

F. Allow a dog to bark or to howl excessively or otherwise disturb the public

(a) First Offense	\$0.00
(b) Second Offense	\$50.00
(c) Third Offense	\$100.00
(d) Fourth and subsequent Offenses	\$150.00
(e) Allow an animal to damage public/private property - plus damages	\$250.00
(f) Allow an animal to attach/bite/chase a person or another animal	\$250.00
(g) Permit restricted animal to be on Parkland	\$100.00

G. Other Contraventions Penalty

(a) Have livestock, poisonous insect, reptile, snake or an animal deemed dangerous or objectionable	\$100.00
(b) Release an animal from a confined area, allowing to run loose	\$50.00
(c) Tease/torment, annoy or harm a dog/cat or domestic animal	\$100.00
(d) Fail to provide sufficient food/water/shelter/care or provide medical attention to an animal	\$500.00
(e) Hinder or obstruct a Bylaw Officer	\$500.00

H. Halkirk Cemetery Rates and Fees as per Halkirk Bylaw 2024-006

(a) Sale of Cemetery Lot	\$200 + GST
(b) Grave Opening/Closing [incl. Cremation]	Contractor Rate
(c) Columbarium Niche	\$500 + GST
(d) Engraving for Columbarium	\$135 + GST
(e) Adding a name to a plaque	\$35 + GST
(f) Disinterment	\$100 + GST

COUNTY OF PAINTEARTH NO. 18

BYLAW #740-25

THE WATER AND SEWAGE BYLAW

BEING A BYLAW OF THE COUNCIL OF THE COUNTY OF PAINTEARTH NO.18, IN THE PROVINCE OF ALBERTA, TO REGULATE AND PROVIDE THE TERMS, CONDITIONS, RATES AND CHARGES FOR THE SUPPLY AND USE OF WATER SERVICES AND SEWAGE SERVICES PROVIDED BY THE COUNTY OF PAINTEARTH NO. 18.

WHEREAS, pursuant to section 3 of the *Municipal Government Act* the purposes of a municipality include providing services, facilities or other things that, in the opinion of the Council, are necessary or desirable for all or a part of the municipality;

AND WHEREAS, pursuant to section 7(a) of the *Municipal Government Act* a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, pursuant to section 7(g) of the *Municipal Government Act* a council of a municipality may pass bylaws for municipal purposes respecting public utilities;

NOW THEREFORE the Council of the County of Paintearth No. 18, in the Province of Alberta, duly assembled, enacts as follows:

PART I - TITLE AND DEFINITIONS

Bylaw Title

1 This Bylaw shall be known as "The Water and Sewage Bylaw".

Definitions

2 In this Bylaw, unless the context otherwise requires:

- (a) "**Account**" means an agreement between a Customer and the County for the supply of Utility Services of which the terms of this Bylaw shall form a part and includes the amounts payable from time to time by the Customer to the County;
- (b) "**Alberta Private Sewage Systems Standard of Practice**" means the Alberta Private Sewage Systems Standard of Practice 2015, adopted by the *Private Sewage Disposal Systems Regulation*, A/R 229/97, as amended or replaced from time to time;
- (c) "**Chief Administrative Officer - CAO**" means the Chief Administrative Officer of the County or the Chief Administrative Officer's delegate;
- (d) "**Council**" means the municipal Council of the County;

- (e) **"County"** means the municipal corporation of the County of Paintearth No. 18 and its duly authorized employees, agents, contractors and other representatives or the geographic area contained within the boundaries thereof, as the context requires;
- (f) **"Cross Connection"** means any temporary, permanent, or potential connection of any piping, fixture, fitting, container or appliance to the Water System that may allow backflow to occur, including but not limited to: swivel or changeover devices, removable sections, jumper connections, and bypass arrangements;
- (g) **"Cross Connection Control Device"** means a testable CSA certified device that prevents the backflow of water;
- (h) **"Curb Stop"** means a valve connected to a Service Connection enabling the turning-on and shutting-off of the water supply to a Customer's Property;
- (i) **"Customer"** means any Person receiving Utility Services and, where the context or circumstances so require, includes any Person who is named on an Account, or who makes or has made an application for Utility Services or otherwise seeks to receive Utility Services, and also includes any Person acting as an agent or representative of a Customer;
- (j) **"Dwelling"** means a private residence with sleeping and cooking facilities used or intended to be use as a residence;
- (k) **"Engineering Design Standards"** means the County's Minimum Engineering Design Standards adopted by the Chief Administrative Officer from time to time or, in the absence of such standards, generally accepted municipal engineering standards;
- (l) **"Emergency"** means a condition that creates an imminent danger or a real possibility of Property damage, or personal injury, or when a condition or situation is declared to be an emergency by Council, or the Federal or Provincial Crown, or other civil authority having jurisdiction;
- (m) **"Facilities"** means any infrastructure forming part of:
 - i. the Water System, including without limitation: water treatment plants, reservoirs, pumping stations, Water Mains, Water Service Lines, bulk water stations, Curb Stops, valves, fittings, fire hydrants, chambers, Meters, Cross Connection Control Devices and all other equipment and machinery of whatever kind owned by the County that is used to produce and supply potable water to Customers; or
 - ii. the Sewage System, including without limitation: Sewage treatment plants, Sewage lagoons, pumping stations, Sewer Mains, Sewer Service Lines, valves, fittings, chambers, Meters, and all other equipment and machinery of whatever kind owned by the County that is used for the collection, transmission, treatment and disposal of Sewage;

as the context requires.

- (n) **“Hazardous Waste”** has the same meaning as in the *Environmental Protection and Enhancement Act* and any regulations thereunder;
- (o) **“Master Rates Bylaw”** means a bylaw that contains the fees, fines and rates of the County;
- (p) **“Meter”** means the individual or compound water meter and all other equipment and instruments, including but not limited to, radio frequency units and remote meter reading devices supplied and used by the County to calculate and register the amount of water consumed relative to the land and buildings that the Meter is designed to monitor;
- (q) **“Multiple Dwelling”** means a wholly or partially residential development containing more than one Dwelling, whether or not the development is within a single building;
- (r) **“Municipal Tag”** means a tag or similar document issued by the County pursuant to the *Municipal Government Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the County in lieu of prosecution for the offence;
- (s) **“Occupant”** means a Person occupying a Property, including a lessee or licensee, who has actual use, possession or control of the Property;
- (t) **“Owner”** means:
 - i. in the case of land, the Person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the parcel of land; or
 - ii. in the case of any property other than land, the Person in lawful possession of it;
- (u) **“Peace Officer”** includes a Bylaw Enforcement Officer appointed by the County, a Community Peace Officer whose appointment includes enforcement of the County’s Bylaws and a member of the Royal Canadian Mounted Police;
- (v) **“Person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative to whom the context applies according to law;
- (w) **“Private Drainage Line”** means that portion of a Service Connection that extends from the property line to an improvement or location on a Customer’s Property that receives, or is to receive Sewage Services, comprised of the Customer-owned assembly of pipes, fittings, fixtures, traps and appurtenances for the collection and transmission of Sewage into the Sewage System;
- (x) **“Private Sewage Disposal System”** means a system for the treatment and disposal of Sewage that is not connected to the Sewage System, including on-site Sewage treatment systems as defined in the Alberta Private Sewage Systems Standard of Practice;
- (y) **“Private Water Line”** means that portion of a Service Connection that extends from the property line to an improvement or location on a Customer’s Property that receives, or is to receive, Water Services, comprised of the Customer-owned assembly of pipes, fittings, fixtures, traps and appurtenances for providing water to a Customer’s Property, excluding the Meter owned by the County;

- (z) **"Property"** means:
- i. in the case of land, a parcel of land including any buildings; or
 - ii. in other cases, personal property;
- (aa) **"Recreational Vehicle"** means a vehicular or trailer type unit designed to provide temporary living quarters for recreational, camping, travel or seasonal use;
- (bb) **"Service Connection"** means all of the Facilities required to achieve a physical connection between:
- i. the County's Water Main and the structure, improvement or location that receives Water Services, to allow a Customer to receive potable water, which includes a Water Service Line and a Private Water Line; or
 - ii. the County's Sewer Main and the structure, improvement or location that receives Sewage Services, to allow a Customer to discharge Sewage, which includes a Sewer Service Line and a Private Sewage Line;
- as the context requires;
- (cc) **"Sewage"** means the composite of water and water-carried wastes discharged from residential, commercial, industrial or institutional Properties;
- (dd) **"Sewage Services"** includes the collection, transmission, treatment and disposal of Sewage, as applicable, and associated services offered to the Customer under this Bylaw;
- (ee) **"Sewage System"** means the Facilities used by the County for the collection, transmission, treatment and disposal of Sewage, which is deemed to be a public utility within the meaning of the *Municipal Government Act*;
- (ff) **"Sewer Main"** means those pipes installed for the collection and transmission of Sewage within the County to which a Service Connection may be connected;
- (gg) **"Sewer Service Line"** means that portion of a Service Connection owned by the County that extends from the Sewer Main to the property line of a Property that receives, or is to receive, Sewage Services;
- (hh) **"Subsidiary Meter"** means a privately-owned Meter installed on Property at the Customer's expense and utilized strictly for the Customer's purposes;
- (ii) **"Terms and Conditions"** means the terms and conditions in respect of Water Services and Sewage Services described in Schedules "A", "B", "C" and "D";
- (jj) **"Utility Services"** means Water Services or Sewage Services or both;
- (kk) **"Utility Services Guidelines"** means those guidelines, procedures, protocols, requirements, specifications or standards adopted by the Chief Administrative Officer from time to time pursuant to Section 6 of this Bylaw;

- (ll) **"Violation Ticket"** has the same meaning as in the *Provincial Offences Procedure Act*;
- (mm) **"Water Conservation and Demand Management Measures"** means restrictions upon the use of water for non-essential purposes, including but not limited to: irrigation, watering livestock, washing of vehicles, driveways or sidewalks, and any other purpose where water is utilized externally to a building and on any certain day or for a certain time period;
- (nn) **"Water Main"** means those pipes installed for the conveyance of potable water within the County to which Service Connections may be connected;
- (oo) **"Water Service Line"** means that portion of a Service Connection owned by the County that extends from the Water Main to the property line of a Property that receives, or is to receive, Water Service;
- (pp) **"Water Services"** means the provision of potable water by the County to a Customer's Property and associated services offered to the Customer under this Bylaw; and
- (qq) **"Water System"** means the Facilities used by the County to supply potable water to Customers, which is deemed to be a municipal public utility within the meaning of the *Municipal Government Act*.

PART II - PROVISION OF UTILITY SERVICES

Other Public Utilities Prohibited

- 2 No Person shall provide a service within the County that is similar in type to the Utility Services provided pursuant to this Bylaw unless authorized by Council

Terms and Conditions

- 3 All Utility Services shall be provided in accordance with Schedules "A", "B", "C" and "D" as applicable.

Rates and Fees

4

- (1) The County will provide Utility Services to Customers within the County at the rates, fees or other charges specified in the Master Rates Bylaw as may be amended by the Council by bylaw from time to time.
- (2) Subject to subsection (3), additional services provided by the County to a Customer will be billed to the Customer in accordance with an agreement between the Customer and the County.

(3) Additional costs arising from:

- (a) requirements or requests for specific non-routine services not more particularly described in this section or the acts or omissions of any particular Customer or defined group of Customers, or
- (b) repairs or remedies of any loss or damage to Facilities or other property that is caused by a Customer or any other party for whom a Customer is responsible in law, including, without limitation, any costs or damages described in any judgment of a court in the County 's favour; and
- (c) may, at the Chief Administrative Officer's sole option (and in addition to any other legally available remedies), be added to a Customer's Account as an additional amount due and payable by the Customer to the County.

Service Connection Fees and Costs Information

1 The Customer is responsible for paying the actual cost incurred by the County in providing and installing the Water Service Line or Sewer Service Line or both, as applicable, as well as any extension of a Water Main or Sewer Main which may be required to connect the Water Service Line or Sewer Service Line, as the case may be. Payment of any and all connection fees/costs charged by the County in respect of connection to the Water System or the Sewer System, and the receipt of the Utility Services, shall be paid as follows:

- (1) in respect of the construction of the extension of a Sewer Service Line or Sewer Main, in full prior to commencement of construction of the Sewer Service Line or Sewer Main;
- (2) in respect of the construction of the extension of a Water Service Line or Water Main:
 - (a) in full prior to commencement of construction of the extension of the Water Service Line or Water Main; OR
 - (b) 50% of the estimated costs prior to commencement of construction of the extension of a Water Service Line or Water Main, and the balance of the costs prior to connection of the water Service Connection and/or commencement of the Water Services; OR
 - (c) paid by additional equal monthly fee/rate rider concurrently with all other service fees or charges, for a period of Sixty (60) months calculated on the actual costs of construction, as an additional cost of service to the Customer not applicable to any other customers;

at the option of the Customer.

The Customer will be required to enter into a customer service application and agreement satisfactory to the Chief Administrative Officer, addressing the construction, costs and payments. Without restricting the service application and agreement, if the monthly fee/rate rider is selected the Customer shall ensure that any purchaser or transferee of the Customer's Property agrees to assume the outstanding balance and fee/rate rider, failing

which the Customer shall pay out the balance of the unpaid fee/rate rider. A notice of the fee/rate rider and presence of outstanding balance of costs of construction may be registered on title to the Customer's Property by caveat.

Utility Services Guidelines

5

- (1) Subject to subsection (2), the Chief Administrative Officer may adopt, amend, repeal and replace Utility Services Guidelines from time to time as the Chief Administrative Officer deems advisable.
- (2) Utility Services Guidelines must not be inconsistent with this Bylaw and, in the event of an inconsistency, this Bylaw shall prevail.
- (3) Without limiting the generality of subsection (1), Utility Service Guidelines may deal with any or all of the following subject matters:
 - (a) procedures or requirements that a Customer must comply with before a Service Connection is installed or activated, or before Utility Services are provided, or as a condition of ongoing provision of Utility Services;
 - (b) Customer Accounts, including, without limitation, provisions or requirements concerning: opening an Account, making payments on an Account, consequences for failure to pay Accounts in full, lost bills, dishonored cheques, collection of delinquent Accounts, adjusting improperly billed Accounts, Utility Services application fees, handling of confidential Customer Account information, closing an Account, and any other matter relating to Customer Accounts;
 - (c) measurement of water consumption, including without limitation provision or requirements concerning: meter inspection and testing, meter settings, chambers and installations, meter reading, disputes concerning meter data, estimates of consumption or Subsidiary Meters, remote meter reading devices, relocation of meters, access for meter readers, and adjustments to bills when meters have malfunctioned;
 - (d) procedures or requirements concerning investigating Customer complaints and concerns;
 - (e) procedures or requirements for provision of temporary Water Services, including without limitation Water Services provided during the construction phase of a development;
 - (f) procedures or requirements that a Customer must comply with in order to access a County bulk water station;
 - (g) procedures or requirements for upgrading, re-sizing, relocating or otherwise changing a Service Connection, whether at the instigation of the County or at the request of a Customer;
 - (h) the turn-on and turn-off of Water Services, whether at the instigation of the County or at the request of a Customer; and

- (i) supply of water for firefighting purposes, including without limitation procedures or requirements concerning the maintenance of public and private fire hydrants and permissible use of water from fire hydrants.

Notices

- 6 In any case in which written notice is required to be provided to a Customer pursuant to this Bylaw, the Chief Administrative Officer may serve notice:
- (a) personally;
 - (b) by e-mail if the Customer has consented to receive documents from the County by e-mail and has provided an e-mail address to the County for that purpose;
 - (c) by mailing or delivering a copy of the notice to the last known address of the Customer as disclosed in the County's assessment roll for the Property; or
 - (d) if the Customer does not answer the door, by placing the written notice on the door of the Property.

Authority of the Chief Administrative Officer

- 7 Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer is authorized to, in accordance with this Bylaw and all other applicable laws:
- (a) take any steps and carry out any actions required to give effect to, and enforce, the provisions of this Bylaw;
 - (b) establish forms for the purpose of this Bylaw; and
 - (c) delegate any powers, duties or functions under this Bylaw to an employee of the Municipality.

PART III – ENFORCEMENT

Offence

- 8 A Person who contravenes any provision of this Bylaw is guilty of an offence.

Continuing Offence

- 9 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

Vicarious Liability

- 10 For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

Corporations and Partnerships

11

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

Fines and Penalties

12

- (1) A Person who is guilty of an offence is liable to a fine in an amount not less than \$100.00 and not exceeding \$10,000.00.
- (2) Without restricting the generality of subsection (1) the fine amounts established for use on Municipal Tags and Violation Tickets, if a voluntary payment option is offered, are as set out in the Master Rates Bylaw.

Municipal Tag

13

- (1) A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (2) A Municipal Tag may be issued to such Person:
 - (a) either personally; or
 - (b) by mailing a copy to such Person at his last known post office address.
- (3) The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:

- (a) the name of the Person;
- (b) the offence;
- (c) the specified penalty established by this Bylaw for the offence;
- (d) that the penalty shall be paid within thirty (30) days of the issuance of the Municipal Tag; and
- (e) any other information may be required by the Chief Administrative Officer.

Payment in Lieu of Prosecution

- 14 Where a Municipal Tag is issued pursuant to this Bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the County the penalty specified within the time period indicated on the Municipal Tag.

Violation Ticket

15

- (1) If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
- (2) Notwithstanding subsection (1), a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (3) Subject to the *Provincial Offences Procedure Act* and the regulations thereunder, if a Violation Ticket is issued in respect of an offence, the Violation Ticket may;
 - (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.

Voluntary Payment

- 16 A Person who commits an offence may:

- (a) if a Violation Ticket is issued in respect of the offence; and
- (b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

Obstruction

- 17 No Person shall obstruct, hinder or impede any authorized representative of the County in the exercise of any of their powers or duties pursuant to this Bylaw.

PART IV - GENERAL

Schedules

18

1. The following schedules are included in, and form part of, this Bylaw:
 - (a) Schedule "A" – General Terms and Conditions of Utility Services;
 - (b) Schedule "B" – Terms and Conditions of Water Services;
 - (c) Schedule "C" – Terms and Conditions of Sewage Services; and
- 2 The following schedule contains a list of Minimum Engineering Design Standards, Utility Services Guidelines and forms adopted by the Chief Administrative Officer from time to time. This schedule is for reference purposes only, is subject to change without notice, and does not form part of this Bylaw. The Chief Administrative Officer will cause this schedule to be kept up to date:
 - (a) Schedule "D" – Standards, Guidelines and Forms.

Severability

- 19 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

Repeal

- 20 This Bylaw repeals Bylaw #690-20.

Enactment

- 21 This Bylaw takes effect upon being passed.

Received First Reading this ____ Day of _____ 2025 on a motion of Councillor
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

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS OF UTILITY SERVICES

PART I - GENERAL WATER AND SEWAGE PROVISIONS

Duty to Supply

- 1)
 - 1) The County having constructed, operated and maintained a Water System as a public utility shall continue, insofar as there is sufficient capacity and supply, to supply Water Services, upon such terms as Council considers advisable, to any Customer within the County situated along a County Water Main.
 - 2) The County having constructed, operated and maintained a Sewage System as a public utility shall continue, insofar as there is sufficient capacity and supply, to supply Sewage Services, upon such terms as Council considers advisable, to any Customer within the County situated along a County Sewer Main.
 - 3) If there is no County Water Main or County Sewer Main adjacent to a Property, the County shall not be obliged to provide Utility Services to the Property but may, in its sole and unfettered discretion, agree to construct new Facilities or an extension to or modification of the Water System or Sewage System, or both, in order to supply Utility Services to the Property, subject to the Customer entering into a customer service application and agreement on terms acceptable to the County including, without limitation, the Customer agreeing to pay all costs associated with the construction of any new Facilities, extension to or modification of the Water System or Sewage System, or both, that may be required in order to supply Utility Services to the Property.
 - 4) All Utility Services provided by the County shall be provided in accordance with these Terms and Conditions, and these Terms and Conditions shall apply to and be binding upon all Customers receiving Utility Services from the County.

No Guarantee of Continuous Supply

- 2)
 - 1) The County does not guarantee or warrant the continuous supply of potable water and the County reserves the right to change the operating pressure, restrict the availability of Water Services or to disconnect or shut-off Water Services, in whole or in part, with or without notice, in accordance with this Bylaw.
 - 2) Customers depending upon a continuous and uninterrupted supply or pressure of water or who require or have processes or equipment that require particularly clear or pure water shall provide such facilities, as they are considered necessary, to ensure a continuous and uninterrupted supply, pressure or quality of water required for this use. The County assumes no responsibility for same.
 - 3) The County does not guarantee or warrant the continuous capacity to collect, store and transmit Sewage and the County reserves the right to restrict the availability of Sewage

Services or to disconnect or shut-off Sewage Services, in whole or in part, with or without notice, in accordance with this Bylaw.

- 4) The County shall not be liable for damages, including losses caused by a break within the County's Water System or Sewage System or caused by the interference or cessation of water supply including those necessary or advisable regarding the repair or proper maintenance of the County's Water System or Sewage System, or generally for any accident due to the operation of the County's Water System or Sewage System or for the disconnection of a Service Connection or shut-off of a Utility Service, nor by reason of the water containing sediments, deposits, or other foreign matter.

PART II - SERVICE CONNECTIONS

Application for Service Connection

- 3)
 - 1) A Customer requesting Utility Services involving a new Service Connection shall apply to the Chief Administrative Officer by paying all associated fees and supplying information regarding the location of the Property to be served, the manner in which the Service Connection will be utilized, and any other information that may be reasonably required by the Chief Administrative Officer.
 - 2) Without limiting the generality of subsection (1), the Chief Administrative Officer may require a Customer, in conjunction with an application under subsection (1), to submit a water modelling application, in a form acceptable to or adopted by the Chief Administrative Officer, along with any associated fee, which application may be utilized to determine if the requested Service Connection is feasible.
 - 3) Upon receipt of all required application documents, information and fees, verification of the Customer's identity and the accuracy of the information, the Chief Administrative Officer will advise the Customer whether and on what terms the County is prepared to supply Utility Services to the Customer, the type and character of the Service Connection(s) it is prepared to approve for the Customer, and any conditions, including without limitation, payments by the Customer, that must be satisfied as a condition of installation of a Service Connection(s) and supply of Utility Services.

Easements and Rights-of-Way

- 4) At the request of the Chief Administrative Officer, the Customer shall grant or cause to be granted to the County, without cost to the County, such easements or rights-of-way over, upon or under Property owned or controlled by the Customer as the County may reasonably require for the construction, installation, maintenance, repair, and operation of the Water System or Sewage System.

Design and Engineering Requirements for Service Connections

- 5) Detailed requirements for engineering and construction of Service Connections are set out in the Engineering Design Standards, or as may be otherwise directed by the Chief

Administrative Officer. It is the Customer's responsibility to supply, at the Customer's cost, any plans and engineering reports pertaining to the Service Connection that the County may reasonably require, signed and sealed by a professional engineer.

Construction of Service Connections

- 6)
 - 1) The County shall provide and install all Facilities up to the property line, subject to the terms of this Bylaw, including, without limitation, payments by the Customer.
 - 2) The Customer shall be responsible for, and shall bear all costs associated with, the installation and condition of the Private Water Line or Private Drainage Line and all other piping and equipment or other facilities of any kind whatsoever on the Customer's side of the property line and:
 - (a) shall ensure that the Customer's proposed Private Water Line or Private Drainage Line, as applicable receives approval from the County prior to construction;
 - (b) shall ensure that all work undertaken on behalf of the Customer is performed by qualified workers holding appropriate certifications, in accordance with this Bylaw and applicable requirements set out in the Engineering Design Standards and the Utility Services Guidelines; and
 - (c) shall not backfill the excavation until such time as the County has inspected and approved of the work.
 - 3) If an excavation is backfilled in contravention of subsection (2)(c), the Chief Administrative Officer may, in addition to any other rights and remedies that may be available to the County, require the Customer in question to dig out and expose the said work at the Customer's cost.

Repair and Maintenance of Private Drainage and Water Lines

- 1) 1) A Customer is responsible for the repair, maintenance and replacement of Private Drainage Lines and Private Water Lines located on the Customer's Property, and for all costs associated therewith.
- 2) The Chief Administrative Officer may require a Customer to perform work described in subsection (1) if the Chief Administrative Officer, in his or her discretion, considers such work to be necessary or desirable for the protection or proper operation of the Water System or Sewage System, as applicable.
- 3) Where the Chief Administrative Officer requires a Customer to perform work pursuant to subsection (2), the Chief Administrative Officer shall establish a deadline by which the work in question must be completed by the Customer.
- 4) If a Customer fails to complete, by the deadline established under subsection (3), all work required by the Chief Administrative Officer, to the satisfaction of the Chief Administrative Officer, the County may, at its option, and in addition to any other remedy available, enter onto the Customer's Property and perform the said work.
- 5) The Customer shall pay all costs incurred by the County in performing work pursuant to subsection (4).

Customer Responsibility for Service Connection

7)

- 1) The Customer assumes full responsibility for the proper use of any Service Connection and any Utility Services provided by the County and for the condition, suitability and safety of any and all devices or equipment necessary for receiving Utility Services that are located on the Customer's Property.
- 2) The Customer shall be responsible for determining whether the Customer requires any devices to protect the Customer's Property from damage that may result from the use of a Service Connection or Utility Services, or to protect the safety or reliability of the Water System or Sewage System. The Customer shall provide and install any such devices at the Customer's sole expense.

Compliance with Requirements and Use of Service Connection

8)

- 1) A Customer shall ensure that the Customer's facilities comply with the requirements of this Bylaw, all applicable statutes, regulations, codes, and standards and with the County's specifications.
- 2) A Customer shall not use a Service Connection or any Utility Service received in a manner so as to interfere with any other Customer's use of a Service Connection, or Utility Services.
- 3) A Customer who has breached subsection (2) shall, at the Chief Administrative Officer's request, take whatever action is required to correct such interference or disturbance at the Customer's expense.

Abandonment of Service Connection

- 9) Whenever a Customer wishes to abandon a Service Connection, the Customer shall first obtain approval from the Chief Administrative Officer for the method and location of abandonment and the Customer shall assume responsibility for all costs associated with the same.

Ownership of Facilities

10)

- (1) The County retains ownership of all Facilities necessary to provide Utility Services to a Customer, up to the property line, unless a written agreement between the County and a Customer specifically provides otherwise.

- (2) Payment made by a Customer for costs incurred by the County for supplying and installing Facilities does not entitle the Customer to ownership of any such Facilities, unless a written agreement between the County and the Customer specifically provides otherwise.

Access to Facilities

11)

- 1) No Person shall obstruct or impede the County's free and direct access to any Facilities.
- 2) A Customer shall be responsible for managing vegetation on the Property owned or controlled by the Customer to maintain adequate clearances and reduce the risk of contact with the County's Facilities.
- 3) A Customer shall not install or allow to be installed on Property owned or controlled by the Customer any temporary or permanent structures that could interfere with the proper and safe operation of the County's Facilities or result in non-compliance with applicable statutes, regulations, standards or codes.
- 4) Where a Customer contravenes any provision of this section and fails to remedy such contravention within ten (10) days after receiving from the Chief Administrative Officer a notice in writing to do so, then in addition to any other legal remedy available the Chief Administrative Officer may take any steps necessary to remedy the contravention and may charge any costs of doing so to the Customer's Account.

Interference with or Damage to Facilities

- 12) No Person shall interfere with or alter any Facilities or permit the same to be done by any Person other than an authorized agent of the County.

Protection of Facilities on Customer's Property

- 13) The Customer shall furnish and maintain, at no cost to the County, the necessary space and protective barriers to safeguard Facilities installed or to be installed upon the Customer's Property. If the Customer refuses, the Chief Administrative Officer may, at his or her option, furnish and maintain, and charge the Customer for furnishing and maintaining, the necessary protection. Such space and protective barriers shall be in conformity with applicable laws and regulations and subject to the Chief Administrative Officer's specifications and approval.

Customer to Pay Relocation Costs

- 14) The Customer shall pay all costs of relocating the County's Facilities at the Customer's request, if such relocation is for the Customer's convenience, or if necessary to remedy any violation of law or regulation caused by the Customer. If requested by the County, the Customer shall pay the estimated cost of the relocation in advance.

Prohibited Extension of Customer Owned Facilities

- 15) A Customer shall not extend or permit the extension of a Private Water Line, Private Sewer Line or any other Customer-owned piping, equipment or other assets that are connected directly or indirectly to the Water System or Sewage System, beyond the Property in respect of which they are used to supply Utility Services through a Service Connection.

PART III - UTILITY ACCOUNTS

Requirement for Account

16)

- (1) The Owner of a Property shall apply for an Account with the County, in a form acceptable to the County, and pay all applicable fees as a condition of obtaining Utility Services, regardless of whether the provision of services requires installation of a new Service Connection(s) or construction of any new Facilities.
- (2) In the case of a Multiple Dwelling, the Chief Administrative Officer may require that a separate Account be opened in respect of each Dwelling, as applicable, within the Multiple Dwelling, regardless of the number of Service Connections associated with the Multiple Dwelling.
- (3) Except as provided under this Bylaw, the County shall not grant Utility Services to, or open an Account in the name of, an Occupant that is not the Owner of the Property.
- (4) Notwithstanding subsection (3) above, an Owner may request to have bills mailed to an Occupant that is not the owner of the Property under the Owner's name; however, the Owner of a Property where Utility Services are received shall be responsible for all services delivered or consumed and all fees, rates and charges levied for services delivered or consumed.
- (5) If, notwithstanding subsection (3), Utility Services are currently being provided to an Occupant that is not the Owner of the Property, the Owner of the Property shall forthwith inform the County of this and apply for an Account with the County, failing which the County may deem an application to have been received from the Owner of the Property and open an Account in the Owner's name.
- (6) Upon the change of ownership of a Property supplied with Utility Services, the new Owner shall apply for an Account with the County, failing which the County may deem an application to have been received from the new Owner of the Property and open an Account in the new Owner's name.

Security Deposits

17)

- (1) The Chief Administrative Officer may, in his or her sole discretion, at the time of a Customer's application for Utility Services or at any time thereafter require the Customer

to post a security deposit or increase an existing security deposit in circumstances that may include, without limitation, the following:

- i) the Customer making application for Utility Services has a credit rating that is not satisfactory to the County;
 - ii) the Customer has issued more than one cheque or pre-authorized debit that has been returned for non-sufficient funds in the previous 12 months;
 - iii) late payment by the Customer for Utility Services;
 - iv) the Customer is requesting Water Services to be reconnected after having previously been shut off for non-payment.
- (2) The Chief Administrative Officer may, in his or her sole discretion, determine that a Customer is not required to post a security deposit or is no longer required to maintain an existing security deposit, in circumstances that may include, without limitation, the following:
- i) the Customer has a good payment history with the County;
 - ii) where a result satisfactory to the County is obtained from an external credit check;
or
 - iii) where the Customer provides to the County an indemnity bond or irrevocable letter of credit from a financial institution satisfactory to the County.
- (3) A deposit made by a Customer shall be returned to the Customer when a Customer's Utility Services are terminated and the Customer's Account is closed. Where a Customer's Utility Services are terminated and the Customer's Account is closed for non-payment, prior to any refund, the security deposit will be applied to the balance owing by the Customer to the County.
- (4) The County is not obliged to pay interest on any security deposit held by the County to a Customer.

Obligation to Pay

18)

- (1) The Chief Administrative Officer may add to a Customer's Account the charges for all Utility Services provided by the County to the Customer, and the Customer is obligated to pay in full all such charges without reduction or set-off for any reason whatsoever, on or before the due date for the charges.
- (2) For greater certainty, non-receipt of a bill or invoice does not relieve a Customer from the obligation to pay for Utility Services provided.
- (3) No reduction in charges for Utility Services will be made for water supplied to or made available for use by any Customer because of any interruption due to any cause whatsoever of the water supply.
- (4) Billing shall be in accordance with the following:

- (a) The amount of the billing shall be based upon the rates, fees and charges set out in the Master Rates Bylaw.
 - (b) Customers shall be billed monthly, or at such frequency as may be determined by the Chief Administrative Officer, in his or her discretion;
 - (c) For rates, fees and charges that are based on water consumption, the water consumption through Service Connections shall be determined by the applicable Meter reading, obtained at such frequency as may be determined by the Chief Administrative Officer in his or her discretion, with a consumption estimate to be utilized in months for which no Meter reading is scheduled to occur;
 - (d) Where a Meter reading is not obtainable a water consumption estimate may, at the Chief Administrative Officer's discretion, be used.
- (5) Where, pursuant to any provision of this Bylaw, a Service Connection that provides a Utility Service to a Customer has been disconnected, or a Utility Service has otherwise been shut-off or discontinued, the Customer shall continue, for the duration of the disconnection, shut-off or discontinuance of service, to be obligated to pay all applicable non-consumption related rates, fees and charges set out in this Bylaw, including, without restriction, all applicable flat rate or fixed rate charges for Water Services and Sewer Services.
- (6) Payment on Accounts may be made to the County at such locations designated, and under any payment methods approved by the Chief Administrative Officer from time to time.

Past Due Accounts

19)

- (1) A late payment charge shall be applied to all charges on a Customer's Account if the Customer's payment has not been received by the County by the due date. The Customer may also be charged a dishonored cheque charge for each cheque returned for insufficient funds.
- (2) Any charge on a Customer's Account remaining unpaid after the due date will be in arrears and constitute a debt owing to the County and is recoverable by any or all of the following methods, namely:
 - (a) by action, in any Court of competent jurisdiction;
 - (b) by disconnecting the Service Connection to the Customer or shutting-off a Utility Service, and imposing a re-connection fee prior to re-establishing Utility Services;
 - (c) by the Chief Administrative Officer adding the outstanding Account balance to the tax roll of an Owner of a Property in accordance with the *Municipal Government Act*.

Shut-off without Notice

- 20) If the Chief Administrative Officer believes there is any actual or threatened danger to life or Property, or in any other circumstances the nature of which, in the Chief Administrative Officer's sole judgment, requires such action, the Chief Administrative Officer has the right to withhold connection, disconnect a Service Connection or shut-off a Utility Service without prior notice to the Customer.

Shut-off with Notice

- 21) The Chief Administrative Officer may withhold connection, disconnect a Customer's Service Connection or shut-off a Utility Service (without prejudice to any of the County's other remedies) after providing forty-eight (48) hours advance notice to the Customer, as applicable, in the following circumstances:
- (a) if the Customer neglects or refuses to pay when due any amounts required to be paid under this Bylaw, which amount is not the subject of a good faith dispute;
 - (b) as required by law;
 - (c) if the Customer is in violation of any provision of this Bylaw or any agreement between the Customer and the County for the provision of Utility Services; or
 - (d) any other similar circumstances to those described above that the Chief Administrative Officer determines, in his or her sole discretion, acting reasonably require the withholding, disconnecting or shut-off of service upon forty-eight (48) hours' notice.

Customer Requested Shut-off

- 22)
- (a) A Customer who is the Owner of a Property that receives Utility Services through a Service Connection may request, in writing, that the County temporarily shut-off a Utility Service provided to the Property;
 - (b) A Customer who requests shut-off of a Utility Service under subsection (1) must pay all applicable fees or charges provided for in this Bylaw.
 - (c) Upon receipt of a valid request under subsection (a), and all applicable fees and charges under subsection (b), the Chief Administrative Officer may shut-off the Utility Service in question.

Reconnection of Service

- 23) Before the County reconnects or restores Utility Services, the Customer shall pay:
- (a) any amount owing to the County for the provision of Utility Services;
 - (b) the applicable reconnection charges; and

- (c) any applicable security deposit.

The County's Right of Entry

24)

- (1) As a condition of receipt of Utility Services and as operational needs dictate, authorized representatives of the County shall have the right to enter a Customer's Property at all reasonable times, or at any time during an Emergency, for the purpose of:
 - (a) installing, inspecting, maintaining, replacing, testing, monitoring, reading or removing any facilities associated with the Water System or Sewage System;
 - (b) investigating or responding to a Customer complaint or inquiry;
 - (c) conducting an unannounced inspection where the Chief Administrative Officer has reasonable grounds to believe that unauthorized use of water or interference with Facilities, including but not limited to a Meter, has occurred or is occurring; and
 - (d) for any other purpose incidental to the provision of Utility Services.
- (2) The Chief Administrative Officer will make reasonable efforts to notify the Customer in advance of entering a Customer's property or to notify any other Person who is at the Customer's property and appears to have authority to permit entry, except:
 - (a) in cases of an Emergency;
 - (b) where entry is permitted by order of a court or other authority having jurisdiction;
 - (c) where otherwise legally empowered to enter;
 - (d) where the purpose of the entry is in accordance with subsection (1)(c) above.
- (3) The Customer shall pay a no access fee sufficient to cover the County's reasonable out-of-pocket and administrative costs, if the County's lawful entry to a Customer's Property is prevented or hindered, whether by a Customer not keeping a scheduled appointment or for any other cause.

Removal of County Facilities

- 25) Where any Customer discontinues Utility Services furnished by the County, or the County lawfully refuses to continue any longer to supply it, any authorized representative of the County may at all reasonable times enter the Customer's Property to remove any Facilities in or upon such Property.

False Information

- 26) No Person shall supply false information or make inaccurate or untrue statements in a document or information required to be supplied to the County pursuant to this Bylaw.

SCHEDULE "B"

TERMS AND CONDITIONS OF WATER SERVICES

PART I - GENERAL WATER SERVICES PROVISIONS

Water Conservation and Demand Management Measures

1

- (1) The Chief Administrative Officer may, at such times and for such lengths of time as is considered necessary or advisable, implement Water Conservation and Demand Management Measures to restrict water usage in any or all parts of the County.
- (2) All water restrictions shall be duly advertised by posting on the County's website or by use of local media, printed or otherwise, prior to taking effect.
- (3) No Person shall contravene the terms or conditions of any Water Conservation and Demand Management Measures, without first obtaining the Chief Administrative Officer's authorization.

Requirement to Connect to Water System

2

- (1) Subject to subsection (2), all new development, including redevelopment, on Property adjacent to a County Water Main must connect to the Water System prior to occupancy.
- (2) The Chief Administrative Officer may, in his or her discretion, exempt a given development from the connection requirement established by subsection (1) in circumstances that may include, without limitation, the following:
 - (a) use of the development for its intended purpose does not require a supply of potable water,
 - (b) the development has unusual characteristics that might adversely affect the quality of Water Services supplied to other Customers, public health or safety, the health or safety of County personnel, or the safety or reliability of any other Facilities, or
 - (c) the development has special potable water needs and requires a continuous and uninterrupted supply or pressure of potable water or a particularly clear or pure water, or both, which the County is unable to supply.
- (3) Where an exemption has been granted under subsection (2), the Chief Administrative Officer may, at any time after the granting of the exemption, require that the Property in question be connected to the Water System within an alternate timeframe prescribed by the Chief Administrative Officer.
- (4) If an Owner fails to take all required steps to connect the Owner's Property to the Water System when required, by this section, to do so, the County may enter onto the Property in question and, at the Owner's sole expense, take any and all steps that the County

considers necessary to connect that Property to the Water System, including, without restriction, constructing a Private Water Line and related facilities on the Property.

Alternate Water Supply

3

- (1) Subject to subsection (2), once a Property is connected to the Water System,
 - (a) no Person shall allow water to be supplied to that Property by way of a well, spring or other source of water supply that is not connected to the Water System; and
 - (b) any existing well, spring or other source of water supply not connected to the Water System, that is located on that Property, shall be decommissioned by the Owner, at the Owner's expense, in accordance with all applicable laws and regulations.
- (2) The Chief Administrative Officer may allow a Person to maintain an alternate source of water supply subject to such terms and conditions as the Chief Administrative Officer deems necessary, which may include, without limiting the generality of the foregoing, restrictions on the period of time for which an alternate source of water supply may be used and the purposes for which it may be used.
- (3) No Person who has been granted permission by the Chief Administrative Officer to maintain an alternate water supply under this section shall allow the alternate source of water to be connected, directly or indirectly, to the Water System.

Resale and Supply of Water

4 No Person shall, unless authorized by the Chief Administrative Officer in writing:

- (a) resell water obtained from the Water System to any other Person;
- (b) supply water obtained from the Water System to any Person who intends to sell the water; or
- (c) supply water from the Water System to any Property that could be supplied with water through its own Service Connection.

Unauthorized Use of Water

5

- (1) No Person shall use water from the Water System, or allow water obtained from the Water System to be used:
 - (a) in a manner that will impede water use by other Customers;
 - (b) in a manner that is wasteful;
 - (c) unless an Account has been opened by the Customer;

- (d) unless the water has first passed through a Meter, except in a case where, pursuant to this Bylaw, unmetered supply of water is specifically authorized; or
 - (e) in any other unauthorized manner.
- (2) If the Chief Administrative Officer finds an unauthorized use of water including, without restriction, as a result of any tampering with a Meter or other Facilities, the Chief Administrative Officer may make such changes in the County's Meters, appliances, or other Facilities or take such other corrective action as may be appropriate to ensure only the authorized use of the Facilities, and also to ensure the safety of the general public.
- (3) Upon finding an unauthorized use of water, the Chief Administrative Officer may immediately disconnect the Service Connection or shut-off the water supply, without notice, and shall charge the Person all costs incurred in correcting the condition, in addition to any other rights and remedies that may be available to the County.
- (4) A Person that uses water in contravention of this section shall pay the following charges:
 - (a) the applicable rate for the water used and, where necessary, based on an estimate by the Chief Administrative Officer of the amount of water used in contravention of this section;
 - (b) all costs incurred by the County in dealing with the contravention; and
 - (c) any other applicable fees or charges provided for in this Bylaw.

Authorizations and Approvals for Private Water Line

6

- (1) The Customer shall be responsible for obtaining all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Private Water Line.
- (2) The County shall not be required to commence Water Services to a Property unless and until the Customer has complied with the requirements of all governmental authorities, permits, certificates, licenses, inspections, reports and other authorizations, all right-of-way agreements, and all of the County's requirements applicable to the installation and operation of the Private Water Line. The County reserves the right, but is not obligated, to verify that all necessary authorizations have been obtained by the Customer.

Temporary Water Services

- 7 The County may provide temporary Water Services wherever practicable to a Customer for purposes of facilitating construction of a new development. The Customer will pay a rate, charge or fee for such Water Services as specified in this Bylaw. A Customer who is receiving temporary Water Services for the construction phase of a development ceases to be entitled to take temporary Water Services at the construction rate and is required to apply for permanent metered Water Services when
 - (a) a County final inspection is issued for the development; or

(b) the development is being used for its intended purpose;
whichever event occurs first.

Bulk Water

8

- (1) The County may, at its discretion, make water available for sale at County bulk water stations.
- (2) The County is not obligated to supply water at its bulk water stations and the supply of water may be discontinued or interrupted for any reason.
- (3) Unless a coin-operated system is available, all purchases of bulk water at County bulk water stations must be pre-paid and will require an Account and an access number assigned by the County.
- (4) A Customer requesting access to a County bulk water station may apply to the County for a bulk water Account by:
 - (a) supplying any information that may be reasonably required by the Chief Administrative Officer,
 - (b) paying any applicable fee or charge established by the County including, without restriction, a fee payable to obtain a bulk water station access number; and
 - (c) loading the Customer's Account through pre-paying for a supply of bulk water in such volume as the Customer may require from time to time.
- (5) No Person, other than a Customer with a bulk water Account in good standing, shall access or draw water from a County bulk water station without prior County authorization.
- (6) The Chief Administrative Officer shall deduct from a Customer's pre-paid bulk water Account the charges for all Utility Services provided by the County to the Customer based upon the rates, fees and charges set out in this Bylaw, including, without restriction, Schedule "D".
- (7) A Customer may be charged a dishonored cheque charge for each cheque returned for insufficient funds when attempting to load the Customer's Account.
- (8) Any charge on a Customer's bulk water Account remaining unpaid after the due date will be in arrears and constitute a debt owing to the County and is recoverable, by action, in any Court of competent jurisdiction. If an Account remains unpaid after the due date, the County may, in addition to any other remedy, revoke the Customer's pin code access to the County's bulk water stations and close the Customer's bulk water Account.

PART II - WATER METERS

Provision and Ownership of Meters

9

- (1) All water supplied by the County through each Service Connection shall be measured by one Meter unless the Chief Administrative Officer, in his or her sole discretion, has specified otherwise. A separate Curb Stop must be installed for each Meter.
- (2) The County shall, at the Customer's sole cost, supply and install one or more Meters for the purpose of measuring the volume of water delivered to a Customer by way of a Service Connection. Each Meter shall remain the sole property of the County, notwithstanding the Customer has paid the County's costs of supply, unless the Chief Administrative Officer and the Customer have expressly agreed in writing otherwise.
- (3) In the case of new construction on Property adjacent to a Water Main, a Customer's Property may only be occupied after the Meter is installed and an Account opened.
- (4) Every Property located within a hamlet of the County that receives Water Services shall have a Meter installed to measure the water supplied by the County through each Service Connection, in accordance with subsection (2).

Responsibilities of Customer

10

- (1) Each Customer shall ensure that a location on the Customer's Property for Meter installation is provided, and that access to the Meter is provided for the purpose of reading or servicing the Meter, in accordance with all applicable Water Service Guidelines.
- (2) Each Customer shall provide adequate protection for the Meter supplied by the County against freezing, heat or any internal or external damage.
- (3) When a Meter is damaged due to frost, heat or any other condition or means against which the Customer neglected to provide adequate protection, the cost of removal and repair or replacement of the Meter shall be borne by the Customer.

General Meter Restrictions

11

- (1) No Person, other than an authorized agent of the County, shall install, test, remove, repair, replace, or disconnect a Meter.
- (2) No Person shall break, tamper, or interfere with any Meter including, without restriction, any seal attached thereto.
- (3) If a Meter is lost, damaged or destroyed, the Customer shall pay for the entire cost of the Meter removal, repair and reinstallation or for the cost of replacing the Meter.
- (4) No Person shall obstruct or impede direct and convenient access to Meters for the purpose of inspection, removal, repair, replacement or reading.

Subsidiary Meters

12

- (1) A Customer may, for the Customer's own benefit, and at the Customer's own cost, install a Subsidiary Meter between the Meter supplied by the County and the point of use of the water supplied, provided that the County shall under no circumstances be required to maintain or read a Subsidiary Meter installed under this section.
- (2) All Subsidiary Meters shall remain the property of the Owner.
- (3) Where, in the opinion of the Chief Administrative Officer, a Subsidiary Meter has been installed in a manner so as to interfere with the operation of or access to the County's Meter, the Chief Administrative Officer may direct, in writing, that the Customer relocate or remove the Subsidiary Meter within a time frame selected by the Chief Administrative Officer.

Access to Meters

- 13 The Chief Administrative Officer may, at any reasonable time, read, inspect, remove, repair, replace or test a Meter installed on Property owned or controlled by the Customer.

Remote Meter Reading

14

- (1) In this section,
 - (a) "Remote Reading" means a Meter reading obtained by the County electronically, without physically travelling to the location of a Meter and viewing it in-person; and
 - (b) "In-Person Reading" means a Meter reading obtained by the County by physically travelling to the location of a Meter and viewing it in-person.
- (2) Without limiting the generality of section 13 of this Schedule, the Chief Administrative Officer may, in his or her discretion, and at the Customer's sole cost, alter or replace a Meter so as to make the Meter capable of being read remotely.
- (3) Where a Meter is capable of being read remotely, the County may, in its discretion, read the Meter by way of either a Remote Reading or In-Person Reading.
- (4) In the event of an inconsistency between a Remote Reading and In-Person Reading, obtained at a specific point in time, the In-Person Reading shall prevail.

Meter Readings

- 15 Where 3 consecutive estimated Meter readings have been used for billing purposes due to the Meter not being read by an authorized representative of the County as a result of the Customer failing to provide or allow the County access to the Meter during a billing period:
- (a) a notice may be left at the Customer's address requesting the Customer to contact the Chief Administrative Officer within two (2) working days, advising of the date and time that the Chief Administrative Officer will be able to have access to the Meter for the purpose of obtaining an actual Meter reading; or
 - (b) in the case where the Customer does not contact the Chief Administrative Officer within two (2) working days, the County may disconnect the Service Connection or shut-off Utility Services, without any further notice, until such time as an actual Meter reading can be obtained.

Meter Testing

16

- (1) At the request of a Customer, the Chief Administrative Officer shall arrange for on-site Meter verification and, if necessary, shall arrange for a Meter to be tested by a person qualified to perform such work. If, upon verification or testing or both, the Meter is found to be recording accurately, which for this purpose is defined as recording between 98.5% and 101.5% of actual consumption, then the Customer shall pay all applicable fees and charges for this service.
- (2) If the Meter is found to be recording inaccurately, as defined above:
 - (a) the Chief Administrative Officer will repair or replace the Meter and the cost, along with the costs of verification and testing, shall be borne by the County; and
 - (b) subject to subsection (3), the Account based on the readings of that Meter during the period of 3 months immediately preceding the date of the test or calibration shall be corrected to reflect the error in the Meter and the Customer shall pay, or shall be refunded, as the case may be, the amount so determined, which payment or refund shall be accepted by both the County and the Customer in full settlement of any claim that may arise out of the error in the Meter.
- (3) The Chief Administrative Officer may at any time inspect or test any Meter, on its own initiative, regardless of whether the Customer has requested inspection or testing. In such case no fees or charges are payable by the Customer.

Circumvention of Meter

17

- (1) If under any circumstances, a Person other than an authorized agent of the County prevents a Meter from accurately recording the total volume of water supplied, the County may disconnect the Service Connection, shut-off Utility Services or take other appropriate actions to ensure access to accurate Meter data or both.

- (2) The Chief Administrative Officer may then estimate the demand and amount of water supplied but not recorded by the Meter at the Service Connection. The Customer shall pay the cost of the estimated water consumption plus all costs related to the investigation and resolution of the matter.

PART III - FIRE PROTECTION

Use of Water from Fire Hydrants

18

- (1) Unless authorized by the Chief Administrative Officer, no Person shall operate or interfere with a fire hydrant, whether owned by the County or privately owned, except as necessary for firefighting purposes.
- (2) A Customer requesting authorization to use water from a County owned fire hydrant shall apply to the Chief Administrative Officer by paying all associated fees and supplying information regarding the location of the fire hydrant to be accessed, the manner in which it will be used, and any other information that may be reasonably required by the Chief Administrative Officer.
- (3) The Chief Administrative Officer will advise the Customer whether and on what terms the County is prepared to authorize use of a County owned fire hydrant and any conditions, including without limitation, payments by the Customer, that must be satisfied as a condition of using a County owned fire hydrant.

Interference with Fire Hydrants

19

- (1) No Person shall do anything to obstruct access to, or interfere with the operation of, a fire hydrant.
- (2) Each Customer who owns Property on which a fire hydrant is located or Property that is adjacent to Property on which a fire hydrant is located shall maintain a clearance of at least 3 feet around a fire hydrant and shall not permit anything to be constructed, erected, placed or planted within that minimum clearance.

Private Fire Protection Equipment

20

- (1) In this section "Private Fire Protection Equipment" means equipment, infrastructure or facilities, not owned by the County, which is located on a Customer's Property and is intended to be used to provide fire protection, including, without limiting the generality of the foregoing, private fire hydrants, fire sprinklers and outlets for fire hoses.
- (2) No Customer shall connect Private Fire Protection Equipment to the Water System without first applying for, and obtaining, the written approval of the Chief Administrative Officer.

- (3) A Person applying for approval under subsection (2) shall pay any applicable fee and provide the Chief Administrative Officer with all information that the Chief Administrative Officer may require.
- (4) The Chief Administrative Officer may, in his or her discretion, acting reasonably, approve or reject an application under subsection (2) and may, in granting an approval, impose conditions or requirements on the Customer, which may include, without restriction, a requirement that a separate Service Connection be constructed and installed, at the Customer's sole cost, for the purpose of supplying the Private Fire Protection Equipment.
- (5) The County does not guarantee or warrant that the Water System, or any portion thereof, will be capable of connecting to and/or adequately supplying Private Fire Protection Equipment on a Customer's Property and, without limiting the authority of the Chief Administrative Officer under subsection (4), an application under subsection (2) may be rejected if the Chief Administrative Officer determines that the Water System, or portion thereof, is not capable of connecting to or adequately supplying the proposed Private Fire Protection Equipment.
- (6) A separate Service Connection for fire protection that is installed pursuant to subsection (4) shall only be utilized to supply water for fire protection purposes.
- (7) Where a separate Service Connection for fire protection is required pursuant to subsection (4), the Chief Administrative Officer may require that a separate Meter be installed on that Service Connection at the sole expense of the Customer.
- (8) A Customer that installs Private Fire Protection Equipment is responsible for complying with any applicable laws and regulations that relate to the installation, operation and maintenance of that Fire Protection Equipment.
- (9) A Customer shall ensure that all Private Fire Protection Equipment located on the Customer's Property maintains an adequate volume, pressure and flow rate of water required for firefighting purposes.
- (10) The Chief Administrative Officer may, at any reasonable time, inspect and test Private Fire Protection Equipment.

PART IV - CROSS CONNECTIONS

Cross Connections

21

- (1) No Person shall install, or allow to exist, any Cross Connection that could cause or allow drinking water in any part of the Water System to become contaminated or polluted in any way.
- (2) Where the Chief Administrative Officer determines that there exists a Cross Connection prohibited by this section, the Chief Administrative Officer shall give notice to the Customer to correct the Cross Connection at the expense of the Customer within the time specified in the notice and may, in addition to any other legal remedy, immediately disconnect the

Service Connection or shut-off the water supply for such time as the prohibited Cross Connection continues.

Cross Connection Control Devices

22

- (1) The Chief Administrative Officer may, in his or her discretion, require any Customer to install, at the Customer's expense, one or more Cross Connection Control Devices on Private Water Lines servicing the Customer's Property, in locations approved by the Chief Administrative Officer.
- (2) A Customer is responsible, at the Customer's expense, for ensuring that Cross Connection Control Devices located on the Customer's Property are installed, and regularly inspected, repaired and maintained, by a Person certified and qualified to install, inspect, repair and maintain Cross Connection Control Devices.

PART V - OTHER FACILITIES

Operation of Curb Stops

23

- (1) No Person, other than an authorized representative of the County, shall operate a Curb Stop on any Property.
- (2) No Person shall interfere with, damage or obstruct access to any Curb Stop.

Boilers

- 24 Where a boiler is supplied with water from the Water System, the Customer shall ensure that a safety valve or other appropriate device is installed to prevent danger from collapse or explosion if water supply to the Customer is disconnected or otherwise discontinued.

SCHEDULE "C"

TERMS AND CONDITIONS OF SEWAGE SERVICES

Unauthorized Use of Sewage System

1

- (1) No Person shall use the Sewage System, or allow the Sewage System to be used:
 - (a) in a manner that will impede the Sewage System's use by other Customers;
 - (b) unless an Account has been opened by the Customer; or
 - (c) in any other unauthorized manner.
- (2) If the Chief Administrative Officer finds an unauthorized use of the Sewage System including without restriction any tampering with any of the Facilities, the Chief Administrative Officer may make such changes in its Facilities or take such other corrective action as may be appropriate to ensure only the authorized use of the Facilities, and also to ensure the safety of the general public.
- (3) Upon finding an unauthorized use of the Sewage System, the Chief Administrative Officer may immediately disconnect the Service Connection or shut-off Sewage Services, without notice, and shall charge the Person all costs incurred in correcting the condition, in addition to any other rights and remedies that may be available to the County.
- (4) A Person that uses the Sewage System in contravention of this section shall pay the following charges:
 - (a) the applicable rate for the Sewage Services used based on an estimate by the Chief Administrative Officer of the value the contravention of this section;
 - (b) all costs incurred by the County in dealing with the contravention; and
 - (c) any other applicable fees or charges provided for in this Bylaw.

Requirement to Connect to Sewage System

2

- (1) Subject to subsection (2), all new development, including redevelopment, on Properties adjacent to a Sewer Main must connect to the Sewage System prior to occupancy.

- (2) The Chief Administrative Officer may, in his or her discretion, exempt a given development from the connection requirement established by subsection (1), in circumstances that may include, without limitation, the following:
- (a) use of the development for its intended purpose will not generate any sewage, or
 - (b) the development has unusual characteristics that might adversely affect the quality of Sewer Services supplied to other Customers, public health or safety, the health or safety of County personnel, or the safety or reliability of any other Facilities.
- (3) Where an exemption has been granted under subsection (2), the Chief Administrative Officer may, at any time after the granting of the exemption, require that the development in question be connected to the Sewage System within an alternate timeframe prescribed by the Chief Administrative Officer.
- (4) If an Owner fails to take all required steps to connect the Owner's Property to the Sewage System when required, by this section, to do so, the County may enter onto the Property in question and, at the Owner's sole expense, take any and all steps that the County considers necessary to connect that Property to the Sewage System, including, without restriction, constructing a Private Drainage Line and related facilities on the Property.
- (5) The Owner of a Property in respect of which the Chief Administrative Officer has provided an exemption under subsection (2) shall install, at the Owner's expense, a Private Sewage Disposal System that meets the approval of the Chief Administrative Officer, unless paragraph (2)(a) applies.
- (6) An Owner who installs a Private Sewage Disposal System pursuant to subsection 5) shall be responsible for obtaining, and complying with, all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Private Sewage Disposal System, and for complying with all applicable laws and regulations.

Alternate Sewage System

3

- (1) Subject to subsection (2), once a Property is connected to the Sewage System,
- (a) no Person shall, unless authorized in writing by the Chief Administrative Officer, continue to use any Private Sewage Disposal System located on that Property for the collection or disposal of Sewage; and
 - (b) any existing Private Sewage Disposal System that is located on the Property shall be decommissioned, at the Owner's expense, in accordance with all applicable laws and regulations.
- (2) The Chief Administrative Officer may allow a Person to maintain a Private Sewage Disposal System subject to such terms and conditions as the Chief Administrative Officer deems necessary, which may include, without limiting the generality of the foregoing,

restrictions on the period of time for which the Private Sewage Disposal System may be used and the purposes for which it may be used.

- (3) No Person who has been granted permission by the Chief Administrative Officer to maintain a Private Sewage Disposal System shall allow that alternate facility to be connected, directly or indirectly, to the Sewage System.

Authorizations and Approvals for Private Sewer Line

4

- (1) The Customer shall be responsible for obtaining all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Private Sewer Line.
- (2) The County shall not be required to commence Sewage Services to a Property unless and until the Customer has complied with the requirements of all governmental authorities, permits, certificates, licenses, inspections, reports and other authorizations, all right-of-way agreements, and all of the County's requirements applicable to the installation and operation of the Private Sewer Line. The County reserves the right, but is not obligated, to verify that all necessary authorizations have been obtained by the Customer.

Discharge into Sewage System

5

- (1) Except as agreed to in writing by the Chief Administrative Officer, no Person shall discharge or permit to be discharged into the Sewage System any matter other than domestic Sewage resulting from normal human living processes.
- (2) For greater certainty, and without in any way restricting subsection (1), no Person shall discharge or permit to be discharged into the Sewage System:
 - (a) any matter containing Hazardous Waste;
 - (b) any substance that may cause the County to be in violation of any regulatory or operating licence, approval or permit for the Sewage System;
 - (c) any flammable liquid or explosive matter which, by itself or in combination with any other substance, is capable of causing or contributing to an explosion or supporting combustion, including, without restriction, hydrocarbon substances such as gasoline and diesel fuel;
 - (d) any matter which, by itself or in combination with any other substance, is capable of obstructing the flow of or interfering with the operation or performance of the Sewage System including, without restriction, grease and solid substances such as sand, grit, mud, plastics, rags, sanitary napkins and wet wipes;
 - (e) any matter with corrosive properties which, by itself or in combination with any other substance, may cause damage to the Sewage System;
 - (f) any substance having a pH of less than 5.5 or greater than 10;

- (g) pharmaceuticals;
- (h) corrosive or toxic substances, including, without restriction, pesticides and herbicides;
- (i) radioactive materials;
- (j) condensing water,
- (k) any heated water or other liquids of a temperature higher than eighty (80) degrees Celsius;
- (l) the contents of any privy vault, manure pit or cesspool;
- (m) the contents of a sump pump; or
- (n) storm water or surface water.

Commercial or Industrial Wastes

6

- (1) No Sewage or other matter resulting from any commercial, trade, industrial or manufacturing process shall be discharged or permitted to be discharged into the Sewage System unless prior approval has been granted by the Chief Administrative Officer and only then after any required pretreatment of the Sewage or other matter, as prescribed by the Chief Administrative Officer.
- (2) All necessary pretreatment equipment or works shall be installed by the Customer, at the Customer's sole expense, prior to the construction of the Service Connection and thereafter shall be continuously maintained and operated by the Customer.

No Dilution

- 7 No Person shall dilute or permit to be diluted any Sewage in order to enable its discharge in compliance with these Terms and Conditions.

Oil, Grease and Sand Interceptors

8

- (1) The Customer of any Property on which there is commercial or institutional food preparation shall provide a grease and oil interceptor on all fixtures that may release oil and grease.
- (2) The Customer of any industrial, commercial or institutional Property where vehicles or equipment are serviced, repaired, disassembled or washed shall provide a grease, oil and sand interceptor on all fixtures that may release grease, oil or sand.

- (3) The Chief Administrative Officer may require a Customer of any Property to install an interceptor if the Chief Administrative Officer, in its sole discretion, determines that an interceptor is required.
- (4) All interceptors shall be:
 - (a) of sufficient capacity and appropriate design to perform the service for which the interceptors are used;
 - (b) located to be readily accessible for cleaning and inspection; and
 - (c) maintained by the Owner.

Protection of Sewage System

9

- (1) No Person shall remove, damage, destroy, alter or tamper with any Facilities forming part of the Sewage System, except as authorized by the Chief Administrative Officer.
- (2) No Person shall interfere with the free discharge of any Sewer Main or part thereof, or do any act or thing that may impede or obstruct the flow to, or clog up, the Sewage System.
- (3) No Person shall connect any storm drain, weeping tile or sump pump to any portion of the Sewage System.
- (4) In case of a blockage, either wholly or in part, of the Sewage System by reason of negligence or the failure or omission to strictly comply with the provisions of this Bylaw, the Customer concerned or Person responsible shall be liable for all clogs and the cleaning of such blockages and for any other amount for which the County may be held liable for due to such blockages.

Hauled Sewage

10

- (1) No Person shall discharge or permit the discharge of hauled Sewage except at a hauled Sewage discharge location approved by the Chief Administrative Officer and only then in accordance with any terms and conditions imposed by the Chief Administrative Officer, including payment of applicable fees and charges.
- (2) If a hauled Sewage discharge location has been identified, by the County, as a Recreational Vehicle discharge or dump location, that location shall be used solely for the purpose of discharging Sewage from Recreational Vehicles, and no Person shall

discharge or permit the discharge, at that location, of Sewage from any vehicle, container, structure or thing other than a Recreational Vehicle.

Spills

11

- (1) Any Person who discharges or permits the discharge of any Sewage or other matter contrary to this Bylaw shall, immediately after becoming aware of the discharge, notify:
 - (a) the Chief Administrative Officer and provide the following information:
 - i. name of the Person causing or permitting the discharge;
 - ii. location of the release;
 - iii. name and contact information of the Person reporting the discharge;
 - iv. date and time of the discharge;
 - v. type of material discharged and any known associated hazards;
 - vi. volume of the material discharged; and
 - vii. corrective action being taken, or anticipated to be taken, to control the discharge;
 - (b) the Owner of the Property, where the Person reporting the discharge is not the Owner and knows, or is readily able to ascertain the identity of the Owner; and
 - (c) any other Person whom the Person reporting knows or ought to know may be directly affected by the discharge.
- (2) The Person who discharged or permitted the discharge pursuant to subsection (1) shall, as soon as the Person becomes aware or ought to have become aware of the discharge, take all reasonable measures to:
 - (a) confine, remedy and repair the effects of the discharge; and
 - (b) remove or otherwise dispose of the matter in a lawful manner so as to minimize all adverse effects.

SCHEDULE "D"

STANDARDS, GUIDELINES AND FORMS

NOTE: *This schedule is for reference purposes only. This schedule does not form part of this Bylaw and may be amended without notice by the Chief Administrative Officer from time to time.*

1. Minimum Engineering Design Standards:

- (d) Policy ESU001 Engineering Design Guidelines & General Construction
- (e) Lacome County Standards Manual Edition 3 (May 2017)

2. Forms:

- (a) Water Modeling Application
- (b) Bulk Water Pre-Pay Account
- (c) Water Connection Agreement

COUNTY OF PAINTEARTH NO.18

BYLAW #743-25

FIRE SERVICES BYLAW

BEING A BYLAW OF THE COUNTY OF PAINTEARTH NO.18, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AND OPERATING THE COUNTY'S FIRE SERVICES, PROVIDING FIRE PROTECTION TO THE COUNTY, AND RECOVERING FIRE PROTECTION CHARGES.

WHEREAS, the *Municipal Government Act* provides that a council may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) services provided by or on behalf of the municipality; and
- c) the enforcement of bylaws;

AND WHEREAS, the *Municipal Government Act* further provides that a municipality may pass bylaws to regulate, prohibit and impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

AND WHEREAS, the *Forest and Prairie Protection Act* provides that council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the municipal district, other than areas contained in a forest protection area;

AND WHEREAS, the *Soil Conservation Act* provides council with the authority to pass a bylaw establishing a system of permits controlling the burning of stubble on land;

AND WHEREAS, the Council of the County of Paintearth No.18 wishes to provide for the prevention and control of fires within the boundaries of the County of Paintearth No.18;

NOW THEREFORE, the Council of the County of Paintearth No.18 of the Province of Alberta, duly assembled, enacts as follows:

PART I – INTERPRETATION AND DEFINITIONS

Bylaw Title

- 1 This Bylaw may be cited as the "Fire Services Bylaw".

Definitions

- 2 In this Bylaw:

- (a) "Apparatus" means any vehicle provided with machinery, devices, equipment or materials for firefighting operated by or for fire services whether that vehicle operates on land, in the air, or on the water;
- (b) "Approved fire pit" means an outdoor receptacle that meets the following specifications:
 - (i) is fully enclosed on all sides and constructed entirely from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Chief Administrative Officer;
 - (ii) height does not exceed 46 centimeters when measured from the surrounding grade to the top of the pit covering;
 - (iii) opening does not exceed 90 centimeters in width or in diameter when measured between the widest points or outside edges;
 - (iv) is set upon or built into the bare ground or on a non-combustible material such as brick, stone or concrete;
 - (v) is not located over any underground utilities; and
 - (vi) is a minimum of one (1) meter laterally and five (5) meters vertically from any aboveground wires;
- (c) "Burnable debris" means all combustible waste other than prohibited debris and includes, but is not limited to:
 - (i) straw and stubble;
 - (ii) grass and weeds;
 - (iii) leaves and tree clippings;
 - (iv) brush and fallen trees on newly cleared land or associated with logging operations;
 - (v) used power, telegraph and telephone poles that do not contain wood preservatives;
 - (vi) wooden materials, which do not contain wood preservatives; and
 - (vii) solid waste from tree harvesting operations;
- (d) "Burning barrel fire" means a fire confined to an outdoor receptacle that meets the following specifications:
 - (i) non-combustible structure or container that has draft holes not larger than five (5) millimeters in diameter;

- (ii) equipped with a heavy gauge metal screen to contain sparks over the fire at all times, with a mesh size not greater than 16 millimeters secured in place with latches or weights;
 - (iii) which is lit for the purpose of burning household refuse or other burnable debris; and
 - (iv) is not located over underground utility services or below aboveground wires.
- (e) "Burning hazard" has the same meaning given to it in the *Forest and Prairie Protection Act*;
- (f) "Chief Administrative Officer - CAO" means the Chief Administrative Officer of the County, or their delegate;
- (g) "Council" means the municipal council of the County;
- (h) "County" means the County of Paintearth No. 18;
- (i) "equipment" means any tools, contrivances, devices or materials used by fire services to combat an incident or other emergency;
- (j) "False alarm" means any notification, by whatever means received, to fire services respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to persons or property, wherein such condition, circumstance, fire or other event does not, in fact, exist;
- (k) "Fire ban" means any fire ban, whether municipally or provincially declared, that prohibits fires in all or part of the County;
- (l) "Fire Guardian" means:
 - (i) a person appointed as a Fire Guardian by resolution of Council in accordance with the *Forest and Prairie Protection Act*; and
 - (ii) a person deemed to be a Fire Guardian under the *Forest and Prairie Protection Act*;
- (m) "Fire hazard" has the same meaning given to it in the *Forest and Prairie Protection Act*;
- (n) "Fire permit" means a permit issued by the Chief Administrative Officer or their delegate, authorizing the setting of a specific type of fire;
- (o) "Fire protection" includes any of the services enumerated in section 7 of this bylaw;
- (p) "Fire protection charges" means all rates, fees and charges payable for, or in connection with, fire services in providing fire protection within the County;

- (q) "Fire services" includes any fire department providing fire or emergency protection within the County pursuant to a fire services agreement with the County, and shall include all members and fire services property;
- (r) "Fire services property" means all real and personal property owned or controlled by fire services and designated for use by fire services including but not limited to apparatus, equipment and fire stations;
- (s) "Incident" includes a fire or any situation where a fire or explosion is imminent or any other emergency where there is a danger or possible danger to life or property;
- (t) "Member" means any person who is duly appointed as a member of fire services;
- (u) "Occupant" means any person that is in possession, control or occupation of property;
- (v) "Owner" means the person registered under the *Land Titles Act* as the owner of the fee simple estate in the land;
- (w) "Peace officer" includes a bylaw enforcement officer appointed by the County, a Community Peace Officer employed by the County, and includes members of the Royal Canadian Mounted Police;
- (x) "Person" includes any individual, firm, partnership or body corporate;
- (y) "Prohibited debris" means any combustible waste that, when burned, may result in the release to the atmosphere of dense smoke, offensive odours or toxic substances and includes but is not limited to:
 - (i) animal carcasses;
 - (ii) animal manure;
 - (iii) pathological waste;
 - (iv) non-wooden material;
 - (v) waste material from building or construction sites, excluding wooden materials that do not contain wood preservatives;
 - (vi) combustible material in automobile bodies;
 - (vii) tires;
 - (viii) rubber or plastic, or anything containing or coated with rubber or plastic or similar substances, except rubber or plastic attached to shredded scrap steel;
 - (ix) used oil; and

- (x) wood or wood products containing substances for the purpose of preserving wood;
- (z) "Property" means any real or personal property;
- (aa) "Recreational fire" means a fire confined within an approved fire pit, which is lit for the purpose of cooking, obtaining warmth or viewing for pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane;
- (bb) "Running fire" means a fire burning without being under control of any person;
- (cc) "Smudge fire" means a fire confined to a non-combustible structure or container which is lit for the purpose of protecting livestock from insects or for protecting garden plants from frost and is fueled solely by dry wood or charcoal;
- (dd) "Soil Conservation Officer" means the Agricultural Fieldman of the County;
- (ee) "Stubble" means the stalks of cultivated plants left in the ground after cutting or harvesting;
- (ff) "Stubble burning permit" means a permit issued by the Soil Conservation Officer authorizing the setting of a stubble fire; and
- (gg) "Violation ticket" has the same meaning given to it in the *Provincial Offences Procedure Act*.

Rules of Interpretation

- 3** The headings in this Bylaw are for guidance purposes and convenience only.
- 4** Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5** In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the Municipality, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation or bylaw in which the citation or reference occurs.
- 6** Nothing in this Bylaw relieves a person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or licence.

PART II – FIRE SERVICES

- 7** The Council hereby establishes fire services in the County for the purpose of:
 - (a) preventing and extinguishing fires;

- (b) investigating the origin, cause and circumstances of fires;
- (c) preserving life and property and protecting persons and property from injury or destruction by fire;
- (d) preventing prairie or running fires and enforcing the provisions of the *Forest and Prairie Protection Act*;
- (e) preventing, combating and controlling incidents;
- (f) carrying out preventable controls;
- (g) providing rescue services for motor vehicle collisions, not including water or ice rescue;
- (h) conducting pre-fire planning and fire inspections; and
- (i) providing any other emergency response as may be authorized by County policy or applicable legislation.

- 8 The County may provide for the delivery of the services listed in section 7 by way of entering into fire services agreements with adjoining municipalities and nothing in this Bylaw shall obligate the County to hire or maintain its own fire department or members.

PART III – FIRES AND FIRE PERMITS

Permitted and Prohibited Fires

9

- (1) No person shall burn or cause any prohibited debris to be burned.
- (2) No person shall light or cause to be lit, or otherwise allow or permit, any outdoor fire upon land owned or occupied by them or otherwise under their control, unless the person holds a valid and subsisting fire permit, stubble burning permit, or the fire is exempt from the requirement for a fire permit under this Bylaw.
- (3) A fire permit is not required under this Bylaw for:
 - (a) a burning barrel fire;
 - (b) a fire in an approved fire pit;
 - (c) a recreational fire;
 - (d) a smudge fire;

provided that:

- (e) the receptacle containing the fire is a minimum of three (3) meters from all buildings, structures, property lines, and combustible materials;
- (f) the fire is kept under control and supervised at all times by a responsible adult person until such time that the fire has been completely extinguished; and
- (g) flame height does not exceed ninety (90) centimeters above the structure or container.

- (4) A fire permit is not required for the burning of stubble on land provided the person holds a valid and subsisting stubble burning permit issued pursuant to this Bylaw.
- (5) This Bylaw does not apply to:
 - (a) an outdoor fire lit by fire services for training or preventive control purposes;
 - (b) an outdoor fire that is a flare stack used in the petroleum industry;
 - (c) an outdoor fire prescribed by regulations under the *Forest and Prairie Protection Act*; or
 - (d) a fire confined to an incinerator regulated under the *Environmental Protection and Enhancement Act*.

Chief Administrative Officer Authority

10

- (1) The Chief Administrative Officer shall have the authority and power to:
 - (a) issue a fire permit in respect of any property within the County;
 - (b) issue a fire permit unconditionally or to impose any conditions on the permit that the Chief Administrative Officer considers appropriate, in their sole discretion, given the nature of the fire and prevailing circumstances, location and environmental conditions;
 - (c) suspend or cancel a fire permit at any time; and
 - (d) refuse to issue a fire permit where, in the opinion of the Chief Administrative Officer, there is a risk to the public in relation to the proposed fire.

Fire Permits

11

- (1) Fire permits are required throughout the entire year.
- (2) An application for a fire permit shall be made on the form approved by the Chief Administrative Officer as may be amended from time to time.
- (3) A fire permit shall only be valid for the time period expressly indicated on the fire permit, as determined by the Chief Administrative Officer at their sole discretion, having regard for the nature and purpose of the fire, and prevailing circumstances and environmental conditions.
- (4) The Chief Administrative Officer, a Fire Guardian, or a peace officer may, in their sole discretion, terminate, suspend or cancel a fire permit at any time. Upon receiving notification of termination, suspension or cancellation of the fire permit, the fire permit

holder shall immediately extinguish any fire set pursuant to the fire permit. Notification of cancellation may be made by telephone, in writing, or in person.

- (5) A fire permit is not transferable.

PART IV – STUBBLE FIRES

Soil Conservation Officer Authority

12

- (1) The Soil Conservation Officer shall have the authority and power to:
- (a) issue a stubble burning permit in respect to any property within the County;
 - (b) issue a stubble burning permit unconditionally or to impose any conditions on the permit that the Soil Conservation Officer considers appropriate, in their sole discretion, given the nature of the fire and prevailing circumstances, location and environmental conditions;
 - (c) terminate, suspend or cancel a stubble burning permit at any time; and
 - (d) refuse to issue a stubble burning permit where, in the opinion of Soil Conservation Officer, there is a risk to the public in relation to the proposed fire.

Stubble Burning Permit

13

- (1) Stubble burning permits are required throughout the entire year.
- (2) No person shall burn stubble on any land within the County's boundaries without first obtaining a stubble burning permit.
- (3) An application for a stubble burning permit shall be made on the form approved by the Soil Conservation Officer as may be amended from time to time.
- (4) A stubble burning permit shall only be valid for the time period expressly indicated on the stubble burning permit, as determined by the Soil Conservation Officer at their sole discretion, having regard for the nature and purpose of the fire, and prevailing circumstances and environmental conditions.
- (5) A stubble burning permit is not transferable.

Appeal

14

- (1) A person who has been denied a stubble burning permit may appeal to the Agricultural Services Board by filing a notice of appeal to the Agricultural Services Board.

- (2) A notice of appeal shall be in writing and be in the form as prescribed by the Agricultural Services Board.
- (3) The Agricultural Services Board shall consider the appeal and issue a decision within seven days of being served with notice of appeal

PART V – PERMIT HOLDER RESPONSIBILITIES

Permit Holder Responsibilities

15

- (1) Every person who sets a fire under the authority of a fire permit or a stubble burning permit shall:
 - (a) keep the permit at the site of the fire;
 - (b) produce the permit to a Fire Guardian, a member, a peace officer, or the Soil Conservation Officer, upon request;
 - (c) have a responsible adult person in attendance at the fire at all times under the conditions listed in the fire permit or stubble burning permit;
 - (d) keep the fire under control;
 - (e) not allow smoke or sparks to drift or otherwise create a nuisance or hazard to neighboring property or persons;
 - (f) extinguish the fire before expiration of the permit or upon cancellation of the permit; and
 - (g) be responsible for any costs incurred by the fire services when called upon to extinguish such fire if, in the opinion of the Chief Administrative Officer or the Soil Conservation Officer, as the case may be, the fire is a hazard to persons or property.

PART VI – FIRE BAN

Fire Ban

16

- (1) The Chief Administrative Officer may, from time to time, prohibit all fires in the County when, in the opinion the Chief Administrative Officer, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) Fire bans may be established and declared for the entire County or portions of the County.
- (3) A fire ban imposed pursuant to subsections (1) shall remain in force until either the date provided in the notice of the fire ban or until such time as the Chief Administrative Officer provides notice to the public that the fire ban is no longer in effect.

- (4) Notice of a fire ban shall be provided to the public and may be in the form of signs posted throughout the County, in locations to be determined by the Chief Administrative Officer, or by any other means which the Chief Administrative Officer determines is appropriate for the purpose of informing the public of the fire ban.
- (5) Subject to subsection (6), when a fire ban is in place, no person shall ignite any fire, whether or not the person is the holder of a fire permit or a stubble burning permit, and shall immediately extinguish any fire lit once the person knows or ought reasonably to know of the fire ban.
- (6) During a fire ban a person may, subject to the requirements of this Bylaw, and unless the notice of the fire ban provides otherwise, use a barbeque that burns propane, natural gas, compressed briquettes, wood pellets or charcoal, provided that the barbeque is used for the purpose of cooking or obtaining warmth and is used on private property or in a public area that has been approved by the County for the use of such barbecues.

Requirement to Report

- 17** The owner of any property damaged by fire shall immediately report the particulars of such fire to the Chief Administrative Officer.

PART VII – RECOVERY OF COSTS

Fire Protection Charges

18

- (1) Upon County fire services providing fire protection on a parcel of land within the County's boundaries, the County may, in its sole and absolute discretion, charge fire protection charges to any or all of the following persons, namely:
 - (a) the person or persons causing or contributing to the fire;
 - (b) the occupant of the parcel of land on which fire protection was provided;
 - (c) the owner of the parcel of land which fire protection was provided;
 - (d) the person with control over the parcel of land on which fire protection was provided, which may include, without restriction, a property manager; and
 - (e) the person or persons who requested fire protection;

and all persons charged are jointly and severally liable for payment of the fire protection charges to the County.

- (2) Fire protection charges shall be paid within thirty (30) days of receipt of an invoice.

- (3) Collection of unpaid fire protection charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the County is entitled to on the parcel of land in respect of which the indebtedness is incurred.
 - (4) Without limiting subsection (1), the owner of a parcel of land within the County to which fire protection is provided is liable for fire protection charges incurred and the County may add to the tax roll of the parcel of land all unpaid fire protection charges, which forms a special lien against the parcel of land in favour of the County from the date the amount was added to the tax roll, in accordance with the *Municipal Government Act*.
 - (5) Notwithstanding the provisions of subsections (1), (2) and (3), the County may elect to recover fire protection charges from a persons responsible for those charges pursuant to the *Forest and Prairie Protection Act*.
- 19** A person who has damaged or destroyed any apparatus, equipment or fire services property shall, in addition to any penalty imposed to in this Bylaw, be liable for, and pay upon demand, all costs incurred by the County to repair or replace the apparatus, equipment or fire services property in question.

Services Fees and Charges

20

- (1) The County may establish and levy fees and charges for services, including but not limited to:
 - (a) fees for responding to an incident;
 - (b) fire permit application fees;
 - (c) stubble burning permit application fees;
 - (d) site inspection fees;
 - (e) fire investigation fees;
 - (f) fees for responding to false alarms; and
 - (g) fees for file searches and copying records.
- (2) The fees and charges described in this section shall be a debt due and owing to the County and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

PART VIII – ENFORCEMENT

Inspection and Enforcement

21

- (1) Where a parcel of land does not comply with this Bylaw or a person contravenes this Bylaw, the County may pursue its enforcement alternatives in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the County, adding amounts to the tax roll of the owner of the parcel, and pursuing injunctions pursuant to the *Municipal Government Act*.
- (2) The Chief Administrative Officer or a designated officer appointed for the purpose of inspections and enforcement is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the *Municipal Government Act*.

Offences

22 No Person shall:

- (a) contravene any provision of this Bylaw;
- (b) contravene any term or condition of a fire permit or a stubble burning permit;
- (c) impede, obstruct or hinder a member, or any other person assisting or acting under the direction of a member from carrying out any function or activity related to the provision of fire protection;
- (d) damage or destroy fire services property;
- (e) falsely represent themselves as a member;
- (f) obstruct or otherwise interfere with access by fire services, fire services property, or a peace officer to:
 - (i) the scene of an incident;
 - (ii) a fire hydrant, cistern or other body of water designated for firefighting purposes; or
 - (iii) to connections to fire mains, stand pipes, or sprinkler systems;
- (g) cross any boundaries or limits established by fire services in accordance with this Bylaw, without express authorization;
- (h) cause or permit a burning hazard or fire hazard to exist on a parcel of land;
- (i) deposit, discard or abandon any burning matter or substance so as to create a burning hazard;
- (j) light a fire or cause a fire to be lit during a fire ban;

- (k) light a fire or allow a fire to be lit unless they are a holder of a valid fire permit if required under this Bylaw or the *Forest and Prairie Protection Act* or both;
- (l) light a stubble fire or allow a stubble fire to be lit unless they are a holder of a stubble burning permit if required under this Bylaw;
- (m) provide false, incomplete or misleading information to the Chief Administrative Officer, the Soil Conservation Officer, a Fire Guardian or a peace officer with respect to a fire or a fire permit application;
- (n) light a fire on any land not their own without the written consent of the owner of the land;
- (o) permit a fire lit by that person to pass from their own land to the land of another person;
- (p) light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- (q) conduct any activity that might reasonably be expected to cause a fire unless that person exercises reasonable care to prevent a fire from occurring;
- (r) conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway;
- (s) light a fire on lands owned or controlled by the County except with the County's express written consent; or
- (t) use a fire to burn prohibited debris.

Vicarious Liability

- 23** For the purposes of this Bylaw, an act or omission by an employee or agent of a person is deemed also to be an act or omission of the person if the act or omission occurred in the course of the employee's employment with the person, or in the course of the agent's exercising the powers or performing the duties on behalf of the person under their agency relationship.

Corporations and Partnerships

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

Fines and Penalties

25

- (1) A person who is guilty of an offence is liable upon summary conviction to a fine in an amount:
 - (a) not less than the specified penalty established in Master Rates Bylaw;
 - (b) in the case of stubble fire offences, not exceeding \$5,000.00; and
 - (c) in the case of all other offences, not exceeding \$10,000.00.
- (2) Without restricting the generality of subsection (1) the fine amounts set out in Master Rates Bylaw are established as specified penalties for use on violation tickets, if a voluntary payment option is offered.
- (3) Notwithstanding subsection (1), any person who commits a second or subsequent offence under this Bylaw within one (1) year of conviction for a first offence under this Bylaw, is liable on summary conviction to a fine not less than the increased amount set out for the offence in the Master Rates Bylaw.

Violation Ticket

26

- (1) A peace officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*.
- (2) If a violation ticket is issued in respect of an offence, the violation ticket may:
 - (a) state the specified penalty for the offence as set out in the Master Rates Bylaw herein; or
 - (b) require a person to appear in Provincial Court without the alternative of making a voluntary payment.
- (3) A person who commits an offence may:

- (a) if a violation ticket is issued in respect of the offence; and
- (b) if the violation ticket states the specified penalty established by this Bylaw for the offence, as set out in the Master Rates Bylaw herein;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the violation ticket, the specified penalty set out on the violation ticket.

- (4) When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to subsection (3) above and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

PART IX – GENERAL

Repeal

27 Bylaw #675-19 is hereby repealed.

Effective Date

28 This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

Received First Reading this 19 Day of Aug 2025 on a motion of Councillor Norton
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

BYLAW NO. 746-25
OF THE COUNTY OF PAINTEARTH NO. 18
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE COUNTY OF PAINTEARTH NO. 18 IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS, MEETINGS OF COMMITTEES OF COUNCIL AND TRANSACTING OF BUSINESS BY THE COUNCIL OF THE COUNTY OF PAINTEARTH NO. 18.

WHEREAS, Section 145(a) of the Municipal Government Act allows a Council to pass a bylaw in relation to the establishment and functions of Council committees and other bodies;

AND WHEREAS, Section 145(b) of the Municipal Government Act allows a Council to pass a bylaw in relation to the procedures to be followed by council, council committees and other bodies established by the council.

NOW THEREFORE, the Council of the County of Paintearth No. 18, duly assembled, hereby enacts:

1. TITLE

1. 1 This Bylaw may be cited as "The Procedure Bylaw".

2. DEFINITIONS

In this Bylaw:

- 2.1 "Act" means the Municipal Government Act, R.S.A. 20000, Chapter M-26.
- 2.2 "Administrative Inquiry" is a request by a Councillor to the Chief Administrative Officer for the future provision of information.
- 2.3 "Agenda" is the order of business of a meeting and the associated reports, bylaws or other documents.
- 2.4 "Chief Administrative Officer" means the chief administrative officer of the County of Paintearth No. 18 or designate.
- 2.5 "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- 2.6 "Confidential" means a meeting or portion of a meeting of Council without the presence of the public where the matter to be discussed is within one of the exceptions to disclosure in Division 2, of Part 1 of the Freedom of Information and Protection of Privacy Act.
- 2.7 "Council" means the municipal Council of the County of Paintearth No. 18.
- 2.8 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 2.9 "Council Committees" means any committee, board or other body established by Council by bylaw under the Act.

- 2.10 "Council Appointments" means any external committee, board or other body that Council appoints delegates/representatives to on behalf of Council.
- 2.11 "Deputy Reeve" means the Councillor appointed by Council to act as the Reeve when the Reeve is unable to perform the duties of Reeve, or if the office of Reeve is vacant.
- 2.12 "General Election" means an election held in the County of Paintearth No. 18 to elect the members of Council as described in the Local Authorities Election Act.
- 2.13 "Inaugural Meeting" means the Organizational Meeting immediately following the General Election.
- 2.14 "Member" includes a Councillor and a member of a Council Committee who is not a Councillor.
- 2.15 "Organizational Meeting" means the meeting held as described in Section 4.3 and 4.4 and include the Inaugural Meeting.
- 2.16 "Pecuniary Interest" means a pecuniary interest with the meaning of the Municipal Government Act.
- 2.17 "Point of Order" means a demand that the Chair enforce the rules of procedure.
- 2.18 "Postpone" means the motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.
- 2.19 "Public Hearing" is a pre-advertised public hearing that Council is required to hold under the Act or other enactments or any matter at the direction of Council.
- 2.20 "Question of Privilege" means a request made to the Chair, unrelated to the business on the floor, that affects the comfort, dignity, safety, or reputation of Council or individual Councillors.
- 2.21 "Quorum" is the minimum number of Members that must be present at a meeting for business to be legally transacted.
- 2.22 "Reeve" means the chief elected official of the County.
- 2.23 "Resolution" can also be referred to as a motion.
- 2.24 "Table" means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.
- 2.25 "Two-Thirds Vote" means a vote by at least two-thirds of Members present at the meeting and entitled to vote on the motion.

3. APPLICATION AND INTERPRETATION

General Rules

- 3.1 The procedures contained in this bylaw shall be observed in all proceedings of Council.
- 3.2 The procedures contained in this bylaw shall be observed in Council Committee meetings with the exception of the limit of the number of times for speaking. However, no Member shall speak more than once to any question until every other Member choosing to speak shall have spoken.

- 3.3 To the extent that a procedural matter is not dealt with in the Act or this Bylaw, the matter will be determined by referring to the most recent version of Robert's Rules of Order. If there is a conflict between this Bylaw and Robert's Rules of Order, this Bylaw takes precedence.

4. **COMMITTEES**

- 4.1 The following Council Committees established by Council may be governed by these rules and regulations:

- a) Agricultural Service Board
- b) Assessment Review Board
- c) Emergency Management Advisory Committee
- d) Fire Intermunicipal Committee
- e) Mine Liaison Committee
- f) Municipal Planning Commission
- g) Negotiating Committee
- h) Weed & Ag Pests Appeal Committee

- 4.2 The Council shall appoint delegates/representatives to the following external Committees, Councils, Boards, Associations (hereinafter called "Council Appointments")

- a) Alberta Rural Transportation Committee
- b) Alliance Seed Cleaning Plant Board
- c) Battle River Alliance for Economic Development Board (BRAED)
- d) Battle River Economic Opportunities Committee (BREOC)
- e) Battle River Research Group
- f) Battle River Watershed Alliance
- g) Brownfield Recreation Centre Association
- h) Castor & District Family & Community Support Services
- i) Castor & District Housing Authority
- j) Castor & District Museum
- k) Castor & District Recreation Board
- l) Castor, Consort, Coronation (3 C's) & Area Doctor Recruitment/Retention Committee
- m) Castor Doctor Recruitment/Retention Committee
- n) Castor Municipal Library Board
- o) Castor Spray Park Committee
- p) Coronation & District Community Bus Society
- q) Coronation & District Recreation Board
- r) Coronation & District Seniors' Housing Authority
- s) Coronation & District Support Services Board
- t) Coronation Doctor Recruitment/Retention Committee
- u) Coronation Memorial Library Board
- v) Coronation Regional Health Services (Assisted Living) Board
- w) Coronation Seed Cleaning Plant Board
- x) Coronation/Consort Victim Services Committee
- y) East Central Ambulance Association
- z) East Central 911 Call Answer Society
- aa) Fleet Community Association Committee
- bb) Halkirk & District Recreation Board
- cc) 3 C's Choosewell
- dd) Paintearth Adult Learning Council
- ee) Paintearth Economic Partnership Society (PEPS)
- ff) Paintearth Regional Waste Management Ltd. (PRWM)
- gg) Palliser Regional Municipal Services Board
- hh) Palliser Subdivision & Development Appeal Board

- ii) Parkland Regional Library Board
- jj) Regional Emergency Management Grant Steering Committee
- kk) Shirley McClellan Regional Water Services Commission
- ll) Red Deer River Watershed Alliance (RDRWA)
- mm) Valley Ski Hill Committee
- nn) Veterans Memorial Highway Association
- oo) Waste Connections of Canada Landfill Liaison Committee

- 4.3 The delegates/representatives to each Council Committee/Committee Appointments referred to above shall be appointed by the Council for a specified period of time at the organizational meeting each year, unless in the event of resignation or loss of member for whatever reason, a replacement member will be appointed by the Council at the next regular meeting.
- 4.4 The Council may, from time to time, by resolution, establish other committees and decide to discontinue the operations of any established committee.
- 4.5 The Reeve shall be ex-officio, a member of every Committee listed in 4.1 above, and shall act in an advisory capacity thereto, shall be entitled to participate in committee discussion, shall be entitled to introduce motions and to vote at a committee meeting.
- 4.6 Each Council Committee of the Council shall have a "Terms of Reference" for its governance, which shall be approved by the Council.
- 4.7 Prior to the organizational meeting, the Chief Administrative Officer will compile a listing of Members at Large who have indicated a desire to serve on the external committees as listed above for Council's consideration at the organizational meeting.
- 4.8 A Chair and a Vice-chair of each Committee shall be elected by its members unless otherwise provided by "Terms of Reference" approved by the Council.
- 4.9 It shall be the duty of the Chair of each Council Committee or Special Committee, or in the case of illness or absence, it shall be the duty of the vice-chair of the said Committee to summon a special meeting of any such Committee whenever requested to do so by a majority of members of any such Committee.
- 4.10 All meetings are recorded with written minutes; without note or comment. The Agendas of Council meetings will be an integral part of the minutes, available to the public pursuant to the Municipal Government Act.

5. **MEETINGS**

Inaugural Meeting

- 5.1 Council must hold its Inaugural Meeting not later than two weeks after the third Monday in October following the General Election.
- 5.2 At this meeting:
 - a) all Councillors must take the official oath prescribed by the *Oaths of Office Act*;

- b) Council must confirm the Council Chambers seating arrangements of Councillors;
- c) review of the Procedure Bylaw;
- d) all other matter required by Section 5.4 must be dealt with.

Organizational Meetings

- 5.3 An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.
- 5.4 At the Organizational Meeting, Council must:
- a) approve the secret ballot voting method to be used for various positions;
 - b) appoint a Councillor to the position of Reeve;
 - c) appoint a Councillor to the position of Deputy Reeve;
 - d) appoint Members to Council Committees and other bodies;
 - e) set the time, dates and place for Regular Meetings;
 - f) review of the Procedure Bylaw;
 - g) review pertinent policies, such as remuneration, travel, subsistence and out of pocket expenses to be paid to members and members at large; and
 - h) appoint signing authorities, auditor and assessors.

Regular Council Meetings

- 5.5 Regular Council meetings are held every first and third Tuesday of each month in Council Chambers of the County of Paintearth No. 18 Administration Office.
- 5.6 Unless authorized by motion of Council, all Council meetings will commence at 9:00 a.m.
- 5.7 Council may, by Resolution, establish other regular Council meeting dates as may be required from time to time.
- 5.8 Council may change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.
- 5.9 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the Act and to the public by:
- posting a notice in the County of Paintearth No. 18 Administration Office; and/or
- posting a notice on the County of Paintearth No. 18 website.
- 5.10 Council may cancel any meeting if notice is given in accordance with Section 5.9.

Special Meetings

- 5.11 The Reeve may call a special Council meeting at any time and must do so if a majority of Councillors make a request in writing stating the purpose of the meeting.
- 5.12 A special Council meeting requested by Councillors must be held within fourteen (14) days after the request is received.
- 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 Paineart 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.
- 6.1.2 Public Hearings must include a means for electronic attendance by members of the public, and members of Council, for the purpose of participating in or observing the hearing.

- 6.1.3 Public Attendees must display their first and last legal name when entering the meeting for the public record, for the purpose of accountability for any comments made or actions taken during the meeting, when attending electronically.
- 6.2 The procedure for a Public hearing is as follows:
- a) The Chair will call the Public Hearing to Order;
 - b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;
 - c) If applicable
 - i) County of Paintearth development staff will present their report followed by questions for clarification by Council; or
 - ii) The proponent or their agent will be requested to present their application within a reasonable time period followed by questions for clarification by Council;
 - d) After identifying themselves, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification from Council;
 - e) After identifying themselves, representatives from the municipal governments or municipal agencies will be invited to make a verbal presentation followed by questions for clarification from Council;
 - f) After identifying themselves, members from the public will be invited to make a verbal presentation followed by questions for clarification from Council;
 - g) Depending on the number of written submissions, County of Paintearth development staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions; and
 - h) If applicable
 - i) County of Paintearth development staff will present a closing summary and response to any questions that may have been raised in the presentations; or
 - ii) The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the presentations.
- 6.3 Persons may provide written submissions, including visual materials (maps, pictures, etc.) and these must be received by the Chief Administrative Officer no later than 12:00 pm one week prior to the date of the Public Hearing OR in accordance with the provisions in the Public Hearing notice in order to be included in the Council agenda package and form part of the record of the Public Hearing. Written submissions must clearly identify the writer, including the writer's address, and must not be libelous, offensive or improper and written submissions that are received after the deadline or that otherwise do not comply with this section, in the opinion of the Chief Administrative Officer, will not be accepted.
- 6.3.1 Persons may use slides, maps, videos and other similar supporting media provided they are received by the Chief Administrative Officer no later than twenty four hours in advance of the Public Hearing, and on the understanding that copies provided shall become the property of the County and form part of the record of the Public Hearing.
- 6.3.2 No written submissions from the public will be accepted at the Public Hearing, but persons who have written submissions may read or summarize their written submissions in accordance with Section 6.5.
- 6.4 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group and address the chair when responding to questions or providing information.
- 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

- 9.1 As soon as there is a Quorum after the time for commencement of a Council meeting:

- a) the Reeve must take the Chair and begin the meeting; or
- b) if the Reeve is absent the Deputy Reeve must take the chair and begin the meeting; or
- c) if the Reeve and Deputy Reeve are not in attendance within fifteen (15) minutes after the appointed time set for the meeting and there is a Quorum, the Chief Administrative Officer must begin the meeting by calling for a motion for the appointment of a Chair. Upon their arrival, the Reeve or Deputy Reeve will assume the Chair.

9.2 Should the Reeve desire to leave the Chair for the purpose of taking part in the debate, or otherwise, they shall call upon the Deputy Reeve to take their place until they resume the Chair.

10. **DUTIES OF THE REEVE**

10.1 The Reeve:

- a) opens Council meetings;
- b) chairs Council meetings;
- c) preserves order in Council meetings;
- d) decides all questions of procedure;
- e) ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
- f) decides who, aside from Councillors, may address Council; and
- g) Is the spokesperson for the Elected Officials.

11. **AGENDA**

11.1 The Agenda for each Council meeting shall be established by the Chief Administrative Officer. Such agendas are to be viewed for additions or deletions by the Reeve if so requested.

Agenda Delivery

11.2 The Chief Administrative Officer will have the Council Agenda package available on the County website prior to the Council meeting.

Late Submissions

- 11.3 Reports and supplementary materials related to items on the Agenda and that are received too late to be included with the Agenda package will be made available as soon as reasonably possible.
- 11.4 Additional Agenda items. Reports and supplementary material that are time sensitive and received too late to be included on the Agenda may be made available for consideration of Council as an additional Agenda item and will be delivered to Council members in paper or electronic format as soon as possible.
- 11.5 The Chief Administrative Officer will make copies of the Agenda and background information available to the public after distribution to Council.

Adoption of the Agenda

11.6 Council must vote to adopt the Agenda prior to transacting other business and may add new items or delete any matter from the Agenda by a Two-Thirds Vote.

- 11.7 The Agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

12. **ORDER OF BUSINESS**

Order of Business

- 12.1 The Order of Business for each meeting shall state the business for consideration of Council in the order agreed upon from time to time by Council.

Deviation from Order of Business

- 12.2 The Chair, in their determination, may deviate from the Order of Business to accommodate special circumstances and ensure effective and efficient use of time.

13. **MINUTES**

The Chief Administrative Officer will prepare minutes for all Council meetings which will include:

- a) the full corporate name of the municipality;
- b) the type of council meeting, date, hour and place of meeting;
- c) the names of Councillors, committee members and members of Administration in attendance;
- d) the name of the presiding officer;
- e) the name of administrator or other person who is the official in charge of recording the minutes; and any other appointed officials in attendance, including each person's title;
- f) an item that correspondence with every item on the agenda for that meeting;
- g) a resolution for every item
- h) a record of time(s) a Councillor left and returned to the meeting and any recesses/breaks;
- i) a record of the disclosed general nature of the pecuniary interest when declared by a Councillor; and
- j) the signatures of presiding official, designated officer and recording secretary.

14. **PROCEEDINGS**

Discussion Directed through Chair

- 14.1 All discussion at a Council meeting must be directed through the Chair who will be addressed as "Reeve (name)" or Mister/Madam Chair" and refer to each other as "Councillor (name)" as the case may be.
- 14.2 All delegations or members of public wishing to make representation to Council shall do so only upon being recognized by the Chair and shall address themselves to the Chair.
- 14.3 When a Councillor has a Pecuniary Interest in a matter before Council or a Council Committee the Councillor must, if present, disclose the general nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on any question relating to the matter and, subject to the Act, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.
- 14.4 The abstention of a Councillor and disclosure of a Councillor's interest must be recorded in the minutes of the meeting.

Speaking to Motions

- 14.4 A Councillor may not speak unless and until recognized by the Chair.

- 14.5 Unless permitted by the Chair, a Councillor may only speak twice on any motion, once in debate and once to ask questions.

Time Limit

- 14.6 Each Councillor may speak for only ten (10) minutes, unless otherwise permitted by the Chair.

Interruption of Speaker

- 14.7 A Councillor who is speaking may only be interrupted by another Councillor;
- a) by a Question of Privilege; or
 - b) by a Point of Order.
- 14.8 A Councillor who is speaking when a Question of Privilege or a Point of Order is raised must cease speaking immediately.
- 14.9 The Chair may grant permission:
- a) to the Councillor raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and
 - b) to the Councillor who was speaking to respond briefly.

But otherwise a Question of Privilege or Point of Order is not debatable or amendable.

Ruling of Proceedings

- 14.10 The Chair will rule on a Question If the Reeve desires to leave the Chair for the purpose of taking part in the debate, or otherwise, they shall call upon the Deputy Reeve to take their place until they resume the Chair.
- 14.11 The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.

Challenging a Ruling

- 14.12 Any ruling of the Chair may be challenged.
- 14.13 A motion to challenge a ruling may be made only at the time of the ruling, whether or not another speaker has the floor.
- 14.14 A motion to challenge is debatable unless it is related to decorum, the priority of business, or an undebatable pending motion.
- 14.15 If a motion to challenge is made the Chair must state the question "Is the ruling of the Chair upheld?" and may participate in debate on the challenge without leaving the Chair.
- 14.16 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
- 14.17 Council will decide the challenge by voting and the decision of Council is final.

15. **MOTIONS**

Consideration of Motions

- 15.1 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- 15.2 A Councillor may move a motion whether or not the Councillor intends to support it.
- 15.3 Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may only be withdrawn with the unanimous consent of the Councillors present at the meeting.
- 15.4 All motions shall be presented in a manner that will allow Council to take a positive action.
- 15.5 A Councillor may request the motion under discussion to be read for their information at any period during the debate but not to interrupt the member speaking.
- 15.6 When required to do so by the Act, Council will provide reasons why a motion was defeated.
- 15.7 A motion does not require a seconder.

Motions to the Main Motion

- 15.8 When a motion is made and is being considered, no Councillor may make another motion except to:
 - a) amend the motion;
 - b) amend any amendment to the motion;
 - c) refer the main motion for consideration;
 - d) Table the motion;
 - e) Postpone the motion; or
 - f) move a privileged motion.

Privileged Motions

- 15.9 The following motions are privileged motions:
 - a) a motion to recess;
 - b) a motion to adjourn;
 - c) a motion to set the time for adjournment, and
 - d) a point of privilege.

Motion to Recess

- 15.10 The Chair, without a motion, may recess the meeting for a specific period.
- 15.11 Any Councillor may move that Council recess for a specific period.
- 15.12 After a recess, business will be resumed at the point where it was interrupted.

Amending Motions

- 15.13 A Member may not amend a motion or make an amendment which:
 - a) does not relate to the subject matter of the main motion; or
 - b) is contrary to the main motion.

15.14 Only one amendment to the main motion and only one amendment to that amendment are allowed.

15.15 The main motion will not be debated until any proposed amendments to it have been debated and voted on.

15.16 When all proposed amendments have been voted on, the main motion, incorporating the amendment that has been adopted by Council, will be debated and voted on.

Referring Motions

15.17 A Councillor may move to refer any motion to the appropriate Council Committee or the administration for investigation and report, and the motion to refer:

- a) precludes all further amendments to the motion;
- b) is debatable; and
- c) may be amended only as to the body to which the motion is referred and the instructions on the referral.

Motion to Limit or End Debate

15.18 Any motion to limit or end debate:

- a) cannot be debated;
- b) must be passed by a Two-Thirds Vote; and
- c) may only be amended as to the limit to be placed on debate.

Motion to Table

15.19 A motion to Table another motion:

- a) cannot be debated;
- b) takes precedence over any other motion connected with the motion being Tabled; and
- c) may be raised from the Table at any time by a majority vote of Council.

15.20 A Tabled motion is brought back with all the motions connected with it, exactly as it was when tabled.

Motion to Postpone

15.21 A motion to Postpone:

- a) takes precedence over any other motion connected with the motion being Postponed;
- b) can only be debated as to the time, or date; and
- c) cannot be amended.

Reconsideration of Motions

15.22 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:

- a) a General Election has been held; or
- b) six months has passed since the date that motion was considered; or
- c) a motion to reconsider has passed.

- 15.23 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:
- a) the motion is made at the same meeting of Council at which the original matter was considered and is
 - b) moved by a Councillor who voted with the prevailing result; or
 - c) a Notice of Motion is submitted by a Councillor who voted with the prevailing result, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; and
 - d) the motion to which it is to apply had not already been acted upon.
- 15.24 If a motion to reconsider is passed the original motion is on the floor.

16. **CONFIDENTIAL ITEMS**

Motion to go to Closed Session

- 16.1 Any Councillor may move that Council convene into a closed session if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

Closed Session Meeting

- 16.2 All Closed Session meetings will:
- a) be chaired by the Reeve;
 - b) be held without the presence of the public unless invited by Council;
 - c) the basis on which, under an exception to disclosure in Division 2 of Part 1 of the Freedom of Information and Privacy Act or under the regulations under subsection (7), the part of the meeting to be closed;
 - d) record in the minutes the names of the persons from the public and the reasons for allowing them to attend;
 - e) No bylaw or motion will be passed at a Closed Session meeting except for a motion to revert to a meeting to be held in public;
 - f) After the closed meeting discussions are completed, any members of the public who are present outside the meeting room will be notified that the rest of the meeting is now open to the public, and a reasonable amount of time will be given for those members of the public to return to the meeting before it continues.

17. **NOTICE OF MOTION**

- 17.1 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the Chief Administrative Officer.
- 17.2 A Councillor may make a motion introducing any new matter only if:
- a) notice is given at a previous Council meeting;
 - b) notice is submitted to the Chief Administrative Officer to be included in the next Council Agenda; or
 - c) Council, by a Two-Thirds Vote, agrees to dispense with notice.

18. **VOTES OF COUNCIL**

Requirement to Vote

- 18.1 Each Councillor present must vote on every motion, unless the Councillor is required or permitted to abstain from voting under the Act.
- 18.2 When a public hearing on a proposed bylaw or resolution is held, a Councillor:
- a) must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the public hearing, and
 - b) may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the public hearing.
- 18.3 Recording of Votes
- a) Before a vote is taken by Council, a Councillor may request that the vote be recorded.
 - b) When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.

Voting Procedure

- 18.4 Votes on all motions must be taken as follows:
- a) except for a meeting conducted through other communication facilities, Councillors must be in their designated Council seat when the motion is considered;
 - b) the Chair puts the motion to a vote;
 - c) Councillors vote by a show of hands or other method agreed to by Council; and
 - d) the Chair declares the result of the vote.
- 18.5 Unless otherwise specified in this bylaw, a motion is carried when a majority of Councillors present at a meeting vote in favor of the motion.
- 18.6 A secret ballot must be held if requested by any Councillor present at the meeting. A vote by secret ballot must be confirmed by a resolution of Council.

Declaring Results of a Vote

- 18.7 After the Chair declares the result of the vote, Councillors may not change their vote for any reason.
- 18.8 A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

Tied Vote

- 18.9 A motion is lost when the vote is tied.

19. **BYLAWS**

Basic Requirements

- 19.1 All proposed bylaws must have:
- a) a bylaw number assigned by the Chief Administrative Officer; and
 - b) a concise title indicating the purpose of the bylaw.

- 19.2 Councillors will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

Introducing a Bylaw

- 19.3 A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the Chief Administrative Officer.
- 19.4 After first reading has been given, subject to the requirements of the Act, any Councillor may move that the bylaw be read a second time.
- 19.5 Council may not give a bylaw more than two readings at a meeting unless all Councillors present at the meeting unanimously vote in favor to consider third reading.

Amendments to Bylaws

- 19.6 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.

Defeated Bylaws

- 19.7 The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
- a) does not receive third reading within two years after first reading;
 - b) is defeated on second or third reading; or
 - c) if a bylaw does not receive first reading, the bylaw does proceed to a Public Hearing and is considered defeated.

Bylaw Consolidations

- 19.8 The Chief Administrative Officer or a Designated Officer is authorized pursuant to section 69(1) of the Act to consolidate one or more of the bylaws of the municipality into one bylaw to be passed by Council.

Effective Date

- 19.9 A bylaw is effective from the beginning of the day it is signed unless the bylaw or any applicable statute provides for another effective date.

Bylaws Signed and Sealed

- 19.10 The Reeve and Chief Administrative Officer must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- 19.11 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by the Act or another enactment.

20. **COUNCILLOR REPORTS**

- 20.1 Councillors will verbally report to Council on the meetings they have attended representing the County.

21. **DELEGATIONS**

Presentations at Council Meetings

- 21.1 Delegation requests before Council, either on a person's own behalf or as a representative of a group or organization, must:
- a) be made in writing;
 - b) identify the name and contact information of the person, group or organization, as applicable;
 - c) clearly identify the reason or purpose of the request and provide a brief explanation of the subject to be addressed in the presentation; and
 - d) be received by the Chief Administrative Officer no later than 12:00 pm one week in advance preceding the meeting at which the person is requesting a delegation.
- 21.2 Delegations requests that comply with Section 21.1 will be reviewed by the Chief Administrative Officer and the Chief Administrative Officer shall notify the person requesting a delegation whether the request has been:
- a) approved and added to the Agenda;
 - b) approved but deferred to a subsequent Agenda; or
 - c) refused along with the reasons for the refusal.
- 21.3 The Chief Administrative Officer has the discretion to determine whether a delegation should be before Council.
- 21.4 Delegations by the same or similar person, group or organization or on the same or similar matter may not be allowed more than once in any six (6) month period except as determined by the Chief Administrative Officer.
- 21.5 Delegations wishing to address the following matters shall be refused without reasons:
- a) any matter that will be or is the subject of a statutory public hearing or a municipal planning commission meeting;
 - b) any matter being reviewed, appealed or litigated, including but not limited to enforcement orders, matters properly before the subdivision and development appeal board, the assessment review board, or the Municipal Government Board, or matters before the Court;
 - c) any matter under investigation by an investigator, an officer, the police, the RCMP, or any other person with investigative powers; and
 - d) any matters dealing with business, individual or group promotion or sales.
- 21.6 A delegation wishing to use slides, maps, videos or other similar aides must provide such aides to the Chief Administrative Officer one week in advance of the meeting and must not be libelous, offensive or importer as determined by the Chief Administrative Officer.
- 21.7 A delegation shall be given no more than ten (10) minutes to present unless Council agrees to extend the time.
- 21.8 Upon being recognized by the Chair, a Councillor may pose questions for clarification to a delegation or the Chief Administrative Officer; however, debate is not allowed.

- 21.9 Council may, by resolution, direct an Administrative inquiry on a matter arising from a delegation presentation.

22. CONDUCT IN COUNCIL MEETINGS

Public Conduct

- 22.1 During a Council meeting members of the public must:
- a) not approach or speak to Council without permission of the Chair;
 - b) not speak on any matter for longer than fifteen (15) minutes unless permitted by the Chair;
 - c) maintain order and quiet; and
 - d) not interrupt a speech or action of Council or another person addressing Council.
- 22.2 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

Council Conduct

- 22.3 During a Council meeting, Councillors must:
- a) speak respectfully and using parliamentary language;
 - b) be acknowledged by the Chair prior to speaking;
 - c) respect the rules and proceedings of Council or the Committee;
 - d) refrain from side conversations when another Member or a member of the public is speaking;
 - e) respect the decision of the Chair on any ruling, order, question, practice or interpretation; and

Cell Phones and Personal Electronic Devices

- 22.4 During a Council meeting all cell phones and personal electronic devices shall be turned off or set on a mode that will not be a disruption to the meeting.

23. COMMUNICATIONS WITH COUNCIL

- 23.1 Where one or more Councillors obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer, that information will be provided to all other Councillors as soon as is practicable.
- 23.2 The Chief Administrative Officer may accept any communication intended for Council that is not submitted as part of a Public Hearing or a delegation, or is intended for a Council Committee, if the communication:
- a) is in writing;
 - b) identifies the writer and the writer's contact information; and
 - c) is not libelous, offensive or improper, as determined by the Chief Administrative Officer.
- 23.3 If a communication meets the conditions in Section 23.2 and is within the governance authority of Council or a Council Committee, the Chief Administrative Officer will provide a copy of the correspondence to Council or a Council Committee within a reasonable time.
- 23.4 If a communication meets the conditions in Section 23.2 but is not within the governance authority of Council or a Council Committee, the Chief Administrative Officer will, in the Chief Administrative Officer's discretion:

- a) refer the communication to Administration for a response, if warranted, and provide a copy of the communication and the response to Council or the Council Committee; and
- b) may take any other appropriate actions.

23.5 If a communication does not meet the conditions in Section 23.2, the Chief Administrative Officer may file the communication without taking any action after advising Council or the Council Committee with a brief explanation as to why the communication did not meet the conditions in section 23.2 or may otherwise be inappropriate.

23.6 If a Councillor receives a communication intended for Council or a Council Committee, or if a Councillor receives a communication that the Councillor believes should be shared with Council or a Council Committee, the communication shall be forwarded to the Chief Administrative Officer to address pursuant to this section.

23.7 Communications about municipal administration, policies and programs, and operations shall be provided to the Chief Administrative Officer to determine an appropriate response, if warranted.

24. SEVERABILITY

24.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.

25. REPEAL OF BYLAW

25.1 Bylaw 669-18 and Bylaw 717-23 are hereby repealed, and this Bylaw comes into force and effect when it has received third reading and has been duly signed.

Received First Reading this ____ Day of _____ 2025 on a motion of Councillor _____

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

RECEIVED
JUL 1 2006

July 16, 2025

COUNTY OF PAINT EARTH NO 18
BOX 509
CASTOR
AB CA T0C 0X0

Dear Sir/Madam:

RE: SURFACE RENT REVIEW NOTICE

Lease Dated: June 10, 2006
Legal: TWP 36 RGE 9 W4M NE 18
Location: WS & A/R 15-18-36-9 W4M
15-18 WELL TO 5-18-36-9 W4M P/; (ON LEASE)
Area: BROWNFIELD
Prov: ALBERTA
File: S03704

Section 27 of the Alberta Surface Rights Act states that either the operator or lessor has the right to have the rate of compensation reviewed and that the operator shall send the notice for eligibility of review one year in advance of the five year anniversary.

If you wish to have your annual compensation reviewed, please contact Brandyn Chase by phone at (587)393-7947, by email at brandyn.chase@karveenergy.com, or by writing to the address below.

Upon receipt of your request, our land broker will be in touch with you regarding the review.

If you do not feel a review is required at this time, you do not need to reply.

Yours truly,

KARVE ENERGY INC.

Brandyn Chase

Brandyn Chase
Senior Land Analyst



Thank you for your generous grant for our provincials tournament.

We were able to make it to the gold medal game. Even though we were coming home with a silver medal, it was a great weekend.





Kiptyn Bossert

Cole Charbonneau

Hunter Cannon

Jared Ellis

Reese Everson

Nixon Hildreth

Sebastian Johnson

Nash Lindmark

Cohen Pilsworth

Wade Rausch

Seth Smith-Gramlich

Bentley Towers

RECEIVED

JUN 10 2025