

**SUMMER VILLAGE OF SUNRISE BEACH
AGENDA**

Tuesday, June 25, 2019 – Onoway Civic Centre, commencing at 6:30 p.m.

1. Call to order

2. Agenda a) Tuesday, June 25, 2019 Regular Council Meeting
(additions & deletions)

3. Minutes: 1-3 a) Tuesday, May 28, 2019 Regular Council Meeting

4. Appointments: 4 6:45 - Sharon McCormack - A list of items of concern
have been provided by the resident to discuss.

5. Business:

5 a) Canada Day – Please refer to the June 14, 2019 letter from
Sandy Beach Deputy Mayor Michael Harney requesting
Sunrise Beach consider funding 1/3 of the Canada Day
expenses (SB,SRB & SSRL) Estimated costs are \$1113.75
(SRB share \$371.25)
(*Direction as given by council*).

6-39 b) Quality Management Plan (QMP) – This plan is required by the
Safety Codes Council to provide them, and our safety codes
provider Superior Safety Codes with guidelines for permitting
within the summer.
This QMP was a template provided to us by Safety Codes and
will replace the disciplines approved on 2003. The changes
are:
- Removed fire section as Sunrise is not accredited in
Fire.
- Revision of organizational chart
- Inserted the Summer Village of Sunrise Beach name
where appropriate.

40 c) Association of Summer Villages of Alberta (ASVA) – save the
date notice for their 2019 ASVA Annual Conference and AGM
scheduled for October 17th -18th, 2019 in Leduc. Registration
is \$240.00/person, and in the past the Summer Village has
made a donation to their silent auction. (*Authorize attendance
and make a donation of _____*).

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- 41-43
- d) Summer Villages of Lac Ste. Anne County East (SVLSACE) – further to our June 1st, 2019 meeting, attached is the information provided with respect to the calculations for summer village allocations. Currently we are using lot count, but other consideration would be assessment (used for School and Seniors requisitions), population or a combination of formulas. The SVLSACE has requested each Summer Village discuss and be prepared to vote on the calculations at your October 5th, SVLSACE meeting (*Direction as given at meeting time*).

- 44-47
- e) Bylaw 152 -2019, a bylaw to establish an Assessment Review Board for the municipality. Sunrise Beach use to utilize Capital Region Assessment Services Commission, but because of a cost savings Council decided to utilize Lac Ste. Anne County's ARB services. Attached is a bylaw establishing the Assessment Review Board and we are asking for all readings of same, and also set the fee for complaints. Once approved, Council will then need to pass a motion appointing the ARB board members and the board clerk. Once the clerk is appointed, Council will need to give consideration to Bylaw 153-2019 which is the bylaw appointing the clerk as a designated officer for the municipality.

(give all 4 readings to Bylaw 152-2019 as is or with amendments)

(that the fee for filing an assessment complaint be set at \$50.00)

(appoint the Assessment Review Board members: Tanya Missikewitz, Reanne Kronewitt-Springer, Wayne Borle and Gina Fowler (Chair))

(appoint the Assessment Review Board Clerk as Mike Primeau CAO)

(give all 4 readings to Bylaw 153-2019 as is or with amendments)

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- f) Sunrise Beach Draft Policies – attached are proposed new policies for the Summer Village. These policies were originally drafted by the consultant working on our bylaw and policy project. This is just beginning of the policies we will be bringing to Council. We are requesting consideration to approve these policies as presented or with amendments. We have attached the existing policies were applicable, these will be rescinded once our new policy is approved.

- 49 1. A-ADM-INF-1 Dissemination of Information to the Public
- 50 2. A-COM-DIS-1 Landowner Disputes Resolution
- 51-52 3. A-FIN-TAX-1 Tax Recovery Fees (rescind policy V001)
- 53-54 4. A-FIN-TAX-2 Tax Roll Address Change
- 55-65 5. A-FIN-CAP-1 Tangible Capital Assets will (rescind policy VI-2018)

g)

h)

i)

6. Financials 66-67 a) Income & Expense Statement – May 2019 Income and Expense

7. Councillors' Reports

- a) Mayor Usselman
- b) Deputy Mayor Tremblay
- c) Councillor Beck

8. Administration Reports

- a) Road Construction
- b) Sign Update

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Tuesday, June 25, 2019 – Onoway Civic Centre, commencing at 6:30 p.m.

9. Information and Correspondence:

- 68-72 a) Development Permit 19DP01 - 44 – to demolish a detached garage.
- 73-74 b) Yellow Regional Library Executive Committee Highlights May 13, 2019.
- 75-79 c) Municipal Affairs – Kaycee Madu Minister, letter dated June 14, 2019
Introducing herself as the new Municipal Affairs Minister and announcing
Liquor ban quashed and rules relaxed in Provincial Parks.
- 80 d) ASVA Beverly Smith Executive Director, email dated June 12, 2019 intro-
ducing the new Executive Director Deb Hamilton. Deb will be starting July
1st, 2019 as Beverly will start her retirement at that time.
- 81-82 e) Alberta Ombudsman, Marianne Ryan, letter dated June 14, 2019 – Inform-
ation regarding the Ombudsman's office responding to complaints of unfair
treatment by authorities and organizations identified in the Ombudsman Act.

10. Closed Meeting (if required) – n/a

11. Adjournment

Next Meetings:

- July 23rd, 2019 – Regular Council Meeting 6:30 p.m.
- August 27th 2019 – Organizational Meeting 6:30 p.m.
- August 27th 2019 – Regular Council Meeting Immediately following the Organizational
meeting Municipal Affairs will be attending
- September 24th 2019 - Regular Council Meeting 6:30 p.m.
- October 5th 2019 – SVLSACE Meeting
- October 22nd 2019 – Regular Council Meeting 6:30 p.m.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY MAY 28, 2019 AT 6:40 P.M. AT THE ONOWAY CIVIC CENTRE.

	PRESENT	<p>Mayor Glen Usselman Deputy Mayor Jackie Tremblay Councillor Vera Lynn Beck - Teleconference</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Susan Dales</p> <p>Public Works: 0 Public at Large: 0</p>
1.	CALL TO ORDER	The meeting was called to order at 6:40 p.m. by Mayor Usselman.
2.	AGENDA Motion # 54 -19	<p>MOVED by Deputy Mayor Tremblay that the agenda be accepted with the addition of h) Borrowing Bylaw 151 – 2019.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion # 55 - 19	<p>MOVED by Deputy Mayor Tremblay that the minutes of the April 23, 2019 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS	N/A
5.	NEW BUSINESS Motion # 56 – 19	<p>MOVED by Deputy Mayor Tremblay that Bylaw #150-2019, a bylaw to Prohibit Other Persons from Providing Electric Distribution Services within the Legal Boundaries of the Summer Village of Sunrise Beach, be given first reading</p> <p style="text-align: right;">CARRIED</p>
	Motion # 57 -19	<p>MOVED by Mayor Usselman that Bylaw #150-2019 be given second reading.</p> <p style="text-align: right;">CARRIED</p>
	Motion # 58 -19	<p>MOVED by Councillor Beck that that of Bylaw #150-2019 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>

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	<p>Motion # 59 -19</p> <p>Motion # 60-19</p> <p>Motion # 61-19</p>	<p>MOVED by Mayor Usselman that Bylaw #150-2019 be given third and final reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that Administration engage someone in the community to change the notice board sign within 48 hours after the office contacts them, this individual to be compensated \$100.00 a month.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay that the FCSS information regarding the Community Gathering final accounting and evaluations be accepted as information.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion # 62 -19</p> <p>Motion # 63 -19</p> <p>Motion # 64-19</p> <p>Motion # 65-19</p> <p>Motion # 66-19</p> <p>Motion # 67-19</p>	<p>MOVED by Mayor Usselman that the information regarding the Big Bin Cleanup be accepted as information.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay that Victoria Message be appointed as Integrity Commissioner for the Summer Village Sunrise Beach.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that Council accept the quote from Allspec Asphalt for the road rehabilitation of areas on both Shedden Drive and Victory Lane, subject to confirmation of specific costs, and confirmation of a time line to complete the work.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that administration follow up on the location of the dangerous tree and the summer village contract the removal of this tree.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay that Bylaw 151-2019 for the purpose specified in Section 259 of the Municipal Government Act to borrow certain sums of money from ATB Financial, be given first reading</p> <p style="text-align: right;">CARRIED</p>

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	Motion # 68-19	MOVED by Mayor Usselman that Bylaw #151-2019 be given second reading. CARRIED
	Motion # 69-19	MOVED by Councillor Beck that Bylaw #151-2019 be considered for third reading. CARRIED UNANIMOUSLY
6.	FINANCIAL Motion # 70-19	MOVED by Mayor Usselman that Bylaw #151-2019 be given third and final reading. CARRIED
7. 8.	COUNCIL AND ADMINISTRATION REPORTS	MOVED by Mayor Usselman that the Income & Expenses Statement for April 2019 be accepted as presented. CARRIED
9.	INFORMATION / CORRESPONDENCE	MOVED by Mayor Usselman that the Council and Administration Reports be accepted for information. CARRIED
		N/A
10.	CLOSED MEETING SESSION	N/A
11.	ADJOURNMENT	Mayor Usselman declared the meeting adjourned at 8:00 p.m.

Mayor Glen Usselman

Wendy Wildman
Chief Administrative Officer

Re: Path to park

Sent: 6/17/2019 5:32 PM

To: svsunrisebeach@wildwillowenterprises.com

Hi Susan

You sent me a survey of the neighbourhood.

Obviously the park in front of our home is not as shown. There seems to have been a row of trees and plants installed that gives the appearance of private property, not the park. This is not acceptable as I bought this property because of the large park that spans from our home to past 6405. There needs to be signage so everyone can enjoy the park as most people we have spoken with don't know where the boundary is. We have shared the survey. There is also what looks to be an abandoned boat on trailer parked at the lake shore to the SE of our home. This needs to be removed as it's against the bylaws I believe.

On the survey there is beach access between 6404 and 6405. This doesn't exist. Why? We need another access and apparently there should be one. We are wondering why the access beside our home is the only one and is very much over used. So much so that our fence has been damaged numerous times by quads and snowmobiles. We would also like to discuss getting some kind of signs installed on this access to keep the quads out of the park.

These are our main concerns but will see you on the 25th with them all.

Thanks

On Monday, June 17, 2019, <svsunrisebeach@wildwillowenterprises.com> wrote:

You can come at 6:45 for the appointment for sure.
Wendy would just like a heads up of your "list" so we can be prepared if there is anything we have to do some homework on.

Thanks.

Susan Dales
Administrative Assistant

Summer Village of Sunrise Beach

PO Box 1197

Oxoway, AB T0E 1V0

Phone: 780.967.0271 Fax: 780.967.0431

svsunrisebeach@wildwillowenterprises.com

----- Original Message -----

Subject: Re: FW: Path to park

From: "Sharon McCormack" <sharonmc29@gmail.com>

Date: 6/15/19 4:20 pm

To: svsunrisebeach@wildwillowenterprises.com

Michael Harney

RR#1 Site 1 Comp162 Onoway AB T0E 1V0

Ph 780-299-7456 Email sneeks@hotmail.ca

Summer village of Sunrise Beach

Atten Wendy Wildman

Late last month I was contacted by Marianne Young of the Sandy/Sunrise community league asking what our village was planning for the upcoming Canada Day celebrations. I was a little confused about that since in the past Canada Day was generally organized by the community league and the costs were presented to both our administrations and we would all pay a third.

It would appear that due to the general lack of volunteers to organize this, the community league was only prepared to handle the food services and supply flags and pins.

Since time was running short I discussed this situation with several members of our village. We set up a small committee and agreed upon several events/activities that we could look into, primarily for the younger members of our communities. Since our council had a budget line for Canada Day, they agreed that the committee could spend within that amount. Within that budget we will be still contributing 1/3 of the costs of food ect that will come from the community league.

The committee agreed that we would order 2 bouncy castles, one for younger and an obstacle course for older and adults. We have someone that will do facepainting , (we will be buying supplies), we also have someone that will be doing a danceoff for the younger kids. There may be several other games that will be available for children and adults but they are not completely verified at this time.

The costs at this time are \$813.75 for bouncy castles, approx \$100.00 for facepainting and other small supplies. There may be some other costs that may occur but they will be within the \$200.00 range.

I am asking if the Summer Village of Sunrise would consider contributing to a portion of these costs for the Canada Day celebrations. I would be available to be at your next council meeting on June 25 if you so desire. Thank you for your consideration in this matter.

Sincerely

Michael Harney Deputy Mayer Sandy Beach

Summer Village of Sunrise Beach

Quality Management Plan

Summer Village of Sunrise Beach

Quality Management Plan

This Quality Management Plan that includes
Schedule A – Scope and Administration,
Schedule B – Operational Requirements and
Schedule C – Technical Discipline Service Delivery Standards
has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



**Safety
Codes
Council**

Table of Contents

1.0 SCOPE OF ACCREDITATION -----	3
BUILDING-----	3
□-----	3
ELECTRICAL-----	3
PLUMBING-----	3
GAS-----	3
FIRE-----	ERROR! BOOKMARK NOT DEFINED.
2.0 QUALITY MANAGEMENT PLAN ADMINISTRATION -----	4
2.1 PERSONNEL-----	5
2.2 FREEDOM OF INFORMATION AND CONFIDENTIALITY-----	6
2.3 COUNCIL LEVY-----	6
2.4 RECORDS-----	6
2.5 REVISIONS-----	6
2.6 PERMITS / PERMISSIONS ADMINISTRATION-----	7
2.7 ANNUAL INTERNAL REVIEW-----	7
2.8 DECLARATION OF STATUS-----	7
2.9 ORGANIZATIONAL CHART-----	8
2.10 MUNICIPALITY AGREEMENT-----	9
2.11 MUNICIPALITY QMP MANAGER INFORMATION-----	9
2.12 NOTICES-----	10
3.0 OPERATIONAL REQUIREMENTS -----	12
3.1 SCOPE OF SERVICES-----	12
3.2 INTERDISCIPLINARY TECHNICAL COORDINATION-----	13
3.3 ORDERS-----	13
3.4 EMERGENCY SITUATIONS-----	13
3.5 ALTERNATIVE SOLUTIONS / VARIANCES-----	14
3.6 PERMIT ADMINISTRATION-----	14
3.6.1 Permit Applications-----	14
3.6.2 Required terms of permit issuance-----	15
3.6.3 Terms and Conditions of Permit-----	15
3.6.4 Annual Permits-----	16
3.6.5 Permit Expiry-----	16
3.6.6 Permit Timeframe Extension-----	16
3.6.7 Permit Services Report (PSR)-----	16
3.6.8 Permit Refusal, Suspension, or Cancellation-----	17
3.7 SITE INSPECTIONS/INSPECTION REPORTS-----	17
3.8 NO-ENTRY POLICY-----	18
3.9 VERIFICATION OF COMPLIANCE (VOC)-----	18
3.10 INVESTIGATION OF AN UNSAFE CONDITION, ACCIDENT, OR FIRE-----	19
4.0 TECHNICAL DISCIPLINE SERVICE DELIVERY STANDARDS -----	21
4.1 SCHEDULE C.1 BUILDING-----	21
4.2 SCHEDULE C.2 ELECTRICAL AND ELECTRICAL UTILITY-----	26
4.2.1 Electrical Utility-----	27
4.3 SCHEDULE C.3 PLUMBING-----	29
4.4 SCHEDULE C.4 GAS-----	31
4.5 SCHEDULE C.5 FIRE-----	ERROR! BOOKMARK NOT DEFINED.
4.5.1 Method 1-----	<i>Error! Bookmark not defined.</i>
4.5.2 Method 2-----	<i>Error! Bookmark not defined.</i>

Schedule A

Scope and Administration

1.0 SCOPE OF ACCREDITATION

The **Summer Village of Sunrise Beach**, herein referred to as "The Municipality" will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

BUILDING	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • National Building Code – 2019 Alberta Edition
<input type="checkbox"/>	Only those parts of the National Building Code – 2019 Alberta Edition pertaining to small buildings being 3 storeys or less in height, having a building area of 600m ² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
ELECTRICAL	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Canadian Electrical Code Part 1
<input type="checkbox"/>	<ul style="list-style-type: none"> • Alberta Electrical Utility Code
PLUMBING	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • National Plumbing Code of Canada, and • Alberta Private Sewage Systems Standard of Practice.
GAS	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Natural Gas and Propane Installation Code, • Propane Storage and Handling Code, and • Compressed Natural Gas Fuelling Stations Installation Code. Excluding the: <ul style="list-style-type: none"> • Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and • Natural Gas for Vehicles Installation Code Compressed Natural Gas.

2.0 Quality Management Plan Administration

Summer Village of Sunrise Beach

The Municipality is responsible for the administration, effectiveness and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations and codes and standards within, as required by this QMP. All services will be performed in compliance with this QMP, in an effective, timely, professional and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency; the Municipality will ensure that a formal contract for services is in place. The Municipality understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of the approved QMP of the Municipality. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council herein referred to as the "Council" or its representative may review/audit for compliance to this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP including the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP, and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

SCOs shall have authority and freedom of discretion to:

- provide safety codes consultation,
- review plans,
- issue permits,
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act,
- issue reports and correspondence,
- accept verification of compliance,
- review alternative solution proposals,
- issue variances,
- issue Orders,
- engage in enforcement action,
- conduct investigations,
- require professional engagement, and
- re-inspect.

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act,
- regulations under the Act,
- codes and standards mandated by the Act,
- procedures under the Act,
- Council policies and directives,
- Administrator directives,
- assigned duties, and
- professional development.

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

2.2 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.3 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council.

2.4 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- licensed residential builder verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,
- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies, and
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than three (3) years in accordance to Council policy or in accordance to the Municipality's records retention policy, whichever is greater.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where an accredited agency (s) was involved will be returned to the Municipality within a reasonable time of completion of the service or upon request of the municipality.

2.5 Revisions

Revisions to the Scope, Administration, or Service Delivery Standard require resolution from the Municipality's Council. Revisions to the Operational Requirements or applicable forms used require the acceptance by the Chief Administrative Officer responsible for this QMP. All revisions require approval by the Administrator of Accreditation.

The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- immediately distribute copies of approved amendments to all registered holders of this QMP.

2.6 Permits / Permissions Administration

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

2.7 Annual Internal Review

The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the municipality, staff, and QMP with respect to the administration of the municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

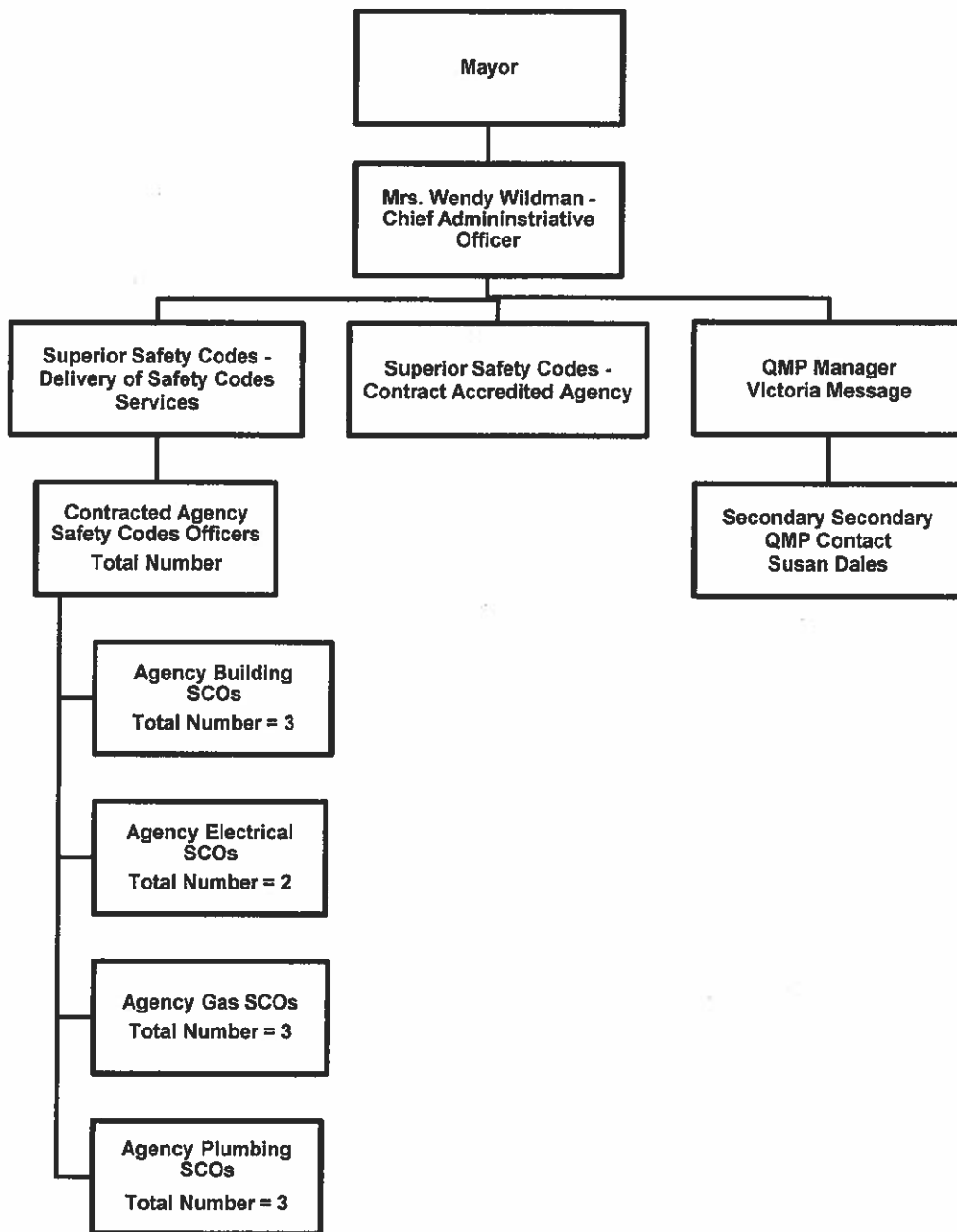
The annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

2.8 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation or investigation activities for projects where they also provide compliance monitoring.

2.9 Organizational Chart

Summer Village of Sunrise Beach



The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMP

2.10 Municipality Agreement

In accordance with Council Resolution # _____ of *June 25th, 2019* the *Summer Village of Sunrise Beach* hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.

Signature – Chief Administrative Officer

Signature Chief Elected Official

Name & Position Title

Name & Position Title

Date

Date

Email Address

Email Address

**Summer Village of Sunrise Beach
Name of Municipality**

**Summer Village of Sunrise Beach
Municipality Address**

Phone Number

Fax Number

2.11 Municipality QMP Manager Information

Name and Title of QMP Manager

Email Address

Name of Municipality

Municipality Address

Phone Number

Fax Number

2.12 Notices

Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officer and the QMP Manager of the Municipality.

Schedule B

Operational Requirements

3.0 Operational Requirements

3.1 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Council policy including as applicable but not limited to:

- code advice:
 - construction,
 - building upgrade programs,
 - development and implementation of fire safety plans, and
 - storage of dangerous goods.
- plans examinations:
 - new construction,
 - building upgrade programs,
 - residential secondary suites, and
 - fire safety plans with emphasis to addressing the risk to occupied residential buildings.
- permit/permission issuance:
 - construction,
 - renovations/alterations/reconstruction/demolition/additions, or other changes
 - occupancy permit
 - occupancy load certificates,
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
 - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction,
 - renovations/alterations/reconstruction/additions,
 - occupancy loads and changes in occupancy,
 - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
 - follow-up inspections of deficiencies and unsafe conditions,
 - post-occupancy of facilities identified, and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- collection and remittance of Council levies,
- issuance of Permit Services Reports,
- investigations, and
- maintain files and records.

3.2 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

- inspections,
- subdivision applications,
- development permits,
- plans reviews,
- occupancy permits,
- occupancy load certificates,
- enforcement,
- closure of files, and
- areas of mutual interest.

3.3 Orders

A SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Council.

A SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- a copy of the Order will be provided to the Council within 30 days of issuance,
- monitor the Order for compliance, and
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an Order is the responsibility of the Municipality. It is the purview of the Municipality to escalate enforcement measures as necessary.

3.4 Emergency Situations

If a SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.

3.5 Alternative Solutions / Variances

A SCO may review an alternative solution proposal and issue a site or instance specific variance from a code or referenced standard if the SCO is of the opinion that the alternative solution proposal / variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by the Act. An alternative solution proposal / variance will not remove or relax an existing rule, nor be intended to provide product approval.

An alternative solution proposal / variance will be issued in accordance with the Act and Council policy. An alternative solution proposal / variance will be in the format prescribed by the Council.

A request for a variance must:

- be made in writing,
- be signed by the owner or the owner's representative, and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

A SCO may only make a decision respecting an alternative solution proposal / variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within 10 days of issuance, to the:

- owner,
- contractor if applicable,
- Council, and
- the Municipality.

3.6 Permit Administration

3.6.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
 - i. state the type of occupancy,
 - ii. set out the prevailing market value of the undertaking,
 - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
- (h) include a method of payment of fees acceptable to the permit issuer,

- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:
 - i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
 - ii. copies of plans and specifications for the proposed undertaking,
 - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.”

3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and/ or the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the SCO and/or permit issuer considers necessary.

3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but are not limited to:

- requiring permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- setting the date on which the permit expires,
- setting a condition that causes the permit to expire,
- setting the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the location or locations of the undertaking being permitted,
- setting the qualifications of the person responsible for the undertaking and/or doing the work,
- requiring an identification number or label to be affixed to the undertaking, and
- requiring SCO approval be obtained before any part of the work or system is occupied, covered or concealed.

3.6.4 Annual Permits

An annual permit may be issued in the electrical, gas or plumbing discipline allowing the owner or operator of the premise to effect minor repairs, alterations or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking,
- the permit does not entitle the owner or operator to effect major alternations or additions to the premise, and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous 2 years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.6.5 Permit Expiry

A permit shall expire with the time period set in the Permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

3.6.6 Permit Timeframe Extension

A SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection), and
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time, and
- inspect post permit closure and attach report to the permit.

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

3.6.8 Permit Refusal, Suspension, or Cancellation

A SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will upon refusal, suspension or cancellation of a permit:

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a PSR identifying the reason for the refusal, suspension or cancellation of the permit.

3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by a SCO,
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date, and
- be conducted the at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- owner name, address, phone number and email (if email is applicable),
- contractor name, address, phone number and email (if email is applicable),
- address of the inspection,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the applicable work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger, and
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and

- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition(s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

A SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

3.8 No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will notify the owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted, and the file will be closed.

3.9 Verification of Compliance (VOC)

A SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. The re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (e.g. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- address of where the VOC is being applied for,
- permit number and discipline,
- name and title of the person who provided the VOC and how it was provided (i.e. written assurance, verbal assurance (with written documentation), site visit by designate, photographs, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

3.10 Investigation of an Unsafe Condition, Accident, or Fire

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

In relation to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

When investigating an unsafe condition, or accident, or fire, a SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, accident or fire occurred until permission has been granted by a SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

A SCO who conducts an investigation will submit a copy of the report to an Administrator and provide a summary of the investigation to the Council.

Schedule C

Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Schedule C.1 BUILDING

Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions e.g. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC,
- obtain New Home Warranty verification where applicable, and
- obtain a hot works permit, where applicable.

Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration or demolition operations, obtain in writing, a fire safety plan for the project site.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when a part(s) of the building requires a professional architect or engineer, and
- collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when the registered professional architect and/or engineer involvement is required for the work covered under a permit.

Building Site-Inspections

A Building SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> o at any stage OR <ul style="list-style-type: none"> o within 1 year from permit issuance
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within 1 year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Single & Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including fire alarm and HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o building envelope and HVAC rough-in OR <ul style="list-style-type: none"> o framing, structure, and building envelop (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance

Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of completion
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 year of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of permit issuance
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion ○ OR ○ Interior Partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

In conjunction with / exceptions to with the above tables:

Site Inspection of labelled mobile home siting will consist of at least one on-site inspection within 180 days of permit issuance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection within 30 days of final set-up stage.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 180 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Schedule C.2 ELECTRICAL AND ELECTRICAL UTILITY

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

An Electrical SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$10,000)	2	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$10,000 or less)	1	<ul style="list-style-type: none"> o rough in inspection or final inspection, within 1 year of permit issuance
Single Family Residential or Farm Buildings (with value of work over \$2,500)	2	<ul style="list-style-type: none"> o completed rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings (with value of work \$2,500 or less)	1	<ul style="list-style-type: none"> o final inspection, within 180 days of completed work
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) OR o final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> o mid- term inspection o final inspection, within 60 days of expiry of permit

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2.1 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

Construction Document Review

Prior to construction, a SCO, with will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

A SCO may review design drawings which are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes but is not limited to poles, substations and overhead/ underground systems.

Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Site Inspections for Electrical Utility Systems

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
Transmission and Substations	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, is not repetitive in nature and not based on standard designs and that have been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban verses rural construction,
- customer type i.e. industrial, commercial, farm, residential,
- system upgrades,
- geographic location and terrain, i.e. service area, forest, prairie,
- construction crews involved, and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

4.3 Schedule C.3 PLUMBING

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A Plumbing SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings new construction (or alteration, addition, or renovation with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering (within 180 days of permit issuance) AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> ○ site inspection completed prior to covering.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s), and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.4 Schedule C.4 GAS

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

Gas Site-Inspections

A Gas SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none">o rough-in AND <ul style="list-style-type: none">o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none">o rough-in AND <ul style="list-style-type: none">o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none">o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Temporary Heat Installations (under separate permit), temporary services	1	<ul style="list-style-type: none">o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none">o mid-term inspection AND <ul style="list-style-type: none">o final inspection at substantial completion of work described on the permit within 2 years of permit issuance

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.



SAVE-THE-DATE

OCTOBER 17TH – 18TH, 2019
Thursday – Friday

2019 ASVA ANNUAL CONFERENCE & AGM

- Meet the new Ministers of AEP and Municipal Affairs (tbc)
- MSI – an update on the future of MSI from Municipal Affairs
- Lake Management Plans: Successes and Challenges – Pigeon Lake and Sylvan Lake
- Social Media
- Fishing Workbook Discussion
- Lac Ste Anne Regional Emergency Management Approach
- Panel Discussion on the Focus of ASVA Services vs Budget
- Indigenous Peoples
- SV Project Panel on Wastewater
- WPAC lake planning with summer villages
- And more

Venue

Executive Royal Hotel

8450 Sparrow Dr,

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**ASSOCIATION OF
 SUMMER VILLAGES OF
 ALBERTA**

www.asva.ca





Summer Village of Ross Haven

Box 70, Site 19, RR 1, Gunn, AB., T0E 1A0
Phone (780) 999-8654 Fax 1-866-363-3342
Email: cao@rosshaven.ca

March 9, 2019

Dwight Moskalyk, Administrator
SVLSACE
PO Box 8
Alberta Beach, AB
T0E 0A0

Dear Mr. Moskalyk:

Re: Apportionment of the Membership Requisition Allocations

During the February 23rd, 2019 regular meeting of the Summer Villages of Lac Ste. Anne County East, our Mayor, Louis Belland, expressed a desire to have the manner by which the Membership Requisition Allocations are calculated be reviewed. He noted that the ability to vote on all matters, including those that would indebt a specific municipality, are on the one community, one vote basis; where the apportionment of the requisition is per capita based.

Please accept this letter as a formal request to have this matter placed upon the meeting agenda for the next regular meeting of the SVLSACE.

If you require additional clarification, or to discuss the matter, please contact me directly at (780) 999-6654.

Regards,

Tony Sonleitner, CAO, Summer Village of Ross Haven

OPTION D - ASSESSMENT (RESIDENTIAL)

Summer Village	Assessment (Residential)	% Assessment (Residential)	\$ of \$10,000 Budget
Summer Village of Birch Cove	\$11,976,145	2.69%	\$269
Summer Village of Castle Island	\$11,999,264	2.70%	\$270
Summer Village of Nakamun Park	\$32,892,136	7.39%	\$739
Summer Village of Ross Haven	\$58,534,273	13.15%	\$1,315
Summer Village of Sandy Beach	\$39,077,129	8.78%	\$878
Summer Village of Silver Sands	\$52,460,807	11.79%	\$1,179
Summer Village of South View	\$17,925,517	4.03%	\$403
Summer Village of Sunrise Beach	\$22,303,062	5.01%	\$501
Summer Village of Sunset Point	\$64,012,058	14.38%	\$1,438
Summer Village of Val Quentin	\$48,290,331	10.85%	\$1,085
Summer Village of West Cove	\$50,565,121	11.36%	\$1,136
Summer Village of Yellowstone	\$34,970,726	7.86%	\$786
Total	\$445,006,569	100.00%	\$10,000

OPTION E - POPULATION (BASED ON ANNUAL SIR)

Summer Village	Population (2017 SIR)	% Population	\$ of \$10,000 Budget
Summer Village of Birch Cove	45	2.71%	\$271
Summer Village of Castle Island	10	0.60%	\$60
Summer Village of Nakamun Park	96	5.79%	\$579
Summer Village of Ross Haven	160	9.65%	\$965
Summer Village of Sandy Beach	278	16.77%	\$1,677
Summer Village of Silver Sands	160	9.65%	\$965
Summer Village of South View	67	4.04%	\$404
Summer Village of Sunrise Beach	135	8.14%	\$814
Summer Village of Sunset Point	169	10.19%	\$1,019
Summer Village of Val Quentin	252	15.20%	\$1,520
Summer Village of West Cove	149	8.99%	\$899
Summer Village of Yellowstone	137	8.26%	\$826
Total	1658	100.00%	\$10,000

SUMMARY OF OPTION A - E

Summer Village	A Lot Count	B Residences	C Assessment (Total)	D Assessment (Res.)	E Population	Current Rate (2019)
Summer Village of Birch Cove	\$309	\$294	\$268	\$269	\$271	\$302
Summer Village of Castle Island	\$77	\$92	\$268	\$270	\$60	\$74
Summer Village of Nakamun Park	\$776	\$709	\$737	\$739	\$579	\$743
Summer Village of Ross Haven	\$987	\$772	\$1,316	\$1,315	\$965	\$948
Summer Village of Sandy Beach	\$1,451	\$1,351	\$885	\$878	\$1,677	\$1,389
Summer Village of Silver Sands	\$1,459	\$1,139	\$1,194	\$1,179	\$965	\$1,420
Summer Village of South View	\$553	\$463	\$403	\$403	\$404	\$538
Summer Village of Sunrise Beach	\$805	\$695	\$501	\$501	\$814	\$797
Summer Village of Sunset Point	\$813	\$1,757	\$1,432	\$1,438	\$1,019	\$1,075
Summer Village of Val Quentin	\$821	\$859	\$1,081	\$1,085	\$1,520	\$797
Summer Village of West Cove	\$1,235	\$1,153	\$1,133	\$1,136	\$899	\$1,215
Summer Village of Yellowstone	\$715	\$714	\$783	\$786	\$826	\$704

SVLFACE Requisition Allotment Calculation Options (Presented for June 1st, 2019 Meeting)

OPTION A - LOT COUNT (TOTAL)				
Summer Village	Lot Count (Total)	% Lot Count (Total)	\$ of \$10,000 Budget	
Summer Village of Birch Cove	76	3.09%	\$309	
Summer Village of Castle Island	19	0.77%	\$77	
Summer Village of Nakamun Park	191	7.76%	\$776	
Summer Village of Ross Haven	243	9.87%	\$987	
Summer Village of Sandy Beach	357	14.51%	\$1,451	
Summer Village of Silver Sands	359	14.59%	\$1,459	
Summer Village of South View	136	5.53%	\$553	
Summer Village of Sunrise Beach	198	8.05%	\$805	
Summer Village of Sunset Point	200	8.13%	\$813	
Summer Village of Val Quentin	202	8.21%	\$821	
Summer Village of West Cove	304	12.35%	\$1,235	
Summer Village of Yellowstone	176	7.15%	\$715	
Total	2461	100.00%	\$10,000	

OPTION B RESIDENCES [BASED ON ANNUAL SIR]				
Summer Village	Residences (Total, 2017 SIR)	% Residences (Total, 2017 SIR)	\$ of \$10,000 Budget	
Summer Village of Birch Cove	61	2.94%	\$294	
Summer Village of Castle Island	19	0.92%	\$92	
Summer Village of Nakamun Park	147	7.09%	\$709	
Summer Village of Ross Haven	160	7.72%	\$772	
Summer Village of Sandy Beach	280	13.51%	\$1,351	
Summer Village of Silver Sands	236	11.39%	\$1,139	
Summer Village of South View	96	4.63%	\$463	
Summer Village of Sunrise Beach	144	6.95%	\$695	
Summer Village of Sunset Point	364	17.57%	\$1,757	
Summer Village of Val Quentin	178	8.59%	\$859	
Summer Village of West Cove	239	11.53%	\$1,153	
Summer Village of Yellowstone	148	7.14%	\$714	
Total	2072	100.00%	\$10,000	

OPTION C - ASSESSMENT (TOTAL)				
Summer Village	Assessment (Total)	% Assessment (Total)	\$ of \$10,000 Budget	
Summer Village of Birch Cove	12,024,885	2.68%	\$268	
Summer Village of Castle Island	12,011,484	2.68%	\$268	
Summer Village of Nakamun Park	33,027,146	7.37%	\$737	
Summer Village of Ross Haven	58,991,283	13.16%	\$1,316	
Summer Village of Sandy Beach	39,664,359	8.85%	\$885	
Summer Village of Silver Sands	53,501,927	11.94%	\$1,194	
Summer Village of South View	18,041,037	4.03%	\$403	
Summer Village of Sunrise Beach	22,445,602	5.01%	\$501	
Summer Village of Sunset Point	64,179,878	14.32%	\$1,432	
Summer Village of Val Quentin	48,443,511	10.81%	\$1,081	
Summer Village of West Cove	50,761,731	11.33%	\$1,133	
Summer Village of Yellowstone	35,116,506	7.83%	\$783	
Total	448,209,349	100.00%	\$10,000	

**Municipal Government Act RSA 2000 Chapter M-26
Part 11 Assessment Review Boards**

**BEING A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH IN THE
PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING ONE OR MORE
ASSESSMENT REVIEW BOARDS AND THE APPOINTMENT OF AN
ASSESSMENT REVIEW BOARD CLERK**

WHEREAS Section 454 of the Municipal Government Act requires Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board; and

WHEREAS Section 456 of the Municipal Government Act requires Council to appoint a designated officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the Summer Village of Sunrise Beach;

NOW THEREFORE, the Council for the Summer Village of Sunrise Beach, in the Province of Alberta, duly assembled enacts as follows:

Definitions

1. In this Bylaw, unless the context otherwise requires, the following definitions apply;

- a) "Assessment Review Boards" (ARB) means either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB);
- b) "Assessment Clerk" means an individual appointed pursuant to Section 456 of the Municipal Government Act who is accredited by the Municipal Government Board to act as the Clerk of Assessment Review Boards for the Summer Village of Sunrise Beach;
- c) "County" means Lac Ste. Anne County contracted by the Summer Village of Sunrise Beach to provide a full ARB administration services;
- d) "Composite Assessment Review Board" (CARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (2) of the Municipal Government Act;
- e) "Council" means the duly elected Council of the Summer Village of Sunrise Beach;
- f) "Local Assessment Review Board" (LARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (1) of the Municipal Government Act;
- g) "Summer Village" means the Summer Village of Sunrise Beach;
- h) "Municipal Government Act" means the Municipal Government Act, RSA 2000, c M-26; and

**Municipal Government Act RSA 2000 Chapter M-26
Part 11 Assessment Review Boards**

- i) "Panelist" means an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints and who will be appointed to the Assessment Review Boards.

Establishment of Boards

2. Council hereby establishes the following boards:
a) Local Assessment Review Board; and
b) Composite Assessment Review Board

Duties

3. The Assessment Review Boards shall carry out all duties and responsibilities as set out in the Municipal Government Act and its regulations.

Appointments of Board Members, Chair and Assessment Clerk

4. Annually Council will appoint the list of Panelists, the names of the Chair of the LARB and CARB and the name of the Assessment Clerk provided to the Summer Village Council by the County.
5. All Panelists and Assessment Clerk serve at the pleasure of Council and may be removed by resolution of Council where, in the opinion of Council, removal is warranted.

Fees and Expenses

6. Compensation payable to the County for its performance including Annual fees, Hearing fees, Panelist fees and Assessment Clerk fees will be outlined in a Memorandum of Agreement between the County and the Summer Village.

Filing a Complaint

7. Upon receipt of an assessment complaint, the Summer Village shall provide to the County a completed Assessment Review Board Complaint form and supporting documentation in a timely manner.
8. A complaint must be accompanied by the appropriate fee as established by resolution of Council.

Rescind Bylaw

BYLAW NO. 152-2019

**Municipal Government Act RSA 2000 Chapter M-26
Part 11 Assessment Review Boards**

THAT Bylaw 121-10, a Bylaw of the Summer Village of Sunrise Beach to Establish one or more Assessment Review Boards is hereby rescinded with the passing of this bylaw.

Effective Date

THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 25th day of June, 2019.

Read a second time on this 25th day of June, 2019.

Unanimous Consent to proceed to third reading on this 25th day of June, 2019.

Read a third and final time on this 25th day of June, 2019.

Signed this 25th day of June, 2019.

Mayor, Glen Usselman

Chief Administrative Officer, Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk

A BYLAW OF THE MUNICIPALITY OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF DESIGNATED OFFICER

WHEREAS, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

AND WHEREAS, pursuant to section 456 of the *Municipal Government Act*, the council of a municipality must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality.

NOW THEREFORE, the Council of the Summer Village of Sunrise Beach, in the Province of Alberta, duly assembled, enacts as follows:

1. The Assessment Review Board Clerk is the designated officer for the purpose of the following sections of the *Municipal Government Act*:
 - i) section 456(1) – Duties of the Clerk of the Assessment Review Board
 - ii) section 461 & 462 – Assessment Complaints
 - iii) section 469(1) – Notice of Decision of the Assessment Review Board
 - iv) section 483 – Decision Admissible on Appeal
2. That as the Summer Village has entered into an agreement with Lac Ste. Anne County for the provision of Assessment Review Board services within the Summer Village, Mike Primeau be appointed Assessment Review Board Clerk for the Summer Village of Sunrise Beach.
3. That this bylaw is effective upon the date of its third and final reading.

THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 25th day of June, 2019.

Read a second time on this 25th day of June, 2019.

Unanimous Consent to proceed to third reading on this 25th day of June, 2019.

Read a third and final time on this 25th day of June, 2019.

Signed this 25th day of June, 2019.

**Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk**

Mayor, Glen Ussleman

Chief Administrative Officer, Wendy Wildman



Summer Village of Sunrise Beach

Administrative Policy

Number	Title		
A-ADM-INF-1	Dissemination of Information to the Public		
Approval	Originally Approved	Last Revised	
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To provide confidentiality guidelines to Council and staff.

Policy Statement

1. Summer Village Minutes, Bylaws, and Financial Statements are considered to be public property. The charge for copies of these documents for the public shall be \$1.00 per page.
2. All information other than that contained in the Minutes, Bylaws, and Financial Statements (i.e. Summer Village business, salaries of individual employees, and personnel matters) shall be confidential.
3. Copies of all Minutes and Bylaws shall be posted to the Summer Village's website.
4. Although Summer Village policies, as contained in the Policy Manual, are considered to be public knowledge, all comments regarding these policies shall be restricted to the Mayor, Councillors and the Chief Administrative Officer.

Legal References:

Cross References:

Revisions:

Resolution Number	MM/DD/YY



Summer Village of Sunrise Beach

Administrative Policy

Number	Title			
A-COM-DIS-1	Landowner Disputes Resolution			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

The issue of involvement in disputes between landowners has recently arisen. Council felt that this prompted the need for a Summer Village policy on this issue. The Summer Village is a small municipality with limited financial resources that need to be spent responsibly with a view to the best interests of the municipality as a whole.

Policy Statement

The Summer Village shall be focused on enforcement or intervention with residents only where there is an issue that interests or affects the municipality, directly or indirectly.

Standards

1. Examples of where the Summer Village's interests may be at issue include, but are not limited to, where there is a violation of a municipal bylaw, including the land use bylaw, or where there is some other circumstances which would permit the Summer Village to intervene pursuant to the Municipal Government Act, or another statute; and
2. The Summer Village should not subsidize disputes between landowners where no Summer Village interests are involved
3. The Summer Village shall develop and enforce bylaws that support good neighbor etiquette as needed.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

50

TAX RECOVERY FEES

Authorization: November 8, 2004, Council Motion

Policy:

1. Whenever Tax Recovery Notifications are to be registered with Land Titles against a property for non-payment of taxes, the minimum charge to be applied against the taxes shall be \$35.00 plus related expenses or the actual costs, whichever is greater.
2. The Tax Recovery Notification shall not be discharged until the taxes and the tax recovery charges have been paid in full.

Background:

To ensure that the municipality is reimbursed for its administration costs prior to the removal of the Tax Recovery Notifications.

Confirmed: March 7th, 2011 Council Meeting



Summer Village of Sunrise Beach Administrative Policy

Number	Title			
A-FIN-TRF-1 (V-001)	Tax Recovery Fees			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:	November 8, 2004	Date:	March 7, 2011

Purpose

To ensure that the municipality is reimbursed for its administration costs prior to the removal of the Tax Recovery Notifications.

Policy Statement

Whenever Tax Recovery Notifications are to be registered with Land Titles against a property for non-payment of taxes, the minimum charge to be applied against the taxes shall be \$35.00 plus related expenses or the actual costs, whichever is greater.

The Tax Recovery Notification shall not be discharged until the taxes and the tax recovery charges have been paid in full.

Responsibilities

Legal References: MGA Part 5 & 6

Cross References:

Revisions:

Resolution Number	MM/DD/YY



Summer Village of Sunrise Beach

Administrative Policy

Number	Title		
A-FIN-TAX-2	Tax Roll Name Change		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

The Alberta Land Titles Act specifically states in Section 48 that an owner or mortgagee of land shall deliver to the Registrar a memorandum in writing of some address to which all notices shall be mailed. It also required the owner or mortgagee to notify the Registrar of any change in his address. Therefore, Council is simply upholding the Land Titles Act.

If no change of address is given to Land Titles then a caveat or lien can be placed against the property without the knowledge of the property owner. If a change of address is supplied to Land Titles then all notifications will be sent to the owner.

Policy Statement

When owners of property move, and notify the municipal office of their move, administration staff shall advise the property owner of the requirement to notify Land Titles of the title change.

Standards

1. Municipal Staff shall make a note of the conversation and deposit that note in the appropriate tax file.
1. No changes shall be made to the official tax roll other than those received through the Alberta Land Titles office or at the discretion of the CAO.
2. If the new property owner's mailing address comes incorrectly from Alberta Land Titles Office, the office staff may contact and advise the property owner that an address change has to be made officially through Land Titles. The office will assist with filling out the necessary forms with current information and provide these to the land owner.



Summer Village of Sunrise Beach Administrative Policy

Legal References:

Revisions:

Resolution Number	MM/DD/YY

SUMMER VILLAGE OF SUNRISE BEACH
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
Policy No. VI - 2018

RESPONSIBILITY:

C.A.O.

APPROVED BY COUNCIL:

DATE: April 24, 2018

PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition, the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

The policy is in accordance with the Public-Sector Accounting Board (PSAB) 3150.

SCOPE:

This policy applies to the Summer Village and future boards and commissions, agencies and other organizations that will fall within the reporting entity of the Summer Village.

SUMMER VILLAGE OF SUNRISE BEACH
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
Policy No. VI - 2018

DEFINITIONS:

Tangible Capital Assets:

Assets having physical substance that:

- a) are used on a continuing basis in the Summer Village's operations.
- b) have useful lives extending beyond one year.
- c) are not held for re-sale in the ordinary course of operations.

Betterments:

Subsequent expenditures on tangible capital assets that:

- increase previously physical output or service capacity;
- lower associated operating costs;
- extend the useful life of the asset; or
- improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Group Assets:

Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable willing parties who are under no compulsion to act.

SUMMER VILLAGE OF SUNRISE BEACH
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
Policy No. VI - 2018

POLICY STATEMENTS:

Capitalization:

Tangible capital assets should be capitalized (recorded in the fixed assets sub-ledger) according to the following thresholds:

- a) all land;
- b) all buildings;
- c) engineered structures (built assets such as roads, bridges, sewers, water, transit, parks, etc.) with a unit cost of \$10,000 or greater;
- d) all others with a unit cost of \$2,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold.

Categories:

A category of assets is a grouping of assets of a similar nature or function in the Summer Village's operations. The following list of categories shall be used:

- land;
- buildings;
- equipment;
- roads;
- water;
- sewer;
- bridges;
- communication networks;
- motor vehicles;
- furniture and fixtures;
- computer systems (hardware and software)

Valuation:

SUMMER VILLAGE OF SUNRISE BEACH

ACCOUNTING FOR TANGIBLE CAPITAL ASSETS Policy No. VI - 2018

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its location and condition for use.

1.1 Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all the nonrefundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trader discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purpose price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

1.2 Acquired, Constructed or Developed Assets

Cost includes all cost directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its

SUMMER VILLAGE OF SUNRISE BEACH

ACCOUNTING FOR TANGIBLE CAPITAL ASSETS

Policy No. VI - 2018

intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally shorter of the asset's physical, technological, commercial or legal life.

Generally, the Summer Village uses a straight - line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. See Schedule "A".

Disposal:

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the asset registers and accounting records recording a loss/gain on disposal will be adjusted.

SCHEDULE "A"

The following table shows classes, capitalization thresholds, amortization method and useful life to be used:

SUMMER VILLAGE OF SUNRISE BEACH

ACCOUNTING FOR TANGIBLE CAPITAL ASSETS Policy No. VI - 2018

Major Asset Class	Minor Asset Class	Capitalization Threshold	Amortization Method	Useful Life	Review Schedule
Land		All land will be recorded.	N/A	N/A	N/A
Land Improvements	Parking lot – Gravel, Playground Structures	\$1,000.00	Straight Line	15 Years 10 Years	Every 3 years
Buildings	None at this time	All buildings will be recorded	Straight Line		Every 5 Years
Engineered Structures	Roadway System, Arterial/Coll – Hot mix, Cold mix Lanes/Alleys – Gravel, Chip seal	\$1,000.00	Straight Line	20 Years 10 Years 15 Years 10 Years	Every 5 Years
	Road Signs	\$1,000.00		15 Years	
	Water System Distribution Mains	\$1,000.00	Straight Line	50 Years	Every 5 Years
	Wastewater System None at this time	\$1,000.00	Straight Line		Every 5 Years
	Storm System	\$1,000.00	Straight Line		Every 5 Years
Machinery & Equipment	Office Furniture	\$1,000.00	Straight Line	20 Years	Every 3 Years
	Office Furniture- Photo Copier			5 Years	
	Computer Systems Hardware			5 Years	
	Software			10 Years	
	Tools, Shop & Garage Equipment			10 Years	
Vehicles	None at this time	\$1,000.00	Straight Line		Every 3 Years
Cultural & Historical		N/A	N/A	N/A	N/A



Summer Village of Sunrise Beach Administrative Policy

Number	Title			
A-FIN-CAP-1	Tangible Capital Assets			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

RESPONSIBILITY:

C.A.O.

PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

The policy is in accordance with the Public Sector Accounting Board (PSAB) 3150.

SCOPE:

This policy applies to the Summer Village and future boards and commissions, agencies and other organizations that will fall within the reporting entity of the Summer Village of Sunrise Beach.

DEFINITIONS:

Tangible Capital Assets:

Assets having physical substance that:

- a) are used on a continuing basis in the Summer Village's operations.



Summer Village of Sunrise Beach

Administrative Policy

- b) have useful lives extending beyond one year.
- c) are not held for re-sale in the ordinary course of operations.

Betterments:

Subsequent expenditures on tangible capital assets that:

- a) increase previously physical output or service capacity;
- b) lower associated operating costs;
- c) extend the useful life of the asset; or
- d) improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Group Assets:

Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable willing parties who are under no compulsion to act.

POLICY STATEMENTS:

Capitalization:

Tangible capital assets should be capitalized (recorded in the fixed assets sub-ledger) according to the following thresholds:

- a) all land;
- b) all buildings;
- c) all roads;



Summer Village of Sunrise Beach

Administrative Policy

- d) engineered structures (will include the following Minor Classes: Water Systems, Wastewater Systems, Storm Systems, Electrical Systems and Marine Structures) with a unit cost of \$5,000 or greater;
- e) all others with a unit cost of \$1,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold.

Categories:

A category of assets is a grouping of assets of a similar nature or function in the Village's operations. The following major asset classes shall be used:

- Land;
- Buildings;
- Land Improvements;
- Engineered Structures;
- Machinery and Equipment;
- Vehicles.

Valuation:

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its location and condition for use.

1.1 Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all the nonrefundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trader discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purpose price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.



Summer Village of Sunrise Beach

Administrative Policy

1.2 Acquired, Constructed or Developed Assets

Cost includes all cost directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally shorter of the asset's physical, technological, commercial or legal life.

Generally, the Summer Village uses a straight – line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. See Schedule "A".



Summer Village of Sunrise Beach

Administrative Policy

Disposal:

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the asset registers and accounting records recording a loss/gain on disposal will be adjusted.

SCHEDULE "A"

The following table shows classes, capitalization thresholds, amortization method and useful life to be used:

(see attached excel file)(Draft Tangible Capital Assets Schedule A.xls)

Revisions:

Resolution Number	MM/DD/YY



Development Services
for the

Summer Village of Sunrise Beach

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

May 30, 2019

File: 19DP01-44

**Re: Development Permit Application No. 19DP01-44
Plan 5672 KS, Block 4, Lot 2 : 6402 Shedden Drive (the "Lands")
R – Residential : Summer Village of Sunrise Beach**

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit with regard to the following:

DEMOLITION OF AN EXISTING DETACHED GARAGE

Has been **APPROVED** subject to the following conditions:

- 1- All municipal taxes must be paid.
- 2- **That the property be leveled and landscaped in such a manner as to prevent surface drainage onto adjacent properties or the pooling of water on the subject lands.**
- 3- **All refuse and demolition debris shall be hauled from the site by December 31, 2019 and disposed of in an appropriate manner.**
- 4- No refuse or construction debris may be buried on the site.
- 5- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 6- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Summer Village of Sunrise Beach for review.
- 7- The applicants shall be financially responsible during demolition for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 8- The applicants shall be responsible for any and all costs associated with repair of damage to municipal infrastructure as a result of the demolition of the building(s).



Development Services
for the

Summer Village of Sunrise Beach

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

- 9- The applicant shall be responsible for contact to all utility companies that may be impacted by the demolition of the building for the relocation of power lines, telephone lines, and other utilities
- 10- The applicants shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 11- That all improvements shall be completed by December 31, 2019.**

Should you have any questions please contact this office at (780) 718-5479.

Date Application Deemed Complete **May 30, 2019**

Date of Decision **May 30, 2019**

Effective Date of Permit **June 28, 2019**

Signature of Development Officer

Tony Sonleitner, Development Officer, Summer Village of Sunrise Beach

cc Wendy Wildman, Municipal Administrator, Summer Village of Sunrise Beach
Superior Safety Codes
Ian Ferguson, MASG

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office at:

Town of Onway
Box 1197
Onway, AB T0E 1V0

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$150.00.



Development Services
for the
Summer Village of Sunrise Beach

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

NOTE:

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

IMPORTANT NOTES

1. Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.
2. Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Secretary of the Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.
3. This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.
4. The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.
 - a. This is not a Building Permit and, where required by any regulation, a Building Permit, and all other permits in connection with this development, shall also be obtained from:



Development Services
for the

Summer Village of Sunrise Beach

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342

Email: pcm1@telusplanet.net

Superior Safety Codes Inc. Edmonton Office

14613 - 134 Avenue

Edmonton, Alberta T5L 4S9

E-mail: info@superiorsafetycodes.com

Phone: 780 489 4777

Fax: 780 489 4711

Toll Free Ph: 1 866 999 4777

Toll Free Fax: 1 866 900 4711

6. A development permit is an authorization for development under the Land Use Bylaw, but is not an approval under any other regulations that may be applicable.
 - (a) Water and sewage systems are under the jurisdiction of Superior Safety Codes (780) 489-4777 or 1-866-999-4777.
 - (b) Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.
 - (c) All plans submitted for the construction or alteration of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.



Development Services
for the

Summer Village of Sunrise Beach

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342

Email: pcm1@telusplanet.net

Public Notice

DEVELOPMENT APPLICATION NUMBER: 19DP01-44

APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit for this property, Plan 5672 KS, Block 4, Lot 2 : 6402 Shedden Drive, with regard to the following:

DEMOLITION OF AN EXISTING DETACHED GARAGE

has been **CONDITIONALLY APPROVED** by the Development Officer.

Any person who objects to the proposed use of the parcel may deliver to the Clerk of the Subdivision and Development Appeal Board a written statement of their objection to such use indicating the following:

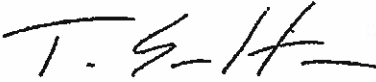
1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Clerk of the Subdivision and Development Appeal Board by no later than 4:30 pm on June 20, 2019.

Statements of concern with regard to this development permit should be addressed to:

Summer Village of Sunrise Beach
Box 1197
Onoway, Alberta, T0E 1V0
Attention: Clerk of the Subdivision and Development Appeal Board

Should you have any questions please contact the Development Officer at (780) 718-5479

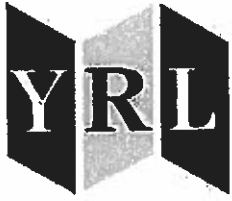
Date Application Deemed Complete	May 30, 2019
Date of Decision	_____
Effective Date of Permit	May 30, 2019
Signature of Development Officer	June 28, 2019
	

Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.

Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT



YRL Board Executive Committee Highlights

May 13, 2019

Infrastructure Expenditures

- The infrastructure grant expenditures are almost finished with the following completed:
 - LED lights installed inside and out.
 - New hot water tank.
 - Boiler system updated.
 - Shipping, receiving and dock areas fully remodeled.
 - Bibliographic Services staff desks moved; new cubicle dividers installed.
 - Energy-efficient windows and semi-private roller blinds installed throughout.
 - Boardroom carpet replaced, and additional network and power installed.
 - Soffits and landscape curbing replaced.
 - Washrooms refurbished.
- Pending projects include paving/more curb work and construction of the garage.
 - The garage quotes and holdback were higher than anticipated.
 - The projects will come in close to the granted budget amount; however, there may be some unforeseen costs related to the final two activities.
- The committee approved a capital reserves expenditure not to exceed \$20,000 to cover any cost overages associated with the infrastructure improvements.

Staff Request

- After being in-camera, the committee approved a one year leave without pay request.

Draft 2020 Budget Direction

- Administration is preparing the draft 2020 budget with projections for 2021 and 2022.
- The first draft will be presented to the committee in August and again in early September, if modifications are needed, before going to the board for information in late September and for approval in November.

Organizational Review – Dr. Margaret Law

- Dr. Law provided her background and the process she will use for the review.
- The final report, including findings, resulting recommendations and implementation guidelines, will be presented to the committee in August and the board in September.

Advocacy

- Board Chair Hendrik Smit contacted the board chair and CEO/director of the other 15 libraries (nodes) that comprise the Alberta Provincial Public Library Network.
 - A one-page library advocacy document was created for use provincially.

- o A welcome letter from the 16 library node board chairs was sent to the Honourable Kaycee Madu, Minister of Municipal Affairs.
- The Alberta Library (TAL) is presenting an advocacy webinar this month.
 - o A recording of the webinar will be available online afterward.

Annual Review: Policy Manual & Emergency Response and Business Continuity Plan

- The policy manual and emergency plan reviews were postponed as revisions may be proposed in the organizational review recommendations.

2019-2021 Plan of Service Workplan Status

- The managers and chair updated the workplan status action items and provided a summary of meetings/events attended.

Financial Statements

- The first quarter statements were reviewed; there were no anomalies.

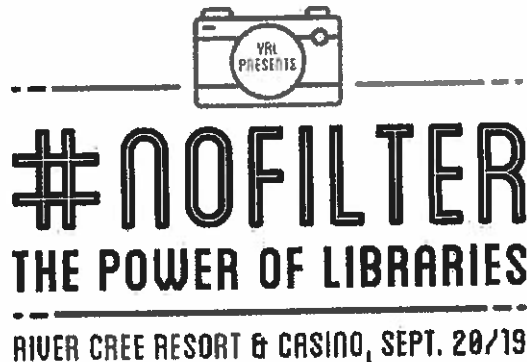
New YRL Website

- Client Services Librarian Jocie Wilson gave a demonstration of the new YRL website that will be launching soon.

2019 MEETING AND CONFERENCE DATES

YRL Board Meeting.....	10:00 to 1:00, Monday, June 17
YRL Board Executive Committee Meeting	10:00 to 1:00, Monday, Aug. 26
YRL Board Executive Committee Meeting	10:00 to 1:00, Monday, Sept. 9
<u>YRL Conference</u> , River Cree Resort & Casino	9:00 to 4:15, Friday, Sept. 20

Registration is now open! The early bird deadline is Friday, June 14.



74

YRL Board Meeting.....	10:00 to 1:00, Monday, Sept. 30
YRL Board Organizational Meeting.....	10:00 to 1:00, Monday, Nov. 25
YRL Board Executive Committee Meeting	10:00 to 1:00, Monday, Dec. 16



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Edmonton - South West*

AR97300

June 14, 2019

TO ALL ALBERTA MAYORS, REEVES AND COUNCILS:

Within the past several weeks, I have been blessed with two tremendously important honours. Firstly, on April 16, the people of Edmonton-South West entrusted me to represent them in the Legislative Assembly for the next four years as the MLA for Edmonton-South West. Secondly, on April 30, Premier Kenney appointed me as the Minister of Municipal Affairs, with a mandate to work with all of you in returning jobs and prosperity to our great province.

I am humbled and honoured by these opportunities, and I am looking forward to meeting many of you over the coming months, hearing about what matters to you and your communities, and working with you to achieve our shared objectives.

You will likely understand that much of my focus, and that of my Cabinet colleagues, will be on delivering the many important commitments we have made to Albertans during the recent election campaign. As Minister of Municipal Affairs, some of my key priorities will include:

- Working with the Minister of Finance to deliver on the municipal funding amounts promised for this year, and to work with your municipal associations to develop a long-term municipal funding program;
- Working with the Solicitor General to engage municipalities in discussions on the province's funding formula for police services, including any burden imposed on local law enforcement resulting from the federal legalization of cannabis;
- Cutting provincial regulation and paperwork for Alberta municipalities, so you can pass those savings on to your local taxpayers; and

.../2

75

- Working with municipalities to attract investment and create jobs through measures such as facilitating pre-approved industrial zones and enabling municipal property tax incentives.

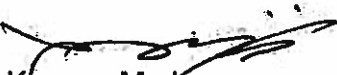
There are a number of other priorities we will be working on over the coming months, but this gives you a sense of the work I expect to do in partnership with you.

Before I close, I want to draw to your attention recent action the Government of Alberta has taken to make it easier for responsible adults to drink alcohol in provincial parks. These changes came into effect just in time for the recent May long weekend, and the feedback received so far has been overwhelmingly positive.

I would like to encourage you as municipal leaders to follow the province's lead in reducing unnecessary regulation in your own municipal parks. Through your local bylaws, you already have authority under the *Gaming, Liquor and Cannabis Act* to enable responsible alcohol consumption within your parks. More detail on this initiative is available in the documents attached to this letter.

As we move forward, we have much work ahead of us. I am excited about the opportunities for us to work together to restore jobs and prosperity to Alberta, and I am genuinely looking forward to meeting and working with all of you.

Sincerely,



Kaycee Madu
Minister

Attachments:

1. Copy of GOA News Release on Liquor Rules
2. Additional Information for Alberta Municipalities

Liquor ban quashed and rules relaxed

May 16, 2019 [Media inquiries](#)

Liquor constraints will be relaxed in Alberta starting this May long weekend.

Premier Jason Kenney and Environment and Parks Minister Jason Nixon are pushing back against the excesses of the nanny state and the 'War on Fun.' Beginning this May long weekend, the liquor ban imposed on eight remaining provincial parks will be lifted. Moving forward, this government is committed to remove unnecessary red tape for festival organizers hosting events in municipalities and provincial parks. Relaxed liquor regulations will also extend to select provincial park day use area picnic sites later this summer.

"It's time to lift prohibition-era restrictions around liquor consumption in Alberta and give responsible adults the freedom to act responsibly. This is part of our plan to take bold, decisive steps to reduce regulatory burden on business and not-for-profit festival organizations. We will take Alberta from being the most over-regulated to the freest economy in Canada."

Jason Kenney, Premier

Alberta Gaming, Liquor and Cannabis regulations have been clarified to allow event organizers the flexibility to serve drinks where they see fit on festival grounds. Albertans will be able to responsibly enjoy the environment festival organizers wish to create. The same strategy is being applied to festivals and events in provincial parks by making approvals for liquor licences less restrictive.

This May long weekend, the liquor ban will be lifted at Aspen Beach, Miquelon Lake, Garner Lake, Dillberry Lake, Pigeon Lake, Whitney Lakes, Jarvis Bay and Wabamun provincial parks. There is no ban in place in Alberta Parks' other

provincial campgrounds.

Historically, there has been a liquor ban only over the May long weekend and only in select provincial parks.

"The vast majority of Albertans who enjoy our provincial parks do so responsibly. We should not punish the majority of responsible campers through liquor bans because of the past behaviour of a few bad characters."

Jason Nixon, Minister of Environment and Parks

Rules and regulations around quiet times, excessive noise and appropriate behaviour continue to be in place and will be enforced as they are in Alberta Parks' other campgrounds. Enforcement staff will shift their focus from enforcing the previous liquor ban to addressing negative behaviour. Liquor consumption in provincial campgrounds is restricted to adults and in campsites only.

Relaxing liquor constraints in municipalities and provincial parks is a commitment under government's Red Tape Reduction strategy and a change to make the lives of Albertans better.

Regulations on liquor consumption in Municipal parks

Additional information for Alberta municipalities

Overview

Alberta's *Gaming, Liquor and Cannabis Act* provides park owners, including municipalities, with the flexibility to enable public consumption of alcohol under certain conditions. In essence, these conditions enable a municipality to designate picnic areas where alcohol and food can be consumed together.

Provisions of the Act

The specific provisions in the Act are set out below:

Public place

- 89 (1) Except as provided in this Act, no person may use or consume liquor in a public place or any place other than a residence, temporary residence, licensed premises or a place or class of place prescribed in the regulations where liquor may be used or consumed.
- (2) Despite subsection (1), a person may consume liquor with food in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that
- (a) states that a person may consume liquor with food in the designated picnic area,
 - (b) sets out the designated picnic area, and
 - (c) sets out the hours when liquor may be consumed with food.
- (3) A person must stop consuming liquor in a designated picnic area if a peace officer on reasonable and probable grounds believes that the person is intoxicated or is not consuming food while consuming liquor in a designated picnic area and the peace officer.

Most municipalities address these situations within local bylaws governing municipal parks. The Government of Alberta encourages all municipalities to evaluate whether more relaxed provisions regarding alcohol consumption in municipal parks make sense for your community, and if so to consider making changes to your policies and bylaws to implement these changes.

ASVA Announces their new Executive Director

ASVA Smith [summervillages@gmail.com]

Sent: 6/12/2019 12:59 PM

To: undisclosed-recipients, @

Bcc: svsunrisebeach@wildwillowenterprises.com

The Association of Summer Villages of Alberta is pleased to announce their new Executive Director, Deb Hamilton who will be starting July 1st.

Deb Hamilton brings a wealth of experience to the position of Executive Director. Deb has spent her career working in the municipal government sector. She has been employed in a number of municipalities including 2 Counties, 2 Towns and even a Village. This has provided her with a good understanding of the different dynamics of each, the challenges each face and how they interact with each other. Deb has also worked in a variety of areas during her career including finance, planning and development and 25 years as Chief Administrative Officer. Deb also served on numerous committees through the Alberta Urban Municipalities Association, was President of the Local Government Administration Association and sat on a variety of provincial working groups in the departments of Alberta Municipal Affairs and Alberta Transportation. She is well versed in municipal legislation, understands the importance of collaboration and is an excellent communicator.

Deb enjoys spending time at their lake lot in the Summer Village of Bondiss and is a Board member on the Skeleton Lake Stewardship Association. She therefore understands the importance of our summer villages and respects maintaining healthy, resilient and sustainable lakes. Deb and her husband Harold have three married children and three grandchildren.

Deb is very much looking forward to working for the ASVA Board and with the many Summer Village Councils and Chief Administrative Officers.

Please welcome Deb Hamilton! We will be setting up a new email for Deb which will be ExecDirector@asva.ca In the interim, you will be able to reach her at info@asva.ca The telephone number for the ASVA will also change and will be announced in July.

Starting July 1st, the new address of the ASVA will be:

ASVA
Box 696
Thorhild, AB
T0A 3J0

Beverly Smith, BES, MBA-PM
Executive Director, ASVA
b.smith@asva.ca
www.asva.ca
403-506-2744

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June 14, 2019

RECEIVED
JUN 19 2019

Ms. Wendy Wildman
Chief Administrative Officer
Summer Village of Sunrise Beach
PO Box 1197
Onoway, AB T0E 1V0

Dear Ms. Wildman:

As you may know, the Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*. It is our aim to promote fairness through education and awareness, and by fostering collaborative working relationships with local governments and the people affected by its decisions.

We have revised our printed media and we would like to keep you informed. The information may be of assistance to you and your staff in referring individuals to our office.

Enclosed are copies of our brochures and a poster. It would be appreciated if you would display these items in a public area to provide an awareness of our services. Should you require additional brochures or posters, please email us at info@ombudsman.ab.ca.

Sincerely,

A handwritten signature in cursive script that reads 'Marianne Ryan'.

Marianne Ryan
Alberta Ombudsman

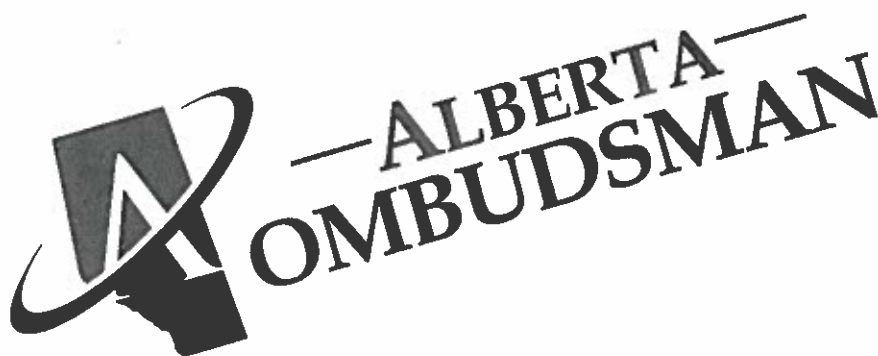
Note: Any materials prepared as a result of a complaint submitted to the Ombudsman, including the complaint itself, and any material produced by the Ombudsman, such as this letter, cannot be used in any other proceedings, including before a board or court. This applies whether you or the Ombudsman have possession of any of these materials.

ACH/lja
Enclosures

www.ombudsman.ab.ca

Calgary: 801 - 6 Avenue SW, Suite 2560 Calgary, AB T2P 3W2 | P: 403.297.6185 F: 403.297.5121
Edmonton: 9925 - 109 Street NW, Suite 700 Edmonton, AB T5K 2J8 | P: 780.427.2756 F: 780.427.2759
Toll free: 1.888.455.2756 | Email: info@ombudsman.ab.ca

We are here to help.



The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

■ ■ Your voice of fairness.

Integrity. Respect. Accountability. Independence.

We can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

If you have a complaint about an administrative decision that you feel is unfair and you have exhausted all available avenues of review or appeal, contact us.

82

www.ombudsman.ab.ca

Email: info@ombudsman.ab.ca
Twitter: @AB_Ombudsman
Toll Free: 1.888.455.2756

Edmonton
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