

## CAO - Village of Andrew

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**From:** Cassandre Winterburn  
**Sent:** March 4, 2025 1:58 PM  
**To:** CAO - Village of Andrew  
**Subject:** Re: Daycare lease

Hi Kylie  
Sounds good,

With the regulations is 3.05 sqf per child we would be able to have about 60 kids in the daycare room and 27 in OSC.

My goal would be to have about 45 in daycare and 20 in OSC, but have the extra room to have more if the demand is there.

I plan to be ready to open mid/ end of August, I have started the paperwork to get everything going. As that progresses I can 100% let you know a for sure date.

Thank you  
Cassandre

Sent from my iPhone

On Mar 4, 2025, at 13:51, CAO - Village of Andrew <cao@liveinandrew.com> wrote:

Hi Casandre,

I will have this information presented to Council at their next meeting (which is on March 26, 2025).

Can I clarify - how many kids would be your estimated goal? And would you hope to open in August? September?

**Kylie Rude, CLGM**

Chief Administrative Officer

Village of Andrew PO BOX 180

5021 50 Street Andrew, Alberta T0B 0C0

Cell: 780 208 2689 Office: 780 365 3687 Fax: 780 365 2061

<Outlook-5vcni4g1.png>

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**From:** Cassandre Winterburn >  
**Sent:** March 4, 2025 1:49 PM  
**To:** CAO - Village of Andrew <cao@liveinandrew.com>  
**Subject:** Daycare lease

Good afternoon

It is with strong intent for myself to get the daycare up and running in Andrew, and as an Andrew local it would be a great opportunity not only for myself but for the community to show growth and give surrounding communities a chance to experience what Andrew has to offer, potentially encouraging people to move into Andrew.

So with that being said would council consider 6 months of free rent to help with start up, following a monthly rental rate of \$600, and if I were to be able to get a secondary room focused solely on before and after school care, I could pay an additional 200, totalling in \$800 a month for both rooms. However I am open to negotiation.

And then when the time comes and the daycare has increased in the amount of children I would be open to re-evaluating the rental price for both rooms.

Thank you

Sincerely

Cassandre Winterburn

## ACTION LIST

| ITEM                                     | NOTES   | TARGET DEADLINE |
|--|---|-----------------|
| Waterfill station project                | final install date <b>March 25 - 26</b> – Administration preparing communications to public & current key holders to advise | March           |
| Land Use Bylaw                           | Administration to get quote for 3rd party   | April           |
| Utility Bylaw                            |   | April           |
| Procedural Bylaw                         | Update to align with Mayor elect & other provisions   | July            |
| Community Standards Bylaw                | Combine miscellaneous bylaws into one and update (noise, unsightly, etc.)   | June            |
|  | Create plan for public engagement & facilitate  | June            |
| Traffic Bylaw                            | Update: Consider changing speeds in certain areas?  | June            |
|  | Create plan for public engagement & facilitate  | June            |
| Grant research                           | Ongoing   | Ongoing         |
| Reserves Summary                         | Consultant now assisting with various aspects   | Unkown          |
| Bylaw for Council Committees             | Admin direct to prepare draft for consideration   | 2026            |
| Public Participation policy              |   | July            |
| CCV Maintenance Policy                   |   | July            |
| Sewer line 51 Avenue                     | Admin to prepare tender package / RFP - considering additional grants   | March           |
| Building agreements with not for profits | April 7 mtg scheduled with ACCA/Curling club  |                 |
| Strategic Plan                           | Obtaining quote   | April           |
| Tax Incentives                           | Developing options  | 2026            |

|  |                                  |         |
|--|----------------------------------|---------|
| Development package / marketing package                  | Ideas being gathered             | Ongoing |
| Sidewalk Snow Removal Bylaw                              | Combine with community standards | June    |
| Procurement Policy                                       |                                  | May     |
| Removing/cleaning concrete/other material from tree dump |                                  | May     |

Please note: timelines have been adjusted to account for unexpected requests from members of Council and the public as well as unanticipated issues that require immediate attention.



**COUNCIL  
REQUEST FOR DECISION**

|                      |                              |                      |                 |
|----------------------|------------------------------|----------------------|-----------------|
| <b>MEETING DATE:</b> | March 26, 2025               | <b>PRESENTED BY:</b> | Kylie Rude, CAO |
| <b>TITLE:</b>        | Andrew Rural Academy Funding |                      |                 |
| <b>AGENDA ITEM:</b>  | 7.1                          |                      |                 |

**BACKGROUND/ PROPOSAL**

The attached letter was received from the Andrew Rural Academy Foundation requesting a cheque for \$7,500.

At the March 3, 2025 Council meeting, Mayor Goertz brought this concept/request forward individually, prior to Andrew Rural Academy Foundation having this discussion/direction. Council denied this request (see Resolution # 2025051). To summarize, Council is reminded:

- a start up fund of \$50,000 was included in the 2025 budget to assist Andrew Rural Academy
- Administration has been tracking all start up costs (summary attached)
- providing funds to a non-profit is beneficial to the community as a whole
- it is important for the Village to be accountable for the \$50,000 start up fund
  - The foundation has offered to provide monthly financial statements to provide this accountability should Council approve the request from the foundation
- The CAO previously advised that this request adds administrative steps, particularly if requests are ad hoc.
  - Administration has already developed a number of procedures to handle school related start up costs so to make a change at this point, might not have much value.
- The Rural Academy Foundation is likely to have incoming funds in the near future , from grant funding for example.
- Council already voted on this matter; however, since the request has now come directly from the foundation, Council may wish to reconsider their prior decision.



- The CAO was not present at the latest foundation meeting so was unable to provide input from Village Administration perspective as to this request.

## **RECOMMENDED ACTION**

Option 1 – Uphold the previous motion made by Council on this matter

OR

Option 2 – Move that Council direct Administration to send \$7,500 to the Andrew Rural Academy Foundation as per the March 14, 2025 request.

# Andrew Rural Academy Foundation

Andrew, Alberta

[www.andrewruralacademy.org](http://www.andrewruralacademy.org)

[info@andrewruralacademy.ca](mailto:info@andrewruralacademy.ca)



Village of Andrew  
Box 180  
Andrew, AB

March 14, 2025

To Members of Village Council & CAO,

As you are already aware, our Foundation received confirmation of approval for the charter application last week. We just want to express to you how thankful we are for your continued support throughout this whole process, as we could not have done it without the support of the Village residents and Council. Your financial contributions and your steadfast belief that this community needs and will benefit from a school has been a big part of our success, and we are so thankful to have your backing.

We still have a ways to go and with the help of our consultant, we strive to get this done. On that note, we still foresee the need to continue to utilize start-up funds you committed to providing to us. Our board is requesting the Village forward \$7500.00 to the Foundation and the remainder of the balance upon request - if those funds are needed. Up until now all our receipts have been forwarded directly to the office for payment and it is our wish to pay these expenses directly in order to be accountable on our end. As per our initial commitment of accountability, we will provide a financial statement to the Village on a monthly basis.

We are hoping you are all in agreement, as we are committed to utilizing these funds responsibly and we do not want to lose the faith and trust of those we are committed to helping and serving. If you have any concerns, please contact the board President, Jason Tkachuk or myself.

Yours Truly,

Secretary / Treasurer  
Jan Goertz



**COUNCIL  
REQUEST FOR DECISION**

|                      |                      |                      |                 |
|----------------------|----------------------|----------------------|-----------------|
| <b>MEETING DATE:</b> | March 26, 2025       | <b>PRESENTED BY:</b> | Kylie Rude, CAO |
| <b>TITLE:</b>        | Council/CAO Covenant |                      |                 |
| <b>AGENDA ITEM:</b>  | 7.2                  |                      |                 |

**BACKGROUND/ PROPOSAL**

Council approved policy # 011, Council / CAO Covenant.

Administration would like to have all Council members read this over, and have Council and the CAO sign this in acknowledgement and agreement to abide by its contents.

**RECOMMENDED ACTION**

No motion being suggested. Recommendation is to sign the attached.





## Council / Chief Administrative Officer Covenant - Policy #011

|                              |                  |
|------------------------------|------------------|
| Date of Approval by Council: | January 29, 2025 |
| Resolution Number            | 20250022         |

Signature of Approval of CAO: K. R. R.

### Purpose

This policy establishes an agreement between members of Council of the Village of Andrew and the Chief Administrative Officer (CAO).

### **WE, AS MEMBERS OF COUNCIL, WILL:**

- carry out our responsibilities as set out in the applicable legislation to the best of our abilities
- make decisions which we believe to be in the best interests of our citizens
- review the background information and advice made available to us by the administration prior to rendering a decision
- seek further input or information by asking direct questions in a professional manner when we are unsure of the issues or uncertain as to the preferred course of action
- refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Chief Administrative Officer for review, comment and follow-up (as appropriate)
- refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with Council or Chief Administrative Officer and to respond appropriately
- seek to participate actively in the decision-making process
- refrain from any public or private criticism of our Council wherein individual Councillors are identified
- act as good stewards of the Municipality and as public servants of our citizens through ethical conduct
- provide effective leadership through guiding the municipal corporation through annual or longer term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens
- ensure that we formally evaluate the performance of the Chief Administrative Officer at least once annually and involve the CAO in this process so as to ensure a full understanding of the Council's candid assessment
- admit to any mistakes of substance made individually or as a collective, and take corrective action

## **I, The CAO WILL:**

- conduct myself as your chief policy advisor in an honest and ethical manner
- ensure that the Mayor and Councillors are accorded respect in all of my personal and public comments
- provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council
- guide the actions of the administration so that they are in accordance with the policies and objectives of Council
- act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council
- address promptly any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured
- ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as the CAO
- seek to ensure that Council is aware of key issues as they arise and thus avoid the problems associated with surprises
- maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Provincial and Federal governments
- admit to any mistakes of substance made by myself or my staff and take corrective action
- listen carefully to the concerns of Council regarding my performance and seek to improve any deficiencies on an ongoing basis
- ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

**BETWEEN**

**VILLAGE OF ANDREW COUNCILLORS**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**AND**

**CHIEF ADMINISTRATIVE OFFICER**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



**COUNCIL  
REQUEST FOR DECISION**

|                      |                      |                      |                 |
|----------------------|----------------------|----------------------|-----------------|
| <b>MEETING DATE:</b> | March 26, 2025       | <b>PRESENTED BY:</b> | Kylie Rude, CAO |
| <b>TITLE:</b>        | Benefits Information |                      |                 |
| <b>AGENDA ITEM:</b>  | 7.3                  |                      |                 |

**BACKGROUND/ PROPOSAL**

At the March 10, 2025 Council meeting, Council made the following motion:

RES 2025060- Moved by Councillor Haight to have administration provide the benefit package pricing and options for the CAO and budget figures for employees for review at the March 26 Council meeting.

Please note, the benefits provider is still working with Administration to make changes to the previously agreed upon premium allocation, as approved by Council in the employment policy (ie: changing health and dental to 75% employer premium, 25% employee premium).

The rough monthly cost, which will be slightly increased once all the approved plan changes are made, of benefits for the current staffing levels is: \$2,200 per month. Please keep in mind that we are invoiced for the full cost of benefits then, through the payroll process, proper deductions are made from employees for their portion (premium) of the benefits cost so the **actual cost** to the Village is: \$1,500 / month. Keep in mind that is at the current staffing level and will fluctuate if changes occur.

The details of the benefits plan is attached.

**RECOMMENDED ACTION**

That the information on benefits be accepted as information.

# Village of Andrew

Class 0040-1 : Municipal Employees



Your Benefits-at-a-Glance

# THIS DOCUMENT IS TO BE USED FOR REFERENCE PURPOSES ONLY

YOUR BENEFITS COVERAGE IS GOVERNED BY THE POLICY CONTRACT(S) MADE BETWEEN YOUR PLAN SPONSOR AND THE PLAN'S PROVIDER(S). THE DETAILS OF YOUR BENEFITS COVERAGE ARE OUTLINED IN THE BOOKLET(S) PUBLISHED BY THE PLAN'S PROVIDER(S).

THIS BENEFITS-AT-A-GLANCE IS A QUICK REFERENCE GUIDE THAT PROVIDES SUMMARY DESCRIPTIONS OF YOUR BENEFITS FOR THE SOLE PURPOSE OF REFERRING YOU TO APPROPRIATE PLAN BOOKLET(S) AND PROVIDER CONTACT INFORMATION. THIS BENEFITS-AT-A-GLANCE DOES NOT AMEND, SUPPLEMENT, OR SUPERCEDE THE TERMS AND CONDITIONS OF YOUR PLAN'S POLICY CONTRACT(S) OR BOOKLET(S) IN ANY WAY, AND MAY NOT BE RELIED UPON AS A REPRESENTATION OF YOUR COVERAGE DETAILS OR CLAIMS ELIGIBILITY FOR ANY REASON.

Arranged By:

**AMSC Insurance Services Ltd.**

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





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## Group Benefits Designed for You

This document is a quick reference to the details of your group benefits plan. It is intended to outline the most important features in an easy to use format. For more information refer to your provider booklet(s).

### Eligibility Rules

|                       |  |
|-----------------------|--|
| Waiting Period        | 3 months   |
| Employment Status     | Permanent full & part time and temporary employees |
| Min. Hours Required   | Work 20 hours / week                               |
| Dependent Eligibility | From birth   |
| Dependent Age Limits  | Dep. under 21 or under 25 if student               |
| Cohabitation Period   | 12 consecutive months                              |

### Underwriting Rules - Teladoc

|                            |   |
|----------------------------|---|
| Participation Requirements | Mandatory                                   |
| Late Entrant Definition    | 31 days to request coverage                 |
| Late Entrant Requirements  | Medical approval, if applying after 31 days |

### Underwriting Rules - Industrial Alliance

|                            |   |
|----------------------------|---|
| Participation Requirements | Optional                                    |
| Late Entrant Definition    | 90 days to request coverage                 |
| Late Entrant Requirements  | Medical approval, if applying after 90 days |

### Underwriting Rules - Sun Life

|                            |   |
|----------------------------|---|
| Participation Requirements | Mandatory                                   |
| Late Entrant Definition    | 31 days to request coverage                 |
| Late Entrant Requirements  | Medical approval, if applying after 31 days |





## Basic Life

Sun Life Policy 71180-0040

Basic Life coverage provides a one time payment for your named beneficiary(s) should you die while insured under this policy. This benefit is paid regardless of any other life insurance policies you might have.

### Beneficiary

The person you name to receive the payment from your insurance policy. If you don't name a beneficiary, the payment goes to your estate.

### Conversion

If your group plan terminates, you may have the right to exchange this group policy for an individual insurance policy, without providing proof of good health.

### General Details

|                      |   |
|----------------------|---|
| Coverage Calculation | 1.0 x annual earnings                   |
| Minimum Coverage     | \$10,000                                |
| Non Evidence Maximum | \$500,000                               |
| Overall Maximum      | \$500,000                               |
| Age Reduction Clause | Reduces by 90% at age 70                |
| Conversion Privilege | Within 31 days of termination           |
| Termination Age      | None                                    |
| Waiver of Premium    | 1st of mo. following date of disability |

**See provider booklet for full details**



## Optional Life

Sun Life Policy 71180-0040

### THIS IS AN OPTIONAL BENEFIT

Contact your Plan Administrator for information on how to apply

Optional Life coverage provides a one time payment for your named beneficiary(s) should you die while insured under this policy. This benefit is paid regardless of any other life insurance policies you might have.

### Guaranteed Coverage

This plan allows for guaranteed issue insurance coverage. Any coverage applied for up to the guaranteed amount and within the application deadline does not require Evidence of Insurability by the insurer. Any coverage applied for in excess of the guaranteed amount, or after the guaranteed application deadline, will require Evidence of Insurability by the insurer.

### Evidence of Insurability

The information an insurance company may use to decide whether or not to insure you. It's often called "proof of good health". The information may include medical, lifestyle, smoking and other personal information.

### Beneficiary

The person you name to receive the payment from your insurance policy. If you don't name a beneficiary, the payment goes to your estate.

### General Details

|                              |   |
|------------------------------|---|
| Coverage Calculation         | Units of \$10,000                       |
| Minimum Coverage Election    | \$10,000                                |
| Maximum Coverage Election    | \$300,000                               |
| Guaranteed Issue (GI) Amount | Up to \$30,000 without medical evidence |
| GI Application Deadline      | Within 31 days of eligibility           |
| Conversion Privilege         | Within 31 days of termination           |
| Termination Age              | Age 70 or earlier retirement            |
| Waiver of Premium            | 1st of mo. following date of disability |

**See provider booklet for full details**



## Optional Spouse Life

Sun Life Policy 71180-0040

### THIS IS AN OPTIONAL BENEFIT

Contact your Plan Administrator for information on how to apply

Optional Spouse Life Insurance coverage provides a one time payment to you if your spouse dies while insured under this policy. This benefit is paid regardless of any other life insurance policies you might have on your spouse.

### General Details

|                           |   |
|---------------------------|---|
| Coverage Calculation      | Units of \$10,000                       |
| Minimum Coverage Election | \$10,000                                |
| Maximum Coverage Election | \$300,000                               |
| Conversion Privilege      | Within 31 days of termination           |
| Termination Age           | Age 70 or earlier retirement            |
| Termination Age Basis     | Spouse or participant                   |
| Waiver of Premium         | 1st of mo. following date of disability |

### Evidence of Insurability

The information an insurance company may use to decide whether or not to insure you. It's often called "proof of good health". The information may include medical, lifestyle, smoking and other personal information.

**See provider booklet for full details**



## Accidental Death & Dismemberment

Sun Life Policy 71180-0040

Accidental Death & Dismemberment (AD&D) coverage provides a one time payment if, due to an accident occurring while insured under this policy, you die or suffer any of the losses listed under the Schedule of Losses found in your provider booklet.

### Beneficiary

The person you name to receive the payment from your insurance policy. If you don't name a beneficiary, the payment goes to your estate.

### General Details

|                      |   |
|----------------------|---|
| Coverage Calculation | 1.0 x annual earnings                   |
| Minimum Coverage     | \$10,000                                |
| Non Evidence Maximum | \$500,000                               |
| Overall Maximum      | \$500,000                               |
| Conversion Privilege | Within 31 days of termination           |
| Termination Age      | Age 70 or earlier retirement            |
| Waiver of Premium    | 1st of mo. following date of disability |

**See provider booklet for full details, including the schedule of loss**



## Optional Accidental Death & Dismemberment

Sun Life Policy 71180-0040

### THIS IS AN OPTIONAL BENEFIT

Contact your Plan Administrator for information on how to apply

Optional Accidental Death & Dismemberment (AD&D) coverage provides a one time payment if, due to an accident occurring while insured under this policy, you die or suffer any of the losses listed under the Schedule of Losses found in your provider booklet.

### Evidence of Insurability

The information an insurance company may use to decide whether or not to insure you. It's often called "proof of good health". The information may include medical, lifestyle, smoking and other personal information.

### Beneficiary

The person you name to receive the payment from your insurance policy. If you don't name a beneficiary, the payment goes to your estate.

### General Details

|                           |   |
|---------------------------|---|
| Coverage Calculation      | Units of \$25,000                       |
| Minimum Coverage Election | \$25,000                                |
| Maximum Coverage Election | \$250,000                               |
| Conversion Privilege      | Within 31 days of termination           |
| Termination Age           | Age 65 or earlier retirement            |
| Waiver of Premium         | 1st of mo. following date of disability |

### Family Plan Details

|                           |                                    |
|---------------------------|------------------------------------|
| Spouse without Children   | 50% of the member's benefit amount |
| Spouse with Children      | 40% of the member's benefit amount |
| Children Without a Spouse | 15% of the member's benefit amount |
| Children With a Spouse    | 10% of the member's benefit amount |

**See provider booklet for full details, including the schedule of loss**



## Short Term Disability Taxable

Sun Life Policy 71180-0040

Short Term Disability is a type of insurance that replaces income for a short period of time when a person becomes disabled and is unable to work. If the disability continues, the person may be eligible for long-term disability benefits, if they have that coverage.

### Qualifying Period

This represents the time between the date of the onset of disability and the date you are eligible to receive disability benefits. Prior to satisfying the Qualifying Period as specified for Accident, Sickness or Hospitalization, no benefits will be payable. It is advisable that you make financial arrangements to cover the qualifying period and the approval process.

### General Details

|                      |   |
|----------------------|---|
| Coverage Calculation | 66.67% of weekly earnings                           |
| Non Evidence Maximum | \$750 per week                                      |
| Overall Maximum      | \$750 per week                                      |
| EI Carve Out         | No  |
| Benefit Duration     | 17 weeks  |
| Termination Age      | Upon retirement                                     |
| Waiver of Premium    | On date of 1st pymt under LTD benefit, up to age 65 |

### Qualifying Period

|                            |                                      |
|----------------------------|--------------------------------------|
| Accident                   | 0 days                               |
| Sickness                   | 7 days                               |
| Hospitalization            | 0 days                               |
| Hospitalization Definition | Admitted as inpatient or day surgery |

**See provider booklet for full details**



## Long Term Disability Taxable

Sun Life Policy 71180-0040

Long Term Disability coverage provides a monthly benefit to you should you become totally disabled as the result of an accident or illness. In order to qualify, you must provide proof of claim acceptable to the Insurer, be totally disabled for a continuous period of time, be under the regular care of a physician and have suffered a loss of income.

### Pre-Existing Condition

A medical condition for which you've had symptoms, consulted a medical professional or received treatment before you apply for insurance or before your coverage takes effect. Some types of insurance have pre-existing condition clauses which may limit or exclude benefits if you make a claim related to that condition. See Provider Booklet for full details.

### Elimination Period

The time between the date of the onset of disability and the date you are eligible to receive disability benefits. During the elimination period, this benefit is not payable.

### Own Occupation

You must be totally disabled and continuously unable to perform the usual and customary duties of your own occupation during the Elimination Period, and for the claim period specified under Own Occupation to be considered totally disabled under this definition.

### General Details

|                      |   |
|----------------------|---|
| Coverage Calculation | 66.67% of monthly earnings                          |
| Non Evidence Maximum | \$4,500 per month                                   |
| Overall Maximum      | \$4,500 per month                                   |
| All Source Maximum   | 100% pre-disability income                          |
| Termination Age      | Age 65 or earlier retirement                        |
| Waiver of Premium    | On date of 1st pymt under LTD benefit, up to age 65 |

### Coverage Eligibility

|                           |   |
|---------------------------|---|
| Elimination Period        | 120 days                                  |
| Own Occupation            | 2 year own occupation                     |
| Any Occupation            | From 2 years to age 65                    |
| Pre-Existing Condition    | 3 months prior & 12 months post hire date |
| Cost of Living Adjustment | No coverage                               |
| CPP Offset                | Primary offset                            |

**See provider booklet for full details**



## Long Term Disability Taxable

Sun Life Policy 71180-0040

### **Any Occupation**

If after exhausting the Own Occupation period, and you are unable to engage in any occupation, or perform work of any kind for wage, remuneration or profit for which you are or may reasonably become fitted by means of education, training or experience, then you are considered totally disabled under this definition.





## Optional Critical Illness

Industrial Alliance Policy 100003919-0040

### THIS IS AN OPTIONAL BENEFIT

Contact your Plan Administrator for information on how to apply

Optional Critical Illness coverage provides a one time payment if you are diagnosed with a life-altering illness listed under the covered conditions found in your provider booklet.

### Guaranteed Coverage

This plan allows for guaranteed issue insurance coverage. Any coverage applied for up to the guaranteed amount and within the application deadline does not require Evidence of Insurability by the insurer. Any coverage applied for in excess of the guaranteed amount, or after the guaranteed application deadline, will require Evidence of Insurability by the insurer.

### Evidence of Insurability

The information an insurance company may use to decide whether or not to insure you. It's often called "proof of good health". The information may include medical, lifestyle, smoking and other personal information.

### General Details

|                                |  |
|--------------------------------|--|
| Coverage Calculation           | Units of \$10,000 for guaranteed acceptance coverage |
|                                | Units of \$25,000 for optional coverage              |
| Guaranteed Acceptance Coverage | Up to \$50,000 without medical evidence              |
| Maximum Coverage Election      | \$500,000  |
| Guaranteed Issue (GI) Amount   | Up to \$50,000 without medical evidence              |
| GI Application Deadline        | Within 90 days of eligibility                        |
| Medical Evidence Required      | After 90 days for guaranteed acceptance coverage     |
|                                | After 90 days for optional coverage                  |
| Pre-Existing Condition         | See carrier booklet for details                      |
| Second Event Benefit           | Not included   |
| Termination Age                | Age 75 or earlier retirement                         |
| Waiver of Premium              | Premium waiver does not apply                        |

**See provider booklet for full details, including covered conditions**



## Optional Critical Illness

Industrial Alliance Policy 100003919-0040

### **Pre-Existing Condition**

A medical condition for which you've had symptoms, consulted a medical professional or received treatment before you apply for insurance or before your coverage takes effect. Some types of insurance have pre-existing condition clauses which may limit or exclude benefits if you make a claim related to that condition. See Provider Booklet for full details.



## Optional Spousal Critical Illness

Industrial Alliance Policy 100003919-0040

### THIS IS AN OPTIONAL BENEFIT

Contact your Plan Administrator for information on how to apply

Optional Spousal Critical Illness coverage provides your spouse with a one time payment if your spouse is diagnosed with a life-altering illness listed under the covered conditions found in your provider booklet.

### Guaranteed Coverage

This plan allows for guaranteed issue insurance coverage. Any coverage applied for up to the guaranteed amount and within the application deadline does not require Evidence of Insurability by the insurer. Any coverage applied for in excess of the guaranteed amount, or after the guaranteed application deadline, will require Evidence of Insurability by the insurer.

### Evidence of Insurability

The information an insurance company may use to decide whether or not to insure you. It's often called "proof of good health". The information may include medical, lifestyle, smoking and other personal information.

### General Details

|                                |  |
|--------------------------------|--|
| Coverage Calculation           | Units of \$10,000 for guaranteed acceptance coverage |
|                                | Units of \$25,000 for optional coverage              |
| Guaranteed Acceptance Coverage | Up to \$50,000 without medical evidence              |
| Maximum Coverage Election      | \$500,000  |
| Guaranteed Issue (GI) Amount   | Up to \$50,000 without medical evidence              |
| GI Application Deadline        | Within 90 days of eligibility                        |
| Medical Evidence Required      | After 90 days for guaranteed acceptance coverage     |
|                                | After 90 days for optional coverage                  |
| Pre-Existing Condition         | See carrier booklet for details                      |
| Second Event Benefit           | Not included   |
| Termination Age                | Age 75 or earlier retirement                         |
| Termination Age Basis          | Insured spouse                                       |
| Waiver of Premium              | Premium waiver does not apply                        |

**See provider booklet for full details, including covered conditions**



## Optional Spousal Critical Illness

Industrial Alliance Policy 100003919-0040

### **Pre-Existing Condition**

A medical condition for which your spouse has had symptoms, consulted a medical professional or received treatment before you apply for insurance or before your coverage takes effect. Some types of insurance have pre-existing condition clauses which may limit or exclude benefits if you make a claim related to that condition. See Provider Booklet for full details.



## Optional Child Critical Illness

Industrial Alliance Policy 100003919-0040

### THIS IS AN OPTIONAL BENEFIT

Contact your Plan Administrator for information on how to apply

Optional Child Critical Illness coverage provides your eligible children with a one time payment if they are diagnosed with a life-altering illness listed under the covered conditions found in your provider booklet.

### Pre-Existing Condition

A medical condition for which you children have had symptoms, consulted a medical professional or received treatment before you apply for insurance or before your coverage takes effect. Some types of insurance have pre-existing condition clauses which may limit or exclude benefits if you make a claim related to that condition. See Provider Booklet for full details.

### General Details

|                           |                                 |
|---------------------------|---------------------------------|
| Coverage Calculation      | Units of \$5,000                |
| Minimum Coverage Election | Units of \$5,000                |
| Maximum Coverage Election | \$10,000                        |
| Second Event Benefit      | Not included                    |
| Pre-Existing Condition    | See carrier booklet for details |
| Termination Age           | Age 75 or earlier retirement    |
| Waiver of Premium         | Premium waiver does not apply   |

**See provider booklet for full details, including covered conditions**



## Extended Health Care

Sun Life Policy 71180-0040

Extended Health coverage is designed to provide reimbursement for certain medical expenses that are not covered under the Provincial Health Plan. If you or your eligible dependents incur expenses described under this benefit while insured under this Group Plan, you will be reimbursed for the eligible charges.

### General Details

|                         |                               |
|-------------------------|-------------------------------|
| Deductible              | Nil                           |
| Benefit Year Definition | January 1 - December 31       |
| Survivor Benefits       | Up to 24 months               |
| Termination Age         | Upon retirement               |
| Waiver of Premium       | Premium waiver does not apply |

### Prescription Drugs

Coverage includes the cost of drugs that are, by law, only available with a prescription as long as medication is prescribed by a physician or dentist and are obtained from a licensed pharmacist. Eligible expenses are determined by your Drug Plan Type as noted in the benefit summary.

### Prescription Drugs

|                                  |                                      |
|----------------------------------|--------------------------------------|
| Coinsurance                      | 100%                                 |
| Deductible                       | Nil                                  |
| Maximum                          | Unlimited                            |
| Dispensing Fee Maximum           | Unlimited                            |
| Payment Method                   | Pay direct drug card                 |
| Drug Plan Type                   | Mandatory generic                    |
| Days Supply Maximum              | 34 days acute & 100 days maintenance |
| Smoking Cessation Aids           | \$500 per lifetime                   |
| Fertility Drugs                  | \$2,400 per lifetime                 |
| Injection Drugs, Serums & Vaccin | Reasonable and customary charges     |

### Paramedical Services

|                   |                          |
|-------------------|--------------------------|
| Coinsurance       | 100%                     |
| Maximum per Visit | Reasonable and customary |



## Extended Health Care

Sun Life Policy 71180-0040

### Mandatory Generic Drugs

A mandatory generic pricing plan only covers the cost of a brand name drug when there are no generic alternatives available. If your doctor indicates no substitution, your pharmacy can still provide you with the brand medication, but you will be required to pay the difference as the plan will not cover it.

Many of the name brands do offer payment assistance cards if you are required to stay on a brand name that now has a generic alternative. When presented, the assistance card will cover the full difference between the brand and generic cost! Check out [www.Rxhelp.ca](http://www.Rxhelp.ca) to see if your brand is eligible.

If you must remain on a brand name drug, your doctor can complete an adverse reaction form in order to apply for an exception under your plan.

### Paramedical Practitioners

Charges for services of Paramedical Practitioners. Some services may be subject to limitations such as requiring the referral of a qualified licensed practitioner and Reasonable & Customary fees.

### Practitioners

|                        |                               |
|------------------------|-------------------------------|
| Acupuncturist          | \$750 per calendar year       |
| Athletic Therapist     | Combined with physiotherapist |
| Audiologist            | \$750 per calendar year       |
| Chiropractor           | \$750 per calendar year       |
| Chiropodist            | Combined with podiatrist      |
| Dietician              | \$750 per calendar year       |
| Massage Therapist      | \$750 per calendar year       |
| Naturopath             | \$750 per calendar year       |
| Occupational Therapist | \$750 per calendar year       |
| Osteopath              | \$750 per calendar year       |
| Physiotherapist        | \$750 per calendar year       |
| Podiatrist             | \$750 per calendar year       |
| Speech Therapist       | \$750 per calendar year       |
| Psychologist           | \$1,500 per calendar year     |
| Psychotherapist        | Combined with psychologist    |
| Clinical Counsellor    | Combined with psychologist    |
| Social Worker          | Combined with psychologist    |

### Medical Services and Supplies

|                   |                          |
|-------------------|--------------------------|
| Coinsurance       | 100%                     |
| Overall Maximum   | Reasonable and customary |
| Orthopaedic Shoes | \$400 per calendar year  |
| Custom Orthotics  | \$400 per calendar year  |



## Extended Health Care

Sun Life Policy 71180-0040

### Medical Services and Supplies

Your plan will cover Reasonable and Customary charges for eligible services and supplies subject to limits as set out. Medical supplies are covered when prescribed by a licensed Physician or for Reasonable and Customary Treatment of a Medically Diagnosed Condition.

### Accidental Dental

The plan will pay the services of a dental surgeon for treatment of a fractured jaw or charges for repair or replacement of natural teeth due to an accidental external blow to the head. All work related to the injury must be completed within 12 months of the accident.

### Ambulance

Ambulance services cover the cost of professional ground or air ambulance transportation to a hospital.

### Private Duty Nursing

Pre-determination in the form of a letter from your attending Physician must precede a claim to determine the extent of coverage available. The type of nurse, the number of hours covered per day or week and estimated duration of coverage are among the qualifying parameters.

### Medical Services and Supplies

|                     |                                  |
|---------------------|----------------------------------|
| Hearing Aids        | \$2,000 per 60 months            |
| Diagnostic Services | See carrier booklet for details  |
| Accidental Dental   | Reasonable and customary charges |

### Ambulance

|             |                               |
|-------------|-------------------------------|
| Coinsurance | 100%                          |
| Maximum     | Unlimited to nearest hospital |

### Private Duty Nursing

|             |                        |
|-------------|------------------------|
| Coinsurance | 100%                   |
| Maximum     | \$30,000 per 36 months |

### Short Term Hospitalization

|               |                                 |
|---------------|---------------------------------|
| Coinsurance   | 100%                            |
| Accommodation | Private - if available          |
| Maximum       | Reasonable and customary limits |

### Convalescent Care

|                  |                                  |
|------------------|----------------------------------|
| Coinsurance      | 100%                             |
| Maximum Payable  | Reasonable and customary charges |
| Maximum Duration | 180 days per disability          |





## Extended Health Care

Sun Life Policy 71180-0040

### Hospital Coverage

Room charges for Hospitalization are eligible under the plan, up to the limitations of the schedule. The plan covers the difference between the general ward rates, covered by the Provincial Plan, and the Semi-private or Private room rates, based on your plan. Should you choose an upgrade over and above what your plan covers, you will be required to pay the difference over your plan's limitation.

### Convalescent Care

Convalescent Care coverage provides payment for care in an eligible facility, when referred by a doctor for a specified period following day surgery or a hospital stay.

### Out of Province Referral

|                         |                                    |
|-------------------------|------------------------------------|
| Coinsurance             | 100%                               |
| Maximum - In Canada     | Combined with emergency travel max |
| Maximum - Out of Canada | Combined with emergency travel max |

### Emergency Travel

|                   |                                   |
|-------------------|-----------------------------------|
| Coinsurance       | 100%                              |
| Coverage Duration | First 60 days                     |
| Coverage Maximum  | \$1,000,000 per medical emergency |

### Travel Restrictions? Check Before You Travel.

It is always advisable to ensure that the location you are traveling to is not excluded from coverage as a result of rebellion, riot, military up-rising, war, labour disturbances, strike, nuclear accident or act of God.

### Health Concerns? Call First!

Before you travel, it is advisable that you contact your travel provider to discuss any health concerns that you may have. You should also consult your physician if your health is in question. For more information see your provider booklet or travel provider information on your ID card.

### In Case of Emergency

Have your travel card with you when you travel as the relevant numbers are found on the card. At the time of an emergency, you or someone with you must contact the Emergency Travel Assistance provider. We advise you to take a brochure with you for expanded explanation and procedures.

If contact is not made and emergency services are provided in circumstances where contact could reasonably have been made, the insurer reserves the right to deny or limit payments for all expenses related to that emergency.

### See provider booklet for full details



## Extended Health Care

Sun Life Policy 71180-0040

### **Out of Province Referral**

Reasonable and customary charges for eligible expenses incurred outside the plan member's province of residence provided:

1. The services are covered under the plan member's Provincial Health Care Plan
2. The services are for emergency treatment for an injury or illness which occurs within the specified parameters located provider booklet
3. The services are not otherwise found in the plan member's province of residence but they are available elsewhere in Canada
4. Should the services not be available in Canada, services covered outside of Canada are eligible (see provider booklet details for a list of eligibility requirements)

Refer to your provider booklet for terms and conditions.



## Vision Care

Sun Life Policy 71180-0040

Vision care includes coverage for prescription glasses, contacts and laser eye surgery up to the maximum amounts listed per insured.

### Eye Examination

|                   |  |
|-------------------|--|
| Exam Coinsurance  | 100%                                     |
| Adult             | 1 exam per 2 calendar years, up to \$150 |
| Child             | Same terms as adult                      |
| Waiver of Premium | Premium waiver does not apply            |

### Prescription Glasses, Contacts or Surgery

|             |                     |
|-------------|---------------------|
| Coinsurance | 100%                |
| Adult       | \$250 per 24 months |
| Child       | \$250 per 12 months |

**See provider booklet for full details**



## Dental Care

Sun Life Policy 71180-0040

Your Dental benefit provides coverage for certain dental expenses.

### Basic Services

Diagnostic Services that are required to evaluate existing conditions, for example consultations, biopsies, oral exams, bitewing x-rays, panoramic film etc.

Preventative Services, for example dental cleaning, oral hygiene instruction, application of fluoride, pit and fissure sealants etc.

Routine Restorative Services that are required for the treatment of dental cavities, for example amalgam, acrylic or composite fillings; prefabricated metal or plastic restorations etc.

Routine Surgical Services that are routine extractions and the anesthesia required to remove them.

See your provider booklet for more information.

### General Details

|                         |                               |
|-------------------------|-------------------------------|
| Deductible              | Nil                           |
| Benefit Year Definition | January 1 - December 31       |
| Survivor Benefits       | Up to 24 months               |
| Termination Age         | Upon retirement               |
| Waiver of Premium       | Premium waiver does not apply |

### Coverage Details

|                |                                |
|----------------|--------------------------------|
| Coinsurance    |                                |
| Basic Services | 100%                           |
| Major Services | 50%, Major Restorative         |
|                | 100%, Removable Prosthodontics |
| Orthodontics   | None                           |

### Benefit Limits

|               |                           |
|---------------|---------------------------|
| Basic Maximum | \$1,500 per calendar year |
| Major Maximum | \$1,500 per benefit year  |

|                          |   |
|--------------------------|---|
| Fee Guide                | General practitioner                                |
| Fee Guide Basis          | Province of residence                               |
| Recall Exam Frequency    | 6 months  |
| Late Entrant Restriction | \$100 of benefit per person for the first 12 months |

**See provider booklet for full details**



## Dental Care

Sun Life Policy 71180-0040

### Major Restorative Services

Major restorative services that are required to restore teeth, reconstruct a tooth, or replace missing teeth by using fixed bridges.

Prosthodontics expenses incurred for a permanent initial appliance such as full or partial denture or fixed bridge.

It is always recommended you pre-authorize work to ensure coverage. See your provider booklet for more information.



## Second Opinion

Teladoc Policy HG00003344-0040

The Second Opinion benefit connects you with medical specialists to review and confirm the correct diagnosis and treatment plan in cases of serious illness.

### Pre-Existing Condition

A medical condition for which you've had symptoms, consulted a medical professional or received treatment before you apply for insurance or before your coverage takes effect. Some types of insurance have pre-existing condition clauses which may limit or exclude benefits if you make a claim related to that condition. See Provider Booklet for full details.

### General Details

|                               |   |
|-------------------------------|---|
| Covered Conditions            | All serious conditions  |
| Pre-Existing Condition Clause | 24 months prior & 12 months post hire date                    |
| Additional Cost               | No additional cost  |
| Additional Testing            | Additional specialist assessment & diagnostic scans in Canada |
| Confirm                       | Diagnostic and treatment plan                                 |
| Termination Age               | Upon retirement   |
| Waiver of Premium             | Premium waiver does not apply                                 |

**See provider booklet for full details, including covered conditions**

**Notes:**

[illegible]

**Notes:**

[illegible]



## Submitting Claims

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As there may be several insurance carriers representing the various benefits of your group plan, each benefit may have a distinct claims submission process. Due to confidentiality of information and your right to privacy, claims must be sent directly to the appropriate carrier shown.

### **Basic Life, AD&D, STD Taxable, LTD Taxable, Dental, Health, Vision, Optional Life, Optional Spouse and Optional AD&D**

Sun Life



Health & Dental Claims

PO Box 2010 Stn

Waterloo, Ontario N2J 0A6

# Claim Inquiries

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As there may be several insurance carriers representing the various benefits of your group plan, each benefit may have a distinct claims inquiry number. Due to confidentiality of information and your right to privacy, claims inquiries must be directed to the appropriate carrier shown. Should you need assistance, we are here to help. However, insurance carriers require that authorization be established in order to communicate with them on your behalf regarding the specifics of your claim(s). Should you wish the administrator to liaison between you and the carrier, you are directed to first sign and remit to the administrator the Release & Request for Assistance form. This form is available on your personal website located at [www.effortlessadmin.com](http://www.effortlessadmin.com). Once in receipt of this form, your administrator is empowered to discuss with the insurance carrier any concerns or issues you may be experiencing.

## **Second Opinion**

Teladoc Medical Experts

Head office

Toll free: 1-877-419-2378

## **Basic Life, AD&D, STD Taxable, LTD Taxable, Dental, Health, Vision, Optional Life, Optional Spouse and Optional AD&D**

Sun Life

Claim Inquiries

Toll free: 1-800-361-6212

# General Admin Inquiries and Support

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We are here to help! Please contact your plan administrator with any questions about your group coverage.



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Visit your personal member site @ [www.effortlessadmin.com](http://www.effortlessadmin.com)



**COUNCIL  
REQUEST FOR DECISION**

|                      |                 |                      |                 |
|----------------------|-----------------|----------------------|-----------------|
| <b>MEETING DATE:</b> | March 26, 2025  | <b>PRESENTED BY:</b> | Kylie Rude, CAO |
| <b>TITLE:</b>        | Borrowing Bylaw |                      |                 |
| <b>AGENDA ITEM:</b>  | 8.1             |                      |                 |

**BACKGROUND/ PROPOSAL**

Bylaw 2025-003 was given first reading on January 29, 2025. The bylaw was advertised according to legislated requirements and no petitions against this borrowing were received.

Should Council proceed to give 2nd and 3rd readings of this bylaw, Administration will then be able to apply for the corresponding loan and begin the next required steps of the borrowing process through Alberta Capital Finance Authority.

Other steps related:

Steel River Group has been engaged to provide consulting, specifically for the procurement of the following aspects:

- 1) Engineering
- 2) Underground infrastructure
- 3) Road resurfacing

In addition to this, Steel River Group is assisting Administration in working on an application for the Canadian Housing Infrastructure Program grant to try to enhance this project further. Should this grant be successful, the project scope may be able to be expanded. Should the grant not be successful, the other steps being taken above will still occur and Administration will forge ahead with working on having the project begin. Steel River Group has also been engaged to assist with the procurement steps required for each of the above aspects (engineering, underground infrastructure, road resurfacing). Additional information will be shared with Council as the project evolves.

**RECOMMENDED ACTION**

That Bylaw 2025-003, Borrowing Bylaw, be given second reading.

That Bylaw 2025-003 be given third reading.

## **VILLAGE OF ANDREW**

### **BYLAW 2025-003**

#### **BORROWING BYLAW**

**NOW THEREFORE**, the Council of the Village of Andrew, in the Province of Alberta, duly assembled enacts as follows:

This bylaw authorizes the Council of the Village of Andrew to incur indebtedness by the issuance of debenture(s) in the amount of \$800,000 for the purpose of 51 Avenue sewer line replacement, water line repairs, and road repairs.

#### **WHEREAS:**

The Council of the Village of Andrew has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the financing, undertaking and completion of the 51 Avenue sewer line replacement, water line repairs, and road repairs.

The Village of Andrew estimates the total project cost to be approximately \$1,000,000. The following grants and contributions will be applied to the project:

|                   |           |
|-------------------|-----------|
| Provincial Grants | \$200,000 |
| Debenture         | \$800,000 |

In order to complete the project, it will be necessary for the Village of Andrew to borrow the sum of \$800,000 for a period not to exceed 30 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess Of 30 years.

The principal amount of the outstanding debt of the Village of Andrew at December 31, 2024 is \$0.

**NOW THEREFORE**, the Council of the Village of Andrew, in the Province of Alberta, duly assembled enacts as follows:

1. That for the purpose of the 51 Avenue sewer line replacement, water line repairs, and road repairs. the sum of eight hundred thousand (\$800,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Village of Andrew at large, of which amount the full sum of \$800,000 is to be paid by the Village of Andrew at large.
2. The proper officers of the Village of Andrew are hereby authorized to issue debenture(s) on behalf of the Village of Andrew for the amount and purpose as authorized by this bylaw.
3. The Village of Andrew shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed THIRTY (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another

authorized financial institution on the date of the borrowing, and not to exceed Six (6) percent.

4. The Village of Andrew shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Village of Andrew.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ for a first time this 29<sup>th</sup> day of January, 2025.

READ for a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

READ for a third and final time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor Barry Goertz

\_\_\_\_\_  
Deputy Mayor Tammy Pickett

\_\_\_\_\_  
CAO, Kylie Rude



## **COUNCIL REQUEST FOR DECISION**

|                      |                   |                      |                 |
|----------------------|-------------------|----------------------|-----------------|
| <b>MEETING DATE:</b> | March 26, 2025    | <b>PRESENTED BY:</b> | Kylie Rude, CAO |
| <b>TITLE:</b>        | Daycare proposals |                      |                 |
| <b>AGENDA ITEM:</b>  | 9.1               |                      |                 |

### **BACKGROUND/ PROPOSAL**

Administration recommends that Council absorb the information and proposals that were provided to them this evening and make a decision on how to move forward at a future meeting. To respect the time of those who came forward and to ensure they can move forward with their applications/licensing, Administration is recommending a special council meeting on:

- a) Prior to 7 pm April 3
- b) Prior to 7 pm April 4
- c) April 7 between 12 and 3:00 pm
- d) Other?

Administration recommends that Council consider the below list of evaluation criteria, as well as any other relevant criteria, for selecting a daycare provider. It is recommended that these be reflected upon prior to making a decision.

- Level of experience
- Licensing / certification levels
- Length of proposed lease
- Details of proposed lease

It is noted that the daycare lease is currently being proposed to Village Council as the Village owns the building. It is Administration's recommendation that, in order to allow progress on this key piece of both the school and community well being move forward, that Council make a decision very soon on the proposals presented and determine which operator to enter into a lease with. The lease would then be transferred over to the Andrew Rural Academy Foundation when the sale of the building occurs. Should Council feel it necessary at this stage, the Village may wish to involve the Andrew Rural Academy Foundation, whether it be by sharing information or by involving them in the determination of the daycare provider.

### **RECOMMENDED ACTION**

That a special council meeting be held on \_\_\_\_\_ for the purpose of discussing daycare proposals.

Or





That a special council meeting be held on \_\_\_\_\_ for the purpose of discussing daycare proposals and further that the Andrew Rural Academy be contacted by Administration to seek input on the final determination of a daycare provider.

Or

That a special council meeting be held on \_\_\_\_\_ for the purpose of discussing daycare proposals and further that the Andrew Rural Academy Foundation be invited to attend the Council meeting.



**COUNCIL  
REQUEST FOR DECISION**

|                      |   |                      |                 |
|----------------------|---|----------------------|-----------------|
| <b>MEETING DATE:</b> | March 26, 2025                          | <b>PRESENTED BY:</b> | Kylie Rude, CAO |
| <b>TITLE:</b>        | Sale of Building – Andrew Rural Academy |                      |                 |
| <b>AGENDA ITEM:</b>  | 9.2                                     |                      |                 |

**BACKGROUND/ PROPOSAL**

Mayor Goertz has recommended this agenda item in order to bring forward the discussion on the sale of the school/building to Andrew Rural Academy Foundation.

As this will be a matter of negotiation between the two parties, it may be beneficial for Council to designate one member of Council to work alongside the CAO to represent the Village in some of the back and forth negotiations that will be required to come up with a draft agreement, which would then come to Council for final approval.

**RECOMMENDED ACTION**

That Administration be directed to write a letter to Andrew Rural Academy Foundation to begin sales agreement discussions and further that \_\_\_\_\_ be designated as Council representative for the sales agreement discussions.



**COUNCIL  
REQUEST FOR DECISION**

|                      |  |                      |                 |
|----------------------|--|----------------------|-----------------|
| <b>MEETING DATE:</b> | March 26, 2025                             | <b>PRESENTED BY:</b> | Kylie Rude, CAO |
| <b>TITLE:</b>        | Two Hills Tourism Conference and Tradeshow |                      |                 |
| <b>AGENDA ITEM:</b>  | 9.3  |                      |                 |

**BACKGROUND/ PROPOSAL**

The attached email was received from Travel Alberta regarding the upcoming tradeshow in Two Hills.

As per the invitation, we can register as an exhibitor and be able to showcase our community. The exhibitor space is \$50 and includes one lunch ticket. Additional lunch tickets are \$25 each.

This is a great local opportunity to showcase our Village. To encourage collaboration with our community groups and tourism related businesses, Administration would like to reach out to the following groups to participate as well or to have information available for us to circulate on their behalf:

- ACCA
- Ag Society
- Rainbow Club
- Lion's Club
- Andrew Rural Academy
- Curling Club
- Figure Skating Club
- Anna's Gathering Place
- Andrew Originals
- Unwind Bar and Grill

Some of the marketing material and information that Administration will prepare for this include information on:

- Mini golf
- Community events
- Community recreation
- Bowling / fitness centre

**RECOMMENDED ACTION**

That the Village attend the Two Hills Tourism Conference and Tradeshow on April 30 for a cost of \$50 plus up to 2 extra lunch tickets (\$25 each) and further that a promotional budget, in addition to the registration costs, be set at \$300 for this event.

**From:** [Kevin Kisilevich](#)  
**To:** [Go East of Edmonton](#)  
**Subject:** Attend Go East of Edmonton-Two Hills Tourism Conference Trade Show April 30  
**Date:** March 14, 2025 10:31:17 AM

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Hello All Tourism Partners,

We are thrilled to invite you to be part of our **1st EXPLORE TWO HILLS Tourism Conference & Tradeshow**, hosted by **Two Hills Economic Development** in partnership with **Go East of Edmonton** and **Acoustic Acres** and with the support of the Alberta Small Communities Opportunities grant.

This inaugural event promises to be an exciting opportunity to showcase your offerings, connect with industry professionals, and contribute to the promotion of tourism in the vibrant Two Hills region and areas East of Edmonton.

### Event Details

**Date:** April 30<sup>th</sup>, 2025

**Time:** 9 am to 4 pm

**Location:** Two Hills Recreation Center

### Why Attend?

The Explore Two Hills Tourism Conference & Tradeshow is designed to:

- Highlight the diverse tourism opportunities in and around the region.
- Bring together tourism operators, entrepreneurs, and enthusiasts to share insights and build connections.
- Provide a platform to showcase your business or organization to key stakeholders and visitors alike.
- Learn about valuable Tourism Marketing and Development initiatives to grow tourism for your business or organization.

### This year, we are excited to feature incredible keynote speakers:

- **STRONG COFFEE MARKETING**, experts in Digital Marketing will share actionable strategies for growing your brand and visibility.
- **The Agritourism Revolution**- Tam Andersen will share insights into growing and developing Agritourism that you can use in your region.
- **Partnering, Packaging and Promoting your Business** - Go East of Edmonton will provide valuable tips, methods and key in on trends for 2025.
- **Sheila Willis**, founder of the **TravelING app**, offering unique insights into leveraging technology to promote tourism.

**Register Here:** <https://goeastofedmonton.com/products/explore-town-of-two-hills-tourism-conference-tradeshow/>



**Explore Two Hills**  
Tourism Conference & Tradeshow

*Two Hills Recreation Center*  
April 30, 2025.

Tourism Conference &  
Tradeshow featuring the offerings  
of local events and businesses as well  
as the promoting the visitor  
experience of the entire region.

TWO HILLS  
ECONOMIC  
DEVELOPMENT  
*A Great Place to Set Roots and Grow*

**go east**  
of Edmonton.com

Acoustic Acres

780-657-3395  
bross@townoftwohills.com  
Two Hills Alberta

### Exhibitor Opportunities- Low Cost- High Impact!

As an exhibitor, you will have the chance to:

- Showcase your products or services to a targeted audience.
- Network with local and regional leaders in tourism development.
- Gain exposure through event promotions and on-site activities.

### Spaces are limited, so we encourage you to secure your spot early!

A 10 x 10 Exhibitor space is \$50 and includes one lunch ticket and a \$20 EDC Shop Local gift certificate.

Lunch only Tickets and Conference are \$25.

**EARLY BIRD DRAW** - Secure your spot **before March 30th** and be entered to win an EXPLORE TWO HILLS weekend getaway package.

## How to Register

To reserve your lunch ticket and/or exhibitor space, please go to

<https://goeastofedmonton.com/products/explore-town-of-two-hills-tourism-conference-tradeshow/>

Join us as we work together to promote tourism and shine a spotlight on everything that makes the region a must-visit destination.

For more information please contact us below. We look forward to seeing you at this exciting event!

Warm regards,

Kevin D. Kisilevich

- Delivering the Very Best Results for Regional Tourism Marketing and Development,



**GO EAST of Edmonton Regional Tourism**

[Kevin.goeast@gmail.com](mailto:Kevin.goeast@gmail.com)

780-632-6191

Follow us on Facebook, Instagram, @GoEastofEdmonton

See our Amazing Travel Guide online: [www.GoEastofEdmonton.com](http://www.GoEastofEdmonton.com)

*We respectfully acknowledge the traditional and ancestral lands of the First Nations Peoples of Treaty 6, Treaty 8 and Treaty 10 Territories and the Homeland of the Métis Nation. The Go East of Edmonton Region continues to be home to Indigenous Peoples, past and present, and we recognize the vital contribution of Indigenous culture, history and perspectives in our shared past, present and future.*





**Reeve's Annual Charity  
Golf Tournament  
Save the Date!**

**August 21, 2025**

**Whitetail Crossing  
Mundare, AB**

**Please join us for a fun-filled day in support of the  
County of Lamont Food Bank Building and Hamper Fund!**

**We hope to see you there!**

**Registration Details to Follow**