



1. CALL THE MEETING TO ORDER



2. ADOPTION OF THE AGENDA

Agenda
Village of Nampa
Council Meeting
February 20, 2018
Village of Nampa Council Chambers
7:00 p.m.

1. Call the meeting to order

2. Adoption of the agenda

3. Adoption of Previous Minutes

- 3.1 Minutes of the Regular Council Meeting held January 16, 2018

4. Business Arising out of the Minutes

- 4.1 Kristy Provost, President, Nampa Minor Hockey Association, January 19, 2018 RE:
Donation Request for Nampa Minor Hockey Association

5 New Business

- 5.1 RFD Honorarium & Per Diem Eligibility
- 5.2 RFD Quotes for Upstairs Storage Room
- 5.3 ICF between Northern Sunrise County and the Village of Nampa
- 5.4 Alberta Association of Municipal Districts & Counties Annual Spring Convention March 19-21, 2018 in Edmonton, AB
- 5.5 Federation of Canadian Municipalities Annual Conference May 31-June 3, 2018 in Halifax, NS
- 5.6 EDO Roundtable Session, February 20, 2018 in Grande Prairie, AB.
- 5.7 Police Funding Letter Writing Campaign
- 5.8 Municipal Administration Leadership Workshop, Kananaskis, AB May 14-18, 2018
- 5.9 RFD Anderson Judith, RE: Nampa Municipal Library Board Appointee
- 5.10 Village of Nampa Audit Service Plan Year Ending December 31, 2017
- 5.11 Caribou Open Houses - Various Dates and Locations
- 5.12 P.A.R.T.Y. Program Donation Request
- 5.13 Genesis Insurance AGM & Proxy 2018
- 5.14 Proposed Hybrid Assessor Delegation & Contracts for DI Properties (DIP) Assessments

6 Reports

- 6.1a Cheque Listing # 20180021-20180069
- 6.1b 4th Qtr Budget Summary Dec 2017
- 6.2 CAO Report February 16, 2018
- 6.3 Public Works Report January 2018
- 6.4 Councilor Reports February 20, 2018
- 6.5 Council Calendars March2018

7. Correspondence

- 7.1 James Egyedy, CAO Town of Manning, January 29, 2018 RE: MMSA Provision of Services
- 7.2 Hon Shaye Anderson, Minister of Municipal Affairs January 24, 2018 RE: Minister Awards for Municipal Excellence
- 7.3 Nicole Inzunza, Senior Development Officer, NADC, January 29, 2018 RE: NAEL Response from Minister Anderson
- 7.4 Jim Rennie, Northern Alberta Elected Leaders, Chair, Mayor of Woodlands County, January 25, 2018 RE: Caribou Support

8 In-Camera

Labour Issue - Public Works Foreman Position
Labour Issue - Past Councillors

9 Adjournment



3. ADOPTION OF PREVIOUS MINUTES



4. BUSINESS ARISING OUT OF THE MINUTES

Request for Decision (RFD)
Council Meeting February 20, 2018

Topic:

Nampa Minor Hockey Association Donation Request

Background:

The organization has been active again for the last four years. ~~The~~ year they have 23 young boys & girls registered. With the growth and development of their programs comes the added costs such as new jerseys to accommodate the teams as well as additional equipment. Nampa Minor hockey Association is seeking a donation of \$1500.00 but would gratefully accept any amount the Village is able to give

Administration Recommendation:

For discussion

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: January 26, 2018



**Nampa Minor Hockey Association
Box 162 Nampa, Alberta T0H2R0**

January 19, 2018

**Village of Nampa,
Box 69 Nampa, Alberta T0H2R0
Attn: Mayor Perry Skrilik and Council**

Dear Mayor and Council Members:

The Nampa Minor Hockey Association has been in operation for more than 20 years giving young boys and girls in the county and Nampa a place to learn new skills meet new friends and have fun. While at one time, we had a team in every level, changing demographics and a shift of players to urban centres led to a decline in membership and for a few years the organization was inactive. But with the push of volunteers and a lot of work, we were able to get the organization going again and over the past four years we have steadily increased our membership starting with an initiation team and adding a Novice team last year. This year we have 23 young boys and girls registered, ranging in age from 4 to 9-years-old, who love to play hockey. With the growth and development of our program come the added costs such as new jerseys to accommodate these new teams as well as additional equipment. There has been a shift to focus solely on fun at these young levels of hockey and with that came the need for additional equipment such as bumpers to reduce the ice size as well as the use of smaller nets. With the added costs of equipment and new jerseys over the past few years, we have encountered the need to fundraise and have been seeking our sponsors to ensure our continued success.

While we have made slight increases to registration fees to help cover added costs, we do still try to keep membership fees low to allow a wide range of kids the opportunity to be involved in our program. We often do what we can to find donated gear and partner with other programs such as JumpStart and Pawatum to further assist our players. Your support would allow us to continue to grow our organization.

We will recognize our sponsors in the following way: The Village of Nampa name and logo, will be displayed on our team recognition wall in our arena for everyone to see along with other sponsors. Please email kristyprovost@icloud.com this information if you decide to make a donation and want it to appear on our board.

If you are interested in our supporting our program, please contact us at the number below. We are seeking a donation of \$1500, but would gratefully accept any amount you are able to give. Cheques can be made payable to Nampa Minor Hockey Association. Our coaches, players, and parents would like to take this opportunity to thank you very much for your generosity and support and your consideration into our request. Any questions about our program or any additional information required don't hesitate to contact us.

Sincerely,

Kristy Provost
President
kristyprovost@icloud.com
780-274-1100

Simon Lavoie
Vice-President
smkl03@yahoo.ca
780-618-1232

"A fun, safe, great place to start"



5. NEW BUSINESS

Request for Decision (RFD)
Council Meeting February 20, 2018

Topic:

Honorarium & Per Diem Eligibility

Background:

There has been some confusion as to what a member of council should get compensated for when it comes to “meetings” and “events”. Council needs to clarify definition of meetings and events and what is eligible or ineligible for per diems.

Policy Leg 06-07 Honorariums and loss of Earnings States:

1. Members of council will receive a meeting honorarium when attending regular and special meetings of council.
2. Members of council will receive a committee meeting honorarium when attending council committee meetings.

Administration Recommendation:

Meetings shall mean any meeting that a council member attends on behalf of the Village of Nampa as a representative of the Village, which would be ” **Per Diem Eligible**”

Events shall mean any social gathering in any formal or informal setting.

Examples of events that occur within the Village and surrounding areas: Seniors suppers, BBQ's, Family Day, Farmers Day, July 1st Celebrations and Open Houses which would not be “**Not Per Diem Eligible**”

That council determine what meetings and/or social gatherings that council is compensated for and THAT Administration develop/update policy for council on board remuneration and present to council for approval.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: January 24, 2018

Request for Decision (RFD)
Council Meeting February 20, 2018

Topic:

Quotes for Storage Room (upstairs)

Background:

The Village is having a storage room built upstairs. Administration received 2 quotes from local contractors.

See attached.

Administration Recommendation:

That council make a motion to approve one of the contractors to build upstairs storage room.

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: January 24, 2018

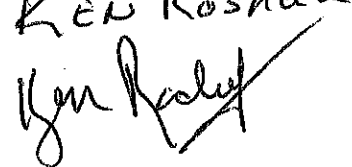
Jan. 29/18

This is a written quote for the Village of Nampa from KEN Roshuk to construct a 16'x12' storage room. This quote includes all labor, tools + material for this project.

- 1) wall framing - 2x4
- 2) wall cladding/finish - prefinished drywall + trim
- 3) door - wood door, handset + door trim

QUOTE is \$3,000.00 (three thousand)

+ G.S.T.

KEN Roshuk


: this quote is good for 21 (twentyone) days from above date.

Received Feb 8/18

CLC Welding LtdPO Box 184
Nampa, Alberta T0H 2R0**QUOTE**Quote No.: 27
Date: 28/01/2018
Page: 1
Ship Date:**Ship To:**Village of Nampa
Dianne Roshuk
PO Box 69
Nampa, AB T0H 2R0
CanadaVillage of Nampa
Dianne Roshuk
PO Box 69
Nampa, AB T0H 2R0
Canada**Business No.:**

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
			Material to construct New 12'x16' Storage Room upstairs. Drywall finish inside and out with a 36" man door. Price includes installation of 1 new light , rubber base boards and paint to match the existing colors.	G		2,416.00
			Labour to construct	G		2,200.00
			Subtotal:			4,616.00
			G - GST 5% GST/HST			230.80
Shipped by					Total Amount	4,846.80
Comments						
Sold By:						

Request for Decision (RFD)
Council Meeting February 19, 2018

Topic:

ICF (Intermunicipal Collaboration Framework) between Northern Sunrise County & Village of Nampa

Background:

All municipalities must adopt an Intermunicipal collaboration framework with each municipality they share a common border with. The ICFs must align with the requirements outlined in the MGA and the Intermunicipal Collaboration Framework Regulation.

Cindy Millar, CAO with NSC would like to know when council would like to meet to discuss this. Council needs to determine a couple of dates.

Administration Recommendation:


THAT council set a couple of dates to meet with Northern Sunrise County to discuss the ICF

****This ICF should be fairly straight forward as it is based on our current agreements; it is more to formalize what we already have in place.**

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: January 31, 2018

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AAMDC Convention

Our Spring 2018 Convention and Tradeshow are set to take place March 19-21 at the Shaw Conference Centre in Edmonton, Alberta, Canada. Delegates from member municipalities around Alberta are invited to hear plenary speakers, participate in breakout sessions and resolutions that guide the AAMDC's advocacy efforts.

(/events-programs/aamdc-convention/
 programs/aamdc-convention&tmpl=component&print=1)

REGISTRATION

Delegate registration will open here (<https://aamdc.inviteright.com/springdelegate2018>) at 9:00AM MST on January 3, 2018.

Trade Show registration will open here (<https://aamdc.inviteright.com/springvendor2018>) at 9:00AM MST on January 3, 2018.

AGENDA

Coming soon!

KEYNOTE SPEAKER

Coming soon!

ACCOMMODATIONS

Click here (</events-programs/aamdc-convention/accommodations>) to view convention accommodation information.

PARTNER'S PROGRAM

The next Partners' Program will be taking place during the Fall 2018 Convention.

For more information on future conventions, please contact Cindy Carstairs (<mailto:cindy.carstairs@aamdc.com>?subject=Trade%20Show), Administrative and Convention Coordinator, at 780.955.4095.

Visit our Sponsors (/36-events-programs/1345-fall-2017-sponsors)

The AAMDC's conventions are an excellent opportunity for your organization to gain visibility and recognition with municipal decision-makers from across Alberta. By sponsoring the AAMDC convention, your organization will gain access to over 800 municipal officials through customized networking sessions and speaking opportunities. Take this opportunity to create awareness of your company and brand by sponsoring delegate events, services and products. Please contact Cindy (<mailto:cindy@aamdc.com>) for information on your sponsorship.

Interested in becoming a sponsor? Click here to read about our 2018 Partnership Opportunities. (</archive/miscellaneous/1808-partnership-opportunities/file>)

Past Convention Highlights (/convention-highlights/convention-highlights)

The AAMDC's convention highlights offer insight into past conventions with speaker and presentation overviews. The highlights also include an array of convention photos.

TRADE SHOW

The AAMDC Trade Show will take place on March 19, 2018 at the AAMDC Spring 2018 Convention. The Trade Show is a great opportunity for vendors and discover new ways to improve your community. With over 50 booths, including AAMDC approved suppliers, this year's Trade Show was an exciting way to connect communities and suppliers.

[Home \(/\)](#) [Contact \(/contact-us\)](#)

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Upcoming Conventions

Every year the AAMDC holds two conventions in Edmonton - one in spring and the other in fall. See below for the dates of upcoming conventions:

	Spring	Fall
2017	March 19-21, 2018 Shaw Conference Centre	November 20-22, 2018 Shaw Conference Centre
2018	March 18-20, 2019 Shaw Conference Centre	November 18-20, 2019 Shaw Conference Centre

In This Section

AAMDC Convention

[Accommodations \(/events-programs/aamdc-convention/accommodations\)](#)

[Trade Show \(/events-programs/trade-show\)](#)

[Golf Tournament \(/events-programs/golf-tournament\)](#)

[Jubilee RiskPro Workshops \(/events-programs/jubilee-risk-pro-workshops\)](#)

[Post-Secondary Scholarship \(/events-programs/scholarship-program\)](#)

[R.W. Hay Award](#)

[Long Service Award \(/events-programs/long-service-award\)](#)

[In Memoriam \(/events-programs/in-memoriam\)](#)

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Contact! is the AAMDC's weekly newsletter. Sign up to receive the latest municipal, provincial and federal news affecting rural Alberta.

Email Address *

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Advocacy

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[Municipal Links \(/advocacy/municipal-links\)](#)

[Toolkits and Initiatives \(/toolkits-initiatives-2\)](#)

[Rural Connects \(/rural-connects-2\)](#)

ABS

[Trade Division \(/aggregated-business-services1/trade-division\)](#)

[Jubilee Insurance Agencies](#)

[\(/aggregated-business-services1/jubilee-insurance-agencies\)](#)

[PFA Canada \(/2012-09-19-12-11-21\)](#)

[Advantage Newsletter \(/7?Itemid=263\)](#)

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Copyright 2510 Sparrow Drive,
Nisku, Alberta T9E 8N5 Ph:
780.955.3639 / Fax:

780.955.3815



AAMDC Spring 2018 Convention Delegates

CONDITIONS and DEADLINE

Pricing and Payment: Pricing is in Canadian dollars. GST (# 106692627RT0001) will be added to your purchase total at the payment page. Pay online by Visa/MasterCard, Visa Debit, or Interac Online. To pay by cheque, select "Invoice Me" at the payment page; the AAMDC will provide an invoice with payment instructions after your registration is complete.

Cancellation Policy: Cancellations made in writing via e-mail on or before Fri Mar 2, 2018 will be refunded in full. No refunds will be provided after this time. Requests must be sent to cindy.carstairs@aamdc.com.

For more information go to the Events and Programs section of our [website](#)

Registration Deadline: Fri Mar 2, 2018 at 11:55pm

All fields marked with an asterisk * are required

REGISTRATION

Category	Until Feb 16/18 11:55pm MST Early-bird	Until Mar 2/18 11:55pm MST Regular	Quantity
Member Members are elected officials or employees of an AAMDC member municipality. Please do not register AMSA delegates.	\$460.00	\$525.00	0 <input type="button" value="v"/>
Guest	\$600.00	\$735.00	0 <input type="button" value="v"/>
Government of Alberta Employee Government of Alberta employees are GST exempt. Check the box below to enter your exemption number.	\$600.00	\$735.00	0 <input type="button" value="v"/>
EOEP Course Regional Partnerships and Collaboration. Indicate the total number of registrants who will be attending this course.	\$340.00	\$340.00	0 <input type="button" value="v"/>
My Organization is GST exempt <input type="checkbox"/>			

EOEP COURSE: Regional Partnerships and Collaboration

EOEP Course Description:

In life, and in the municipal world, working with your neighbours is not always easy. If done right, it can provide major benefits. The EOEP's Regional Partnerships and Collaboration will provide participants with an opportunity to learn about required collaborative tools such as intermunicipal collaboration frameworks and intermunicipal development plans, as well as other approaches municipalities can take to build meaningful partnerships with their municipal neighbours in a way that is fair and mutually beneficial.

In addition to intermunicipal collaboration, the course will examine ways that municipalities can work with organizations within their community to provide strong and sustainable services.

[Skip to main content](#)

2018 Annual Conference and Trade Show Halifax

May 31-June 3, 2018

Halifax

Join us in Halifax for AC2018

FCM's 2018 Annual Conference and Trade Show moves east next year to beautiful Halifax, May 31-June 3, 2018. With dozens of engaging workshops, study tours and keynote speeches from Canada's federal political leaders, this is one event you won't want to miss. Network and learn from your peers, while being a part of the incredible municipal momentum that's shaping this country.

Registration for Canada's largest gathering of municipal leaders begins in January, 2018. Stay tuned for more details.

2018 program highlights

- Four days of plenaries, workshops, industry-led seminars and networking opportunities.
- Study tours offered by the City of Halifax.
- Our ever-popular **Trade Show**, featuring over 170 exhibitors.

Plan your trip!

Will you be attending FCM's 2018 Annual Conference and Trade Show?

Plan your trip to Halifax now!

Page Updated: 21/12/2017

Federation of Canadian Municipalities

24 Clarence Street

Ottawa, Ontario

K1N 5P3

T. 613-241-5221

F. 613-241-7440

Email: info@fcm.ca

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From: Kamie Currie
To: [Kamie Currie](#)
Subject: ****Important**** RSVP by Feb 6th for EDO Roundtable Session Feb 20th
Date: January 30, 2018 10:10:00 AM
Attachments: [agenda 20Feb18.docx](#)

Good morning everyone,

Please find attached the agenda for the EDO Roundtable session to be held **TUESDAY, FEBRUARY 20TH, NOON TO 4 PM AT THE COKE CENTRE, GRANDE PRAIRIE**. Lunch is being provided by the Northern Alberta Development Council (NADC) as this will provide an opportunity for the newly appointed board members to meet many of you, the key stakeholders from the region.

Please RSVP by February 6th end of day if you will be attending as we need to confirm numbers for lunch.

Send your response to kamie.currie@gov.ab.ca (Food allergies? Please specify in your response)

Thank you.

Kamie Currie

Manager, NW Region
Regional Economic Development Services
Alberta Economic Development & Trade
Office: 780-538-5636
Cell/Text: 780-296-4986
Email: kamie.currie@gov.ab.ca

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From: President
Subject: Police Funding Letter Writing Campaign
Date: January 31, 2018 8:57:29 AM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[MLA Letter Campaign- Police Funding Backgrounder.docx](#)
[MLA Letter Template - Police Funding.docx](#)

Please ensure this is distributed to all Elected Officials and Chief Administrative Officers:

On behalf of the AUMA Board, I wanted to reach out to you and your Council members to update you on two long-standing issues affecting each of our municipalities. First, municipalities have been waiting since 2010 for a new police funding model to be determined. Currently, policing costs are only paid by urban municipalities with a population greater than 5,000. Small urban municipalities, as well as all municipal districts and counties, are exempt. Second, although the province provides support to offset policing costs through the Municipal Police Assistance Grant Program, there have been chronic shortfalls in funding as this program has not kept pace with growing populations and increasing crime rates.

The inequitable responsibility for funding police services and funding shortfalls have frustrated many of AUMA's members for several years. AUMA believes in the "everyone should pay" concept, whereby the province adopts a more equitable funding formula based on population and property assessment, with the resulting funds being used for crime prevention and response. A more equitable funding model could also generate additional revenue to address the current rural crime epidemic.

In 2016, AUMA members passed a resolution asking AUMA to advocate for a new police funding model. In response to our persistence, at our March 2017 Mayors' Caucus Minister Ganley committed verbally to begin reviewing funding models this fall. We are aware that Ministry of Justice and Solicitor General staff have researched options for a new, more equitable funding model; however, any consultations on police funding are not likely to take place until after the 2019 provincial election.

The AUMA Board feels that we have already waited too long for the province to resolve the inequities in police funding, and that an issue this urgent in nature should not be put off any longer. Accordingly, we are inviting you to participate in a letter writing campaign to signal the importance of this issue to the Minister. AUMA has developed a letter template that municipalities can download and adapt to send to MLAs, as well as a background document for further information.

As always, I am available to each of you if you would like to discuss this further by phone or email.

Sincerely,

Barry Morishita | President, AUMA
Mayor, City of Brooks

president@auma.ca
Alberta Municipal Place
300, 8616 - 51 Avenue Edmonton, AB T6E 6E6



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MOUNTAIN REFRESHER

Kananaskis Village, Alberta
May 14 - 18, 2018

**Municipal
Administration
Leadership Workshop**

Are you a municipal administrator, departmental manager or government employee looking for a professional educational experience which provides practical skills for dealing with contemporary issues?

Then consider attending this year's Mountain Refresher, in breath-taking Kananaskis...

This event draws senior and junior-level administrators from urban and rural, large and small jurisdictions who value an opportunity to learn from each other as well as from experts in the field.

REGISTER NOW!

All registrations received before March 1 will be eligible for the Early Bird Draw on March 1, 2018.

Early Bird Draw: Three nights accommodation at the Delta Mount Kidd Manor at Kananaskis during the workshop.

Keep up-to-date with the Municipal Administration Leadership Workshop as it unfolds by checking our Website: www.clgm.net

The Society of Local Government Managers of Alberta
P.O. Box 808, 4629-54 Avenue, Brundage, AB T0B 0S0 | Phone: 780-796-3836

MOUNTAIN REFRESHER

DAY 1

Tuesday, May 15

- High Performing Governance: Bridging the Gap between Political Acceptability and Operational Sustainability (Opening Plenary 1/2 day session, pm)

DAY 2

Wednesday, May 16

- Effective Governance Tools (1/2 day session, am)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – "Getting Started on Asset Management" (1/2 day session, am)
- Turning Passion into Action, becoming the leader you want to be (1/2 day session, repeated)
- How to Make Yourself an Irresistible Employee (1/2 day session, pm)
- R & R: Revisiting & Reinventing the Basics of Municipal Management – "Dispelling the "3 Ls" and Other Common Myths: Access and Privacy in Our Municipal World" (1/2 day session, pm)

DAY 3

Thursday, May 17

- Legal Stream I: "Off-site Levies – An Old Tool With New Possibilities" (1/2 day session, am)
- Think, Plan, Act - how to create extraordinary results in work and life (1/2 day session, am)
- Your Conflict Resolution Style (1/2 day session repeated)
- Legal Stream II: "Getting Engaged – Regional Collaboration and Public Participation" (1/2 day session, pm)
- Presentation Inspiration - how to inspire any audience to action (1/2 day session pm)

High Performing Governance: Bridging the Gap between Political Acceptability and Operational Sustainability

Begins: Tuesday, May 15 – 1:30 pm

Ends: Tuesday, May 15 – 4:30 pm

Presenter: John Nalbandian, PhD.

Separating politics from administration is crucial to making sure that administrative staff feel comfortable telling elected officials "what they need to know rather than what they want to hear." But, nothing gets done without connecting the arenas of politics and administration—bridging the gap. The gap is growing, drawing administrative staff into the gap as allies to the chief administrative officer.

Working in the gap requires "bi-lingual" capacity—can you understand political logic? And, can you translate the logic for your staff? Those who are bi-lingual understand that politics involves conflicts among desired community values as well as differences in the logic of politics and administration.

Effective Governance Tools

Begins: Wednesday, May 16 – 9:00 am

Ends: Wednesday, May 16 – 12:00 noon

Presenter: Leroy Sloan, PhD.

What does this Council want from administration? Is second guessing, involvement in administrative matters, in-fighting and constant criticism a part of your reality? Are you feeling like a victim rather than a leader? It is time to move the focus of control from "them" and "they" to "us" and "me". If you want a different reality, change the processes utilized. If you always do what you always have done, you will always get what you always have gotten. If there is a need and a desire to strengthen the leadership team this session is for you and your team. Relationships and results improve markedly when an organization adopts effective governance tools and processes such as the following:

- Effective strategic planning processes including clearly defined key results
- Fair accountability tools (for council and the CAO),
- Evaluation processes designed to meet the dual purposes of growth and accountability,
- Defensible compensation policies
- Policies which clearly articulate roles and responsibilities and distinguish between political and administration sandboxes

Municipal organizations need to have clearly defined roles for the council and CAO which are distinct from yet complementary to one another. Councils and CAO's also require effective governance training which leads to the adoption of improved governance processes which build and strengthen positive professional working relationships and the achievement of improved measurable results.

R&R: Revisiting & Reinventing the Basics of Municipal Administration/Management – "Getting Started on Asset Management"

Begins: Wednesday, May 16 – 9:00 am

Ends: Wednesday, May 16 – 12:00 noon

Presenter: TBA

The session will include an update on Alberta's efforts to promote best practices in asset management including the upcoming corporate planning requirements, the Asset Management toolkit and available grant funds. Strategies will also be discussed for getting started on asset management in your organization.

Turning Passion into Action, becoming the leader you want to be

Begins: Wednesday, May 16

9:00 am or 1:30 pm

Ends: Wednesday, May 16

12:00 noon or 4:30 pm

Presenter: Marvin Washington, PhD.

There are lots of books, blogs, and websites devoted to helping you become a more purposeful person. Sometimes we call it developing consciousness, finding your purpose, or discovering your passion.

While that is extremely hard, unfortunately it's the easy part of the equation. To be successful you need to have passion (purpose, deeper consciousness what gives you joy and energy), but you also need to be able to translate that passion into action. In this session, I will describe some activities that you can do that will help you to turn your passion into meaningful and productive habits.

How to Make Yourself an Irresistible Employee

Begins: Wednesday, May 16 – 1:30 pm

Ends: Wednesday, May 16 – 4:30 pm

Presenter: Leroy Sloan, PhD

Another municipal election has come and gone and shortly thereafter so have some of your colleagues. It leads one to ask: (1) Why does this phenomenon exist? And (2) Since I do not wish to leave my present position, is there anything I can do to make myself an irresistible employee? This session examines the qualities that tend to make one firm proof. In addition, if moving on is something that looks more attractive post-election what might be done to positively position oneself before the feeling becomes mutual? Be the author of your preferred future.

R&R: Revisiting & Reinventing the Basics of Municipal Administration/Management – "Dispelling the "3 Ls" and Other Common Myths: Access and Privacy in Our Municipal World"

Begins: Wednesday, May 16 – 1:30 pm

Ends: Wednesday, May 16 – 4:30 pm

Presenters: Debbie McCann CLGM, and Jenni Maskoske CLGM—Municipal Affairs
Kristan Cook and Jesse Sopko, City of Edmonton

The public's rights to access information held by municipalities and to attend council meetings promote government accountability and transparency and enable more effective participation in the democratic process. However, common persistent myths including "Land-Legal-Labour" continue to limit these important principles. In this interactive session, representatives from Alberta Municipal Affairs will outline the newly added requirement for closed council meetings and the corresponding information access and privacy legislation. Representatives from the City of Edmonton will present some of the city's award-winning open initiatives and share best practices that can be implemented by municipalities of all sizes and capacities in order to foster a culture of accountability, openness and transparency.

Legal Stream I: "Off-site Levies – An Old Tool With New Possibilities"

Begins: Thursday, May 17 – 9:00 am

Ends: Thursday, May 17 – 12:00 noon

Presenter: Lorne Randa, Brownlee LLP

Recent amendments to the Municipal Government Act have resulted in expanded utility of off-site levies as a cost recovery tool for municipalities. The amendments allow cost recovery for what are referred to as the soft services – recreation facilities, police stations, fire stations and libraries. These amendments also include changes to the requirements in establishing and implementing

FIFTEENTH ANNUAL ALBERTA LOCAL GOVERNMENT LEADERSHIP FORUM

Hosted by the Society of Local Government Managers and Local Government Leadership (LGL) Institute for civic leaders throughout Canada

Civic Excellence: Maximizing Performance

Dates: Three Day Course
Monday, May 14th to
Wednesday, May 16th, 2018
(8:30 am – 4:30 pm)

Instructor: Gordon McIntosh PhD., CLGM &
Tracey Lorenson

If a car is not aligned, we use excess gas, tire tread and physical energy to stay on the road. Alignment is critical to make the road trip comfortable. Likewise, we have 3.5 years left in the current local government journey – Council's term. Need ideas and tools to make sure passengers are all facing the same way and behaving nicely, the roadmap is clear and the vehicle is running smoothly? Join your colleagues to a timely discussion on:

- Monitoring and *adjusting strategic direction and priorities*
- Confirming service expectations match *organizational capacity*
- Adjusting practices for enhanced *decision making*
- Addressing dysfunctional behaviours and *group dynamics*
- Ensuring attention to member and *program performance*
- Enhancing communication and *public engagement*
- Leveraging external resources and *agency partnerships*

You will leave with techniques, a tool kit, guidelines and ideas to make an immediate leadership difference in your organization:

- Individual Performance Templates for *coaching & accountability*
- Program Evaluation Checklist for *service excellence & innovation*
- Decision making Diagnostic Chart for *creating effective policies & choices*
- Group Effectiveness Models for *process and team enhancement*
- Values Charter to *guide behaviours & organizational practices*
- Civic Engagement Continuum to *guide public communication efforts*
- Capacity Box Framework for *assessing resource and human capabilities*

This session will be facilitated by:

Tracey Lorenson, Tracey has worked with local governments for more than 20 years. Tracey is recognized for her pragmatic solutions to complex problems and engaging delivery style. Dr. Gordon McIntosh CLGM, President of the Local Government Leadership Institute who has conducted 1,300 sessions involving 140,000 elected and appointed civic leaders throughout Canada and overseas.

AWARDS BANQUET

**Thursday, May 18th,
6:30 pm to 10:00 pm**

Habit Stacking - how to accomplish anything, one habit at a time

The secret to changing old habits into new, better habits is habit stacking. This simple method makes creating new habits easier and getting the results you want faster. Discover how to apply habit stacking to your health, diet, sleep, work, exercise and even wealth.

Hugh Culver

With a vision to "change the way work serves people," Hugh Culver has been delivering extraordinary keynote experiences about personal effectiveness in the workplace. He combined business savvy with humour and real-world, practical advice designed to make

an impact long after the applause has ended.

Hugh Culver is a recovering over-achiever who researches, writes and speaks on how to THINK better, PLAN smarter and ACT now on what really matters. He also teaches experts the business of speaking, "How to inspire an audience to action: Presentation Inspiration".

His unique programs provide skills and insights to over 25,000 people each year to help them to grow through their experience of work.

WELCOME RECEPTION

**Tuesday, May 15th
7:30 pm to 10:00 pm**

**Convention Center
Delta Lodge at Kanamaskis**

FEES

REFRESHER WORKSHOP

\$549 GST included (paid on or before March 1, 2018)

\$599 GST included (paid after March 1, 2018)

SLGM/LGL/Civic Excellence Forum

\$875 GST included (paid on or before March 1, 2018)

\$925 GST included (paid after March 1, 2018)

Fee includes written materials, Welcome Reception, coffee break refreshments, lunch and Awards Banquet. Additional Awards Banquet tickets \$40 each.

PAYMENT DETAILS: Please submit the registration form with payment. You may pay by cheque or purchase order.

CANCELLATIONS: Cancellations must be in writing, before April 21, 2018. A \$100 cancellation fee will be withheld.

ACCOMMODATIONS

DELTA MOUNT KIDD MANOR AT KANANASKIS AND DELTA LODGE AT KANANASKIS

PH. 1.866.432.4322

\$185 PLUS APPLICABLE TAX

QUOTE CONFERENCE BOOKING #SLG

When making your reservation, identify that you are attending the SLGM hosted workshop. Book early as there is limited availability at these rates.

Thinking of bringing your partner?

Kananaskis Village offers a variety of activities; please contact the hotels directly for more information and costs associated with these activities.

Registration takes place at the Delta Lodge at Kananaskis, Conference Centre, Tuesday, May 15, 11:30 am to 5:30 pm

This year each delegate has the choice of receiving a binder or an electronic package.

CHOOSE ONE:

☐ Binder ☐ Or Electronic Package

SLGM REGISTRATION FORM

(Photocopy if you require additional registration forms.)

LAST NAME _____

FIRST NAME _____

MIDDLE NAME _____

ORGANIZATION _____

POSITION _____

ADDRESS _____

CITY _____

PROVINCE _____ POSTAL CODE _____

AREA CODE _____ PHONE (BUS) _____

AREA CODE _____ PHONE (CELL) _____

AREA CODE _____ PHONE (RES) _____

EMAIL _____

MAKE CHEQUE PAYABLE TO:

The Society of Local Government Managers of Alberta
Box 308, 4629-54 Avenue, Bruderheim, AB T0B 0S0

SESSIONS/EVENTS SELECTION

Please indicate the sessions/events you plan to attend

Civic Excellence: Maximizing Performance - SLGM /LGL/Civic Excellence Forum (May 14-16, 2018 / 3 day program)

Mountain Refresher Tuesday, Day 1, May 15th

High Performing Governance: Bridging the Gap between Political Acceptability and Operational Sustainability (Opening Plenary) (1/2 day afternoon)
Welcome Reception (7:30 to 10:00 pm)..... Not attending

Mountain Refresher Wednesday, Day 2 May 16th

Effective Governance Tools (1/2 day morning)
R & R: Revisiting & Reinventing the Basics of Municipal Management – “Getting Started On Asset Management” (1/2 day morning)
Turning Passion into Action, becoming the leader you want to be. (1/2 day morning)
How to Make Yourself an Irresistible Employee (1/2 day afternoon)
R & R: Revisiting & Reinventing the Basics of Municipal Management – “Dispelling the “3 Ls” and Other Common Myths: Access and Privacy in Our Municipal World” (1/2 day afternoon)
Turning Passion into Action, becoming the leader you want to be. (1/2 day afternoon)

Mountain Refresher Thursday, Day 3 May 17th

AGM Breakfast (SLGM members only) (7:30 am to 8:45 am)
Legal Stream I: “Off-site Levies – An Old Tool With New Possibilities” (1/2 day morning)
Think, Plan, Act - how to create extraordinary results in work and life (1/2 day morning)
Your Conflict Resolution Style (1/2 day morning)
Legal Stream II: “Getting Engaged – Regional Collaboration and Public Participation” (1/2 day afternoon)
Legal Stream II – Current Issues in Planning and Development and Development Law (1/2 day afternoon)
Presentation Inspiration - how to inspire any audience to action (1/2 day afternoon)
Your Conflict Resolution Style (1/2 day afternoon)
Awards Banquet (6:30pm to 10:00 pm)..... Not attending

PLEASE CHECK OFF WHAT YOU ARE REGISTERING FOR:

<input type="checkbox"/> Mountain Refresher Workshop 2 1/2 day (before March 1)	\$549
<input type="checkbox"/> Mountain Refresher Workshop 2 1/2 day (after March 1)	\$599
<input checked="" type="checkbox"/> SLGM/LGL/Civic Excellence 3 Day Forum (before March 1)	\$875
<input checked="" type="checkbox"/> SLGM/LGL/Civic Excellence 3 Day Forum (after March 1)	\$925
<input type="checkbox"/> SLGM/ LGL Forum Option only, Thursday, May 17	\$175
<input type="checkbox"/> Additional Awards Banquet Tickets # _____	tickets @ \$40 ea

* GST #866900905 RT0001 (GST included).

TOTAL

Request for Decision (RFD)
Council Meeting February 19, 2018

Topic:

Nampa Municipal Library Board Appointee

Background:

Administration received letter from Judith Anderson requesting council's approval to join the Nampa Municipal Library Board as a board member.

Administration Recommendation:

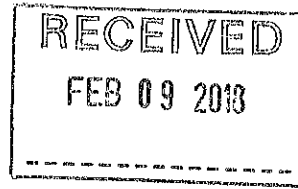
That council approve Judith Anderson request to join the Nampa Municipal Library board

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: February 12, 2018

5.9



VILLAGE OF NAMPA
NAMPA AB T0H 2R0

JUDITH A ANDERSON
BOX 334
NAMPA AB T0H 2R0

February 9, 2018

Dear Sir/Madam:

RE: Nampa Municipal Library
 Board Seat

I am interested in being a board member of the library in Nampa again and would appreciate your consideration for this. Over the last few years my health has improved a great deal. My home phone number is 780-219-0578. I believe that I could be useful in this position.

Thanking you in advance.

Yours truly,

A handwritten signature in cursive script that reads "Judith A. Anderson".

Judith A. Anderson

Village of Nampa
Audit Service Plan
Year Ending December 31, 2017
For presentation at the Council Meeting

January 27, 2018

Members of Council of Village of Nampa

Dear Sirs/Mesdames:

We are pleased to present our Audit Service Plan for Village of Nampa ("the Municipality") and its subsidiaries. In this plan we describe MNP's audit approach, our engagement team, the scope of our audit and a timeline of anticipated deliverables. We are providing this Audit Service Plan to Council on a confidential basis. It is intended solely for the use of Council and is not intended for any other purpose. Accordingly, we disclaim any responsibility to any other party who may rely on this report.

Our audit will include an audit of the Municipality's consolidated financial statements for the year ended December 31, 2017, prepared in accordance with Canadian public sector accounting standards. Our audit will be conducted in accordance with Canadian generally accepted auditing standards.

At MNP, our objective is to perform an efficient, high quality audit which focuses on those areas that are considered higher risk. We adhere to the highest level of integrity and professionalism. We are dedicated to maintaining open channels of communication throughout this engagement and will work with management to coordinate the effective performance of the engagement. Our goal is to exceed Council's expectations and ensure you receive outstanding service.

Our Engagement Letter has also been included along with this report. Our Engagement Letter is the formal written agreement of the terms of our audit engagement as negotiated with management and outlines our responsibilities under Canadian generally accepted auditing standards.

We look forward to discussing our audit service plan with you and look forward to responding to any questions you may have.

Sincerely,

MNP LLP

Chartered Professional Accountants

/cp
encls.

MNP

CONTENTS

OVERVIEW.....	1
TOPICS FOR DISCUSSION.....	1
KEY CHANGES AND DEVELOPMENTS.....	1
MNP'S AUDIT PROCESS.....	2
AUDIT MATERIALITY.....	2
RISK ASSESSMENT.....	3
TIMING OF THE AUDIT.....	4
AUDIT TEAM.....	4
FEES AND ASSUMPTIONS.....	5
AUDITOR INDEPENDENCE.....	5
APPENDICES.....	7
ENGAGEMENT LETTER.....	12

OVERVIEW

To make strategic business decisions with confidence, your stakeholders and Council of Village of Nampa need relevant, reliable and independently audited financial information. But that's not all. You need an audit team that can deliver insight beyond the numbers and enhance Village of Nampa's strategic planning and implementation processes so you can embrace new opportunities while effectively managing risk. Our senior team members have extensive knowledge of your industry from many years of experience focusing their practice in municipal auditing. Our audit strategy is risk based, and takes into account the limitations and opportunities you encounter each day, allowing our recommendations to be implemented with greater ease. Committed to your success, MNP delivers meaningful, reliable financial information to not only help you fulfill your compliance obligations, but also to achieve your key strategic goals.

Our Audit Service Plan outlines the strategy we will follow to provide Village of Nampa's Council with our Independent Auditors' Report on the December 31, 2017 financial statements.

TOPICS FOR DISCUSSION

We are committed to providing superior client service by maintaining effective two-way communication.

Topics for discussion include, but are not limited to:

- Changes to your business operations and developments in the financial reporting and regulatory environment
- Business plans and strategies
- The management oversight process
- Fraud:
 - How could it occur?
 - Risk of fraud and misstatement?
 - Actual, suspected or alleged fraud?
- Your specific needs and expectations
- Audit Service Plan
- Any other issues and/or concerns

KEY CHANGES AND DEVELOPMENTS

Based on our knowledge of the Municipality and our discussions with management, we have noted the recent developments set out below. Our audit strategy has been developed giving consideration to these factors.

Issues and Developments	Summary
Entity specific	Some changes in Council in 2017 elections
Regulatory	No significant changes noted
New reporting developments	PS 1201 Financial Statement Presentation (New)
New assurance developments	CAS 250 Consideration of Laws and Regulations in an Audit of Financial Statements (New)

Issues and Developments	Summary
Unification of the accounting profession	In September 2015, the unification of Canada's accounting profession into one single national body was finalized. As a result, MNP's banner has changed from Chartered Accountants to Chartered Professional Accountants.

Detailed information on Key Changes and Developments are included as Appendix A.

MNP'S AUDIT PROCESS

MNP's audit methodology, "The MAP", is a risk based audit approach that is divided into four separate stages: Pre-planning, Planning and Risk Assessment, Risk Response and Completion and Reporting. Our audit process focuses on significant risks identified during the pre-planning and planning and risk assessment stage, ensuring that audit procedures are tailored to your specific circumstances and appropriately address those risks.

Council is responsible for approval of the consolidated financial statements and Municipality policies, and for monitoring management's performance. Council should consider the potential for management override of controls or other inappropriate influences, such as earnings management, over the financial reporting process. Council, together with management, is also responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and misstatement, and to monitor compliance with relevant laws and regulations.

Effective discharge of these respective responsibilities is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

Key responsibilities of MNP and management are outlined in the Engagement Letter (see attached). More detailed discussion about MNP's audit process is provided in Appendix B.

AUDIT MATERIALITY

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures) is considered to be material if it is probable that the decision of the party relying on the consolidated financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or the aggregate of all misstatements.

The scope of our audit work is tailored to reflect the relative size of operations of the Municipality and our assessment of the potential for material misstatements in the Municipality's consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- The size, complexity, and growth of the Municipality;
- Changes within the organization, management or accounting systems; and
- Concerns expressed by management.

Judgment is applied separately to the determination of materiality in the audit of each set of consolidated financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures) and is affected by our perception of the financial information needs of users of the financial statements. In this context, it is reasonable to assume that users understand that financial statements are prepared, presented and audited to levels of materiality; recognize uncertainties inherent in the measurement of amounts based on the use of estimates, judgment and consideration of future events; and make reasonable economic decisions based on the financial statements. The foregoing factors are taken into account in establishing the materiality level.

We propose to use \$45,000 as overall materiality for audit planning purposes.

RISK ASSESSMENT

Based on the preliminary risk assessment procedures performed, we have identified the following significant risks which will be addressed during our audit. We have also outlined the proposed audit response to address those risks. We will update our risk assessment as the audit progresses for additional risks identified and will inform management of any additional significant risks identified.

Areas of Audit Risk	Description of Possible Risk	Proposed Audit Response
Sale of goods/rendering of services	Customers can come into office, pay cash for something which in turn is pocketed by staff	Select a sample from misc. revenue and trace to supporting documentation and ensure it hit the bank
Expenses	Employees could submit false expense claims	Review back-up documents for larger purchases and trace to approval in meeting minutes
Payroll	Employees could submit false time sheets overstating time worked	Scan payroll timesheets which are performed monthly for anything unusual
Cash	Cash is susceptible to misappropriation by the client staff.	When examining postings to A/R, ensure names on deposits agrees to accounts applied to - risk of kiting
Accounts payable and accrued liabilities	Disbursements are susceptible to misappropriation.	Select sample of payables to supporting documentation, paying attention to unusual amounts or vendors
Taxes and grants in lieu of taxes	Cash receipts are susceptible to misappropriation by the client staff.	When examining postings to A/R, ensure names on deposits agrees to accounts applied to - risk of kiting
Trade and other receivables	Cash receipts are susceptible to misappropriation by the client staff.	When examining postings to A/R, ensure names on deposits agrees to accounts applied to - risk of kiting
Inventory for consumption	The nature of the inventory item makes it susceptible to theft.	Perform variance analysis and inquire over large differences identified
Tangible capital assets	The nature of tangible capital assets makes them susceptible to theft (e.g., computer equipment).	Physically inspect sample of non-engineered structure assets

TIMING OF THE AUDIT

Based on the audit planning performed and areas of audit risks identified, the following timelines for key deliverables have been discussed and agreed upon with management:

KEY DELIVERABLE	EXPECTED DATE
Presentation of December 31, 2017 Audit Service Plan to Council	January 29, 2018
Year-end fieldwork procedures	January 29, 2018 to February 2, 2018
Draft year-end consolidated financial statements to be discussed with management	March 31, 2018
Presentation of December 31, 2017 Audit Findings Report to the Council	April 24, 2018
Presentation of Management Letter to the Council	April 24, 2018
Issuance of Independent Auditors' Report	April 24, 2018

To meet your requirement of final financial statements released on May 1, 2018, we plan to present our audit findings to Council on April 24, 2018.

AUDIT TEAM

In order to ensure effective communication between Council and MNP, we outline below the key members of our audit team that will be responsible for the audit of Village of Nampa and the role they will play:

NAME	POSITION
William Hirtle	Engagement Partner
Ted de Kleine	Concurring Partner
Cheri Peterson	Manager
Joey Sutton	Audit Team

In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other MNP professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit. Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.

FEES AND ASSUMPTIONS

Our audit hours and fees for the year ended December 31, 2017 are estimated to be the following, exclusive of applicable taxes:

	DECEMBER 31, 2017 ESTIMATE	DECEMBER 31, 2016 ACTUAL
Base audit fee as per our fee quote	20,000	19,685
Disbursements	125	125
Additional time to prepare adjusting entries	3,500	3,215
Additional time required to consolidate Peace Regional Waste Management Company and NEW Water Ltd financial information	3,000	2,510
Total	26,625	25,535

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner so a mutually agreeable solution can be reached.

Invoices will be rendered as work progresses in accordance with the following schedule:

Progress billing #1 At time of fieldwork	\$	11,000
Final billing – upon release of the independent auditors' report	\$	15,625

AUDITOR INDEPENDENCE

An essential aspect of all our services to the Municipality is an independent viewpoint, which recognizes that our responsibilities are to the Council. While the concept of independence demands a questioning and objective attitude in conducting our audit, it also requires the absence of financial or other interests in the Municipality. In accordance with our firm's policy, and the Rules of Professional Conduct, which govern our profession, neither MNP nor any of its team members assigned to the engagement or any of its partners, are permitted to have any involvement in or relationship with the Municipality that would impair independence or give that appearance. As auditors, we subscribe to the highest standards and are required to discuss the auditors' independence with Council on an annual basis. Under the standard an auditor shall:

- Disclose to Council in writing, all relationships between the auditor and the Municipality that in the auditors' professional judgment may reasonably be thought to bear on our independence;
- Confirm in writing that, in its professional judgment, MNP is independent within the meaning of the Rules of Professional Conduct of the Institute of Chartered Professional Accountants of Alberta as of January 27, 2018; and,
- Discuss the auditors' independence with Council.

During the course of the audit, we will communicate any significant new matters that come to our attention that, in our professional judgment, may reasonably be thought to bear on our independence. At the completion of our audit, we will reconfirm our independence.

We look forward to discussing with you the matters addressed above. We will be prepared to answer any

questions you may have regarding our independence, as well as any other matters of interest to you.

APPENDIX A – Key Changes and Developments

Key Business Developments

In the fall of 2017, there were some changes in Council as a result of the municipal elections. Our audit response to this will mainly include additional procedures to ensure internal controls have been maintained through the transition.

New and Proposed Reporting and Assurance Developments

New and Proposed Reporting Developments

PS 1201 Financial Statement Presentation (New)

In June 2011, as a result of the issuance of PS 3450 *Financial Instruments*, the Public Sector Accounting Board (PSAB) issued new PS 1201 *Financial Statement Presentation*, which revises and replaces PS 1200 *Financial Statement Presentation*. The main features of the new standard are:

- Remeasurement gains and losses are reported in a new statement: the statement of remeasurement gains and losses.
- Other comprehensive income arising when a government includes the results of government business enterprises and government business partnerships in its financial statements, is reported in the statement of remeasurement gains and losses.
- Accumulated surplus or deficit is presented as the total of the accumulated operating surplus or deficit and the accumulated remeasurement gains and losses.

The Section is effective in the same period PS 2601 *Foreign Currency Translation* and PS 3450 are adopted. PS 2601 and PS 3450 are to be adopted together and are effective for fiscal years beginning on or after April 1, 2019. Early adoption is permitted.

New and Proposed Assurance Developments

CAS 250 Consideration of Laws and Regulations in an Audit of Financial Statements (New)

In March 2017, the Auditing and Assurance Standards Board (AASB) issued a revised and replaced version of CAS 250 *Consideration of Laws and Regulations in an Audit of Financial Statements*. The revised CAS 250 incorporates changes to address actual or perceived inconsistencies in the approach to identifying and responding to instances of identified or suspected non-compliance with laws and regulations between the standard and relevant ethical requirements.

This revised CAS:

- Aligns aspects of the standard to the International Ethics Standards Board for Accountants' revised *Code of Ethics for Professional Accountants*, particularly the definition of non-compliance and the examples of laws and regulations within the scope of CAS 250;
- Clarifies the requirement regarding the auditor's determination of whether to report identified or suspected non-compliance with laws and regulations to an appropriate authority outside the entity and the auditor's duty of confidentiality, in order to recognize the different provisions of laws, regulations or relevant ethical requirements;
- Highlights that the auditor may have additional responsibilities under law, regulation or relevant ethical requirements, including possible documentation requirements and communicating to other auditors;
- Enhances the consideration of the implications of non-compliance with laws and regulations on the audit; and,
- Emphasizes the fact that, in certain cases, communication with management or those charged with governance may be restricted or prohibited by law or regulation.

APPENDIX A – Key Changes and Developments *(continued from previous page)*

Other standards impacted by the revisions to CAS 250 include:

- CAS 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements*;
- CAS 450 *Evaluation of Misstatements Identified during the Audit*;
- CSRE 2400 *Engagements to Review Historical Financial Statements*; and,
- CSAE 3410 *Assurance Engagement on Greenhouse Gas Statements*.

These standards are amended to more clearly articulate the auditor's responsibilities regarding identified or suspected non-compliance with laws and regulations.

The revised CAS 250 is effective for audits of financial statements for periods ending on or after December 15, 2018. The effective date of CAS 250, and of applicable requirements in CAS 240, CAS 450, and CSAE 3410 differ from those in the corresponding International Standards.

APPENDIX B – The Audit Process

Our Plan

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and subsequent financial reporting.

Our overall audit strategy does not, and is not intended to involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.

Audit Procedures

To meet our responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

- Obtaining an understanding of the entity and its environment, including its controls, in order to identify and assess the risk that the consolidated financial statements contain material misstatements due to fraud or misstatement;
- Assessing the adequacy of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments;
- Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- Assessing the appropriateness and consistency of accounting principles used and their application;
- Assessing the significant estimates used by management; and,
- Assessing the entity's use of the going concern assumption in the preparation of the consolidated financial statements.

As part of our planning process, we will also undertake to inform Council of concerns relating to management's implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management's assessments of controls in place to detect fraud and misstatement, and of the risk that the consolidated financial statements may be misstated; from a failure by management to appropriately address significant deficiencies in controls identified in prior audits; and, from our evaluation of the Municipality's control environment, and management's competence and integrity.

As auditors of group financial statements, our involvement in the work to be performed by the component auditors on significant components will include:

- Discussing with the component auditors or component management the component's business activities that are significant to the group;
- Discussing with the component auditor the susceptibility of the component to material misstatement of the financial information due to fraud or misstatement;
- Reviewing the component auditors' documentation of identified significant risks of material misstatement of the group financial statements; and
- Discussing significant matters arising with the component auditor, component management or group management, as appropriate.

Overall Reliance

APPENDIX B – The Audit Process *(continued from previous page)*

In general, there are three levels of reliance that we can place on controls, or the absence thereof:

Low/None – where we cannot rely on controls because they are weak or absent, or where it is deemed to be more efficient to carry out a high level of direct substantive tests of transactions and balances. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details and transactions.

Moderate – where there are some deficiencies in systems application or procedural controls, or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material misstatements in the financial reporting systems. Testing of controls is supplemented with a moderate level of substantive tests of details and transactions.

High – where a high degree of control is in place in the areas of management monitoring controls AND systems application and procedural controls. Our audit work focuses on testing both management monitoring and systems application and procedural controls, and is supplemented with a low level of substantive tests of details and transactions.

For the December 31, 2017 audit, we are planning to place low/no reliance on the Municipality's accounting systems. This level of reliance is consistent with the prior year, and will involve mainly substantive tests of transactions and balances. The amount of substantive work will be reduced for cycles where there are controls in place that MNP can test and rely on.

As part of our audit work we will update our understanding of the entity and its environment, including the controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the consolidated financial statements resulting from fraud or misstatement. This will be accomplished through inquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems and test the operation of those controls to an extent sufficient to enable us to reduce our substantive work. Our review of the Municipality's controls will not be sufficient to express an opinion as to their effectiveness or efficiency. Although we will provide Council with any information about significant deficiencies in internal control that have come to our attention, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

Inherent Limitations in the Auditing Process

An auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected due to factors such as the use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the consolidated financial statements; inherent limitations of controls; and, the fact that much of the audit evidence available to the auditor is persuasive, rather than conclusive in nature.

Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The likelihood of not detecting material misstatements resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.

APPENDIX B – The Audit Process *(continued from previous page)*

We will inform the appropriate level of management or Council with respect to identified:

- Misstatements resulting from errors, other than clearly trivial misstatements;
- Fraud, or any information obtained that indicates that fraud may exist;
- Evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than that considered inconsequential;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the consolidated financial statements taken as a whole.

Engagement Letter

(See Attached)

Village of Nampa (Dianne Roshuk)

From: Nicole Inzunza <Nicole.Inzunza@gov.ab.ca>
Sent: February 8, 2018 12:34 PM
Cc: jim.rennie@woodlands.ab.ca; Kim Pinnock; Jim Rennie
Subject: Community Consultation Invitation Letter
Attachments: Community Consultation Invitation Letter.pdf

Good afternoon NAEL Members:

Please see below and attached on behalf of Jim Rennie in regards to the upcoming community consultation for the second draft Provincial Woodland Caribou Plan.

Please ensure to contact Jim directly at jim.rennie@woodlands.ab.ca. He has been cc'ed on this email.

Regards,

Nicole

From: Jim Rennie
Subject: Community Consultation Invitation Letter

Hello NAEL Members:

Please consider attached my personal invite to attend the upcoming consultation meetings in Whitecourt and Edmonton.

If you are attending in Whitecourt, I would like to ask that you confirm with me by email at jim.rennie@woodlands.ab.ca as we have a strategy that I would like to share privately that will get the attention of government in a positive manner.

We expect to have 500+ attend the Whitecourt workshop!

Thanks,

Jim Rennie
Chair, Northern Alberta Elected Leaders

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

January 30, 2018

P.O. Box 1011 Whitecourt, AB T7S 1N9
4907 52 Avenue Synergy Business Centre
Phone: 780.778.5363 Fax: 780.778.2351
E-mail: manager@whitecourtchamber.com

Dear Stakeholder:

Call to Action – Help us Save Jobs and Caribou

Issue

Responding to the federal Species at Risk Act (SARA), the Alberta government (GoA) has released a second draft Provincial Woodland Caribou Plan for the Little Smoky/A La Pêche herds. Industry and communities were strongly opposed to the first plan because of its negative impacts on jobs, the economy and sound forest management, and because it came with no assurances that proposed measures would be effective. In releasing this second plan, Environment and Parks Minister Shannon Phillips said: "This is an important step in building a made-in-Alberta plan that will protect caribou and jobs." Despite encouraging words, resource industries, such as forestry and oil & gas, remain concerned that final plans will affect their ability to operate and cost the province good paying jobs and revenue.

Why is this happening?

Woodland caribou is classified as threatened under the federal Species at Risk Act (SARA). As a result, the Government of Canada released a recovery strategy in 2012 for the boreal population of the woodland caribou. Under this strategy, provinces were required to develop range plans to restore and maintain critical habitat over time. The federal government has indicated it is prepared to be flexible in how these plans are developed, but the GoA is strictly adhering to targets and definitions of disturbance set out in the federal recovery strategy. To meet these federal thresholds, the GoA will have to restrict or prohibit industrial development within caribou ranges, which will seriously affect economic activity in our region.

What's at Stake?

Restricting industrial access in caribou ranges will affect the productivity of key sectors of our regional economy, such as forestry and oil & gas. This will have implications not just for direct and indirect industry employment but also for local businesses, property values, municipal tax bases, and community services. Also of concern is the single-species approach taken by the federal government through its recovery strategy. By dealing with at-risk species one at a time, instead of multi-value planning that has long been accepted practice in sustainable forest management, we subject industry to perpetual uncertainty. This uncertainty will dampen the investment climate in our province, putting jobs and economic prosperity at further risk. This issue is not confined to Alberta: it is affecting resource sectors across Canada. The Montreal Economic Institute released a report last October that determined that attempts to save 79 caribou in Quebec could cost 5,675 direct jobs and more than \$741 million in lost economic activity, or \$9.4 million per caribou.

What's the solution?

Resource sectors wish to see woodland caribou flourish but do not believe good jobs need to be sacrificed in the process. The province's draft recovery plan does include some good ideas, such as aggregated timber harvesting to emulate natural disturbances, mandatory integrated land management (ILM), maternal penning and industrial disturbance restoration. But the suggestion that industrial activity must be severely constrained would only serve to put the brakes on an economy that is just beginning to gain traction. And there are no guarantees that setting aside conservation areas for caribou will aid in species recovery, especially given that caribou herds are declining in protected areas such as Banff and Jasper. Over the many years the forest industry has been working on this issue, it has proposed many other solutions that it thinks could help meet the dual objectives of protecting jobs and caribou; however, most have been rejected, because they do not meet the federal government's one-size-fits-all habitat thresholds. To develop a truly made-in-Alberta solution, we call on the GoA to stand up for workers and communities, and challenge these prescriptive targets and definitions. More flexibility, together with ongoing multi-stakeholder collaboration and new ideas will set the stage for practical, balanced solutions that protect jobs *and* caribou.

What can we do to influence government caribou decisions?

The GoA is in the midst of a public engagement process on woodland caribou recovery, before submitting its final plans to the federal government. These are your last opportunities to urge the GoA to develop plans that protect jobs and caribou. **Get informed, become engaged, be heard!**

- Attend one of six upcoming caribou open houses:
 - Whitecourt: February 20, 2018
 - Edmonton: February 22, 2018
 - Cold Lake: February 27, 2018
 - Fort McMurray: March 1, 2018
 - High Level: March 6, 2018
 - Grande Prairie: March 8, 2018
- Complete the survey form on the GoA website: https://talkaep.alberta.ca/caribou-range-planning/survey_tools/comment-submission-form-caribou-range-planning-in-alberta
- Write letters to the Minister of Environment and Parks and your MLA, letting them know the importance of resource sector jobs to your community.
- Write to the federal Minister of Environment, asking her to consider socio-economic impacts in caribou plan assessments and to reconsider SARA's single-species approach.
- Send a letter directly to your Member of Parliament via the Forest Products Association of Canada's "Caribou Facts" website: <http://www.cariboufacts.ca/> (click "Take Action Now").

Where can I get more information?

Alberta's Action Plan on Caribou: <https://talkaep.alberta.ca/caribou-range-planning>

FPAC Caribou Facts: <http://www.cariboufacts.ca/>

fRI Research Caribou Program: <https://friresearch.ca/program/caribou-program>

Montreal Economic Institute Caribou News Release: <https://www.iedm.org/74547-boreal-caribou-preservation-plan-could-cost-over-740-million-year>

Request for Decision (RFD)
Council Meeting February 20, 2018

Topic:

P.A.R.T.Y. Program Donation Request

Background:

This is a program aimed at Preventing Alcohol and Risk Related Trauma in Youth (P.A.R.T.Y.) This reality based education program provides facts and information that will able youth to make informed, healthy choices about activities and behaviors, the program discusses the consequences of activities such as distracted driving, impaired driving and not wearing seat belts. This initiative will give Grade 9 students who live in the region a look at the results of risk taking behaviors. Students will be bussed in from the communities of Peace River, Grimshaw, Little Buffalo, Cadotte Lake, and Red Earth. This program will be presented at the St Isidore Fire hall and Cultural Centre on May 15-16, 2018. They are requesting a donation of \$ 250.00 to assist with the guest speaker, supplies and meals for the students that are participating.

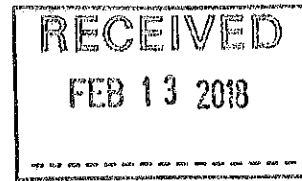
Administration Recommendation:

For discussion

REVIEWED AND APPROVED FOR SUBMISSION TO COUNCIL

Chief Administrative Officer: Dianne Roshuk

Date: February 13, 2018



Village of Nampa
P.O. Box 69
Nampa, Alberta
T0H 2R0

February 10 2018

Dear Dianne:

I would like to take this opportunity to tell you about the P.A.R.T.Y. Program. Agencies from the community such as the RCMP, Peace Regional Integrated Traffic Services, Alberta Health Services: Addictions/Health Promotions/Emergency Medical Services/Rehabilitation, Peace Regional Victim Services, and Northern Sunrise County Emergency Protective Services have been meeting over the past few months to plan a comprehensive program aimed at Preventing Alcohol and Risk Related Trauma in Youth (P.A.R.T.Y.). This reality based education program provides facts and information that will enable youth to make informed, healthy choices about activities and behaviors. P.A.R.T.Y. Program discusses the consequences of activities such as distracted driving, impaired driving, and not wearing seat belts.

This one day initiative will give grade 9 students who live in the region a look at the results of risk taking behaviors. In addition to workshops and a mock car collision, students will have the opportunity to hear from individuals and families that have been affected by alcohol/drug related trauma. The day is both challenging and exciting. P.A.R.T.Y. encourages teens to lead a healthy and active lifestyle. Our goal is for students to leave the program with a better understanding of the consequences of poor decision making and to realize that they don't have to put themselves or others at risk.

In order to accommodate approximately 250 students P.A.R.T.Y. will be presented May 15th-16th at the St. Isidore Fire Hall and Cultural Centre. Students are bussed in from the communities of Peace River, Grimshaw, Little Buffalo, Cadotte Lake, and Red Earth. For any program to have a strong impact in the community, we need support from the community. We are currently requesting a \$250.00 donation to assist with the cost of a guest speaker, supplies, and meals for the students participating. All donated funds are managed by the non-profit group, **Peace Regional RCMP Community Advisory Committee**. All cheques may be made out to this organization.

If you are interested in participating or require more information please feel free to contact me at the number below. Thank you in advance for your support and I look forward to hearing from you.

Sincerely,

David L. LeBlanc
P.A.R.T.Y Program Co-coordinator
780-618-7666
dleblanc@northernsunrise.net

Village of Nampa (Dianne Roshuk)

From: Karen Ankerstein <Karen@aamdc.com>
Sent: February 14, 2018 1:42 PM
To: Karen Ankerstein
Cc: Miranda Andersen
Subject: FW: Genesis Annual General Meeting Notice
Attachments: Genesis Reciprocal Insurance Exchange AGM Proxy.pdf; GRIE 2018 AGM Official Meeting Notice Letter .pdf



RE: Genesis Annual General Meeting

Genesis Reciprocal Insurance Exchange will be holding its Annual General Meeting March 19, 2018 at 4:00pm, in Edmonton. The AGM will take place at the Shaw conference centre and will be run in conjunction with the AAMDC spring convention.

Please find the proxy document attached. The proxy allows for a member to choose an individual other than an elected or administrative official to vote on their behalf. An option exists to defer the proxy vote to Genesis's Principal Attorney. The Agenda, 2017 Audited Financials and 2017 Actuarial Report will be sent out before the end of February.

For any questions regard this meeting please contact Karen Ankerstein at karen@aamdc.com, or at 780-955-8409.

Thanks,

Duane Gladden
 Genesis Principal Attorney

Karen Ankerstein

JIAL Administration Support
 AAMDC - Alberta Association of Municipal Districts and Counties
 2510 Sparrow Drive, Nisku, AB T9E 8N5
 P: 780.955.8409
Karen@aamdc.com | <http://aamdc.com>



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If you do not wish to receive future emails from the AAMDC simply click on [Unsubscribe](#) and send to be removed from the mailing list.



February 14, 2018

RE: Genesis Annual General Meeting

ATTN: Genesis Subscriber

Please note that this is the official notice of the AGM for Genesis Reciprocal Insurance Exchange. The meeting will take place **March 19, 2018, from 4:00 pm - 5:00 pm, at the Shaw Conference Centre, 9797 Jasper Avenue, Edmonton, Alberta in Salon 4.** The meeting will be followed by an open house sponsored by the AAMDC Aggregated Business Services within the tradeshow in Halls B&C. All subscribers to Genesis should find attached a proxy form to appoint an individual to attend the meeting if they are unable to attend.

We are committed to holding our AGM's at the AAMDC Spring Convention each year. **We hope that each subscriber will have an elected or administrative official in attendance,** or assign a proxy. We strongly encourage all subscribers to participate.

Please find the proxy document attached. The Agenda, 2017 Audited Financials and 2017 Actuarial Report will be sent out before the end of February.

For any questions regard this meeting please contact Karen Ankerstein at karen@aamdc.com, or at 780-955-8409.

Sincerely,

Duane Gladden
Genesis Principal Attorney



**ANNUAL GENERAL MEETING OF
THE GENESIS RECIPROCAL INSURANCE EXCHANGE
PROXY**

The Undersigned Subscriber to the Genesis Reciprocal Insurance Exchange ("Genesis") hereby appoints: (choose one)

☐ _____

OR

☐ Duane Gladden, Director of Aggregated Business Services of the AAMDC and Genesis Principal Attorney

to act as proxy at the Annual General Meeting of Genesis to be held on Monday, March 19, 2018.

My proxy shall have full authority to vote on behalf of the Undersigned.

Dated _____, 2018.

Subscribing Member

Signing Officer

***Note that no proxy is required if a member is represented at the meeting by its most senior elected or most senior administrative personnel.**

Request for Decision (RFD)
Council Meeting February 20, 2018

Topic:

Proposed Hybrid Assessor Delegation & Contracts for DI Properties (DIP) Assessment

Background:

Update for council*

Northern Sunrise County contracts out assessment services to municipalities which includes the Village of Nampa. Northern Sunrise County has to enter into a contract with Municipal Affairs for the preparation of Designated Industrial Property assessments. (DI Properties) They have chosen the Hybrid model. After reviewing the contracts they have some concerns with the model. The attached letter was sent to Honorable Shaye Anderson with Municipal Affairs addressing the concerns they have and the changes they would like to see implemented before the contracts are signed. The other municipalities involved are also waiting until Municipal Affairs have responded to the letter. They are hoping to have a response before the deadline date of February 28, 2018.

Attached: Letter to Municipal Affairs
Draft Contracts between NSC and Municipal Affairs

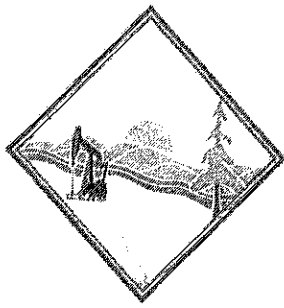
Does council have any thoughts on the letter or the Hybrid Delivery system?

Administration Recommendation:

Reviewed and Approved for Submission to Council

Chief Administrative Officer: Dianne Roshuk

Date: February 15, 2018



NORTHERN SUNRISE COUNTY

www.northernsunrise.net

5.14 (A)

Bag 1300
Peace River, AB T8S 1Y9
Office: 780-624-0013
Fax: 780-624-0023

February 12, 2018

The Honourable Shaye Anderson
Minister of Municipal Affairs
132 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

minister.municipalaffairs@gov.ab.ca

Minister Anderson:

RE: Proposed Hybrid Assessor Delegation and Contracts

Thank you for providing us with a copy of the proposed Contract. We are hopeful that the Hybrid Model can prove to be a workable interim and long-term solution. We see this model as having the potential to create a meaningful partnership with Municipal Affairs.

It has been communicated to us that Municipal Affairs wishes municipalities to confirm their agreement with the Contract by the end of February. This is a very short period of time for us to fully consider the terms of the contract and evaluate the pros and cons of signing it. We have been advised that Municipal Affairs is not open to revising the terms of the Contract in February.

It is with the above understanding that we write to you to ask that you consider the following:

- (a) limited clarifications to the Contract and Delegation document prior to signing; and
- (b) a commitment to hold a couple of stakeholder sessions to discuss the Contract in 2018.

The clarification to the Contract and Delegation that we see as critical are: (i) to clarify the term of the Contract and Delegation with regard to assessment and tax years, (ii) to clarify that the Delegation to the assessor relates to preparing designated industrial property assessments for the municipality signing the Contract, and (iii) that all of the terms in the Contract are open for review in 2018, not only Schedules A and D.

.... 2

The Contract and Delegation indicate that the term of the Contract and Delegation are from January 1, 2018 – December 31, 2020. Since the Contract and Delegation relate to the preparation of designated industrial property assessments, we believe it is important for the term of the Contract and Delegation to be expressed with regard to assessment and tax years so that there is no uncertainty as to the responsibilities of each party.

The term as written, gives rise to uncertainty as it could be interpreted in three ways. The term of the Contract could be seen as starting with the preparation of the 2017 assessments for taxation in 2018. Or, the term of the Contract could be seen as starting with the preparation of the 2018 assessments for taxation in 2019 (which would leave uncertain who was responsible for the preparation of the 2017 assessment for taxation in 2018). Lastly the term of the Contract could be seen as starting with the defense of the 2017 assessment, and the preparation of the 2018 assessment (which would leave uncertain who was responsible for the preparation of the 2017 assessments). The same concerns exist with regard to the end point of the Contract and Delegation document.

The Contract is clear that the municipal assessor is responsible for the preparation of designated industrial property assessments within the municipal boundaries, and we suggest that the Delegation document be clarified to be consistent with the Contract.

The Contract provides that Schedules A (scope of services) and D (compensation) can be reviewed at the end of 2018, and we see this as reasonable and practical. However, we have a number of concerns with the terms in the body of the Contract, and the other Schedules. We appreciate that you received feedback on the draft Contract from three municipalities on a test basis, and we recognize and thank those municipalities for the work that has already gone into the proposed Contract. However, there are significant terms in the Contract that we would like to discuss with you. We have been advised that there have been unofficial assurances that the terms of the Contract can be discussed in 2018, however, Clause 26 of the Contract states that the document contains the entire agreement and that there are no verbal understandings between the parties.

Both parties are entering into a new relationship, and it would be beneficial to revisit the entire Contract and Delegation at the end of 2018.

We trust that you will amend Clause 2 of the Contract to be expressed in assessment and taxation years, that the Delegation document will be clarified, and that you will amend Clause 3 of the Contract to state that the entire contract can be reviewed at the end of 2018.

Honourable Minister Shaye Anderson

February 12, 2018

Page 3

We look forward to your response prior to the February 28, 2018 deadline that has been provided to municipalities to have the contract and delegation signed.

Sincerely,



Carolyn Kolebaba

Reeve

Northern Sunrise County

c: Premier Rachel Notley
Debbie Jabbour, MLA for Peace River
Danielle Larivee, MLA for Lesser Slave Lake
Steve White, Provincial Assessor
Stephanie Carke, Assistant Deputy Minister Municipal Assessment & Grants
Al Kemmere, President, Alberta Association of Municipal Districts & Counties
Dan Rude, Interim CEO, Alberta Urban Municipalities Association
Alberta Rural Municipal Administrators' Association

DELEGATION PURSUANT TO SECTION 284.1(2)
OF
THE MUNICIPAL GOVERNMENT ACT ("the MGA")
FOR THE PREPARATION OF DESIGNATED INDUSTRIAL PROPERTY ASSESSMENT

This delegation is effective from January 1, 2018 to December 31, 2020 or until revoked in writing.

I, Steve White, "provincial assessor" as designated by the Minister, pursuant to s. 284.1(1) of the MGA and under the authority of Ministerial Order MAG:002/17, delegate responsibility for the preparation of the Designated Industrial (DI) property assessments, excluding Linear Property in accordance with the MGA and the regulations passed thereunder, to _____, municipal assessor for _____ (the "Delegate"), subject to the conditions listed below:

1. The Delegate is responsible for the preparation related to the assessment of DI Properties, excluding Linear Property, including the defense of a complaint against DI Property assessments.
2. The Delegate is responsible for any routine stakeholder/ratepayer enquiries related to the preparation of the DI Property assessments.
3. The Delegate must consult with the provincial assessor on any public presentations or media responses related to DI properties prior to them occurring.
4. The Delegate is to process any requests for access to assessment records for DI properties under s.299.1 of the MGA
5. The Delegate is to process any requests for access to summary of the assessment for DI properties under s.300.1 of the MGA.
6. The Delegate is to process any requests for access to assessment record for DI properties under s.299.2 of the MGA.
7. The Delegate must consult with the provincial assessor prior to making decisions pursuant to s. 291(2)(b) of the MGA for properties defined as major plants.
8. The Delegate must consult with the provincial assessor prior to making a decision with regard to the preparation of the assessment for DI properties if there are no procedures set out in the regulations.
9. The Delegate must consult with the provincial assessor prior to a decision pursuant to s.305 and s.312 of the MGA, for the assessment of properties defined as major plants or DI properties under complaint, with the exception of the preparation of amended assessments to reflect changes in the operator of the DI property.
10. The Delegate shall provide a report quarterly related to DI properties beginning March 31, 2018 to the provincial assessor and shall include the following:
 - a) Requests for Information (RFI) sent on DI properties, and any issues related to non-responses and what follow-up has been done.
 - i. Any recommended action under s.296 of the MGA *related to non-responses to the RFI.*
 - b) Requests for information related to DI properties under s. 299.1, 299.2 and

300.1 of the MGA.

- i. Information should include what was requested and that the request was responded to within the timelines and in accordance with the MGA and the regulations (there is no need to send a copy of the request or response to the provincial assessor unless requested).

c) Any other pertinent information the Delegate deems appropriate.

11. The provincial assessor retains the authority to make decisions related to DI properties pursuant to the statutory authority given under s. 296 of the MGA.
12. The provincial assessor retains the authority in regards to the retaining and instructing of legal counsel for response to complaints on DI properties with the MGB.
13. The provincial assessor retains the authority to make decisions as to whether or not the decision from the MGB, or the courts related to DI properties should be appealed to a higher court.
14. The Delegate may sub-delegate responsibilities for the preparation of the DI Property assessment to individuals with the qualifications of an assessor as defined by *the MGA*.

Steve White
Provincial Assessor
Assessment Services Branch
Municipal Affairs

Date

My signature below means that I have the qualifications contained in the *Qualifications of Assessor Regulation, AR 233/2005*, and that I have read this document and accept the delegation under the conditions listed above.

Municipal Assessor
(Name of Municipality)

Date

CONTRACT NUMBER: [REDACTED]

THIS CONTRACT MADE EFFECTIVE THE [REDACTED] DAY OF [REDACTED], 2018

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA,

as represented by the Minister of Municipal Affairs
(the "Province")

- and -

Municipality (Contractor)
(the "Contractor")

BACKGROUND

The provincial assessor requires services to be provided and materials delivered related to the assessment of Designated Industrial Properties (DI Properties) and associated undertakings including defense of appeals and the Contractor agrees to provide these services and materials.

Therefore the parties agree as follows:

DEFINITIONS

1. In this Contract:

- (a) "Assessment Area" means the geographic location in which the Contractor is responsible for preparing DI Property assessments as set out in Schedule A;
- (b) "Business Day" means 8:15 am to 4:30 pm in Alberta from Monday through Friday excluding holidays observed by the Province;
- (c) "Contract" means this document, Schedules A, B, C, and D;
- (d) "DI Property" means designated industrial property, as defined in section 284(1)(f.01) of the *Municipal Government Act* as amended by section 21(a)(ii) of the *Modernized Municipal Government Act*), but for the purpose of this contract, does not include linear property;
- (e) "Municipal Assessor" means the individual appointed through municipal bylaw or resolution to be the Municipal Assessor described in Schedule C;
- (f) "Effective Date" means the date first above written;

- (g) "FOIP Act" means the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time;
- (h) "Major Plants" means the DI Properties listed in the Alberta Machinery and Equipment Assessment Minister's Guidelines.
- (i) "Materials" means any work, information, records or materials, regardless of form, which are made, generated, produced or acquired by the Contractor or its employees, subcontractors or agents in the course of performing the Services;
- (j) "Municipality" has the meaning given in the *Municipal Government Act*, Section (1)(s)
- (k) "Personal Information" means personal information as defined in the *FOIP Act*;
- (l) "provincial assessor" means the person designated to be the provincial assessor under section 284.1 of the *Municipal Government Act*;
- (m) "Services" means the work, duties, functions, and deliverables described in Schedule A;
- (n) "RFI" means a request for information prepared by an Appointed Assessor and sent to an assessed person;
- (o) "Tax Year" means each calendar year during the term of this contract;
- (p) "Term" means the contract period specified in clause 2.

TERM OF CONTRACT

- 2. This Contract shall be effective from January 1, 2018 to December 31, 2020, unless terminated in accordance with this Contract and may be extended for up to two, one-year terms.
- 3. Either party in this contract may request in writing a one-time review of the terms in Schedule A and Schedule D only, such request must be received by December 1, 2018. The timeframe for the review period shall be January 1, 2019 to February 28, 2019. No further reviews or amendments will be considered for the balance of the term of the contract unless agreed to by both parties.

PERFORMANCE OF SERVICES

- 4. The Contractor agrees to perform the Services in accordance with the provisions of this Contract and follow any directions from the provincial assessor regarding the performance of the Services. The Contractor represents and warrants that it will have on staff (or under contract) an assessor with the qualifications and expertise to fully perform the Services within the timelines required.

PAYMENT

5. The provincial assessor agrees to pay the Contractor a sum in compliance with schedule D in (Canadian funds) to perform the Services.
- (a) The Contractor shall be paid:
- i. the rates specified in Schedule D for completion of the Services in accordance with this Contract;
 - ii. for pre-approved additional expenses actually incurred by the Contractor in performance of Services as set out in Schedule D; and
 - iii. upon submitting an invoice and other supporting documentation required by the provincial assessor describing the Services for which payment is claimed.
- (b) The provincial assessor shall pay the Contractor within 30 days of receipt of an invoice provided the requirements of clause 4(a) have been met.
- (c) The provincial assessor represents and warrants that, as the purchaser of the Services provided under this Contract, no amount payable under this Contract is subject to the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) under Part IX of the *Excise Tax Act* (Canada) as amended. The Government of Alberta's GST Registration Number is 1240 72513 RT0001.
6. Where necessary, the provincial assessor may order the re-execution of any Services or Materials which are not performed in accordance with the provisions of this Contract, in which case the Contractor shall re-execute the Services or Materials at the Contractor's expense in accordance with this Contract.

RECORDS AND REPORTING

7. The Contractor shall:
- (a) keep and maintain in accordance with Canadian generally accepted accounting principles complete and accurate accounting books, accounting records and accounts relating to this Contract and, on demand, provide to the provincial assessor these documents to examine, audit and make copies and take extracts; and
 - (b) keep the documents referred to in clause 7(a) for three years following the completion or termination of this Contract.
8. The Contractor shall submit to the provincial assessor, a copy of any written report on DI property:
- (a) any time the municipal assessor sends such reports to the municipal administration in accordance with (Delegation of Authority).
 - (b) upon request by the provincial assessor. In this case, such reports will include information on:

- i. the services completed during that reporting period;
- ii. the time schedule for those portions which are not completed; and
- iii. any other information requested by the provincial assessor in relation to the completion of this Contract.

NON-ASSIGNABILITY AND SUBCONTRACTING

9.

(a) The Contractor shall not:

- i. assign or otherwise dispose of any of its rights, obligations or interests in this Contract; or
- ii. subcontract the Services (other than as specified in Schedule C)

without the prior written consent of the provincial assessor. The response from the provincial assessor shall be supplied within 30 days of the request, and will not be unreasonably withheld.

(b) When the Contractor retains any subcontractor(s) in connection with performance of the Services, the Contractor shall:

- i. be responsible for remunerating the subcontractor(s);
- ii. be responsible for the performance and activities of the subcontractor(s); and
- iii. contractually obligate the subcontractor(s) to take action, or refrain from taking action, as necessary to enable the Contractor to fulfill its obligations under this Contract.

PERSONNEL REPLACEMENT

10.

- (a) The Contractor shall not replace the Municipal Assessor, subcontractor or agent identified in Schedule C, or appoint a new Municipal Assessor, subcontractor or agent, to perform the Services without the prior written approval of the provincial assessor, which approval shall not be unreasonably withheld.

COMPLIANCE

11. The Contractor shall:

- (a) comply with the provisions of all laws, now in force or in force after the signing of this Contract, that expressly or by implication apply to the Contractor in performing the Services; and
- (b) when the *Workers' Compensation Act* (Alberta), as amended from time to time, applies, and upon request from the Province, deliver to the Province a certificate from the Workers' Compensation Board showing that the Contractor is registered and in good standing with the Board.

MATERIAL OWNERSHIP

12.

- (a) Ownership of all Materials including any associated copyright, patent, trade secret, industrial design or trade mark rights belongs to the provincial assessor as they are made, prepared, developed, generated, produced or acquired under this Contract. The Materials shall be delivered to the provincial assessor upon completion or termination of this Contract, or upon request by the provincial assessor.
- (b) Ownership of any work, information, records or materials, regardless of form, including copyright, patent, industrial design or trademark which was owned by the provincial assessor, the Contractor or a third party prior to the Effective Date remain the property of each party respectively. This does not apply to DI property assessment records under clause 3(a) of Schedule A1 of this contract.
- (c) Where any work, information, records or materials, regardless of form, including copyright, patent, industrial design or trademark owned by the Contractor prior to the Effective Date ("Contractor Materials") is reproduced or incorporated in the Materials, the Contractor grants to the provincial assessor a perpetual, irrevocable, non-exclusive, royalty-free license to use, reproduce or distribute those Contractor Materials, for any purpose.
- (d) The Contractor
 - i. irrevocably waives in whole all moral rights, and
 - ii. shall ensure that its employees, subcontractors and agents irrevocably waive in whole all moral rights,

in and to the Materials in favor of the provincial assessor and the provincial assessor's assignees and licensees. Upon request by the provincial assessor, the Contractor shall deliver to the provincial assessor copies of the waivers obtained from its employees, subcontractors and agents engaged in providing the Services.

- (e) Prior to reproducing or incorporating any third party copyright materials into the Materials, the Contractor must obtain adequate and satisfactory written permission from the copyright holder and be held on file and upon request copies must be provided to the provincial assessor. The Contractor shall cooperate with the provincial assessor in protecting the Province's ownership or intellectual property rights in the Materials.

NON-DISCLOSURE OF INFORMATION

13.

- (a) Except as provided in clauses 12 and 13, all information, regardless of form, including Personal Information, that is obtained, generated, provided or collected by the Contractor in the performance of the Services (the "provincial assessor's Information"), shall not be disclosed or published by the Contractor without the prior written consent of the provincial assessor. The provincial assessor will respond to the written request within 30 calendar days. The Contractor may disclose the provincial assessor's Information to employees, subcontractors or agents of the Contractor, to the extent of their need to know and for the purpose of performing the Services, provided that the Contractor has a confidentiality agreement with the agent or permitted subcontractor containing confidentiality provisions substantially similar to this Contract.
- (b) Subject to clause 14(b), the Contractor's obligations in clause 13(a) do not apply to information or documents which:
- i. are or become publicly available through no act or omission of the Contractor;
 - ii. are independently developed without benefit of the provincial assessor's Information;
 - iii. are received by or from a third party without restriction and without a breach of an obligation of confidentiality; or
 - iv. are requested pursuant to Sections 299.1, 299.2 and 300.1 of the *MGA*. Requests made under these sections of the *MGA* shall be responded to by the municipal assessor on behalf of the provincial assessor.
- (c) The Contractor shall retain the provincial assessor's Information as confidential and shall make reasonable security arrangements against unauthorized access, use, disclosure, loss, destruction or alteration of the provincial assessor's Information. The Contractor shall immediately advise the provincial assessor of any unauthorized access, use, disclosure, loss or destruction of the provincial assessor's Information, and shall provide the provincial assessor any assistance reasonably required to rectify such a situation.
- (d) The Contractor shall return or deliver the provincial assessor's Information to the provincial assessor upon completion or termination of this Contract, or upon request of the provincial assessor.

- (e) The provincial assessor's information may be disclosed to the extent required by law or court order, provided that the provincial assessor is given reasonable notice and opportunity to seek to prevent or limit its disclosure.
- (f) No press release, public announcement or other public commentary relating to this Contract and the contractor's duties under this Contract shall be made by the Contractor without the prior written approval of the provincial assessor.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

14.

- (a) The Contractor acknowledges that this Contract, including without limitation the name of the Contractor, fees payable, the Term, and details of the Services may be subject to disclosure under the FOIP Act. The Contractor further acknowledges that the *FOIP Act* applies to the provincial assessor's Information collected, used or disclosed in the performance of Services, and the Contractor shall adhere to the *FOIP Act* in its collection, use and disclosure of any Personal Information.
- (b) The Contractor shall not collect, use or disclose any Personal Information under this Contract except as reasonably required to fulfill its obligations under this Contract, or as otherwise expressly authorized in writing by the provincial assessor. Personal information means any recorded information about an identifiable individual and includes information identified under Section 1 of the FOIP Act
- (c) Upon request, the Contractor shall, within five Business Days, provide to the provincial assessor any records that are requested under the access provisions of the *FOIP Act* that are in the custody or under the control of the Contractor. Should the Contractor receive an access request under the *FOIP Act*, the Contractor shall not respond to it, but shall immediately forward the access request to the provincial assessor for further handling.
- (d) In providing the Services the Contractor shall make every reasonable effort to ensure that Personal Information that is to be or is actually used to make a decision that directly affects an individual, is both complete and accurate. At the provincial assessor's request, the Contractor must correct, within five Business Days of the request, Personal Information that the Contractor may have either collected or compiled about an individual pursuant to this Contract.
- (e) The Contractor shall:
 - i. protect Personal Information against any unauthorized access, use, disclosure, loss, destruction or alteration;
 - ii. immediately advise the provincial assessor of any actual or potential unauthorized access, use, disclosure, destruction or alteration of Personal Information and provide all reasonable assistance to the provincial assessor to prevent or remedy the same; and

- iii. provide the provincial assessor with any information regarding the Contractor's security measures that the provincial assessor may require to verify compliance with the *FOIP Act*.
- (f) The Contractor shall store only in Canada all records of Personal Information which are disclosed to the Contractor under this Contract, including records that are collected, used or stored on behalf of the provincial assessor.
- (g) The Contractor shall act on any direction that the provincial assessor may provide with regard to the use, collection, access, security, disclosure, alteration, loss or destruction of the Personal Information.

INDEMNITY AND LIABILITY

15.

- (a) Each party shall indemnify and hold harmless the other, its employees and agents against and from any and all third party claims, demands, actions, or costs (including legal costs on a solicitor-client basis) to the extent arising from
 - i. that party's breach of this Contract, or
 - ii. the negligence, other tortious act or willful misconduct of that party, or those for whom it is legally responsible, in relation to the performance of its obligations under this Contract.
- (b) The Contractor shall indemnify and hold harmless the provincial assessor against and from any loss or damage to the real or personal property of the provincial assessor to the extent arising from the Contractor's breach of this Contract or from the negligence, other tortious act or willful misconduct of the Contractor, or those for whom it is legally responsible.
- (c) The Contractor shall indemnify and hold harmless the province against any third party claim, whether or not the Contractor is in breach of this Contract

INSURANCE

16.

- (a) The Contractor shall, at its own expense, and without limiting its liabilities or obligations under this Contract, insure its operations under a contract of general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof.
- (b) The Contractor shall maintain automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor and used in the performance of the Services in an amount not less than \$2,000,000.

- (c) The Contractor shall provide the provincial assessor with acceptable evidence of insurance, in the form of a detailed certificate of insurance, prior to commencing the Services and at any other time upon request of the provincial assessor.
- (d) The Contractor shall ensure that all its subcontractors obtain and maintain general liability insurance sufficient to meet the requirements in clause 16(a).
- (e) When requested by the provincial assessor, the Contractor shall provide evidence of endorsement to provide the provincial assessor with 30 days advance written notice of cancellation of insurance coverage.

RELATIONSHIP OF PARTIES

17. The relationship of the Contractor to the provincial assessor in performing the Services under this Contract is that of an independent contractor, and nothing in this Contract is to be construed as creating an agency, partnership, joint venture or employment relationship between the Contractor and the provincial assessor.

NOTICES

18.


- (a) Any notice to be made under this Contract is to be made in writing, and is effective when delivered to the address or transmitted by fax to the fax number, as follows:

The Province: Municipal Affairs, Assessment Services Branch
Address: 15th Floor, Commerce Place
 10155-102nd Street
 Edmonton, AB T5J 4L4

Attention: Manager of Transitional Initiatives
 Centralized Industrial Property Assessment Unit
Fax: 780-422-3110
Email: ma.asbcia.asmt@gov.ab.ca

The Contractor: 

Address: 

Attention: 

Fax/Email: 

The parties respectively designate for the time being, the individuals identified in this clause as having the authority to give notice, and notice given by these individuals is binding on the party giving the notice.

- (b) Either party may change its information in clause 18(a) by giving notice to the other in the manner described in clause 18(a).
- (c) Any notice personally served or sent by fax shall be deemed received when actually delivered or received, if delivery or fax transmission is on a Business Day, or if not on a Business Day, on the following Business Day.

TERMINATION

19.

- (a) Either Party may at any time terminate this Contract, without cause, upon one hundred eighty (180) days written notice to the other Party.
- (b) If this Contract is terminated:
 - i. all Materials made, prepared, developed, generated, produced or acquired by the Contractor, or its employees, subcontractors or agents under this Contract are the property of the provincial assessor; and
 - ii. the provincial assessor shall only have to pay the Contractor for the Services completed in accordance with this Contract up to the effective date of termination.

SAFETY AND SECURITY

20. The Contractor, its employees, subcontractors and agents when using any of the Province's buildings, premises, equipment, hardware or software shall comply with all safety and security policies, regulations or directives relating to those buildings, premises, equipment, hardware or software.

PARTIES' REPRESENTATIVES

21.

- (a) The Province designates the Manager of Transitional Initiatives of the Department of Municipal Affairs as the Province's representative for communications and ongoing contact between the Province and the Contractor in matters relating to this Contract, other than giving notice pursuant to clause 18(a).
- (b) The Contractor designates _____ as the Contractor's representative for communications and ongoing contact between the Province and the Contractor in matters relating to this Contract, other than giving notice pursuant to clause 18(a).
- (c) Either party may change its designated representative above by sending written notice to the other party of such change.

CONFLICT OF INTEREST AND ETHICAL CONDUCT

22.

- (a) The Contractor shall ensure that nothing appears to be a conflict of interest or an apparent conflict of interest on the part of the Contractor or its employees, subcontractors or agents in relation to the Services, and all Services shall be performed in a manner consistent with high ethical standards, including without limitation to the following:
- i. the Contractor and its employees, subcontractors and agents shall not influence, or seek to influence, or otherwise take part in a decision of the Province knowing that the decision might further their private interests;
 - ii. where the Services involve providing advice, making recommendations to the provincial assessor or exercising discretionary authority regarding a right, permission, privilege, status, contract or benefit, then such advice, recommendations or discretion must be provided, made or carried out impartially and without bias;
 - iii. except for payment as set out in this Contract, the Contractor and its employees subcontractors or agents shall not give or accept any collateral gift, payment, commission or other direct benefit arising from or connected to the performance of the Services;
 - iv. the Contractor and its employees, subcontractors and agents shall not have any financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of the Services;
 - v. the Contractor, upon request by the provincial assessor, shall deliver copies of all written ethical standards, conflict of interest policies and codes of conduct established or observed by the Contractor in its business practices or in relation to its employees, subcontractors or agents; and
 - vi. the Contractor shall comply with, and ensure that, its employees, subcontractors and agents comply with, the *Lobbyists Act* (Alberta), as amended from time to time.
- (b) In the event the Contractor becomes aware of any matter that causes or is likely to cause a conflict of interest in relation to the performance of the Services, the Contractor shall immediately disclose such matter to the provincial assessor in writing. Upon such disclosure, the Contractor shall not commence or continue performance of the Services without the prior written consent of the provincial assessor. If the provincial assessor is of the opinion the Contractor or its employees, subcontractors or agents are in a conflict of interest, the provincial assessor may immediately terminate this Contract.

SURVIVAL OF TERMS

23. Notwithstanding any other provision of this Contract, those clauses which by their nature continue after the conclusion or termination of this Contract shall continue after such completion or termination, including without limitation the following:

- (a) clause 7 Records and Reporting;
- (b) clause 12 Material Ownership;
- (c) clause 13 Non-Disclosure of Information;
- (d) clause 14 Freedom of Information and Protection of Privacy; and
- (e) clause 15 Indemnity and Liability.

GENERAL

24. In the case of conflicts or discrepancies among this document and the Schedules attached to this document, the documents shall take precedence and govern in the following order:

- (a) The body of this document, and
- (b) The Schedules to this document.

25. Time is of the essence of this Contract.

26. This Contract contains the entire agreement of the parties concerning the subject matter of this Contract and except as expressed in this Contract, there are no other understandings or agreements, verbal or otherwise, that exist between the parties.

27. Any waiver by either party of the performance by the other of an obligation under this Contract must be in writing, and such waiver does not constitute a continuing waiver of the performance of that obligation unless a contrary intention is expressed in writing.

28. The rights and remedies of the provincial assessor under this Contract are cumulative and any one or more may be exercised.

29. The Parties may amend this Contract only by mutual written agreement signed by the parties.

30. This Contract shall be governed by and interpreted in accordance with the laws in force in Alberta, and the parties irrevocably attorn to the exclusive jurisdiction of courts in Alberta.

31. This Contract shall be for the benefit of and binds the successors and assigns of the parties.

32. The headings in this Contract are inserted for convenience of reference only and shall not affect the meaning or construction of this Contract.

33. In this Contract words in the singular include the plural and words in the plural include the singular.

34. This Contract may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.

HER MAJESTY THE QUEEN IN RIGHT
OF ALBERTA, as represented by the
Minister of Municipal Affairs

(Name of Contractor)

Per:

Per:

Signature

Signature

Print Name

Print Name

Title

Title

Date

Signature

Print Name

Title

Date

Schedule A – Services to be Provided by the Contractor

1. The Contractor will provide the Services under this Contract for the following Assessment Area(s):
 - a. The municipal boundary of [Municipality]
2. With respect to DI Property in the municipality for the Tax Year, the Municipal Assessor shall
 - (a) Conduct pre-assessment consultations with DI Property owners and their agents;
 - (b) Determine the inventory of DI Properties in accordance with clause 2(a) of this Schedule;
 - (c) Obtain all of the information necessary to assess DI Properties and to prepare assessment roll entries for DI Properties, including by issuing RFIs to DI Properties owners and reviewing RFI responses, and by inspecting DI Properties, where necessary;
 - (d) Prepare annual and supplementary assessments for DI Properties, this includes amended assessments under s.305 of the *MGA*;
 - a. Supplementary assessments are only prepared if a Supplementary Assessment Bylaw for the municipality has been established.
 - (e) Provide all necessary DI Property assessment information to the provincial assessor for the purposes of preparing;
 - a. annual DI Property assessment notices, and
 - b. supplementary assessment notices,in accordance with clause 3 of this Schedule;
 - (f) Identify assessment-relevant changes to DI Properties, and
 - a. advise which annual assessments for DI Properties defined as major plants should be amended, if any,
 - b. must consult with and obtain written approval from the provincial assessor before working on an amended assessment for DI properties defined as major plants,
 - c. if approval is granted under subsection b., prepare the amended DI Property assessments, and
 - d. provide all necessary information to the provincial assessor in accordance with clause 3 of this Schedule for the purposes of preparing the amended DI Property assessment notices;
 - (g) Provide any information required by the provincial assessor for the purposes of quality assurance of DI Property assessments;

- (h) Provide communications services in accordance with clause 5 of this Schedule;
 - (i) Provide information to the provincial assessor or on the provincial assessor's behalf, to meet the requirements of any access to information requests that may be made to the provincial assessor; and
 - (j) Provide complaint support services in accordance with clause 4 of this Schedule.
3. The Contractor shall determine the completeness of the DI Property assessment roll by identifying all assessable DI Properties in the municipality for the Term of the Contract, as well as assessment-relevant changes to DI Properties. The Contractor shall inspect
- (a) existing DI Properties, and
 - (b) new development and newly constructed properties,
- as may be required, to determine whether these properties are assessable as DI Property, and whether any changes are required to their assessments due to additions, changes or subtractions to the property, or changes as a result of legislation or policy changes which would result in a change to the property's assessment, as per the time table in Schedule B.
4. The Contractor shall provide all necessary support to the provincial assessor's response to assessment complaints respecting assessments prepared by the Contractor, in accordance with the provincial assessor's directions. Necessary support shall include:
- (a) Appearing before and giving evidence to the Municipal Government Board (MGB), including by employees, subcontractors and agents, as may be required, arising from the Contractor's preparation of assessments;
 - (b) Preparing documents as may be required for the purposes of responding to the assessment complaints, including the production of evidence and will-say statements, according to the timelines established by the legislation;
 - (c) Provide advice to the provincial assessor with respect to the settlement of assessment complaints, including any amended assessments; and
 - (d) Take no action to unduly expose the provincial assessor to an award of costs against the provincial assessor for the conduct of the Contractor.
5. The Contractor will provide support for the following stakeholder/ratepayer communications services:
- (a) Any routine stakeholder/ratepayer inquiries related to the preparation of the DI Property assessments;
 - (b) Any information requested by the municipality required to support administration of the municipal budget process.

- (c) Any requests for access to assessment records under section 299.1 of the *Municipal Government Act*
- (d) Any requests for access to summary of the assessment under section 300.1 of the *Municipal Government Act*.
- (e) Any requests for access to assessment record under section 299.2 of the *Municipal Government Act*. Information will be provided to the municipal assessor on behalf of the provincial assessor, in accordance with s.301(2) of the *Municipal Government Act*, the regulations and the Delegation of Authority from the provincial assessor.
- (f) The provision of access to information under this section must be in accordance with the *Freedom of Information and Protection of Privacy Act* as described under clause 14 of this contract.

Schedule A1 – Standards to be met by the Contractor

1. Standards of Practice

The Contractor will adhere to

- (a) all of the legislative requirements, and
- (b) the directions provided by the provincial assessor, for assessing DI Properties and adherence to performance standards in performing other services in accordance with this Schedule.

2. Health and Safety

- (a) The Contractor is responsible for the health and safety of its staff while on sites, including providing proper training and ensuring appropriate personal protective equipment is used.
- (b) The Contractor must provide health and safety training as required by property owners for access to DI properties and as required to meet industry standards and provisions the *Workers Compensation Act* and its associated regulations.

3. Ownership of Records

- (a) All DI Property assessment records for the [Municipality] in the possession of the Contractor or [Municipality] become the property of the provincial assessor.
- (b) Where possible digital photographs of all buildings and facilities should be taken and stored in the Contractor's office.
- (c) Upon completion of the Contract the Contractor shall provide all digital and hard copy DI property assessment records to the provincial assessor.

4. Quality Management

- (a) The Contractor shall perform the Services with reasonable skill, care and diligence and in accordance with any applicable industry standards of suppliers of services similar to, or the same as, the Services described in this Contract.

5. Independence of Municipal Assessor

- (a) The Municipal Assessor and its staff will undertake the services free from interference, influence, and duress from external parties, including those within the municipal administration or elected officials.
- (b) Appropriate information barriers will be utilized to protect the municipal assessor from actual or perceived conflicts of interest arising from proximity of the Contractor and those within the administration or elected officials.

- Materials pertaining to the services are to be insulated from unnecessary access. This includes electronically through the use of passwords, or through the use of private lockable offices or storage cabinets.

6. Complaint by a Municipality

- (a) The Municipal Assessor and any municipal employee, subcontractor, or agent as a participant in the preparation of the Services in this Contract may not be involved in or participate in any manner, in any complaint filed by the municipality on the assessment of a DI property in the municipality.
- (b) If a municipality files a complaint against a DI Property assessment and the Municipal Assessor believes he or she is in a conflict, they will have the option to recuse himself or herself from the complaint process. The Municipal Assessor must provide notification and evidence of such conflict in writing to the provincial assessor.

Schedule B – Services Timetable

1. The Contractor will perform the Services in accordance with the schedule specified as follows:

Service/Deliverable	Completion Date
(a) Annual assessments due to the provincial assessor	January 15 annually
(b) Provide supplementary and amended assessments to the provincial assessor Note: Supplementary only if Supplementary Assessment Bylaw established.	End of the month in which the assessment has been completed
(c) Inspections of existing DI properties	5-year cycle (20% annually)
(d) Inspections of all new or upgraded DI properties	Annually
(e) Inspections of Major Plants	As required based on information provided in the RFI

Schedule C –Contractor Personnel

1. Human Resource Requirements

Municipal Assessor

The individual appointed as the Municipal Assessor must meet the following:

- (a) be appointed as the Municipal Assessor by bylaw or municipal council resolution for the [municipality].
- (b) meet the provisions set out in the Qualifications of Assessor Regulation, AR 233/2005 and hold the qualifications for the position and hold the certifications, education, and experience required to provide the Services.

The above two requirements must be met in order for the Municipal Assessor to be formally delegated the authority from the provincial assessor to prepare assessments for DI Properties.

The Municipal Assessor is authorized to engage such other staff resources as required to provide the Services, subject to Clause 10 of this Contract.

2. Training

The Contractor will:

- (a) Provide continuing education for those working on the assessments of DI Properties within the [Municipality]. Any training of Contractor's staff is the sole responsibility of the Contractor.
- (b) The provincial assessor may provide procedures, best practices, manuals, bulletins, standards of practice, and the like to the Contractor for dissemination to the staff involved in providing the Services. The Contractor is required to incorporate these materials into their assessment practices and ongoing training.
- (c) The provincial assessor's office may facilitate and provide training at its discretion, including providing a facility for the training, but the travel and other associated costs for the Contractor's staff to attend the training will be at the Contractor's expense.

3. Facilities and Equipment

The Contractor will provide the Facilities in order to perform the Services including office space for staff, storage of materials, and IT infrastructure as required.

4. Computer Systems and Software

The Contractor will:

- (a) Provide appropriate computer assisted mass appraisal (CAMA) software, the pro-rated cost of which shall be reimbursed in accordance with Schedule D.

- (b) Provide other appropriate software, and all required hardware, at the Contractor's sole expense, required to provide the DI Property assessment services.
- (c) Provide the annual property assessment electronically in a format compatible with the Municipal Affairs' assessment software.
- (d) Provide security for all property assessment data through regular backups. Any system malfunctions resulting in a loss of assessment data or requiring re-entry of assessment data will be remedied at the sole expense of the Contractor.

Schedule D – Contractor Fees

1. Pricing – Annual Assessment Functions

Payments under the Contract will be as follows for Annual Assessment Functions:

Service or Deliverable		Annual Fixed Price
2018 Municipal cost of preparing DI Property Assessments		\$
2019 Municipal cost of preparing DI Property Assessments		\$
2020 Municipal cost of preparing DI Property Assessments		\$
Total: FIXED PRICE FOR TERM		\$

Payment schedule shall be invoiced quarterly in each year of the contract on the following dates:

March 15, June 15, September 15, & December 15.

Pricing for Annual DI Property Assessment functions as listed in Schedule A is inclusive of all costs to complete the Services, including:

- (a) Staff resourcing
- (b) Travel
- (c) Overhead
- (d) Staff training
- (e) Field inspections
- (f) Issuance of correspondence
- (g) Analysis of provided information
- (h) IT costs including maintenance, licensing, and fees
- (i) Preparation of assessments

2. Pricing – Non-Routine Assessment Functions

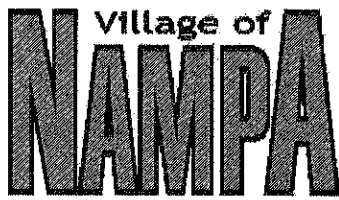
All additional expenses for non-routine assessment functions must be pre-approved by the provincial assessor and will be reimbursed if incurred by the contractor in performance of the services.

This provision pertains to Services including:

- (a) The costs associated with the preparation and appearance on complaints filed to the Municipal Government Board or escalated to a judicial review and higher.
- (b) The costs associated with assessing new or significant additions to DI property defined as major plants.
- (c) The provincial assessor will pay all pre-approved additional expenses actually incurred by the Contractor in the performance of the Services.
- (d) Expenses contemplated under this provision include:
 - i. Pre-approved legal support for DI property assessment complaints
 - ii. Pre-approved specialist consultant(s) support for new DI property, additions to DI property or assessment complaints filed against DI property.



6. REPORTS



VILLAGE OF NAMPA

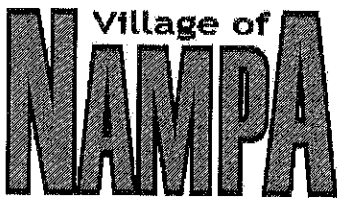
Page 1 of 3

Cheque Listing For Council

6.1a

Cheque

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20180021	2018-01-14	GIRARD, CAMILLE				
20180022	2018-01-14	Roshuk, Dianne G				
20180023	2018-01-14	SURMAN, STEVE C				
20180024	2018-01-18	TELUS COMMUNICATIONS INC.	0091 Jan 18	PAYMENT MUSEUM PHONE	105.53	105.53
20180025	2018-01-25	ALBERTA ASSOCIATION OF MUNICIPAL	052088 2073561	PAYMENT BINDERS WATER SHUTOFF STEMS FOR S	26.24 3,532.18	3,558.42
20180026	2018-01-25	ALBERTA URBAN MUNICIPALITIES ASSOCIATION	20180250	PAYMENT AUMA MEMBERSHIP FEES 2018	1,175.55	1,175.55
20180027	2018-01-25	BULFORD, QUINTON	JAN 18 JAN 2018	PAYMENT COUNCIL FEES & HONORARIUM TRAVEL EXPENSE	1,025.00 60.00	1,085.00
20180028	2018-01-25	BUTZ, CLYNTON	JAN 18 JAN 2018	PAYMENT COUNCIL FEES & HONORARIUM COUNCIL TRAVEL	600.00 30.00	630.00
20180029	2018-01-25	CANADIAN LINEN AND UNIFORM	68440 68440-von 80849 80849 von	PAYMENT MONTHLY MAT RENTAL MONTHLY MAT RENTAL MONTHLY MAT RENTAL MONTHLY MAT RENTAL	83.80 51.07 83.80 51.07	269.74
20180030	2018-01-25	FARM SAFETY CENTRE	JAN 2018	PAYMENT DONATION	300.00	300.00
20180031	2018-01-25	MATIASIEWICH, EVAN	JAN 18 JAN 2018	PAYMENT TRAVEL COUNCIL MONTHLY COUNCIL HONORARIUM	90.00 1,100.00	1,190.00
20180032	2018-01-25	MUNICIPAL INFORMATION SYSTEMS	20171743 20171808	PAYMENT MONTHLY SUPPORT STATIONARY	559.50 225.88	785.38
20180033	2018-01-25	NAMPA AUTO GLASS	15944	PAYMENT REPLACE GRAVEL TRUCK DOOF	186.90	186.90
20180034	2018-01-25	NOVAK, CHERYL	JAN 18 JAN 2018	PAYMENT COUNCIL TRAVEL MONTHLY COUNCIL HONORARIUM	111.00 1,250.00	1,361.00
20180035	2018-01-25	SKRLIK, PERRY	JAN 18 JAN 2018	PAYMENT COUNCIL TRAVEL MONTHLY COINCIL HONORARIUM	90.00 1,075.00	1,165.00
20180036	2018-01-25	TRI LINE CONTRACTING SERVICE	3066	PAYMENT REPAIR WATER LINE	3,172.92	3,172.92
20180037	2018-01-25	ALFRED, MELANIE	JAN 18	PAYMENT MONTHLY JANITORIAL	287.50	287.50
20180038	2018-01-25	ATCO ELECTRIC	1015 JAN 18	PAYMENT ELECTRICITY XMAS LIGHTS	22.43	22.43
20180039	2018-01-25	DIRECT ENERGY	0371 JAN 18 5476 JAN 18 6189 JAN 18 6577 JAN 18 6932 JAN 18 7641 JAN 18 7960 JAN 18	PAYMENT ELECTRICITY OLD OFFICE 97 STREET LIGHTS FIREHALL ELECTRICITY TENNIS CRTS ELECTRICITY ELECTRICITY SEWER LIFT ELECTRICITY BALL DIAMONDS CIVIC CENTER ELECTRICITY	137.71 191.12 311.80 97.73 413.54 23.19 1,316.32	2,491.41
20180040	2018-01-25	NAMPA AUTO & FARM SUPPLY	153675	PAYMENT BATTERY, O RINGS, OIL & FILET	720.57	720.57



VILLAGE OF NAMPA

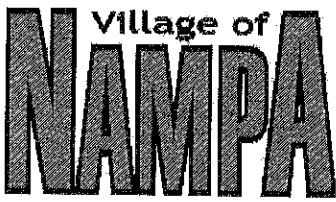
Page 2 of 3

Cheque Listing For Council

6.1a

Cheque

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20180041	2018-01-25	TELUS MOBILITY INC.		PAYMENT		192.77
			2734 JAN 18	PW CELL PHONE	92.28	
			9618 JAN 18	CAO CELL PHONE	100.49	
20180042	2018-01-29	GIRARD, CAMILLE				
20180043	2018-01-29	Roshuk, Dianne G				
20180044	2018-01-29	MATIASIEWICH, SHIRLEY A				
20180045	2018-01-29	SURMAN, STEVE C				
20180046	2018-01-29	BOUCHARD, GISELE				
20180047	2018-02-01	LOCAL AUTHORITIES PENSION PLAN		PAYMENT		3,386.28
			201801	LAPP CONTRIBUTIONS JAN 2018	3,386.28	
20180048	2018-02-01	RECEIVER GENERAL - PAYROLL		PAYMENT		6,777.53
			012018	PAYROLL DEDUCTIONS JAN 2018	6,777.53	
20180049	2018-02-05	DIRECT ENERGY		PAYMENT		4,636.51
			2223 FEB 18	GAS CIVIC CENTER	988.98	
			6793 FEB 18	GAS OLD OFFICE	210.30	
			7130 FEB 18	GAS SEWER LIFT	118.31	
			7971 Feb 18	ELECTRICITY STREET LIGHTS	2,759.16	
			8666 FEB 18	GAS FIREHALL	559.76	
20180050	2018-02-07	ALBERTA ASSOCIATION OF MUNICIPAL		PAYMENT		146.90
			54401	INK - MUSEUM PRINTER	146.90	
20180051	2018-02-07	DAVE'S MOBILE TIRE SERVICE		PAYMENT		666.75
			33663	TIRE & TIRE RIM FOR GRADER	666.75	
20180052	2018-02-07	GRIMSHAW TRUCKING LTD.		PAYMENT		152.34
			479609	COPPER TUBING & VALVES DEL	152.34	
20180053	2018-02-07	HOME HARDWARE		PAYMENT		35.46
			894145	PAINT ROLLER	12.37	
			894638	12L PAI COMPOUND	23.09	
20180054	2018-02-07	IWANTWIRELESS CA LTD		PAYMENT		52.45
			201802	NAMPA MUSEUM INTERNET FEB	52.45	
20180055	2018-02-07	Matiasiewicz, Shirley		PAYMENT		34.91
			201802	REIMBURSE FOR POSATGE PAID	34.91	
20180056	2018-02-07	MIGHTY PEACE TOURIST ASSOCIATION		PAYMENT		850.70
			406	2018 MEMBERSHIP FEES	850.70	
20180057	2018-02-07	MNP		PAYMENT		12,127.50
			8237711	AUDITOR SERVICES 2018	12,127.50	
20180058	2018-02-07	MUNICIPAL INFORMATION SYSTEMS		PAYMENT		367.50
			20171849	OUT OF SCOPE - BALANCE SUB	367.50	
20180059	2018-02-07	NAMPA AUTO & FARM SUPPLY		PAYMENT		948.84
			153841	SWITCH, NODE, PROGRAM 201	500.45	
			153907	OIL & CLAMPS FOR GRADER	280.99	
			154016	COUPLING	12.89	
			154116	ROCKER SWITCH	7.83	
			154124	MUFFLER CLAMP HITCH PIN	24.70	
			154263	REPAIR SKID STEER TIRE	55.63	
			154398	REPAIR FRNT TIRE LOADER	66.35	
20180060	2018-02-07	NAMPA AUTO GLASS		PAYMENT		465.26
			15962	REPLACE RIGHT SIDE DOOR GL	465.26	
20180061	2018-02-07	NORTHERN SUNRISE COUNTY		PAYMENT		1,383.00
			8688	CIVIC CENTER BUILDING INSUR.	1,383.00	
20180062	2018-02-07	PETTY CASH		PAYMENT		66.00
			201801	POSTAGE FOR NEWSLETTER AM	66.00	
20180063	2018-02-07	SHELLEY'S STATIONERY		PAYMENT		267.75



VILLAGE OF NAMPA

Page 3 of 3

Cheque Listing For Council

6.1a

Cheque

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20180063	2018-02-07	SHELLEY'S STATIONERY	01262018	STAMPS	267.75	267.75
20180064	2018-02-07	VITAL EFFECT INC	3477	PAYMENT MONTHLY WEB HOSTING FEES	40.95	40.95
20180065	2018-02-08	GIRARD, CAMILLE				
20180066	2018-02-08	Roshuk, Dianne G				
20180067	2018-02-08	MATIASIEWICH, SHIRLEY A				
20180068	2018-02-08	SURMAN, STEVE C				
20180069	2018-02-08	BOUCHARD, GISELE				

Total 67,918.58

*** End of Report ***



VILLAGE OF NAMPA

REVENUE- EXPENSE

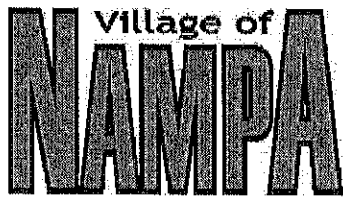
4th Quarter - December 31, 2017

6.16

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
OPERATING ADMIN REVENUE					
1-00-00-110-00	ASFF - RESIDENTIAL (PUBLIC)	(51,533.25)	(49,895.51)	(1,637.74)	(50,000.00)
1-00-00-110-43	ASFF - RESIDENTIAL (SEPARATE)	(9,985.25)	(10,580.78)	595.53	(10,000.00)
1-00-00-111-00	ASFF - NON-RESIDENTIAL (PUBLIC)	(69,732.45)	(66,006.97)	(3,725.48)	(67,000.00)
1-00-00-111-43	ASFF - NON RESIDENTIAL (SEPARATE)	(8,227.76)	(5,269.04)	(2,958.72)	(5,300.00)
1-00-00-115-00	MUNICIPAL LEVY	(468,833.00)	(478,116.27)	9,283.27	(478,317.00)
1-00-00-116-00	NORTH PEACE FOUNDATION	(17,825.38)	(17,301.22)	(524.16)	(17,314.00)
1-00-00-120-00	LOCAL IMPROVEMENTS	(31,132.12)	(18,776.01)	(12,356.11)	(18,775.00)
1-00-00-190-00	ASFF - LINEAR (PUBLIC)	(1,800.00)	(2,288.52)	488.52	(2,300.00)
1-00-00-240-00	GRANTS IN LIEU - PROVINCIAL	0.00	0.00	0.00	0.00
1-00-00-510-00	PENALTIES & COSTS	0.00	(12,948.00)	12,948.00	0.00
1-00-00-520-00	LICENSES & PERMITS	(1,000.00)	(755.00)	(245.00)	(700.00)
1-00-00-540-00	REVENUE FROM FRANCHISES	(32,000.00)	(35,393.45)	3,393.45	(32,000.00)
1-00-00-550-00	RETURN ON INVESTMENT	(5,000.00)	(8,725.18)	3,725.18	(5,000.00)
1-00-00-560-00	RENTAL & LEASE REVENUE	(8,125.00)	(4,823.58)	(3,301.42)	(8,125.00)
1-00-00-590-00	MISC. REVENUE	(4,000.00)	(14,585.65)	10,585.65	(8,000.00)
1-00-00-730-00	UNCONDITIONAL GRANTS - FEDERAL	(50,000.00)	0.00	(50,000.00)	0.00
1-00-00-740-00	UNCONDITIONAL GRANTS - PROV.	0.00	0.00	0.00	0.00
1-00-00-750-00	UNCOND. GRANTS-LCL GOVT & AGEN	(268,894.19)	(800,000.00)	531,105.81	(860,000.00)
1-00-00-990-00	UNCOND. GRANTS - FINES COSTS	(1,500.00)	(1,128.54)	(371.46)	(700.00)
1-00-00-991-00	G.S.T.	0.00	155.25	(155.25)	0.00
1-12-00-400-00	ADMIN. - SALE OF SERVICES FAX/TAX CERT/P	(300.00)	(294.71)	(5.29)	(250.00)
1-12-00-410-00	ADMIN. - SALE OF GOODS	0.00	(279.00)	279.00	(200.00)
1-12-00-840-00	PROV. CONDITIONAL GRANT	0.00	0.00	0.00	0.00
1-12-00-920-00	DRAWN FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-12-00-930-00	CONT. FROM OTHER OP. FUNCTIONS	0.00	0.00	0.00	0.00
1-12-00-940-00	CONTRIBUTED FROM CAPITAL	0.00	0.00	0.00	0.00
1-12-00-274-00	INSURANCE PREMIUM REIMBURSEMENTS	7,351.00	0.00	7,351.00	(7,538.00)
4-12-00-314-00	Payable to NSC (Nampa Civic Center)	37,000.00	0.00	37,000.00	37,000.00
TOTAL ADMIN REVENUE		(985,537.40)	(1,527,012.18)	541,474.78	(1,534,519.00)

FIRE REVENUE

1-23-00-410-00	FIRE FIGHTING FEES CHARGED	0.00	0.00	0.00	0.00
1-23-00-840-00	PROV. CONDITIONAL GRANT	0.00	0.00	0.00	0.00
1-23-00-850-00	COND. GRANT - LOCAL GOVERNMENT	0.00	0.00	0.00	0.00



VILLAGE OF NAMPA

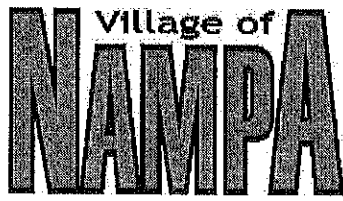
REVENUE- EXPENSE

Page 2 of 17

2018-Jan-12

10:00:46AM

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
TOTAL FIRE REVENUE					
		0.00	0.00	0.00	0.00
BY-LAW ENFORCEMENT REVENUE					
1-26-00-410-00	BY-LAW ENFORCEMENT SERVICES	0.00	0.00	0.00	0.00
TOTAL BY-LAW ENFORCEMENT REVENUE		0.00	0.00	0.00	0.00
STREETS REVENUE					
1-32-00-400-00	STREETS - SALE OF GOODS & SERVICE	(2,000.00)	(2,469.00)	469.00	(1,200.00)
1-32-00-840-00	PROV. CONDITIONAL GRANT	0.00	0.00	0.00	0.00
1-32-00-940-00	CONTRIBUTED FROM CAPITAL	0.00	0.00	0.00	0.00
TOTAL STREETS REVENUE		(2,000.00)	(2,469.00)	469.00	(1,200.00)
WATER REVENUE					
1-41-00-410-00	WATER - SALE OF SERVICES	(175,000.00)	(164,360.46)	(10,639.54)	(185,000.00)
1-41-00-840-00	PROV. CONDITIONAL GRANT	0.00	(17,182.00)	17,182.00	0.00
1-41-00-850-00	COND. GRANT OTHER LOCAL GOVT.	0.00	0.00	0.00	0.00
TOTAL WATER REVENUE		(175,000.00)	(181,542.46)	6,542.46	(185,000.00)
SEWER REVENUE					
1-42-00-410-00	SEWER- SALE OF SERVICES	(44,409.00)	(39,659.75)	(4,749.25)	(44,400.00)
1-42-00-840-00	PROV. CONDITIONAL GRANT	0.00	0.00	0.00	0.00
TOTAL SEWER REVENUE		(44,409.00)	(39,659.75)	(4,749.25)	(44,400.00)
GARBAGE REVENUE					
1-43-00-410-00	GARBAGE - SALE OF SERVICES	(22,400.00)	(20,383.00)	(2,017.00)	(22,400.00)
1-43-00-850-00	LANDFILL AGREEMENT	0.00	0.00	0.00	0.00
TOTAL GARBAGE REVENUE		(22,400.00)	(20,383.00)	(2,017.00)	(22,400.00)
PUBLIC HEALTH REVENUE					
1-50-00-410-00	PUBLIC HEALTH & WELFARE SALE OF GOODS	0.00	0.00	0.00	0.00
1-50-00-590-00	PUBLIC HEALTH - DONATIONS	0.00	0.00	0.00	0.00
1-50-00-840-00	PUBLIC HEALTH & WELFARE SERVICES	0.00	0.00	0.00	0.00



VILLAGE OF NAMPA

REVENUE- EXPENSE

Page 3 of 17
2018-Jan-12
10:00:46AM

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
TOTAL PUBLIC HEALTH REVENUE		0.00	0.00	0.00	0.00
F.C.S.S. REVENUE					
1-51-00-353-00	F.C.S.S. CONTRACTED SERVICES - WAGES	0.00	0.00	0.00	0.00
1-51-00-410-00	F.C.S.S. SALE OF GOODS	0.00	0.00	0.00	0.00
1-51-00-590-00	F.C.S.S. DONATIONS	0.00	0.00	0.00	0.00
1-51-00-840-00	PROV. CONDITIONAL GRANT	0.00	(13,690.00)	13,690.00	(17,113.00)
1-51-00-850-00	COND. GRANT - LOCAL GOVERNMENT	0.00	0.00	0.00	0.00
1-51-00-920-00	DRAWN FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-51-00-930-00	F.C.S.S. VILLAGE CONTRIBUTION	0.00	0.00	0.00	0.00
TOTAL F.C.S.S. REVENUE		0.00	(13,690.00)	13,690.00	(17,113.00)
CEMETERY REVENUE					
1-56-00-410-00	CEMETERY TRUST	0.00	0.00	0.00	0.00
1-56-00-550-00	CEMETERY - Interest on Investment	0.00	0.00	0.00	0.00
TOTAL CEMETERY REVENUE		0.00	0.00	0.00	0.00
COMMUNITY SERVICES REVENUE					
1-62-00-550-00	SR VAN - Interest on Investment	0.00	0.00	0.00	0.00
1-62-00-590-00	SR VAN - Other Revenue	0.00	0.00	0.00	0.00
1-62-00-740-00	UNCOND. GRANT COMMUNITY SERV.	0.00	0.00	0.00	0.00
1-62-00-840-00	PROV. CONDITIONAL GRANT	0.00	0.00	0.00	0.00
1-62-00-850-00	LCL GOVT COND GRANT COMM. SERV	0.00	0.00	0.00	0.00
1-62-00-940-00	CONTRIBUTED FROM CAPITAL	0.00	0.00	0.00	0.00
TOTAL COMMUNITY SERVICES		0.00	0.00	0.00	0.00
SUBDIVISION & DEVELOPMENT					
1-66-00-410-00	LAND SALES	0.00	0.00	0.00	0.00
1-66-00-840-00	Prov. Conditional Grant	0.00	0.00	0.00	0.00
TOTAL SUBDIVISION LAND & DEVEL		0.00	0.00	0.00	0.00
RECREATION REVENUE					
1-72-00-410-00	RECREATION SALE OF GOODS & SER	0.00	0.00	0.00	0.00
1-72-00-590-00	OTHER REVENUE	0.00	0.00	0.00	0.00

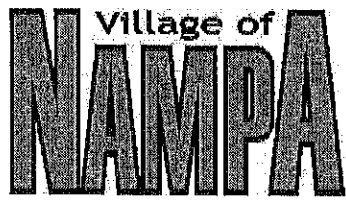


VILLAGE OF NAMPA

REVENUE- EXPENSE

Page 4 of 17
2018-Jan-12
10:00:46AM

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
1-72-00-840-00	PROV. CONDITIONAL GRANT	0.00	0.00	0.00	0.00
1-72-00-850-00	COND. GRANT OTHER LOCAL GOVT.	0.00	0.00	0.00	0.00
1-72-00-920-00	DRAWN FROM OPERATING RESERVES	0.00	0.00	0.00	0.00
1-72-00-940-00	CONTRIBUTED FROM CAPITAL	0.00	0.00	0.00	0.00
TOTAL RECREATION		0.00	0.00	0.00	0.00
CULTURE/LIBRARY REVENUE					
1-74-00-274-00	CULT/LIB. - Insurance Reimbursement	0.00	0.00	0.00	0.00
1-74-00-590-00	OTHER REVENUE	0.00	0.00	0.00	0.00
1-74-00-850-00	COND. GRANT OTHER LOCAL GOVT.	0.00	0.00	0.00	0.00
TOTAL CULTURE/LIBRARY		0.00	0.00	0.00	0.00
TOTAL OPERATING REVENUE		(1,229,346.40)	(1,784,756.39)	555,409.99	(1,804,632.00)



VILLAGE OF NAMPA

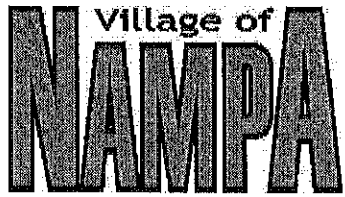
REVENUE- EXPENSE

Page 5 of 17

2018-Jan-12

10:00:46AM

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
OPERATING ADMIN EXPENSE					
2-00-00-100-00	PROVISION FOR ALLOWANCE	0.00	0.00	0.00	0.00
2-11-00-100-00	AUDIT FEES	27,000.00	26,811.75	188.25	27,000.00
2-11-00-148-00	COUNCIL - Training & Development	300.00	990.00	(690.00)	1,500.00
2-11-00-151-00	COUNCIL FEES	27,500.00	32,541.83	(5,041.83)	34,000.00
2-11-00-211-00	COUNCIL TRAVEL EXPENSE	1,500.00	1,703.10	(203.10)	2,000.00
2-11-00-229-00	COUNCIL - Goodwill	5,000.00	13,479.84	(8,479.84)	5,000.00
2-12-00-110-00	ADMIN - WAGES	71,500.00	83,036.15	(11,536.15)	66,187.00
2-12-00-130-00	ADMIN - Payroll Deductions	19,000.00	17,352.19	1,647.81	21,081.00
2-12-00-148-00	ADMIN - Training & Development	1,000.00	1,392.86	(392.86)	2,000.00
2-12-00-200-00	ADMIN. PURCHASE OF SERVICES	5,000.00	11,192.49	(6,192.49)	5,000.00
2-12-00-211-00	ADMIN - Travel & Subsistence	1,000.00	1,535.36	(535.36)	1,200.00
2-12-00-214-00	ADMIN - Employee Membership & Conf Fees	0.00	0.00	0.00	0.00
2-12-00-216-00	ADMIN - Postage	3,000.00	3,089.42	(89.42)	3,000.00
2-12-00-217-00	ADMIN - Telephone	5,300.00	5,482.82	(182.82)	5,000.00
2-12-00-221-00	ADMIN - Advertising & Promotion	1,200.00	1,568.42	(368.42)	600.00
2-12-00-222-00	ADMIN - Printing, Copying and Binding	200.00	609.45	(409.45)	0.00
2-12-00-224-00	ADMIN - Municipal Membership Fees	4,577.00	4,625.72	(48.72)	4,600.00
2-12-00-232-00	ADMIN - Legal	200.00	0.00	200.00	200.00
2-12-00-250-00	ADMIN - Contracted Services	26,000.00	16,499.76	9,500.24	26,000.00
2-12-00-251-00	ADMIN - R&M Buidling	500.00	902.81	(402.81)	8,000.00
2-12-00-274-00	ADMIN - Insurance Premiums	26,000.00	21,781.49	4,218.51	26,188.00
2-12-00-500-00	ADMIN. PURCHASE OF GOODS	6,000.00	3,216.09	2,783.91	3,000.00
2-12-00-511-00	ADMIN - Stationary Supplies	2,000.00	2,657.72	(657.72)	2,500.00
2-12-00-543-00	ADMIN - Gas	3,630.00	1,518.79	2,111.21	3,630.00
2-12-00-544-00	ADMIN - Electricity	8,470.00	7,784.71	685.29	8,470.00
2-12-00-761-00	CONTRIBUTED TO OTHER OP. FUNC.	0.00	117,113.00	(117,113.00)	40,000.00
2-12-00-762-00	ADMIN. CAPITAL	34,663.57	0.00	34,663.57	35,000.00
2-12-00-764-00	ADMIN. RESERVES	0.00	0.00	0.00	0.00
2-12-00-765-00	CONTRIBUTED TO OWN MUN. AGENCY	0.00	0.00	0.00	0.00
2-12-00-770-00	GRANTS TO INDIV. & ORGANIZ.	0.00	0.00	0.00	0.00
2-12-00-810-00	BANK CHARGES	1,800.00	1,784.01	15.99	1,800.00
2-12-00-910-00	TAX REBATES & DISCOUNTS	10,000.00	8,512.57	1,487.43	9,000.00
2-12-00-920-00	CANCELLATIONS	0.00	0.00	0.00	0.00
2-12-00-921-00	COLLECTION AGENCY SERVICES	0.00	0.00	0.00	0.00
2-12-00-922-00	BAD DEBTS	0.00	(37,367.32)	37,367.32	0.00
2-12-00-927-00	UNCOLLECTABLE TRADE ACCOUNTS	0.00	0.00	0.00	0.00
2-12-00-990-00	OTHER	0.00	48,488.26	(48,488.26)	1,000.00
2-12-00-991-00	G.S.T.	0.00	0.00	0.00	0.00



VILLAGE OF NAMPA

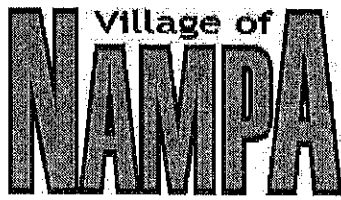
REVENUE- EXPENSE

Page 6 of 17

2018-Jan-12

10:00:46AM

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
TOTAL OPERATING ADMIN. EXPENSE		292,340.57	398,303.29	(105,962.72)	342,956.00
FIRE EXPENSE					
2-23-00-110-00	FIRE - WAGES	0.00	0.00	0.00	0.00
2-23-00-130-00	FIRE - Payroll Deductions	0.00	0.00	0.00	0.00
2-23-00-148-00	FIRE - Training	0.00	1,200.00	(1,200.00)	0.00
2-23-00-200-00	FIRE - PURCHASE OF SERVICES	0.00	0.00	0.00	0.00
2-23-00-217-00	FIRE - Telephone	900.00	1,040.34	(140.34)	900.00
2-23-00-224-00	FIRE - Membership	0.00	0.00	0.00	0.00
2-23-00-250-00	FIRE - Contracted Services	25,000.00	25,000.00	0.00	25,000.00
2-23-00-251-00	FIRE - Bldg Maintenance	1,500.00	9,790.00	(8,290.00)	0.00
2-23-00-255-00	FIRE - Repairs Equipment & Vehicles	0.00	0.00	0.00	0.00
2-23-00-274-00	FIRE - Insurance Premiums	0.00	0.00	0.00	0.00
2-23-00-500-00	FIRE - PURCHASE OF GOODS	100.00	0.00	100.00	100.00
2-23-00-543-00	FIRE - Gas	3,000.00	2,925.12	74.88	3,000.00
2-23-00-544-00	FIRE - Electricity	3,270.00	3,512.75	(242.75)	3,270.00
2-23-00-762-00	FIRE CAPITAL	0.00	0.00	0.00	0.00
2-23-00-764-00	FIRE - Operating Reserve	0.00	0.00	0.00	0.00
2-23-00-770-00	GRANTS TO INDIV. & ORGANIZ.	0.00	0.00	0.00	0.00
TOTAL FIRE EXPENSE		33,770.00	43,468.21	(9,698.21)	32,270.00
BY-LAW ENFORCEMENT EXPENSE					
2-26-00-200-00	BY-LAWS ENFORCEMENT SERVICES	0.00	0.00	0.00	0.00
BY-LAW ENFORCEMENT SERVICES EX		0.00	0.00	0.00	0.00
STREET EXPENSES					
2-32-00-110-00	STREETS - WAGES	72,145.00	75,907.39	(3,762.39)	80,000.00
2-32-00-130-00	STREETS - Payroll Deductions	22,513.00	18,670.34	3,842.66	26,000.00
2-32-00-148-00	STREETS - Training & Development	500.00	0.00	500.00	500.00
2-32-00-200-00	STREETS - PURCHASE OF SERVICES	0.00	26,032.42	(26,032.42)	15,000.00
2-32-00-211-00	STREETS - Travel & Subsistence	0.00	0.00	0.00	0.00
2-32-00-217-00	STREETS - Telephone	2,000.00	2,221.83	(221.83)	1,800.00
2-32-00-224-00	STREETS - Membership	0.00	0.00	0.00	0.00
2-32-00-250-00	STREETS - Contracted Services	25,000.00	311,972.61	(286,972.61)	340,000.00
2-32-00-251-00	STREETS - Bldg Maintenance	500.00	6,164.58	(5,664.58)	2,000.00
2-32-00-252-00	STREETS - Fuel, Antifreeze, Oil	9,500.00	10,062.34	(562.34)	7,000.00
2-32-00-255-00	STREETS - Repairs, Equip & Vehicles	7,000.00	26,680.08	(19,680.08)	15,000.00



VILLAGE OF NAMPA

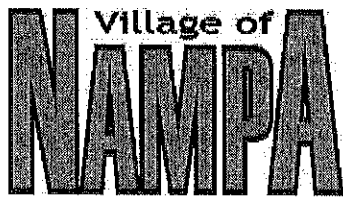
REVENUE- EXPENSE

Page 7 of 17

2018-Jan-12

10:00:46AM

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
2-32-00-274-00	STREETS - Insurance Premium	0.00	0.00	0.00	0.00
2-32-00-500-00	STREETS - PURCHASE OF GOODS	10,000.00	12,400.93	(2,400.93)	10,000.00
2-32-00-511-00	STREETS - Office Supplies - Coffee	1,000.00	822.80	177.20	500.00
2-32-00-530-00	STREETS - Maintenance Materials	0.00	491.71	(491.71)	1,000.00
2-32-00-544-00	STREETS - Electricity	28,600.00	37,413.52	(8,813.52)	28,600.00
2-32-00-762-00	STREETS - Capital Infrastructure Reserve	0.00	0.00	0.00	0.00
2-32-00-763-00	STREETS - Capital Equipment Reserves	0.00	12,408.88	(12,408.88)	0.00
2-32-00-764-00	STREETS - Operating Reserve	0.00	0.00	0.00	0.00
2-32-00-831-00	STREETS - DEBENTURE INTEREST	9,115.22	2,612.04	6,503.18	6,803.39
2-32-00-832-00	STREETS - DEBENTURE PRINCIPLE	20,972.64	3,381.25	17,591.39	23,227.66
TOTAL STREET EXPENSES		208,845.86	547,242.72	(338,396.86)	557,431.05
WATER EXPENSES					
2-41-00-110-00	WATER - WAGES	23,640.00	25,145.05	(1,505.05)	25,799.30
2-41-00-130-00	WATER - Payroll Deductions	7,350.00	7,199.94	150.06	8,377.09
2-41-00-148-00	WATER - Training	500.00	0.00	500.00	500.00
2-41-00-200-00	WATER - PURCHASE OF SERVICES	125,000.00	119,801.28	5,198.72	125,000.00
2-41-00-215-00	WATER - Freight	0.00	0.00	0.00	0.00
2-41-00-216-00	WATER - Postage	0.00	0.00	0.00	0.00
2-41-00-217-00	WATER - Telephone	0.00	0.00	0.00	0.00
2-41-00-221-00	WATER - Advertising	0.00	0.00	0.00	0.00
2-41-00-250-00	WATER - Contracted Services	0.00	52,113.69	(52,113.69)	263.00
2-41-00-251-00	WATER - Building R&M	0.00	0.00	0.00	0.00
2-41-00-274-00	WATER - Insurance	0.00	0.00	0.00	0.00
2-41-00-500-00	WATER - PURCHASE OF GOODS	0.00	215.12	(215.12)	0.00
2-41-00-510-00	WATER- Chemicals	0.00	0.00	0.00	0.00
2-41-00-543-00	WATER - Gas	0.00	0.00	0.00	0.00
2-41-00-544-00	WATER - Electricity	0.00	(20.00)	20.00	0.00
2-41-00-762-00	WATER - Capital Reserve	0.00	0.00	0.00	0.00
2-41-00-764-00	WATER - Operating Reserve	0.00	0.00	0.00	0.00
2-41-00-831-00	WATER - DEBENTURE INTEREST	30,473.94	36,078.50	(5,604.56)	28,504.12
2-41-00-832-00	WATER - DEBENTURE PRINCIPAL	100,000.00	100,000.00	0.00	100,000.00
TOTAL WATER EXPENSES		286,963.94	340,533.58	(53,569.64)	288,443.51
SEWER EXPENSES					
2-42-00-110-00	SEWER - WAGES	23,640.00	24,898.85	(1,258.85)	25,799.30
2-42-00-130-00	SEWER - Payroll Deductions	7,350.00	4,470.48	2,879.52	8,377.09
2-42-00-200-00	SEWER - PURCHASE OF SERVICES	10,000.00	4,599.67	5,400.33	10,000.00



VILLAGE OF NAMPA

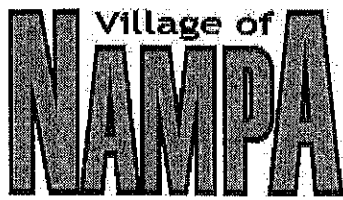
REVENUE- EXPENSE

Page 8 of 17

2018-Jan-12

10:00:46AM

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
2-42-00-250-00	SEWER - Contracted Services	0.00	0.00	0.00	0.00
2-42-00-252-00	SEWER - Building Maintenance	0.00	3,493.23	(3,493.23)	0.00
2-42-00-274-00	SEWER - Insurance	0.00	0.00	0.00	0.00
2-42-00-500-00	SEWER - PURCHASE OF GOODS	18,000.00	0.00	18,000.00	5,000.00
2-42-00-543-00	SEWER - Gas	1,100.00	881.55	218.45	1,100.00
2-42-00-544-00	SEWER - Electricity	4,950.00	4,444.53	505.47	4,950.00
2-42-00-762-00	SEWER - CAPITAL	0.00	0.00	0.00	0.00
2-42-00-764-00	SEWER - RESERVE	0.00	0.00	0.00	0.00
2-42-00-831-00	SEWER - DEBENTURE INTEREST	0.00	0.00	0.00	0.00
2-42-00-832-00	SEWER - DEBENTURE PRINCIPAL	0.00	0.00	0.00	0.00
TOTAL SEWER EXPENSES		65,040.00	42,788.31	22,251.69	55,226.39
GARBAGE EXPENSE					
2-43-00-110-00	GARBAGE - WAGES	6,680.00	5,124.06	1,555.94	7,135.05
2-43-00-130-00	GARBAGE - PAYROLL DEDUCTIONS	1,985.00	1,046.68	938.32	2,293.00
2-43-00-270-00	GARBAGE - PURCHASE OF SERVICES	28,215.00	29,256.73	(1,041.73)	28,215.00
2-43-00-762-00	GARBAGE - CAPITAL	0.00	0.00	0.00	0.00
TOTAL GARBAGE EXPENSE		36,880.00	35,427.47	1,452.53	37,643.05
PUBLIC HEALTH EXPENSE					
2-50-00-110-00	PUBLIC HEALTH - WAGES	0.00	0.00	0.00	0.00
2-50-00-130-00	PUBLIC HEALTH - Payroll Deductions	0.00	0.00	0.00	0.00
2-50-00-200-00	PUBLIC HEALTH - PURCHASE OF SERVICES	0.00	0.00	0.00	0.00
2-50-00-211-00	PUBLIC HEALTH - Travel & Subsistence	0.00	0.00	0.00	0.00
2-50-00-217-00	PUBLIC HEALTH - Telephone	0.00	0.00	0.00	0.00
2-50-00-500-00	PUBLIC HEALTH - PURCHASE OF GOODS	0.00	0.00	0.00	0.00
2-50-00-762-00	PUBLIC HEALTH - CAPITAL	0.00	0.00	0.00	0.00
TOTAL PUBLIC HEALTH EXPENSE		0.00	0.00	0.00	0.00
F.C.S.S. EXPENSE					
2-51-00-110-00	F.C.S.S. - WAGES	0.00	0.00	0.00	0.00
2-51-00-130-00	F.C.S.S. - Payroll Deductions	0.00	0.00	0.00	0.00
2-51-00-200-00	F.C.S.S. - PURCHASE OF SERVICE	0.00	31,373.00	(31,373.00)	3,423.00
2-51-00-500-00	F.C.S.S. - PURCHASE OF GOODS	0.00	0.00	0.00	0.00
2-51-00-762-00	F.C.S.S. - CAPITAL	0.00	0.00	0.00	0.00
2-51-00-763-00	F.C.S.S. - CONTRIBUTION - Prov	0.00	0.00	0.00	0.00



VILLAGE OF NAMPA

REVENUE- EXPENSE

Page 9 of 17
2018-Jan-12
10:00:46AM

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
2-51-00-770-00	F.C.S.S. - GRANT - Village	3,423.00	0.00	3,423.00	3,423.00
2-51-00-991-00	F.C.S.S. - G.S.T.	0.00	0.00	0.00	0.00
TOTAL F.C.S.S.		3,423.00	31,373.00	(27,950.00)	6,846.00
CEMETERY EXPENSE					
2-56-00-200-00	CEMETERY - PURCHASE OF SERVICES	0.00	0.00	0.00	0.00
2-56-00-500-00	CEMETERY - PURCHASE OF GOODS	0.00	0.00	0.00	0.00
2-56-00-764-00	CEMETERY - RESERVE	0.00	0.00	0.00	0.00
TOTAL CEMETARY EXPENSE		0.00	0.00	0.00	0.00
COMMUNITY SERVICES EXPENSE					
2-62-00-110-00	COMMUNITY SERVICES - WAGES	0.00	0.00	0.00	0.00
2-62-00-252-00	SENIORS VAN - Fuel, Antifreeze, Oil	0.00	0.00	0.00	0.00
2-62-00-274-00	SENIORS VAN - Insurance	0.00	0.00	0.00	0.00
2-62-00-510-00	COMM. SERV. - PURCHASE OF G&S	0.00	0.00	0.00	0.00
2-62-00-762-00	SENIORS VAN - CAPITAL	0.00	0.00	0.00	0.00
2-62-00-770-00	SENIORS VAN - GRANTS TO ORGANIZATIONS	0.00	0.00	0.00	0.00
2-62-00-991-00	SENIORS VAN - G.S.T.	0.00	0.00	0.00	0.00
TOTAL COMMUNITY SERVICES EXPEN		0.00	0.00	0.00	0.00
SUBDIVISION & DEVELOPMENT EXP					
2-66-00-200-00	DEVELOPMENT-Purchase of Services	0.00	330.00	(330.00)	0.00
2-66-00-250-00	PLANNING - Contracted Services	24,000.00	23,626.00	374.00	24,000.00
2-66-00-510-00	COST OF LAND SOLD	0.00	0.00	0.00	0.00
2-66-00-762-00	SUBDIVISION LAND AND DEVELOPMENT	0.00	0.00	0.00	0.00
TOTAL SUBDIVISION LAND & DEVEL		24,000.00	23,956.00	44.00	24,000.00
RECREATION BOARD EXPENSE					
2-71-00-765-00	CONTRIBUTED TO OWN MUN. AGENCY	0.00	0.00	0.00	0.00
TOTAL RECREATION BOARD EXPENSE		0.00	0.00	0.00	0.00
RECREATION/PARKS EXPENSE					
2-72-00-130-00	REC/PARKS - Payroll Deductions	7,500.00	(1,145.81)	8,645.81	7,500.00
2-72-00-200-00	REC/PARKS - PURCHASE OF SERV.	0.00	0.00	0.00	0.00



VILLAGE OF NAMPA

REVENUE- EXPENSE

Page 10 of 17
2018-Jan-12
10:00:46AM

General Ledger	Description	2017 Budget	2017 YTD Actual	2017 Budget Remaining \$	2018 Budget
2-72-00-274-00	REC/PARKS - Insurance	0.00	0.00	0.00	0.00
2-72-00-500-00	REC/PARKS - PURCHASE OF GOODS	0.00	5,942.05	(5,942.05)	10,000.00
2-72-00-544-00	REC/PARKS - Electricity	1,320.00	2,468.04	(1,148.04)	2,500.00
2-72-00-761-00	CONT. TO OTHER OPER. FUNCTIONS	12,000.00	81,000.00	(69,000.00)	81,000.00
2-72-00-762-00	REC/PARKS - CAPITAL	0.00	0.00	0.00	0.00
2-72-00-764-00	REC/PARKS - RESERVE	0.00	0.00	0.00	0.00
2-72-00-765-00	REC. PROGRAM - TRANSFERS	0.00	0.00	0.00	0.00
2-72-00-991-00	RECREATION PROGRAMS G.S.T.	0.00	0.00	0.00	0.00
2-72-00-110-00	REC/PARKS - WAGES	31,700.00	23,454.85	8,245.15	45,000.00
TOTAL RECREATION/PARKS EXPENSE		52,520.00	111,719.13	(59,199.13)	146,000.00
GENERAL CAPITAL CONTRIBUTIONS					
2-97-00-764-00	ADDED TO GENERAL RESERVES	0.00	0.00	0.00	0.00
2-97-00-762-00	CONTRIBUTED TO CAPITAL PROGRAMS	0.00	0.00	0.00	0.00
TOTAL GENERAL CAPITAL CONTRIBU		0.00	0.00	0.00	0.00
CULTURE/LIBRARY EXPENSE					
2-74-00-274-00	CULT/LIB. - Insurance to be reimbursed	0.00	0.00	0.00	0.00
2-74-00-500-00	CULT/LIB - Purchase of Goods	0.00	0.00	0.00	0.00
2-74-00-762-00	CULT/LIB. - CAPITAL	0.00	0.00	0.00	0.00
2-74-00-770-00	CULT/LIB - GRANTS INDIV & ORGS	7,500.00	7,500.00	0.00	11,500.00
TOTAL CULTURE/LIBRARY EXPENSE		7,500.00	7,500.00	0.00	11,500.00
REQUISITION EXPENSE					
2-81-00-100-00	TRANSFER TO OTHERS/REQUISITION	157,304.00	127,868.16	29,435.84	158,000.00
2-99-00-000-00	MISC.ELLANEOUS ADJUSTMENT	0.00	0.00	0.00	0.00
TOTAL REQUISITIONS EXPENSE		157,304.00	127,868.16	29,435.84	158,000.00
TOTAL OPERATING EXPENSE		1,168,587.37	1,710,179.87	(541,592.50)	1,660,316.00
OPERATING SURPLUS / DEFICIT		(60,759.03)	(74,576.52)	13,817.49	(144,316.00)



Chief Administrative Officer Report

6.2

January 17, 2018 - February 20, 2018

January 22 & 25 - Interviews for Museum custodian, custodian hired

January 29 - February 2 - Auditors here

February 6 - Spoke with Alisha with MMSA in regards to changes to the MGA and our 2018 work plan and what we as a municipality have to do. We will be working on developing a Public Participation policy, amendments to our Land Use Bylaw to start.

February 14 - met with Ken H with to talk about Emergency plans for the Village

Ongoing work on the Village of Nampa Policy Manual

Will be meeting with Alicia with MMSA to start work on some of the changes/requirements as per the Municipal Government Act as far as developing a public participation policy, amendments to our Land Use Bylaw, etc.

PUBLIC WORKS REPORT FOR JANUARY 2018

- Checked sewer pump house every day
- Did month end billing and report
- Helped replace fire hydrant on 101st and 98 ave
- Did some snow plowing
- Triline replaced saddle for Kyla Epps water service
- Installed lights on front of grader and replaced o rings on turntable
- Put Christmas decorations away
- Changed oil and filter on skid steer
- Changed oil and filter on dodge pick up
- Got drivers window replaced on gravel truck
- Did some street sweeping and parking lots
- Replaced 2 light ballast in sewer pump house
- Replaced one hydraulic line on grader
- Got ignition switch replaced on dodge pick up
- Plowed more snow



6.4

Councillor Reports

February 2017

Mayor Skrlik

Deputy Mayor Butz

Councillor Novak

Councillor Bulford

Councillor Matiasiewicz

2018

MARCH

SUNDAY

6.5 Council Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Regular Council Meeting(Rescheduled)	28	29	30	31
01	02	03	04	05	06	07



7. CORRESPONDENCE

Town of Manning

BOX 125
MANNING, ALBERTA
T0H 2M0
Tel: (780) 836-3606
Fax: (780) 836-3570
E-MAIL: info@manning.ca



January 29, 2018

Mackenzie Municipal Services Agency
5109 – 51st Street
PO Box 450,
Berwyn, AB T0H 0E0

Re: MMSA Provision of Services

Please be advised that on January 24th, 2018 at a regular Council meeting the following motion #18-13009 was approved:

"To notify Mackenzie Municipal Services Agency that the Town of Manning will be terminating the planning contract that is currently in place and proceeding to tender for planning services."

According to Section 8 of our Agreement, all Municipal Parties will be notified of our termination date on December 31st, 2019. Prior to our termination, a request for planning services will be advertised on a "Fee for Service" basis. MMSA will receive a package and encouraged to submit a proposal for 2020.

If you require further information, please do not hesitate to call or email.

Respectfully,

Chief Administrative Officer

cc Manning Town Council
Village of Berwyn
Village of Nampa
Town of Falher
Town of Grimshaw
Town of High Prairie
Town of Peace River

Town of Rainbow Lake
MD of Peace
MD of Fairview
County of Clear Hills
County of Northern Sunrise

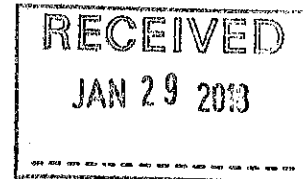


ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR92443

January 24, 2018



His Worship Perry Skrlík
Mayor, Village of Nampa
PO Box 69
Nampa, AB T0H 2R0

Dear Mayor Skrlík,

I am pleased to invite the Village of Nampa to provide submissions for the 17th annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and one award for outstanding achievement:

- Innovation – Recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta (municipalities with a population of less than 500,000).
- Partnership – Recognizes a leading municipal practice involving consultation, coordination, and cooperation with other municipalities, jurisdictions or organizations (municipalities with a population of less than 500,000).
- Safe Communities – Recognizes a leading practice focused on making municipalities safer through prevention and enforcement (municipalities with a population of less than 500,000).
- Smaller Municipalities – Recognizes the innovative practices developed by communities with less than 3,000 residents.
- Larger Municipalities – Recognizes the innovation and creativity of larger municipalities with populations of 500,000 or greater that have a substantial resource base and that can partner with departments within the municipality's control.
- Outstanding Achievement – Recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practice in Alberta. This award, chosen by the review committee, recognizes the best submission from the other categories.

.../2

His Worship Perry Skrlík

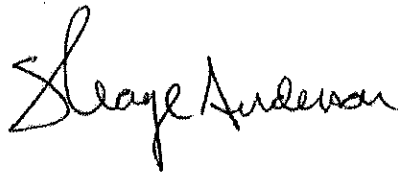
- 2 -

The submission form and additional details may be found on the Municipal Excellence Network website at www.municipalaffairs.gov.ab.ca/mc_municipal_excellence.cfm. The submission deadline is **March 31, 2018**.

I encourage you to share your successful initiatives, and I look forward to celebrating these successes with communities.

If you have any questions regarding the Minister's Awards for Municipal Excellence, please contact the Municipal Excellence Team at 780-427-222, or menet@gov.ab.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent than the last name "Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

Village of Nampa (Dianne Roshuk)

From: Nicole Inzunza <Nicole.Inzunza@gov.ab.ca>
Sent: January 29, 2018 4:07 PM
Cc: Kim Pinnock; jim.rennie@woodlands.ab.ca
Subject: NAEL - Response from Minister Anderson
Attachments: Response_Minister Anderson's Office.pdf

Good afternoon NAEL members:

Please find attached the correspondence received via email from Minister Anderson's office in response to the meeting held in Peace River on August 15, 2017 and subsequent letter.

I have included aforesaid letter and the summary of the meeting for your reference.

If you have any questions, do not hesitate to contact me.

Regards,

Nicole

Nicole Inzunza / Senior Northern Development Officer
Northern Alberta Development Council | Economic Development & Trade
Office: 780.422.4440 | Mobile: 780.792.4337 | Email: nicole.inzunza@gov.ab.ca
www.nadc.ca

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Response from the Minister of Municipal Affairs, Minister Shaye Anderson

Received: January 18, 2018

From: Keith McLaughlin, Chief of Staff, Office of the Minister of Municipal Affairs

Invoice Process for Assessment Fees for Municipalities

The cost recovery requisition rate for designated industrial (DI) properties will be established under a Ministerial Order. Instructions on how to apply the rate to a DI property owner's tax bill will be sent to municipalities in March of each year to be included as a separate item on DI property tax bills.

Municipalities are to collect and remit the requisitioned amount to the Provincial Assessor's Office. The schedule for this has not yet been determined. I would like to assure you that the cost of preparing assessments for DI properties will be recovered from the owners, not from municipalities.

Furthermore, the Alberta government is supporting municipalities by providing a tax credit for uncollectable education property taxes on oil and gas properties with the new Provincial Education Requisition Credit, or PERC, program. The program will be retroactive to 2015 when oil prices began to fall and will run until 2019. Municipalities that have written off the municipal property tax for oil and gas facilities will be eligible to apply to the province for a credit on the education property tax component. Program guidelines and application forms are available at www.municipalaffairs.alberta.ca.

Duty to Consult - Indigenous Consultation

The federal and provincial governments each have a duty to consult on regulatory land use decisions that they make. Each level of government has a separate consultation policy, which may have different requirements.

Regarding municipalities' own regulatory decision-making powers [under the Municipal Government Act (MGA)], Alberta has taken the position that municipalities are not the Crown, and therefore; do not have a duty to consult on municipal decisions that do not require Crown approval.

Alberta's consultation policies are currently being reviewed by Alberta Indigenous Relations. In the past year, four engagement sessions have been held for municipal and industrial stakeholders to attend and provide feedback. The timelines involved with the Indigenous consultation process are being discussed as part of this consultation review process. Indigenous Relations has indicated that further engagement will take place this spring. We encourage Northern Alberta Elected Leaders (NAEL) members to reach out to Indigenous Relations about participating.

Intermunicipal Collaboration Frameworks (ICF) Grant Process

We are working with the Alberta Urban Municipality Association and Alberta Association of Municipal Districts and Counties to develop tools and templates to assist municipalities in adjusting to recent amendments to the MGA. This will include tools to assist in developing ICFs. These tools are currently in the development phase and will take into account the work some municipalities have found early stage success with. I expect these tools to be available by spring 2018.

ICFs depend on open and honest "good faith" negotiations between neighbouring communities in order to arrive at a local solution that best serves the needs of residents. Where municipalities are unable to

arrive at an agreeable solution by April 2020, a mandatory arbitration process will come into effect to ensure the issue is resolved and an ICF is in place by April 2021.

As for the grants available for these frameworks, the Alberta Community Partnership (ACP) funding supports municipalities in resolving conflicts with their neighbours, building capacity through municipal internships, and finding more efficient and effective ways to deliver regional services. Specifically, the Intermunicipal Collaboration (IC) component and the Mediation and Cooperative Processes (MCP) component have priority to support partnerships to complete ICF technical work (IC component) or to navigate ICF negotiations (MCP component).

Application intake under the 2017/18 IC component closed on January 2, 2018. All submitted IC applications are being reviewed and applicants will be notified by April 2018. The applications under the 2017/18 MCP component are due by February 1, 2018.

Government of Alberta Ongoing Support of FireSmart

We are continuing to work with Agriculture and Forestry (AF), FireSmart Canada, the Forestry Research Innovations Association of Alberta, the Alberta Fire Chiefs Association (AFCA) and Codes Canada to encourage: FireSmart Community Planning and fuel/vegetation management; further development of community guidelines and building/fire code supplemental guidance; and Fire safety and fire prevention through public education messaging and media campaigns.

In addition, Municipal Affairs has provided a grant to the AFCA for the immediate development of a municipally-based structural protection system program (target initial implementation Spring 2018) which will create the capability and capacity to deploy temporary fire protection (exterior sprinklers and immediate fuel management) for structures/infrastructure in advance of an approaching wildfire. This program will provide province-wide direction on the methods for municipal firefighters with additional training to deploy government and municipally owned sprinkler protection units.

Species at Risk and its Impact in Northern Alberta

Protection of caribou habitat will result in greater certainty for industry operating within caribou range boundaries and our conversations with industry generally support the candidate conservation areas that have been identified. However, I emphasize that no final decisions have been made regarding the candidate conservation areas. Further discussion with industry, municipalities, Indigenous peoples, and Albertans will be required to ensure social, economic, Indigenous and environmental values are supported through the caribou range planning process.

The draft provincial caribou range plan is not a one-size-fits-all solution meant to be applied across all caribou ranges, nor is it a final plan. It is a starting point for further conversations at the local level to make sure we get it right for each caribou range, while also working to meet the direction set out in the federal caribou recovery strategies. Alberta hopes to release a final draft provincial plan with range-specific details in spring 2018.

Economic Development Opportunities for Small Municipalities

Within the Ministry of Economic Development and Trade, Regional Development branches facilitate economic development by providing targeted services, knowledge and expertise to communities and

regions across the province. The Regional Development contact for the North West is Kamie Currie, 780-296-4986. She can provide information and support to municipalities on funding opportunities and facilitate connections to the Industry Development and Access to Capital branches, and other support services provided through the ministry.

As you are well aware, there is also the Northern Alberta Development Council (NADC) that works with northern communities to advance social and economic development priorities. NADC conducts research and hosts opportunity seminars throughout the year providing information on emerging economic development opportunities. NADC can be contacted through their Executive Director, Janis Simpkins at 780-422-9176.

Requirements to do business in BC Relating to the Trade Act

Under the New West Partnership Agreement (NWPTA), the Governments of British Columbia, Alberta, Saskatchewan and Manitoba eliminated residency requirements; made it easier for professionals and tradespeople to have their qualifications recognized; lowered the thresholds for open and non-discriminatory government procurement, which will provide will businesses with more bidding opportunities; enacted strict, enforceable subsidy rules; and introduced monetary penalties against governments that willfully disregard their commitments.

Businesses should face fewer difficulties recruiting workers from the other NWPTA provinces and gain access to more government procurement opportunities. If you believe a requirement is non-compliant, you can initiate a formal complaint by writing Alberta to ask to initiate consultations on your behalf with the other province responsible for the alleged breach of the obligations under the NWPTA. More information on the agreement, as well as the complaint form, can be found on the NWPTA's website, www.newwestpartnershiptrade.ca.

Infrastructure Support for the Town of Fox Creek

The Government of Alberta is committed to supporting municipal infrastructure priorities and invests significantly in Alberta municipalities through grant programs, notably the Municipal Sustainability Initiative (MSI) and the federal Gas Tax fund (GTF).

Capital costs related to water and wastewater infrastructure, such as lift stations, are eligible expenditures under MSI and GTF with population being one of the main factors used in the MSI funding allocation formula. For each funding year, population data is updated based on Municipal Affairs Population List (MAPL) from the prior year. The MAPL can include shadow population counts for municipalities which meet specific conditions. Prior to conducting the next census, we would recommend municipalities apply to have their shadow population included.

Further, we will be conducting a review of the Municipal Census Manual and will consult with the NAEL within the broad consultation with municipalities, on the methodology to enumerate shadow population.

Impact of the Mountain Pine Beetle

Mountain pine beetle (MPB) poses a serious threat to Alberta's forests. Left unmanaged, MPB populations could kill large amounts of Alberta's pine resource (six million hectares of pine valued at

more than \$8 billion). This would have large impacts to the forest industry. Of 25 major forest companies operating in Alberta, 14 rely on pine to continue operations.

Since 2006, the province has controlled the MPB spread by cutting down and burning more than 1.5 million infested trees. MPB infestation is also controlled through best practices including timber harvest planning and prescribed fire. If the infestation had been allowed to expand without aggressive control, it is estimated an additional 564 million trees would have been infested.

A strong and sustainable forestry sector is vitally important to a diversified provincial economy. We are continuing to ensure a thoughtful and sustainable approach to forest management that balances the economic, social and environmental needs of Albertans and our communities. MPB infestations remain the greatest single threat to the health of Alberta's forests. The infestation is affecting a quarter of Alberta's pine forest, with the most severe concentrations being in the west-central pine-belt. Removing infested trees is our most effective tool to control the spread of pine beetles in our forests, and government is doing all it can to manage and contain the spread.

AF's key objectives include minimizing the spread of beetles along the eastern slopes of Alberta, and preventing beetles from spreading further east through Canada's boreal forest.

Alberta is committed to renewing its forests; harvesting pine and prescribed fires help replace the over-mature pine trees with new growth.

Currently, the province has a survey and control plan that focuses on the highest priority sites and in areas where control is most likely to have an impact on the number of beetles. There has been a substantial increase in potentially infested trees in the Hinton area, compared to last year, in the areas between Jasper National Park, the Town of Hinton and south down Highway 40. Data indicates that a large number of MPB flew into the area in 2016 and again in 2017. Those populations increased movement as prevailing winds push populations east.

Alberta's current focus is on MPB populations in Jasper National Park and their expansion into adjacent Crown lands in Alberta. In recent years, the department has built a strong working relationship with Parks Canada staff in Jasper National Park, identifying and assessing the risk to forest values presented by growing MPB populations within the park.

AF has allocated approximately \$25 million to address MPB management in fiscal year 2017/18, and will continue to work with affected stakeholders in this region and throughout the province to co-ordinate our management efforts for maximum benefit. AF is implementing an operational plan that maximizes available resources, has the largest impact to provincial beetle populations, protects the widest range of provincial values, and is best aligned with the provincial goals of the program.

The department is working with the forest industry to maximize the benefits of stand-level harvesting within the hardest hit areas and where control can be the most effective, while still taking a holistic approach to forest management planning considering other values at risk. Due to the risk of immigration into the areas of concern for several more years, long-term reduction of susceptibility is very important.

Accessibility of Grants Related to Water for Smaller Municipalities

The Government of Alberta is also committed to supporting smaller municipalities with grant programs such as MSI, Clean Water and Wastewater Fund (CWWF), the Alberta Municipal Water/Wastewater Partnership (AMWWP) and Water for Life (W4L).

The MSI funding allocation formula recognizes the needs of the various sizes and types of municipalities, which are impacted differently by different factors. For example, the base funding benefits primarily smaller municipalities, the population-based factor primarily benefits urban municipalities, and the education property tax factor primarily benefits rural municipalities and larger urban centres.

The CWWF is a federal program with the grant funding administered through Alberta Transportation. The fund contributes to the rehabilitation of both water treatment and distribution infrastructure and existing wastewater and storm water treatment systems; collection and conveyance infrastructure; and initiatives that improve asset management, system optimization, and planning for future upgrades to water and wastewater systems. All funds under the CWWF are currently allocated. However, the

Investing in Canada Infrastructure Program was announced in the Government of Canada's Budget 2016 Fall Economic Update and details are expected to be announced in 2018.

Administered by Alberta Transportation (AT), AMWWP assists eligible Alberta municipalities with the construction of priority water supply and treatment, and wastewater treatment and disposal facilities. Municipalities with populations up to a maximum of 45,000, Regional Services Commissions, and eligible hamlets within rural municipalities may apply for this competitive, project-based capital grant. Grant levels start at 75 per cent government funding for populations up to 1,000 and decline thereafter to no funding for a population of 45,000.

Also administered by AT, W4L is available to those eligible for AMWWP and supports the development of new regional water and wastewater systems, which are more cost-effective and/or environmentally desirable than independent systems. For more information on AT's grant programs, please contact Barry Pape, Team Lead of Water/Wastewater Grants, toll-free at 310-0000, then 780-415-1266.



Northern Alberta Elected Leaders

206, 9621-96 Avenue, Bag 900-14

Peace River, Alberta T8S 1T4

Phone: 780-624-6274 fax: 780-624-6184

October 11, 2017

Hon. Shaye Anderson
Minister of Municipal Affairs
Office of the Minister
Municipal Affairs
132 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Hon. Anderson:

On behalf of our membership, thank you for attending the August 15, 2017, Northern Alberta Elected Leaders meeting in Peace River. Our members appreciated the opportunity to discuss issues impacting our northern municipalities and potential solutions to ensure a sustainable future for our northern communities and residents.

Below is a list of topics raised during the discussion where additional follow up is required:

- Invoice process for assessment fees for municipalities
- Duty to Consult - Indigenous consultation and the amount of time it takes
- ICF Grant process and clarity around requirements
- Government of Alberta ongoing support of FireSmart
- Species at Risk and its impact in northern Alberta
- Economic development opportunities for small municipalities
- Requirements to do business in BC relating to the Trade Act
- Infrastructure support for the Town of Fox Creek
- Impact of the Mountain Pine Beetle
- Accessibility of grants related to water for smaller municipalities

The above list is not comprehensive of the discussion on August 15, 2017. Please see the attached document 'Meeting with Minister Summary August 15 2017' for details on the full conversation.

Again, we appreciate you taking the time to meet and look forward to meeting with you in the near future to further discuss the above noted topics.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Rennie'.

Jim Rennie
NAEL Vice-Chair and Mayor of Woodlands County

Attachment: Meeting Summary with Minister Summary August 15 2017



Northern Alberta Elected Leaders

206, 9621-96 Avenue, Bag 900-14

Peace River, Alberta T8S 1T4

Phone: 780-624-6274 fax: 780-624-6184

Meeting Summary

NAEL Members and Minister of Municipal Affairs, Hon. Shaye Anderson

Tuesday, August 15, 2017

Elk Room, Chateau Nova, Peace River, AB

Attendees

- Hon. Shaye Anderson, Minister of Municipal Affairs
- Brock Bowman, Ministerial Advisor, Municipal Affairs
- Debbie Jabbour, MLA for Peace River
- Leanne Beaupre, Acting chair, NAEL and Reeve of County of Grande Prairie
- Allan Row, CAO – Clear Hills County
- Bill Neufeld, Reeve – Mackenzie County
- Bill Rogan, CAO – County of Grande Prairie
- Bob Madore, Acting CAO – Northern Sunrise County
- Carolyn Kalebaba, Vice-President – AAMDC and Northern Sunrise County Deputy Reeve
- Cheryl Anderson, Reeve – County of Northern Lights
- Chris Mitchell, Councillor – Town of Rainbow Lake
- Crystal McAteer, Mayor – Town of High Level
- Dollie Anderson, Deputy Reeve – MD of Opportunity
- Elaine Manzer, Deputy Mayor – Town of Peace River
- Hermann Minderlein, CAO – Birch Hills County
- Jim Ahn, Mayor – Town of Fox Creek
- Joanne Chelick, Mayor – Village of Rycroft
- Ken Matthews, Reeve – Big Lakes County
- Len Racher, CAO – Mackenzie County
- Linda Cox, Mayor – Town of High Prairie
- Marvin Doran, Reeve – Birch Hills County
- Michelle Farris, Mayor – Town of Rainbow Lake
- Murray Kerik, Reeve – MD of Lesser Slave River
- Robert Brochu, Reeve – MD of Smoky River
- Robert Willing, Reeve – MD of Peace
- Roger Loberg, Deputy Mayor – Town of Beaverlodge
- Rory Tarant, Councillor – City of Grande Prairie
- Roy Brideau, CAO – Big Lakes County
- Roy Dell, CAO – Town of Fox Creek
- Sandra Fox, CAO – MD of Fairview
- Sunni-Jeanne Walker, Mayor – Town of Manning
- Theresa Van Oort, CAO – County of Northern Lights
- Tom Burton, Director Zone 4 – AAMDC and MD of Greenview Councillor
- Troy Jenkins, CAO – Town of Rainbow Lake
- Tyler Warman, Mayor – Town of Slave Lake
- Vern Lymburner, Mayor – Town of Valleyview
- Wally Olorenshaw, Councillor – Town of Rainbow Lake
- Susan Shave, Manager of Projects and Engagement, NADC – Secretariat
- Nicole Inzunza, Senior Northern Development Officer, NADC – Secretariat
- Chelsea Ferguson, Executive Director and Council Assistant, NADC – Secretariat

Purpose

NW Municipalities discuss regional issues with Alberta Municipal Affairs

Acting Chair Leanne Beaupre, Reeve of County of Grande Prairie welcomed Hon. Shaye Anderson, Minister of Municipal Affairs and his delegation along with Debbie Jabbour, MLA for Peace River and Northern Alberta Development Council Chair.

*Meeting Summary of a NAEL Members and Minister of Municipal Affairs, Hon. Shaye Anderson meeting
Tuesday, August 15, 2017, Elk Room, Chateau Nova, Peace River, AB*

The Minister opened the meeting with comments indicating a desire to work well and in partnership with municipalities.

The following summary highlights the key issues raised during the roundtable discussion and the commitments/responses by the Minister to NAEL members (NAEL).

NAEL Municipalities have lost assessment value due to economic slow down

- The loss of assessment is impacting municipalities ability to pay school tax
- How will this affect the liability management review?
- Across various municipalities quite a few properties are insolvent

Minister Municipal Affairs and Environment and Parks ministries have created a working group to address issues of orphan wells; acknowledge that they are a huge issue; there may be some opportunity for requisitioning of property; Alberta Energy Regulator is involved.

NAEL Centralized assessment – can this change be re-evaluated?

Minister Assessment will happen in the field. It won't all happen in Edmonton or Calgary. Some municipalities have assessors on staff or use third parties that are doing a great job. However, the information does need to be centralized; the process needs to be centralized.

NAEL Fees for assessment will be invoiced to municipalities and municipalities will collect costs from the industry assessor? Is this understanding correct? Is it similar to School Tax?

Minister This issue is being looked at. A decision on this has not yet been made the process for paying fees sounds convoluted if it is as identified; they want it to be simple and efficient; will take this question back to get some answers.

NAEL The Indigenous Consultation process is time consuming, as well it is not clear as to who had jurisdiction on consultation: Federal or Provincial governments. Duty to Consult changes are causing delays with development, especially with the addition of the Metis Settlements.

Minister Indigenous Relations (IR) should have up to date information on the jurisdiction question, a request will be made to IR for an update to share with NAEL. Municipal Affairs is having discussions with municipal stakeholders.

NAEL Municipalities need to be kept in the loop on the decisions and consultations happening within their areas. It would be beneficial for municipalities to be invited to the same consultation/discussion table as the Indigenous communities.

NAEL Modernization of the Municipal Governance Act workshop and the Intermunicipal Collaboration Frameworks process looks relatively simple. However, there are many requirements for applicability towards the grant, and not all requirements are clearly defined, for example: transportation.

Minister There are definitely resources available for the grants. Will speak with staff about the request to define more terms in the requirements, however, it would be troubling for those requirements to implement a more restrictions to applicants. Will seek clarification from staff and follow-up.

NAEL Alberta Government invested \$20 million in FireSmart after the 2011 wildfire. Slave Lake is now trying to take the message elsewhere, as requests from other locations outside of Alberta are coming in. Letters have been sent to Municipal Affairs advising of the received requests and inviting the Alberta Government to the table. There has been no interest from the Alberta Government to come to the table.

Minister There is awareness that Alberta is being looked to by other provinces and territories because of the responses to emergency situations. Will talk to staff and follow-up.

NAEL Concerns over the Species at Risk Act. The north should not be the dumping ground for these acts. A healthy balance is needed.

Minister's delegation: Debbie Jabbour Minister Phillips is defending Alberta federally. The Ministry is looking at the least restrictive allocation possible. The intent of the Act implementation is not to influence industry. The wording of the proposal to the Federal government is to be as open as possible so as to compromise the province with too many restrictions.

NAEL Would like to see the Alberta Government hold the Federal Government accountable to ensuring all provinces and territories are held to the same standard.

NAEL The Species at Risk conversation continues to be about habitat. The areas being looked at as preserves may have resources affect the provinces' economic capacity. Further meetings have been requested by municipalities to Minister Phillips. There are a lot of concerns over the transparency of the provinces discussions and actions.

Minister's delegation The Government is aware of the perceived transparency issue.

NAEL Inter-municipal Collaboration Frameworks (ICFs), there has been mentioned that templates will be provided. What kind of templates and what information will they include? What principles will be used on determining which plan to endorse etc. How will this process work?

Minister Templates are in the development phase, utilizing work municipalities are currently doing well. The Ministry is looking to provide a summary overview to help municipal staff develop their frameworks. There are dedicated Ministerial staff to help if there is an issue that the municipalities have. A two-year time frame will be implemented for the Minister to grant extensions, where available.

NAEL Species at Risk has already had an impact to industry/jobs. A moratorium has been put on lands in Greenview. It's having an impact already – we suggest that the Ministry consult with municipalities for a full scope of current impacts.

NAEL There is potential for economic development in small municipalities. Where can small municipalities go for information on industries looking to develop in the area?

Minister There is currently a rural committee that includes Municipal Affairs and several small municipalities that is figuring out how to progress on this issue. The Ministry of Economic Development and Trade has a lot going on like CARES funding. AAMDC may also have additional information.

Minister's delegation: Debbie Jabbour NADC's key role is helping communities find the opportunities – we will strive to communicate these opportunities better.

NAEL There is also information through groups like PREDA and REDL.

NAEL Many smaller municipalities encounter water issues; however, a lot of the grants available to water concerns are not accessible to the smaller municipalities.

Minister There is an awareness around this issue and some of the grants do need to be reviewed. The Ministry will look at reviewing the underutilized grants and tweak to match the needs of smaller municipalities. There are lots of opportunities to make things work better.

NAEL The Mountain Pine Beetle issue has killed many forests. The dead trees pose a potentially devastating wildfire threat.

Minister Will speak with Minister of Agriculture and Forestry for an update on where they are at regarding the dead forests. Prevention and mitigation of wildfires is top priority. There will be a follow-up.

NAEL The Town of Fox Creek (as an example) is wealthy with mineral rights. The Government is collecting royalties; the town is booming; however, the infrastructure is old. The Town cannot keep up. For example, last week the lift station died. These are common problems that come along with a large shadow population. The Town needs help/support. At the rate things are progressing, the town will become a camp town. New housing is being taken by crews, and is unaffordable to regular residents.

Minister Is aware of issues like this and will speak with staff on opportunities for support moving forward.

NAEL In BC some industry jobs require representation rather than just a box number. How does this affect the Fair Trade Act?

Minister What requirements are there to do business in BC? Staff will investigate.

NAEL Shadow Population census. Some municipalities have applied to the Federal government to complete one. However, the Federal governments responses were not timely and had too many restrictions that the municipality was unable to complete it.

NAEL Wetland policy, the way it has been brought forward there is not enough inspectors and things are getting backed up. Payments for consultations come out of Alberta funds which are granted to companies outside of the province.

Minister Also heard this question last week. Is putting staff together to talk with Environment; an 18-24 month back up is not efficient and the government needs to do better.

NAEL Beaverlodge Health Care facility – a feasibility study has been completed, but no action has been taken. There would be a significant cost savings for the individuals and the government if patients could convalesce in their home towns rather than major centers like Grande Prairie. Why have some of the towns like Beaverlodge been overlooked on their approved feasibility study for health care facilities.

Minister Will bring back to inquire and provide a response.

Concluding remarks

NAEL

- The NAEL membership would appreciate the Minister communicating concerns and issues to the respective areas of government.

Minister

- Thanks to the membership for the opportunity.
- The Ministry really values the feedback municipalities provide to pursue a better Ministry of Municipal Affairs.

Village of Nampa (Dianne Roshuk)

7.4

From: Nicole Inzunza <Nicole.Inzunza@gov.ab.ca>
Sent: February 5, 2018 3:05 PM
Cc: jim.rennie@woodlands.ab.ca
Subject: Please review - NAEL letter to NADC re: caribou range plans
Attachments: NAEL Letter to NADC_Caribou Support_DRAFT3.doc

Good afternoon:

Please see below on behalf of Jim Rennie, Chair, Northern Alberta Elected Leaders.

.....

Hello NAEL Members:

Following our meeting on January 19, 2018, it seemed an appropriate next-step in garnering support around the draft caribou range plans to draft a letter to the Northern Alberta Development Council (NADC).

I am asking that you review the attached letter and provide feedback and/or approval by the end of the day on Thursday, February 8th. The NADC is meeting in Grande Prairie on February 20th and I want to ensure they receive the letter with enough time to review prior to that meeting.

Regards,

Jim Rennie
Chair, Northern Alberta Elected Leaders
jim.rennie@woodlands.ab.ca

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Northern Alberta Elected Leaders

206, 9621-96 Avenue, Bag 900-14

Peace River, Alberta T8S 1T4

Phone: 780-624-6274 fax: 780-624-6184

Ms. Debbie Jabbour
Chair, Northern Alberta Development Council
206 Provincial Building 96212-96 Ave
Bag 900-4
Peace River, AB
T8S 1T4

January 25, 2018

Dear Chair Jabbour:

Northwest municipalities represented by the Northern Alberta Elected Leaders (NAEL) group are facing unprecedented economic challenges. Alberta's forestry industry is confronted with compounding issues like the softwood lumber dispute, the resurgence of the mountain pine beetle, and a recent increase in devastating wildfires. Additionally, the oil and gas industry continues to suffer from the global drop in price and barriers in getting its product to market.

In 2002, the Government of Canada adopted the *Species at Risk Act*, and in 2003 added the Woodland Caribou as a threatened species. Then, in 2012, the GoC released the *Recovery Strategy for the Woodland Caribou* and instituted a moratorium on all new land sales and leases within caribou range boundaries. Northern Alberta communities rely on the forestry and oil and gas industries as their primary economic drivers and investment certainty is at an all-time low due in part to this moratorium. Future opportunities in industries like geothermal energy and gravel are also uncertain because they fall within these boundaries. Restrictions on the ability to access significant portions of the landmass negatively impacts our region's success and future prosperity.

On December 19, 2017, the Government of Alberta released draft Provincial Caribou Range Plans, to meet the requirements outlined by the federal government. Our member municipalities have raised concern with the timelines, data, definitions, and consultation processes that the government is following as they develop these plans. For example, the definition of disturbed lands in which 30-year old cut lines and alternative prey such as moose are considered equal to industrial development in terms of their disturbance to caribou recovery, or the decision to rely on outdated/incomplete data sets when industry and northern communities have provided current and extensive qualitative and quantitative data, both of which have been labeled as biased and excluded from the development of the current draft plans.

NAEL is asking for support from the Northern Alberta Development Council to advocate on behalf of northern communities. We ask that the NADC utilize its significant influence to fulfill its mission of advancing northern development and advise the province to address the lack of northern consultation, data gaps and inaccuracies with respect to the draft caribou plans for the benefit of northern Albertans. Furthermore, NAEL respectfully requests that the NADC pen a letter of support for the northern municipalities, confirming their intention to ensure a northern voice is heard and considered in future discussion by advocating on behalf of northern Albertans at the upcoming caribou range plan



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engagement sessions. It is NAEL's goal to support a caribou recovery plan that considers the social and economic futures of the northern region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Rennie', is written over a large, faint, diagonal watermark that says 'DRAFT'.

Jim Rennie, NAEL Chair
Mayor of Woodlands County



8. IN CAMERA



9. ADJOURNMENT