

# SUMMER VILLAGE OF SUNRISE BEACH

## AGENDA

Tuesday, June 23, 2020 – Teleconference

6:30 p.m.

As per bylaw #155-2019 there will be no audio/video recordings of Council or Council Committee Meetings

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1. Call to order

2. Agenda a) Tuesday, June 23, 2020 Regular Council Meeting  
(additions & deletions)

3. Minutes: 1-4 a) Tuesday, May 26, 2020 Regular Council Meeting  
Meeting

4. Appointments 5-10 6:35 p.m. Sharon McCormack – E-mail dated June 9,  
2020 is attached with the questions of when the gate  
will be installed and quads speeding on the beach and  
the gazebo.

*(Direction as given by Council at meeting time).*

5. Bylaws & Policies 11-17 C-COU-PAR-1 Public Participation Policy in accordance  
with the Municipal Government Act 216.1, has been  
developed to recognize the value of public participation and  
create opportunities for meaningful participation.

18-20 A-HUM-COD-1 Human Resources Code of Conduct, to  
create, provide and maintain an equitable, positive, safe and  
rewarding work environment for all employees.

21-23 C-ENV-CUL-1 Culvert Policy – to establish the responsibility  
and size for culverts to ensure adequate drainage.  
*(Approved as presented or amended).*

# SUMMER VILLAGE OF SUNRISE BEACH

## AGENDA

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### 6. Business

- a) Road Quote: Allspec Asphalt quote for repairing the Victory Road and Shedden Drive. The estimated quote to be \$220,502.

#### **Asphalt Repair – Shedden Drive**

#### **Asphalt Repair – Victory Road**

- Sawcut perimeter of repair areas,
- Excavate to a maximum depth of 375 mm,
- Load, transport and dispose of all excavated material,
- Supply, install and pin down geotextile and biaxial geogrid,
- Supply, place, and compact 20 mm GBC to a maximum depth of 275 mm,
- Supply and place tack oil
- Supply, spread and roll hot mix asphalt to a maximum depth of 100 mm
- **Cold Mix Overlay on Shedden and Victory**
- Sweep/blow pack existing repair area
- Supply and place tack oil
- Supply, spread and toll Cold Mix Asphalt to a maximum depth of 100 mm.
- **Cold Mix Centre Line Patch – Victory**
- Sweep/blow pack existing repair area
- Supply and place tack oil
- Supply, spread and roll Cold Mix Asphalt to a maximum depth of 50mm

*(Ratify the awarding of work to Allspec Asphalt to do the road project for \$220,502.70).*

- b) Progress Report on Sewer Line – Mike Yakemchuk, Myalta Ventures Ltd. Email dated June 5, 2020. Mike has attached the progress report and the minutes from the last meeting regarding the sewer line between the Summer Village of Sunrise Beach, Summer Village of Sandy Beach and Lac Ste Anne County to the Onoway Lagoon. *(Discussion at meeting time).*

- c) FCSS – With COVID – 19, most of the programs have been cancelled but should be starting again in September. FCSS dollars will pay for the All-Net subscription for \$750.00. Are there any additional projects Council would like to see their FCSS dollars go to this year? Attached is the list from 2019. *(Direction as given by Council).*

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AGENDA**

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- d)
- e)
- 7. Financials a) Income & Expense Statement – May
- 8. Councillors' Reports
  - a) Mayor Usselman
  - b) Deputy Mayor Tremblay
  - c) Councillor Beck
- 9. Administration Reports
  - a) Update on All-Net Registrations
  - b) Unsightlies
  - c) Emergency Management Update
- 10. Information and Correspondence:
  - 33 a. Animal Bylaw Control Log for May
  - 34 b. Government of Alberta FCSS direct deposit of \$438.00 for June, 2020
  - 35 c. Government of Alberta MSI Operating direct deposit of \$8,518.00 on June 11, 2020.
  - 36 d. Alberta Municipal Affairs, Kaycee Madu, Minister – Letter dated June 10, 2020 Gas Tax Fund allocation for Sunrise Beach is \$12,722.00.
  - 37 e. Alberta Urban Municipalities Association/Alberta Municipal Services Corporation – June 3<sup>rd</sup>, 2020 letter on 2019 Procurement Card Rebate cheque in the amount of \$37.22.
  - 38-39 f. Alberta Municipal Affairs – Minister Madu, letter received June 16, 2020. Ministerial Order MSD: 036/20 extending deadlines for Organization meeting, Statistical Information Return, Auditor's Report, etc.
  - g.
  - h.
- 11. Open Floor Discussion with Gallery – Total time provision of 15 minutes
- 12. Closed Meeting: (if required)
- 13. Adjournment
  - Council Meeting July 28, 2020 – Regular Council Meeting 6:30 p.m.
  - Council Meeting August 25, 2020 – Organizational & 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 26, 2020, VIA TELECONFERENCE

	<p><b>PRESENT</b></p> <p>Mayor Glen Usselman – Via Teleconference Deputy Mayor Jackie Tremblay – Via Teleconference</p> <p><b>ABSENT</b></p> <p>Chief Administrative Officer Wendy Wildman – Via Teleconference Administrative Assistant Susan Dales - Via Teleconference</p> <p>Councillor Vera Beck – Absent</p> <p>6:40 p.m. Appointment - Via Teleconference - Sharon McCormack</p> <p>Public Works:           0 Public at Large:        1 Via Teleconference</p>
<b>1. CALL TO ORDER</b>	Mayor Usselman called the meeting to order at 6:30 p.m.
<b>2. AGENDA</b> Motion #86 - 20	<p><b>MOVED</b> by Deputy Mayor Tremblay that the April 28, 2020 agenda be approved with the following additions under business:</p> <p>6. d) Anderson Lake and Dechaine Lake</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3. MINUTES</b> Motion #87 - 20	<p><b>MOVED</b> by Deputy Mayor Tremblay that the minutes of the April 28, 2020 Regular Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
Motion #88 - 20	<p><b>MOVED</b> by Deputy Mayor Tremblay that the minutes of the May 8, 2020 Regular Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>4. APPOINTMENTS</b> Motion #89 – 20	<p><b>MOVED</b> by Deputy Mayor Tremblay that the discussion with Sharon McCormack be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>5. BYLAWS</b> Motion #90 – 20	<p><b>MOVED</b> by Mayor Usselman that Bylaw #165-2020 a bylaw to be known as the Fees &amp; Charges Bylaw to set fees for the Summer Village be given the first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	<p>Motion #91 – 20</p> <p>Motion #92 – 20</p> <p>Motion #93 – 20</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that Bylaw #165-2020 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that Bylaw #165-2020 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>MOVED</b> by Deputy Mayor Tremblay that Bylaw #165-2020 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>6. BUSINESS</b></p>	<p>Motion #94 – 20</p> <p>Motion #95 – 20</p> <p>Motion #96 – 20</p> <p>Motion #97 – 20</p> <p>Motion #98 – 20</p>	<p><b>MOVED</b> by Mayor Usselman that the Summer Village of Sunrise Beach contract Allspec Asphalt to complete road repairs on Shedden Drive and Victory Road up to the cost of \$150,000.00.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that Council approve the Summer Village of Sunrise Beach's participation in the All-Net Connect service, as hosted through the Summer Villages of Lac Ste Anne County East, and authorize the execution of the subscription hosting agreement letter as provided by the Summer Villages of Lac Ste. Anne Country East and approve annual payment of \$750.00 plus gst.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Tremblay that Council accept the resignation of Kyle Nelson as Director of Emergency Management for the Summer Village of Sunrise Beach effective June 1, 2020 and that he receives an honorarium of \$1,000.00 for his hours of service.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that Council appoint Mr. Jason Madge as Director of Emergency Management for the Summer Village of Sunrise Beach, effective June 1, 2020 with remuneration of \$200 a month.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that verbal discussion provided by Mayor Usselman on his conversation with Lac Ste Anne County Deputy Mayor Nick Gelych on the water levels of Anderson Lake &amp; Dechaine Lake and getting the water flowing to Sandy Lake be accepted as information.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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<b>7. FINANCIAL</b>		
Motion #99 – 20	<b>MOVED</b> by Deputy Mayor Tremblay that the Income & Expense Statements for April 30, 2020 be accepted for information as presented.	<b>CARRIED</b>
<b>8. COUNCIL REPORTS</b>	<b>N/A</b>	
<b>9. ADMINISTRATION REPORTS</b>		
Motion #100 – 20	<b>MOVED</b> by Deputy Mayor Tremblay that the verbal administration reports be accepted for information as presented.	<b>CARRIED</b>
<b>10. CORRESPONDENCE</b>		
Motion #101 – 20	<b>MOVED</b> by Mayor Usselman that the following correspondence be accepted for information: <ul style="list-style-type: none"> <li>a. Municipal Governance – Frequently Asked Questions Dated May 15, 2020</li> <li>b. Government of Alberta FCSS direct deposit of \$439.00 for May 2020</li> <li>c. Alberta Municipal Affairs, Kaycee Madu Minister of Municipal Affairs announcement of MSI funding for total of \$85,777 which includes \$73,277 MSI capital and \$12,500 in Basic Municipal Transportation Grant. MSI operating allocation is \$8,518.</li> </ul>	<b>CARRIED</b>
<b>11. OPEN FLOOR DISCUSSION WITH GALLERY</b>	<b>MOVED</b> by Deputy Mayor Tremblay that Council accept for information the open-floor discussion with the gallery.	<b>CARRIED</b>
<b>12. CLOSED MEETING</b>	<b>N/A</b>	
<b>13. ADJOURNMENT</b>	Meeting adjourned at 7:41 p.m.	

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER  
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Mayor, Glen Usselman

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Chief Administrative Officer, Wendy Wildman

## Fwd: Park and path

Sent: 6/9/2020 7:34 AM

To: ""svsunrisebeach@wildwillowenterprises.com"" <svsunrisebeach@wildwillowenterprises.com>

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Morning Susuan,  
Hope you had a good weekend. Good for you for taking long weekends!

I'm attaching photos regarding the park access which was the reason for my call friday. Two quads raced along the beachfront. This is very concerning as there are a lot of geese with babies here right now and they like to hang out on the beach. Last year we were informed the village had a sign to block the access but Gord just didn't have time to install it. If it's a time issue, Dave and I have lots of it and can give him a hand.

I am also attaching photos of the gazebo. ( will have to send some in the next email as they are too big for my provider to send )

I would like the village to do something about the gazebo. Have it inspected, doesn't Tony Sonleitner do this? It is time to get the weeds cleared from around it, get it cleaned out, get the satellite dish OFF the building.

This is in the park, it is owned by the village so let the village show some initiative and get this fixed up for all to use or tear it down so that we can have more of a park to enjoy. I know many people in the village that will lend a hand to the clean up and/or tear down.

Please add me to the meeting at the end of the month as I'd like to hear what the village plans to do.

Thanks,

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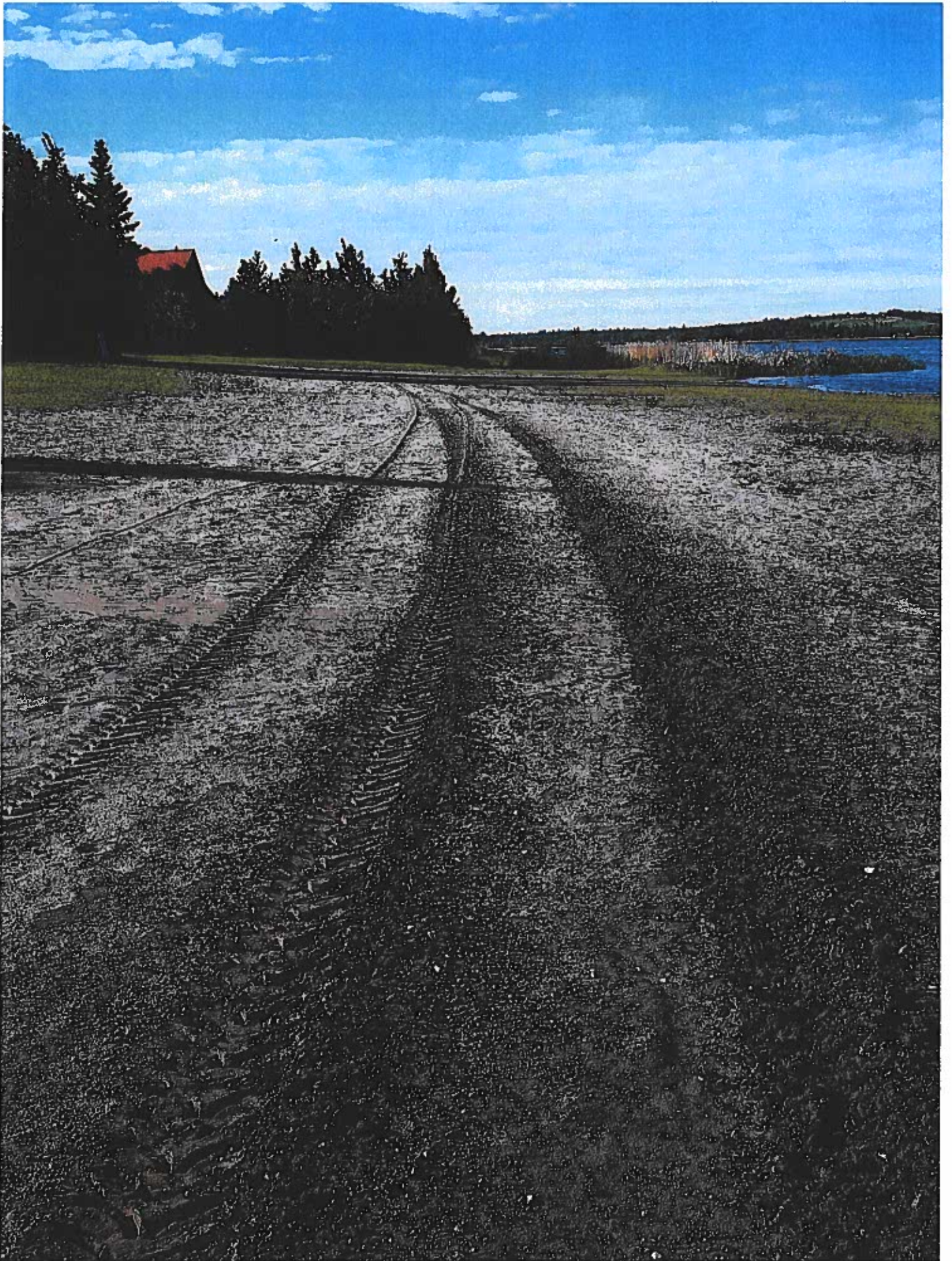
Attachments: [20200608\\_184154.jpg](#) [20200608\\_184341.jpg](#)

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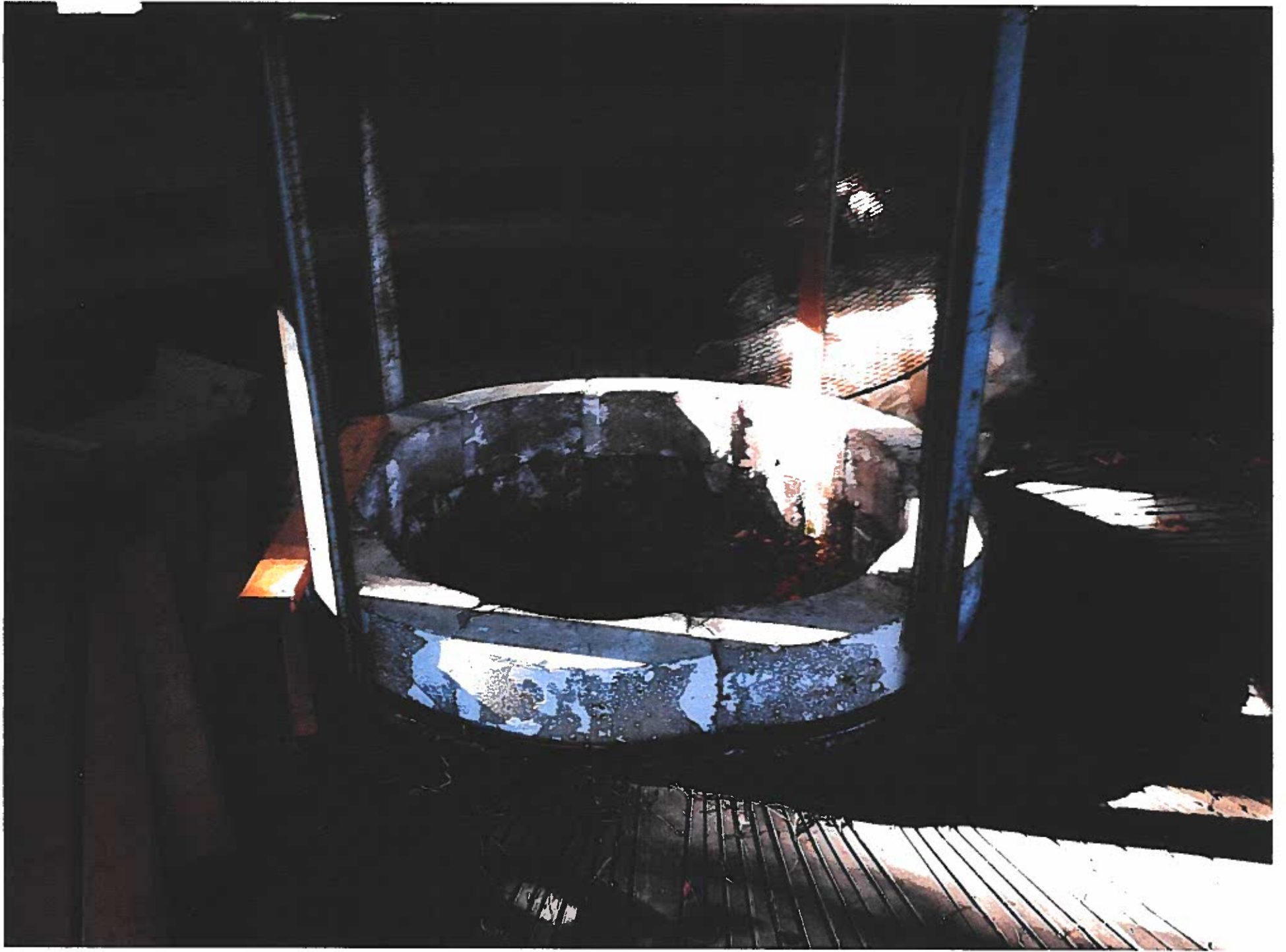
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# Summer Village of Sunrise Beach Council Policy

Number	Title			
C-COU-PAR-1	Public Participation Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

## PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

## GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.



# Summer Village of Sunrise Beach Council Policy

## DEFINITIONS

1. **“Chief Administrative Officer”** means the chief administrative officer of the Municipality or their delegate, abbreviated **“CAO”**.
2. **“Council”** means the elected representatives of the Municipality
3. **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
4. **“Municipality”** means the Summer Village of Sunrise Beach.
5. **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
6. **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
7. **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
  - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
  - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
  - (c) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks; and
  - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.



# Summer Village of Sunrise Beach Council Policy

## I. POLICY RESPONSIBILITIES

### 1. Council Responsibilities

(a) Council shall:

- i. review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
- ii. consider input obtained through Public Participation; and
- iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- iv. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

### 2. Administration Responsibilities

(a) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. consider timing, resources and engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

## II. PUBLIC PARTICIPATION OPPORTUNITIES

(b) CAO shall develop and implement a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;





# Summer Village of Sunrise Beach Council Policy

- iii. when identifying Council priorities;
- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council.

## III. POLICY EXPECTATIONS

### 1. Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

### 2. Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.



# Summer Village of Sunrise Beach Council Policy

## IV. PUBLIC PARTICIPATION PLANS

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
  - i. the nature of the matter for which Public Participation is being sought;
  - ii. the impact of the matter on Municipal Stakeholders;
  - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
  - iv. the timing of the decision and time required to gather input;
  - v. what information is required, if any, to participate; and
  - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
  - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
  - ii. identification of which Public Participation Tools will be utilized;
  - iii. timelines for participation;
  - iv. information about how input will be used;
  - v. the location of information required, if any, to inform the specific Public Participation.



# Summer Village of Sunrise Beach Council Policy

## REPORTING AND EVALUATION

- a. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
  - i. an overview of the Public Participation Plan and how it was developed;
  - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
  - iii. a summary of the input obtained; and
  - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

**Legal References:** MGA 216.1, 230, 606, 692

**Cross References:** International Association for Public Participation

**Attachment:** Public Participation Spectrum

**Revisions:**

Resolution Number	MM/DD/YY



# Summer Village of Sunrise Beach Council Policy

## IAP2 spectrum

developed by the international association for public participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.





# Summer Village of Sunrise Beach

## Administrative Policy

Number	Title		
A-HUM-COD-1	Human Resources Code of Conduct		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

### POLICY STATEMENT

To create, provide and maintain an equitable, positive, safe and rewarding work environment for all employees.

### PURPOSE

1. To promote and maintain a harmonious and co-operative relationship between the Employer and Employees.
2. To document personnel practices and policies of the Summer Village of Sunrise Beach.
3. To ensure there is a clear understanding of the terms, conditions and requirements governing employment with the Summer Village of Sunrise Beach.
4. To provide for the safety and welfare of the Employees, the economy of operation, protection of the property and welfare of the public and the Employer.
5. To provide a fair and effective system of personnel administration.
6. To assist the Summer Village of Sunrise Beach in providing quality service to the ratepayers and residents of the Summer Village.

### PRINCIPLES

#### 2.1 Employee Hiring

1. Council shall manage and conduct the hiring process for the position of Chief Administrative Officer (CAO).
2. The CAO is responsible for recruitment and hiring of all Employees that report to the CAO.
3. Department Managers are responsible for recruitment and hiring of their department Employees, with the CAO endorsement.
4. Equal opportunity for employment will be provided to all qualified candidates.
5. Job offers shall be contingent on the applicant's agreement to the offer, acknowledgement of the Summer Village policies, successful reference and background checks, and any other condition applicable to the position that are required of the Employee. (i.e. criminal record check, driver's abstract).

Relatives of Employees or Council may be considered for employment with the Summer Village



# Summer Village of Sunrise Beach

## Administrative Policy

provided they:

- have made application for employment through the regular process;
  - have been considered in accordance with established employment policies and procedures;
  - possess the necessary qualifications;
  - are considered to be the most suitable candidate;
  - are not supervised by, or work directly with, their immediate family member.
6. All documentation required for a new Employee must be completed and submitted prior to the Employee beginning employment.
  7. Offer letters will include any terms and conditions of employment.

### **2.2 Orientation**

1. Employee orientation will be provided, and will include review of Summer Village policies, rules and regulations, and other job-specific information designed to assist the Employee in their duties.
2. Adolescent and young workers (18 and under) will be provided with further orientation, if required as per Alberta *Employment Standards Code*.

### **2.3 Probationary Period**

1. A new Employee will be on Probationary Period for three (3) months. This period and any extensions should be referred to as the "Probationary Period".
2. The Summer Village, without notice or payment in lieu of notice, may terminate employment during the Probationary Period.
3. An Employee who is promoted or is selected for employment via an internal transfer may serve a three (3) month Probationary Period before appointment is made permanent at the discretion of the CAO. In the event the Employee is not successful in the new position after Probationary Period, and their old position has been filled, the Employee may be terminated by way of reasonable notice or payment in lieu thereof as required by law.
4. The CAO may extend Probationary Period an additional three (3) months if warranted or required.

### **2.4 Performance Management**

1. The Summer Village is committed to continuous Employee performance management and development.
2. All Employees and Department Managers will be subject to annual performance reviews.
3. Ongoing Employee performance reviews are based on a calendar year of January 1 to December 31 and shall be completed by the end of February annually.



# Summer Village of Sunrise Beach

## Administrative Policy

### **2.5 Ending Employment**

1. Termination of employment may take place upon the initiation of either the Summer Village or the Employee.
2. Termination by the Summer Village of Employee will be consistent with the Alberta Employment Standards Code.

### **2.6 Personnel Record Documentation**

1. Individual personnel files shall be established on all Employees and kept up to date and maintained by the CAO as part of the payroll records. Personnel files shall be reviewed every year to ensure up-to-date information and records are on file (i.e. certification, tax forms, etc.).
2. An Employee's file shall be established at the date of employment and permanently retained by the Summer Village as per the Summer Village retention policy.
3. Each Employee's individual personnel file shall contain all pertinent documents relating to the Employee's status and job performance.
4. Employees have access to their own personnel files, with the exception of confidential reference letters. It is the responsibility of the Employer to ensure that personnel records contain all current Employee development information.
5. No Employee other than the CAO or Department Manager of the Employee shall be permitted to examine any personnel file other than their own.
6. Any release of information will be provided only with the expressed written consent of the Employee and in compliance with the Alberta *Freedom of Information and Privacy Act*.

### **Revisions:**

<b>Resolution Number</b>	<b>MM/DD/YY</b>



# Summer Village of Sunrise Beach Council Policy

Number	Title		
C-ENV-CUL-1	Culvert Policy		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

## Purpose

To establish the responsibility and size for culverts in the Summer Village. The Summer Village of Sunrise Beach requires proper and adequate drainage throughout the ditching system in the Summer Village. Each residential driveway is required to have a proper culvert installed to aid in the removal of water away from their property.

## Policy Statement

The Summer Village of Sunrise Beach recognizes the need to establish a culvert policy as culverts are an integral part of the Summer Village storm sewer system

## Responsibility

No person shall obstruct any drainage ditch or impede the flow of water within the Summer Village of Sunrise Beach.

No person shall install any culvert within the Summer Village of Sunrise Beach without authorization of the municipality.

Culverts for new property access are the responsibility of the property owner. Installation must be undertaken by an experienced contractor and authorized.

## Culvert Size and Installation

All driveways into residential properties shall have a culvert of 12" (300mm) in diameter and shall be 20' (6m) in length excepting those streets designated as main drainage routes where culvert sizes and lengths are to be determined by the municipality.

Installation must be at the direction of the Summer Village so as to retain proper grade level and drainage and is to be undertaken by an experienced contractor on behalf of the resident. An approach Installation Application must be completed and is attached as Schedule "A".





# Summer Village of Sunrise Beach Council Policy

## **Policy Notes**

Requests for the purchase of culverts, replacement culverts and/or culverts for additional approaches or extensions to existing approaches must be made in writing to Council and will be authorized at Council's discretion.

Requests for the Municipality to cost-share in ditching/drainage work and/or the installation of a culvert must be made in writing to Council and will be authorized at Council's discretion.

## **Revisions:**

<b>Resolution Number</b>	<b>MM/DD/YY</b>





QUOTATION

Sold To: Summer Village of Sunrise Beach
PO Box 1197
Onoway, AB
T0E 1V0

Delivery Location: Victory Road &
Sheddon Drive
Sunrise Beach, AB

Quote No.: 027-05-20R1
Date: 8-Jun-20
Sold By: James Woods

Allspec Asphalt Inc. (Allspec) appreciates the opportunity to provide you with a quotation. Allspec has been providing asphalt, aggregate, and complete project management services in Alberta since 2012. At Allspec, we go above and beyond the basics to provide you with individualized service, flexible solutions, and a job done right the first time.

Table with 5 columns: Quantity, Unit, Description, Unit Price, Amount. Rows include Asphalt Repair - Sheddon Drive, Asphalt Repair - Victory Road, Cold Mix Overlay - Sheddon Drive, Cold Mix Overlay - Victory Road, and Cold Mix Centre Line Patch - Victory Road.

Total: \$ 220,502.70

Conditions & Sensitivities:

- Prices for daylighting buried facilities will be charged out at cost plus 15%
- Prices are based on full loads with no weight restrictions due to road conditions
- Prices include all charges for mobilization and demobilization
- Final invoice is based on measurement of completed project
- Any excavating of soft spots may be an additional cost
- Any drying of sub-grade material may be an additional cost
- Any additional granular fill required to bring subgrade to final grade will be at Time & Materials rates.
- Any removal of existing granular base or subexcavation required to meet design gravel thickness will be at Time & Materials rates.
- Any work to verify existing gravel structure will be at Time & Materials rates.
- No warranty for trench settlements
- Rights under the Builders Lien Act may be exercised
- Drainage cannot be guaranteed if grades are less than 2%
- Survey and testing is not included
- Any charges outside of the proposed scope of work will be at cost plus 15%
- Prices quoted are valid for 30 days and may be subject to change based on review

Terms

- GST not included in pricing
- Payment is net 30 days from invoice
- Overdue accounts may be subject to interest charge of 2% per month

Regards,

James Woods
Allspec Asphalt Inc.
780-554-8875

If this meets with your acceptance, please sign and return. Upon receipt by us, this proposal becomes a binding contract subject to the terms and conditions contained within

Customer Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_ Purchase Order: \_\_\_\_\_

Thank you for your consideration

24

## Progress Report on Darwell Phase A Project

"Mike Yakemchuk" [myalta@shaw.ca]

Sent: 6/5/2020 10:29 AM

To: ""Summer Village of Sandy Beach"" <svsandyb@xplornet.ca>, ""svsunrisebeach@wildwillowenterprises.com"" <svsunrisebeach@wildwillowenterprises.com>

Cc: ""Joe Duplessie"" <jduplessie@lsac.ca>, ""bhartman@lsac.ca"" <bhartman@lsac.ca>

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I have attached Myalta's monthly report on the progress of the Phase A Project.  
If members of Councils what me to go over the report, have questions, determine the best method to communicate with them on the Project, we can have a meeting.  
I available any time, Joe D. has a more booked up schedule.  
Let me know if we should have a meeting?

Mike Yakemchuk  
Myalta Ventures Ltd.  
780-231-3698

Sent from Mail for Windows 10

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**Attachments:** [2020 05 Darwell Phase A Project Logbook.pdf](#)

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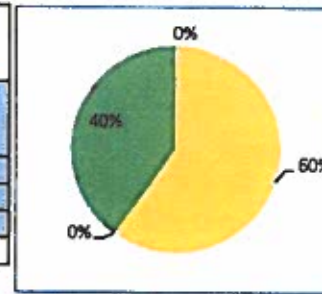
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## Action Log MYALTA VENTURES LTD.

Project ID	2019010A
Project	PHASE A - SANDY BEACH/SUNRISE BEACH to ONOWAY
Last	2020-06-03

Status	Count
Open	0
Open	12
Hold	0
Complete	8
<b>Total</b>	<b>20</b>



Action #	Topic	Action Items/Open Questions	Resp.	Date Raised	Due Date	Status	Comments
1	O&M Cost for Regional Wastewater Line	Prepare and present to SVs of Sandy Beach and Sunrise Beach	MTY	31-Jan-20	19-Feb-20	Complete	Presentation made to Joint Lagoon Committee
2	SV Decision on participation in project	SVs to decide on project benefits	SVs of SB and SRB	31-Jan-20	30-Apr-20	Complete	Both SVs have passed a Council Resolution on participation in the Project.
3	Evaluation of Alexander FN WWTP Alternative	Obtain information on their proposed WWTP and evaluate the alternative to connect to FN.	MTY	15-Jan-20	30-Apr-20	Complete	Alex. FN has not responded to Darwell Commission requests for participation or have they provided any information on their proposed WWTP. It has been assumed that they are proceeding on their own project. Letter written to Alberta Transportation indicating that SVs and County are proceeding with the project without Alex. FN participation.
4	Request for Proposals	Prepare a RFP for an engineering consultant for the Phase A Project	MTY	31-Jan-20	29-Feb-20	Complete	
5	Issue RFP	Send RFP to selected consultants	County	21-Feb-20	27-Apr-20	Complete	Five (5) have been invited to submit proposals that are due Monday, April 27, 2020.
6	Receive Proposals	Consultants to submit Proposals	County	21-Feb-20	11-Mar-20	Complete	Five (5) proposal received.
7	Evaluate Proposals and Recommend	Review and Rate Proposals received	Project Evaluation Committee (PEC)	21-Feb-20	11-May-20	Complete	Five (5) Proposals evaluated.
8	Approval of Consultant	After Project Fee Review and recommendation from PEC.	SVs of SB and SRB and County	21-Feb-20	19-May-20	Complete	MPE Engineering have been engaged to complete the necessary engineering for the Project.
9	Technical Committee Meetings	Regularly scheduled Technical Meetings with MPE, County, and Myalta.	MPE, County, and Myalta.	19-May-20	31-Dec-20	Open	Kick-off Meeting held May 28, 2020. See attached copy of Record of Meeting. Technical Committee Meetings to be held bi weekly at MPE Offices starting June 2, 2020.

10	Prequalification Document for Contractors	Prepare and Issue Prequalification Request for Contractors	MPE, County, and Myalta.	19-May-20	19-Jun-20	Open	
11	Pre-Design Report	MPE submission of report.	MPE, County, and Myalta.	19-May-20	30-Jun-20	Open	
12	Public Meeting?	Is a Public Meeting Required?		2-Jun-20	TBA	Open	No, or Yes? If yes, how many?
13	Town of Onoway Approval	Obtain Town of Onoway Approval for use of Town's Lagoon Facility	County and Myalta	2-Jun-20	21-Jun-20	Open	Meet with AEP prior to preparing Approval Request to be sent to Town.
14	Final Design for Wastewater Lift Stations	Completed Detailed Design, Drawings, and Contract Documents for Lift Stations and Septage Receiving Station	MPE, County, and Myalta.	19-May-20	15-Aug-20	Open	
15	Final Design for Wastewater Transmission line	Completed Detailed Design, Drawings, and Contract Documents for Wastewater Transmission Line	MPE, County, and Myalta.	19-May-20	15-Aug-20	Open	
16	Tender for Wastewater Transmission line	Project Tenders Close	MPE, County, and Myalta.	19-May-20	21-Sep-20	Open	
17	Tender for Wastewater Transmission line	Project Tenders Close	MPE, County, and Myalta.	19-May-20	21-Sep-20	Open	
18	Construction Start - Wastewater Transmission Line	Contract awarded and Construction Starts	Contractor	19-May-20	1-Oct-20	Open	
19	Construction Start - Lift Stations and Septage Receiving Station	Contract awarded and Construction Starts	Contractor	19-May-20	1-Oct-20	Open	
20	Construction Completion	Project Is Operational	Contractor, MPE, County, and Myalta	19-May-20	31-Dec-20	Open	



**Minutes of Meeting #1**  
**Design Start-up**

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**Client:** Darwell Lagoon Commission **File:** N:\52\25\018-00\M01-1.1  
**Project:** Sandy Beach/Onoway Regional Wastewater Transmission Line  
**Date:** May 19, 2020  
**Time:** 10:00 a.m.

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**Attendance:**

Joe Duplessie	Lac Ste. Anne County	<a href="mailto:jduplessie@lsac.ca">jduplessie@lsac.ca</a>
Brian Hartman	Lac Ste. Anne County	<a href="mailto:bhartman@lsac.ca">bhartman@lsac.ca</a>
Mike Yakemchuk	Darwell Lagoon Commission	<a href="mailto:mvalta@shaw.ca">mvalta@shaw.ca</a>
Mirek Grzeszczuk	MPE Engineering Ltd.	<a href="mailto:mgrzeszczuk@mpe.ca">mgrzeszczuk@mpe.ca</a>
Ryan Sharpe	MPE Engineering Ltd.	<a href="mailto:rsharpe@mpe.ca">rsharpe@mpe.ca</a>

**Absent:** N/A

**Location:** MPE Edmonton

**Purpose:** Design Start-up

**Distribution:** All Present

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**Action  
Req'd  
By:**

**1.0 Introduction:**

**Roles and Responsibilities:**

- Joe Duplessie: Primary point of contact for this project for Lac Ste. Anne County and the Darwell Lagoon Commission.
- Brian Hartman: Manager of Infrastructure Services (Lac Ste. Anne County). Will provide input and support to the Commission.
- Mike Yakemchuk: Project Manager on behalf of the Darwell Lagoon Commission.
- Ryan Sharpe: Project Manager - Primary point of contact for MPE.
- Mirek Grzeszczuk: Corporate Representative and Secondary contact for MPE.

All correspondence to go through Joe and Ryan, cc Mike and Brian.

Engineering Services Agreement to be made in between the Darwell Lagoon Commission and MPE. Invoices to be issued monthly to the Darwell Lagoon Commission care of Lac Ste. Anne County (Attention: Joe D.).

## 2.0 Design Criteria:

- Flows: Flows are to be based on 50 gallons per person per day. 3 people per lot and 1 dwelling per lot. See OPUS report for further details. DLC to provide lot counts for each Summer Village and subdivision. MPE to provide Design Basis Memorandum (DBM) summarizing current and future flows. Summer Village of Sandy Beach (SB) hauled 77,000 gallons of sewage last year.
- Assume all lots will be permanent (no seasonal considerations).
- Hydraulics and Modelling: DLC to provide previously completed hydraulic models. MPE to update based on current proposed alignment and updated flows. If possible, design system hydraulics such that a future intermediate lift station can be avoided if possible. DLC/  
MPE
- Future Connections: No future connection from Alexander First Nation. They have a plan in the works for a new dedicated wastewater treatment system. Future tie-ins will be provided for the following sites:
  - Tree Farm Estates
  - Summer Village of Sunrise Beach
  - Ardea Park and Cheviot Hills
  - Calahoo
  - Aspen Hills, Hillview Estates, and Bridlewood Meadows
  - Tri-Village
- Record Information: DLC to provide Onoway Lagoon record drawings. DLC to also provide lidar and aerial photos. DLC

## 3.0 Forcemain:

- Alignment: Alignment as shown on the map provided by DLC. Consider going south through Aspen Hills/Hillview Estates – roadway ends north of Highway 37 (no roadway tie-in to the Highway). This option also requires an agreement with Transportation to run within the Highway 37 ROW. MPE to review on site and comment. Extend the stub to Sunrise Beach Summer Village boundary. MPE
- All pipelines to be installed within County road allowance (except along Highway 642 close to the lift station discharge). No land acquisition required for the forcemain.
- Utility Crossings: Lac Ste. Anne Natural Gas (SANG) owns and operates the natural gas lines in the area. Fortis has overhead powerlines. There may be some gas pipeline crossings as well. MPE to confirm following the site visit and one calls for geotechnical investigation. MPE
- There are two Highway crossings, 642 and 37. MPE to work with Alberta Transportation. MPE
- There is a significant creek crossing just East of the Aspen Hills turnoff. MPE to review and confirm requirements with AEP. MPE
- Onoway Tie-in: Discharge to same outlet as Onoway forcemain (prior to first anaerobic cell). Metering station required prior to discharge.
- Pipeline to be installed by directional drilling.
- Pipe material preferred is HDPE.
- Valves to be spaced no further than 1.6 km apart. Plug valves are acceptable for the forcemain. Valve boxes to be plastic with stainless steel rods and stainless steel hardware.
- Clean-outs/Pigging stations (combination) to be installed every 1.6 km.



#### 4.0 Lift Station:

- Lift Station to be located further east (east of the farmhouse), on the same quarter section.
- WILD Commission to negotiate land acquisition as the site will be shared with a truckfill/pump station for water. DLC to provide WILD contact information. MPE to coordinate land required for lift station and septage receiving station, including turnaround with WILD. **DLC/  
MPE**
- Electrical Service: One transformer to be provided for both the truckfill and lift station. MPE to coordinate with WILD. **MPE**
- Style of lift station (Can, wet well/dry well, etc.), to be determined after flows and peak factors are established. Preference is to have more storage and longer run times and smaller pumps and forcemain (remove peaking factors with additional storage).
- Masonry Block Building preferred – MPE to coordinate with WILD commission so the truckfill and lift station controls building have a similar look. **MPE**
- DLC's preference is to have a natural gas generator over diesel. They further noted consideration for a portable generator with a transfer switch may also work and would be much less expensive.
- HMI to match other County sites.
- Lift Station controls to tie-into County SCADA system. Match existing County system (internet, not radios).
- Consider Odour Controls required – MPE to issue a DBM on options and recommendations. **MPE**
- Septage Receiving Station – Consider Flowpoint and other systems. Require a flowmeter, control valve, grinder, and sampling for hydrocarbons. Include a catchment area to capture all spillage.
- All incoming flow will initially be through the septage receiving station. Design to include an inlet stub for future low-pressure sewer connection.

#### 5.0 Regulatory:

- MPE to determine environmental assessments required following site visit. Anticipate wetlands assessment and creek classification required. **MPE**
- MPE and DLC to work with AEP to confirm notifications required under EPEA and the Water Act. **DLC/  
MPE**
- MPE anticipates a basic historical submittal only will be required.
- Migratory Birds Act requires a Bird Sweep only during the restricted activity period (typically April 15 to August 15).

#### 6.0 Miscellaneous:

- Geotechnical Investigation to be completed after the alignment is finalized. DLC noted their preference is to drill boreholes every 400 m instead of 500 m allowed for in the current scope of work. MPE to drill every 400 m. MPE to provide costs for additional boreholes. **MPE**
- MPE to complete a survey of the site after the alignment is finalized. **MPE**

- Tender Packages – MPE/DLC to determine if one contract is sufficient or if two are required – one for the forcemain and the second for the lift station. The complexity of the lift station site will determine if a second Contract is necessary. DLC/  
MPE
- MPE will need an agreement to work within the road allowance. DLC to provide the template.

**7.0 Schedule:**

- Contractor's will be pre-qualified for this project. Preparation of pre-qualification documents can begin immediately. MPE
- Target Milestones as follows:
  - Pre-Design Report by June 30, 2020
  - Final Design by August 15, 2020
  - Tender: September 2020
  - Construction Start: October 2020
- Design Meetings to be held every second Tuesday at 10:00 am at MPE's office. MPE to send out bi-weekly meeting schedule to the end of 2020 starting June 2, 2020 at 10 am at MPE office. MPE

**8.0 Budget:**

- Engineering: MPE to send agreement for signature to Joe. MPE to provide a monthly budget update. MPE
- MPE to provide rough cost estimate based on the proposed alignment. MPE
- MPE to provide O&M costs for the lift station. MPE

**Next Meeting will be June 2, 2020.**

**Meeting was adjourned at 12:30 pm.**

**Recorded by: Ryan Sharpe**

**If there are any errors, omissions, or discrepancies, please contact the MPE office at (780) 486-2000.**

2019 FCSS Contributions SUNRISE BEACH

Town	Sunrise Beach
AB Library	
AG Society	\$ 500.00
Beautification	
Cadets	\$ 50.00
Chateau (Seniors)	
Curling Club (Little Rocks)	\$ 997.00
Darts	
East End Bus - Seniors in Motion	\$ 200.00
Farmer's Market (ODAS)	
Fish n' Game	
Food Bank	
Girl Guides	\$ 50.00
Legion	\$ 50.00
Meals on Wheels	
Mom & Tots	\$ 957.70
Nakamun Park Community Picnic	
Onoway & District Historical Guild	
Onoway Facility & Enhancement (Onoway Hall)	
Onoway Golden Club	
Onoway Jr. Sr. High School	\$ 750.00
Onoway Library	\$ 100.00
Onoway Parents (Elementary)	\$ 50.00
Playschool	\$ 50.00
Rich Valley Community League	
Rich Valley Library	
Scouts	\$ 50.00
Stettin Hall	
Summer Programs	\$ 200.00
Sun & Sand Recreation League (Christmas & Volunteer Event)	\$ 1,588.30
Sunrise Community Event	
Town Christmas Party/Light Up	
Adult Volley Ball Group (MADE OUT TO GUILD)	
Youth Group (Onoway)	
	TOTAL \$ 5,593.00
Total FCSS Money Left to spend	\$ -
TOTAL FCSS MONEY AVAILABLE:	\$ 5,593.00

**Summer Village Of Sunrise Beach Animal Control Log**

**May 3/20** – Conducted general patrol, no incidents reported.

**May 16/20** – Conducted general patrol, no incidents reported.

**May 30/20** – Conducted general patrol, no incidents reported.


**Submitted by Ofc. T. Puffer Sunrise Beach Enforcement**

<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF SUNRISE BEACH		0000010921	02-Jun-2020	
<b>DEPOSITED AT BANK:</b> 021908989		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b> 08989	<b>ACCOUNT:</b> 00849144500	0068706405	04-Jun-2020	\$438.0
<b>TOTAL</b>				<b>\$438.0</b>
PAYMTE D 00153 SUMMER VILLAGE OF SUNRISE BEACH SUMMER VILLAGE OF SUNRISE BEACH PO BOX 1197 ONOWAY AB CAN T0E 1V0				

<b>DEPOSIT NO:</b> 0068706405		<b>DEPOSIT DATE:</b> 04-Jun-2020		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
ET007786	FCSS JUNE PAYMENT Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	095261394FCSS080120	\$438.00	\$438.00
<b>DEPOSIT TOTAL</b>				<b>\$438.00</b>

RECEIVED  
JUN 09 2020

JCA5407586-0000305-00153-0001-0001-00-

<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF SUNRISE BEACH		0000010921	09-Jun-2020	
<b>DEPOSITED AT BANK:</b> 021908989		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b> 08989	<b>ACCOUNT:</b> 00849144500	0068713772	11-Jun-2020	\$8,518.00
<b>TOTAL</b>				<b>\$8,518.00</b>
<p>PAYMTE D 00080                  SUMMER VILLAGE OF SUNRISE BEACH                  SUMMER VILLAGE OF SUNRISE BEACH                  PO BOX 1197                  ONOWAY AB                  CAN T0E 1V0</p> 				

<b>DEPOSIT NO:</b> 0068713772		<b>DEPOSIT DATE:</b> 11-Jun-2020		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
00107030	MUNICIPAL SUSTAINABILITY INITIATIVE - OPERATING GRANT Total Payment From Municipal Affairs For Inquiries Call 780/427-7461	OPE202138324	\$8,518.00	\$8,518.00
<b>DEPOSIT TOTAL</b>				<b>\$8,518.00</b>

JCA5/28983-0000159-00080-0001-0001-00-

**RECEIVED**  
 JUN 16 2020



ALBERTA

MUNICIPAL AFFAIRS

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

AR100068

June 10, 2020

His Worship Glen Usselman  
Mayor  
Summer Village of Sunrise Beach  
PO Box 1197  
Onoway AB T0E 1V0

Dear Mayor Usselman,

In these extraordinarily difficult times, Alberta remains committed to working with the federal government to ensure infrastructure funding continues to flow to Alberta communities. Recognizing the urgency for local government funding and the critical role of communities in the relaunch of the economy, the federal government has recently confirmed that \$244 million will be provided to our province in 2020 under the Gas Tax Fund (GTF).

**The 2020 GTF allocation for the Summer Village of Sunrise Beach is \$12,722.**

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications/gas-tax-fund-allocations](https://open.alberta.ca/publications/gas-tax-fund-allocations).

Please note that payment of 2020 GTF allocations to municipalities and Metis Settlements is subject to the same conditions as in prior years, including submission of year-end reporting and sufficient project commitment requirements.

I look forward to continuing to work together with you and the federal government to help your community safely restart and stabilize your economy.

Yours very truly,

Kaycee Madu, QC  
Minister

cc: Wendy Wildman, Chief Administrative Officer, Summer Village of Sunrise Beach



June 3, 2020

SV of Sunrise Beach  
Ms. Wendy Wildman  
4808- 51 Street  
Onoway AB, T0E 1V0

**Re: 2019 Procurement Card Rebate Cheque**

Hello Wendy:

Greetings from the dedicated team at the Alberta Urban Municipalities Association (AUMA). Please find enclosed your 2019 Procurement Card (P-Card) rebate cheque.

You are receiving a rebate of **\$37.22** on your 2019 purchases made with your no-fee P-Card ( $\$3,323.24 \times 1.12\% = \$37.22$ ). This is just one way you benefit from combining your purchases with the Government of Alberta, Alberta Health Services, and members of the AUMA.

Thank you for using your P-Card. We are grateful for your continued participation in the AUMA Purchasing Program.

Should you have any questions, please contact Heather Cook at 780.431.4536 or email [hcook@auma.ca](mailto:hcook@auma.ca).

Yours truly,

A handwritten signature in blue ink, appearing to read 'Maureen O'Neil', is written over a light blue horizontal line.

Maureen O'Neil  
Senior Director, Business Development  
encl.





ALBERTA  
MUNICIPAL AFFAIRS  
*Office of the Minister*  
*M.A., Edmonton - South West*

RECEIVED  
JUN 16 2020

MINISTERIAL ORDER NO. MSD:036/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Sections 577 and 605(2) of the *Municipal Government Act*, make the following order:

1. Each municipality must complete a 2019 Statistical Information Return in accordance with the instructions prepared by Municipal Affairs.
2. The Statistical Information Return must be signed by the Chief Administrative Officer or designated officer and submitted to Municipal Affairs by October 1, 2020.
3. The time for a municipality to make publically available its financial statements or a summary of them and the auditor's report of the financial statements pursuant to Section 276(3) of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
4. The time for a municipality to submit its financial information return, the auditor's report on the financial information return, its financial statements and the auditor's report on the financial statements to the Minister pursuant to Section 278 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
5. The time for a regional services commission to submit its financial information return and audited annual financial statements to the Minister and each member of the commission pursuant to Section 602.34 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.
6. The time for a summer village to hold an organizational meeting under Section 192(2) of the *Municipal Government Act* is extended to October 1, 2020 from August 31, 2020.
7. The 120 day period for a growth management board to submit a report to the Minister under Section 708.09(1) of the *Municipal Government Act* is extended so that the report must be filed by October 1, 2020.

8. Where the normal timeline associated with a requirement under the sections of the *Municipal Government Act* or its associated regulations as listed in the attached Appendix either began or ended during the period between March 25, 2020 and the date this Order is signed, the timeline is hereby modified such that the timeframe for taking action is to be calculated as starting on the date this Order is signed.

9. Ministerial Order MSD: 022/20 is hereby rescinded.

Dated at Edmonton, Alberta, this 17<sup>th</sup> day of April, 2020.

  
\_\_\_\_\_  
Kelechi Madu, QC  
Minister of Municipal Affairs