

**VILLAGE OF DONALDA**  
**Regular Council Meeting, August 18, 2020**  
**To Be Held at Donalda Community Hall, Main Street Donalda, 10:00 am**  
**Regular Meeting Agenda**

**Call to Order-Mayor Gartside**

**1. AGENDA**

1. Additions and/or Amendments

**2. PREVIOUS MINUTES**

1. Regular Council Meeting Minutes July 21, 2020

**3. Delegations**

**4. Business Arising from Previous Meeting**

- 1.

**5. VILLAGE BUSINESS**

1. Revenue and Expenditure Report up to June 30, 2020
2. Balance Sheet up to June 30, 2020
3. Trial Balances up to July 15, 2020
4. Cheque Register up to June 30, 2020
5. Show & Shine – Donalda Promotions
6. Village Beekeeping
7. Village Hen Keeping
8. CAO Vallet Holiday Days

**6. INFORMATIONAL ITEMS**

1. AUMA Statement on AHS Changes to Municipal 911 Dispatch
2. County of Stettler; Province reviews oil and gas assessment
3. PRL Systems Annual Report

**7. COMMITTEE AND STAFF REPORTS**

1. Mayor
2. Deputy Mayor
3. Councilor
4. CAO

**8. CLOSED MEETING OF COUNCIL**

1. Municipal Land Use FOIP Regulation 18(1)(c)

**9.NEXT MEETING**

September 15, 2020

**10.ADJOURNMENT**

**VILLAGE OF DONALDA**  
**REGULAR COUNCIL MEETING**  
**MINUTES**  
**Tuesday, July 21, 2020**

The Regular Meeting of Donalda Village Council was held at 10:00 am Tuesday, July 21, 2020, at the Donalda Community Hall.

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Mayor: Bruce Gartside

Councilors: Paul McKay  
Rick Nelson

Staff: Chief Administrative Officer Kristie Vallet

Public: Ron Borchuk, Beth Fulton, Derek Williams, Pat Kenner  
Doug Kenner entered at 11:12 a.m.

**CALL TO ORDER:** Mayor Gartside called the meeting to order at 10:00 am.

**1. AGENDA**

Motioned by P. McKay to accept the agenda as presented.

**Carried (151-20)**

**2. PREVIOUS MINUTES**

1. Regular Council Meeting Minutes June 30, 2020

Motioned by P. McKay that the minutes of the June 30, 2020 Regular Council Meeting be accepted as presented.

**Carried (152-20)**

**3. DELEGATIONS**

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Lease Agreement Skating Rink: Donalda Ag. Society

Motioned by P. McKay to accept the Lease Agreement between Village of Donald and Donalda and District Agriculture Society in Regard to the Bond Street Road Allowance be accepted as presented.

**Carried (153-20)**

## **5. VILLAGE BUSINESS**

1. Revenue and Expenditure Report up to June 30, 2020
2. Balance Sheet up to June 30, 2020
3. Trial Balances up to July 15, 2020
4. Cheque Register up to June 30, 2020

Motioned by P. McKay to accept the Financial Reporting as presented.

**Carried (154-20)**

5. Select Engineering Update C.C. Replacement & Hydrant Repair

Select Engineering Consultant, Neil Renneberg report and recommendations accepted as presented.

**Carried (155-20)**

6. Village Complex User Agreements Museum & Library

Motioned by P. McKay to amend the Village Complex Use Agreement and Operating Agreement between the Village of Donalda and Donalda and District Museum dated May 2016 to reflect the insurance coverage the Village of Donalda can provide to the tenant.

**Carried (156-20)**

7. Village Public Works Shop Roof

Motioned by R. Nelson to approve the expense associated with the replacement of the Village Public Works Shop through insurance. The Village of Donald is responsible for \$1,000 deductible and gst portion of total expense of the project. Administration has been directed to select the contractor after reviewing references and timelines for completion.

**Carried (157-20)**

8. Lamp Park Pond

Motioned by P. McKay to keep the pond located in the Lamp Park as it is with the addition of signage to mitigate risk control for users of the park as suggested by the Village of Donalda's Insurance Services Consultant AUMA as the National Building Code -2019 Alberta Edition is silent on ponds.

**Carried (158-20)**

9. Donalda Ag. Society land use and road closure request-Light Horse Show

Motioned by P. McKay to approve the request to close a portion of TWP 420 to accommodate the Light Horse Show August 21-23, 2020, with the Ag. Society to place and remove barriers daily and provided the green space south of the ball diamonds is dry enough to prevent damage to the area.

**Carried (159-20)**



10. Donalda Ag. Society-Land Use Request-Willy Bronze Poker Rally

Motioned by P. McKay to approve the Donalda Ag. Society's request to utilize the green space south of the ball diamonds to accommodate overnight parking and penning during the duration of the Willy Bronze Poker Rally September 25-27, 2020 provided the ground is dry enough to prevent damage and the bedding and manure is removed when the event is finished.

**Carried (160-20)**

11. Emergency Generator Partnership with Donalda Ag. Society

Motioned by P. McKay to approve the estimated expense of \$5,000-\$5,500 necessary to partner with the Donalda Ag. Society to purchase and install an emergency generator. This partnership includes the purchase of the generator, the transfer switch, installation of equipment, and the installation of a dedicated gas line. The Donalda Ag. Society will be the lead on this project.

**Carried (161-20)**

12. Appoint Assistant CAO Benoit as acting CAO

Motioned by P. McKay to appoint Assistant CAO Benoit as acting CAO August 3-9, 2020.

**Carried (162-20)**

Motioned by P. McKay to appoint Assistant CAO as acting CAO September 7-13, 2020.

**Carried (163-20)**

13. Retaining Reynolds Mirth Richards & Farmer LLP-Order Template Bylaw 681

Motioned by R. Nelson to retain Reynolds Mirth Richards & Farmer LLP to create an Order template to assist Administration with enforcing Bylaw 681 Nuisance and Unsightly.

**Carried (164-20)**

14. COVID Surge in County of Stettler – Operations

Motioned by P. McKay, in response to the surge in confirmed COVID cases within the County of Stettler, to close the Village Office to the public to be re-accessed at the next Regular Meeting of Council or Special Meeting of Council.

**Carried (165-20)**

**6. INFORMATION/CORRESPONDENCE**

1. City of Cold Lake RE: Criminal Code Amendment

Motioned by P. McKay to accept the City of Cold Lake Correspondence for information only.

**Carried (166-20)**

**7. COMMITTEE REPORTS**

1. Mayor
2. Deputy Mayor
3. Councilors

Motion by P. McKay to accept committee reports as presented.

**Carried (167-20)**

**8. CLOSED MEETING OF COUNCIL**

1. Unsightly Bylaw 681 Enforcement FOIP Regulation 18(1)(b)

Motioned by P. McKay to enter Closed Meeting of Council under FOIP Regulation 18(1)(b) at 11:42 a.m.

**Carried (168-20)**

Motioned by P. McKay to return to Regular Meeting of Council at 12:24 p.m.

**Carried (169-20)**

**10. NEXT MEETING DATE**

Regular Meeting of Council August 18, 2020 at 10:00 am at the Community Hall.

**11. ADJOURNMENT**

Motion by B. Gartside to adjourn meeting at 12:25 pm

**Carried (170-20)**

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
<b>GENERAL REVENUE</b>					
1-00-100	Residential Taxes	(176,542.87)	(177,224.05)	(191,156.20)	(188,536.00)
1-00-110	Non-Residential Taxes	(25,846.40)	(29,417.00)	(31,539.55)	(29,417.00)
1-00-120	Linear Taxes	(12,900.83)	(12,900.83)	(13,305.17)	(10,994.00)
1-00-130	Franchise - ATCO	(11,607.98)	(11,100.00)	(8,874.39)	(9,000.00)
1-00-140	Franchise - Alta Gas	(12,561.16)	(19,958.76)	(18,883.53)	(18,000.00)
1-00-150	Payment in Lieu - Federal	0.00	0.00	0.00	0.00
1-00-160	Minimum Tax Revenue	(25,352.77)	(25,352.77)	0.00	0.00
1-00-170	County of Stettler Housing Authority	0.00	0.00	0.00	0.00
1-00-200	Penalties & Costs on Taxes	(11,485.86)	(15,000.00)	(15,053.52)	(15,000.00)
*	TOTAL GENERAL REVENUE	(276,297.87)	(290,953.41)	(278,812.36)	(270,947.00)
<b>TOTAL GRANTS &amp; OTHER REVENUE</b>					
1-00-720	Grant-Stettler County-Donalda Library	0.00	0.00	0.00	(4,000.00)
1-00-740	Municipal Sponsorship Program	(626.00)	0.00	(646.00)	0.00
1-00-751	Conditional Municipal - FCSS	(4,450.00)	(7,625.00)	(7,625.00)	(7,625.00)
1-00-831	Debtenture Interest Rebate	0.00	0.00	0.00	0.00
1-00-840	Conditional Collaborative Grant - Prov	0.00	0.00	0.00	0.00
1-00-841	Conditional Grant - Federal	0.00	1,100.00	(1,100.00)	1,100.00
1-00-845	PROVINCIAL GRANT OPERATING	(36,662.00)	(36,662.00)	(38,757.00)	(39,917.00)
1-00-850	Unconditional Grant - Prov.	0.00	0.00	0.00	0.00
1-00-990	Attorney General Fines & Costs	0.00	0.00	(787.00)	0.00
1-00-111	STEP GRANT	0.00	0.00	0.00	0.00
*	TOTAL TOTAL GRANTS & OTHER REV	(41,738.00)	(43,187.00)	(48,915.00)	(50,442.00)
<b>ADMINISTRATION REVENUE</b>					
1-12-220	Advertising Rebates	0.00	0.00	0.00	0.00
1-12-240	Bad Debt Recovery	0.00	0.00	0.00	0.00
1-12-400	Sale of Goods	0.00	0.00	0.00	0.00
1-12-411	Photocopy, Fax, Sales, etc.	(96.05)	(150.00)	(102.35)	(150.00)
1-12-415	WCB Rebate	0.00	0.00	0.00	0.00
1-12-416	Insurance Rebates	0.00	0.00	(203.90)	0.00
1-12-417	Tax Cert.\Dev. Permits, etc.	(250.00)	(100.00)	(110.00)	(500.00)
1-12-418	Maintenance service revenue	(450.00)	(500.00)	(600.00)	(100.00)
1-12-419	Newsletter Ads	(559.76)	(500.00)	(646.72)	(850.00)



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
1-12-520	Licences	(70.00)	(150.00)	(190.00)	(350.00)
1-21-530	Fines	(483.40)	(100.00)	(99.00)	(160.00)
1-12-532	Gravel & Sand Sales	0.00	0.00	0.00	0.00
1-12-550	Investment Income - Bank Int.	(10.00)	(100.00)	(10,191.20)	(100.00)
1-12-561	Rental Revenue-Donalda Museum	(8,783.26)	(7,500.00)	(10,539.27)	(7,500.00)
1-12-590	Miscellaneous Admin. Revenue	(528.12)	(5.00)	4.76	(3,000.00)
1-12-662	Donations Specific Funds	0.00	0.00	0.00	0.00
1-12-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-12-940	Contribution From Capital	0.00	0.00	0.00	0.00
* TOTAL ADMINISTRATION REVENUE		(11,230.59)	(9,105.00)	(22,677.68)	(12,710.00)
<b>FIRE REVENUE</b>					
1-23-413	Fire - Donations	0.00	0.00	0.00	0.00
1-23-840	Provincial Grant - Capital	0.00	0.00	0.00	0.00
1-23-930	Gain (loss) on sale - TCA	0.00	0.00	0.00	0.00
1-23-410	Fire Charges	(10,523.95)	(25,000.00)	0.00	0.00
* TOTAL FIRE REVENUE		(10,523.95)	(25,000.00)	0.00	0.00
<b>DISASTER &amp; EMERG. REVENUE</b>					
1-24-410	Emergency Management Service Revenue	(2,103.70)	(5,000.00)	0.00	0.00
* TOTAL DISASTER & EMERG. REVENUE		(2,103.70)	(5,000.00)	0.00	0.00
<b>ROADS &amp; STREETS REVENUE</b>					
1-32-931	GAIN (LOSS) - SALE OF TCA	0.00	0.00	0.00	0.00
1-32-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
1-32-990	Transfer From Surplus	0.00	0.00	0.00	0.00
1-32-995	SIP Funds	0.00	0.00	0.00	0.00
1-32-560	Equipment Revenue	(150.00)	0.00	0.00	0.00
1-32-830	Fed. Infrastructure Funds	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00	0.00
1-32-930	Contrib. From Operating Func.	0.00	0.00	0.00	0.00
* TOTAL ROADS & STREETS REVENUE		(150.00)	0.00	0.00	0.00
<b>WATER REVENUE</b>					
1-41-400	Water Sales	(50,533.79)	(0.00)	(88,653.00)	(85,000.00)
1-41-401	Penalties - Water	(262.20)	(750.00)	(965.31)	(2,500.00)



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
1-41-414	Water On/Off Fee	0.00	(250.00)	(250.00)	(750.00)
1-41-416	Water Service Repairs	0.00	(10.00)	9.20	0.00
1-41-590	AMW&WW Partnership	0.00	0.00	0.00	0.00
1-41-830	Capital Grant Federal	0.00	0.00	(6,959.00)	0.00
1-41-990	Transfer From Surplus	0.00	0.00	0.00	0.00
1-41-840	Conditional Grant - Provincial	0.00	0.00	0.00	0.00
1-41-841	Conditional Grant - Federal	0.00	0.00	0.00	0.00
1-41-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-41-940	Transfer From Capital	0.00	0.00	0.00	0.00
*	TOTAL WATER REVENUE	(50,795.99)	(89,610.00)	(96,818.11)	(88,250.00)
SEWER REVENUE					
1-42-400	Sewer Services	(10,738.00)	(18,400.00)	(18,417.53)	(17,500.00)
1-42-401	Penalties - Sewer Services	0.00	0.00	0.00	0.00
1-42-590	ABW&WW Partnership Funds	0.00	0.00	0.00	0.00
1-42-830	Federal Grant - Capital	0.00	0.00	0.00	0.00
1-42-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-42-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
1-42-990	Transfer From Surplus	0.00	0.00	0.00	0.00
*	TOTAL SEWER REVENUE	(10,738.00)	(18,400.00)	(18,417.53)	(17,500.00)
WASTE REVENUE					
1-43-400	Garbage Fees	(24,620.00)	(42,644.00)	(38,326.20)	(37,000.00)
1-43-401	Penalties - Garbage Fees	0.00	0.00	0.00	0.00
1-43-590	Other Revenue - Own Sources	0.00	0.00	0.00	0.00
1-43-910	Transfer From Reserves	0.00	0.00	0.00	0.00
*	TOTAL WASTE REVENUE	(24,620.00)	(42,644.00)	(38,326.20)	(37,000.00)
CEMETERY REVENUE					
1-56-464	Sale of Cemetery Plots	(100.00)	(500.00)	(690.48)	(700.00)
1-56-465	Plot Excavation Revenue	(700.00)	(1,000.00)	(1,700.00)	(700.00)
1-56-466	Snow Removal Revenue	(209.52)	0.00	0.00	0.00
1-56-550	Investment Income	0.00	0.00	0.00	0.00
1-56-590	Donations	0.00	0.00	0.00	0.00
1-56-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-56-467	PERPETUAL CARE	0.00	0.00	(200.00)	0.00



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
* TOTAL CEMETERY REVENUE		(1,009.52)	(1,500.00)	(2,590.48)	(1,400.00)
SALE OF LAND					
1-66-590	Sale of Land	0.00	0.00	0.00	0.00
* TOTAL SALE OF LAND		0.00	0.00	0.00	0.00
RECREATION REVENUE					
1-72-550	Investment Income	0.00	0.00	0.00	0.00
1-72-561	Recreation Rentals	0.00	0.00	0.00	0.00
1-72-590	Other revenues - Donations	0.00	0.00	0.00	0.00
1-72-850	Government Grants	0.00	(800.00)	0.00	(800.00)
1-72-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-72-941	Campground User Fees	0.00	0.00	0.00	0.00
1-72-984	Campground Operational Grant	0.00	0.00	0.00	0.00
1-72-990	Transfer From Surplus	0.00	0.00	0.00	0.00
* TOTAL RECREATION REVENUE		0.00	(800.00)	0.00	(800.00)
CULTURE REVENUE					
1-74-550	Return on Investments	0.00	0.00	0.00	0.00
1-74-592	Creamery Donations	0.00	0.00	0.00	0.00
1-74-595	Canada Day Donations	0.00	0.00	0.00	0.00
1-74-835	FEDERAL GRANT OPERATING	0.00	(1,100.00)	0.00	(1,100.00)
1-74-840	Conditional Grant - Provincial	0.00	0.00	0.00	0.00
1-74-845	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
1-74-860	Grants From Local Boards	0.00	0.00	0.00	0.00
1-74-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-74-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
* TOTAL CULTURE REVENUE		0.00	(1,100.00)	0.00	(1,100.00)
** TOTAL REVENUE		(429,207.62)	(527,299.41)	(506,557.36)	(480,149.00)



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
<b>COUNCIL EXPENSE</b>					
2-11-150	Council Meeting Pay	5,052.77	8,000.00	8,225.49	9,000.00
2-11-151	Council Supervision Pay	2,105.09	3,600.00	3,121.58	3,600.00
2-11-211	Travel & Subsistence	709.80	1,000.00	1,542.84	1,000.00
2-11-212	Legislative - Discretionary	58.10	0.00	0.00	0.00
2-11-271	Council Insurance	0.00	0.00	0.00	0.00
*	TOTAL COUNCIL EXPENSE	7,925.76	12,600.00	12,889.91	13,600.00
<b>ADMINISTRATION EXPENSE</b>					
2-12-110	Salaries & Wages	11,051.44	24,000.00	22,791.95	24,000.00
2-12-111	Labour - STEP	0.00	0.00	0.00	0.00
2-12-130	Payroll Benefits	688.04	1,700.00	1,545.00	1,500.00
2-12-131	Holiday Pay	443.84	900.00	871.99	800.00
2-12-150	Meeting Pay	0.00	0.00	0.00	0.00
2-12-152	Election & Census Fees	0.00	0.00	0.00	0.00
2-12-211	Travel & Subsistence	1,356.01	2,100.00	775.33	250.00
2-12-212	Course Fee Registration	1,000.00	2,000.00	1,446.76	1,000.00
2-12-216	Postage	1,864.09	3,200.00	3,027.86	2,200.00
2-12-217	Telephone	750.97	2,300.00	2,183.44	3,500.00
2-12-220	Advertising & Memberships	2,202.29	2,750.00	2,725.42	2,000.00
2-12-224	Land Title Fees	529.81	190.00	173.50	250.00
2-12-230	Assessors Fees	2,822.04	5,500.00	5,382.28	6,000.00
2-12-231	Auditors Fees	(500.00)	8,200.00	11,700.00	8,200.00
2-12-232	Legal Fees	0.00	2,000.00	14,055.48	7,000.00
2-12-240	Bad Debts	120.00	1,500.00	1,490.61	1,500.00
2-12-250	Repairs & Maint. Contract	200.00	200.00	168.86	400.00
2-12-251	Repairs & Maintenance	2,784.26	2,500.00	2,978.94	1,500.00
2-12-252	Cleaning - Supplies & Labor	1,049.85	2,500.00	2,530.50	2,200.00
2-12-255	Other Contracted Services	14,902.56	14,950.00	8,372.18	7,000.00
2-12-256	Contracted Services - CAO	27,000.00	50,400.00	44,650.00	45,600.00
2-12-270	Computer Expenses	965.41	1,000.00	6,806.36	3,500.00
2-12-271	Website Fees	314.28	650.00	628.56	350.00
2-12-274	Insurance & Bond	8,432.15	8,500.00	8,168.45	9,000.00
2-12-275	Workman's Compensation	0.00	1,200.00	1,039.64	1,500.00
2-12-276	Disaster Services	5,000.00	500.00	0.00	500.00
2-12-505	Photocopier Costs	1,728.56	4,300.00	4,224.22	3,200.00
2-12-510	General Office Supplies	2,052.69	1,500.00	1,329.84	1,600.00
2-12-540	Utilities - Heating	385.14	950.00	931.59	800.00



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-12-541	Utilities - Power	596.00	2,000.00	1,886.75	1,500.00
2-12-590	Miscellaneous	(73.22)	100.00	540.22	100.00
2-12-762	Contributions to Capital	0.00	0.00	0.00	0.00
2-12-771	Donations	0.00	0.00	0.00	0.00
2-12-810	Bank Charges & Fees	1,055.14	2,100.00	2,077.86	850.00
2-12-831	Debtenture Interest Admin. Bldg	0.00	0.00	0.00	0.00
2-12-832	Debtenture Principle Admin Bldg	0.00	0.00	0.00	0.00
2-12-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-12-920	AMORTIZATION	0.00	0.00	7,830.53	0.00
*	TOTAL ADMINISTRATION EXPENSE	88,721.35	149,690.00	162,334.12	137,900.00
DISASTER & EMERGENCY EXPENSE					
2-23-700	FIRE SERVICE AGREEMENT	(5,000.00)	30,000.00	30,000.00	25,000.00
*	TOTAL DISASTER & EMERGENCY EXP	(5,000.00)	30,000.00	30,000.00	25,000.00
FIRE EXPENSES					
2-23-271	Fire - Insurance & Licence	0.00	0.00	0.00	0.00
2-23-520	Fire Hall - Janitorial	0.00	0.00	0.00	0.00
2-23-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-23-920	AMORTIZATION	0.00	0.00	0.00	0.00
2-23-931	Gain (loss) on TCA	0.00	0.00	0.00	0.00
*	TOTAL FIRE EXPENSES	0.00	0.00	0.00	0.00
BYLAW ENFORCEMENT EXP					
2-26-751	Bylaw Enforcement	250.00	1,000.00	1,925.00	1,000.00
2-26-752	Rural Policing Expense	0.00	3,860.00	0.00	0.00
*	TOTAL BYLAW ENFORCEMENT EXP	250.00	4,860.00	1,925.00	1,000.00
STREETS & ROADS EXPENSE					
2-32-110	Salaries	4,037.30	8,500.00	8,384.61	8,700.00
2-32-111	Salaries - Equip. Rep. & Shop	2,172.40	2,500.00	2,443.00	2,900.00
2-32-112	Wages - STEP Program	0.00	0.00	0.00	0.00
2-32-130	Payroll Deductions	409.66	1,050.00	747.00	850.00
2-32-131	Holiday Pay	638.72	1,050.00	1,034.14	800.00
2-32-210	avel	0.00	0.00	0.00	300.00
2-32-212	Course Registration Fees	0.00	0.00	0.00	0.00





# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-32-215	Freight	0.00	0.00	0.00	0.00
2-32-217	Maintenance Cell Phone	355.84	775.00	1,039.02	600.00
2-32-230	Engineering Fees	0.00	2,000.00	0.00	2,000.00
2-32-250	Road & Street Repairs	2,722.20	3,200.00	3,120.00	3,000.00
2-32-251	Equipment Repairs & Maint.	980.24	3,000.00	2,365.69	4,000.00
2-32-252	Sidewalk & Curb Repairs	0.00	0.00	0.00	0.00
2-32-255	Snow Ploughing - Salaries	0.00	0.00	0.00	0.00
2-32-270	Contracted Services	78.00	3,075.00	3,008.37	1,000.00
2-32-271	Insurance Share	1,240.02	1,500.00	1,256.44	3,700.00
2-32-931	Gain (loss) on disposal of TCA	0.00	0.00	0.00	0.00
2-32-150	Meeting Pay - Public Works	0.00	0.00	0.00	0.00
2-32-510	Small Equipment & Supplies	1,284.59	2,000.00	4,216.39	1,000.00
2-32-515	Equipment Rental	0.00	500.00	0.00	500.00
2-32-520	Shop Telephone	0.00	1,300.00	0.00	1,300.00
2-32-521	Gas & Diesel Fuel	1,277.95	1,000.00	(50.49)	2,300.00
2-32-530	Const. & Maint. Supplies	0.00	200.00	85.08	250.00
2-32-532	Gravel, Cold Mix & Sand	3,450.00	3,450.00	749.69	3,000.00
2-32-541	Street Lights	11,441.32	31,000.00	16,036.71	13,850.00
2-32-542	Shop Power	822.27	2,000.00	1,801.39	2,000.00
2-32-543	Shop Natural Gas	1,335.69	2,500.00	2,271.21	1,700.00
2-32-590	Miscellaneous	196.35	300.00	0.00	300.00
2-32-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-32-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-32-920	AMORTIZATION	0.00	0.00	52,632.28	0.00
* TOTAL STREETS & ROADS EXPENSE		32,442.55	71,200.00	101,140.53	54,050.00
WATER EXPENSE					
2-41-212	COURSE REGISTRATION FEES	0.00	0.00	0.00	0.00
2-41-215	Freight	0.00	0.00	0.00	0.00
2-41-216	Stationery & Postage	0.00	0.00	0.00	0.00
2-41-217	Telephone Expense	0.00	0.00	0.00	0.00
2-41-230	Engineering Fees	0.00	0.00	0.00	0.00
2-41-250	Water Testing Supplies	0.00	0.00	0.00	0.00
2-41-251	Maintenance Supplies	256.00	1,000.00	1,022.93	500.00
2-41-260	Water Wells	0.00	0.00	0.00	0.00
2-41-265	Water Tower	0.00	0.00	0.00	0.00
2-41-270	Contracted Services	12,417.80	26,000.00	18,189.92	35,000.00
2-41-271	Insurance	0.00	1,300.00	0.00	1,300.00
2-41-290	Well Easement	0.00	0.00	0.00	0.00



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-41-500	Office Supplies	0.00	0.00	0.00	0.00
2-41-510	Chlorine	0.00	0.00	0.00	0.00
2-41-521	Vehicle Fuel	0.00	0.00	0.00	0.00
2-41-541	Utilities - Power	0.00	0.00	0.00	0.00
2-41-590	Certification Expenses	0.00	0.00	0.00	0.00
2-41-600	SMRWSC - Debenture Payments	6,187.94	6,500.00	8,952.98	11,000.00
2-41-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-41-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-41-920	AMORTIZATION	0.00	0.00	21,831.24	0.00
2-41-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
2-41-601	SMRWSC - Water Consumption	16,079.18	45,000.00	44,374.99	37,500.00
2-41-110	Salaries	1,843.92	4,500.00	4,561.22	5,000.00
2-41-130	Payroll Benefits	123.29	300.00	276.12	375.00
2-41-211	Travel & Subsistence	0.00	0.00	0.00	0.00
* TOTAL WATER EXPENSE		36,908.13	84,600.00	99,209.40	90,675.00
SEWER EXPENSE					
2-42-110	Salaries	2,363.58	5,220.00	5,183.72	5,220.00
2-42-130	Payroll Deductions	137.72	375.00	360.34	375.00
2-42-212	Course Fee Registration	0.00	0.00	0.00	0.00
2-42-250	Purchased Repairs & Maint.	1,450.00	1,000.00	23,747.10	4,000.00
2-42-251	Lagoon Cleaning & Maintenance	0.00	200.00	190.30	2,000.00
2-42-270	Sewer General Services	0.00	0.00	0.00	0.00
2-42-275	Contracted Services - Sewer	0.00	1,500.00	0.00	1,500.00
2-42-290	Lagoon Drainage Easement	0.00	100.00	0.00	100.00
2-42-510	Goods & Supplies	0.00	250.00	0.00	250.00
2-42-590	Miscellaneous	0.00	0.00	0.00	0.00
2-42-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-42-765	Wastewater Compliance Testing	0.00	0.00	0.00	0.00
2-42-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-42-920	AMORTIZATION	0.00	0.00	14,408.55	0.00
2-42-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
* TOTAL SEWER EXPENSE		3,951.30	8,645.00	43,890.01	13,445.00
WASTE REMOVAL EXPENSES					
2-43-110	Salaries	204.88	500.00	488.60	600.00
2-43-130	Payroll Benefits	13.70	0.00	33.95	100.00
2-43-251	Repairs & Maintenance	68.74	0.00	375.14	0.00



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-43-270	Contracted Garbage Pickup	10,061.79	24,750.00	21,508.91	20,000.00
2-43-522	Garbage Site Restoration	0.00	0.00	0.00	0.00
2-43-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-43-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-43-920	AMORTIZATION	0.00	0.00	0.00	0.00
2-43-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
*	TOTAL WASTE REMOVAL EXPENSES	10,349.11	25,700.00	22,406.60	20,700.00
CEMETERY EXPENSE					
2-56-110	Salaries	244.88	500.00	488.60	600.00
2-56-130	Payroll Benefits	14.58	40.00	33.95	100.00
2-56-510	General Services & Supplies	820.00	1,775.00	525.00	500.00
2-56-762	Transfer to capital	0.00	0.00	0.00	0.00
2-56-910	Transfer to Reserves	0.00	0.00	0.00	0.00
*	TOTAL CEMETERY EXPENSE	1,079.46	2,315.00	1,047.55	1,200.00
FCSS EXPENSE					
2-62-110	FCSS - Program Labour	0.00	0.00	0.00	0.00
2-62-111	FCSS - Postage	382.28	725.00	697.61	850.00
2-62-130	Payroll Benefits	0.00	0.00	0.00	0.00
2-62-211	Travel & Subsidance	0.00	0.00	0.00	0.00
2-62-590	Transfer to capital	0.00	0.00	0.00	0.00
2-62-750	FCSS - Photo Copy Expense	0.00	0.00	220.00	0.00
2-62-755	FCSS Programs	7,641.15	8,806.00	9,289.13	8,700.00
2-62-760	FCSS Management Expenses	0.00	0.00	(228.86)	0.00
2-62-770	Library Grant - closed	0.00	0.00	0.00	0.00
2-62-772	Children's Summer Reading Prog	0.00	0.00	0.00	0.00
2-62-780	Seniors Funding - MSI	0.00	0.00	0.00	0.00
2-62-800	Affordable Housing (NOT FCSS)	0.00	0.00	0.00	0.00
2-62-801	Affordable Housing Labour	0.00	0.00	0.00	0.00
2-62-910	Transfer to Reserves	0.00	0.00	0.00	0.00
*	TOTAL FCSS EXPENSE	8,023.43	9,531.00	9,977.88	9,550.00
PLANNING EXPENSE					
2-66-762	Planning Services expenses	0.00	0.00	0.00	0.00
2-66-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-66-911	Purchase of Land	0.00	0.00	0.00	0.00



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
* TOTAL PLANNING EXPENSE		0.00	0.00	0.00	0.00
RECREATION EXPENSE					
2-72-271	Insurance	0.00	0.00	0.00	0.00
2-72-510	Parks - Supplies	0.00	150.00	0.00	150.00
2-72-539	Parks - Fuel Costs	0.00	0.00	0.00	0.00
2-72-541	Utilities - Power	0.00	200.00	0.00	200.00
2-72-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-72-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-72-770	Grants - Other Organizations	0.00	0.00	0.00	0.00
2-72-110	Salaries	4,035.90	2,500.00	2,443.00	2,900.00
2-72-130	Payroll Benefits	255.82	175.00	169.75	250.00
2-72-250	Parks - Contract Services	0.00	4,000.00	4,000.00	3,500.00
2-72-270	General Services	0.00	0.00	0.00	0.00
* TOTAL RECREATION EXPENSE		4,291.72	7,025.00	6,612.75	7,000.00
CULTURE EXPENSE					
2-74-110	Salaries	1,080.40	2,500.00	2,443.00	2,900.00
2-74-130	Payroll Benefits	72.20	175.00	169.61	250.00
2-74-220	Advertising	0.00	0.00	0.00	0.00
2-74-225	Memberships	0.00	0.00	0.00	0.00
2-74-230	PUBLIC RELATIONS	0.00	0.00	0.00	0.00
2-74-232	VILLAGE BEAUTIFICATION	627.50	1,000.00	634.70	1,000.00
2-74-251	Repairs & Maintenance	0.00	500.00	0.00	500.00
2-74-252	Miscellaneous	0.00	0.00	0.00	0.00
2-74-271	Insurance	1,218.47	2,750.00	2,541.17	4,000.00
2-74-505	Photocopier Costs	0.00	0.00	0.00	0.00
2-74-510	Website	0.00	0.00	0.00	0.00
2-74-540	Utilities - Gas	781.94	2,000.00	1,891.46	1,600.00
2-74-541	Utilities - Power	2,307.10	6,000.00	5,548.79	4,900.00
2-74-542	Utilities - Telephone Library	0.00	0.00	0.00	0.00
2-74-761	Historic & Main Street Project	0.00	0.00	0.00	0.00
2-74-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-74-770	Grants - Museum	5,400.00	5,400.00	5,800.00	5,000.00
2-74-771	Grants - Library	0.00	5,000.00	6,000.00	6,000.00
2-74-772	Grants - Stettler County Library Grant	0.00	0.00	0.00	0.00
2-74-775	Arkland Reg. Library Req.	1,404.33	0.00	1,874.49	2,100.00
2-74-831	Adventure Interest - Museum	0.00	0.00	0.00	0.00



# VILLAGE OF DONALDA

## 2020 Operating Budget

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-74-832	Debuture Principle - Museum	0.00	0.00	0.00	0.00
2-74-850	Canada Day Celebration	0.00	1,100.00	2,200.00	1,100.00
2-74-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-74-920	AMORTIZATION	0.00	0.00	806.54	0.00
* TOTAL CULTURE EXPENSE		12,891.94	28,425.00	29,909.76	29,350.00
REQUISITIONS					
2-80-741	Provincial Education - ASFF	26,776.05	37,638.54	37,638.54	35,000.00
2-80-742	Ambulance Authority	0.00	0.00	0.00	0.00
2-80-743	FIRE DISPATCH SERVICES REQUISITION	0.00	0.00	0.00	0.00
2-80-751	Recreation Requisition County of Stettler	3,832.50	3,835.00	3,285.00	3,300.00
2-80-761	C. of Stettler Housing Auth	6,002.00	6,002.00	5,830.00	5,830.00
2-80-771	Stettler Waste Management Auth	3,558.75	14,396.64	14,396.64	15,000.00
* TOTAL REQUISITIONS		40,169.30	61,872.18	61,150.18	59,130.00
** TOTAL EXPENSES		242,004.05	496,463.18	582,493.69	462,600.00
***P SURPLUS/DEFICIT		(187,203.57)	(30,836.23)	75,936.33	(17,549.00)

\*\*\* End of Report \*\*\*





# VILLAGE OF DONALDA

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## Balance Sheet Report

2020-Aug-11  
2:45:00PM

### All Funds

Description	2020		2019
	July	YTD Balance	Closing Balance
<b>Assets</b>			
<b>Asset Operating</b>			
Taxes Receivable-Arrears	(2,468.32)	14,788.72	28,701.19
Allowance for uncollectible taxes	0.00	0.00	0.00
Pre Paid Property Taxes	0.00	3,993.80	3,993.80
Buildings - Accumulated Amortization	0.00	(197,635.42)	(197,635.42)
Machinery - Accumulated Amortization	0.00	(113,023.24)	(113,023.24)
Equipment Under Capital Lease - Acc Amor	0.00	0.00	0.00
Vehicles - Accumulated Amortization	0.00	(31,291.20)	(31,291.20)
Equipment Under Capital Lease	0.00	0.00	0.00
Curbing & Sidewalks	0.00	0.00	0.00
Roads - Accumulated Amortization	0.00	(1,307,203.18)	(1,307,203.18)
Curbing & Sidewalks	0.00	0.00	0.00
Water System	0.00	1,125,563.24	1,125,563.24
Water System - Accumulated Amortization	0.00	(259,504.87)	(259,504.87)
Wastewater System	0.00	881,656.71	881,656.71
Wastewater - Accumulated Amortization	0.00	(274,937.06)	(274,937.06)
Cultural & Historical Accumulated Amort	0.00	0.00	0.00
<b>Total</b>	<b>(2,468.32)</b>	<b>(157,592.50)</b>	<b>(143,680.03)</b>
<b>Accounts Receivable</b>			
Provincial Operating Grant	0.00	0.00	0.00
Museum Agreement	0.00	0.00	0.00
Library Agreement	0.00	0.00	0.00
Canadian Heritage -Canada Day	0.00	0.00	0.00
TOTAL TAXES RECEIVABLE	0.00	0.00	0.00
Taxes Receivable	(25,012.55)	190,327.29	31,297.05
Property Acquired Tax Rec'able	0.00	0.00	0.00
GST Receivable	893.90	5,741.95	13,095.01
Rounding Account	0.00	0.01	0.00
Receivable From Other Government	0.00	386,877.00	386,877.00
Accounts Receivable - Year End	0.00	4,888.63	4,888.63
Utilities Receivable	2,648.76	18,312.53	16,394.12
WSG Receivable	0.00	0.00	0.00
<b>Total Accounts Receivable</b>	<b>(21,469.89)</b>	<b>606,147.41</b>	<b>452,551.81</b>
<b>Bank</b>			
ATB - Term/GIC Investments	0.00	0.00	0.00
Petty Cash	0.00	70.00	70.00
Cash on Hand	0.00	230.00	230.00
Fire Department Cash	0.00	0.00	0.00
Treasury Branch	160,263.70	1,070,318.13	446,169.82
Fire Department Account	0.00	0.00	0.00
G.I.C. Cemetery	0.00	0.00	0.00
Cemetery Account	0.00	0.00	0.00
G.I.C. Creamery	0.00	0.00	0.00
Creamery Account	0.00	0.00	0.00
<b>Total Bank</b>	<b>160,263.70</b>	<b>1,070,618.13</b>	<b>446,469.82</b>
<b>Fixed Assets</b>			
Buildings	0.00	298,539.09	298,539.09
Machinery	0.00	138,819.42	138,819.42
Land For Own Gov't Uses	0.00	15,928.81	15,928.81
Vehicles - Cost	0.00	34,768.00	34,768.00
Roads	0.00	1,399,034.97	1,399,034.97
Land Held for Resale	0.00	18,472.91	18,472.91



## VILLAGE OF DONALDA

Page 2 of 3

## Balance Sheet Report

2020-Aug-11  
2:45:00PM

## All Funds

Description	2020		2019
	July	YTD Balance	Closing Balance
Cultural & Historical	0.00	0.00	0.00
<b>Total Fixed Assets</b>	<b>0.00</b>	<b>1,905,563.20</b>	<b>1,905,563.20</b>
<b>Other Assets</b>			
Accrued Interest	0.00	(2,798.99)	0.00
Other Assets-Prepaid Expenses	0.00	0.00	0.00
Tax Recovery TB	0.00	18,247.05	18,247.05
Community Enhancement	0.00	0.00	0.00
<b>Total Other Assets</b>	<b>0.00</b>	<b>15,448.06</b>	<b>18,247.05</b>
<b>Total Asset Operating</b>	<b>136,325.49</b>	<b>3,440,184.30</b>	<b>2,679,151.85</b>
<b>Total Assets</b>	<b>136,325.49</b>	<b>3,440,184.30</b>	<b>2,679,151.85</b>

Liabilities	Liability Capital
<b>Accounts Receivable</b>	
Clearing Account	0.00
<b>Total Accounts Receivable</b>	<b>0.00</b>
<b>Total Liability Capital</b>	<b>0.00</b>

Liabilities	Liability Operating
Pre Paid Property Taxes	0.00
Revenue Canada Payable	0.00
Holiday Pay Payable	(124.30)
AMSC (Health Benefits)	0.00
Banked Time Payable	0.00
<b>Total</b>	<b>(124.30)</b>
<b>Accounts Payable</b>	
Trade Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>0.00</b>
<b>Other Current Liability</b>	
GST charged on sales	0.00
Operating Surplus \ Deficit(-)	0.00
Equity in Capital Assets	0.00
Debenture - Admin. Building	0.00
Accrued Audit Fees	0.00
Deferred Other Revenues	0.00
TAX RECOVERY SURPLUS	0.00
Allow. for Doubtful Accounts	0.00
Capital Reserves	0.00
General Admin. Reserves	0.00
The Lamp Fund	0.00
Requisition Overlevy	0.00
Capital Lease Obligation	0.00
Accrued Debenture Interest	0.00
Deferred Grant Revenues	0.00
Administered Trust Liabilities	0.00
Fire Reserve	0.00
Insurance Reserve	0.00
Roads & Streets Reserve	0.00
Deferred Utility Revenues	0.00
Utility Deposits	0.00
Deposits Held in Trust	0.00
Water Reserve	0.00
Sewer Reserve	0.00





# VILLAGE OF DONALDA

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## Balance Sheet Report

2020-Aug-11  
2:45:00PM

### All Funds

Description	2020		2019
	July	YTD Balance	Closing Balance
Garbage Reserve	0.00	0.00	0.00
Water Metering	0.00	0.00	0.00
Cemetery Reserve	0.00	0.00	0.00
Cemetery Survey Reserve	0.00	0.00	0.00
Recreation & Parks Reserve	0.00	0.00	0.00
Debenture - Museum	0.00	0.00	0.00
Creamery Reserve	0.00	0.00	0.00
Operating Reserve	0.00	0.00	0.00
Total Other Current Liability	0.00	(2,683,435.91)	(2,711,926.29)
Total Liability Operating	(124.30)	(2,687,670.31)	(2,714,550.24)
Total Liabilities	(124.30)	(2,687,670.31)	(2,714,550.24)
Current Year Surplus/Deficit	136,201.19	752,513.99	0.00
Total Liabilities	136,325.49	3,440,184.30	0.00

\*\*\* End of Report \*\*\*





# VILLAGE OF DONALDA

## Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-08-11

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
Tax Levy		241,324.05	Local Improvement Levy	0.00						
Additional Tax Levy		0.00	Accumulated Penalty	11,448.82						
			Outstanding Penalty	10,077.29						
Sub Ledger		General Ledger								
Current		152,832.93								
1 Year		23,827.82								
2 Years		17,987.34								
3 Years		8,435.32								
Over 3		0.00								
Totals										
Outstanding		203,083.41								
Total GL										
Total SL										
Proof										

\*\*\* End of Report \*\*\*





**VILLAGE OF DONALDA**  
**Utilities Trial Balance (All Balances)**  
Trial Balance As Of 2020-08-11

Page 1 of 1  
2020-Aug-11  
1:50:58PM

Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	7,765.84	3-41-271	14,199.30
Overdue 1	3,472.83		
Overdue 2	2,249.63		
Overdue 3	711.00		
Overdue 4	0.00		
Outstanding	<u>14,199.30</u>	Totals	<u>14,199.30</u>
		Total GL	14,199.30
		Total SL	14,199.30
		Proof	<u>0.00</u>

\*\*\* End of Report \*\*\*





# VILLAGE OF DONALDA

Page 1 of 2

## Cheque Listing For Council

2020-Aug-11  
2:46:50PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200225	2020-07-21	ALBERTA ONE CALL CORPORATION	159907	PAYMENT LOCATES	44.10	44.10
20200226	2020-07-21	BASHAW HOME HARDWARE	35634 364016	PAYMENT CHARGER CORD CHAIN AND LOCK	9.44 13.62	23.06
20200227	2020-07-21	BENOIT, ANDREA	702-7059781-17	PAYMENT OFFICE CHAIR	87.74	87.74
20200228	2020-07-21	Donalda Dist. & Community Promotions Society	603	PAYMENT AD TOURIST GUIDE	250.00	250.00
20200229	2020-07-21	Environmental 360 Solutions (Alberta) Ltd.	20132	PAYMENT JUNE WASTE CONTRACT	1,747.20	1,747.20
20200230	2020-07-21	GOVERNMENT OF ALBERTA	Land titles JN	PAYMENT TAX NOTIFICATION/LAND TITLE	361.00	361.00
20200231	2020-07-21	STETTLER HOME HARDWARE	121158	PAYMENT TRIMMER	396.80	396.80
20200232	2020-07-21	TRINUS TECHNOLOGIES	54518-28277	PAYMENT MONLTHY SUPPORT	122.22	122.22
20200233	2020-07-21	UFA CO-OPERATIVE LIMITED	June1-30	PAYMENT CLR GAS	230.82	230.82
20200234	2020-07-21	Vallet, Kristie	Can. Post 07/14 CO-OP	PAYMENT FOOD BANK MAIL OUTS MASKS 3PLY	32.34 83.98	116.32
20200235	2020-07-21	VITAL EFFECT	7045	PAYMENT MONTHLY WEBHOSTING & EMAIL	55.00	55.00
20200237	2020-07-28	BENOIT, ANDREA L				
20200238	2020-07-28	RAMSTAD, CHAD				
20200239	2020-07-28	CHAPPELL BENOIT, HOLLY R				
20200240	2020-07-28	WELLS, JENNIFER D				
20200241	2020-07-28	ATB FINANCIAL MASTERCARD	fresh start st. nutec Peavey Mart	PAYMENT REUSABLE MASKS SECURITY MONITORING HORNET SPRAY	84.00 80.80 26.74	191.54
20200242	2020-07-28	AUMA	20-1034521	PAYMENT JUNE UTILITY	3,704.48	3,704.48
20200243	2020-07-28	BENOIT, ANDREA	Mileage	PAYMENT BANK DEPOSIT JULY 7	42.02	42.02
20200244	2020-07-28	COUNTY OF STETTLER NO.6	004088 004093	PAYMENT HYDRANT INSURANCE CLAIM JUNE UTILITY MONITORING	980.91 1,558.73	2,539.64
20200245	2020-07-28	Digital Postage on Call	July 13	PAYMENT POSTAGE	200.00	200.00
20200246	2020-07-28	HEARTLAND STATIONERS (2014) LTD.	20176	PAYMENT OFFICE SUPPLIES	117.32	117.32
20200247	2020-07-28	JOHN DEERE FINANCIAL	p41933	PAYMENT MOWER ASSESSMENT AND SER	320.11	320.11
20200248	2020-07-28	MUNICIPAL INFORMATION SYSTEMS INC.	20200880	PAYMENT SUPPORT CONTRACT	421.69	421.69
20200249	2020-07-28	Nutec Electro Tel	148292	PAYMENT ALARM SYSTEM DOWN	488.25	488.25
20200250	2020-07-28	OLD MACDONALD KENNELS, ANIMAL SERVICES		PAYMENT		52.50



# VILLAGE OF DONALDA

Page 2 of 2

## Cheque Listing For Council

2020-Aug-11  
2:46:50PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200250	2020-07-28	OLD MACDONALD KENNELS, ANIMAL SERVICES	10669	JUNE ANIMAL CONTROL	52.50	52.50
20200251	2020-07-28	RECEIVER GENERAL	July 2020	PAYMENT CRA REMITTANCE PAYROLL JUL	918.19	918.19
20200252	2020-07-28	SELECT ENGINEERING CONSULTANTS LTD.	2007-0070 2007-0071	PAYMENT ENGINEERING MAIN STREET ENGINEERING WATER	2,116.28 769.44	2,885.72
20200253	2020-07-28	SHIRLEY McCLELLAN REGIONAL WATER SERV	001300	PAYMENT JUNE WATER CONSUMPTION	4,205.76	4,205.76
20200254	2020-07-28	Vallet, Kristie	07.2020 Mileage July	PAYMENT JULY MANAGERIAL SERVICES JULY BANK DEPOSITS	4,410.00 126.05	4,536.05
20200255	2020-07-28	WELLS, JENNIFER	14	PAYMENT JULY JANITORIAL	150.00	150.00
20200256	2020-07-28	ATB FINANCIAL MASTERCARD	canada post7/02	PAYMENT JULY LITE POSTAGE	66.28	66.28

**Total 28,498.43**

\*\*\* End of Report \*\*\*



**Village of Donalda  
Request for Decision (RFD)**

<b>Meeting:</b>	<b>REGULAR MEETING</b>
<b>Meeting Date:</b>	<b>August 18, 2020</b>
<b>Originated by:</b>	<b>Kristie Vallet-Chief Administrative Officer</b>
<b>Decision Title:</b>	<b>Donalda Promotions – Show &amp; Shine</b>
<b>Agenda Number:</b>	<b>5.5 Village Business</b>

**Background Information:**

Donalda Promotions is proposing hosting a Show & Shine August 29, 2020. They would like to use the municipal property south of the Lamp Park. Their community group has practices to be implemented to ensure safe practice is adhered to in relation to COVID 19.

**Discussion/Options/Benefits:**

**Source of Funding/Estimated Costs**

N/A

**Recommended Options:**

To accommodate the request of the Donalda Promotions and grant access to the municipal property south of the Lamp Park provided the ground is dry enough to prevent any damage.

Request that Donalda Promotions has a committee member as the lead to ensure safe practice is adhered to, as outlined in their request, during the duration of the event.

**Motion brought by Council:**



Promotions Would like to do a Show. Shins on  
Aug 29/20 in the Field to the South of the Lamp.

Precautions - Hand Sanitize on Entry Table.  
- All 4 open businesses have OK'd the  
use of their Washrooms -  
- Heather's Yarn Haven  
- Coulee Tea House  
- Bookersville  
- Hotel

Cars will be spaced apart and wide rows for  
viewers to follow arrows to view.

We are not requiring any forms to be filled out at  
table to avoid gatherings, and no prizes to avoid a  
gathering.

Museum will do Food, etc.

A. Taylor.



**Village of Donalda**  
**Request for Decision (RFD)**

**Meeting:** REGULAR MEETING  
**Meeting Date:** August 18, 2020  
**Originated by:** Andrea Benoit – Assistant CAO  
**Decision Title:** Village Beekeeping  
**Agenda Number:** 5.6 Village Business

**Background Information:**

The need for specific legislation surrounding beekeeping within village limits arose during gallery time at the July Regular Meeting of Council.

**Discussion/Options/Benefits:**

Option 1: Approve within an amended Animal Control Bylaw the licensed ownership of beehives within village limits, with specific restrictions to ensure the safety of residents is maintained as well as the welfare of the bees.

Benefits of Option 1: The bee population is in decline, which poses a serious threat to Alberta (and worldwide) farmers and food production. Bees are essential to biodiversity and to plant reproduction. Allowing village residents to keep bees can be a positive contributor to food production, provide support for our local farmers, and help to improve the current situation facing our bee population. In addition to this, beekeeping has proven to be a successful and safe hobby in many residential areas, providing a healthy activity for residents to participate in which improves both physical and mental health. Allowing beekeeping can also provide opportunity for collaboration with community groups to provide education and support to residents.

Cons of Option 1: Time required for administrative staff to develop policy may be greater than other options. Enforcement of bylaw will be required.

Option 2: Restrict beekeeping activities within village limits through an amended Animal Control Bylaw.

Benefits of Option 2: Time required to amend bylaw will be minimal.

Cons of Option 2: Loss of opportunity to provide support to local farmers. Loss of opportunity to positively contribute to the bee population. Restricts access to hobbies that could enhance quality of life. Enforcement of restriction will be required.

### **Source of Funding/Estimated Costs**

Costs for Both Options: Staff time to amend Village's Animal Control Bylaw

Revenue Potential: Option 1 offers potential for revenue if application and license fees are required. Option 1 may also create potential for community groups to earn revenue if they are able to develop an education program centred on beekeeping for which a tuition fee could be charged. Collaboration with community groups also enhances the village's suitability for grants and other funding.

### **Recommended Options:**

Administration's recommendation is to pursue option 1 to develop an Animal Control Bylaw that mirrors the City of Edmonton's, which allows beekeeping with specific restrictions. Mirroring this bylaw will limit the amount of research required by village staff, as all important aspects have already been considered, researched, and developed by Edmonton administration. This option will also allow the village to positively contribute to Alberta's food production, support local farmers, and permit a healthy and safe hobby for village residents. As stated by the City of Edmonton, "Beekeeping is a completely safe activity in residential areas with good management practices."

See attached pages from the City of Edmonton for more information on safe urban beekeeping.

### **Motion brought by Council:**

No motion required. Council is requested to provide their choice of option so administration can appropriately amend the Animal Control Bylaw to be brought forward for review and approval at a future council meeting.

is set out in Schedule A.

- (3) There is no fee payable for a Kitten Licence.
- (4) In the event a Licence for a Cat is issued or renewed for a term other than one year, the fee for the Licence will be adjusted proportionately.

**DISPLAY OF  
LICENCE TAG**

- 25 (1) The Owner or any other person having care or control of a Cat shall, at all times when it is off the property of the Owner, ensure it displays the Licence tag issued by the City.
- (2) This section does not apply if the Cat is identified by a legible tattoo or a registered microchip.

**OFF PROPERTY OF  
OWNER**

- 26 (1) The Owner or any other person having care or control of a Cat shall ensure the Cat does not enter onto private property other than that of the Owner.
- (2) This section does not apply if the person in charge of the private property consents to the Cat being there.

**PART V - OTHER REGULATIONS**

**PROHIBITED  
ANIMALS**

- 27 (1) No person shall keep or have any of the following on any premises with a municipal address in the City:
  - (a) a Large Animal or the young thereof;
  - (b) poultry;
  - (c) bees; or
  - (d) poisonous snakes, reptiles or insects.

unless that person has a Licence issued by the City Manager to do so.

- (2) The City Manager may impose terms and conditions on a Licence issued pursuant to this section, including but not limited to terms and conditions regulating:
  - (a) the location where the animals are to be kept;
  - (b) the maximum number of animals that may be kept;
  - (c) the manner in which the animals must be kept;

- (d) restrictions on the sale or use of animal products;
  - (e) the term of the Licence;
  - (f) mandatory husbandry training; or
  - (g) any other matter the City Manager determines is in the public interest.
- (3) The City Manager may not issue a Licence pursuant to this section unless satisfied that:
- (a) the Licensee is at least 18 years of age;
  - (b) all applicable fees have been paid;
  - (c) all required information has been provided to the City Manager.
- (4) The City Manager may refuse to issue or may revoke a Licence issued pursuant to this section by providing written notice to the Licensee.
- (5) A Licensee shall not contravene any term or condition of a Licence issued pursuant to this section.
- (6) This section, other than 27(1)(d), does not apply in the case of a premises with a municipal address in the City on land zoned AG, AGU, or AGI.

**LEG HOLD TRAPS**

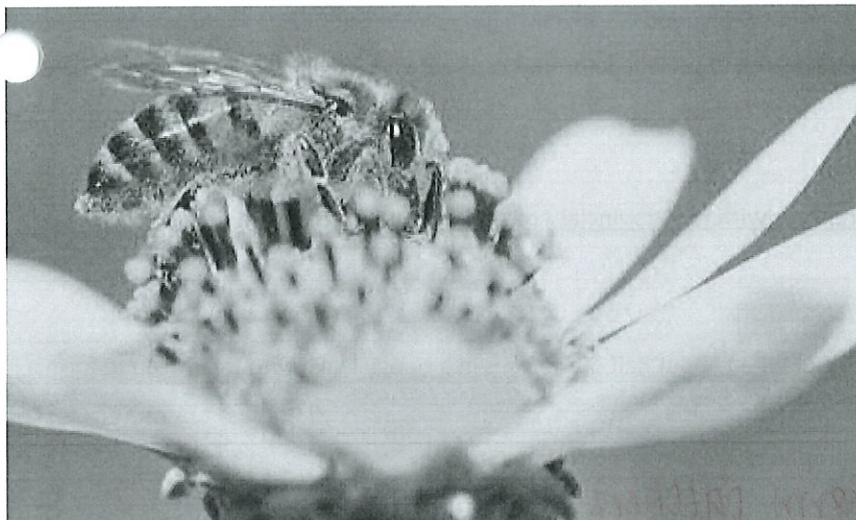
- 27.1 (1) Unless otherwise permitted by law no person shall leave a leg hold or foot hold trap in any place where it may reasonably capture any animal.
- (2) Unless otherwise permitted by law no person shall capture any animal by means of a leg hold or foot hold trap.

**PIGEONS**

- 28 (1) No person shall keep or have any pigeons on any premises with a municipal address in the City unless they have a Licence to do so.
- (2) Where applicable, the provisions of Bylaw 13138, the Business Licence Bylaw, concerning the process of obtaining or removing a licence, including the provisions regarding any appeal apply to a Licence required by this section.
- (3) The annual Licence fee to keep or have pigeons is set out in Schedule A.



# Urban Beekeeping



Urban beekeeping can help improve pollination for plants in Edmonton, which in turn helps to improve the overall biodiversity and resilience of our city. Urban beekeeping can also provide valuable educational and recreational opportunities for people to connect to nature and to our food system. **Beekeeping is a completely safe activity in residential areas with good management practices.**

In recognition of the potential value of urban beekeeping, City Council passed an **amendment to the Animal Licensing and Control Bylaw** on April 28, 2015 to permit beekeeping in the city.

Check out the City's **urban beekeeping video campaign** as we buzz some common myths about bees and give you the real facts!

## New Areas of Development

- Applicants who have been in good standing in the program for at least 2 years may apply to have a second hive. Applicants who wish to have a second hive can email [hensandbees@edmonton.ca](mailto:hensandbees@edmonton.ca) with a revised site plan indicating the placement of their proposed hive.
- In 2020, the City is working with one community garden group to pilot urban beekeeping

## Things to Know Before You Apply

- The intention of the program is support urban beekeeping as a hobby and non-commercial activity. You cannot sell your bees, honey, wax, or any beekeeping products.
- An application is not a guarantee that you will get a licence.
- It is in your best interest not to invest in bees, equipment, etc. until you get your licence.
- The City of Edmonton has the discretion to not approve licences due to documentation of medical concerns from neighbouring properties.

## Steps to Becoming an Urban Beekeeper

### Step 1: Review the City's Beekeeping Guidelines

It is important to understand the commitment and responsibilities required to become a successful and safe beekeeper. The **Urban Beekeeping Guidelines** help residents understand the expectations that the City has for beekeepers. Interested beekeepers will also benefit from connecting with the beekeeping community and talking to existing beekeepers to learn more about what it takes to keep bees in the city.

### Step 2: Register with Alberta's Premises Identification Program (PID)

As part of the **Animal Health Act**, owners of bees must have a **premises identification account** and premises identification number for the bees. This requirement is a part of a traceability system designed to address potential threats of disease outbreaks that could affect animal health, public health and food safety.

### Step 3: Apply for a beekeeping licence

Using the request form, **apply for a licence** with the City. Be prepared to provide information about your beekeeping site, your training and your mentor if you are a first time beekeeper.

### Step 4: Register with the Provincial Apiculturist

As a part of the **Bee Act** and **Regulation**, beekeepers must **register with the Provincial Apiculturist** every year by June 30.

## What To Do About Swarms

A swarm of honey bees is not dangerous. Swarms typically occur when about half of the bees in a colony leave with the queen to form a new colony. Swarming is the natural means of reproduction for honey bee colonies.

- In the event that a **honey bee swarm** lands on your property, call 311 to inform the City

↳ see attached list of swarm catchers



# Urban Beekeeping Guidelines

Keeping bees in Edmonton is controlled and enforced under the Animal Licensing and Control Bylaw, No. 13145. The following guidelines will help ensure that urban beekeeping is a positive addition to the community by providing best practices and responsible regulations to minimize impact on surrounding neighbours.

## Setback Requirements

- Hives may only be located in the rear yard of a property
- Sites must be located at least 25 metres away from any public place, including but not limited to playgrounds, sports fields, churches or schools
- Hive entrances must be directed away from adjacent residential properties
- Hives should be located at least three metres from all property lines where there is an adjacent neighbour, unless the property is separated from the adjacent neighbour by a solid fence or vegetative hedge at least 1.5 metres high

## Number and Size of Hives

- Each approved property shall house one active hive consisting of a bottom board and hive cover with a maximum of six supers
- Each Site may keep a nucleus (Nuc) hive to provide options for good animal husbandry and hive management
- Applicants who have been in the program for at least two years in good standing may apply to have a second hive to [hensandbees@edmonton.ca](mailto:hensandbees@edmonton.ca) with a revised site plan indicating the placement of their second hive

## Standard of Care

Every beekeeper shall adhere to good management and husbandry practices and maintain bees in such a condition so as to prevent swarming, aggressive behaviours and disease. Animal Control must be notified of any swarms and/or disease and the steps taken to rectify the issue.

## Inspections

Approved beekeeping site owners shall make themselves and the hive(s) available for inspection on reasonable request of Animal Control Peace Officers.

## Neighbour Notifications

Prior to submitting an application, every beekeeping applicant must notify all immediately surrounding neighbours, including those attached to their property or across an alleyway, in writing, of their intent to keep bees. This requirement is a notification to neighbours\*, not a request for permission. Your neighbours have two weeks to respond to the City of Edmonton with any concerns after receiving the letter.

→ see attached example

Please print off the required number of copies of neighbour notification letters. Submit all letters as part of your application. Please note the date and addresses on copies of the letters that were given out in your application. We do not require that the letters be signed. However, copies of the letters you sent with the date and address indicated on the letter need to be submitted with your online application.

Please do not submit your online application until you have given your neighbours two weeks to respond to the letter from the date it was sent. If you do not submit all required notification letters as a part of your online application, those who did not receive the letter will be given another two weeks to respond so please double check that you have notified all the required properties.

\*Neighbours are defined as the owner or tenant of each property abutting the applicant's property, including those who live across an alleyway, but not across a street. In the case where neighbouring properties are apartment buildings or businesses, building managers and business owners are to receive the notification letter.

## Permission From The Property Owner

If you are not the owner of the property on which you plan to keep bees, please include a signed letter of permission from the property owner.

## Training

Each approved beekeeper and the property owner and/or a resident of the site must complete a beekeeping course from an accepted organization/association. *- see attached*

Beekeepers in their first year are recommended to have the support and assistance of an experienced beekeeper.

## Revocable Permission

Should Animal Control find a site, hive or beekeeper to be unsuitable at any time, the permission may be revoked and the site owner shall work with Animal Control to relocate the hive and bees to a location outside the City of Edmonton. All costs and associated expenditures related to the removal are the sole responsibility of the site or property owner. Permission can be revoked due to documentation of medical concerns from residents of neighbouring properties.

## Registration

Pursuant to the Alberta Bee Act, all beekeepers shall register with the provincial Apiculturist and shall comply with the Bee Act wherever required.

## Application Requirements and Process

All interested beekeepers must submit an online application outlining the following requirements:

- Name, address, and contact information for site owner
- Confirmation of location of hive in relation to the property (site drawing or photo evidence of compliance with setback requirements)
- Proof of success in an accepted beekeeping course *- see attached list*
- Beekeepers in their first year are recommended to have the support and assistance of an experienced beekeeper
- Proof (and date) that all immediately surrounding neighbours, including those separated by an alleyway, have been informed of the applicant's intention to keep bees on site
- Your PID number

## Enforcement

Animal Control Peace Officers will respond to all complaints and initiate investigations when warranted. Failing to comply with the terms and conditions of an Urban Beekeeping Licence may result in a fine of \$100, or a licence being revoked. Keeping bees without a licence will result in a \$500 fine. Honey production is for self-consumption. No sale of honey and bee products is permitted.

All public complaints shall be directed through 311; this reporting approach is consistent with the City of Edmonton bylaw complaint process. Failing to comply with the terms and conditions of an Urban Beekeeping Licence may result in a fine of \$100, or a licence being revoked. Keeping bees without a licence will result in a \$500 fine.

# Urban Beekeeping Courses

One of the first steps to successfully receiving your beekeeping licence from the City of Edmonton is to meet training and mentorship requirements. Applicants must submit proof of completion of a beekeeping course from an accepted organization/association. If this is the first time you have kept bees in an urban environment, you must include proof of support and assistance from a mentor. Please see the [Urban Beekeeping Guidelines](#) for further details.

## Beginner Courses

Individuals can take any of these intensive beginner courses to receive a beekeeping certificate

recognized by the City of Edmonton.

### Beginner Beekeeping Course

Course Length: 2 Days

Provider: HiveWorld

Course Information: [Beginner Beekeeping Course 2020](#)

### BEKP110 - Level 1 Beekeeping

Course Length: 2 Days

Provider: NAIT

Register Online: [BEKP110 - Level 1 Beekeeping](#)

### Learn To Keep Bees

Course Length: 2 Days

Provider: Edmonton and District Beekeepers Association (EDBA)

Course Information: [Learn To Keep Bees](#)

### John Janzen Two Day Course

Course ID#: 671435

Course Length: 2 Days (Intensive)

Provider: John Janzen Nature Centre

Register Online: [Beekeeping Certificate Course](#)

## Individual Courses

Individuals also have the option to earn the Bee Certificate by taking courses on an individual basis.

The courses must be taken in the listed order:

All About Honeybees

Getting Started Beekeeping

Beehive Management and Honey Diseases

Honey Harvesting and Beehive Winterisation



# Beekeeping Licence Request Form

All of the following information is necessary to facilitate a processing your request. All materials submitted must be clear, legible and precise. Only complete requests can be processed.

**Bold**

or asterisk (\*) fields are mandatory.

Last Name:

\*

First Name:

\*

Email Address:

\*

Phone Number:

(    )    -

\*

Postal Code:

\*

As the applicant, I affirm (check one:)

☐ I am the registered owner of the property.

☐ I have permission of the registered owner to make an application. (Attach copy.)

## Site Information:

Search for property:

Find By Address

### Property

A site plan is required to process your application. Please attach a site plan.

Add Site Plan

\*

Upload File Name	Description
------------------	-------------

Description of Hive Location:

\*

☐ I have read and agree to follow the City's guidelines for urban beekeeping. \*

☐ I have informed all my immediate surrounding neighbours, whose properties are attached to my property or across an alleyway from me, that I will be applying for an urban beehive site to be located on my property. (Failure to inform neighbours that a hive will be located on your property may result in revocation of the license). \*

☐ I have taken urban beekeeping training. \*

Provide Information Below:

Session Location:

\*

Session Date:

mmm dd, yyyy

\*

Session Instructor:

\*

Add Training Certificate \*

Upload File Name	Description
------------------	-------------

If this is the first time you have kept bees in an urban environment, please provide information on your mentor or that you have made contact with a local beekeeping association for mentorship.

Mentor Name:

Mentor Experience:

Mentor Contact Information:

☐ I am aware that any swarming and disease issues need to be brought forward to Animal Control's attention immediately by calling 311. \*

☐ I will register with the Provincial Apiculturist for this site. \*

**Premises Identification Number:**

\*

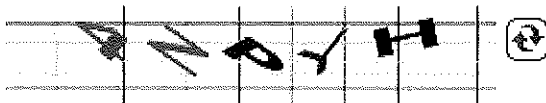
If you have any other information that would be helpful to process your request, please include it here.

**Please attach drawings or photos that help describe where on their property the bee hive will be placed. Please press the button for each item you wish to upload.**

Add Supporting Documents

Upload File Name

Description



Please enter the characters you see in the CAPTCHA image above

This personal information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). It will be used in the operation of the Special Pet Licence Program, for bylaw enforcement purposes, internal city departments, and shared with outside organizations for the purpose of managing urban bee keeping. If you have any questions about this collection, contact the Director, Community Standards Peace Officer Section, at the Animal Care & Control Centre at 780-495-0655.

If you wish to provide feedback on the Online Special Animal Licence application, please send your comments to the email address: 311@edmonton.ca.

Submit Cancel

Screen ID: 1666884



# NEIGHBOUR NOTIFICATION LETTER

[DATE]

**Attention:**

[NEIGHBOUR FIRST AND LAST NAME]

[NEIGHBOUR ADDRESS]

Hello,

I am applying to the City of Edmonton for a licence to keep bees on my property. A requirement of the application is to demonstrate that I have notified my neighbours of my intention to keep bees. In addition to the notification there are a number of requirements that will be on my licence and are as follows:

- Bee Hives may only be located in the rear yard of the property. Each approved property shall house one active hive consisting of a bottom board, and a hive cover with a maximum of six supers. Each site may also keep a nucleus hive.
- Every beekeeper shall adhere to good management and husbandry practices, and maintain bees in such a condition so as to prevent swarming and aggressive behaviour and disease.
- Each approved beekeeper and the property owner and/or resident of the site must complete an accepted beekeeping course. All beekeepers in their first year, must demonstrate that they have support and assistance from a recognized mentor.
- Approved beekeeping site owners shall make themselves and the hives available for an inspection, upon reasonable request from City of Edmonton Community Standards Peace Officers.

Please kindly sign this letter below and return to me as proof that you have been notified of my application for a bee licence. This is not indicating you approve of this licence but merely that you have been informed. If you have any concerns that I am not able to address, please feel free to contact the Animal Control Coordinator with the City of Edmonton at 311. Thank you.

Sincerely,

[YOUR NAME]

[YOUR ADDRESS]

I, \_\_\_\_\_, have been informed that my neighbour,

\_\_\_\_\_, is making an application to the City of Edmonton for a bee licence.

\_\_\_\_\_  
Print Name

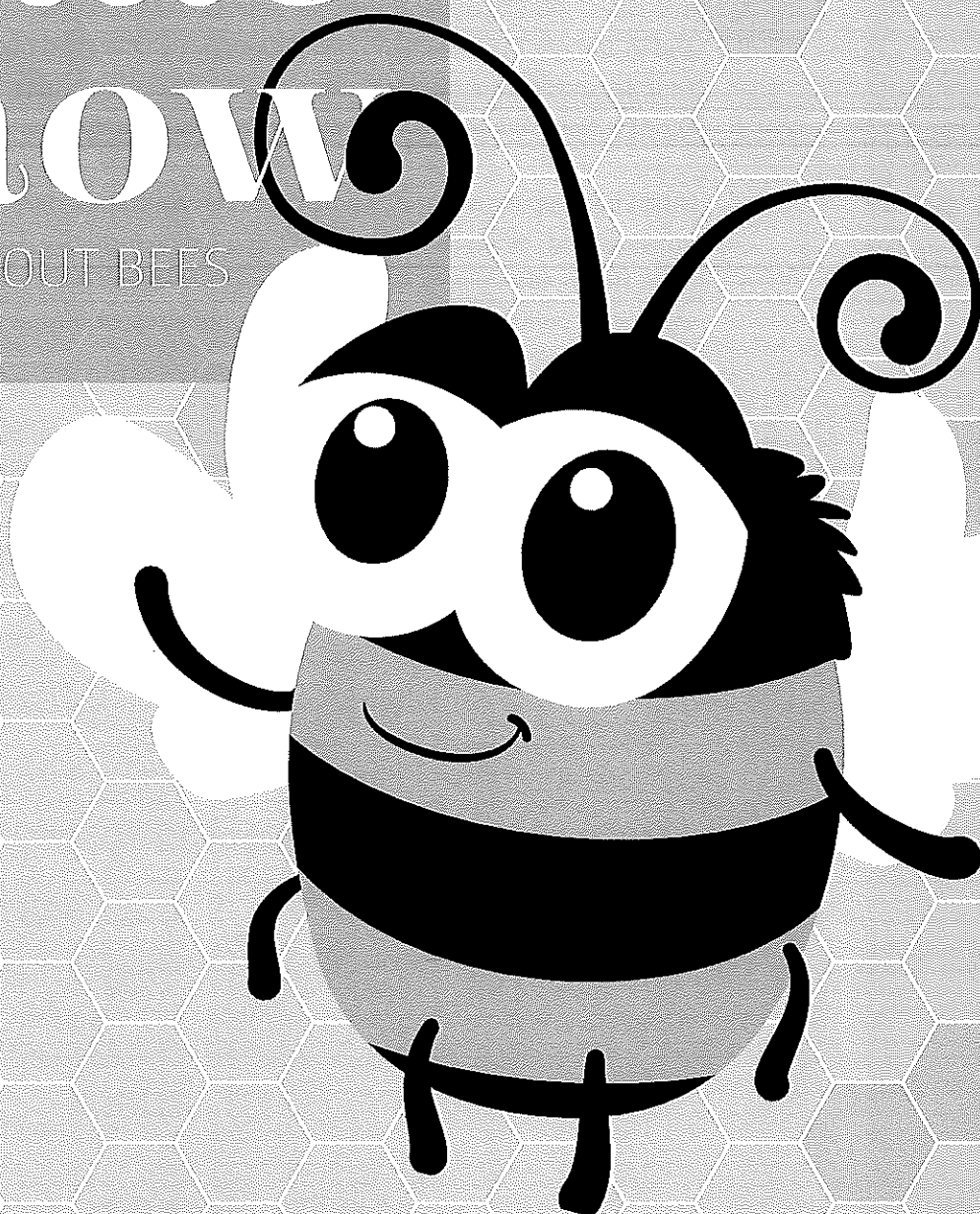
\_\_\_\_\_  
Signature



Edmonton

# Bee in the Know

THE BUZZ ABOUT BEES



**"If the bee disappeared off the surface of the globe  
man would only have four years of life left."**

- Albert Einstein

Bees are important to human survival on Earth. Bees pollinate 30 per cent of all food we eat. According to a recent United Nations report just 100 crop species provide 90 per cent of the world's food—and 70 per cent of that is pollinated by bees. Bees are essential to biodiversity and to plant reproduction.

Studies show that honeybees are healthier and produce more honey in urban settings where there are fewer pesticides sprayed and greater diversity of flowers.

Today, there is a growing movement across North America to bring apiaries (bee colonies) into cities. The City of Vancouver, for example, has two beehives on the roof of City Hall and in Toronto the Canadian Opera Company installed two new hives on the roof of its Four Seasons Centre for the Performing Arts. Paris hosts more than 300 urban bee colonies. London, New York, Ottawa and other major cities are following suit.

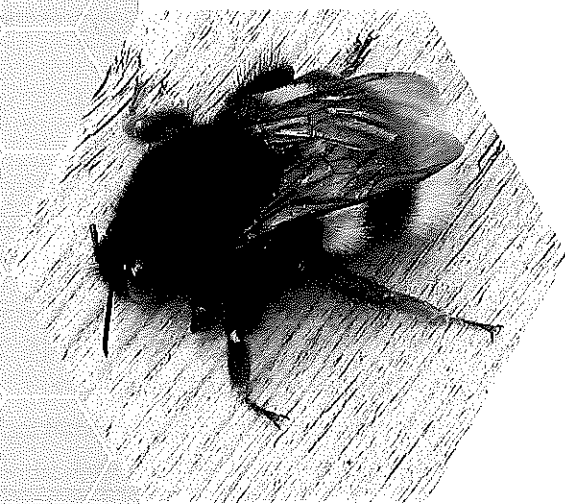
Urban beekeeping is part of a growing urban agriculture movement and can help address growing food demands as the world's population increases. Urban beehives in gardens, on roofs and in other places not only add value for their honey and for the species of fruits and vegetables pollinated, but also for raising public consciousness and accelerating the transition to green communities.

One challenge faced by urban beekeeping is education—for both the beekeeper and the public. Fortunately, here in Alberta we have good resources for new urban beekeepers, including courses and support information.

**Visit [edmonton.ca/bees](http://edmonton.ca/bees) for more information.**



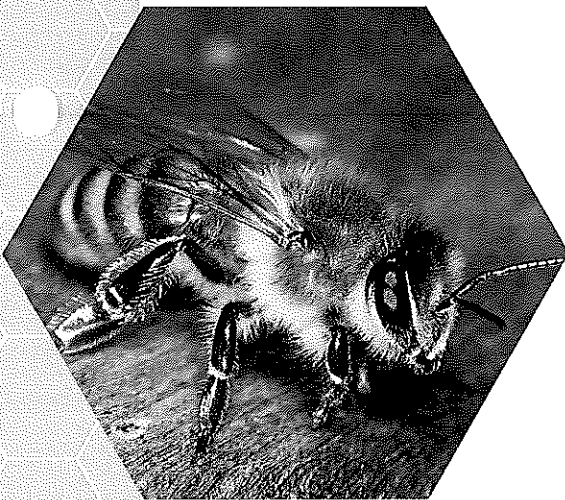
# Bee calm and know the difference between a pollinator and a pest



**Bumble bees** tend to be rounder, larger, fuzzier and noisier than honey bees and wasps. Bumble bee colonies are often located in the dirt or underneath steps or a deck. Bumble bee nests look like waxy grey bubbles. Bumble bees eat only pollen and nectar and are uninterested in human food or drinks. You can coexist with a bumble bee nest in your yard without any risk of stinging to you, your pets or your children.

## Key Features:

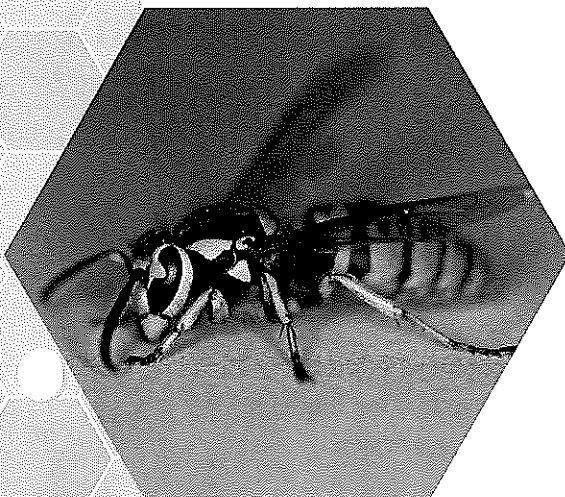
- Yellow, black and white
- Big and fuzzy (body segments not as obvious)
- Small colonies (100-500 bees)
- Docile, reluctant to sting



**Honey bees'** furry bodies are shaped more like a wasp than a bumblebee. Wild honeybee colonies are often found in garden sheds, trailers or soffits. Honeybee nests are made of white or yellow wax with hexagonal cells. Like bumblebees, honey bees eat pollen and honey made from nectar and are not interested in human food or drinks. They only sting when directly threatened, dying in the process.

## Key Features:

- Golden brown/orange with black stripes
- Small, segmented furry body
- Large colonies (15,000-70,000 bees)
- Docile, reluctant to sting



**Yellowjacket wasps** make grey, papery nests in protected areas like overhangs and sheds, but can also make nests in the ground. They are quite defensive of the nest. Yellowjacket wasps are carnivorous, eating other insects and meat. They are also attracted to sugary drinks and rotting fruit. Yellowjacket wasps are more present around picnics and barbecues and are more aggressive than bees. They are able to sting multiple times.

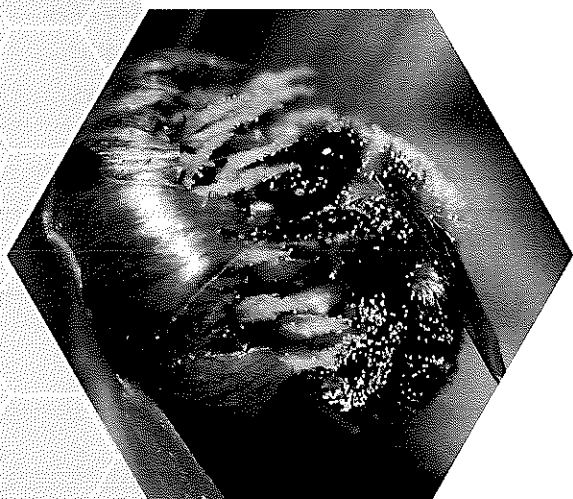
## Key Features:

- Bright yellow and black
- Smooth, segmented body with no fuzz
- Medium colonies (up to 15,000 yellowjacket wasps)
- Aggressive, able to sting multiple times





# Dealing with unwelcome guests who won't **buzz** off

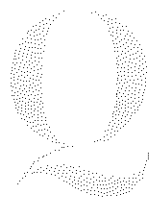


## How do I get rid of unwanted bees around my property?

If you have identified a colony of **bumble bees** on your property, consider leaving them alone! They are great native pollinators, have small nests and are generally very docile. If you must remove it, try to relocate it first. At last resort, you can exterminate the colony. All bees but the queen bumble bee die in the fall, so if you can wait out the summer, the entire nest will be gone. To prevent the bumble bees from returning in the spring, plug up the hole to their nest.

If you have identified an established colony of **honey bees**, call a beekeeper. Honey bees can often be removed safely from buildings and are a valued source of free bees for a beekeeper. Bees play an important role in pollinating flowering plants and are the major type of pollinator in many ecosystems that contain flowering plants. It is estimated that one third of the human food supply depends on pollination by insects, birds and bats, most of which is accomplished by bees, especially the honey bee.

If you have a **yellowjacket wasp** nest in your yard, call an exterminator. Never swat a wasp. They can release a pheromone that will attract other wasps and signal them to be aggressive. It's best to move away calmly.

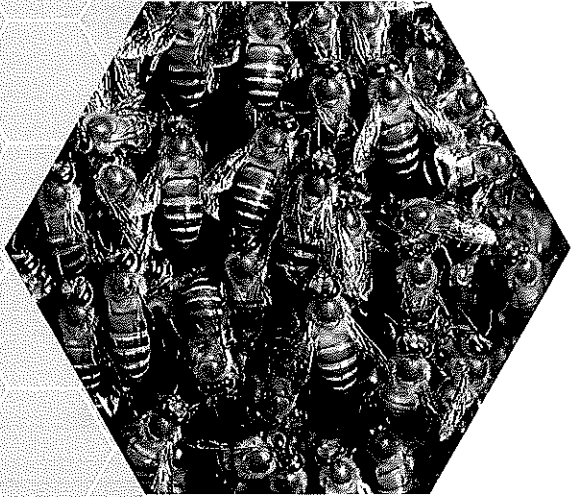


## I don't like bees/I'm allergic to bees. How can I keep them away from me?

Bumble bees and honey bees generally don't spend time near people. They are hard at work collecting nectar and pollen for their colonies. They have no interest in your food or drinks, or your backyard activities. If you are experiencing issues with bees in your yard, you can make a bee repellent by boiling six cloves of chopped garlic in one liter of water for five minutes. Strain out the garlic and put the liquid into a spray bottle to use in your yard. If you find bees are coming to your water fountain, put one cup of white vinegar into it every seven days.



# How to **bee**-have in potentially frightening situations



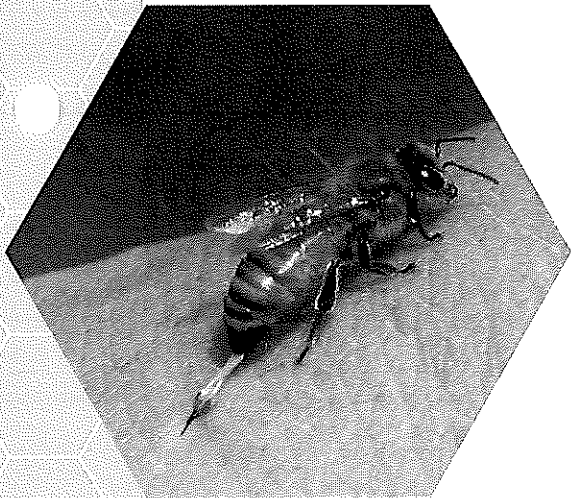
## What should I do if I see a swarm of bees?

A swarm of bees occurs when a colony grows too large for their location and splits into two colonies. A swarm of bees is nothing to be alarmed about—they are docile because they gorge on honey prior to leaving the hive. The bees gather in a cluster around the queen on tree branches, buildings, or cars while scout bees search for a new hive location. This may take between 12 and 24 hours. After this, the entire swarm of bees will move to its new home.

If you see a swarm, keep your distance and call 311. The City of Edmonton will work with a local beekeeper to capture the swarm and find a suitable home for the bees.

### Key features of a swarm:

- Large ball of bees (more than 10,000)
- Very docile and reluctant to sting
- Temporary



## I've just been stung, what should I do?

**Honey bees** usually leave a stinger behind when they sting. Remove that stinger as soon as you can as it has a tiny venom sack attached to it. This can usually be done by scraping with your fingernail.

If a **bumble bee** or **yellowjacket wasp** stings you, there will be no stinger left behind. Treat with ice if you experience pain, swelling, or itchiness. Medication for allergies can help reduce swelling and itchiness.

If you experience swelling around your mouth or nose and do not have an epipen, call 911.



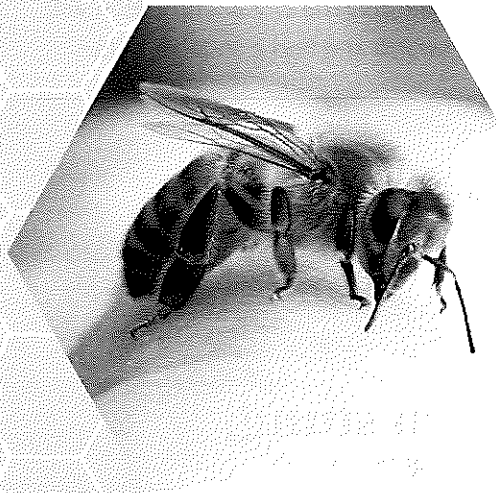
# And in conclusion: don't bee afraid.



Encountering bees can be a frightening experience for many people. They are widely thought to be aggressive pests, but that couldn't be farther from the truth. Pollinators, including bees, affect 35 per cent of the world's food supply. Generally very docile, they only sting when directly threatened.

Severe reactions to bee stings are very rare and although everyone should be aware of the possibility, a bee sting for most normal people is a minor inconvenience. Panic and anxiety have been shown to multiply pain, so staying calm is key.

Give bees a chance. You too can become a bee-liever in urban beekeeping.





# URBAN BEEKEEPING GUIDELINES

Keeping bees in Edmonton is controlled and enforced under the *Animal Licensing and Control Bylaw, No. 13145*. The following guidelines will help ensure that urban beekeeping is a positive addition to the community by providing best practices and responsible regulations to minimize impact on surrounding neighbors.

1

## SETBACK REQUIREMENTS

- Hives may only be located in the rear yard of a property
- Sites must be located at least 25 metres away from any public place, including but not limited to playgrounds, sports fields, churches or schools
- Hive entrances must be directed away from adjacent residential properties
- Hives should be located at least three metres from all property lines where there is an adjacent neighbour, unless the property is separated from the adjacent neighbour by a solid fence or vegetative hedge at least 1.5 metres high

2

## NUMBER AND SIZE OF HIVES

Each approved property shall house one active hive consisting of a bottom board and hive cover with a recommended number of four supers. Each Site may keep a nucleus (Nuc) hive to provide options for good animal husbandry and hive management.

3

## STANDARD OF CARE

Every beekeeper shall adhere to good management and husbandry practices and maintain bees in such a condition so as to prevent swarming, aggressive behavior and disease. Animal Control must be notified of any swarms and/or disease and the steps taken to rectify the issue.

4

## INSPECTIONS

Approved beekeeping site owners shall make themselves and the hive(s) available for inspection on reasonable request of Animal Control Peace Officers.

5

## NEIGHBOUR NOTIFICATION

Every beekeeping applicant shall inform all adjacent neighbours in writing of the site's approval, and provide that information to Animal Control. This requirement is a **notification** to neighbours, not a request for neighbour permission.

6

## TRAINING

Each approved beekeeper must complete a beekeeping course from an accepted organization/association. All beekeepers in their first year must also demonstrate that they have the support and assistance of a mentor acceptable to Animal Control.

7

## REVOCABLE PERMISSION

Should Animal Control find a site, hive or beekeeper to be unsuitable at any time, the permission may be revoked and the site owner shall work with Animal Control to relocate the hive and bees to a location outside the City of Edmonton. All costs and associated expenditures related to the removal are the sole responsibility of the site or property owner.

8

## REGISTRATION

Pursuant to the *Alberta Bee Act*, all beekeepers shall register with the provincial apiculturist and shall comply with the *Bee Act* wherever required.

9

## APPLICATION REQUIREMENTS AND PROCESS

All interested beekeepers must submit an email or letter outlining the following requirements:

- Name, address, and contact information for site owner
- Confirmation of location of hive in relation to the property (site drawing or photo evidence of compliance with setback requirements)
- Proof of success in an accepted beekeeping course
- For first time beekeepers, proof of support and assistance of an accepted mentor
- Proof that adjacent neighbours have been informed of the site plan
- Swarm and disease control plan
- Certificate of registration with the provincial apiculturist

# Edmonton District Beekeepers Association



## SWARM CATCHERS 2020

If you see a swarm of honey bees and want a responsible beekeeper to come and catch it... we have a list!

### The Edmonton and Area Swarm Catchers List

For the area you are in, please call one of the people and be prepared to answer a few questions:

**How high? How big?, When it arrived? and if you own the property/house?**

Listed by **name**, email, phone number and then what area they cover.

1. **Malcolm Connell**, connellmjm@hotmail.com, 780-239-9649, Edmonton
2. **Marek Szkudlarek**, 780-907-7240, SW Edmonton, NW Edmonton
3. **Jason Miller**, jasonkmiller79@gmail.com, 780-686-8626, SE Edmonton
4. **Michael Wowk**, mwowk84@gmail.com, 780-952-0878, N. Edmonton (97 Street and East)
5. **Caroline Prather**, caroline55@shaw.ca, 780-993-5621, Sherwood Park
6. **Tim Kihn**, 780-717-5058, Sherwood Park
7. **Denise and Kevin Nadeau**, denisenadeau9@gmail.com, 780 405-9316, Tofield – Sherwood Park
8. **Alan Durston**, alan@durston.ca, 780-920-1425, S and W Edmonton.
9. **Ron Ford**, mr\_ron\_ford@yahoo.ca, Camrose, Wataskiwin, Ponoka
10. **Ken Feth**, kenfeth@yahoo.com, 780-678-4450, Camrose, Wetaskiwin
11. **Darrell Sopel**, D\_sopel@yahoo.ca, 780-901-3087, N. Edmonton, Gibbons, Ft. Sask. Bon Accord
12. **Naomi Legg** naomi.legg@gmail.com, 780-905-5344, S and W Edmonton.
13. **Al Koberstein**, akobe@telus.net, 780-462-8987, S and SE Edmonton.
14. **Rob Wynn**, wyynn@shaw.ca, 780-970-7620, Edmonton
15. **Herman Dixon**, hdixon1@yahoo.ca, 780-974-2609, S Edmonton, Calmar, Leduc, Beaumont
16. **Herb Plain**, herbplain@gmail.com, 780-914-5912, Spruce Grove area in the County of Parkland
17. **Penelope Harder**, 780-916-1586, SE Edmonton
18. **Len Miller**, len\_miller\_43@yahoo.ca, Alberta Beach/Onoway area

If it goes well then the swarm can sometimes be taken away in less than an hour (no promises).

A copy of this is being sent to Clint at Bee Maid Coop as well.

If you want to catch your own swarms, make sure to get a few pro tips from an experienced beekeeper like this article from Malcom.

**Remember,** beekeepers won't help you relocate a dozen bumblebees. If you see 25 large fuzzy bees going in and out of a hole then you most likely have bumble bees. A real honey bee swarm in a tree... looks like this (red arrows)----->

In support of the entire Beekeeping community, here are some other other sources of information about Swarm Catching in Alberta: ABC , CDBA, Dustin, and City of Edmonton.



**Village of Donalda  
Request for Decision (RFD)**

<b>Meeting:</b>	<b>REGULAR MEETING</b>
<b>Meeting Date:</b>	<b>August 18, 2020</b>
<b>Originated by:</b>	<b>Andrea Benoit – Assistant CAO</b>
<b>Decision Title:</b>	<b>Village Hen Keeping</b>
<b>Agenda Number:</b>	<b>5.7 Village Business</b>

**Background Information:**

The need for specific legislation surrounding hen keeping within village limits arose during gallery time at the July Regular Meeting of Council.

**Discussion/Options/Benefits:**

Option 1: Approve within an amended Animal Control Bylaw the licensed ownership of hens within village limits, with specific restrictions to ensure the welfare of the hens and the happiness of residents is maintained.

Benefits of Option 1: Hens can supply a family with a positive hobby to participate in together, as well as a constant supply of fresh, clean eggs. "Local Food isn't just a trend – it's the future." In small numbers, hens are easy to care for and to keep odor free. Through hen keeping, families can reduce their environmental footprint by decreasing the distance their food travels and reduce food waste by feeding hens appropriate kitchen and table scraps. Hens help to create a secure, safe, and local food system, which can teach children (and adults) where their food comes from. Additionally, owning hens can improve gardening practices – properly composted chicken droppings make great fertilizer. Chickens can help control unwanted garden pests. Finally, chickens are fun, entertaining, and full of personality. They are low maintenance animals that can be less expensive to keep than other pets such as cats and dogs. Hen keeping has proven to be a successful and safe hobby in many residential areas, providing a health activity for residents to participate in which improves both physical and mental health.

(Source: [rivercitychickens.org](http://rivercitychickens.org))

Allowing hen keeping can also provide opportunity for collaboration with community groups to provide education and support to residents.

Cons of Option 1: Time required for administrative staff to develop policy may be greater than other options. Enforcement of bylaw will be required.

Option 2: Restrict hen keeping activities within village limits through an amended Animal Control Bylaw.

Benefits of Option 2: Time required to amend bylaw will be minimal.

Cons of Option 2: Restricts access to hobbies that could enhance quality of life. Loss of opportunity to encourage education around food sources. Restricts local food sources. Enforcement of restriction will be required.

### **Source of Funding/Estimated Costs**

Costs for Both Options: Staff time to amend Village's Animal Control Bylaw

Revenue Potential: Option 1 offers potential for revenue if application and license fees are required. Option 1 will create need for development permits, which is also a source of revenue for the village. Option 1 may also create potential for community groups to earn revenue if they are able to develop an education program centred on hen keeping for which a tuition fee could be charged. Collaboration with community groups also enhances the village's suitability for grants and other funding.

### **Recommended Options:**

Administration's recommendation is to pursue option 1 to develop an Animal Control Bylaw that mirrors the City of Edmonton's, which allows hen keeping with specific restrictions. Mirroring this bylaw will limit the amount of research required by village staff, as all important aspects have already been considered, researched, and developed by Edmonton administration. This option will also allow the village to positively contribute to local food source practices and permit a healthy and safe hobby for village residents.

See attached pages from the City of Edmonton for more information on safe urban hen keeping.

**Motion brought by Council:**

No motion required. Council is requested to provide their choice of option so administration can appropriately amend the Animal Control Bylaw to be brought forward for review and approval at a future council meeting.





is set out in Schedule A.

- (3) There is no fee payable for a Kitten Licence.
- (4) In the event a Licence for a Cat is issued or renewed for a term other than one year, the fee for the Licence will be adjusted proportionately.

**DISPLAY OF  
LICENCE TAG**

- 25 (1) The Owner or any other person having care or control of a Cat shall, at all times when it is off the property of the Owner, ensure it displays the Licence tag issued by the City.
- (2) This section does not apply if the Cat is identified by a legible tattoo or a registered microchip.

**OFF PROPERTY OF  
OWNER**

- 26 (1) The Owner or any other person having care or control of a Cat shall ensure the Cat does not enter onto private property other than that of the Owner.
- (2) This section does not apply if the person in charge of the private property consents to the Cat being there.

**PART V - OTHER REGULATIONS**

**PROHIBITED  
ANIMALS**

- 27 (1) No person shall keep or have any of the following on any premises with a municipal address in the City:
  - (a) a Large Animal or the young thereof;
  - (b) poultry;
  - (c) bees; or
  - (d) poisonous snakes, reptiles or insects.

unless that person has a Licence issued by the City Manager to do so.
- (2) The City Manager may impose terms and conditions on a Licence issued pursuant to this section, including but not limited to terms and conditions regulating:
  - (a) the location where the animals are to be kept;
  - (b) the maximum number of animals that may be kept;
  - (c) the manner in which the animals must be kept;

- (d) restrictions on the sale or use of animal products;
  - (e) the term of the Licence;
  - (f) mandatory husbandry training; or
  - (g) any other matter the City Manager determines is in the public interest.
- (3) The City Manager may not issue a Licence pursuant to this section unless satisfied that:
- (a) the Licensee is at least 18 years of age;
  - (b) all applicable fees have been paid;
  - (c) all required information has been provided to the City Manager.
- (4) The City Manager may refuse to issue or may revoke a Licence issued pursuant to this section by providing written notice to the Licensee.
- (5) A Licensee shall not contravene any term or condition of a Licence issued pursuant to this section.
- (6) This section, other than 27(1)(d), does not apply in the case of a premises with a municipal address in the City on land zoned AG, AGU, or AGI.

**LEG HOLD TRAPS**

- 27.1 (1) Unless otherwise permitted by law no person shall leave a leg hold or foot hold trap in any place where it may reasonably capture any animal.
- (2) Unless otherwise permitted by law no person shall capture any animal by means of a leg hold or foot hold trap.

**PIGEONS**

- 28 (1) No person shall keep or have any pigeons on any premises with a municipal address in the City unless they have a Licence to do so.
- (2) Where applicable, the provisions of Bylaw 13138, the Business Licence Bylaw, concerning the process of obtaining or removing a licence, including the provisions regarding any appeal apply to a Licence required by this section.
- (3) The annual Licence fee to keep or have pigeons is set out in Schedule A.

# Urban Hen Program

Learn about how to keep backyard hens in the City.

We are reducing in-person services. This includes Edmonton Service Centre located at the Edmonton Tower and other locations, which are closed. This is to protect everyone's health and safety. Learn how you can still access services at [edmonton.ca/ServiceChanges](https://edmonton.ca/ServiceChanges)

- The program enables residents to keep backyard hens
- The cap of 50 sites was lifted in May 2019
- All applications will now be processed
- Permits are not issued from November to March.
- Applicants are welcome to go through the Development Permit Approval process and start building their chicken coops and runs prior to being approved if they are submitting their application from November to March.
- Applicants will not be able to obtain their hens until the spring, once they have gone through the application process and both their development permit and licence have been approved.

## Application Process

To ensure consistency, all applicants will:

Read the City of Edmonton's online Urban Hen Keeping Procedures and Guidelines.

Complete an urban hen keeping course that is approved by the City of Edmonton. It is also recommended that for the first year each site have support and assistance from a recognized mentor.

Prior to submitting an application, every hen keeping applicant must notify their neighbours. Neighbours are defined as those living in adjacent properties abutting to the applicant's property or those they share a property line with. In the case where neighbouring properties are apartment buildings or businesses, building managers and business owners are to receive the notification letter. This requirement is a notification to neighbours, not a request for permission. Your neighbours have two weeks to respond to the City of Edmonton with any concerns after receiving the letter.

Please print off the required number of copies of neighbour notification letters.

Please note the date and addresses on copies of the letters that were given out in your application. We do not require that the letters be signed.

Please do not submit your online application until you have given your neighbours two weeks to respond to the letter from the date it was sent.

If you do not submit all required notification letters as a part of your online application, those who did not receive the letter will be given another two weeks to respond so please double check that you have notified all the required properties.

Obtain a **Provincial Premise ID (PID)**. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a PID.

**Apply for your hen keeping licence.** Applicants will be required to submit a site plan showing the actual dimensions of the rear yard of the property and the proposed location and dimensions of the chicken coop and run.

After an applicant's hen keeping application has been processed and is complete, their application will be sent to **development review**. They will be required to apply for an **Urban Garden Permit** and an **Residential Electrical Permit** if they plan on hardwiring electrical into their coop.

Applicants will be issued a licence **after they have received development approval** to build their coop.

Set up the site in accordance with the submitted site plan and the Urban Hen Keeping Procedures and Guidelines.



# Urban Hen Keeping Procedures and Guidelines

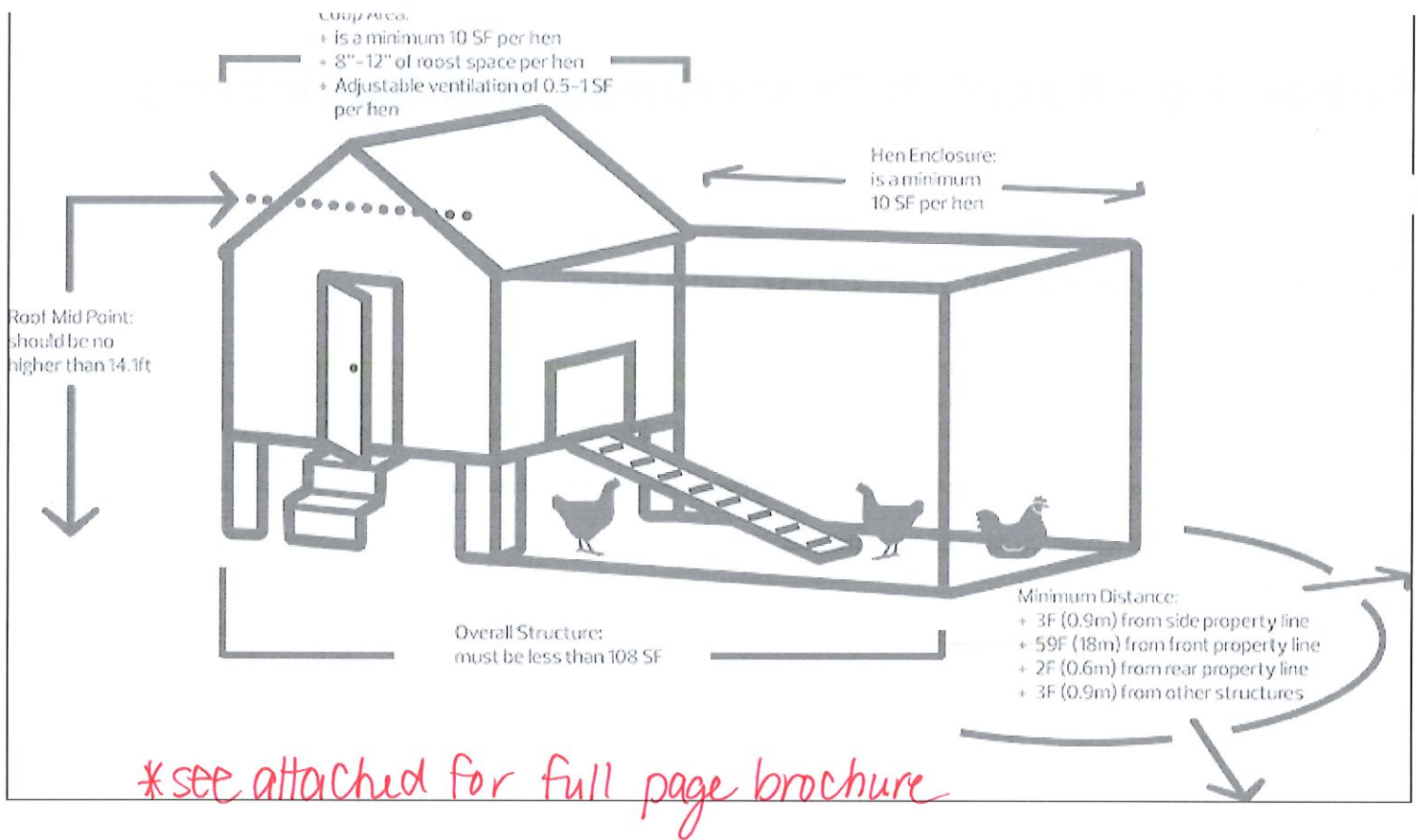
## Site Requirements for Hen Coop and Run

- Hen enclosures may only be located in backyards of properties that are completely fenced and secure. Some properties, due to the smaller size of a backyard or other situational factors, may not be deemed suitable for urban hen keeping through the application process. Fencing must meet guidelines as specified in the City of Edmonton Fence/Privacy Screening Permit.
- Proposed sites should minimize impacts to adjacent neighbours (away from bedroom windows, furthest point from building, etc).
- If applicants plan on hardwiring electrical into their coop, they will need to apply for a City of Edmonton Residential Electrical Permit.
- An approved site may house only one coop and run, and they must be in compliance with Zoning Bylaw 12800. Consultation with a Development Officer/ Planner is recommended before purchasing or installing an accessory structure. Standard setback requirements are outlined in the Zoning Bylaw. The Zoning Bylaw requires that an accessory structure be located:
  - a minimum of 0.9m from a side property line,
  - a minimum of 18.0m from a front property line,
  - a minimum of 0.6m from the rear property line, and,
  - a minimum of 0.9m from any other buildings on the site.

## Hen Requirements

- Approved sites must keep a minimum of three hens and shall not exceed six hens per site
- Roosters are not permitted.
- Hen numbers shall be indicated in the application process.
- Young hens (also called pullets) shall not be younger than 16 weeks old.
- All hens must remain in the coop or an enclosed run unless directly supervised where they must then stay on the Licensed property.

## Hen Enclosure Requirements



#### General Guidelines On Hens Structure

- Coop area must be minimum 4SF per hen (0.37m<sup>2</sup>) with direct access to the run. (Coop area is permitted to overlap or be raised above run area)
- Run area must be minimum 10SF per hen (0.93m<sup>2</sup>)
- Adjustable ventilation of 0.5-1sqft per hen (0.046-0.093m<sup>2</sup>). Adequate ventilation in the run and coop area is important to reduce moisture and mitigate the conditions that contribute to frostbite. Pre-made coops and runs may need to be modified to ensure proper ventilation and insulation.
- A minimum of 1nest box per 4 hens (12 inches x 12 inches in size)
- 8"-12" of roost space per hen is required. Roosts must be 2.5"-3.5" wide and have smooth, rounded edges.
- All coops must be fully insulated, and draft free.
- All runs must provide shade, be full roofed and enclosed.
- In winter, runs must be wrapped with a wind- and snow-resistant material.
- All hen enclosures must be predator-resistant.
- Must meet city regulations equivalent to a shed:
  - Less than 108SF (10m<sup>2</sup>).
  - Not attached to a house or any other building.
  - Not connected to electricity, plumbing or gas lines.
  - Meets height restrictions (roof midpoint less than 14.1F (4.3m).

## Standard of Care

- Failing to comply with the terms and conditions of an Urban Hen Keeping Licence may result in a fine of \$100, or a licence being revoked. If a licence is revoked, the licensee (s) will be required to relocate the hens to a location outside the City of Edmonton at their own expense.
- Keeping hens without a licence will result in a \$500 fine.
- **Egg production is for self-consumption. No sale of eggs is permitted.**
- All public complaints shall be directed through 311; this reporting approach is consistent with the City of Edmonton bylaw complaint process.

## Legislative Authorities

- Animal Licensing and Control Bylaw, 13145
- Municipal Government Act
- The Animal Health Act

## Information for Program Participants

### Additional Resources

#### Why Keep Chickens? Top Reasons to Keep Chickens and Chicken Myths Busted

Source: *River City Chickens Collective*

#### Raising Chickens in Alberta: a Guide for Small Flock Owners

Source: *Poultry Research Centre and Government of Alberta, 2015*

#### How to Prevent and Detect Disease in Backyard Flocks and Pet Birds

Source: *Canadian Food Inspection Agency*

#### Protecting Your Flock from Avian Influenza

Source: *Alberta Agriculture, 2015*

### Animal Welfare

You will be held accountable for the health and welfare of your hens. Failure to provide them with humane care could be considered an act of cruelty and could result in fines and/or charges.

### Eggs

**Egg production is for self-consumption. No sale of eggs is permitted.**

### Poultry Manure



- Hen sites shall adhere to good management and husbandry practices, maintain hens in such a condition so as to prevent distress, disease, and welfare issues.
- Hens require appropriate food, liquid (unfrozen) water, shelter, light, warmth, ventilation, veterinary care and opportunities for essential behaviours such as scratching, pecking, dust-bathing and roosting, in order to be comfortable and healthy.
- Animal Control must be notified immediately of any disease or welfare issues that arise that may affect the public and the steps taken to rectify the situation.

## Nuisance Conditions

- The site and coop must be properly maintained to prevent negative impacts, including but not limited to: attracting nuisance animals, the spread of food over the property, and excessive smells or noise.

## Waste Disposal

- Manure must be removed, discarded, and/or properly composted to prevent nuisance orders.
- Deceased birds should be double-bagged and placed for garbage collection or taken to a veterinarian for disposal.

## Flock Changes

- Slaughtering of hens is not permitted within city limits. Within city limits hens may only be euthanized at a veterinary practice.
- Removal methods include humane euthanasia by a veterinarian, relocation to a farm, or taking hens to a licensed abattoir.

## Inspections

- The Licensee(s) shall make themselves and the coops available for inspection on reasonable request from Animal Control Peace Officers.

## Provincial Registration and Disease Prevention

- The Licensee must comply with all Provincial regulations around the keeping of hens as outlined by the Animal Health Act.
- The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number. The PID enables the province to keep track of livestock site locations in case of potential disease outbreak.
- The Province will maintain communication with site owners should any information or incidents occur that would require site owners to take action. Additionally, if any disease outbreaks occur, applicants must immediately notify the City via 311 and provide the details of the outbreak and the steps taken to rectify the issue.

## Enforcement

- Poultry keeping is enforced under Section 27 of the Animal Licensing and Control Bylaw 13145.
- Slaughtering or euthanizing hens is not permitted on an applicant's site or within City limits.
- Removal methods include (but are not limited to) humane euthanasia by a veterinarian, relocation to a farm, or taking hens to a licensed abattoir.
- Animal Control Peace Officers will respond to all complaints and initiate investigations when warranted.
- When enforcement or other animal husbandry issues arise, City administration will work with the licensee (s), neighbours, and other external stakeholders to ensure they are addressed and resolved in a timely manner.



Manure must be removed, discarded, and /or properly composted to prevent nuisance orders. The City of Edmonton has resources and workshops on composting that can support you.

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### **Public Complaints**

All public complaints shall be directed through 311; this reporting approach is consistent with the City of Edmonton bylaw complaint process.

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# General Guidelines on Hens Structure

## Must be in city regulations equivalent to a shed:

- ✦ Less than 108SF (10Mm2)
- ✦ Not attached to a house of any other building
- ✦ Not connected to electricity, plumbing or gas lines
- ✦ If applicants plan on hardwiring electrical into their coop, they will need to apply for a City of Edmonton Residential Electrical Permit
- ✦ Meets height restrictions (roof midpoint less than 14.1F (4.3m))

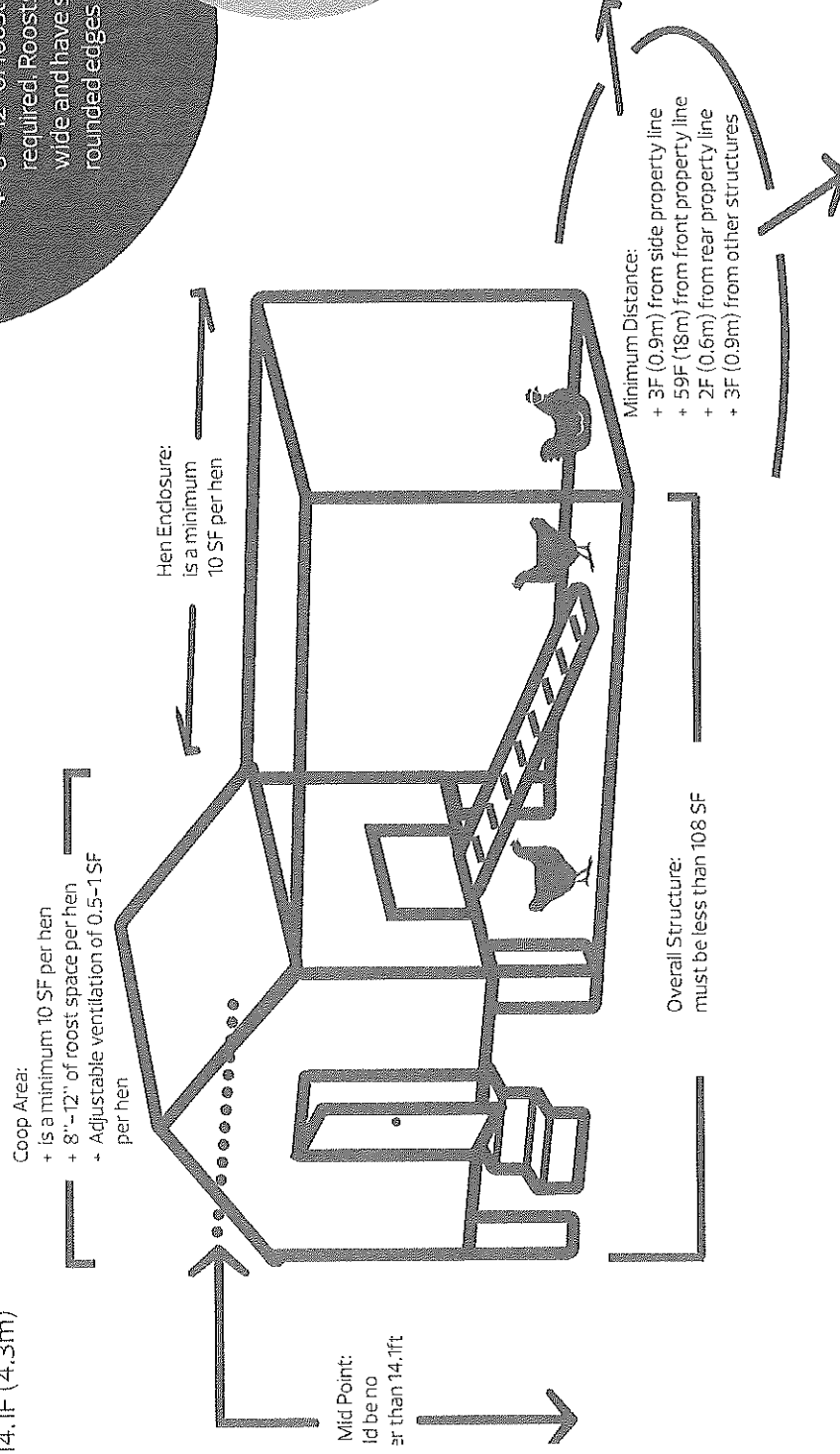
## Location Placement:

- ✦ Min 3F (0.9m) from side property line
- ✦ Min 59F (18m) from front property line
- ✦ Min 2F (0.6m) from rear property line
- ✦ Min 3F (0.9m) from other structures

## Hen Requirements

- ✦ Minimum 3 hens and a maximum of 6 hens
- ✦ Coop area must be minimum 4SF per hen (0.37m<sup>2</sup>) with direct access to the run. (coop area is permitted to overlap or be raised above run area)
- ✦ 8' - 12" of roost space per hen is required. Roosts must be 2.5" - 3.5" wide and have smooth, rounded edges

- ✦ Run area must be minimum 10SF per hen (90 0.46 - 0.093m<sup>2</sup>)
- ✦ Nest Box of 1 per 4 hens (12" x 12" size)
- ✦ Adjustable ventilation of 0.5 - 1sqft per hen (0.046 - 0.093m<sup>2</sup>)





# Hen Courses

Each hen keeper must complete an introductory urban hen keeping course that is specific to an Alberta context. It is also recommended that each licensee have support and assistance from a recognized mentor for their first year of hen keeping.

## Chickens 101 Course

River City Chickens presents  
"Chickens 101", an informative  
course for urban chicken keepers.

## Chickens 101 Course

**Date:** Sunday July 12, 2020

**Time:** 1:30-4pm

**Location:** Online

**[Register Online](#)**

This class is approved by the City of Edmonton and meets the standards of training required for urban hen licence applications. Certificates of attendance will be provided to participants. Class size is restricted to allow for plenty of questions and discussion.

### Topics covered include:

- Municipal, Provincial and Federal regulations
- Coop design and requirements
- Feeding and care
- Winter needs and concerns
- Breed selection, buying hens and flock introductions
- Predator and vermin prevention
- Waste management
- Biosecurity
- Disease recognition and control
- End of life options



# Background

## Program History

In late 2014, the City of Edmonton began to implement an Urban Hen Keeping Pilot Project involving 19 sites. The goal of the pilot was to further understand the impacts of urban hens and to determine good husbandry principles within an urban context. Additionally, the results of the pilot project were intended to gauge the viability and establish a framework for a potential Urban Hen Keeping Program.

On March 7, 2016, the City of Edmonton's Community Services Committee agreed with City staff to extend the Urban Hens Pilot Project for another year and to increase the total number of Urban Hen Keeping Licences from 19 to 50. The Urban Hens Pilot Project extension allowed the City to further study the potential issues and concerns that are associated with keeping urban hens. Administration reported back to Council on April 28, 2017 on the results of the extended pilot, reporting that the overall program intention is on track. The results of the pilot help to ensure that there are appropriate regulations, care and management of urban hens in Edmonton. Thank you to all the residents who participated in the first and second phases of the Urban Hens Pilot Project, and to the River City Chickens Collective for supporting the project.

For more details about the findings of the first phase of the pilot, please review the report and attachments that were presented to City Council on March 7, 2016.

## Related Policies

Poultry keeping is enforced under Section 27 of the Animal Licensing and Control Bylaw, 13145.  
Standard setback requirements for hen coop and run structure locations are outlined in the Zoning Bylaw, 12800.  
fresh: Edmonton's Food & Urban Agriculture Strategy

Recommendation 3.4: "Examine opportunities for citizens to keep bees and raise hens", by "partner[ing] with local non-profits to assist in the evaluation and implications of allowing urban backyard hens. City staff to report findings to City Council".

## Essential Resources

### Why Keep Chickens? Top Reasons to Keep Chickens and Chicken Myths Busted

Source: River City Chickens Collective

### Raising Chickens in Alberta: a Guide for Small Flock Owners

Source: Poultry Research Centre and Government of Alberta, 2015

### How to Prevent and Detect Disease in Backyard Flocks and Pet Birds

Source: Canadian Food Inspection Agency

### Protecting Your Flock from Avian Influenza

Source: Alberta Agriculture, 2015

partnering w/  
Ag Society,  
especially for  
education  
portion?  
would it  
be worth it





## Insight Survey Results

### Edmonton Insight Survey – Urban Hen Keeping

Raising hens in the City is good for neighbourhoods.

	Total
<b>Total</b>	1,797
Strongly agree	22%
Somewhat agree	29%
Neither agree nor disagree	19%
Somewhat disagree	13%
Strongly disagree	14%
I don't know	4%

I would support hens being raised near my property.

	Total
<b>Total</b>	1,797
Strongly agree	28%
Somewhat agree	29%
Neither agree nor disagree	10%
Somewhat disagree	13%
Strongly disagree	18%
I don't know	2%

Were you aware that the City of Edmonton recently piloted a project that allowed hens to be on residential properties?

	Total
<b>Total</b>	1,797
Yes, I was aware.	78%
No, I was not aware.	22%



Urban Hen Keeping Application Form

All of the following information is necessary to facilitate a processing your request. All materials submitted must be clear, legible and precise. Only complete requests can be processed.

**Bold**

or asterisk (\*) fields are mandatory.

Last Name:

\*

First Name:

\*

Email Address:

\*

Phone Number:

(       )       -       \*

Postal Code:

\*

As the applicant, I affirm (check one:)

☐ I am the registered owner of the property.

☐ I have permission of the registered owner to make an application. (Attach copy.)

Site Information:

Search for property:

Find By Address \*

Property

Number of Hens:

\*

Description of Coop Location:

\*

Coop Width (m):

\*Coop Depth (m):

\*

☐ I have read and agree to follow the City's Urban Hen Keeping procedures and guidelines. \*

☐ I have informed my neighbours, whose properties are immediately adjacent or attached to my property, that I will be applying for a urban hen coop to be located on my property. (Failure to inform neighbours that a coop will be located on your property may result in revocation of the license). Copy attached. \*

Add Notification Document

\*

Upload File Name	Description
<input type="checkbox"/>	I have a plan for how to manage organic waste from my hens. *
<input type="checkbox"/>	I agree to notify Animal Control on any changes in flock size, or if any hens are replaced. *
<input type="checkbox"/>	I have taken urban hen keeping training. *

Provide Information Below:

Session Location:

\*

Session Date:

mmm dd, yyyy

\*

Session Instructor:

\*

A Training Certificate

\*

Upload File Name	Description
------------------	-------------

For the first year of the program, you must have the support and assistance from a recognized mentor. Please provide your mentor's information below.

Mentor Name:

Mentor Experience:

Mentor Contact Information:

☐

I agree to notify Animal Control of any disease or welfare issues that arise that may affect the public and the steps taken to rectify the situation. \*

The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number.

**Premises Identification Number:**

\*

A site plan is required to process your application. Please attach a site plan.

[Add Site Plan](#) \*

**Upload File Name**

**Description**

**Please attach drawings or photos that help describe where on their property the Coop will be placed. Please press the button for each item you wish to upload.**

If you have any other information that would be helpful to process your request, please include it here. (Comments Box)

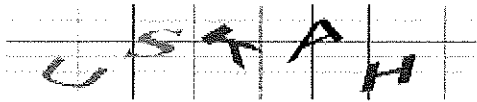
[Add Supporting Documents](#)

**Upload File Name**

**Description**

☐

I certify that the above statements are true and correct to the best of my knowledge. I understand that providing false statements may disqualify my application. \*



Please enter the characters you see in the CAPTCHA image above

This personal information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). It will be used in the operation of the Special Pet Licence Program, for bylaw enforcement purposes, internal city departments, and shared with outside organizations for the purpose of managing urban hen keeping. If you have any questions about this collection, contact the Director, Community Standards Peace Officer Section, at the Animal Care & Control Centre at 780-495-0655. If you wish to provide feedback on the Online Special Animal Licence application, please send your comments to the email address: 311@edmonton.ca.

[Submit](#) [Cancel](#)

Screen ID: 1814515

# NEIGHBOUR NOTIFICATION LETTER

[DATE]

**Attention:**

[NEIGHBOUR FIRST AND LAST NAME]

[NEIGHBOUR ADDRESS]

Hello,

I am applying to the City of Edmonton for a license to keep [#] hens on my property. A requirement of the application is to demonstrate that I have notified my neighbours of my intention to keep hens. In addition to the notification there are a number of requirements that will be on my license and are as follows:

- The site and coop must be properly maintained to prevent (but not limited to) attracting nuisance animals, the spread of food over the property, and excessive smells or noise.
- Manure must be removed, discarded, and /or properly composted to prevent nuisance odors.
- Each site owner must complete an accepted urban hen keeping course. It is also recommended that for the first year each site have support and assistance from a recognized mentor.

This letter is to inform you of my intention to keep hens, not to ask for permission. If you have any concerns that I am not able to address, please contact the City of Edmonton at 311. You have two weeks to respond to this letter with any concerns you may have before my licence is processed.

Sincerely,

[YOUR NAME]

[YOUR ADDRESS]



**Village of Donalda  
Request for Decision (RFD)**

**Meeting:** REGULAR MEETING  
**Meeting Date:** August 11, 2020  
**Originated by:** Kristie Vallet-Chief Administrative Officer  
**Decision Title:** Appoint CAO in CAO Vallet's Absence  
**Agenda Number:** 5.8 Village Business

**Background Information:**

August 24 & 25, 2020 CAO Vallet away from the office during regular business hours returning August 31st.

**Discussion/Options/Benefits:**

**Source of Funding/Estimated Costs**

N/A

**Recommended Options:**

To appoint Assistant CAO Benoit as acting CAO in CAO Vallet's absence.  
August 23 through August 30, 2020.

**Motion brought by Council:**





cao@village.donalda.ab.ca

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**From:** President <President@auma.ca>  
**Sent:** August 7, 2020 6:23 PM  
**Subject:** AUMA statement on AHS changes to municipal 911 dispatch

Good evening Mayors, Councillors and CAOs,

Below is our statement that we released today regarding AHS changes to municipal 911 dispatch.

## **AUMA statement on AHS changes to municipal 911 dispatch**

Earlier this week, Alberta Health Services announced that EMS 911 dispatch services will be consolidated across the province, taking away dispatch centres operated by four AUMA member municipalities: Calgary, Lethbridge, Red Deer, and the Regional Municipality of Wood Buffalo. These four municipally-run EMS dispatch sites have provided reliable, efficient EMS dispatch services for decades, with response times at or below provincial benchmarks.

We share the Government of Alberta's commitment to the delivery of effective, efficient, and accessible EMS services for Albertans, but two aspects of this sudden announcement are concerning.

### **1) We need more information about the impact of consolidation on response times.**

While we understand a move toward efficiency, we have not seen data to indicate that response times will not be negatively impacted. Monetary savings should not be the main driver of this decision. A delay in response times, even of a few seconds, will cost lives and erode trust in the system.

### **2) We are frustrated by the lack of consultation.**

We are extremely disappointed with the lack of consultation both by the provincial government in making this announcement and their consultant, Ernst & Young, who failed to consult with municipalities during their comprehensive review process. Due to a lack of consultation in 2007, the first time ambulance dispatch was consolidated, significant issues arose. The transition had to be paused, which resulted in ambulance service delays and project cost overruns. Municipal engagement and consultation are critical to ensuring that changes to provincial policies and programs are successfully implemented.

This announcement caught us, and our four impacted member municipalities, by surprise. Substantive changes should not occur in a vacuum or without consulting stakeholders. The mayors of Calgary, Red Deer, Lethbridge and Regional Municipality of Wood Buffalo made every effort to communicate with the provincial government, as they outlined in their media conference on August 5 (view [part 1](#), [part 2](#), and [part 3](#)). It is unfortunate that these collaborative efforts were not returned by the Government of Alberta.

Albertans will measure the success of this change not by the dollars saved, but by any changes to EMS services and response times. We urge the Minister of Health to rethink this decision and keep EMS dispatch located in the communities.

We wish to work with the Government of Alberta to provide the most efficient and effective system of EMS response that best serves those in need and saves lives. As we stated last month, a real commitment by the provincial government to collaborate with AUMA and its membership is the only way forward to rebuild the prosperity of our communities and our province.

Best regards,



**Barry Morishita** | President  
Mayor, City of Brooks

---

C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6



Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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## County of Stettler No. 6

Box 1270  
6602 – 44 Avenue  
Stettler, Alberta T0C 2L0  
T: 403.742.4441 F: 403.742.1277  
[www.stettlercounty.ca](http://www.stettlercounty.ca)

For Immediate Release  
August 5, 2020

# Province reviews oil and gas assessment

*Proposals favor large oil and gas – have devastating effect on rural municipalities.*

On Tuesday, August 4, 2020, representatives from the County of Stettler, Municipal District of Provost, Paintearth County, Special Areas Board, Starland County, and representatives from the Rural Municipalities of Alberta (RMA) met with Nate Horner, MLA for Drumheller-Stettler, to lobby against the proposed changes to Oil and Gas Assessment announced by the Province of Alberta. On July 30, Council members and Administration attended a protest of the proposed changes at the Alberta Legislature. Proposed assessment changes would reduce property taxes for large oil and gas companies (assets over 500 Million), shifting the tax burden from industry to County residents, commercial properties, and local businesses.

Four assessment scenarios proposed by the Province would result in a very significant tax revenue loss for our County, ranging from \$3 million-\$4 million in the first year. For the County of Stettler to recoup a loss of this magnitude, drastic cuts to services, extreme tax increases, and service fee escalations would all have to be considered. Support traditionally given to local municipalities, recreation facilities, and community groups would all be in jeopardy.

Proposed assessment changes will impact every ratepayers, residents, and businesses within our County.

See also:

Ryan Jespersen Show: Rural Municipalities impacted by reduction of property taxes.

<https://omny.fm/shows/ryan-jespersen-show/rural-municipalities-impacted-by-reduction-of-prop>

CBC News: 'It's going to hurt': Tax break for oil and gas firms would drain rural budgets, communities warn.

<https://www.cbc.ca/news/canada/edmonton/oil-and-gas-taxes-municipalities-tax-relief-industry-1.5667230>

"The County of Stettler fully supports the oil and gas industry and a review," said County of Stettler Reeve, Larry Clarke, "But the proposed solution does not match the problem. Large oil and gas companies are set to benefit from the four scenarios presented with no guarantees



money will be reinvested in Alberta. Struggling small to mid-sized oil and gas companies – the ones that live, work and support our communities, may actually see tax increases if any of these proposals are pushed through. The four scenarios being considered would be disastrous for our communities and for our rural way of life.” Every rural municipality in the province will be impacted by these changes, the majority will be left with the same severe impacts, budget struggles and questions of continued viability.

The County of Stettler wrote off \$4.5 million last year in bad debts, mainly from oil and gas. So far in 2020, the County has written off another \$2.7 million. “We asked the Minister of Municipal Affairs to assist us over a year ago, when suddenly our ability to collect on bad debts from oil and gas was taken away – and we gave them possible solutions. We have still received no solution or assistance from our government, and yet they are chipping – or digging – away at County revenue’s further, not actually assisting the companies struggling to survive. To put things in perspective, this proposal gives oil and gas companies with \$500 million in assets a tax cut on the backs of a rural municipality with an operating budget of \$24 million.”

The County of Stettler strongly objects to the lack of consultation with affected municipalities, and with the review process undertaken by the Province, which included members of the Canadian Association of Petroleum Producers (CAPP) being present on the review committee. “Inviting industry to the table to lead a review on taxation is a very slippery slope. Will our government next be inviting utility companies and urban developers to lead review on urban taxation? While all stakeholders deserve and have the right to equal and accessible consultation, CAPP only represents 4% of oil and gas industry in Alberta. So it seems disproportionate that a special interest group was provided the opportunity to lead a government review process, and even present one of the four scenarios?”

“We urge all of our residents, ratepayers, partners, businesses and neighboring communities to speak out about the proposed changes. It will effect every one of us. This decision is set to be made in the next few weeks—and then it will be virtually impossible to reverse,” added Reeve Clarke. These tax changes are set to be pushed through via ‘regulation’, which means there would be no debate.

**Premier Jason Kenney: 307 Legislature Building, 10800-97 Avenue NW, Edmonton, Alberta T5K 2B6,**

**email: [premier@gov.ab.ca](mailto:premier@gov.ab.ca)**

**and**

**Nate Horner, MLA Drumheller-Stettler: Box 1929, Bay 400, 300 South Railway Avenue East, Drumheller, AB T0J 0Y0,**

**email: [Drumheller.Stettler@assembly.ab.ca](mailto:Drumheller.Stettler@assembly.ab.ca)**

County of Stettler Council will continue to engage with the Province and work with the RMA (Rural Municipalities of Alberta) to advocate on your behalf. Please follow our website for updates on this issue, and call your area Councillor if you have questions about these changes.

For more information go to [www.StettlerCounty.ca](http://www.StettlerCounty.ca)







## County of Stettler No. 6

Box 1270  
6602 – 44 Avenue  
Stettler, Alberta T0C 2L0  
T: 403.742.4441 F: 403.742.1277  
[www.stettlercounty.ca](http://www.stettlercounty.ca)

---

August 6, 2020

Office of the Premier  
307 Legislature Building  
10800 - 97 Avenue  
Edmonton, Alberta T5K 2B6

EMAIL: [premier@gov.ab.ca](mailto:premier@gov.ab.ca)

Dear Premier Kenney,

### **RE: Oil and Gas Assessment Review**

On July 30, Council and Administration from the County of Stettler attended a protest of the proposed changes for oil and gas assessment at the Alberta Legislature. This is the first time we have, as a government, protested our own government. We felt an obligation to do so.

The four assessment scenarios proposed by the Province would result in a very significant tax revenue loss for our County, ranging from \$3 million-\$4 million in the first year. For the County of Stettler to recoup a loss of this magnitude, drastic cuts to services, extreme tax increases, and service fee escalations would all have to be considered. Support traditionally given to local municipalities, recreation facilities, and community groups would all be in jeopardy.

Proposed assessment changes will impact every ratepayer, resident, and business within our County while reducing property taxes for large oil and gas companies (assets over 500 Million), shifting the tax burden from industry to County residents, commercial properties, and local businesses.

While we fully support the oil and gas industry and a review, the proposed solution does not match the problem. Large oil and gas companies are set to benefit from the four scenarios presented with no guarantees money will be reinvested in Alberta. Struggling small to mid-sized oil and gas companies – the ones that live, work and support our communities, may actually see tax increases. The four scenarios being considered would be disastrous for our communities and for our rural way of life. Not only is every rural municipality in the province impacted by these changes, the majority will be left with the same severe impacts, budget struggles and questions of continued viability.

The County of Stettler wrote off \$3 million last year in bad debts, mainly from oil and gas. So far in 2020, the County projects to write off another \$2.7 million. We met with and asked the Minister of Municipal Affairs to assist us over a year ago, when suddenly our ability to collect on bad debts from oil and gas was taken away through the Virginia Hills decision – and we gave Municipal Affairs some possible solutions. We have still received no solution or assistance from



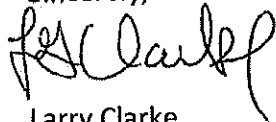
our government, and yet you continue to chip away at our County's revenue further, not actually assisting the companies struggling to survive.

To put things in perspective, these proposals give oil and gas companies with \$500 million in assets huge tax cuts on the backs of a rural municipality with an annual revenue of \$24 million. It is important to note, every rural municipality's budget is designated to public works – mainly roads and bridges to get the oil, grain, livestock, lumber to market. Most of our taxes from linear assessment go back into our roads. The County of Stettler, for example, has 2,777 km of roads to maintain.

The County of Stettler strongly objects to the lack of consultation with affected municipalities, and with the review process undertaken by the Province, which included members of the Canadian Association of Petroleum Producers (CAPP) being present on the review committee. Inviting industry to the table to lead a review on taxation is a very slippery slope. Will our government next be inviting utility companies and urban developers to lead review on urban taxation? While all stakeholders deserve and have the right to equal and accessible consultation, CAPP only represents 4% of oil and gas industry in Alberta. It seems disproportionate that a special interest group was provided the opportunity to lead a government review process, and even present one of the four possible scenarios.

We respectfully request the assessment review of oil and gas go back to the drawing board. We request further development and consultation be conducted with severely impacted municipalities, like ourselves, offered an equal opportunity to provide input.

Sincerely,



Larry Clarke,  
Reeve

CC: Nate Horner, MLA Drumheller-Stettler  
Alberta Rural Caucus  
Honourable Kaycee Madu, Minister of Municipal Affairs  
Honourable Rajan Sawhney, Minister of Community & Social Services  
Honourable Sonya Savage, Minister of Energy



The County of Stettler has been informed of the Province of Alberta's proposed changes to how oil and gas properties are assessed. Models proposed from their review suggest our County (and many others in Alberta) will see a significant revenue loss. Tax savings are being passed on to large (assets over \$500M) oil and gas companies, with no mechanism being put in place to ensure this money stays in Alberta.

Small to medium oil and gas companies, the ones struggling in our own community, may see raises in their assessment-having to pay more taxes.

Proposals suggest our County would be looking at a \$3-4 million loss of revenue in 2021, not taking into account the additional expected unpaid taxes we have already forecast (\$2.7M), or the abandonments that are currently taking place.

Our Province has given rural Alberta 4 weeks notice of their upcoming decision, right in the middle of busy farming season. We need the support of our entire region and community to urge our government to reconsider a decision that will see rural Alberta bailing out large oil and gas (they would see up to 109% savings), while small-medium sized companies, the ones that live, work and support our communities, may actually see increases causing further hardship in our region. The government's new assessment model will devastate rural Albertan's way of life.

### **What this revenue loss could mean to the County of Stettler: Drastic Tax Increases and Decreased Funding**

To maintain current services - we would have to raise \$4 Million

- Double Residential Taxes
- Increase Farmland Taxes by 1.5 times the current amount
- Decreased funding for Senior's Housing
- Increase in Utility Rates

and/or consider another reduction of services to save dollars

Note: The Province will have to increase Education Taxes to recover the shortfall

### **What a reduction of services could look like: Loss of Services, Recreation and Community**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Road closures</li> <li>• Closing Satellite Fire Departments in Big Valley and Byemore</li> <li>• Cancelling Recreation Funding to the Town and rural communities: Rinks, ball diamonds, halls</li> <li>• Cutting Library Funding</li> <li>• Cutting Recycling</li> <li>• Cutting Special Recreation Funding and Operational Assistance Grants</li> <li>• Reducing gravel program - gravelling main roads only</li> </ul> | <ul style="list-style-type: none"> <li>• Cancelling laneway snowplowing</li> <li>• Reducing rural snowplowing (main arteries only)</li> <li>• Cutting Doctor Recruitment funding</li> <li>• Cutting STARS funding</li> <li>• Eliminating Committees like Rural Crime</li> <li>• Eliminate rapid response clean up after weather events</li> <li>• Cancelling weed spraying</li> <li>• Cancelling roadside mowing</li> </ul> |
|---|---|

Ultimately, a loss of jobs

### **Our Goal: Save our Community and Rural Way of Life**

The Province is proposing to download the rescue of Alberta's oil and gas industry, and appears to be setting up big oil and gas, on the backs of rural Albertans. There are other mechanisms for bailing out an industry. We understand the pressure the energy industry is under but too many cuts too quickly will threaten the viability of rural municipalities.

Every company, industry and person in our province has benefited from oil and gas - the burden of responsibility needs to be shared. We would suggest a fairer model which benefits all oil and gas not just large oil and gas, and a tiered approach, over time, with more stakeholders including the cities and towns, absorbing costs.

In 2019 the County was told to issue a 35% tax reduction to shallow gas well operators, (\$830,000). We wrote off \$4M in bad debts. Then the province issued a new invoice for Policing (\$145,321 for 2020 increasing to \$436,000 by 2024). We are at \$2.7M in bad debts to date for 2020.

### ***If you live in rural Alberta, and the Towns and Villages who depend on rural Alberta, please help us be a bigger voice:***

Contact Premier Jason Kenney: 307 Legislature Building, 10800-97 Avenue NW, Edmonton, Alberta T5K 2B6,  
email: [premier@gov.ab.ca](mailto:premier@gov.ab.ca)

Contact MLA, Nate Horner: Box 1929, Bay 400, 300 South Railway Avenue East, Drumheller, AB T0J 0Y0,  
email: [Drumheller.Stettler@assembly.ab.ca](mailto:Drumheller.Stettler@assembly.ab.ca),

Please CC the County of Stettler: Box 1270, Stettler, AB T0C 2L0, email: [info@stettlercounty.ca](mailto:info@stettlercounty.ca)

**Need more information? Contact the County of Stettler 403-742-4441, or your area Councillor:**

Reeve Larry Clarke: 403-740-5482, Deputy Reeve Les Stulberg: 403-740-5003, Councillors: Ernie Gendre: 587-282-1644, Dave Grover: 403-740-2973, Cheri Neitz: 403-740-3785, James Nibourg: 403-741-9493, and Wayne Nixon: 403-741-6129

**THE  
ALBERTA  
GOVERNMENT  
IS  
TARGETING  
RURAL  
ALBERTANS**







## County of Stettler No. 6

Box 1270

6602 – 44 Avenue

Stettler, Alberta T0C 2L0

T:403.742.4441 F: 403.742.1277

[www.stettlercounty.ca](http://www.stettlercounty.ca)

August 6, 2020

Dear Municipal Partner,

**RE: Your Recent Inquiry**

The County of Stettler has received four proposals from the Alberta Government following the review they conducted on how oil and gas is assessed in Alberta.

The scenarios presented to us represent another \$3-4 Million loss in revenue for the County of Stettler, on top of the \$4.5 Million we absorbed in 2019. So far in 2020 we project we will have to write off over \$2.7 million more in bad debts. Please read the attached communications regarding the pressure our budget will be put under if any of the scenarios proposed are adopted as the new regulation.

If the Government of Alberta does not reconsider these proposals, the future viability of our municipality will be put into question. Furthermore, any Intermunicipal Collaboration Frameworks and funding your communities, associations, and committees receive from the County of Stettler will all have to be reconsidered as we prepare a new operating budget. Cutting 1/3 of our budget will have devastating and grave impacts on every program, service and partnership, impacting our entire community. We expect a reduction in assessment to impact Education requisitions, forcing our individual taxpayers to cover the shortfalls. In addition, without the means to maintain our rural road network as we do now, transportation will be affected as we are forced to close routes and only maintain main arteries. Business, everyday commutes and school bussing will all see negative effects.

We urge you as our municipal partners to write Premier Jason Kenney, and our MLA Nate Horner, and encourage your residents to do so as well, and support our efforts to send these proposed models back to the drawing board for further review, so that we can ensure the future viability of our communities and our rural way of life.

Sincerely,

Larry Clarke,  
Reeve



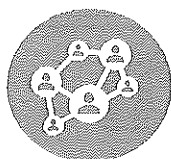


## Annual Report 2019

# Parkland Regional Library System

*Expanding opportunities for discovery, growth, and imagination for all Central Albertans*

The Parkland Library Board thanks the Government of Alberta, Minister Madu, and our municipalities for their support of public libraries and stable funding during a challenging economy.



We purchased and installed **44 computers** for member libraries and upgraded the software of over **600 computers**



*The Parkland Regional Library System is a co-operative network of 49 public libraries serving 64 municipalities and 218,595 residents in Central Alberta*



We opened a new **library service point** at Maskwacis, which serves 12,998 people from the Louis Bull Tribe, Montana, Ermineskin Cree, and Samson Cree Nations

## Virtual Library Services

We partnered with TRAC libraries to share **cloudLibrary** eContent between five regional systems



**990,477** Wi-Fi sessions at libraries  
**773,304** virtual library visits (12% increase)  
**102,026** digital checkouts (31% increase)  
**59,652** eLibrary database sessions

## Resource Sharing

Parkland vans moved **1,079,050** items around the region travelling **88,050** km

We purchased, processed, and delivered **29,536** new items to member libraries

## Rotating Collections

Member libraries borrowed:

13,413 **Large Print** Books  
 5,663 **Audiobooks**  
 105 **Tech & Promo Kits**  
 148 Children, Teen & Adult **Programming Kits**

## Member Support

Parkland staff trained 654 member library staff, volunteers, and trustees, and provided 2,631 remote and on-site consulting sessions

Parkland introduced a new Integrated Library System (ILS) that provides better service to both member libraries and patrons

*Strong Libraries, Strong Communities*



# Parkland Annual Report 2019

In times of economic challenge, it is the libraries that step up – providing free services to help their communities. Libraries provide resources to children, seniors, new citizens, and everyone in between. For both community and connectivity, libraries are the heart of rural Alberta.



The Board established an **Advocacy Committee** that is at the forefront of provincial work on Library Advocacy

We created a financial **Return on Investment** for each member municipality demonstrating the value they receive from membership in the Parkland Regional Library System



You can stay up-to-date by visiting our website,

[www.prl.ab.ca](http://www.prl.ab.ca), or

follow us on

**Facebook**, **Twitter**,

and **Instagram**.

In September, we promoted Parkland libraries by purchasing **radio ads** on 6 stations that aired across the region

An audit of 30+ library social media accounts led us to develop a more strategic **social media strategy**

## Contact Us:

### Parkland Regional Library System

5404-56 Ave  
Lacombe, AB T4L 1G1  
403-782-3850

**Board Chair** Debra Smith

**Vice Chair** Sharolyn Sanchez

### Executive Committee

Debra Smith (Chair)  
Janine Stannard (Vice Chair)  
Jason Alderson  
Kevin Ferguson  
Bruce Gartside  
Robyn Gray  
Bob Green  
Megan Hanson  
Ray Olfert  
Sharolyn Sanchez

### Advocacy Committee

Gord Lawlor (Chair)  
Janine Stannard (Vice Chair)  
Jeanny Fisher  
Barb Gilliat  
Cora Knutson  
Stephen Levy  
Norma Penney  
Debra Smith (ex officio)

**Director** - Ron Sheppard (ext. 230)

**Manager of Library Services**

Colleen Schalm (ext. 266)

**Manager of Finance & Operations**

Donna Williams (ext. 209)

**Manager of Technology Infrastructure**

Tim Spark (ext. 212)

**IT Helpdesk** – (ext. 686)

Complete Board and Municipality list [here](#).



\*Statistics based on 2019 Annual Report to PLSB Municipal Affairs

*Strong Libraries, Strong Communities*

