

SEPTEMBER 2025 CAO REPORT

ATCO POWER OUTAGE UPDATE

An appliance Round up was completed on June 9, 2025 to assist with disposing of damaged appliances – this was coordinated and paid for by ATCO.

PARADES

The only parade attended so far this year was Vegreville – which was a great time for team building and promoting the Village. The remaining 2025 parades include **Garlic Festival on October 11** and **Bruderheim on October 18**. Please let me know if you are participating.

CANADA DAY

The Canada Day event was again a huge success. There were many smiling faces who enjoyed hot dogs, freezies and cake. Thank you to the Fire Department for the photo-booth and trucks on display.

SCHOOL SALE AND LEASE

The building is now owned by the Andrew Rural Academy Foundation and we have a lease, as recommended by legal counsel, in place. In lieu of a lease payment, the Village provides snow removal and grass cutting services for the entire property. Utilities are in the process of being switched over so the school related utilities are billed directly to them. This is a positive change for both the school and the Village who have collaborated for the betterment of the community.

DAYCARE

The daycare has been awaiting their final license but has been operating within the guidelines for a non-licensed daycare in the meantime. Children absolutely love the daycare staff. It is uplifting to see children in the facility.

ANDREW RURAL ACADEMY

School officially started on September 2, 2025. Congratulations are extended to the superintendent, principal and staff for coming together to provide a wonderful educational opportunity in the Village. Community members are reminded to abide by speed signs and take extra caution around the school and daycare.

OCCUPATIONAL HEALTH AND SAFETY

We have had two meetings with an OH&S Officer, including a workplace inspection which took place on September 16. A huge kudos to the public works team for the efforts to clean and organize the shop. Only two minor things were required to be addressed (missing guards on a grinder and drill press). Additionally, resources were shared to strengthen safety culture. I will also be creating a stronger internal process for handling workplace violence and harassment to align with OH&S legislation that was updated in December 2024.

BYLAW ENFORCEMENT UPDATE

Multiple clean up orders were issued throughout the summer. Some orders were complied with while others resulted in clean ups completed by a Village contractors. Residents have shared positive comments about the efforts taken to clean up properties.

Council and the public is reminded to please share any areas of concern with the Village Office. We appreciate the community working together to identify properties needing attention.

BUSINESS LICENSE & PET LICENSE RENEWALS

We have a few more business licences and pet licences purchased. Reminders have been posted. We will continue our efforts to communicate with the public that all pets and businesses must be licensed as per our Village Bylaws. The Bylaw Officer will be issuing \$100.00 fines to pet owners who are not in compliance.

CAMPGROUND UPDATE

The campground has been regularly booked this summer. We have had great people renting the campsites and zero issues. A very welcome change indeed compared to last year.

UTILITY ARREARS

Several account holders have paid utility arrears, and there are some that are a work in progress. Some customers have signed up for payment plans, some had their arrears added to taxes and we also completed water shut offs. This task remains a work in progress.

FINANCE BANK RECONCILIATION

All 2024 bank reconciliations are complete. Throughout this, we have adjusted internal processes to streamline things for 2025. Final reports are being pulled and the auditor will begin review when she returns from holidays. As such, I anticipate the need for a special Council meeting to accept the audited financials. I will communicate with Council once the auditor advises that the financial statements are complete.

Canada Revenue Agency (CRA) is doing an on-site visit on September 19 to address 2024 remittances. Ryan Musch, our payroll and finance consultant is assisting with this process greatly.

FINANCE CLERK – PERMANENT

I am pleased to announce that Marianne Andrews has completed her probationary period and is now a permanent member of the team. Her dedication and resilience is truly commendable!

SEWER LOAN

Prior to the decision to postpone the 51 Avenue sewer line project, \$800,000 of borrowed funds was received after a thorough loan application process was followed. This money will stay in a separate account until it is required. Loan payments will begin in 2025.

MAINTENANCE UPDATES

Summer maintenance projects included:

- Tree stumps removed along 51 Avenue
- Hydrant flushing, inspections and evaluation
- Additional tree trimming throughout the Village to improve visibility and accessibility
- Crosswalk painting completed by Emcon

- Sewer camera-ing scheduled later this month / early October for areas of concern including along 49 avenue and along 50 Street
- Roughly 10 water meters have been replaced due to reaching the end of their lifespan

GRANT PROJECTS

- Sidewalk repairs and replacements
 - Roughly \$20,000 remaining to allocate towards more sidewalk repairs
- water cc valves replaced (3 so far)
- roof at lift station repaired, pump scheduled to be installed next week
- truck fill upgrade is now complete (finally) after a long wait on the supplier. The truck fill accepts debit and credit card. Final billing is being worked on to determine if there are any grant funds left for other truck fill improvements.

PUBLIC WORKS UPDATE

The two summer students, Alex Peterson and Miles Tradler, started at the end of June and their last shift on August 30. Both students worked very hard and we appreciate their contributions to the Village.

- The mini golf had three private bookings and a number of drop ins.
- We are currently recruiting for a public works labourer – Will Schoening has moved on from his position with the Village.

CANDIDATE ORIENTATION SESSION

The region collaborated to provide a candidate orientation session for those interested in running for municipal council. Unfortunately, no candidates from Andrew attended. I was prepared with information at the event in the case that candidates attended.

GOLF TOURNAMENT

On August 21, 2025 I attended the Golf Tournament in Mundare. This was a good networking event although the weather was not the best. Golfers enjoyed the pickled garlic that was provided at our hole.

RESIDENT QUESTIONS – FOLLOW UP

As you will recall, a new resident, Jason Martin, sent Councillor Lupul some questions regarding assessment, tax rates and council recess. Mr. Martin sent similar questions via email to myself and I have had several emails back and forth answering these and other questions. There is nothing requiring a decision from Council at this time.

Summary of Meetings and Events :

- June 5 – taxes notices mailed
- June 2-9 – finance clerk interviews
- June 9 – Special Council Meeting
- June 10 – grants webinar
- June 12 – meeting with SEGO (truck fill contractor)

- June 12 – Meeting with engineers
- June 17 -20 – LGAA convention
- June 23-25 – summer student interviews
- June 26 – CAO/ CEO meeting
- June 27 – get parade float ready
- June 27 – discussion with lawyer regarding sale of building
- June 27 – meeting with potential purchaser
- July 1 – Canada Day celebration
- July 15 – Special Council Meeting
- July 23-29 – vacation
- August 6 – Candidate Information Session – Bruderheim
- August 13-15 – staff training, election training
- August 21 – Lamont County Golf Tournament
- August 22 – meeting with engineers
- August 27 – development question meeting
- August 28 – Special Council Meeting
- September 2 – virtual court (outstanding legal file)
- September 16 – OH&S inspection

Upcoming Meetings

- September 18 – ECC workshop
- September 19 – CRA meeting
- September 22- Nomination Day
- September 24 – Drone Event
- October 3 – LGAA zone meeting
- October 11 – Garlic festival
- October 20 – Election Day

ACTION LIST		
ITEM	NOTES	TARGET DEADLINE
Waterfill station project	Additional delays - TBD	Complete
Capital & Operating Budget - Final		Complete
Land Use Bylaw	Administration to get quote for 3rd party	Quote received
Utility Bylaw		TBD
Community Standards Bylaw	Noise, unsightly	December
Traffic Bylaw	Update: Consider changing speeds in certain areas?	October
Grant research	Ongoing	Complete
Reserves Summary	Consultant now assisting with various aspects	In progress
Bylaw for Council Committees	Admin direct to prepare draft for consideration	2026
Public Participation policy		January
CCV Maintenance Policy		January
Sewer line 51 Avenue	Postpoted	Ongoing
Strategic Plan	1 quote rec'd	December
Tax Incentives	Developing options	2026
Economic Development, Land Sales	Ideas being gathered	Ongoing
Sidewalk Snow Removal Bylaw	Combine with community standards	Drafted
Procurement Policy		Drafted
Fire insurance research		Complete
Removing concrete other material from tree dump		2026

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



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Fire Insurance		
AGENDA ITEM:	7.1		

BACKGROUND/ PROPOSAL

Council asked Administration for information on the Village's insurance in relation to fire.

- All Village owned properties have fire insurance coverage (except for green spaces)

"Firefighting costs will extend to protecting the "insured's property of every description which is insured at the time of loss under this policy."
- If properties change ownership, this can be easily updated (to ensure any properties obtained through tax forfeiture are insured)
- Grain elevator – research continues. The land is still in the "ANDREW & DISTRICT HISTORICAL ARCHIVES MUSEUM SOCIETY" name even though the society is no longer active. Because it is a Provincial Historic Resource, this complicates matters.

RECOMMENDED ACTION

That the information regarding fire insurance be accepted as information.



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Airport Designation		
AGENDA ITEM:	7.2		

BACKGROUND/ PROPOSAL

The following notice of motion was brought forward at the May 28, 2025 Council meeting:

“ directing administration to investigate the municipal airport lands including how the airport is classified.”

RECOMMENDED ACTION

That Administration be directed to investigate the municipal airport lands including how the airport is classified.



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Sidewalk Snow Removal Bylaw		
AGENDA ITEM:	8.1		

BACKGROUND/ PROPOSAL

Council has been discussing changes to the sidewalk snow removal rules in the Village. Previously, Administration was directed to “ ***have Administration to implement sidewalk snow removal invoice system instead of a special tax.***”

The proposed Bylaw takes into consideration the changes previously discussed. If the Bylaw is passed as recommended, property owners will have 48 hours to remove snow and ice.

As you will recall, in previous years, main street businesses/properties were provided snow removal by the Village, in some years through a special tax. With the new proposed bylaw, mainstreet properties will be treated the same as all other properties in the Village and be responsible for snow removal.

As an option, the Village can take on snow removal services, as previously established in the fees bylaw:

BYLAW ENFORCEMENT AND VILLAGE SERVICES	
Sidewalk snow clearing (bylaw enforcement related)	\$50 per 30 minutes (*minimum 30 minute charge)
Unightly yard maintenance (bylaw enforcement related)	\$50 per 30 minutes (*minimum 30 minute charge)
Sidewalk snow clearing upon agreement or request by individual/business	\$40 per 30 minutes (*minimum 30 minute charge)

The bylaw outlines that if property owners sign a service agreement, the Village will remove snow at a cost of \$40 / 30 minutes plus an administration fee of \$100. By having the snow removal responsibility shifted to property owners, public works will be able to focus on roads and sidewalks adjacent to Village owned property.

It is reminded that the Fees and Charges Bylaw allows public works to take on snow removal if it is not removed within 48 hours, and charge the owner \$50/30 minutes. Adding this provision provides flexibility and efficiency whereby either public works (if available) or a contractor can assist with bylaw enforcement related clean ups.



Administration has attached a draft letter that will be sent out to affected property owners to advise of the change. Also, a snow removal reminder will be added to the next newsletter to remind everyone of the bylaw timelines.

Additionally, staff have prepared checklists and tracking documents to prepare for winter. As you will recall, the Village hired a casual public works assistant, Victoria, to help with filing, organization etc. Having this individual on staff will assist greatly in being able to provide notices, track time spent cleaning properties and help improve the standard of snow removal overall.

RECOMMENDED ACTION

That Sidewalk Snow Removal Bylaw 2025-011 be given first reading.

That Bylaw 2025-011 be given second reading.

That Council unanimously consider giving Bylaw 2025-011 third reading at this meeting.

That Bylaw 2025-011 be given third reading.

SIDEWALK SNOW REMOVAL BYLAW

A BYLAW OF THE VILLAGE OF ANDREW, IN THE PROVINCE OF ALBERTA

A Bylaw of the Village of Andrew in the Province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000 and amendments thereto, to establish standards for personal conduct and decorum within Andrew for the use and maintenance of property, in order to prevent and/or rectify unreasonable and hazardous conditions, and to ensure a safe, hospitable, and attractive living environment throughout the municipality.

WHEREAS the Municipal Government Act provides that municipal councils may pass bylaws respecting “the safety, health and welfare of people and the protection of people and property”; “people, activities and things in, on or near a public place that is open to the public”; and “nuisances, including unsightly property”;

AND WHEREAS the Municipal Government Act allows for the enforcement of bylaws through the “creation of offences”; the carrying out of inspection; “the imposition of fines(s) not exceeding \$10,000 or imprisonment for not more than one year, or both” the issuance of orders to remedy bylaw infractions; the remedying of bylaw infractions at an offender’s expense; and the abstention from prosecution for an offence if the offender pays a specified amount by a given deadline;

AND WHEREAS the rules established in the Bylaw are beneficial to the safety, health, and welfare of Andrew residents;

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

1. Bylaw Title and Interpretation

- 1.1 This Bylaw Shall be cited as “Sidewalk Snow Removal Bylaw”
- 1.2 Nothing in this bylaw relieves a person from complying with any provision of any Provincial or Federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or license.
- 1.3 The headings in this bylaw are for guidance purposes and convenience only.
- 1.4 Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
- 1.5 Any reference to the provisions of a statute of Alberta is a reference to that statute as amended, from time to time.

2. Definitions

(a) **Boulevard** means that part of a Highway that: (i) is not a roadway; and (ii) is that part of the Sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians;

(b) **Building** includes a structure and any part of a building or structure placed in, on or over land whether or not it is so affixed to become transferred without special mention by a transfer or sale of that land;

(c) **Chief Administrative Officer** means the chief administrative officer of the Municipality or his or her delegate;

(d) **Downtown Core Sidewalk** means those Sidewalks, or portions thereof along 51 Avenue between 50 and 51 Avenue;

(e) **Highway** has the same meaning as in the Traffic Safety Act;

(f) **Motor Vehicle** has the same meaning as in Traffic Safety Act;

(g) **Municipality** means the municipal corporation of the Village of Andrew and includes the geographical area within the boundaries of the Municipality;

(h) **Municipal Tag** means a tag or similar document issued by the Municipality pursuant the Municipal Government Act that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Municipality in lieu of prosecution for the offence;

(i) **“Offender”** means a person found or alleged to be in breach of this Bylaw, whether as a result of his/her action, inaction, or use/misuse of property.

(j) **Occupy or Occupies** means residing on or to be in apparent possession or control of Property;

(k) **Own or Owns** means: (i) in the case of land, to be registered under the Land Titles Act as the owner of the fee simple estate in a parcel of land; or (ii) in the case of personal property, to be in lawful possession or have the right to exercise control over it or to be the registered owner of it;

(l) **Peace Officer** means a bylaw enforcement officer or a community peace officer appointed by the Municipality to enforce bylaws of the Municipality, and includes a member of the Royal Canadian Mounted Police;

(m) **Property** means a parcel of land including any Buildings;

(n) **Service Agreement** means the agreement between a property owner or occupier to have the Village provide snow and ice removal services at the fees established by this and any other Village Bylaw.

(n) **Sidewalk** means that part of the Highway especially adapted to the use of or ordinarily used by pedestrians and includes that part of a Highway between the curb line or, where there is no curb line, the edge of the roadway, and the adjacent property line whether or not it is paved or unpaved;

(o) **Violation Ticket** has the same meaning as in the Provincial Offences Procedure Act.

3. Clearing Sidewalks

- 3.1 A Person shall remove snow and ice from any Sidewalk adjacent to Property that the Person Owns or Occupies within **48 hours** after the snow or ice has been deposited.
- 3.2 If a Person fails to comply with subsection 3.1, the Municipality may arrange to have the Sidewalk cleared and the expenses and costs incurred by the Municipality for removing the snow and ice shall be paid upon demand and, if unpaid, may be added to the tax roll of the Property.
- 3.3 The municipality may undertake snow removal, through the fee established in fees and charges bylaw plus an administrative charge set out in Schedule B, if requested by the owner through Service Agreement. The cost for this service shall be paid upon demand and, if unpaid, may be added to the tax roll of the Property. All services agreements must be signed prior to the deadline established annually by the Chief Administrative Officer unless otherwise approved by the Chief Administrative Officer.
- 3.4 Subject to subsection 3.5, a Person shall not deposit snow or ice:
- (a) upon any Highway;
 - (b) upon or in any drainage ditch, culvert or catch basin;
 - (c) in any Public Place;
 - (d) on private Property that is not their own; or
 - (e) in a location that restricts access to, or visibility or operation of, a fire hydrant.
- 3.5 A Person may deposit snow or ice that has been removed from a Downtown Core Sidewalk onto the portion of Highway that is immediately adjacent to the Downtown Core Sidewalk in question, but may only do so in a manner that does not impede the flow of traffic on the Highway, reduce driver visibility, damage, or create a risk of damage to, Motor Vehicles or endanger Persons travelling upon, or in the vicinity of, Highway.

4. Damage to Sidewalks or curbs

- 4.1 No Person shall damage a Sidewalk or curb.
- 4.2 A Person who contravenes subsection 4.1 shall, in addition to any penalty that may be imposed under this Bylaw, be liable for, and pay upon demand, all costs incurred by the Municipality to repair the damage.

5. Roofs and Awnings

- 5.1 A Person shall maintain any roof or awning that extends over a Sidewalk from a Building they Own or Occupy free of snow and ice.

ENFORCEMENT

6. Orders to Remedy Contraventions

- 6.1 In addition to any other relief or enforcement measure that may be taken, if the Chief Administrative Officer finds that a Person is contravening this bylaw, the Chief Administrative Officer may, by written order in accordance with section 545 of the Municipal Government Act, require any Person responsible for the contravention to remedy it.
- 6.2 The Municipality may take whatever action or measures are necessary to remedy a contravention of this bylaw, or to prevent reoccurrence of the contravention, if:
- (a) the Municipality has issued an order pursuant to section 545 of the Municipal Government Act, as described in subsection 6.1;
 - (b) the order contains a statement providing that if the Person issued the order does not comply with the directions with a specified time frame, the Municipality will take the action or measure at the expense of the Person;
 - (c) the Person to whom the order is directed has not complied with the order within the time specified in the order; and
 - (d) the appeal periods respecting the order have passed or, if an appeal has been made, the appeal has been decided and it allows the municipality to take the action or measures.
- 6.3 The expenses and costs of an action or measure taken by the Village pursuant to this bylaw are an amount owing to the Village by the Offender and include, but are not limited to, the administration charge set out in Schedule "B" of this bylaw. The Village may recover these expenses and costs by means of:
- a) Civil action for debt in a court of competent jurisdiction; or
 - b) Adding the amount owing to the tax roll of the parcel of land which was the subject of the Order to Comply.
- 6.4 Where the remedying of a contravention requires the sale of all or part of a structure that has been removed after 30 days, the proceeds of the sale must be used to pay the expenses and costs of the sale and removal, and any excess proceeds must be paid to the person entitled to them.

7. Service of Order

- 7.1 An order issued, pursuant to Section 545 of the Municipal Government Act, for a contravention of this bylaw may be served:
- (a) in the case of an individual:
 - (i) by delivering it personally to the individual,
 - (ii) by leaving it for the individual at their apparent place of residence with someone who appears to be at least eighteen (18) years of age,or

{iii) by registered mail addressed to the individual at their apparent place of residence or to any address for the individual on the tax roll of the Municipality; and

{b) in the case of a corporation:

(i) by delivering it personally to any director or officer of the corporation,

(ii) by delivering it personally to a Person apparently in charge of an office of the corporation at an address held out by the corporation to be its address, or

(iii) by registered mail addressed to the registered office of the corporation.

7.2 In the event that the methods of service listed under subsection 7.1 prove, in the opinion of the Chief Administrative Officer, to be impractical or not likely to be successful, service can be affected by any other means that the Chief Administrative Officer determines to be appropriate, including but not limited to:

(a) posting to the Property;

{b) issuance by regular mail; or

(c) advertising in a local newspaper or similar publication.

8. Review by Council

8.1 A person who is issued an order pursuant to Section 545 of the Municipal Government Act, for a contravention of this bylaw, may by written notice request Council to review the order within fourteen (14) days after the date the order is received.

8.2 After reviewing the order, Council may confirm, vary, substitute or cancel the order.

9. Offence

9.1 A Person who contravenes any provision of this bylaw is guilty of an offence.

10. Continuing Offence

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

11. Vicarious Liability

11.1 For the purposes of this bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the

Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

12. Corporations and Partnerships

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

13. Fines and Penalties

- 13.1 Person who is guilty of an offence is liable to a fine in an amount not less than that established in this section, and not exceeding \$10,000.00, and to imprisonment for not more than 6 months for non-payment of a fine.
- 13.2 Without restricting the generality of subsection 13.1, the fine amounts set out in Schedule "A" are established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered.

14. Municipal Tag

- 14.1 A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
- 14.2 A Municipal Tag may be issued to such Person:
 - (a) either personally; or
 - (b) by mailing a copy to such Person at his or her last known address.
- 14.3 The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - (a) the name of the Person;
 - (b) the offence;
 - (c) the specified penalty established by this bylaw for the offence;
 - (d) that the penalty shall be paid within 14 days of the issuance of the Municipal Tag; and (e) any other information as may be required by the Chief Administrative Officer. 15 35.

15. Payment in Lieu of Prosecution

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

16. Violation Ticket

- 16.1 If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act.
- 16.2 Notwithstanding subsection 16.1, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the Provincial Offences Procedure Act to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
- 16.3 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may: (a) specify the fine amount established by this bylaw for the offence; or (b) require a Person to appear in court without the alternative of making a voluntary payment.

17. Voluntary Payment

- 17.1 A Person who commits an offence may:
- (a) if a Violation Ticket is issued in respect of the offence; and
 - (b) if the Violation Ticket specifies the fine amount established by this bylaw for the offence;
- make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

18. Obstruction

- 18.1 A Person shall not obstruct or hinder any Person in the exercise or performance of the Person's powers pursuant to this bylaw.

19. Powers of Chief Administrative Officer

- 19.1 Without restricting any other power, duty or function granted by this bylaw, the Chief Administrative Officer may:
- a) carry out any inspections to determine compliance with this bylaw;
 - b) take any steps or carry out any actions required to enforce this bylaw;
 - c) take any steps or carry out any actions required to remedy a contravention of this bylaw;

- d) establish investigation and enforcement procedures with respect to residential, commercial, industrial or other types of Property and such procedures may differ depending on the type of Property in question;
- e) establish areas where activities restricted by this bylaw are permitted;
- f) establish forms for the purposes of this bylaw;
- g) issue permits with such terms and conditions as are deemed appropriate; and
- h) delegate any powers, duties or functions under this bylaw to an employee of the Municipality.

20. Certified Copy of Record

- 20.1 A copy of a record of the Municipality, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

21. Enactment

- 21.1 The following Bylaws are hereby repealed:

- a) Bylaw No. 2013-04 be repealed.

- 21.2 This Bylaw shall come into full force and effect upon third reading.

Read a first time this _____ day of _____, 2025.

Read a second time this _____ day of _____, 2025.

Read a third time this _____ day of _____, 2025.

Mayor

Chief Administrative Officer

Schedule A – Fines & Penalties

Offence	First Offence	Reference
Failing to clear snow or ice from a sidewalk within 48 hours	\$250	3.1
Improperly Depositing Snow or Ice	\$250	3.3
Damage to Sidewalk	\$500	4.1
Failing to maintain a roof or awning clear of snow and ice	\$250	5.1

Schedule B – Administration Fee

Charge	Amount
Administration Charge contemplated in section 6.3, payable when actions or measures are taken by Municipality to remedy/prevent a contravention pursuant to section 6.	\$100
Administration Charge contemplated in section 3.3, when a Service Agreement is signed.	\$25 per invoice issued



Dear ;

We are writing to inform you of an important change regarding winter sidewalk maintenance in the Village of Andrew. Beginning with the upcoming winter season, the Village will no longer automatically provide snow removal services for downtown sidewalks. This means that all property owners, including downtown/main street, are now responsible for clearing the sidewalks adjacent to their properties.

In accordance with the newly passed Village Bylaw 2025-011, **snow and ice must be removed within 48 hours after the end of any snowfall.** If sidewalks are not cleared within this time frame, the Village will take necessary action to remove the snow/ice and all associated costs will be charged back to the respective property owner. If unpaid, outstanding costs will be transferred to the tax roll. Fines may also be issued.

This change takes in consideration the safety and accessibility for pedestrians, and the capacity and budget of the Village. It also aligns with many municipalities' standard practices.

The Village is offering the option of providing snow removal services for property owners, at a cost of \$80 per hour plus administration fees, if an agreement is signed. If you would like to sign up for this service, an agreement must be obtained from the Village Office and returned prior to October 31, 2025. If you are unable to remove snow and ice yourself, we strongly encourage you to find your own snow removal contractor or sign up with the Village as mentioned above.

We appreciate your cooperation and commitment to keeping our community safe. If you have any questions or require further information, please contact the undersigned.

Sincerely,

Kylie Rude
Chief Administrative Officer



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Public Auction Date		
AGENDA ITEM:	9.1		

BACKGROUND/ PROPOSAL

By March 31 of each year, a report of all properties that have tax arrears of more than one year is sent to Land Titles. Land titles registers a notification on the title and the property owner is notified that the property has been placed on tax notification.

If after March 31 of the following year, the tax arrears remain unpaid, the said properties can be put up for sale through public auction.

In accordance with Section 418 of the MGA, Council is required to set a date to hold a public auction for properties shown on the tax arrears list if the arrears are not paid.

October 15, 2025	September 30, 2025	November 25, 2025
October 31, 2025	October 17, 2025	December 11, 2025

DISCUSSION / OPTIONS

In order to facilitate the required advertising in the Alberta Gazette and local newspapers, Administration is recommending the sale be held on November 28, 2025.

RECOMMENDED ACTION

That a public auction be held on November 26, 2025 at 10:00 am at the Village Multi-purpose room.



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Reserve Bids for Public Auction		
AGENDA ITEM:	9.2		

BACKGROUND/ PROPOSAL

In accordance with section 419 of the MGA, Council is required to set, for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and any conditions that apply to the sale.

Six parcels of land that were on the tax arrears listing have not paid their tax arrears and can be auctioned:

LINC NUMBER	SHORT LEGAL	ROLL NUMBER	Assessed Value
0020540458	1383HW;6:14	10100000	\$ 26,290.00
14458046	17;17;7622288	20087000	\$ 13,310.00
00150018021	7521373; 10; 13	20020000	\$ 14,600.00
0012018013	7521373; 10; 11	20022000	\$ 12,750.00
0020556040	1344EO; Block 3; Lot 2, N3	10045000	\$ 61,730.00
0014 458 054	7622288;17;16	20086000	\$ 13,290.00

DISCUSSION / OPTIONS

As per the Tax Recovery Policy set by Council:

“11) Reserve bids will be set as close as reasonably possible to the market value of the property, typically by using the property assessment value.”

RECOMMENDED ACTION

That the Public Auction reserve bids for each roll be set at:

ROLL NUMBER	Reserve Bid
10100000	\$ 26,290.00
20087000	\$ 13,310.00
20020000	\$ 14,600.00
20022000	\$ 12,750.00
10045000	\$ 61,730.00
20086000	\$ 13,290.00



And further that the conditions be set as follows:

Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The property is being offered for sale on an “as is, where is” basis and the Village of Andrew makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.

No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Village. No further information is available at the auction regarding land to be sold.

The Village of Andrew may become the owner of any parcel of land that is not sold at the public auction, immediately after the public auction.

Terms: The successful bidder must, at the time of the sale, make a non-refundable ten percent (10%) deposit in cash, certified cheque or bank draft payable to the municipality, with the balance of the purchase price due within thirty (30) days of the sale. Redemption may be effected by payment of all arrears of taxes and costs at any time prior to the sale.

Roll: 10045000
Legal: 1344EO 3 2,N3

Description:

Address: 5031 51 ST.
Zoning: Commercial District
Actual Use: Primary: C10101
Market Loc: 110 Commercial
Econ.Zone: Andrew Zone 10
Assbl.Party: C Corporation
Owner: [REDACTED]

Assbl. Land Area: 459.9 Sq. Meters



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
321031838	100 Serviced	459.9 Sq. Meters	100%	100%	24	100%	7,020

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
321127907	300-04-61	Store 39' X 52'	2,028 Ft	1973	24	100%	54,710

Total Value: 61,730

Assessment Totals

Tax Status	Code	Description	Reg	Land	Improvement	Other	Assessment
T		24 Commercial Land with Buildings		7,020	54,710	0	61,730
Grand Totals:				7,020	54,710	0	61,730

Inspections

20% Inspection Cycle	10-02-2024	RITTER, Maddie	Drive by Inspection -
20% Inspection Cycle	05-10-2019	SEMOTIUK, Dale	Placed Building On M & S, The Old Liquor Store Is Presently Unoccupied
20% Inspection Cycle	09-21-2017	CREWS, Ray	

Revisions

PR	02-25-2010	YEAR END PROCESS	Assessment Change
PR	08-02-2007	LECUYER, Margaret	

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Roll: 10100000
Legal: 1383HW 6 14

Description:

Address: 5126 52 ST.
Zoning: Residential District
Actual Use: Primary: R10100
Market Loc: 100 Residential
Econ.Zone: Andrew Zone 10
Assbl.Party: I Individual
Owner: [REDACTED]

Assbl. Land Area: 445.9 Sq. Meters



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
321031893	100 Serviced	445.9 Sq. Meters	100%	100%	1	100%	11,650

Improvements

ImprID	MT- Qu- St	Area (Ft2)	Eff. Year	RCN	BYM	BYRCN	-- Depreciation --				Asmt	Code	Value
321066805	040-03-33	1,120	1974	45,887	1.8500	84,891	23%	100%	100%	75%	1	100%	14,640

Total Value: 26,290

Assessment Totals

Tax Status	Code	Description	Reg	Land	Improvement	Other	Assessment
T		1 Residential Land with Buildings		11,650	14,640	0	26,290
Grand Totals:				11,650	14,640	0	26,290

Inspections

20% Inspection Cycle	10-02-2024	SEMOTIUK, Dale	Adjusted The MH To Fair CDU From Avg., No Value To The 1940 Blt. Det. Gar & Therefore Removed It, Drive By Inspection
20% Inspection Cycle	05-09-2019	SEMOTIUK, Dale	N/C, MH Add'n Is Permanently Progressive (2015 Permit), Spoke With Anna-Lee Laderoute
Annual Inspection	10-23-2018	CREWS, Ray	New 14' X 16' addition going on.

Revisions

PR	02-25-2010	YEAR END PROCESS	Assessment Change
PR	07-30-2007	CREWS, Ray	

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
05-01-2015	\$11,650	\$10,000	\$9,850	8001 Good Sale	Vacant	118%	152129591

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Roll: 20020000
Legal: 7521373 10 13

Description:

Address: 5105 49A AVE.

Zoning: Residential District

Actual Use: Primary: R00000

Market Loc: 200 Residential

Econ.Zone: Andrew Zone 10

Assbl. Land Area: 1,271.0 Sq. Meters

Assbl.Party: I Individual

Owner: [REDACTED]



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
321032097	100 Serviced	1,271.0 Sq. Meters	100%	100%	5	100%	14,600
Total Value:							14,600

Assessment Totals

Tax Status	Code	Description	Reg	Land	Improvement	Other	Assessment
T		5 Vacant Residential Land		14,600	0	0	14,600
Grand Totals:				14,600	0	0	14,600

Inspections

20% Inspection Cycle	10-02-2024	RITTER, Maddie	Drive by Inspection - No change
Annual Inspection	10-04-2023	RITTER, Maddie	Drive by inspection; vacant.
Annual Inspection	12-06-2022	RITTER, Maddie	Drive by inspection - NOTiced this house was burnt down. Inactivated house.

Revisions

PR	02-25-2010	YEAR END PROCESS	Assessment Change
PR	08-02-2007	LECUYER, Margaret	

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
05-25-2022	\$14,600	\$60,000	\$61,800	8002 Non Arms Length	Improved	24%	222117971
04-23-2022	\$14,600			8002 Non Arms Length	Improved		222091740001

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Roll: 20022000
Legal: 7521373 10 11

Description:

Address: 5110 49 AVE.
Zoning: Residential District
Actual Use: Primary: R00000
Market Loc: 200 Residential
Econ.Zone: Andrew Zone 10
Assbl.Party: I Individual
Owner: [REDACTED]

Assbl. Land Area: 618.5 Sq. Meters



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
321032099	100 Serviced	618.5 Sq. Meters	0%	100%	5	100%	12,750
Total Value:							12,750

Assessment Totals

Tax Status	Code	Description	Reg	Land	Improvement	Other	Assessment
T		5 Vacant Residential Land		12,750	0	0	12,750
Grand Totals:				12,750	0	0	12,750

Inspections

20% Inspection Cycle	05-10-2019	SEMOTIUK, Dale	N/C, The Lot Remains Vacant
20% Inspection Cycle	09-21-2017	CREWS, Ray	
20% Inspection Cycle	06-07-2012	CREWS, Ray	

Revisions

PR	08-02-2007	LECUYER, Margaret
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Roll: 20086000
Legal: 7622288 17 16

Description:

Address: 5437-49A Ave.

Zoning: Residential District

Actual Use: Primary: R00000

Market Loc: 200 Residential

Econ.Zone: Andrew Zone 10

Assbl. Land Area: 807.0 Sq. Meters

Assbl.Party: I Individual

Owner: [REDACTED]



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
321032159	100 Serviced	807.0 Sq. Meters	0%	100%	5	100%	13,290
Total Value:							13,290

Assessment Totals

Tax Status	Code	Description	Reg	Land	Improvement	Other	Assessment
T		5 Vacant Residential Land		13,290	0	0	13,290
Grand Totals:				13,290	0	0	13,290

Inspections

20% Inspection Cycle	01-03-2025	RITTER, Maddie	No change
20% Inspection Cycle	05-10-2019	SEMOTIUK, Dale	N/C, 20% Inspection
20% Inspection Cycle	09-21-2017	CREWS, Ray	

Revisions

PR	08-02-2007	LECUYER, Margaret
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Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
03-06-2012	\$15,590			8002 Non Arms Length	Vacant		122067887001
03-06-2012	\$15,590			8002 Non Arms Length	Vacant		122067887
04-23-2007	\$15,590	\$8,500	\$8,380	8000 Not Verified	Vacant	186%	072229885

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Roll: 20087000
Legal: 7622288 17 17

Description:

Address: 5433-49A Ave.
Zoning: Residential District
Actual Use: Primary: R00000
Market Loc: 200 Residential
Econ.Zone: Andrew Zone 10
Assbl.Party: I Individual
Owner: [REDACTED]

Assbl. Land Area: 813.4 Sq. Meters



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
321036359	100 Serviced	813.4 Sq. Meters	0%	100%	5	100%	13,310
Total Value:							13,310

Assessment Totals

Tax Status	Code	Description	Reg	Land	Improvement	Other	Assessment
T		5 Vacant Residential Land		13,310	0	0	13,310
Grand Totals:				13,310	0	0	13,310

Inspections

20% Inspection Cycle	01-03-2025	RITTER, Maddie	No change
20% Inspection Cycle	05-10-2019	SEMOTIUK, Dale	N/C, 20% Inspection
20% Inspection Cycle	09-20-2017	CREWS, Ray	

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
06-08-2012	\$13,310	\$4,745	\$5,100	8002 Non Arms Length	Vacant	261%	122181850

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**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Library Board Appointments		
AGENDA ITEM:	9.3		

BACKGROUND/ PROPOSAL

Administration received a request from the Public Library Services Branch regarding improper appoints to the library board. In order to correct previous errors, it is recommended that Council re-appoint the existing members to clarify their terms and make tracking easier moving forward.

Additionally, Victoria Quintero has submitted a an application for a position on the Municipal Library Board.

RECOMMENDED ACTION

That the Village appoint the following individuals to the Village of Andrew Library Board for the specified terms listed below.

- Barb Leppek – term expiry date March 31, 2027
- Sheila Dermody – term expiry date March 31, 2027
- Kelly Doyle – term expiry date March 31, 2027
- Collette Ducharme – term expiry date February 14, 2027
- Anna Lee Laderoute – term expiry date February 14, 2028”
- Victoria Quintero – term effective September 22, 2025 / term expiry September 22, 2028



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Amended Capital Budget		
AGENDA ITEM:	9.4		

BACKGROUND/ PROPOSAL

There have been a few changes to some of the capital projects for 2025, some due to unexpected issues and other due to projects being carried over. As such, Administration has prepared an amended capital budget for Council's approval. This aligns with the next agenda item, grants summary, that shows the projects that have been approved, applied for and planned.

The changes are shown in blue.

RECOMMENDED ACTION

That the amended 2025 capital budget and 5 year capital plan be approved as presented.

Captial Budget 2025 and 5-Year Capital Plan	BUDGET	5 YEAR PLAN				
Date: September 11, 2025						
Planned Capital Additions	2025	2026	2027	2028	2029	2030
Council						
New vehicle to pull float and use for other business travel					20,000	
Chambers tech improvements		10,000				
New parade float			10,000			
History Board (Past Council)		10,000				
Administration						
Village office - fix sidewalks and other building beautification	10,000		75,000			
Cell tower to improve service						10,000
Renovation of hot tub space				15,000		
Wheelchair accessability (washrooms, doors to meet code)		50,000				
Village office parking lot entrance - contrete repair				35,000		
Fire Department / Emergency Services						
Fire Hall exhaust system		45,000				
Fire Hall interior renovations		30,000				
Water truck						100,000
Outdoor surveillance cameras					15,000	
Public Works						
Sidewalk snow removal equipment		40,000				
Single axel truck					100,000	
Snow blade for truck	20,000					
Water/Watewater						
Sewer line camera and flush (entire village over 3 yrs)		18,000	18,000	18,000		
Water plant upgrade	75,000					
51 Ave Sewer road replacement *\$200,000 grant secured		1,230,000				
CCV replacements - over 5 yrs	30,000	30,000	30,000	30,000	30,000	
Main valve & hydrant repairs		45,000				
Sewer line replacement (priority based on camera report)			100,000	75,000	50,000	75,000
North lift station roof replacement & new pump	55,000					
Add concrete pad at sewer dump		4,000				
Pipe replacements at water plant (steel to stainless steel)		20,000				
Pipe replacements and check valve replacements at north lift		20,000				
Streets						
Resurfacing /road base repairs - 49 Ave		200,000				
Resurfacing /road base repairs - 53 Ave		100,000				
Resurfacing /road base repairs - 50 Ave			100,000			
Resurfacing /road base repairs - 52 Ave				100,000		
Resurfacing /road base repairs - 51 St					100,000	
Resurfacing /road base repairs - 49 A Ave						
Sidewalk replacement / repairs as per sidewalk assessment	40,000					100,000
Sidewalk replacement / repairs as per sidewalk assessment		50,000				
Sidewalk replacement / repairs as per sidewalk assessment			50,000			
Sidewalk replacement / repairs as per sidewalk assessment				50,000		
Sidewalk replacement / repairs as per sidewalk assessment					50,000	
Sidewalk replacement / repairs as per sidewalk assessment						
Manhole repairs / maintenance	10,500	75,000				50,000
Access/curb Beaver Creek Co-op				40,000		
Recreation / Beautification						
Playground *congingent on grants		100,000				
Spray park *congingent on grants						
Refurbish / repaint duck						150,000
Water tower facelift						100,000
Communications board		10,000				40,000
Signage (business promo)		5,000				
ACCA roof repairs / decking			10,000			
Park benches, garbage cans, washrooms			5,000			
Perimter walking trail						
Off leash dog park					15,000	15,000
Arena upgrades				50,000		
Permanent washroom upgrade at park			20,000			
Cenotaph upgrade *grant contingent		20,000				
Repairs to building at old campground		3,500				
Dugout & fence repairs @ ball diamonds *grant contingent		20,000				
Other						
Total Planned Capital Additions	240,500	2,115,500	408,000	413,000	360,000	
						640,000

Funding Sources						
Beginning Reserve Balance / Unused grant funds (less transfer from reserve to balance operating budget)	200,000	1,693,781	(54,219)	(142,219)	(235,219)	
						(275,219)
LGFF (eligible allocation)	484,281	240,000	240,000	240,000	240,000	
CCBF (eligible allocation)	350,000	50,000	50,000	50,000	50,000	240,000
Carryover MSI allocation	75,000					50,000
Canada Heritage Grant (100th anniversary)						
Other grant revenue (ie: heritage preservation, blue cross)		50,000				200,000
Total Grant Funds	909,281	340,000	290,000	290,000	290,000	
						490,000
Borrowing (thru local loan authority)	800,000					
Transfer from operating (savings + sewer reserve fees)	25,000	27,500	30,000	30,000	30,000	
						30,000
Total Planned Capital Additions	240,500	2,115,500	408,000	413,000	360,000	
Ending Reserve + Carryover Grant Balance	1,693,781	(54,219)	(142,219)	(235,219)	(275,219)	640,000
						(395,219)



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Grants Summary		
AGENDA ITEM:	9.5		

BACKGROUND/ PROPOSAL

Administration has developed the attached grant summary to assist Council with understanding the grant allocations for the Village.

RECOMMENDED ACTION

That the Grant Summary be accepted as information.

Capital Grant Summary – Village of Andrew

Dated: September 11, 2025

Note: Numbers are estimated and will be updated once 2024 financial audit is complete

GRANTS APPROVED

GRANT NAME	AMOUNT	DETAILS
LGFF	\$230,000	51 Avenue sewer line
MSI (carryover from 2023)	\$75,000	Bulk Water Station Upgrades Grant funds spent – project complete
LGFF	\$60,000	New valves, cc's, water meters
LGFF	\$50,000	Sidewalk repairs and replacements

GRANTS SUBMITTED / IN REVIEW

GRANT NAME	AMOUNT	DETAILS
CCBF	\$55,000	New pump at north lift & roof upgrade
BUILT TOGETHER BLUE CROSS	\$50,000	Playground
CANADIAN HOUSING INFRASTRUCTURE FUND	\$2,000,000	50/50 SHARE – for sewer line replacements to enable future growth; lower probability of approval

POTENTIAL GRANTS TO SUBMIT PRIOR TO YEAR END

GRANT NAME	AMOUNT	DETAILS
LGFF	\$75,000	Add catch basins, repair manholes, replace culverts
CCBF	\$75,000	Firehall showers, exhaust system
CCBF	\$300,000	Street repair and overlay
LGFF	\$70,000	Main water valve & CCV repairs / exercising program

CCBF SUMMARY

AT 2023 YEAR END: \$343,375 AVAILABLE

+71,322 (2024 ALLOCATION)

+72,230 (2025 ALLOCATION)

CURRENTLY AVAILABLE = \$486,019

-\$55,000 (SUBMITTED FOR APPROVAL)

CARRYFORWARD BALANCE TO 2026: **\$431,019**

LGFF SUMMARY

\$236,523 (2024 ALLOTMENT)

\$248,281 (2025 ALLOTMENT)

-\$230,000 (APPROVED)

-\$60,000 (APPROVED)

-\$50,000 (APPROVED)

CARRYFORWARD BALANCE TO 2026: **\$144,804**

**Please note that until our financial reporting is up to date, funding will not be provided, even for projects that are approved. So just because projects are approved does not mean the money is available/in our account to spend yet.*



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Purchasing Policy #012		
AGENDA ITEM:	9.6		

BACKGROUND/ PROPOSAL

Council has provided direction that a purchasing policy is required. The attached policy draft takes into account the Village's previous policy (that was not signed) and municipal best practice. It also highlights the relevant trade requirements. Also attached is the North West Partnership Trade Agreement (NWPTA) summary.

RECOMMENDED ACTION

That Purchasing Policy #012 be approved as presented.

Government or Public Entity

- [What are the benefits of the NWPTA procurement provisions?](#)
- [What does procurement cover?](#)
- [What is the relationship between the NWPTA procurement rules and those of the *Canadian Free Trade Agreement \(CFTA\)*?](#)
- [Who is covered by the NWPTA procurement provisions?](#)
- [What are the procurement thresholds in the NWPTA?](#)
- [What should be considered when calculating procurement value?](#)
- [What professional services are covered?](#)
- [What procurement procedures are required under the NWPTA?](#)
- [Is the pre-qualification process covered under the NWPTA?](#)
- [Is group purchasing allowed under the NWPTA?](#)
- [How does the NWPTA affect local preference policies?](#)
- [Under the NWPTA, do tender notices have to be published in a certain place?](#)
- [What are the exceptions to the NWPTA?](#)
- [What happens if an objection is raised against an entity's procurement practice under the NWPTA?](#)
- [Whom can I contact if I have questions?](#)

What are the benefits of the NWPTA procurement provisions?

The procurement provisions under the NWPTA increase opportunities for suppliers and government entities across British Columbia, Alberta, Saskatchewan and Manitoba.

The NWPTA provides a greater amount of access for NWPTA suppliers through lower procurement thresholds for goods, services and construction purchasing and greater coverage of services than other domestic and international trade agreements.

For government entities there are a greater amount of suppliers available to help increase value for money by increasing competition.

What does procurement cover?

Procurement refers to the purchase, rental, lease or conditional sale of goods, services or construction.

Procurement does not include government assistance such as grants, loans, equity infusion, guarantees or fiscal incentives, or government provision of goods and services to persons or other government organizations.

What is the relationship between the NWPTA procurement rules and those of the *Canadian Free Trade Agreement (CFTA)*?

British Columbia, Alberta, Saskatchewan and Manitoba are Parties to the NWPTA and CFTA and must meet the obligations of both agreements.

However, the NWPTA has lower procurement thresholds and allows fewer procurement exceptions than the CFTA.

Who is covered by the NWPTA procurement provisions?

All British Columbia, Alberta, Saskatchewan and Manitoba government entities are covered by the NWPTA including:

- departments, ministries, agencies, boards, councils, committees, and commissions;
- Crown corporations;
- government owned commercial enterprises;
- municipalities;
- school divisions;
- publicly-funded academic institutions;
- health and social service entities; and
- any corporation or entity owned or controlled by one of the above.

What are the procurement thresholds in the NWPTA?

The NWPTA requires open and non-discriminatory procurement where the anticipated costs are at or above the established threshold amounts.

The NWPTA applies at or above the thresholds indicated below for procurements by:

1. Provincial government departments, ministries, agencies, boards, councils, committees, or commissions:

- \$10,000 or greater for goods
- \$75,000 or greater for services
- \$100,000 or greater for construction

2. Provincial Crown corporations, government owned commercial enterprises and other entities that are owned or controlled by a NWPTA provincial government:

- \$25,000 or greater for goods
- \$100,000 or greater for services
- \$100,000 or greater for construction

3. Municipalities, school boards, health regions and publicly-funded post-secondary institutions (the MASH sector) as well as corporations or entities owned or controlled by one of the preceding:

- \$75,000 or greater for goods
- \$75,000 or greater for services
- \$200,000 or greater for construction

What should be considered when calculating procurement value?

The NWPTA defines procurement value as the estimated total financial cost resulting from a procurement, not taking into account optional renewals when the compulsory part of the contract is at least one year in duration.

Example: If you were contracting for a service worth \$50,000 per year and the contract was for three years with the option to renew for two years, the procurement value of that contract would be \$150,000. The value should include all premiums, fees and commissions, and should cover only that term of the contract for which commitment is initially made.

Contract Splitting:

Splitting a procurement into smaller pieces in order to avoid exceeding the threshold amount is a contravention of the NWPTA.

Example: If you as a MASH sector entity know that you will be buying four trucks over the next year, each worth \$50,000, you should not purchase them one at a time to avoid the NWPTA requirement to have an open and competitive process.

What professional services are covered?

Under the NWPTA, the procurement of all professional services is covered, except treasury services and the services of lawyers and notaries.

What procurement procedures are required under the NWPTA?

The NWPTA specifies that when a procurement is at or above the threshold, an open, transparent and competitive procurement process must be followed.

This requires that tender documents:

- clearly state the requirement of the procurement,
- identify measurable criteria that will be used in the evaluation of bids (including the weighting of each criteria), and
- provide relevant information to assist suppliers in completing and submitting their bids.

Where an existing contract arrangement is in place for the provision of goods, services or construction, no extension, price change or subsequent purchase may take place unless the intention to do so was clearly stated within the original solicitation (bidding) document.

Is the pre-qualification process covered by the NWPTA?

Yes.

As with a typical tender process, the pre-qualification process must also comply with the NWPTA.

The pre-qualification process must be open and transparent, starting with posting a defined set of criteria required for pre-qualification in a particular area of work. Where a pre-qualification list is to be used for multiple procurements, notices for pre-qualification must be posted at least once a year.

If this process is followed, tender documents must be sent to all vendors pre-qualified in that particular area of work.

Is group purchasing allowed under the NWPTA?

Yes, as long as group purchasing activities are carried out in a manner that is consistent with the NWPTA.

Exception:

The NWPTA does not apply to situations where a government entity does not control the activities of a buying group. However, government entities will need to ensure that any purchases undertaken by that buying group in which the government entity participates are done without discriminating against suppliers.

How does the NWPTA affect local preference policies?

The NWPTA does not permit preferential treatment of local suppliers.

The operating principle of the NWPTA is to ensure that suppliers are not discriminated against based on their geographic location. This means that entities must consider persons, goods and services from the other NWPTA provinces as equal to their own.

For example, organizations buying goods or services cannot bias technical specifications that either favour or disadvantage specific suppliers from one of the NWPTA provinces over the others.

Nor can a supplier's location be used to limit their ability to compete on a contract or hinder the success of their bid if the defined service levels can be met. Where service is an important factor, entities should define their required service levels within the tender and contracting process.

Example:

An entity could require that a person must be onsite during the construction process, that parts must be available to the entity within 24 hours at the contractor's expense, or that a service/repair agent must be available on location within 48 hours at the contractor's expense.

However, the tender documents should not stipulate that local sources must provide the services or technical support.

Under the NWPTA, do tender notices have to be published in a certain place?

Yes.

- British Columbia - www.bcbid.gov.bc.ca
- Alberta - www.purchasingconnection.ca
- Saskatchewan - www.SaskTenders.ca
- In Manitoba - www.merx.com

What are the exceptions to the NWPTA?

While the NWPTA applies to most purchasing, there are certain exceptions, including but not limited to:

- Procurement of health and social services, and services provided by lawyers and notaries
- Purchases from philanthropic institutions, prison labour or persons with disabilities
- Purchases from a public body or non-profit organization
- Goods purchased for representational or promotional purposes
- Goods, services or construction required to respond to an unforeseeable situation of urgency
- Goods intended for resale to the public

For the detailed list, [refer to Part V](#) (Exceptions) of the NWPTA.

What happens if an objection is raised against an entity's procurement practice under the NWPTA?

A [bid protest mechanism](#) (BPM) is available for procurements covered by several trade agreements, including the NWPTA. A BPM is an administrative review process which provides suppliers with an independent arbitral process to resolve complaints that a specific procurement by a government entity was not conducted in compliance with the rules of one or more agreements.

Whom can I contact if I have questions?

British Columbia
Email: nwptabc@gov.bc.ca

Alberta
Email: nwpta@gov.ab.ca

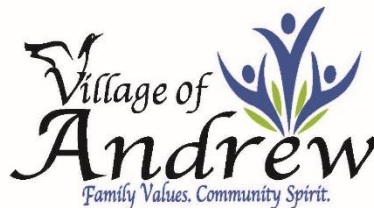
Saskatchewan
Phone: 306-787-8910
Email: nwptrade@gov.sk.ca

Manitoba
Phone: 204-391-7314
Email: nwptrade@gov.mb.ca



You have reached the official website of the New West Partnership Trade Agreement.
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The user agrees to the terms and conditions set out in the [Copyright and Disclaimer Statement](#)



Purchasing Policy #012

Date of Approval by Council:	
Resolution Number	

Signature of Approval of CAO: _____

Purpose

The Village of Andrew hereby establishes guidelines for consistent and fair purchasing practices while ensuring efficient allocation of available resources of both a financial and non-financial nature, in accordance with the Municipal Government Act (MGA), the Canadian Free Trade Agreement (CFTA), and the New West Partnership Trade Agreement (NWPTA).

All employees delegated with purchasing authority shall follow the guidelines set out herein. All procurement activities shall meet the current and future needs of the Village of Andrew, providing an economical and efficient service and shall provide fiscal responsibility and accountability.

POLICY:

All employees are responsible for:

- a) Maintaining high legal, ethical, managerial, and professional standards in the management of the resources entrusted to them.
- b) Obtaining the Best Value for money by achieving fulfillment of specified needs including quality, health and safety standards, productivity, and service life.
- c) Using fair and transparent purchasing processes.
- d) Meeting legal and ethical obligation in the acquisition of goods and services.
- e) Securing expense authorization prior to any purchase.
- f) Identifying and investigating a full range of potential goods or service providers before signing an exclusive contract or making a commitment.
- g) Purchase locally where possible.

PROCESS:

Budget Approval

It shall be the responsibility of the CAO to ensure that the funds have been provided in the Budget for the proposed expenditures and that the purchase will not result in an unapproved over-expenditure, unless deemed an emergency or otherwise unavoidable.

Petty Cash

Purchases may be made using Petty Cash without the issuance of a purchase order. Such expenditures shall be kept to a minimum and shall be used in instances where other means of purchasing are not available. All Petty Cash receipts shall be signed by the CAO.

Purchase Orders

Purchase Orders will be used for all purchases which exceed \$1,000.00.

Exceptions to Purchase Orders:

- a) Utility services such as electricity, gas, water, sewage, and waste collection.
- b) Recurring rental or lease payments supported by Council approved contracts.
- c) CAO approved re-occurring expenses, i.e., subscriptions, etc.

Quotations

Written quotations from vendors are required for purchases over \$1,000.00.

Tenders and Requests for Proposals

Tenders or Requests for Proposals shall be called for in the following instances:

- a) Construction Projects with a value greater than \$200,000.00
- b) Capital Purchases with a value greater than \$75,000.00
- c) Contracting Services with a value greater than \$75,000.00
- d) Annual Supply Contracts with a value greater than \$75,000.00
- e) Equipment Leases or Rentals with a value greater than \$75,000.00
- f) When the Chief Administrative Officer deems it to be in the best interest of the Village.

All Tenders or Requests for Proposals will be awarded through Council resolution.

- a) Council shall reserve the right to reject any or all Tenders or Requests for Proposals.
- b) Council shall reserve the right to accept any Tender or Request for Proposals deemed most favorable to the Village of Andrew.
- c) All Tenders or Requests for Proposals shall clearly state the relevant factors that will be used for evaluation.
- d) The lowest value quote will not necessarily be awarded a contract. All relevant variables must be considered to assess the best value option for the Village.

Expressions of Interest

Requests for Expressions of Interest, or other such public procurement mechanisms, such as those listed on Alberta Purchasing Connection website may be used where deemed appropriate and in line with the MGA, CFTA and NWPTA.

Purchasing Authority

Employees have the authority to purchase Goods and Services within the limits and restrictions listed:

Amount	Authorized	Restrictions
\$0-\$500	Municipal Employees	Minor one-time supply and local purchase of items required for operations.
\$501- 10,000	CAO or Public Works Foreman	Operational or capital items included and approved in the current budget
\$10,001 - \$75,000	CAO	Operational or Capital item included and approved in the current budget unless required due to emergency

Employees have the authority to contract construction within the limits and restrictions listed:

Amount	Authorized	Restrictions
\$0-\$200,000	CAO	Operational or Capital Items included and approved in the current budget.
\$200,000	Council	Motion required



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Land Acknowledgement Policy #013		
AGENDA ITEM:	9.7		

BACKGROUND/ PROPOSAL

Council directed Administration to draft a land acknowledgement policy.

RECOMMENDED ACTION



Land Acknowledgement Policy - Policy #013

Date of Approval by Council:	
Resolution Number	

Signature of Approval of CAO: _____

Purpose

This policy establishes the protocol for land acknowledgements for Council meetings.

Procedure

After any regular or special Council meeting is called to order, the following land acknowledgement will be recited by the chair of the meeting:

As we gather here today, we acknowledge we are on Treaty 6 Territory and the homeland of the Metis. We pay our respect to the First Nations and Metis ancestors of this place and reaffirm our relationship with one another.



**COUNCIL
REQUEST FOR DECISION**

MEETING DATE:	September 22, 2025	PRESENTED BY:	Kylie Rude, CAO
TITLE:	Council Term Transition Policy #014		
AGENDA ITEM:	9.8		

BACKGROUND/ PROPOSAL

In order to have information shared with new council after the municipal election, it may be helpful to establish a policy that sets out expectations for sharing information. A draft policy is attached for consideration.

RECOMMENDED ACTION

That Policy 014 Council Term Transition Policy be approved as presented.



Council Term Transition - Policy #014

Date of Approval by Council:	
Resolution Number	

Signature of Approval of CAO: _____

Purpose

This policy establishes the procedures for sharing information from one Council to the next during a Municipal Election transition.

Procedure

Prior to each municipal election, each member of Council agrees to:

- 1) Provide a summary of the following to the CAO for hand off to the new Council:
 - a. Learnings of the past term(s)
 - b. Projects in progress
 - c. Planned projects
 - d. Future ideas
 - e. Any other information Council deems necessary to share

*You're invited to celebrate Deutschland Day on
October 18th, 2025!*



Join the Town's festivities by showcasing your business and embracing German culture. We encourage you to set up a booth outside your business location or simply display a sign indicating your participation in Deutschland Day.

To add a special touch, we invite you to offer a German treat, drink, or activity for tasting or participation. Whether you choose to charge or offer it complementary is entirely up to you!

*To participate, please fill out the form attached and email it to:
info@bruderheim.ca or drop it off at the Town office.*

*Help make Deutschland Day a memorable celebration for everyone
in Bruderheim!*

Need some inspiration? Consider these ideas:

- Offer a small sample of Strudel, Sausage, Gummy Bears or Kinder Chocolate*
- Provide a tasting of a German Style Drink*
- Host a mini-German language lesson or a guess the number of pretzels for a prize contest.*

Deutschland Day Participation Form

Thank you for your interest in participating in Deutschland Day! Please complete the following form with your business details, and return to office or email to info@bruderheim.ca

Business Information: _____

Business Name: _____

Contact Person: _____

Email Address: _____

Phone Number: _____

Participation Details:

Deutschland Day activities will be between 1:00 p.m. (start of the parade) – 6:00 p.m. (start of dinner and dance)

- ☐ *We will be hosting an outdoor table.*
- ☐ *We would like to display a window decoration celebrating Deutschland Day.*
- ☐ *We would like to volunteer*
- ☐ *We would like to be a sponsor*

Parade Participation Form

Town of Bruderheim

Deutschland Day Parade, October 18th, 2025

Assembly 12:00 p.m. at Starlight Campground

Parade Commences 1:00 p.m.

The Town of Bruderheim invites all clubs, organizations, businesses, surrounding municipalities and individuals to participate in the Town of Bruderheim Deutschland Day Parade!

Judging will take place from 12:45 P.M. to 1:00 P.M.

Entry Name: _____

Contact Person: _____

Address: _____

City/Town: _____

Postal Code:

Telephone: _____

of People in Entry: _____

Type of Entry (Please Check One)

- | | |
|--|--|
| <input type="checkbox"/> Youth | <input type="checkbox"/> Fall Harvest |
| <input type="checkbox"/> Animal Class | <input type="checkbox"/> Club/Organization |
| <input type="checkbox"/> Community | <input type="checkbox"/> Commercial/Industrial |
| <input type="checkbox"/> Club/Organization | <input type="checkbox"/> Antique Vehicle |
| <input type="checkbox"/> Patriotic (Any Culture) | |

Please check one of the options:

- ☐
- Judged
- ☐
- Not Judged

Please provide a detailed description of your parade entry:

--	--

Waiver: I/We, the undersigned, do hereby exclude the Town of Bruderheim, its organizers, staff and volunteers, from any claim resulting from loss or injury, which may occur during the 2025 parade.

Sign: _____

Date: _____

***NOTE:** The parade route is subject to change or cancellation at the discretion of the Town of Bruderheim without notice.*

Please return by September 30th, 2025

Town of Bruderheim

PO Box 280/5017 Queen Street

Bruderheim, Alberta

TOB OSO

Email: info@bruderheim.ca

Phone: 780-796-3731