

**SUMMER VILLAGE OF SUNRISE BEACH  
AGENDA**

**Tuesday, October 27, 2020 – In Person /Teleconference  
7:00 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, October 27, 2020 Regular Council Meeting  
(additions & deletions)

3. Minutes:                1-3 a)    Tuesday, September 22, 2020 Regular Council Meeting  
                                      4-6 b)    Tuesday, September 22, 2020 Public Hearing Meeting  
                                      7-10c)   Tuesday, September 22, 2020 Organizational Meeting

4. Appointments        11+12 a)    7:10 p.m. Peter Wright & Dianne Johnstone Gazebo  
                                      13 b)    7:25 p.m. Sharon McCormack - Roads

5. Bylaws & Policies                    MDP Bylaw - Further to the September 22, 2020 public hearing with respect to the proposed new Municipal Development Plan, how would Council like to proceed:

- 14-45
- a) plan for additional public consultation with respect to revisions and a new bylaw,
  - b) proceed with consideration of 2<sup>nd</sup> and 3<sup>rd</sup> reading as is or with amendments
  - c) defer to a later time.

Both existing and proposed new MDP is attached for reference. *(Council direction at meeting time).*

6. Business

46-47

- a) Culvert on Benning property subdivision. Deputy Mayor Tremblay and Mayor Usselman met with B. Benning regarding the culvert that was installed on Shedden Drive SW 55-1-5. Please refer to the email from Jane Dauphinee dated September 25, 2020 the Subdivision Authority. Council cannot change the conditions of a subdivision decision as they do not have the authority. Once a decision is issued only the appeal board can change the conditions. Administration has sent the culvert policy to the Subdivision Authority so they can pass it along to applicants. *(Discussion at meeting time)*

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b) Director of Emergency Management - Dianne Wannamaker has agreed to take on the roll of Director of Emergency Management for the Summer Village of Sunrise Beach, further information will be available at meeting time.  
*(Approve Dianne Wannamaker to be the Director of Emergency Management or some other direction as given by council).*

47-54

c) Fortis Franchise Fee – each year Council is given the opportunity to review and change its franchise fee with Fortis. Currently your fee is set at 0%. Council has the ability to set this fee as high as 20% (administration is NOT suggesting you do that) and if you wish to change the current rate you must do so prior to November 1<sup>st</sup>, 2020 for the 2021 year. Attached you will see a report that shows the various rates that other municipalities have set. *(leave the rate at 0% for the 2021 year, change the rate to \_\_\_\_\_%, or some other direction as given by Council at meeting time)*

55-65

d) Municipal Operating Support Transfer (MOST) – the Province has come out with some additional funding to offset costs incurred (or lost) in 2020 as a result of the COVID pandemic. Attached is the September 28<sup>th</sup>, 2020 letter from MLA Shane Getson on this grant and Sunrise's \$\$18,670 allocation. Also attached are the guidelines and actual funding agreement. We will need Council approval of this agreement and authorize its execution *(that the Municipal Operating Support Transfer (MOST) memorandum of agreement between the Province and the Summer Village of Sunrise Beach be approved and execution ratified)*

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e) Capital Region Assessment Services Commission – previously Sunrise Beach received their assessment review board service through an agreement with Lac Ste. Anne County. Earlier this year the County advised they will be discontinuing this service at the end of 2020. Attached is a proposed agreement for the Summer Village to purchase this service from the Capital Region Assessment Services Commission. The fee for service will be significantly more than what we paid to the County, but this is the other option that I am aware of and the Summer Village must have this service provision in place. *(that the Participant Memorandum of Agreement for Local Assessment Review Commission Board between the Capital Region Assessment Services and the Summer Village of Sunrise Beach be approved and execution approved).*

66 - 75

f) Brownlee LLP - Save the Date for their Emerging Trends in Municipal Law Seminar – scheduled for February 11<sup>th</sup> and 18<sup>th</sup>, 2021 via zoom. As the course is virtual, there is no cost to participate *(authorize Council and Administration participation in the 2021 Brownlee LLP Emerging Trends in Municipal Law Seminar)*

76-77

g) Streetlight follow up. Please see attached the email from a resident requesting additional streetlights be installed at Victory Road and Shedden Drive *(discussion at meeting time).*

78

h)

i)

j)

7. Financials

a) Income & Expense Statement – September

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**8. Councillors' Reports**

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

**9. Administration Reports**

- a) Update on All-Net Registrations – 45 registrants

**10. Information and Correspondence:**

- 79-90 a. Yellowhead Regional Library 2021 Budget
- 91-93 b. Fortis Alberta Proposed 2021 Distribution Rates
- 94-96 c. Lac Ste. Anne Foundation Board Meeting Minutes July 22, 2020
- 97 d. Government of Alberta FCSS October payment of \$438.00 Direct Deposit
- 98-99 e. Janet Jabush Mayor, Town of Mayerthorpe, Reeve Blakeman, Reeve, Lac Ste. Anne County, Jim Benedict Mayor, Alberta Beach, Judy Tracy Mayor, Town of Onoway, Bernie Poulin representing Summer Villages, letter dated September 6, 2020. This letter is addressed to Honourable Tracy Allard, Office of the Minister of Alberta Municipal Affairs on the Provincial Assessment Model Review. The letter does not support the assessment model for the oil and gas industry.
- 100-104 f. Minister Tracy Allard, Municipal Affairs – email dated October 20, 2020. Response to and update on oil & gas revenues for the municipalities.
- 105 g. September Animal Bylaw Officer Report
- 106 h. Alberta Health Services dated October 19, 2020 Influenza Immunization in your Community
- 107 i. Forest Resource Improvement Association of Alberta (FRIAA) letter dated October 16, 2020 stating our expression of interest for grant money was turned down.
- 108-120 j. Tanya Thorn, Board Chair, Alberta Police Interim Advisory Board dated October 20, 2020. Report on the activities of Alberta Police Interim Advisory Board.

**11. Open Floor Discussion with Gallery – Total time provision of 15 minutes**

**12. Closed Meeting: (if required)**

**13. Adjournment**

- Council Meeting November 24, 2020 - Regular Council Meeting 7:00 p.m.
- Council Meeting January 26, 2021 - Regular Council Meeting 7:00 p.m.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER  
VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON  
TUESDAY SEPTEMBER 22, 2020, ONOWAY HERITAGE CENTRE

	<p align="center"><b>PRESENT</b></p> <p>Mayor Glen Usselman Deputy Mayor Jackie Tremblay - Via Teleconference Councillor Vera Beck - Via Teleconference</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Susan Dales</p> <p>Public Works:           0 Public at Large:       27</p> <p align="center"><b>ABSENT</b></p>	
1.	<b>CALL TO ORDER</b>	Mayor Usselman called the meeting to order at 6:31 p.m.
2.	<b>AGENDA</b> Motion #143 - 20	<b>MOVED</b> by Deputy Mayor Tremblay that the September 22, 2020 agenda be approved as presented.  <b>CARRIED</b>
3.	<b>MINUTES</b> Motion #144- 20	<b>MOVED</b> by Deputy Mayor Tremblay that the minutes of the August 25, 2020 Regular Meeting be approved as presented.  <b>CARRIED</b>
4.	<b>APPOINTMENTS</b>	<b>Recess to Public Hearing (recessed later in meeting)</b>
5.	<b>BYLAWS/POLICY</b> Motion #145- 20	<b>MOVED</b> by Councillor Beck that the revised Culvert Policy C-ENV-CUL-1 be approved as presented.  <b>CARRIED</b>
6.	<b>BUSINESS</b> Motion #146 – 20	<b>MOVED</b> by Mayor Usselman that the Culvert on the Benning subdivision be tabled to the next meeting after Mayor Usselman and Deputy Mayor Tremblay have a site meeting with Mr. Benning.  <b>CARRIED</b>
	Motion #147 – 20	<b>MOVED</b> by Mayor Usselman that the Summer Village authorize attendance of the Alberta Summer Village Association annual meeting on October 14, 2020 at 4:00 p.m.  <b>CARRIED</b>

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	<p>Motion #148 – 20</p> <p><b>Recess to Public Hearing for the Municipal Development Plan</b></p> <p><b>Resume Regular meeting</b></p> <p>Motion #149– 20</p>	<p><b>MOVED</b> by Mayor Usselman that Council approve the participation of Councillor Beck to the virtual 2020 Alberta Urban Municipalities Association 2020 Convention scheduled for Sept 23-25, 2020 (if still open) at a cost of \$100.00.</p> <p align="right"><b>CARRIED</b></p> <p>6:40 p.m.</p> <p>8:05 p.m.</p> <p><b>MOVED</b> by Mayor Usselman that the survey of the Municipal Reserve be tabled to the next meeting.</p> <p align="right"><b>CARRIED</b></p>
7.	<p><b>FINANCIAL</b></p> <p>Motion # 150 – 20</p>	<p><b>MOVED</b> by Mayor Usselman that the Income &amp; Expense Statements for August 31, 2020 be accepted for information as presented.</p> <p align="right"><b>CARRIED</b></p>
8.	<p><b>COUNCIL REPORTS</b></p>	<p>N/A</p>
9.	<p><b>ADMINISTRATION REPORTS</b></p> <p>Motion #151 – 20</p>	<p><b>MOVED</b> by Mayor Usselman that the verbal administration reports be accepted for information as presented.</p> <p align="right"><b>CARRIED</b></p>
10.	<p><b>CORRESPONDENCE</b></p> <p>Motion #152 – 20</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> <li>a. Government of Alberta Statement of Direct Deposit on September 3rd , 2020 in the amount of \$438.00 for August FCSS funding.</li> <li>b. North Saskatchewan Watershed Alliance 2019-2020 Annual Report letter. Annual Report is available upon request of Council.</li> <li>c. August, 2020 Animal Bylaw report</li> <li>d. Tony Sonnleitner Development Officer Report to Administration</li> </ul> <p align="right"><b>CARRIED</b></p>

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11.	<b>OPEN FLOOR DISCUSSION WITH GALLERY</b>	<b>MOVED</b> by Mayor Usselman that the verbal open floor discussion be accepted for information. <p style="text-align: right;"><b>CARRIED</b></p>
12.	<b>CLOSED MEETING</b>	N/A
13.	<b>ADJOURNMENT</b>	Meeting adjourned at 8:33 p.m.

\_\_\_\_\_  
Mayor, Glen Usselman

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

MINUTES OF THE PUBLIC HEARING FOR MUNICIPAL DEVELOPMENT PLAN  
OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF  
ALBERTA HELD ON  
TUESDAY SEPTEMBER 22, 2020, ONOWAY HERITAGE CENTRE

	<b>PRESENT</b>	<p>Mayor Glen Usselman Deputy Mayor Jackie Tremblay - Via Teleconference Councillor Vera Beck - Via Teleconference</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Susan Dales Brian Conger – ISL Engineering and Land Services Ltd. - Via Teleconference</p> <p>Public Works:           0 Public at Large:       27</p>												
<b>1.</b>	<b>CALL TO ORDER</b>	Mayor Usselman called the public hearing to order at 6:45 p.m.												
<b>2.</b>	<b>AGENDA PH Motion</b>	<p><b>MOVED</b> by Deputy Mayor Tremblay that the agenda for the September 22, 2020 Public Hearing for the Municipal Development Plan be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>												
<b>3.</b>	<b>INTRODUCTIONS</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Glen Usselman</td> <td style="width: 50%;">Mayor &amp; Meeting Chair</td> </tr> <tr> <td>Jackie Tremblay</td> <td>Deputy Mayor</td> </tr> <tr> <td>Vera Beck</td> <td>Councillor</td> </tr> <tr> <td>Wendy Wildman</td> <td>Chief Administrative Officer</td> </tr> <tr> <td>Susan Dales</td> <td>Administrative Assistant</td> </tr> <tr> <td>Brian Conger</td> <td>ISL Engineering and Land Services Ltd.</td> </tr> </table>	Glen Usselman	Mayor & Meeting Chair	Jackie Tremblay	Deputy Mayor	Vera Beck	Councillor	Wendy Wildman	Chief Administrative Officer	Susan Dales	Administrative Assistant	Brian Conger	ISL Engineering and Land Services Ltd.
Glen Usselman	Mayor & Meeting Chair													
Jackie Tremblay	Deputy Mayor													
Vera Beck	Councillor													
Wendy Wildman	Chief Administrative Officer													
Susan Dales	Administrative Assistant													
Brian Conger	ISL Engineering and Land Services Ltd.													
<b>4.</b>	<b>PUBLIC HEARING</b>	<p>The purpose of this public hearing is for the Council of the Summer Village of Sunrise Beach to hear testimony and take action relating to the proposed Bylaw 166-2020 which is a Bylaw which proposes to amend a Municipal Development Plan #132-13 for the Summer Village of Sunrise Beach. The existing MDP was passed on July 2, 2013. The Municipal Development Plan is a primary document that guides the future development and growth of the whole community. The MDP sets the vision on how to accommodate this growth responsibly and serves as an important decision-making tool for Council, administration, and all stakeholders. As a statutory plan required by the Alberta Municipal Government Act, the MDP provides direction for Council, administration, developers and builders, property-owners, residents, and adjacent municipalities. An MDP will address several items including :</p>												



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		<ul style="list-style-type: none"> <li>-future land use</li> <li>-future development</li> <li>-coordination</li> <li>-transportation</li> <li>-municipal services</li> </ul>
<b>4.</b>	<b>STAFF PRESENTATIONS</b>	<b>Brian Conger – ISL Consulting</b>
<b>5.</b>	<b>PUBLIC TESTIMONY AND COMMENT</b>	<p><u>Written Submissions</u></p> <p>Dionne and Isaac Sawkiw read by Wendy Wildman</p> <p>Tera Street presented on behalf of Rene Doucet and Tara Street Jerome Park, Olivia Marcoux, Xavier Park – Marcoux Heinz &amp; Karen Jeske Manfred and Gabriele Westeroth Heidi &amp; Gary Bowe Wolfgang &amp; Doris Jeske Joe &amp; Karen Fritz Marty Jeske Carly &amp; Jason Tanasichuk Darryl &amp; Elizabeth D'Amico Ryan &amp; Karen Dickie, Bailey &amp; Reef</p>
<b>6.</b>	<b>ORAL PRESENTATIONS IN FAVOUR</b>	
<b>7.</b>	<b>ORAL PRESENTATION OPPOSED</b>	<p><u>Oral Presentation</u> Sharon McCormack Stuart Loomis</p>
<b>8.</b>	<b>ADJOURNMENT</b>	Mayor Usselman declared the public hearing closed and adjourned the public hearing at 8:04 p.m.

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Mayor, Glen Usselman

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Chief Administrative Officer, Wendy Wildman

**MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE  
SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA  
HELD ON  
TUESDAY SEPTEMBER 22, 2020, ONOWAY HERITAGE CENTRE**

	<b>PRESENT</b>	<p>Councillors: Glen Ussleman Jackie Tremblay – Teleconference Vera Beck - Teleconference</p> <p>Administration: Chief Administrative Officer, Wendy Wildman Administrative Assistant, Susan Dales</p> <p>Public at Large: 4</p>
<b>1.</b>	<b>CALL TO ORDER</b>	Wendy Wildman called the meeting to order at 8:35 p.m.
<b>2.</b>	<b>MOTION #153-20</b>	<p><b>MOVED</b> by Councillor Usselman that the agenda be accepted as presented.</p> <p align="right"><b>CARRIED</b></p>
<b>3.</b>	<p><b>MOTION #154 - 20</b></p> <p><b>MOTION #155 - 20</b></p>	<p>Wendy Wildman called for nominations for Mayor.</p> <p>Jackie Tremblay nominated Glen Usselman.</p> <p>Wendy Wildman called for nominations a second time.</p> <p>Wendy Wildman called for nominations a third time.</p> <p><b>MOVED</b> by Jackie Tremblay that nominations cease for the position of Mayor.</p> <p align="right"><b>CARRIED</b></p> <p>Glen Ussleman was declared Mayor and was administered the Oath of Office for Mayor and assumed the Chair.</p> <p>Mayor Ussleman called for nominations for Deputy Mayor.</p> <p>Councillor Beck nominated Jackie Tremblay</p> <p>Mayor Usselman called for nominations a second time.</p> <p>Mayor Usselman called for nominations a third time.</p> <p><b>MOVED</b> by Mayor Ussleman that nominations cease for position of Deputy Mayor.</p> <p align="right"><b>CARRIED</b></p>

07

MINUTES OF THE ORGANIZATIONAL MEETING OF COUNCIL OF THE  
SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA  
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TUESDAY SEPTEMBER 22, 2020, ONOWAY HERITAGE CENTRE

		Jackie Tremblay was declared Deputy Mayor, and will receive the Oath of Office upon her return.
<b>4.</b>	<b>APPOINTMENTS</b>  <b>MOTION</b> <b>#156 - 20</b>	<p><b>MOVED</b> by Mayor Usseleman that the following committee appointments be approved:</p> <ul style="list-style-type: none"> <li>a) Member to Highway 43 East Waste Commission (Vera Beck)</li> <li>b) Representative to Summer Villages Lac Ste. Anne County East – (all to attend, voting representative Glen Ussleman alt Jackie Tremblay/Vera Beck)</li> <li>c) Sandy Beach/Sunrise Beach Joint Lagoon Committee (all Council)</li> <li>d) Regional Sewer Line (all Council)</li> <li>e) Disaster Services Director and Joint Emergency Management Committee Glen Usselman alternate Vera Beck</li> <li>f) Family and Community Support Services Jackie Tremblay, Glen Usselman alternate</li> <li>g) Chief Administrative Officer – Wendy Wildman</li> <li>h) Auditor – Metrix Group LLP</li> <li>i) Solicitor – Patriot Law Group Onoway</li> <li>j) Assessor – Municipal Assessment Services Group Ray Crews</li> <li>k) Development Authority – Tony Sonnleitner Development Officer Bylaw # 97-2004</li> <li>l) Assessment Review Board – Lac Ste. Anne County Bylaw #152 – 2019 (for 2020 - 2021 will got to CRASC)</li> <li>m) Subdivision &amp; Development Appeal Board – Milestone Municipal Services – Emily House, Bylaw # 148-2019</li> <li>n) Planning &amp; Subdivision Authority – Municipal Planning Services Jane Dauphinne, Bylaw # 146-2018</li> <li>o) Municipal Planning Commission – all of Council</li> </ul>

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		<p>p) FOIP Coordinator – Wendy Wildman, Wildwillow Enterprises Inc.</p> <p>q) Animal Control Officer – Tom Puffer</p> <p>r) Weed Inspector – Jackie Gamblin</p> <p>s) Integrity Commissioner – Victoria Message</p> <p style="text-align: right;"><b>CARRIED</b></p>
5.	<p><b>FINANCIAL MOTION #157 - 20</b></p> <p><b>MOTION #158 - 20</b></p> <p><b>MOTION #159 - 20</b></p>	<p><b>MOVED</b> by Mayor Ussleman that the following financial information be confirmed:</p> <p>a) Signing Authority to be all of the Council and the Chief Administrative Officer and Administrative Assistant, Two signatures are required: -One signature to be any member of Council, Vera Beck, Jackie Tremblay, Glen Ussleman and; -One signature to be the Chief Administrative Officer, Wendy Wildman or the Administrative Assistant, Susan Dales</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Ussleman that the banking authority be Alberta Treasury Branch.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that the Council Remuneration Policy Document C-COU-REM-1 and Expense Reimbursement as per receipt, be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
6.	<b>MEETINGS #160 - 20</b>	<p><b>MOVED</b> by Mayor Usselman that the Regular Council meetings be scheduled for the fourth Tuesday of each month at 7:00 p.m., to be held at the Onoway Civic Centre at 4808 – 51 street, Onoway Alberta, that teleconferencing be deemed an acceptable way of holding a meeting and that any changes to the date or location of the meetings be posted on the Summer Village website.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>MUNICIPAL OFFICE</b>	
8.	<b>ADJOURNMENT</b>	Meeting was adjourned at 8:52 p.m.

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SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA  
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Mayor

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Chief Administrative Officer



Summer Village of Sunrise Beach

Box 1197

Onoway, Alberta

TOE 1VO

Email:

svsunrisebeach@wildwillowenterprises.com

Phone: (780) 967-0271

Fax: (780) 967-0431

**COPY**

September 21, 2020

Peter Wright  
Dianne Johnston

Dear Peter & Dianne,

Please be advised the Summer Village engaged a surveyor to plot the location of the gazebo as it relates to the municipal reserve and private property (please see attached). We understand this gazebo may have been tied to your property and as such we are giving an opportunity to remove this gazebo to your property. If you wish to salvage or remove this gazebo to your property please do so before Monday, October 31, 2020.

If this gazebo is not removed Council will give consideration to having it removed by the municipality for us. Council is also of the opinion the boat and rails, which we also understand belong to you, shall also need to be removed. Again, we ask that this take place before October 31, 2020.

Should you wish to discuss this matter directly with Council we invite you to our October 27, 2020 meeting. Please arrange with myself if you wish to make an appointment with Council.

Regards,

Susan Dales  
Administrative Assistant

# SURVEYOR'S REPORT

N 5672 K.S.

SUNRISE BEACH

August 26th, 2020  
TITLE NO. 35D241

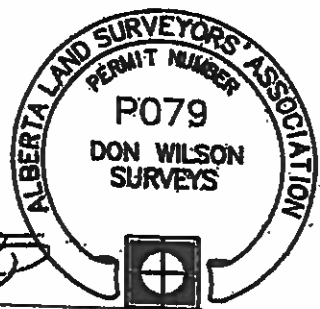
REPORT, WHICH INCLUDES THE SURVEYING AND PERFORMED UNDER THE ACT WITH ALBERTA LAND SURVEYORS' AND SUPPLEMENTS THERETO, AS OF THE DATE OF THIS REPORT.

THE PROPERTY, THE IMPROVEMENTS THEREON, AND REGISTERED EASEMENTS IF TITLE TO THE PROPERTY, BOUNDARIES OF THE PROPERTY, CABIN, RETAINING WALL, PROPERTY FROM ANY IMPROVEMENTS, EASEMENTS OR INTERESTS, THE BENEFIT OF THE PROPERTY AGENTS FOR THE PURPOSE OF THIS REPORT.

THESE PARTIES AND ONLY IF REGISTERED EASEMENTS AND INTERESTS OTHERWISE, PROPERTY CORNER SURVEY FOR THIS REPORT. ESTABLISH PROPERTY BOUNDARIES AND MEASUREMENT ERROR BY THE METHOD STATED IN THIS REPORT.

THE STATUS OF THIS REPORT IS THE STATUS OF THIS REPORT AS OF THE DATE OF THIS REPORT.

DATED AT BARRHEAD, ALBERTA, AUGUST 28, 2020



DON WILSON, A.L.S.  
© DON WILSON 2020

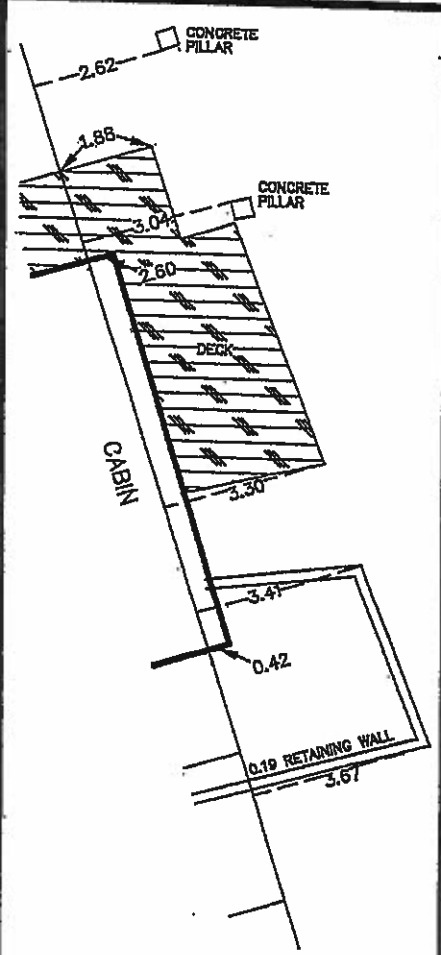
**NOTES:**  
 STATUTORY IRON SURVEY POSTS FOUND SHOWN THIS. ●  
 FOUND LEAD PLUG SHOWN THIS. ○  
 FENCE LINES SHOWN THIS. —■—  
 DISTANCES ARE IN METRES AND DECIMALS THEREOF.  
 ALL TIES ARE PERPENDICULAR OR RADIAL TO PROPERTY LINE.  
 STAGE OF CONSTRUCTION: COMPLETE  
 PORTABLE BUILDINGS WILL NOT BE SHOWN UNLESS THEY ARE ENCROACHING  
 BUILDINGS UNDER 100 ft<sup>2</sup> MAY NOT BE SHOWN  
 FENCES ARE WITHIN 0.20m OF PROPERTY LINE UNLESS SHOWN OTHERWISE.  
 EAVES DIMENSIONED TO THE LINE OF THE FASCIA.  
 Fd. No Mk. DENOTES FOUND NO MARK  
 Mp. DENOTES MARKER POST

OWNER'S NAME: THE COUNTY OF LAC STE. ANNE NO. 28

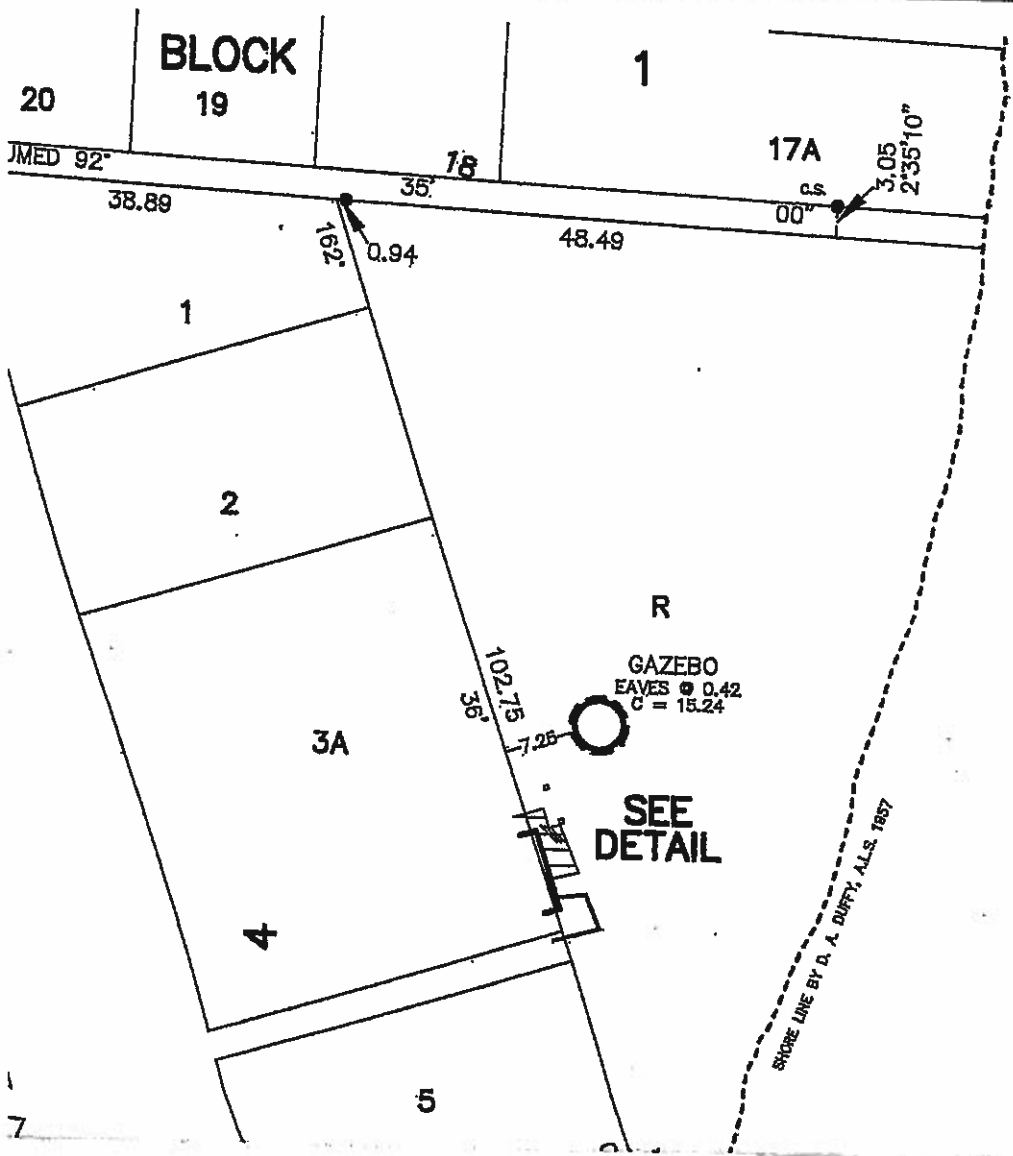
CLIENT: SUMMER VILLAGE OF SUNRISE BEACH BOX 1197, CROWAY, ALBERTA, T0E 1V0

**DON WILSON SURVEYS LTD.**  
 BOX 4120 BARRHEAD, ALBERTA T7N 1A1 PHONE (780) 674-2287 FAX (780) 674-5071

DATE: AUG. 28/ 20 SCALE: 1:750 OUR FILE No. 20322



DETAIL  
1:150



COPY

12



# Re: Oct meeting

"Sharon McCormack" [sharonmc29@gmail.com]

Sent: 10/20/2020 8:58 AM

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

Sorry Susan,

I forgot to answer you.

- 1) results of the park survey and what is going to be done.
- 2) issues with the horrible job done on the roads. Cold fill being used on spots that are already falling apart. but, now we have snow on the road so can't see how bad it is LOL

thanks,  
Sharon

On Tue, Oct 13, 2020 at 8:52 AM <svsunrisebeach@wildwillowenterprises.com> wrote:

Good Morning Sharon,  
Yes the 27th is the meeting. What is your appointment about?

**Susan Dales**  
**Administrative Assistant**

**Summer Village of Sunrise Beach**  
PO Box 1197  
Onoway, AB T0E 1V0  
Phone: 780.967.0271 Fax: 780.967.0431  
svsunrisebeach@wildwillowenterprises.com

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

Subject: Oct meeting  
From: "Sharon McCormack" <sharonmc29@gmail.com>  
Date: 10/9/20 11:06 am  
To: "svsunrisebeach@wildwillowenterprises.com" <svsunrisebeach@wildwillowenterprises.com>

Will you please add me to the agenda for the October meeting.  
The sign hasn't been updated with the time and date yet but I am thinking the 27th?

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**BEING A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH TO  
ADOPT A MUNICIPAL DEVELOPMENT PLAN FOR THE MUNICIPALITY**

---

**WHEREAS** the Municipal Government Act, as amended from time to time, requires each municipality to adopt a Municipal Development Plan; and

**WHEREAS** Section 632(1) of the Municipal Government Act requires that the Municipal Development Plan be adopted by bylaw and Section 632 (3) of the Municipal Government Act establishes the requirements of what must be contained within the Municipal Development Plan; and

**WHEREAS** the Municipal Development Plan has been advertised by the Summer Village of Sunrise Beach in accordance with Section 606 of the Municipal Government Act, and the required Public Hearing has been held in accordance with Section 230 of the Municipal Government Act;

**NOW THEREFORE** Council for the Summer Village of Sunrise Beach, duly assembled, enacts the following:

**1. TITLE**

1.1 THAT this bylaw may be cited as the "Municipal Development Plan Bylaw."

**2. ADOPTION**

2.1 THAT this bylaw, including the Summer Village of Sunrise Beach Municipal Development Plan that is hereto attached and forms part of this bylaw, is adopted.

**3. REPEAL**

3.1 THAT Bylaw 2013-132, being a previous version of a Municipal Development Plan for the Summer Village of Sunrise Beach, duly enacted, is hereby repealed.

**4. SEVERABILITY**

4.1 THAT each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable

**5. COMING INTO FORCE**

5.1 THAT Bylaw shall come into effect upon the third and final reading and signing of this Bylaw.

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**BYLAW NO. 166 -2020**

**Municipal Government Act RSA 2000 Chapter M-26  
Part 17, Section 632**

Read a first time on this 28th day of July, 2020.

\_\_\_\_\_  
Mayor, Glen Usselman

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

Read a second time on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Unanimous Consent to proceed to third reading on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Read a third and final time on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

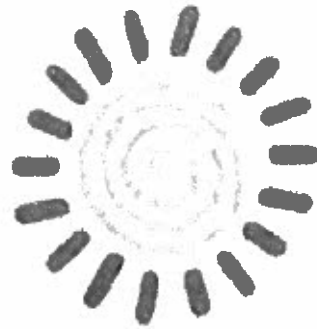
Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor, Glen Usselman

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

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# SUMMER VILLAGE OF SUNRISE BEACH



## Municipal Development Plan

Bylaw No. 132-13

**1 INTRODUCTION**

~ 2 ~ Summer Village of Sunrise Beach Municipal Development Plan Bylaw 132-13



## **1.1 SETTING**

The Summer Village of Sunrise Beach is located in Lac Ste Anne County, approximately 55 km. northwest of the City of Edmonton (Figure A – Municipal Map). The Summer Village is encompassed within Lac Ste. Anne County and borders the Summer Village of Sandy Beach. The Summer Village has a total land area of approximately 1.72 km<sup>2</sup> and a 2006 population of 170 people.

The Summer Village borders the westerly shorelines of the southern portion of Sandy Lake. The lake's name is descriptive of the sandy shoreline and basin.

The Sandy Lake area was used by Native people prior to European settlement. In 1876, Treaty No. 6 was signed by Plains Cree at Fort Carleton, Saskatchewan. It was a year later on August 21 that Chief Katchistaweskam, baptised as Alexander, joined other Chiefs in the Edmonton area in signing the treaty. George A. Simpson, a Dominion Lands Surveyor, surveyed the land in 1880. The treaty resulted in the creation of the Alexander Indian Reserve 134, located immediately east of Sandy Lake. By 1883, most of the families making up the Alexander Band had moved to the new reserve location. Contact with non-Aboriginal people increased dramatically once settlement of the area began around 1895 and the Klondike Gold Rush brought people along the road that ran through the reserve and what is now known as the Summer Village of Sunrise Beach.

The first settlers arrived in the area in the 1880s, with the main undertaking being agriculture. During the 1920s recreational development began around the lake, with the first subdivision being established in 1923. The Summer Village of Sunrise Beach was incorporated on December 31, 1988. Development continued at a fast pace, resulting in the establishment of more than 1000 lots around the lake by 1988. Recreational activities enjoyed at the Sandy Lake include camping, riding of recreational vehicles, cross-country skiing, and tobogganing.

## **1.2 SANDY LAKE**

The waters of Sandy Lake are nutrient rich and the water is green during much of the open water season. The lake is part of the North Saskatchewan River Basin and has an area of 11.4 km<sup>2</sup>. Water levels have been monitored since 1959, and prior to recent years, the lowest lake level on record occurred in 1970, measuring 696.8 m asl, and the maximum occurred in 1974, measuring 698.06 m asl. The water level was relatively stable and high through the late 70s and 80s. After 1992 the water level began to decline, reaching a historic low in 1992 of 696.9 m ASL. The water level rose quickly in the two following years, with a

~ 3 ~ Summer Village of Sunrise Beach Municipal Development Plan Bylaw 132-13

peak in 1997 of 697.8 m ASL. There has been a constant decline since then, reaching a low of 695.89 in August 2010. It is recognized by Council, administration, and the landowners of the Summer Village of Sunrise Beach that they are the stewards of Sandy Lake, and as such, there is a desire to work with the Alberta Government and Lac Ste. Anne County to protect the amenity.

### **1.3 THE NEED FOR A MUNICIPAL DEVELOPMENT PLAN**

There has been considerable growth in population in the region and an increase in the number of residents living on a permanent basis within the Summer Village in the last decade. The principal objective in the preparation of this Municipal Development Plan is to provide a guide for the orderly growth and development of the Summer Village. It is Council's statement to the public and potential developers as to how they wish to see the Community grow and develop in the future.

## **2 GENERAL DEVELOPMENT CONSTRAINTS**

### **2.1 LEGISLATION, BYLAWS, AND POLICIES**

#### **2.1.1 MUNICIPAL DEVELOPMENT PLAN AREA**

All lands lying within the corporate limits of the Summer Village of Sunrise Beach are considered to be the planning area for the purpose of this Municipal Development Plan.

#### **2.1.2 MUNICIPAL GOVERNMENT ACT**

This Municipal Development Plan has been prepared in accordance with Section 632 of the Municipal Government Act, Chapter M-26, R.S.A. 2000, which states:

*632(2) A council of a municipality with a population of less than 3,500 may adopt a municipal development plan.*

This Plan has been prepared in accordance with the Minister of Municipal Affairs: Land Use Policies.

### **2.1.3 LAND USE BYLAW**

The Summer Village of Sunrise Beach Land Use Bylaw No. 71-1999, as amended, is the current document regulating development within the Municipality. Future changes to this document should be in accordance with this Municipal Development Plan.

## **2.2 EXISTING CONSTRIANTS**

### **2.2.1 ADJACENT LAND USES**

The Summer Village of Sunrise Beach is surrounded by mainly agricultural uses within Lac Ste. Anne County, cottage development within the Summer Village of Sunrise Beach, and mixed uses within the Alexander First Nation.

### **2.2.2 ACCESS TO THE SUMMER VILLAGE**

Access to the Summer Village is by means of Secondary Highway 642. Following this route west and south takes you to the Town of Onoway; while heading east you arrive at Morinville.

### **2.2.3 NATURAL SETTING**

The dominant natural feature within the plan area is Sandy Lake.

### **2.2.4 NATURAL RESOURCES**



A referral to the Alberta Energy and Utilities Board (EUB) received a response that there were no sour gas facilities in close proximity to the Summer Village of Sunrise Beach. Some gravel extraction is occurring in neighbouring Lac Ste. Anne County.

### **2.2.5 EXISTING LAND USE AND DEVELOPMENT**

Existing residential development within the Summer Village has followed the shoreline of Sandy Lake. Almost all of the shoreline has been districted residential, subdivided and developed with single detached dwellings / cabins. There is no commercial development within the municipality, save home occupations.

## **3 OBJECTIVES AND POLICIES**

### **3.1 FUTURE DEVELOPMENT**

#### **3.1.1 OBJECTIVES**

1. Ensure that future development does not negatively impact either the existing residential or environmental amenity of the Summer Village or Sandy Lake.
2. Ensure safe, effective, and efficient development of the Summer Village by working with Lac Ste. Anne County to develop an extension to Shedden Drive (portion south of Victory Road), creating a second access. The intent being to solve the problem where lands along this route currently have only one access.
3. Ensure that the long range financial viability of the Summer Village is taken into account when considering the establishment, or extension, of municipal services.
4. Ensure that new developments support interconnectivity within the Summer Village.
5. Ensure provision of parks and recreational opportunities.

#### **3.1.2 POLICIES**

1. All development will conform to the policies and future land use plan in this document and the Land Use Bylaw of the Summer Village.
2. At least one additional Residential Control District should be created within the community under the Land Use Bylaw. This shall be done to accommodate the different development constraints and criteria for future larger lots to be created away from the lakeshore upon the undeveloped lands within the community.
3. Future residential or commercial development will take place on those lands designated Residential or Commercial respectively. Re-development is permitted, but only in accordance with the Land Use Bylaw of the Summer Village. Undeveloped lands may be developed, if:
  - a) The lands are shown to be suitable for development to the satisfaction of Council;
  - b) The development retains the current amenity of the residential areas of the Summer Village.
4. The required form of residential development is divided into two groups:
  - a) Lots adjacent to the shoreline of Sandy Lake shall be developed / re-developed with single detached dwellings;
  - b) Lots west of Shedden Drive shall be developed / re-developed with single detached dwellings; however, due to development constraints these lots shall have an area sufficient to accommodate on-site sewage disposal where the maximum lot area may be less than 0.4 ha. (1.0 acre).
5. Within the lifespan of this document, no annexation is anticipated save that necessary to affect the extension of roadways to allow for second accesses to portions of the municipality.
6. Options for water supply and wastewater collection and disposal will be explored by the Summer Village, but the costs to the municipality will be an important factor in determining whether to proceed with such projects. The Summer Village may be amenable to such regional systems that may be proposed by adjacent municipalities.
7. Seek opportunities to create second accesses to the southern portions of Shedden Drive adjacent to Sandy Lake.

### **3.2 RESIDENTIAL DEVELOPMENT**

### **3.2.1 OBJECTIVES**

1. Maintain the image of the Summer Village of Sunrise Beach as a residential lakeside community.
2. Enhance the quality of life through sound subdivision design and appropriate development standards.
3. Encourage the use of architectural design guidelines in new developments / subdivisions to achieve a diverse and attractive residential community.

### **3.2.2 POLICIES**

1. It is the intention of the Summer Village of Sunrise Beach to limit the development of lots to only single detached dwellings.
2. The Summer Village of Sunrise Beach shall encourage residential development to proceed in a logical, phased manner by encouraging infilling of existing neighbourhoods prior to opening new areas for development.
3. Developers of new residential subdivisions will be required to construct any necessary under and above ground municipal infrastructure to the satisfaction of the Summer Village of Sunrise Beach. Furthermore, only subdivisions applications where private sewage is to be treated "on-site" shall be considered favourably by the Subdivision Authority.
4. The Summer Village of Sunrise Beach shall require an Area Structure Plan (ASP) for all proposed subdivisions in currently undeveloped portions of the Summer Village. The ASP needs to address, but not necessarily limited to the following:
  - a. The sequence of development proposed for the area;
  - b. The land uses proposed for the area, either generally, or with respect to specific parts of the area;
  - c. Appropriate future land uses including lot sizes and proposed densities;
  - d. The general location and design for transportation routes and public utilities;
  - e. The general location and design for drainage works;
  - f. The general location and design for school bus stops;

- g. The general location and design of post office box facilities and entrance features;
  - h. The general location and description of parking areas for truck trailers and other chattels;
  - i. The general location and design for regional water service lines and water storage reservoirs;
  - j. The general location of parklands and linear parks;
  - k. The general location of neighbourhood waste collection area, where applicable;
  - l. A report in accordance with Section 23 of the Water Act where potable water is to be derived from a groundwater aquifer. Residential lots that create more than 40 developable lots and/or housing units may be required to design and implement a communal or municipal water and waste-water service;
  - m. A geotechnical report prepared by a professional engineer identifying and addressing environmental constraints that may be present within the plan area. This report must indicate the extent of higher water tables with the plan area;
  - n. Submission and implementation of a Traffic Impact Assessment on all subdivisions that result in more than 40 developable lots (non-park or other reserve) and/or housing units on a quarter-section;
  - o. Protection and integration of natural areas and features;
  - p. Natural and man-made constraints;
  - q. Transportation and access;
  - r. Method of providing potable water, sanitary sewage disposal, and franchise utilities to the area; and
  - s. An Area Structure Plan is adopted through the formal bylaw process.
5. Secondary dwelling units, including guesthouses, "granny suites", and garage suites, may be allowed as long as said developments meet the provisions of the Summer Village's Land Use Bylaw and the Alberta Safety Codes Act.

### **3.3 COMMERCIAL DEVELOPMENT**

### **3.3.1 OBJECTIVES**

1. Encourage the growth and development of the Summer Village's commercial base.
2. Minimize incompatibility with adjacent uses.

### **3.3.2 POLICIES**

1. Ensure that any new commercial uses are compatible with existing residential uses.
2. Ensure that lakeside character of the community is maintained.
3. Ensure that adequate parking is provided on-site, or in close proximity, for the intended use.

## **3.4 INDUSTRIAL DEVELOPMENT**

### **3.4.1 OBJECTIVES**

1. Not to allow any industrial development within the Summer Village.

### **3.4.2 POLICIES**

1. Industrial development will not be permitted within the Summer Village.

## **3.5 MUNICIPAL RESERVES AND PARKS**

### **3.5.1 OBJECTIVES**

1. Promote the development of new and continued enjoyment of existing, municipal lands within the Summer Village.
2. Provide green-space and recreational areas within the community.

### **3.5.2 POLICIES**

1. Council will take the maximum environmental reserves, provided under the Municipal Government Act, for all subdivisions.

## **3.6 TRANSPORTATION**

### **3.6.1 OBJECTIVES**

1. Provision of a safe and efficient transportation system to meet the Summer Village's current and future needs.
2. Establish and maintain a road system which will facilitate access and movement throughout the Summer Village and facilitate future development.

### **3.6.2 POLICIES**

1. The roadway system will be developed and maintained according to the traffic volume, function, and design criteria in accordance with studies and plans commissioned by the Summer Village.

## **3.7 MUNICIPAL UTILITIES**

### **3.7.1 OBJECTIVES**

1. The costs associated with piped infrastructure are large and prohibitive from the perspective of a small municipality such as the Summer Village of Sunrise Beach. Development shall be planned such as to limit the requirement for the municipality to provide piped water supply and wastewater collection and disposal systems.

### **3.7.2 POLICIES**

1. Unless a water supply and wastewater collection and disposal system is available, only that development that does not require that the municipality provide piped water supply and wastewater collection systems will be approved within the Summer Village.

## **4 IMPLEMENTATION**

### **4.1 GOAL:**

#### **To effectively implement goals, objectives and policies set out in this Municipal Development Plan.**

The MDP will provide direction to Council's and Administration's decisions regarding future growth and development of the Summer Village of Sunrise Beach. More detailed planning is required in certain cases through the preparation and adoption of ASPs. In order to ensure more complete and liveable neighbourhoods the preparation of larger multi-neighbourhood ASPs is recommended with individual developers preparing plans of subdivision for their property.

The Land Use Bylaw governs the specific and discretionary uses of land and locations and size of buildings through the development permitting process on a day-to-day basis, so conformity between it and the MDP must be achieved.

The MDP is meant to be a *'living planning document'* so its effectiveness needs to be monitored over time. If amendments are required, they should be carried out through an orderly amendment process. Implementation will also require strategic investment in infrastructure, amenities and services. The costs of new development should be borne by the developer. It is important to note that the achievement of the goals and objectives of the MDP are subject to budgetary considerations by the Council of the Summer Village on an annual basis.

#### 4.1.1 OBJECTIVES

The implementation objectives are to:

- apply the policies contained in the MDP to guide future growth, development and capital investment in infrastructure;
- provide policies for more detailed planning and development control through the Land Use Bylaw and Area Structure Plans;
- coordinate MDP policies with the Summer Village's budget processes; and
- monitor and update the MDP as an effective management tool through an orderly review and amendment procedure.

#### 4.1.2 POLICIES

No.	Key Phrase	Policy Statement
(i)	<b>Conformance with the Land Use Bylaw</b>	The Summer Village of Sunrise Beach shall amend the existing Land Use Bylaw to ensure consistency between the MDP and the Land Use Bylaw in accordance with the requirements of the <i>Municipal Government Act</i> .
(ii)	<b>Compliance with Other Statutory Plans, Subdivision and Development Applications</b>	The Summer Village of Sunrise Beach shall ensure that all proposed amendments to municipal statutory plans, subdivision applications, amendments to the Land Use Bylaw, and development permit applications shall include a statement addressing compliance with the MDP.
(iii)	<b>Appeals to Subdivision and Development Appeal Board</b>	The Subdivision and Development Appeal Board shall have regard to the policies of the Summer Village of Sunrise Beach MDP in making its subdivision decisions and shall comply with the policies of the MDP in making its development decisions.



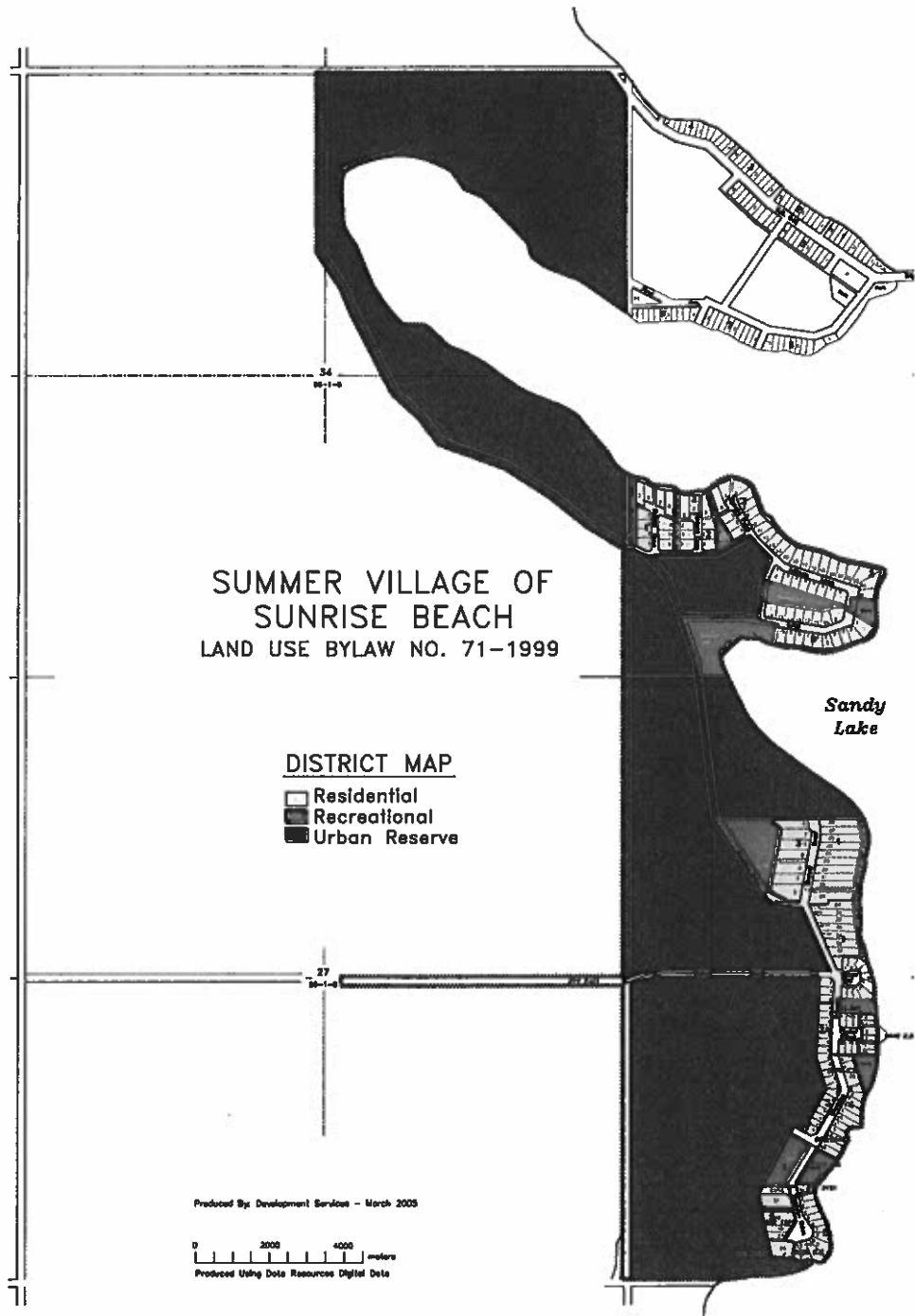
(iv)

**Area Structure Plan Requirements**

The Summer Village of Sunrise Beach shall require ASPs to be prepared and adopted by Summer Village Council before considering districting and subdivision in newly developing areas in accordance with the provisions of the *Municipal Government Act*. The ASP shall be required to address but not necessarily be limited to the following:

- a) site conditions and topography including natural and man-made constraints to development;
- b) archaeological or historically significant areas;
- c) the identification and protection of sustainable natural areas including wetlands, woodlots, drainage courses, etc;
- d) future proposed land uses, lot sizes and density;
- e) environmental impacts and mitigative measures for incompatible land uses such as railways, pipelines, utilities, agricultural uses with off-site impacts;
- f) neighbourhood population if applicable;
- g) school population, school sites sizes and locations if applicable;
- h) general location of parks, linear parks, greenways / linear parks, open spaces and multi-use trail systems;

**FIGURE A MUNICIPAL MAP**



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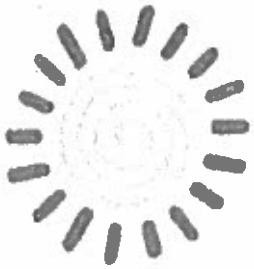
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Summer Village of Sunrise Beach

# Municipal Development Plan

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FINAL DRAFT  
FOR COUNCIL  
CONSIDERATION  
April 2020

**ISL** Engineering  
and Land Services

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# SECTION ONE

## Welcome

# 1

*This Section introduces the community vision and local demographics which underpin policies within the MDP.*

### 1-1 OUR COMMUNITY

The Summer Village of Sunrise Beach is home to permanent and seasonal residents in a recreational lakeside setting. It is located within to Lac Ste. Anne County on the western shores of Sandy Lake, south of Sandy Beach, as shown on Figure 1. Sunrise Beach has a total land area of 1.66 square kilometres.

The Sandy Lake area was part of the traditional territory of Alexander and other First Nations. Upon the signing of Treaty No. 6 Alexander Indian Reserve No. 134 was created on lands east of Sandy Lake.

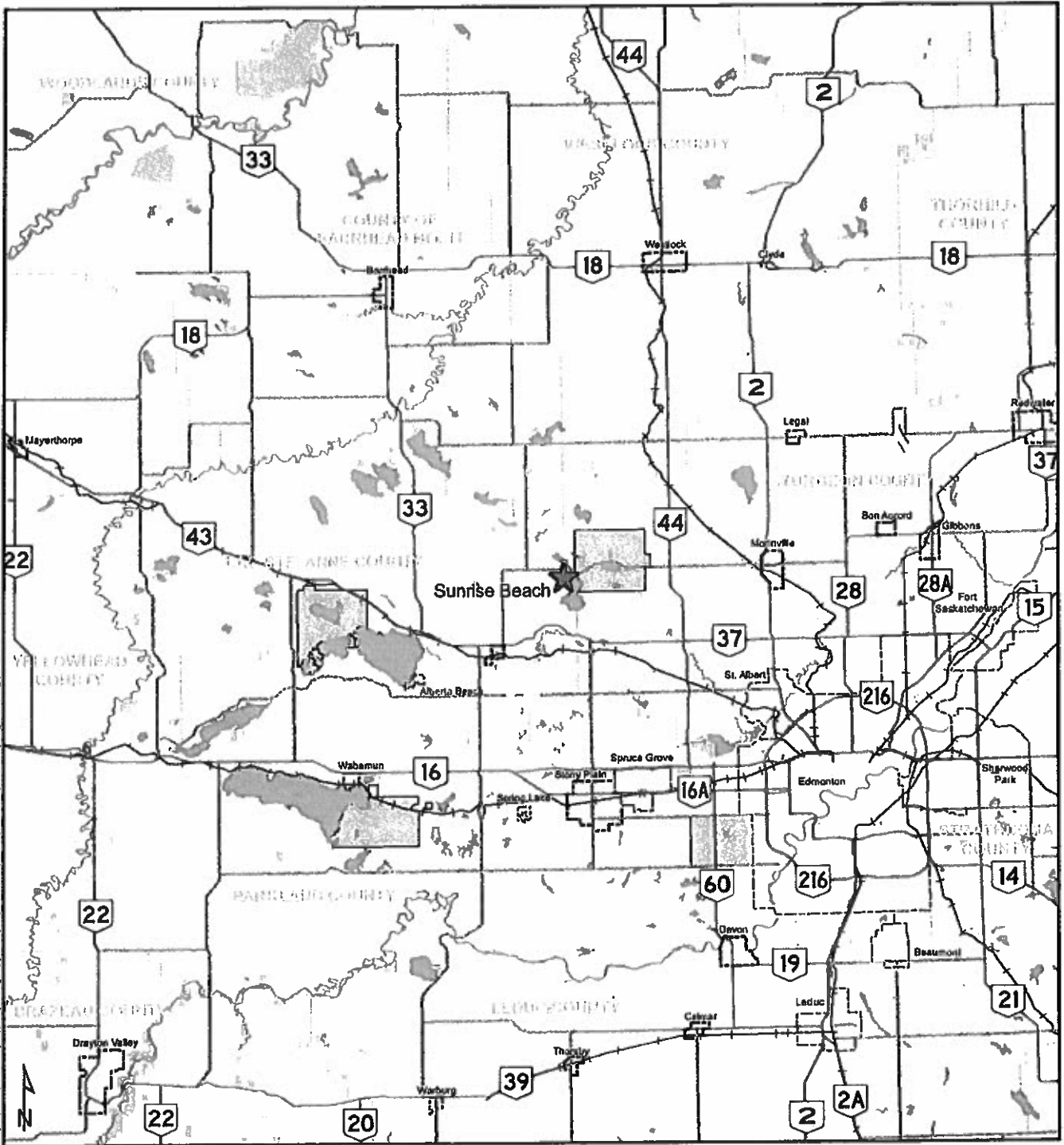
In the late 1880s, when more people were settling in and around the area, lands were predominately used for agriculture. Recreational development around Sandy Lake began in the 1920s with the first subdivision being established in 1923. When the Summer Village of Sunrise Beach was incorporated on December 31, 1988, more than 1000 lots around the lake had been established. Many recreational activities are enjoyed in and around the lake, including camping, boating, cross-country skiing and use of recreational vehicles.

### 1-2 OUR VISION

Our 20 Year Vision is:

*The Summer Village of Sunrise Beach continues to be quiet and safe place to live and recreate, provides opportunities for residential growth in a controlled and sustainable manner while retaining its small village character.*





Date: 2/28/2018, Drawn: J.L., Scale: 1:750,000, Author: J.L., Project: Sunrise Beach, Client: Sunrise Beach, File: Sunrise Beach Context Map, 2/28/2018



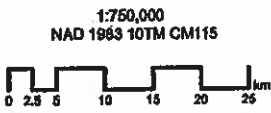
**ISL** Engineering and Land Services

- Highway, 1-216 Series
- Highway, 500-986 Series
- Railway
- ☾ Lake/Major River
- ☁ Provincial Protected Area
- ▨ Provincial Green Area
- ★ Sunrise Beach
- City
- ▭ Urban Service Area
- ▭ Town
- ▭ Village
- ▭ Indian Reserve
- ▭ Rural Municipality

**SUNRISE BEACH MUNICIPAL DEVELOPMENT PLAN**



**FIGURE 1: CONTEXT MAP**



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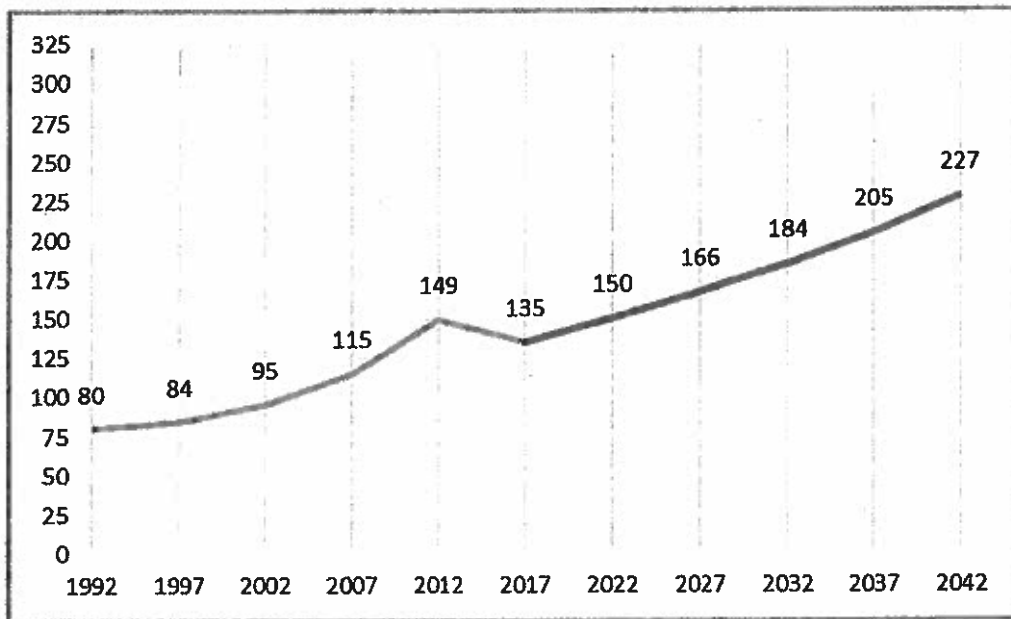


### 1-3 DEMOGRAPHICS

Sunrise Beach has experienced steady growth with a dip off of the peak of 149 permanent residents in 2012, as shown on **Figure 2**. Using Sunrise Beach's Average Annual Growth Rate of 2.1% and projecting it out to 2042 results in an increase from 135 to 227 residents.

Given this potential increase in population, it is likely that additional housing stock will be needed to accommodate an increase in population over the planning horizon of the MDP.

Figure 2 – Population Growth in Sunrise Beach



Source: Alberta Municipal Affairs.



# SECTION TWO

# Planning Framework

# 2

*This Section introduces the purpose, scope and limitations of the MDP.*

## 2-1 PURPOSE & SCOPE

A Municipal Development Plan (MDP) is a statutory document required by the Province of Alberta and adopted pursuant to the Municipal Government Act (MGA). MDPs are a tool that articulates a municipality's vision for the future, articulating strategic goals and priorities for land use and infrastructure to support long-term growth.

MDPs are prepared and adopted in accordance with the requirements of Section 632 of the MGA, which provides the parameters on MDP content:

### **632(3) A municipal development plan**

#### **(a) must address**

- (i) the future land use within the municipality,**
- (ii) the manner of and the proposals for future development in the municipality,**
- (iii) the co-ordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no Intermunicipal development plan with respect to those matters in those municipalities,**
- (iv) the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities, and**
- (v) the provision of municipal services and facilities either generally or specifically,**

#### **(b) may address**

- (i) proposals for the financing and programming of municipal infrastructure,**
- (ii) the co-ordination of municipal programs relating to the physical, social and economic development of the municipality,**
- (iii) environmental matters within the municipality,**
- (iv) the financial resources of the municipality,**
- (v) the economic development of the municipality, and**
- (vi) any other matter relating to the physical, social or economic development of the municipality,**

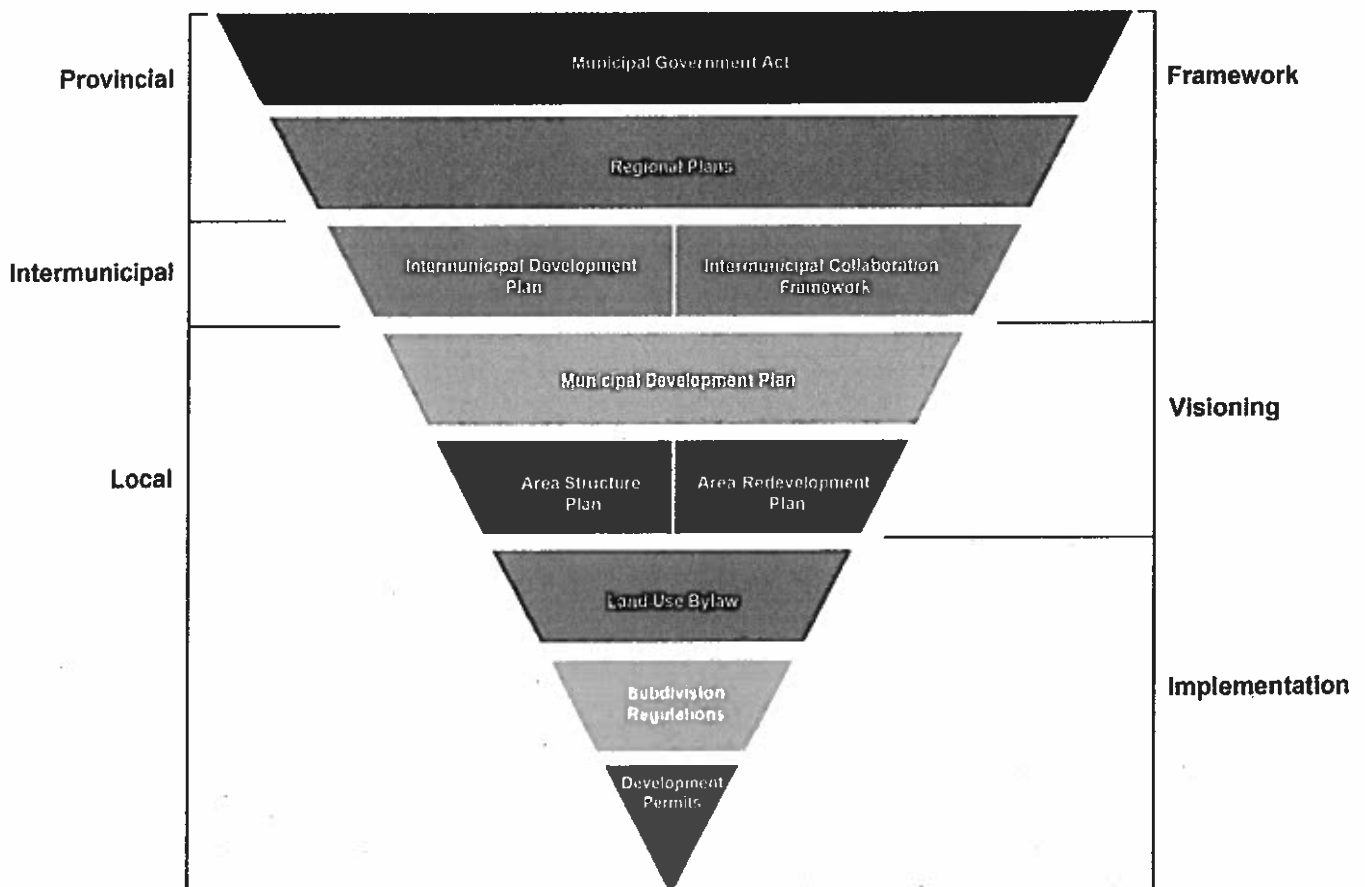


- (c) may contain statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies,
- (d) must contain policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities,
- (e) must contain policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards,
- (f) must contain policies respecting the protection of agricultural operations, and
- (g) may contain policies respecting the provision of conservation reserve in accordance with section 664.2(1)(a) to (d).

## 2-2 LEGISLATIVE FRAMEWORK

Provincial legislation, namely the MGA, establishes the planning context in which an MDP sits. In this planning hierarchy, plans, bylaws and approvals that are lower must be consistent with plans that are higher, as illustrated below:

Figure 3 – Planning Hierarchy in Alberta



## 2-3 INTERPRETATION

Where "shall" is used in a policy, the policy is considered mandatory in order to achieve a desired result. Where "should" is used in a policy, it is anticipated that the policies will be applied in all situations, unless it can be clearly demonstrated to the satisfaction of the Summer Village, that the policy is not reasonable, practical and feasible in a given situation.



# SECTION THREE

## Local Policies

# 3

*This Section outlines local land use planning policies.*

### 3-1 FUTURE DEVELOPMENT

#### *Goals*

- a) To maintain Sunrise Beach as a recreation focused, residential lakeside community.
- b) To be supportive of new development and infill that is sensitive to the surrounding community.
- c) To minimize incompatibility between adjacent land uses.

#### *Policies*

- 3.1.1** Opportunities for new residential and commercial development are encouraged in the lands identified in Figure 4.
- 3.1.2** Residential infill should respect or complement the existing built form, including, height, size and architectural detailing of existing development.
- 3.1.3** Development of lakeside lots should be limited to single-family residential dwellings.
- 3.1.4** Non-residential development shall be appropriately buffered from existing residential dwellings.
- 3.1.5** Natural vegetation and tree cover should be retained when development occurs, where possible.
- 3.1.6** Servicing requirements and off-site upgrades shall be at the expense of the developer.
- 3.1.7** Buildings shall be setback from the high-water mark of Sandy Lake.
- 3.1.8** The maximum Municipal Reserve as indicated by the MGA shall be required for all subdivision. These reserves may be in the form of land, cash-in-lieu or a combination thereof.



- 3.1.9** Lands deemed to be environmentally significant shall be protected via Environmental Reserve dedication or an environmental easement registered at the time of subdivision.
- 3.1.10** Development along the lakefront shall be required to provide an Environmental Reserve strip.
- 3.1.11** A Conceptual Scheme shall be required for all proposed developments resulting in four (4) or more new parcels in currently undeveloped portions of the Summer Village. The Conceptual Scheme should include:
  - a) The land uses proposed for the development;
  - b) How access to the site will be provided;
  - c) How the lots will be serviced; and
  - d) Interface conditions with adjacent parcels.
- 3.1.12** Any development over 16 hectares in size shall require an Area Structure Plan (ASP) that is prepared in compliance with the MGA.
- 3.1.13** The following studies may be required to support a Conceptual Scheme or ASP:
  - a) A Traffic Impact Assessment (TIA);
  - b) A Stormwater Management Plan;
  - c) A Biophysical Impact Assessment (BIA) completed by a Professional Biologist where environmentally sensitive areas have been identified; and
  - d) A Grading Plan.

## **3-2 PARKS, OPEN SPACE AND RECREATION**

### *Goals*

- a) To develop and maintain green spaces and recreational areas for Sunrise Beach residents.
- b) To provide additional recreational opportunities and facilities.

### *Policies*

- 3.2.1** Parks and Open Spaces shall be preserved and maintained for the use and enjoyment of residents and visitors.
- 3.2.2** The development of new recreation facilities for both active and passive uses is encouraged.



### 3-3 MOBILITY

#### *Goals*

- a) To maintain a well-connected, walkable community.
- b) To provide a safe and efficient road network that meets residents' current and future needs.

#### *Policies*

- 3.3.1 Trails and pathways shall be maintained and enhanced to link parks and open spaces and provide lake access.
- 3.3.2 Opportunities to improve safety and connectivity for pedestrians and cyclists, such as separate walkways are encouraged.
- 3.3.3 Explore connecting the roadway network to Township Road 554 to create a southern access point into Sunrise Beach.
- 3.3.4 The roadway network shall be maintained to meet current and future needs.

### 3-4 MUNICIPAL SERVICING AND UTILITIES

#### *Goals*

- a) To provide services and utilities to residents.
- b) To minimize negative impacts on the water quality of Sandy Lake as a result of development.

#### *Policies*

- 3.4.1 Sunrise Beach shall only approve development that does not require the municipality to provide piped water.
- 3.4.2 Low Impact Development (LID) stormwater management practices are encouraged.

### 3-5 ENVIRONMENTAL MANAGEMENT

#### *Goals*

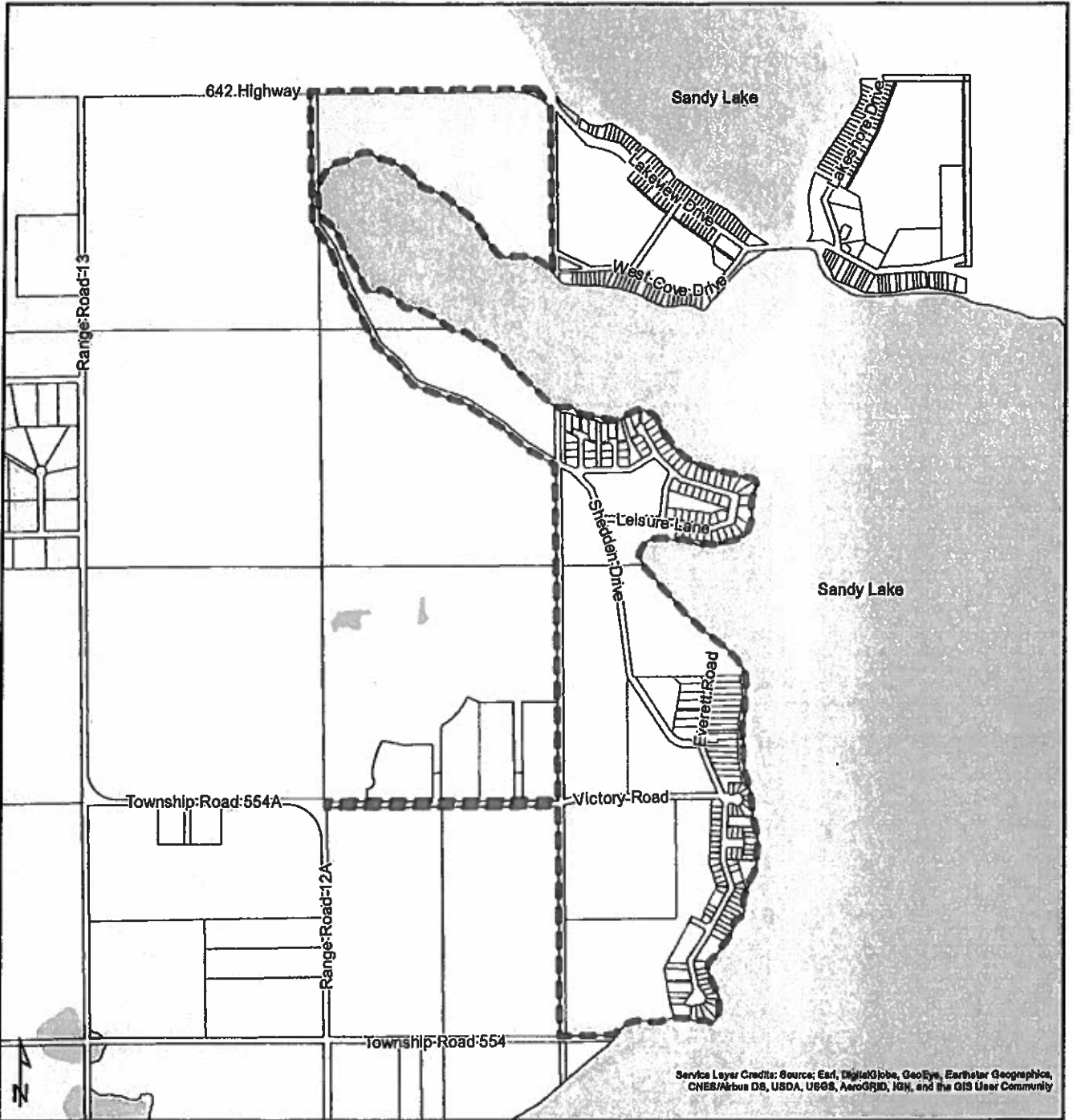
- a) To protect and preserve vegetation, wildlife habitat and environmentally significant areas.
- b) To enhance the water quality and natural habitat of Sandy Lake.

#### *Policies*

- 3.5.1 Impacts to the natural environment as a result of future development shall be minimized to the greatest extent possible.
- 3.5.2 No permanent structures shall be permitted within the 1:100 year flood plain.
- 3.5.3 Practices which minimize nutrients entering the lake from adjacent development are encouraged.



4a



Data: 2014-02-20 10:00:00 AM, Path: \\sl\map\_data\2014\2014\_02\_20\_10\_00\_00\MapData\2014\_02\_20\_10\_00\_00\MapData\2014\_02\_20\_10\_00\_00.mxd

Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



Water Body

Residential

SUNRISE BEACH  
MUNICIPAL  
DEVELOPMENT  
PLAN



Municipal Boundary

Parks and Open Space

**ISL** Engineering  
and Land Services

Future Residential/Retail



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1:20,000  
CANAG3-10TM115



FIGURE 4  
FUTURE  
DEVELOPMENT MAP

# SECTION FOUR

# Intermunicipal Policies

# 4

*This Section outlines policies designed to support collaboration between the Summer Village and neighbouring municipalities.*

## 4-1 COLLABORATION

### *Goals*

- a) To work with nearby municipalities to provide enhanced services and amenities to residents.
- b) To work with Lac Ste. Anne County to develop land use policies which are mutually beneficial.
- c) To explore opportunities to connect to a regional water system over time.

### *Policies*

- 4.1.1** Work with the County to prepare an Intermunicipal Development Plan for the lands which border Sunrise Beach.
- 4.1.2** Work with local municipalities to identify and support Initiatives to provide enhanced services and amenities to residents.
- 4.1.3** Work with municipalities and stakeholders along the shore of Sandy Lake to promote and implement lake management best practices.
- 4.1.4** Work with the County to identify a secondary emergency access/egress road into the Summer Village.
- 4.1.5** Explore opportunities to connect to a regional water line.

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# SECTION FIVE

# Implementation Policies

# 5

*This Section outlines policies designed to implement MDP policies and measure progress made towards achieving them.*

## 5-1 IMPLEMENTATION

### *Goals*

- a) To implement to policies of this Municipal Development Plan.

### *Policies*

- 5.1.1** The MDP shall be reviewed and updated approximately every ten (10) years to ensure that development continues to reflect the vision and goals herein. A review may also be necessary to reflect:
  - a) Shifts in economic, social and development opportunities and constraints;
  - b) Changes in federal and provincial legislation and regulations; and
  - c) Changes to Council's strategic priorities.
- 5.1.2** Council shall review and update the Land Use Bylaw to implement the policies of this MDP.

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**RE: Culvert on New Subdivisions**

"svsunrisebeach@wildwillowenterprises.com" [svsunrisebeach@wildwillowenterprises.com]

Sent: 9/25/2020 11:16 AM

To: ""Jane Dauphinee"" <j.dauphinee@munplan.ab.ca>

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Thank you I will pass this information on to council.

**Susan Dales**  
**Administrative Assistant**

**Summer Village of Sunrise Beach**

PO Box 1197

Onoway, AB T0E 1V0

Phone: 780.967.0271 Fax: 780.967.0431

svsunrisebeach@wildwillowenterprises.com

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

Subject: RE: Culvert on New Subdivisions

From: "Jane Dauphinee" <j.dauphinee@munplan.ab.ca>

Date: 9/25/20 9:41 am

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

Hi Susan,

Council cannot change the conditions of a subdivision decision. They do not have the authority to do so. Once a decision is issued only the appeal board can change the conditions. Council can decide however, to what standard the approach must be constructed. Whatever that standard is, it should be consistent for all. These types of decisions are precedent setting.

It is not possible to require an approach to be installed as a condition of a lot being sold. The only time we can require this type of improvement are, as a condition of subdivision approval or as a condition of development permit approval. The municipality does not have the authority to require an improvement as a condition of sale unless the municipality is the seller and it is a condition in the sales agreement. In this case, the municipality does not own the land so the municipality cannot require conditions of sale.

For Council's information, the Subdivision Authority is required to address access at time of subdivision. This is one of the necessary considerations identified in the Subdivision and Development Regulation. To not do so would be to risk procedurally erroring by issuing a decision that is inconsistent with the requirements in the Regulation and the MGA. Processing in the manner suggested is what would enable a future owner to come after the Summer Village for costs (for the approach).

I must include access and approaches as a condition on approvals, respectfully, if Council requests that I issue decisions that are inconsistent with the requirements in the Subdivision and development regulation and the MGA I will not be able to adhere to that request. Council

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cannot issue a directive that contravenes the province's requirements as set out in the MGA and the Subdivision and Development Regulation.

In this case, I cannot prepare the endorsement until the condition has been satisfied and I receive a letter from the Summer Village indicating the same. I cannot ignore or waive the condition. However, as noted above, it is up to the Summer Village to determine if the required approach meets the Summer Villages design standards.

Sincerely,

**JANE DAUPHINEE RPP, MCIP**

Principal & Senior Planner | Municipal Planning Services (2009) Ltd.

Phone: 780.486.1991

Visit: #206 17511-107 Avenue | Edmonton, AB | T5S 1E5

**Please note:**

*To proactively protect our staff, families, and clients from the spread of COVID-19 we are limiting visitors to our office for the immediate future. Please note that during this time, members of our staff will be working from our office and remotely as the need arises. Although we may not be in the office at the moment, our email and voice messages will be checked regularly. Thank you. We appreciate your understanding as we all work together to protect the health of our communities.*

Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is unauthorized. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments. Thank you.

---

**From:** svsunrisebeach@wildwillowenterprises.com  
<svsunrisebeach@wildwillowenterprises.com>  
**Sent:** September 24, 2020 3:19 PM  
**To:** Jane Dauphinee <j.dauphinee@munplan.ab.ca>  
**Subject:** RE: Culvert on New Subdivisions

The other part to that question is can we put a caveat on the property to that is it is sold the new owners would have to put an approach in.

We are just looking for direction on this.

**Susan Dales**  
Administrative Assistant

**Summer Village of Sunrise Beach**  
PO Box 1197

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## 2020-2021 Franchise Fee Calculator - Sunrise Beach

"Law, Kayla" [kayla.law@fortisalberta.com]

Sent: 9/22/2020 2:34 PM

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

Cc: ""Smith, Nicole"" <nicole.smith@fortisalberta.com>, ""LHeureux, Dora"" <dora.lheureux@fortisalberta.com>

Good Afternoon:

**RE: Request Confirmation of Electric Distribution Franchise Fee for 2021**

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the ability to either **increase, decrease or keep your franchise fee the same, with written notice.**

***Please note: All proposed rate changes are estimated and have not been approved by the Alberta Utilities Commission (AUC). The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to; fluctuations in the number of customer sites within the municipality and/or the electricity usage increasing or decreasing, and changes to the Transmission or Distribution rates, which could be impacted by current economic conditions.***

If your municipality would like to defer adjusting your franchise fees until 2021, here are the **key dates** to consider. However, adjustments can only be done once per calendar year.

All advertisements are **required to be placed in the local newspaper with the widest circulation within your municipality for two consecutive weeks prior to these dates below:**

- Feb. 15, 2021 (for an April 1, 2021 implementation)
- May 15, 2021 (For a July 1, 2021 implementation)
- Aug. 15, 2021 (for an Oct. 1, 2021 implementation)
- Nov. 15, 2021 (for a Jan. 1, 2022 implementation)

**IMPORTANT ACTIONS AND TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JAN. 1, 2021:**

1. **Review** the attached Franchise Fee Calculator and present your recommendations to Council;
2. If Council is proposing a change in franchise fee, a resulting impact to the customer's annual bill **must be advertised in the local newspaper that has the widest circulation within your municipality for two consecutive weeks.** (Please use the attached sample advertisement).
3. If **increasing** your franchise fee, it must stay within the current **Franchise Fee Cap of 20 per cent.**
4. **By Nov. 1, 2020**, please **email scanned copies** of the advertisements to Kayla Law at [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com) - Due to COVID-19 working precautions, we will only be accepting documentation via email. If this is a concern please contact me directly. Thank you.

**INCLUDE:**

- Copies of **both** advertisements
  - **Publication dates** for both advertisements
  - Name and location of newspaper
4. Any late, inaccurate or incomplete responses may result in re-advertising for a later implementation date.
  5. If Council decides to maintain the current franchise fee you do not have to advertise, but please notify Kayla Law at [kayla.law@fortisalberta.com](mailto:kayla.law@fortisalberta.com)

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If you have any questions or concerns, please contact me or your Stakeholder Relations Manager.

*NOTE: Due to pandemic protocol instructions, I will be working remotely with access to my e-mail and cell phone (780-554-4888), if you have any questions or need any assistance please contact me directly. Thank you.*

**Kayla Law | Stakeholder Relations Manager**

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**FortisAlberta Inc. | 100 Chippewa Road, Sherwood Park AB. T8A 4H4 | Tel: 780-464-8816 | Cell: 780-554-4888 | Fax: 780-464-8398**

[www.fortisalberta.com](http://www.fortisalberta.com)



- 
- Attachments:**    [FortisAlberta Service Area Municipal Franchise Fees July -Final.pdf](#)  
[Franchise Fee Advisement Notification - Please Return via Email by Nov. 1, 2020.doc](#)  
[Franchise Fee Advertisement Template - Please Use.docx](#)    [2020-2021 Franchise Calculator - Sunrise Beach.xlsx](#)

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## MUNICIPAL FRANCHISE FEE RIDERS

**Availability** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

**Price Adjustment** A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	18%	2020/04/01	03-0041	Boyle	10%	2020/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	0%	2013/07/01
02-0011	Athabasca	10%	2020/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	13%	2020/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	10%	2016/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	5%	2018/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	10%	2019/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Clareholm	4%	2017/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

## MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	01-0194	Lacombe	12.75%	2019/01/01
04-0080	Crystal Springs	0%	2016/01/01	04-0196	Lakeview	2%	2016/01/01
03-0081	Czar	5%	2013/10/01	02-0197	Lamont	7.50%	2020/01/01
02-0082	Daysland	7%	2018/01/01	04-0378	Larkspur	3%	2020/04/01
02-0086	Devon	13%	2018/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	10%	2018/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	10%	2018/01/01	02-0211	Magrath	8%	2017/01/01
03-0097	Edgerton	16%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.75%	2020/01/01	02-0215	Mayerthorpe	10%	2020/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	0%	2016/02/11	04-0230	Nakanan Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	0%	2013/10/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	7.50%	2019/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	7%	2017/11/01	02-0238	Okotoks	18%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2015/09/01	02-0240	Onoway	7.50%	2013/01/01
02-0151	Hinton	12.70%	2019/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	13%	2020/01/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	12%	2016/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	5%	2020/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	16%	2019/01/01
04-0187	Kapasivwin	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01
02-0188	Killam	8%	2017/01/01	03-0270	Rockyford	5%	2015/04/01

## MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	14.50%	2020/01/01
04-0273	Ross Haven	0%	2016/01/01
03-0276	Ryley	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	9%	2020/01/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	3%	2019/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	7.50%	2020/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	12%	2019/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	20%	2020/07/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	10%	2020/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	15%	2019/01/01
02-0311	Taber	18%	2020/07/01
02-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	6%	2020/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	11%	2020/04/01
07-0159	Waterton Park	8%	2018/10/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	12.75%	2020/01/01
01-0347	Wetaskiwin	13.80%	2020/01/01
04-0371	Whispering Hills	5%	2016/10/01

Muni Code	Municipality	Rider	Effective
02-0350	Whitecourt	2.60%	2020/01/01
04-0354	Yellowstone	3%	2016/01/01

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Please email your 2020-2021 franchise decision by November 1<sup>st</sup>, 2020 to Kayla Law.

Kayla Law – Stakeholder Relations Manager  
780-464-8816  
[Kayla.Law@fortisalberta.com](mailto:Kayla.Law@fortisalberta.com)

From:  
Municipality:  
Phone:  
Email:

- No Change
- Increase, From \_\_\_\_\_% to New Percentage: \_\_\_\_\_%
- Decrease, From \_\_\_\_\_% to New Percentage: \_\_\_\_\_%

Please email Kayla and include the following attachments if any changes are being made to the Franchise Fee:

- Clear copies of both advertisements (ran consecutively for two weeks).
- Publication dates for both advertisements.
- Name & location of newspaper.

_____ <b>Signature</b>	
_____ <b>Print Name</b>	_____ <b>Title</b>
_____ <b>Municipality</b>	_____ <b>Date</b>

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## Advertisement Template

### FRANCHISE FEE INCREASE/DECREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of \_\_\_\_\_ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective **January 1, 2021\***.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (City) (Town) (Village) (Summer Village). This local access fee will be increased/decreased from \$\_\_ (\_\_)% to \$\_\_ (\_\_)% \*\* of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 640 kWh consumption in 30 days.

Questions or concerns should be directed to \_\_\_\_\_ (Name), \_\_\_\_\_ (Position) at (\_\_\_\_) \_\_\_\_\_ (Phone Number).

Thank you.

**\*Your advertisement must include the full date**

**\*\*Your advertisement must have the \$ amount and the % amount**

*These numbers are calculated for you once you enter the proposed change in the Franchise Calculator on the first tab (yellow box); the second tab (Residential Bill Impact) automatically populates with the estimated Residential Bill Impact by dollar & percentage.*

Rate 11 (Effective Jan 1, 2021) Distribution Tariff Estimated Data Based on Current 2% Franchise Fee			
Delivery Service Charge			
Admin Delivery*	0.002285	640 kWh	\$4.17
Basic Daily Charge*	0.00907	30 Days	\$2.72
			\$6.89
Current Franchise Fee	0.20%		\$1.38
	GST 0.0%		\$1.31
			\$2.69
Current Annual Franchise Fee Cost: \$2 * 12 = \$24			

Rate 11 (Effective January 2021) Estimated Distribution Tariff Based on 20% Franchise Fee			
Delivery Service Charge			
Admin Delivery*	0.002285	640 kWh	\$4.17
Basic Daily Charge*	0.00907	30 Days	\$2.72
			\$6.89
Estimated Proposed Franchise Fee	2.00%		\$1.38
	GST 0.0%		\$1.31
			\$2.69
Proposed Annual Franchise Fee Cost: \$2.69 * 12 = \$32.28			



LEGISLATIVE ASSEMBLY  
ALBERTA

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**Shane Getson, MLA**  
Lac Ste. Anne-Parkland

September 28, 2020

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

Dear Mr. Usselman:

On September 25, 2020, our government was proud to announce the Municipal Operating Support Transfer (MOST). This new program delivers funding provided by the provincial and federal governments to support municipal operations impacted by the COVID pandemic and actions taken in response to it.

A total of \$606 million in operating funding will be provided to municipalities under this program, including \$30 million already allocated under the Municipal Sustainability Initiative Operating program. \$140 million of this funding will be provided to municipalities with public transit systems to support public transit operating costs and revenue decreases due to COVID-19, while the remainder will be provided to all municipalities and Metis Settlements to support general COVID-19-related operating costs and revenue losses.

As you have likely seen in the program announcement from Minister Allard, the Summer Village of Sunrise beach will receive \$18,670 in MOST funding. I trust this will be put to good use in your municipality to address the financial impacts caused by the pandemic.

Thank you to the Honourable Tracy Allard, Minister of Municipal Affairs and the Government of Canada for recognizing the importance of supporting Alberta's municipalities in these difficult times. If you have any questions regarding this funding, I urge you to contact Alberta Municipal Affairs at 780-422-7125 or [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca).

Yours truly,

Shane Getson  
MLA for Lac Ste. Anne-Parkland

cc: Honourable Tracy Allard, Minister of Municipal Affairs

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# Municipal Operating Support Transfer (MOST)

## *Program Guidelines*

# Guidelines

These guidelines are intended to assist local governments participating in the Municipal Operating Support Transfer (MOST) in complying with the program terms and conditions. Local governments include municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows (referred to as 'municipalities' in these guidelines).

## 1. Program Objectives

Through the MOST, the Government of Alberta (GOA) and the Government of Canada are providing funding to support municipalities, which have experienced significant operating impacts due to the COVID-19 pandemic. Funding will be used for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations. This funding is provided through two separate allocations: general operating, and public transit support. Funding provided under both components will be administered together.

## 2. Key Dates and Contacts

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
<b>Executed Memorandum of Agreement</b>	<b>Submit by October 30, 2020</b>	
<b>Payment</b>	<b>Once memorandum of agreement has been signed</b>	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email <a href="mailto:MA.MunicipalStimulus@gov.ab.ca">MA.MunicipalStimulus@gov.ab.ca</a>
<b>Deadline to spend funds</b>	<b>March 31, 2021</b>	
<b>Statement of Funding and Expenditures (SFE)</b>	<b>Due July 2, 2021</b>	

## 3. Memorandum of Agreement

The Memorandum of Agreement (MOA) will be e-mailed to municipalities, and will cover both the general operating and public transit allocations. The MOA must be signed by the Chief Elected Official and Chief Administrative Officer or duly authorized signing officer. Municipalities should

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complete the MOA, including witnesses for each signatory, and scan and submit them via email to [MA.MunicipalStimulus@gov.ab.ca](mailto:MA.MunicipalStimulus@gov.ab.ca).

**A duly executed MOA is sufficient to trigger payment. There is no application form for MOST.**

Questions related to the submission of the MOA or reporting documents can be directed to a Grant Advisor by calling 780-422-7125 (toll-free 310-0000) or [MA.MunicipalStimulus@gov.ab.ca](mailto:MA.MunicipalStimulus@gov.ab.ca).

## 4. Funding Formula and Allocations

Under the MOST funding formula, each municipality active as of May 1, 2020 will receive an allocation. MOST funding is allocated to municipalities in three funding envelopes, each with its own allocation formula. Allocations are available online at the [program website](#).

The Minister retains the authority to exclude Improvement Districts that do not have an advisory council from the funding allocation formula.

Funding Envelope	Amount	Allocation Approach
MOST Transit	\$140 million	<ul style="list-style-type: none"> <li>Available to municipalities with public transit systems, and is allocated based on ridership (2018 Canadian Urban Transit Association statistics).</li> </ul>
MOST General Operating	\$436.488 million	<ul style="list-style-type: none"> <li>\$426.488 million is available to all municipalities, which receive \$5,000 in base funding with the remainder allocated according to population.</li> <li>\$10 million is available only to the towns of Jasper, Banff and Canmore, and is allocated based on estimated average daily visitors.</li> </ul>
Municipal Sustainability Initiative (MSI) Operating*	\$30 million	<ul style="list-style-type: none"> <li>Previously allocated as part of Budget 2020.</li> </ul>

\*MSI Operating funding is considered part of the MOST only for the purpose of matching federal funds. MSI Operating funding continues to be governed by the [MSI Operating Program Guidelines](#).

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## 5. Eligibility Requirements

### 5.1) Eligible Recipients

For program purposes, an eligible recipient is referred to as a 'municipality' and includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Metis Settlement, and the Townsite of Redwood Meadows Administration Society.

For public transit funding, eligible recipients are those municipalities with public transit services that have ridership included in the 2018 Canadian Urban Transit Association statistics.

### 5.2) Eligible Expenses

Municipalities may use MOST funding for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations.

Incremental operating costs could include costs such as Personal Protective Equipment, communications, additional cleaning, supplemental staffing, and additional supports for vulnerable populations.

Operating losses or deficits could include losses or deficits due to decreases in revenues such as parking fees, recreation facility entrance fees, and building permit fees.

MOST funding may only be used for eligible operating expenses or operating losses or deficits incurred between April 1, 2020 and March 31, 2021. **Any funds not used for eligible expenses incurred before March 31, 2021, must be returned to the Government of Alberta.**

Municipalities that receive a MOST Transit allocation must use that portion of their allocation on eligible expenses associated with their public transit systems.

## 6. Payment Process

MOST payments are based on allocated funding amounts. There will be one MOST payment for each municipality, covering both the general operating and public transit portions, as applicable, conditional on the execution of the MOST Memorandum of Agreement and receipt of this agreement by Municipal Affairs.

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# 7. Financial Reporting Requirements

## 7.1) Statement of Funding and Expenditures (SFEs)

Each municipality that received funds is required to submit an SFE by July 2, 2021 that reports on the use of MOST funds. The SFE form will be distributed at a later date, and will capture basic information including the category of expenditure to which the funding was applied. Expenditure categories will include:

- Personal Protective Equipment (General)
- Supplemental Cleaning (General)
- Supports for Vulnerable Populations (General)
- Replacement of reduced revenues (General)
- Personal Protective Equipment (Transit)
- Supplemental Cleaning (Transit)
- Replacement of reduced revenues (Transit)

Municipalities that receive funding under the MOST Transit envelope must report transit-related expenditures that are greater than or equal to the amount of funding received under the MOST Transit envelope.

## 7.2) Site Visits

Following program completion, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the overall experience with the MOST program.

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## **MOST Funding - September 2020 (Operating Funding)**

5.2) Eligible Expenses Municipalities may use MOST funding for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID19 impacts on revenues and operations. Incremental operating costs could include costs such as Personal Protective Equipment, communications, additional cleaning, supplemental staffing, and additional supports for vulnerable populations. Operating losses or deficits could include losses or deficits due to decreases in revenues such as parking fees, recreation facility entrance fees, and building permit fees. MOST funding may only be used for eligible operating expenses or operating losses or deficits incurred between April 1, 2020 and March 31, 2021. Any funds not used for eligible expenses incurred before March 31, 2021, must be returned to the Government of Alberta. Municipalities that receive a MOST Transit allocation must use that portion of their allocation on eligible expenses associated with their public transit systems.

2. Key Dates: **Executed Memorandum of Agreement Submit by October 30, 2020**      Payment: Once memorandum of agreement has been signed      Deadline to spend funds: March 31, 2021  
Statement of Funding and Expenditures (SFE) Due July 2, 2021  
**NO APPLICATION FORM IS REQUIRED**

Onoway - \$109,195  
Island Lake - \$28,087  
Nakamun Park - \$14,721  
South View - \$11,784  
Silver Sands - \$21,201  
Sunrise Beach - \$18,670  
West Cove - \$20,088  
Yellowstone - \$18,872

# MUNICIPAL OPERATING SUPPORT TRANSFER

## MEMORANDUM OF AGREEMENT (hereinafter called "the Agreement")

BETWEEN:

**HER MAJESTY THE QUEEN**, in right of the  
Province of Alberta, as represented by the  
Minister of Municipal Affairs (hereinafter called  
"the Minister")

AND

the **Summer Village of Sunrise Beach**  
(hereinafter called "the Municipality")

hereinafter jointly called "the Parties"

### Preamble:

**WHEREAS** the Municipal Operating Support Transfer represents a collaboration between the Province of Alberta and the Government of Canada to support municipalities in safely restarting their local economies;

**WHEREAS** the Municipal Operating Support Transfer will make operating funding available to the Municipality to use on incremental costs, and in compensation of foregone or reduced revenues, resulting from the COVID-19 pandemic;

**WHEREAS** under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000), the Minister is authorized to make grants and to enter into an agreement with respect to any matters relating to the payment of a grant.

**NOW THEREFORE** in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

1. The preamble is incorporated as an integral part of this Agreement.
2. In this Agreement, unless the context requires otherwise, "Program Guidelines" means the guidelines for actions, events, criteria, report formats, and other directions applicable to the Municipal Operating Support Transfer as may be prescribed or determined by the Minister and as may be amended from time to time by the Minister.
3. The Parties shall execute this Agreement and the Municipality shall return an executed Agreement to the Minister prior to the Minister transferring any funds to the Municipality under this Agreement.

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4. The Minister agrees to provide funds to the Municipality under the Municipal Operating Support Transfer subject to the following:
  - (i) Sufficient approved funding allocation by the Legislature;
  - (ii) Completion of any requirements as outlined in the Program Guidelines; and
  - (iii) Compliance with all other terms of the Agreement.
5. The Municipality agrees to provide to the Minister a summary of the actual expenditures of grant funding and the year-end grant balance on hand (Statement of Funding and Expenditures), including certification by the Municipality that it is in compliance with the terms and conditions of this Agreement, all in a format as prescribed in the Program Guidelines for this grant program.
6. The Municipality agrees to accept the funds provided by the Minister in accordance with the following additional terms and conditions:
  - (i) The Municipality shall maintain a separate accounting for the funds provided;
  - (ii) The Municipality shall ensure that funds provided are applied only to eligible expenditures as set out in the Program Guidelines;
  - (iii) All funds provided to the Municipality, not expended prior to March 31, 2021 shall be returned to the Government of Alberta;
  - (iv) If the municipality is found to be in contravention of the Agreement or the Program Guidelines, the municipality agrees to return all funds not spent in accordance with the Agreement or Program Guidelines to the Government of Alberta; and
  - (v) This Agreement does not replace, supersede, or alter the terms of any other existing funding Agreement between the Minister and the Municipality.
7. The Municipality shall adhere to all program eligibility criteria and other items or directions as outlined in the Program Guidelines.
8. The Municipality agrees that the funding provided under this program is for operating expenditures as outlined in the Program Guidelines.
9. The Municipality agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to any books of accounts relating to funding and expenditures claimed under this Agreement; and any other such related documents as deemed necessary by the Minister in performing an audit of the expenditures funded under

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this Agreement. All related documents shall be kept by the Municipality for a minimum of three years following completion of the program.

10. The Municipality shall indemnify and save harmless the Minister, his servants, agents and employees, from and against all actions, claims and demands arising directly or indirectly from the use of funds provided under this program, whether or not the damage arose as a result of the actions or omissions of third parties.
11. The Municipality agrees that it is not entitled to claim compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.
12. The Parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and/or rectifying any omission in any of these provisions.
13. Notwithstanding the date for the expending of funds under section 6(iii) of this Agreement, this Agreement shall continue in effect until March 31, 2022.
14. The Agreement may be renewed or extended thereafter, for a further one (1) year period, if mutually agreed to in writing.
15. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if personally delivered, sent by prepaid registered mail, or e-mailed to the addresses as follows:

The Minister:           Municipal Affairs  
                                  15<sup>th</sup> Floor, Commerce Place  
                                  10155 – 102 Street  
                                  Edmonton, AB T5J 4L4  
  
                                  Attention:    Director, Grant Program Delivery  
  
                                  Telephone:   780-422-7125  
                                  E-mail:       ma.municipalstimulus@gov.ab.ca

The Municipality:       Summer Village of Sunrise Beach  
                                  PO Box 1197  
                                  Onoway, AB T0E 1V0  
  
                                  Attention:    Chief Administrative Officer  
  
                                  Telephone:   780-967-0271  
                                  E-mail:       svsunrisebeach@wildwillowenterprises.com

or to such address as either party may furnish to the other from time to time.

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16. Any dispute between the Minister and the Municipality on any question of law or fact arising out of this Agreement shall be submitted to and determined by the Court having jurisdiction over this Agreement.
17. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
18. If any portion of this Agreement is found to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
19. This Agreement is binding upon the Parties and their successors.
20. The Parties agree that the laws of the Province of Alberta will govern this Agreement.

The Parties have therefore executed the Agreement, each by its duly authorized representative(s), on the respective dates shown below.

**HER MAJESTY THE QUEEN**  
 in Right of the Province of  
 Alberta as Represented by  
 the Minister of Municipal Affairs

Per: *L. Allard*  
**MINISTER**

Date: September 22, 2020

**SUMMER VILLAGE OF SUNRISE BEACH**

\_\_\_\_\_  
 Witness

Per: \_\_\_\_\_  
**CHIEF ELECTED OFFICIAL**

Date: \_\_\_\_\_

\_\_\_\_\_  
 Witness

Per: \_\_\_\_\_  
**DULY AUTHORIZED SIGNING OFFICER**

Date: \_\_\_\_\_

(65)

cao@onoway.ca

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**From:** Richard Barham <richard.barham@crasc.ca>  
**Sent:** March 16, 2020 2:11 PM  
**To:** Wendy Wildman  
**Cc:** Archie Grover  
**Subject:** CRASC ARB AGREEMENT 2019-2021 - PARTICIPANT  
**Attachments:** ARB Agreement 2019-2021 - PARTICIPANT - BASE - FINAL - 181127.pdf

Wendy:

THIS EMAIL IS FOR NON-MEMBERS OF CRASC.

It was a pleasure to discuss your requirements and our services with you today.

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to provide Assessment Review Board Services for the years 2019-2021.

Please note - this copy will need to be updated in various places as we are now in 2020 and we will do this for the final copy for you to sign for 2021. DO NOT sign the attached copy.

Kind regards,

Richard Barham  
ARB Clerk

--  
Richard Barham  
Finance Officer  
Capital Region Assessment Services Commission (CRASC)  
11810 Kingsway Avenue  
Edmonton, AB T5G 0X5  
Tel: 780 482 1451

Capital Region Assessment Services Commission



**PARTICIPANT  
MEMORANDUM OF AGREEMENT  
2019 - 2021**

**LOCAL ASSESSMENT REVIEW BOARDS  
and  
COMPOSITE ASSESSMENT REVIEW BOARDS**

1 January 2019

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# MEMORANDUM OF AGREEMENT

made between

**CAPITAL REGION ASSESSMENT SERVICES COMMISSION**  
(the "Commission")

and

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(the "Participant")

**WHEREAS** the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant;

**AND WHEREAS** the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant;

**NOW THEREFORE** the Commission and the Participant agree as follows:

## 1. DEFINITIONS

- a. "Board" means the Board of Directors of the Capital Region Assessment Services Commission.
- b. "Commission" means the Capital Region Assessment Services Commission.
- c. "Fiscal Year" means 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- d. "Participant" and "Municipality" mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.



- e. **“Panellist”** means an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints.
- f. **“Assessment Review Board”** and **“ARB”** mean either the Local Assessment Review Board (**“LARB”**) or the Composite Assessment Review Board (**“CARB”**).
- g. **“Assessment Clerk”** means an individual who is accredited by the Alberta Municipal Government Board to perform assessment clerk services.
- h. **“Term”** means the term of this agreement as set forth in Section 2.

## 2. **TERM**

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

## 3. **OBLIGATIONS of the COMMISSION**

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a. receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panellist pool sufficient to respond to the Participant’s requirements for Assessment Review Board hearings.
- c. annually providing the Participant with:
  - i. a list of Commission approved Panellists to be approved by the Participant as the designated pool of Panellists from which the Commission can draw from to fill its hearing needs;
  - ii. the name of the chair of the LARB and CARB;
  - iii. the name of the Assessment Clerk of the LARB and CARB.

- d. apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensure that the Panellists are current with respect to Assessment Review Board hearing information.

**Panellist Nominations:**

While it is the policy of the Commission to, wherever possible, draw its pool of panellists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

**4. OBLIGATIONS of the PARTICIPANT**

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15<sup>th</sup> of February of each year), the Participant will provide to the Commission its total parcel count as at the 1<sup>st</sup> of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing the list of Commission Panellists, the name of the chair of the LARB and CARB and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*
- c. providing to the Commission immediate notification by email when a completed Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
  - Assessment Review Board Complaint form
  - Assessment Complaints Agent Authorization form - if appropriate
  - Proof of payment of applicable complaint fee
  - All other documentation provided by the complainant accompanying the ARB Complaint form
  - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
  - Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room for the Assessment Review Board hearing without charge to the Commission.

## 5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

**6. PARTICIPANT INFORMATION**

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

**7. TERMINATION**

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon twelve (12) months written notice to the Participant.

**8. SURVIVAL**

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

**9. NOTICE**

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

**10. ASSIGNMENT**

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

**11. ENTIRE AGREEMENT**

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

**12. AMENDMENTS**

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

**THE COMMISSION:** CAPITAL REGION ASSESSMENT SERVICES COMMISSION

Per: \_\_\_\_\_ .201  
Authorized Signature Name Date

**THE PARTICIPANT:** \_\_\_\_\_  
Name of Participant

Per: \_\_\_\_\_ .201  
Authorized Signature Name Date

## **SCHEDULE "A"**

### **TERM of AGREEMENT**

The Term of this agreement is for the period from 1 January 2019 to 31 December 2021.

### **FEEES and EXPENSES**

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

**1. Annual Fees per Participant - Per Fiscal Year**

- a. Core fee of \$800, plus;
- b. Per parcel fee of \$0.30, based on the number of Participant's parcels on file with the Commission as at 1 January of each year of the agreement.

**2. Hearing Fees - Per Hearing**

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing Fees:** \$400 for each LARB.  
\$400 for each CARB.
- b. **Panellist Fees:** \$200 per Panellist for each hearing day or part day and associated travel that do not exceed four (4) hours.  
\$300 per Panellist for each hearing day or part day and associated travel that exceed four (4) hours.
- c. **Assessment Clerk:** \$650 for each hearing day or part day where the Commission provides an Assessment Clerk.

**3. Hearing Expenses**

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

**COMMISSION'S SERVICE ADDRESS**

The Commission's address for service of notices is:

Capital Region Assessment Services Commission  
11810 Kingsway  
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191  
Email: info@crasc.ca

**PARTICIPANT'S SERVICE ADDRESS**

The Participant's address for service of notices is:

Name of municipality \_\_\_\_\_

Contact name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



# SAVE THE DATE



The latest trends to keep building strong communities and adapt to challenging times.

## Virtual Conference

February 11, 2021 &  
February 18, 2021

Attend through Zoom on either day

[BrownleeLaw.com](http://BrownleeLaw.com)

**An Exclusive Legal Education Seminar for Municipal Elected Officials & Employees of Municipalities Only.**

Webinar to be held via Zoom

No cost to attend; topics will be the same on both days.

**Emerging Trends in Municipal Law**  
**Date: Thursday, February 11, 2021**

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**Time:** 8:30am – Noon and 1:00pm – 3:30pm

**Location:** Online

→ [Register here](#)

**Free Registration**

**Emerging Trends in Municipal Law**

**Date:** Thursday, February 18, 2021

**Time:** 8:30am – Noon and 1:00pm – 3:30pm

**Location:** Online

→ [Register Here](#)

**Free Registration**

*Presentation topics and the agenda will be released closer to the date.*

We hope you can join us!

Brownlee LLP



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## Street lighting request followup

"Susan Carlisle" [Seacarlisle@outlook.com]

Sent: 10/2/2020 10:44 AM

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

At one of the meetings back in the Spring, I raised the question about street lighting. The action agreed to was for Jackie or Glen to see how many lights might be required.

Since it is that time of year when I am walking in the dark once again, I have had the opportunity to look at where the street lighting is needed.

I walk at least twice a day, which often means two walks in the dark in the winter. In the winter, most of my walks are in darkness in unlit areas except for clear moonlit nights when visibility is good. In the dark, I almost always walk on Shedden Drive but avoid Victory Road and the Shedden-642 route. I carry a flashlight and I also wear reflective clothing. While I rarely see others walking in the dark, there are at least 3 people who now run in the early morning, and a couple of early morning dogwalkers in addition to myself. I don't know who they are however.

We are very lucky that SVSB is a highly walkable community, at least in daylight. Low speed limits, walkable roadsides, and good line of sight in most places in daylight make it highly walkable. However, as days get short this changes. Street lighting seems geared mainly to house to house pedestrians and property protection, even though most homes have their own security lighting as well. In general residential lighting is adequate. Street lighting is a very cost effective way to increase walkability as both capital and maintenance costs are a fraction of what it costs to install and maintain sidewalks and other pedestrian infrastructure. As we see an increase in year round residents, the importance of night time walkability increases.

To check the lighting, I walked the residential lanes and the Shedden Drive connection from Willow Way to Leisure Lane North Entrance.

This section of road is the key pedestrian connector between the Leisure Land and south sections of SVSB and therefore of higher priority to pedestrians after dark than either Victory Road or the section of Shedden between Leisure Lane north entrance and Hwy 642.

1. The most important light needed is at the Leisure Lane south entrance: In the dark, a car can miss this entrance, and pedestrians walking along Shedden towards Leisure Lane are not visible to drivers in the dark coming out of Leisure Lane. Pedestrians on Shedden are not visible from this angle even if wearing reflective gear as they are out of range of a vehicle's headlights. It would be important to ensure that the Benning Senior residence is okay with the location of a street light. There are a couple of poles to consider.
2. If you wished to consider additional lighting, the priority should be the Shedden Drive connector. This section could have up to 4-5 lights. Because it is a fairly open space, it is less hazardous in the dark but flashlight and reflective gear is necessary as this makes you visible to approaching vehicles.
3. Two residential locations could be considered for additional lighting: Willow Way could perhaps use a light on the pole in the centre of the loop (but that should be up to the homeowners in that area in case they enjoy their dark nights). Also, one light near the Public Works Yard/Lazy Link would be beneficial as this is another area that is very dark, there are lots of trees, and it is a key pedestrian area for Leisure Lane residents. I'm ok with Lazy Link staying dark, as there is minimal traffic and one can take the well lit loop if preferred.

At this time, I am only urging you to consider the single light for the Leisure Lane/Shedden Drive intersection, and only suggest these other locations if it is more cost effective to do a bulk purchase/installation.

Susan Carlisle  
Email: seacarlisle@outlook.com  
Mobile: 780-554-7134

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**Yellowhead Regional Library**

September 30, 2020

Dear Municipal Administrators and School Division Superintendents:

On behalf of the Yellowhead Regional Library (YRL) Board, I am pleased to enclose the draft 2021 budget with projections for 2022 and 2023. The Executive Committee reviewed the draft budget on September 14 and a motion was carried recommending the YRL Board approve the 2020 budget. The Board meets October 5 to review the budget and December 7 to vote on it.

In accordance with the YRL Master Membership Agreement, you may appoint a representative (trustee) to the YRL Board. To assist you, I have included appointment information that I believe you will find relevant and beneficial. Please return the enclosed YRL Board Appointment form following your council/board organizational meeting, whether you appoint a trustee or not.

YRL hosts an orientation session for newly appointed or returning trustees and alternates. This half-day seminar provides the opportunity to learn about YRL's governance and finances, the many services offered to member libraries, a tour of headquarters and information about the role of Alberta Municipal Affairs Public Library Services Branch.

<b>Upcoming Virtual Events</b>		
<b>YRL Board Organizational Meeting</b>	<b>December 7, 2020</b>	<b>10:00 a.m. to 12:00 p.m.</b>
<b>YRL Trustee/Alternate Orientation</b>	<b>January 25, 2021</b>	<b>9:00 a.m. to 12:30 p.m.</b>

If you have any questions or would like more information, please do not hesitate to contact me at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003 (toll free 1-877-962-2003), extension 226.

Yours truly,

Karla Palichuk, Director

Yellowhead Regional Library

Attachments: Draft 2021 Budget with 2022-2023 Projections  
Trustee Appointment Information  
YRL Board Appointment Form

Copy: YRL Trustees and Alternates  
YRL Member Public Library Managers

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**Yellowhead Regional Library  
DRAFT 2021 General Fund Budget**

REVENUE	PROPOSED			
	2020	2021	VARIANCE	
1 Additional Allotment	\$ 85,000	\$ 95,000	\$ 10,000	Additional allotment purchased by member libraries; offset in Line E17: <i>Purchases - Allotment</i> .
2 Additional Services	500	500	-	Wild Card Promotions and other incidentals.
3 Contract Services	78,000	78,000	-	TRAC Central Site Agreement.
4 Interest	55,000	33,000	(22,000)	Estimate based on projected cashflow for 2021; current low interest rates expected to remain.
5 Local Appropriations	1,288,606	1,316,485	27,879	Based on \$4.46 per capita on Alberta Municipal Affairs population figures and known changes.
6 Non-allotment Sales	210,000	175,000	(35,000)	Prediction for the volume of non-allotment purchases; offset in Line E19: <i>Purchases - Non-allotment</i> ; reflects trend experienced.
7 Operating Grant	1,405,640	1,390,506	(15,134)	Public Library Services Branch (PLSB) operational funding; based on 2016 population figures; assumption grant remains at \$4.70 per capita. Includes Library Services Grant paid out to member libraries and offset in Line E10: <i>Library Grant Disbursements</i> .
8 Other Grants	-	26,432	26,432	PLSB provides the On-reserve/On-settlement Grant; offset in Line E14: <i>On-reserve/On-settlement Grant</i> .
9 School System Levy	154,139	156,392	2,253	Based on \$14.44 per full-time equivalent (FTE) student on Alberta Education population figures; reflects recent trend of relatively stable student populations.
10 Summer Reading Program	-	5,400	5,400	Cost recovery revenue received from member libraries for the SRC promotional materials purchased on the libraries behalf; offset in Line E22: <i>Summer Reading Program</i> .
11 Workshop Revenue	-	17,500	17,500	Received from our conference attendees to help with costs for the annual in-person conference; offset in E26: <i>Workshops</i> .
<b>TOTAL REVENUE</b>	<b>\$ 3,276,885</b>	<b>\$ 3,294,215</b>	<b>\$ 17,330</b>	

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**Yellowhead Regional Library  
DRAFT 2021 General Fund Budget**

**EXPENSES**

		PROPOSED			
	2020	2021	VARIANCE		
1	Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	\$ -	Credit card fees, provision for uncollectable debt, and other miscellaneous charges.
2	Building Maintenance	40,000	42,500	2,500	Non-capital building maintenance including mechanical, cleaning and incidentals; increase due to COVID-19 cleaning supplies/safety protocols.
3	Membership Support	2,250	2,500	250	Hot swap inventory and IT staff travel to member libraries (fuel and meals/hotels, if necessary).
4	Delivery	50,000	42,500	(7,500)	Direct non-salary costs of delivery system; vans purchased in 2020 expected to reduce maintenance costs and offset the increased delivery travel due to limitations on Government Courier use.
5	Employee Benefits	269,157	279,746	10,589	Reflects anticipated increase to group benefit plan and known Canada Pension Plan increase.
6	Employee Salaries	1,339,157	1,404,699	65,542	Reflects known staff changes, estimate of seniority increases, and change of staff work week from 37.5 to 35 hours.
7	Insurance	10,700	10,200	(500)	Alberta Municipal Services Corporation provides all coverages (auto, building, liability) resulting in lower fees.
8	Inter-library Loan Expenses	2,100	5,000	2,900	Provision for additional delivery bins.
9	Leases and Licensing	101,650	108,950	7,300	Licensing costs for software and equipment leasing and maintenance (often reactive); increase due to cloud-based data storage cost increases.
0	Library Grant Disbursements	56,016	56,016	-	Funds distributed to designated libraries, as directed; income reflected in Line R7: <i>Operating Grant</i> .
1	Library Supplies	26,000	30,950	4,950	Processing supplies (mylar, labels, barcodes) and incoming shipment charges.
2	Memberships	14,000	20,200	6,200	Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA) and The Alberta Library (TAL); increase due to new membership with Canadian Urban Libraries Council (CULC).
3	Office Supplies and Equipment	31,900	28,900	(3,000)	General office supplies and internal hardware/software purchases.
4	On-reserve/On-settlement Grant	0	26,426	26,426	Offset in Line R8: <i>Other Grants</i> .

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**Yellowhead Regional Library  
DRAFT 2021 General Fund Budget**

**EXPENSES** (continued)

		PROPOSED			
	2020	2021	VARIANCE		
5	<b>Printing and Promotion</b>	\$ 5,000	\$ 4,750	-\$ 250	Printing of annual report, plan of service and other communication material; promotional costs for YRL's share of regional library participation in trade shows (AUMA, LGAA, RMA) and promotional materials (product and quantity reviewed yearly to address costs).
6	<b>Professional Services</b>	105,000	128,000	23,000	Annual audit fees, technical support and incidental legal expenses; majority due to ASCI (IT) and Fishtank (web services) contracts.
7	<b>Purchases - Allotment</b>	315,981	315,981	-	2021 allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment purchased by member libraries that is offset in Line R1: <i>Additional Allotment</i> .
8	<b>Purchases - HQ Collections</b>	220,000	240,000	20,000	Online content; majority are negotiated by The Alberta Library (TAL) on behalf of members.
9	<b>Purchases - Non-allotment</b>	210,000	175,000	(35,000)	Offset in Line R6: <i>Non-allotment Sales</i> .
0	<b>Staff Travel Expenses/Recruitment</b>	15,000	8,500	(6,500)	Non-IT staff travel (fuel and meals/hotels, if necessary) and recruitment-related costs for securing qualified staff.
1	<b>Staff Professional Development</b>	26,750	17,000	(9,750)	Includes training, technical training and conference attendance.
2	<b>Summer Reading Program</b>	0	6,000	6,000	Offset in Line R10: <i>Summer Reading Program</i> .
3	<b>Telephone and Utilities</b>	106,500	96,200	(10,300)	Off-site data service fees; decrease due to lower utility fees with new windows and boilers, and lower cloud storage fees.
4	<b>TRAC Expenses</b>	180,000	187,500	7,500	YRL's share of TRAC budget; reflects increased TRAC purchases of software licenses and online content.
5	<b>Trustee Expenses</b>	65,500	27,500	(38,000)	Board/Executive Committee meeting costs, advocacy and Alberta Library Conference; decrease due to less travel/in-person meetings.
6	<b>Workshops</b>	15,500	26,500	11,000	YRL conference and in-house workshops.
	<b>TOTAL EXPENSES</b>	<b>\$ 3,209,861</b>	<b>\$ 3,293,218</b>	<b>\$ 83,357</b>	

**GENERAL FUND Surplus (Deficiency)  
Revenue Over Expenses**

\$ 67,024	\$ 997	\$ (66,027)
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**Yellowhead Regional Library  
SAMPLE: 2021 Team Budgets**

	Budget 2020	Proposed 2021	Variance
<b>Administration</b>			
Salaries	\$ 373,492	\$ 502,761	\$ 129,269
Benefits	77,315	110,061	32,746
<b>Sub-total</b>	<b>\$ 450,807</b>	<b>\$ 612,822</b>	<b>\$ 162,015</b>
Travel	\$ 2,500	\$ 2,500	\$ -
Professional Development	6,750	5,000	(1,750)
Delivery	50,000	42,500	(7,500)
Office Supplies	2,000	1,500	(500)
Freight - Supplies	150	150	-
Postage	4,500	4,200	(300)
Telephone	2,250	2,000	(250)
Utilities	17,500	32,500	15,000
Professional Services	28,000	28,000	-
Recruitment	1,500	1,500	-
Memberships	13,000	20,000	7,000
Promotion	3,500	3,250	(250)
Printing	1,500	1,500	-
Building Maintenance	40,000	42,500	2,500
Photocopier	1,000	750	(250)
Equipment Lease	11,000	11,000	-
Office Equipment	2,000	2,000	-
Office Equipment Repairs	150	250	100
Miscellaneous	100	100	-
Library Grant Disbursements	56,016	56,016	0
Bank Charges	1,700	1,700	-
Insurance	7,500	7,000	(500)
Workshop Expense	1,500	1,500	-
<b>Sub-total</b>	<b>\$ 254,116</b>	<b>\$ 267,416</b>	<b>\$ 13,300</b>
<b>TOTAL: Administration</b>	<b>\$ 704,923</b>	<b>\$ 880,238</b>	<b>\$ 175,315</b>

**Yellowhead Regional Library  
SAMPLE: 2021 Team Budgets**

<b>Board of Trustees</b>	<b>Budget 2020</b>	<b>Proposed 2021</b>	<b>Variance</b>
Travel	\$ 17,500	\$ 8,000	\$ (9,500)
Meals	8,250	4,000	(4,250)
Service Recognition	22,000	12,500	(9,500)
Professional Development	17,750	3,000	(14,750)
<b>TOTAL: Board of Trustees</b>	<b>\$ 65,500</b>	<b>\$ 27,500</b>	<b>\$ (38,000)</b>

<b>Collections and Resource Sharing</b>	<b>Budget 2020</b>	<b>Proposed 2021</b>	<b>Variance</b>
Salaries	\$ 488,470	\$ 360,200	\$ (128,270)
Benefits	92,503	68,032	(24,471)
<b>Sub-total</b>	<b>\$ 580,973</b>	<b>\$ 428,232</b>	<b>\$ (152,741)</b>
Purchases - Allotment	\$ 315,981	\$ 315,981	\$ -
Purchases - Non-allotment	210,000	175,000	(35,000)
Materials - Reference	5,000	5,000	-
Materials - Licensing	215,000	235,000	20,000
Customs/Brokerage	300	300	-
Freight - Books	250	150	(100)
Processing Supplies	12,000	7,500	(4,500)
Freight - Processing Supplies	400	500	100
Mylar/MARC Records	13,000	22,500	9,500
Bindery	50	-	(50)
Vehicle Insurance	3,200	3,200	-
Unrecoverable Accounts Receivable	100	100	-
Travel	500	500	-
Professional Development	5,000	4,500	(500)
Office Supplies	3,000	2,500	(500)
Telephone	2,000	3,000	1,000
Utilities	15,000	-	(15,000)
Photocopier	500	400	(100)
Interlibrary Loan	2,000	5,000	3,000
Office Equipment Repairs	500	200	(300)
<b>Sub-total</b>	<b>\$ 803,781</b>	<b>\$ 781,331</b>	<b>\$ (22,450)</b>
<b>TOTAL: Collections and Resource Sharing</b>	<b>\$ 1,384,754</b>	<b>\$ 1,209,563</b>	<b>\$ (175,191)</b>

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**Yellowhead Regional Library  
SAMPLE: 2021 Team Budgets**

<b>Library Development Services</b>	<b>Budget 2020</b>	<b>Proposed 2021</b>	<b>Variance</b>
Salaries	\$ 172,402	\$ 219,594	\$ 47,192
Benefits	40,097	39,247	(850)
<b>Sub-total</b>	<b>\$ 212,499</b>	<b>\$ 258,841</b>	<b>\$ 46,342</b>
Travel	\$ 5,000	\$ 2,500	\$ (2,500)
Professional Development	10,000	3,500	(6,500)
Office Supplies	1,100	750	(350)
Freight - Supplies	100	100	-
Memberships	1,000	200	(800)
Telephone	1,150	600	(550)
Utilities	5,250	-	(5,250)
Photocopier	400	400	-
Photocopier Reimbursement	50	50	-
Postage Reimbursement	50	50	-
Workshops	14,000	25,000	11,000
On-Reserve/On-Settlement Program		26,426	26,426
Summer Reading Program		6,000	6,000
<b>Sub-total</b>	<b>\$ 38,100</b>	<b>\$ 65,576</b>	<b>\$ 27,476</b>
<b>TOTAL: Library Development Services</b>	<b>\$ 250,599</b>	<b>\$ 324,417</b>	<b>\$ 73,818</b>

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**Yellowhead Regional Library  
SAMPLE: 2021 Team Budgets**

<b>Technology Services</b>	<b>Budget 2020</b>	<b>Proposed 2021</b>	<b>Variance</b>
Salaries	\$ 304,793	\$ 322,146	\$ 17,353
Benefits	59,243	62,404	3,161
<b>Sub-total</b>	<b>\$ 364,036</b>	<b>\$ 384,550</b>	<b>\$ 20,514</b>
Travel	\$ 5,500	\$ 1,500	\$ (4,000)
Professional Development	5,000	4,000	(1,000)
Office Supplies	650	500	(150)
Computer Equipment - Hardware	15,000	15,000	-
Computer Equipment - Software	1,250	500	(750)
Software - Licensing	90,000	97,500	7,500
Freight - Supplies	50	100	50
Data Services	57,000	57,000	-
TRAC	180,000	187,500	7,500
Telephone	1,100	1,100	-
Member Library Hotswap	750	500	(250)
Member Library Travel	1,500	2,000	500
Utilities	5,250	-	(5,250)
Technical Support	77,000	100,000	23,000
Photocopier	1,000	500	(500)
<b>Sub-total</b>	<b>\$ 441,050</b>	<b>\$ 467,700</b>	<b>\$ 26,650</b>
<b>TOTAL: Technology Services</b>	<b>\$ 805,086</b>	<b>\$ 852,250</b>	<b>\$ 47,164</b>

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**Yellowhead Regional Library  
DRAFT 2021 Funds Budget**

REVENUE		General Fund						Total
		2020	Proposed 2021	Variance 2020 vs 2021	Capital Fund	Operational Contingency Fund	Special Projects Fund	
R1	Additional Allotment	\$ 85,000	\$ 95,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 95,000
R2	Additional Services	500	500	-	-	-	-	500
R3	Contract Services	78,000	78,000	-	-	-	-	78,000
R4	Deferred Gov't Contributions	-	-	-	177,000	-	-	177,000
R5	Interest	55,000	33,000	(22,000)	-	-	-	33,000
R6	Local Appropriations	1,288,605	1,316,485	27,880	-	-	-	1,316,485
R7	Non-allotment Sales	210,000	175,000	(35,000)	-	-	-	175,000
R8	Operating Grant	1,405,640	1,390,506	(15,134)	-	-	-	1,390,506
R9	Other Grants	0	26,432	26,432	-	-	-	26,432
R10	School System Levy	154,140	156,392	2,252	-	-	-	156,392
R11	Summer Reading Program	0	5,400	5,400	-	-	-	5,400
R12	Workshops	0	17,500	17,500	-	-	-	17,500
<b>TOTAL REVENUE</b>		<b>\$ 3,276,885</b>	<b>\$ 3,294,215</b>	<b>\$ 17,330</b>	<b>\$ 177,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,471,215</b>

EXPENSES		General Fund						Total
		2020	Proposed 2021	Variance 2020 vs 2021	Capital Fund	Operational Contingency Fund	Special Projects Fund	
E1	Amortization of Capital Assets	\$ -	\$ -	\$ -	\$ 277,050	\$ -	\$ -	\$ 277,050
E2	Bank Charges and Miscellaneous	1,700	1,700	-	-	-	-	1,700
E3	Building Maintenance	40,000	42,500	2,500	-	-	-	42,500
E4	Membership Support	2,250	2,500	250	-	-	-	2,500
E5	Delivery	50,000	42,500	(7,500)	-	-	-	42,500
E6	Employee Benefits	269,157	279,746	10,589	-	-	-	279,746
E7	Employee Salaries	1,339,157	1,404,699	65,542	-	-	-	1,404,699
E8	Insurance	10,700	10,200	(500)	-	-	-	10,200
E9	Inter-library Loan Expenses	2,100	5,000	2,900	-	-	-	5,000
E10	Leases and Licensing	101,650	108,950	7,300	-	-	-	108,950
E11	Library Grant Disbursements	56,016	56,016	-	-	-	-	56,016
E12	Library Supplies and Shipping	26,000	30,950	4,950	-	-	-	30,950
E13	Memberships	14,000	20,200	6,200	-	-	-	20,200
E14	Office Supplies and Equipment	31,900	28,900	(3,000)	-	-	-	28,900
E15	On-reserve/On-settlement Grant	-	26,426	26,426	-	-	-	26,426
E16	Printing and Promotion	5,000	4,750	(250)	-	-	-	4,750
E17	Professional Services	105,000	128,000	23,000	-	-	-	128,000
E18	Purchases - Allotment	315,981	315,981	-	-	-	-	315,981
E20	Purchases - HQ Collections	220,000	240,000	20,000	-	-	-	240,000
E19	Purchases - Non-allotment	210,000	175,000	(35,000)	-	-	-	175,000
E21	Special Projects Fund	-	-	-	-	-	77,000	77,000
E22	Staff Travel Expenses/Recruitment	15,000	8,500	(6,500)	-	-	-	8,500
E23	Staff Professional Development	26,750	17,000	(9,750)	-	-	-	17,000
E24	Summer Reading Program	-	6,000	6,000	-	-	-	6,000
E25	Telephone and Utilities	106,500	96,200	(10,300)	-	-	-	96,200
E26	TRAC Expenses	180,000	187,500	7,500	-	-	-	187,500
E27	Trustee Expenses	65,500	27,500	(38,000)	-	-	-	27,500
E28	Workshops	15,500	26,500	11,000	-	-	-	26,500
<b>TOTAL EXPENSES</b>		<b>\$ 3,209,861</b>	<b>\$ 3,293,218</b>	<b>\$ 83,357</b>	<b>\$ 277,050</b>	<b>\$ -</b>	<b>\$ 77,000</b>	<b>\$ 3,647,268</b>

<b>ALL FUNDS: Surplus (Deficiency)</b>					\$ (100,050)	\$ -	\$ (77,000)	\$ (176,053)
<b>Revenue Over Expenses</b>								
<b>GENERAL FUND: Surplus (Deficiency)</b>	\$ 67,024	\$ 997	\$ (66,027)					\$ 997
<b>Revenue Over Expenses</b>								

Staffing (Full-time equivalent)	18.72	19.50	0.78					
Reserve Fund Transfer to Operational Contingency Fund					997	-	-	997
Purchases - Capital Assets (new staff vehicle and Cozy Zone renovations for 50th anniversary)					90,000	-	-	90,000

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**Yellowhead Regional Library**  
**DRAFT 2021 Budget and 2022-2023 Projections**

<b>REVENUE</b>		<b>Proposed 2021</b>	<b>Projected 2022</b>	<b>Projected 2023</b>
R1	Additional Allotment	\$ 95,000	\$ 95,000	\$ 95,000
R2	Additional Services	500	500	500
R3	Contract Services	78,000	78,000	78,000
R4	Deferred Gov't Contributions	177,000	177,000	177,000
R5	Interest	33,000	29,700	26,730
R6	Local Appropriations	1,316,485	1,323,067	1,323,067
R7	Non-allotment Sales	175,000	175,000	175,000
R8	Operating Grant	1,390,506	1,390,506	1,390,506
R9	Other Grants	26,432	26,432	26,432
R10	School System Levy	156,392	155,610	154,832
R11	Summer Reading Program	5,400	5,400	5,400
R12	Workshops	17,500	17,500	17,500
<b>TOTAL REVENUE</b>		<b>\$ 3,471,215</b>	<b>\$ 3,473,715</b>	<b>\$ 3,469,967</b>

<b>EXPENSES</b>				
E1	Amortization of Capital Assets	\$ 277,050	\$ 249,345	\$ 224,411
E2	Bank Charges and Miscellaneous	1,700	1,717	1,734
E3	Building Maintenance	42,500	44,625	46,856
E4	Membership Support	2,500	2,525	2,550
E5	Delivery	42,500	44,625	46,856
E6	Employee Benefits	279,746	285,340	291,047
E7	Employee Salaries	1,404,699	1,425,769	1,440,027
E8	Insurance	10,200	10,710	11,246
E9	Inter-library Loan Expenses	5,000	4,500	4,050
E10	Leases and Licensing	108,950	111,129	113,352
E11	Library Grant Disbursements	56,016	56,016	56,016
E12	Library Supplies and Shipping	30,950	31,569	32,200
E13	Memberships	20,200	20,604	21,016
E14	Office Supplies and Equipment	28,900	29,478	30,068
E15	On-reserve/On-settlement Grant	26,426	26,426	26,426
E16	Printing and Promotion	4,750	4,845	4,942
E17	Professional Services	128,000	130,560	133,171
E18	Purchases - Allotment	315,981	317,561	319,149
E20	Purchases - HQ Collections	240,000	244,800	249,696
E19	Purchases - Non-allotment	175,000	175,000	175,000
E21	Special Projects Fund	77,000	57,750	51,975
E22	Staff Travel Expenses/Recruitment	8,500	8,670	8,843
E23	Staff Professional Development	17,000	17,340	17,687
E24	Summer Reading Program	6,000	6,000	6,000
E25	Telephone and Utilities	96,200	98,124	100,086
E26	TRAC Expenses	187,500	191,250	195,075
E27	Trustee Expenses	27,500	28,050	28,611
E28	Workshops	26,500	27,030	27,571
<b>TOTAL EXPENSES</b>		<b>\$ 3,647,268</b>	<b>\$ 3,651,358</b>	<b>\$ 3,665,661</b>

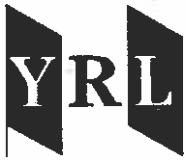
<b>ALL FUNDS: Surplus (Deficiency) Revenue Over Expenses</b>	<b>\$ (176,053)</b>	<b>\$ (177,643)</b>	<b>\$ (195,694)</b>
<b>GENERAL FUND: Surplus (Deficiency) Revenue Over Expenses</b>	<b>\$ 997</b>	<b>\$ (47,548)</b>	<b>\$ (96,308)</b>
Staffing (full-time equivalent)	19.50	19.50	19.50
Reserve Fund Transfer to (from) Operational Contingency Fund	\$ 997	\$ (47,548)	\$ (96,308)
Purchases - Capital Assets	\$ 90,000	\$ 50,000	\$ 50,000

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## Yellowhead Regional Library 2020 Fund Reserves

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at December 31, 2019	\$ 44,958	\$ 96,146	\$ 1,239,887	\$ 1,786,223	\$ 186,429	\$ 3,353,643
Interfund Transfers	(44,958)				44,958	-
<b>Balance at 2019 Year End</b>	<b>\$ -</b>	<b>\$ 96,146</b>	<b>\$ 1,239,887</b>	<b>\$ 1,786,223</b>	<b>\$ 231,387</b>	<b>\$ 3,353,643</b>
<b>Excess to June 30, 2020 Revenue Over Expenses</b>	<b>\$ 7,306</b>					
Amortization to June 30, 2020		69,639				
Capital Asset Purchases		265,073	(265,073)			
Capital Asset Disposals		(87,868)				
Special Projects						
Deferred Contribution		20,103				
<b>Balance at June 30, 2020</b>	<b>\$ 7,306</b>	<b>\$ 363,093</b>	<b>\$ 974,814</b>	<b>\$ 1,786,223</b>	<b>\$ 231,387</b>	<b>\$ 3,362,823</b>

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YRL Board Appointment Form

Municipality or School Division			
Effective Date		Term Length	year(s)

<input type="checkbox"/>	< Check to decline the YRL Board Trustee appointment.		
<b>YRL Board Trustee</b>			
Name			
Mailing Address			
City and Postal Code			
Email			
Alternate Email			
Cell		Business	
Home		Fax	
<b>NOTE:</b> The Canada Revenue Agency (CRA) requires a home address for all board trustees. <i>Complete only if the home address is different than the mailing address above.</i>			
Home address			
City and postal code			

<input type="checkbox"/>	< Check to decline the YRL Board Alternate appointment.		
<b>YRL Board Alternate</b>			
May attend YRL Board meetings when the Trustee is unavailable.			
Name			
Mailing Address			
City and Postal Code			
Email			
Alternate Email			
Cell		Cell	
Home		Home	



RECEIVED  
SEP 21 2020

Sept. 17, 2020

**RE: Proposed FortisAlberta 2021 Distribution Rates**

As your electrical distribution provider, FortisAlberta appreciates serving you as a customer and we look forward to continuing our partnership. Within this letter, we will share our 2021 Proposed Distribution Rates, currently filed with the Alberta Utilities Commission (AUC). While these are not yet approved, we recognize that the information contained here may be helpful for Municipal, Industrial and Commercial customers for budget planning purposes. Under Performance Based Regulation (PBR), distribution rate setting follows a formulaic approach set by the AUC, which allows for inflationary increases or decreases in recovery of costs plus recovery of amounts associated with investment in the distribution system. These investments ensure continued safe and reliable provision of distribution services. In addition, all transmission increases, or decreases are flowed through by the Alberta Electric System Operator (AESO) to be collected through the Delivery Charges section of the customer bill. Both distribution (FortisAlberta) and transmission (transmission provider) costs will see an increase in 2021.

Pending approval of our submission on Sept.10, 2020, from the AUC under proceeding 25843, following is a summary of the proposed 2021 rate changes, which would become effective Jan. 1, 2021:

1. FortisAlberta has submitted proposed changes to our base Distribution Rates and the Transmission Rates.
2. FortisAlberta has proposed adjustments to the AUC for the Maximum Investment Levels.

Note: 2021 rates may also be impacted by other applications and fees outside of FortisAlberta's control, including transmission rider rates, the Balancing Pool Allocation Rider, the Base Transmission Adjustment Rider and the Quarterly Transmission Adjustment Rider for Q1, and Municipal Franchise Fee Riders.

The attached Rate chart(s) illustrate the estimated percentage and monetary changes for each rate class based on estimated consumption and demands between your December 2020 and January 2021 bundled bill from your retailer.

We thank you for the opportunity to advise you of these pending updates. We'll be sending additional communications once our 2021 Rates are approved. In the meantime, please feel free to contact your Stakeholder Relations Manager should you have any questions or require further information.

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**FortisAlberta**  
**2021 Proposed Rates**  
**Average Monthly Bill Impacts by Rate Class**  
**Including Energy, Retail, and DT Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2020 Bill	Jan 2021 Bill	\$ Difference	% Change
		300 kWh		\$75.40	\$79.35	\$3.95	5.3%
<b>11</b>	<b>Residential</b>	640 kWh		\$123.68	\$130.58	\$6.90	5.6%
		1200 kWh		\$203.24	\$214.89	\$11.65	5.7%
		900 kWh	5 kVA	\$193.79	\$206.69	\$12.90	6.7%
<b>21</b>	<b>Farm</b>	1,400 kWh	10 kVA	\$321.64	\$342.86	\$21.22	6.6%
		7,500 kWh	25 kVA	\$1,237.47	\$1,327.64	\$90.17	7.3%
		6,000 kWh	20 kW	\$1,587.94	\$1,735.80	\$147.86	9.3%
<b>26</b>	<b>Irrigation (seasonal bill)</b>	14,518 kWh	33 kW	\$3,234.64	\$3,558.11	\$323.47	10.0%
		45,000 kWh	100 kW	\$9,886.93	\$10,884.46	\$997.53	10.1%
<b>31</b>	<b>Streetlighting (Investment)</b>	5,144 kWh	12,500 W	\$3,029.68	\$3,188.54	\$158.86	5.2%
<b>33</b>	<b>Streetlighting (Non-Investment)</b>	7,900 kWh	12,000W	\$1,669.39	\$1,757.47	\$88.08	5.3%
<b>38</b>	<b>Yard Lighting</b>	5,000 kWh	12,000 W	\$1,979.14	\$2,081.27	\$102.13	5.2%
<i>Rates 31, 33 and 38 is based on 100 HPS Lights in assorted fixture wattages.</i>							
		1,083 kWh	5 kW	\$212.43	\$226.68	\$14.25	6.7%
<b>41</b>	<b>Small General Service</b>	2,165 kWh	10 kW	\$400.44	\$428.02	\$27.58	6.9%
		10,825 kWh	50 kW	\$1,904.50	\$2,038.78	\$134.28	7.1%
		2,590 kWh	7.5 kW	\$467.36	\$495.80	\$28.44	6.1%
<b>44/45</b>	<b>Oil and Gas Service</b>	5,179 kWh	15 kW	\$899.09	\$954.75	\$55.66	6.2%
		25,895 kWh	75 kW	\$4,284.27	\$4,554.26	\$269.99	6.3%
		32,137 kWh	100 kW	\$3,828.11	\$4,006.17	\$178.06	4.7%
<b>61</b>	<b>General Service</b>	63,071 kWh	196 kW	\$7,143.33	\$7,479.08	\$335.75	4.7%
		482,055 kWh	1500 kW	\$52,151.08	\$54,568.60	\$2,417.52	4.6%
		824,585 kWh	2500 kW	\$87,931.39	\$91,200.02	\$3,268.63	3.7%
<b>63</b>	<b>Large General Service</b>	1,529,869 kWh	4638 kW	\$148,716.35	\$154,338.01	\$5,621.66	3.8%
		3,298,338 kWh	10,000 kW	\$311,502.17	\$323,025.12	\$11,522.95	3.7%
<b>65</b>	<b>Transmission Connected Service</b>	<i>The Distribution component will increase from \$39.17/day to \$41.11/per day. The Transmission Component is the applicable rate of the AESO.</i>					



## CUSTOMER CONTRIBUTIONS SCHEDULES

**Table 1**  
**Maximum Investment Levels for Distribution Facilities**  
**When the Investment Term is 15 years or more**

Type of Service	Proposed 2021 Maximum Investment Level
Rate 11 Residential	\$2,638 per service
Rate 11 Residential Development	\$2,638 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,984 base investment, plus \$857 per kVA of Peak Demand
Rate 26 Irrigation	\$5,984 base investment, plus \$952 per kW of Peak Demand
Rate 38 Yard Lighting	\$851 per fixture
Rate 31 Street Lighting (Investment Option)	\$3,080 per fixture
Rate 41 Small General Service	\$5,984 base investment, plus \$952 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,984 base investment, plus \$952 per kW of Peak Demand  FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,984 base investment, plus \$952 per kW for the first 150 kW, plus \$120 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$108 per kW of Peak Demand, plus \$119 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years.

\*Proposed 2021 Maximum Investment Levels as filed with AUC on Sep. 10, 2020

**LAC STE. ANNE FOUNDATION  
BOARD MEETING MINUTES  
July 22, 2020  
Pleasant View Lodge, Mayerthorpe, AB  
1:00 p.m.**

1. Call to Order- 1:02 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Ray Hilts, Daryl Weber, Ann Morrison, Bernie Poulin and Pat St. Hilaire.

Absent: Woodlands County Representative.

Staff: Dena Krysik –CAO, Betty Gale –Recording Secretary, Robin Strome- Finance Officer

2. Approval of Agenda

Board Member Ann Morrison moves:

**Motion #20-033: To approve the Agenda as amended  
5d. Spruce View Lodge Mold Abatement  
8c. Community Housing Sales.**

Carried

3. Minutes

Board Member Ray Hilts moves:

**Motion #20-034: The Board approves the June 17, 2020 Board Meeting minutes as presented.**

Carried

4. Financial Reports

Board Member Daryl Weber moves:

**Motion #20-035: The Board approves the Quarterly Financial Reports at June 30, 2020 as presented.**

Carried

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5. New/Other Business

Board Member Sandy Morton moves:

**Motion #20-036: The Board accepts the Group Benefit Renewal report as presented with a 6.4% increase effective July 1, 2020.**

Carried

Board Member Daryl Weber moves:

**Motion #20-037: The Board accepts the information provided as presented and will review the final recommendations at the August 26, 2020 Board Meeting prior to submission to the review panel.**

Carried

Board Member Bernie Poulin moves:

**Motion #20-038: The Board approves to submit a grant application to the Sustainable Affordable Housing – Green Municipal Fund for the purpose of obtaining funds to assist with a regional study of housing needs in our communities.**

Carried

Board Member Pat St. Hilaire moves:

**Motion #20-039: The Board approves to proceed with the mold abatement as presented at the Spruce View Lodge in Whitecourt as the quote submitted by Nuflor.**

Carried

6. Policy Review

7. Information Items

Board Member Bernie Poulin moves:

**Motion #20-040: The Board accepts agenda items 7a to 7c for the July 22, 2020 meeting as information.**

Carried

8. In Camera

Board Member Ray Hilts moves:

**Motion #20-041: The Board moves to go in camera at 2:22 p.m.**

Carried

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Board Member Bernie Poulin moves:

**Motion #20-042: The Board moves to come out of camera at 3:10 p.m.**

Carried

Board Member Bernie Poulin moves:

**Motion #20-043: The Board approves the letter to the Minister of Seniors and Housing as amended and directs Chief Administrative Officer to send as appropriate.**

Carried

Board Member Ray Hilts moves:

**Motion #20-044: The Board accepts the recommendations regarding the Community Housing sale offer as presented.**

Carried

9. Date, Place & Time of Next Meeting

All Board Members moves:

**Motion #20-045: The Board moves that the next board meeting will be held on August 26, 2020 at the Pleasant View Lodge in Mayerthorpe at 1:00 p.m.**

Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 3:12 p.m.


\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrator Officer

\_\_\_\_\_  
Date

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<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>
SUMMER VILLAGE OF SUNRISE BEACH		0000010921	02-Oct-2020
<b>DEPOSITED AT BANK:</b>		<b>DEPOSIT NO</b>	<b>DATE</b>
<b>BRANCH:</b>	<b>ACCOUNT:</b>	0068842579	06-Oct-2020
			<b>AMOUNT</b>
			\$438.00
		<b>TOTAL</b>	
		<b>\$438.00</b>	
<p>PAYMTE D 00158</p> <p>SUMMER VILLAGE OF SUNRISE BEACH          SUMMER VILLAGE OF SUNRISE BEACH          PO BOX 1197          ONOWAY AB          CAN T0E 1V0</p> 			



<b>DEPOSIT NO: 0068842579</b>		<b>DEPOSIT DATE: 06-Oct-2020</b>		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
ET009160	FCSS OCTOBER PAYMENT Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	095261394FCSS100120	\$438.00	\$438.00
<b>DEPOSIT TOTAL</b>				<b>\$438.00</b>

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September 8, 2020

Honourable Tracy Allard  
Office of the Minister of Alberta Municipal Affairs  
132 Legislature Building  
10800 - 97 Avenue NW  
Edmonton, AB, Canada T5K 2B6

Dear Minister Allard:

**Re: Provincial Assessment Model Review**

The elected officials of the communities within Lac Ste. Anne County have come together to formally disavow the proposed changes to the provincial assessment model. We are unified in our strong objection to the UCP government's plans to critically impact each of our budgets by imposing any one of the scenarios outlined in the review.

Lac Ste Anne County covers some 2850 km<sup>2</sup> and is home to the Towns of Mayerthorpe and Onoway, as well as the Village of Alberta Beach and a dozen Summer Villages. Nearly 11,000 people call the county home with another almost 5000 residing in the urban areas.

Rural Alberta overwhelmingly supported the UCP party in 2019. We were counting on your government to put Albertans back to work and invigorate the economy. No one would dispute the importance of the oil and gas sector when it comes to our economic recovery. Most Albertans are not opposed to some sort of relief program to put the industry in a better position to compete in the world market. Both RMA and AUMA presented some solutions that could accomplish this without such disastrous effects on municipalities.

Your government's plans for the assessment model will take money from the budgets of rural municipalities and deposit it into the accounts of the shareholders of big oil and gas while creating tax **increases** for smaller producers who invest in our communities and provide meaningful employment for Albertans. The impacts of the proposed changes will be felt in the budgets of all municipalities and will force service reductions, staff reductions, deferral of capital and maintenance projects and tax increases across the board. Considering the UCP platform touted zero tax increases, this is especially concerning.

Further, it will shift the burden for the education property tax to residents and other business and industry. Even if municipalities can keep their mill rates steady and that's a big if, property taxes will still go up.

For the smaller municipalities in Lac Ste. Anne County, their viability is at stake. They manage very tight budgets and even a minor adjustment can have enormous consequences. From the County's standpoint, they provide funding to the urban communities for recreation, emergency services and libraries among other things. The scenarios in the assessment model review will

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result is a significant reduction in the County's revenue. It is safe to assume there will be a trickle-down effect to the budgets of the urban communities.

The long-term impacts of the proposed changes must be studied and clearly understood. It is reckless and ill-advised to proceed with incomplete information. The RMA and AUMA have both asked for the long-term projections on the impact of these changes, which you have not provided. Your rush to implement these changes will prove disastrous for every Albertan. The only benefits will go to large oil and gas companies who, if past is prologue, will not re-invest that money in our province.

We, the elected officials of the communities within Lac Ste. Anne County, call on the UCP government to engage in meaningful consultation with municipalities and our associations regarding the Assessment Model Review. Further, we call on the UCP government to delay, indefinitely, implementation of any of the scenarios contained in the Assessment Model Review. We call on you to work with us to create a new model that will help our oil and gas sector without threatening the viability of municipalities.

Further, the undersigned request an in-person meeting with the Honorable Minister of Municipal Affairs, Tracy Allard and Lac Ste. Anne – Parkland MLA, Shane Getson.

Respectfully,

Janet Jabush  
Mayor, Town of Mayerthorpe



Joe Blakeman  
Reeve, Lac Ste. Anne County

  
Joe Blakeman [Sep 9, 2020 08:27 MDT]

Jim Benedict  
Mayor, Village of Alberta Beach



Judy Tracy  
Mayor, Town of Onoway



Bernie Poulin  
Representing Summer Villages



- cc: Jason Kenney, Premier of Alberta
- Shane Getson, MLA, Lac Ste. Anne – Parkland Constituency
- Barry Morishita, President, AUMA
- Al Kemmere, President, RMA

# Assessment Model Review (AMR) Communications

"assessmentservicesbranch@gov.ab.ca" [assessmentservicesbranch@gov.ab.ca]

Sent: 10/20/2020 5:44 PM

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

Dear Chief Elected Official,

For more than a year, government has been working on a review of the regulated assessment models for wells, pipelines, and wellsite machinery and equipment. The review was intended to update the valuations of these properties in line with current circumstances, while promoting Alberta's competitiveness and preserving the ability of municipalities to deliver necessary services and infrastructure.

Upon being sworn in as the Minister of Municipal Affairs, I made this assessment model review (AMR) one of my top priorities. I undertook to consult extensively with municipalities and with industry. As a result, I understand and appreciate the delicate balance between the interests of municipal viability and industry competitiveness.

It is clear to me and my government colleagues that it may not be possible to strike the right balance, and do the right thing for the long term, if we implement comprehensive assessment system changes amidst the current uncertainty. Accordingly, we will not be proceeding with any of the assessment model review scenarios.

At the same time, we cannot simply maintain the status quo. The challenges facing our oil and gas sector remain, and there are specific areas where our assessment and taxation system can be improved to support Alberta's economic recovery and protect jobs in communities throughout our province.

Taking into account these considerations, as well as the constructive suggestions I have received from municipalities and industry over the past two months, I am pleased to inform you of the following government decisions:

- In order to encourage new investment, there will be a three-year "property tax holiday" for all new well and pipeline assets; these properties will receive an assessment of zero for the next three years.
- To further stimulate new drilling activity, the Well Drilling Equipment Tax will be eliminated beginning in January, 2021.
- Additional depreciation adjustments will be provided for lower-producing wells; this is expected to result in a reduction of approximately \$21 million in municipal taxes and \$7 million in education taxes provincewide.
- To promote continued viability of existing assets and companies, the shallow gas assessment reduction of 35 per cent will also be maintained for the next three years.

These measures are intended to support our economic recovery and provide much-needed certainty to industry, investors, municipalities, and other property taxpayers for the next three years. It is our intent that comprehensive changes to well, pipeline and wellsite machinery and equipment assessment models will not be enacted during this time. In the coming months, government will develop a plan for regular, future reviews of assessment models for all regulated property types, including the timing and process for such reviews.

As the impacts of these changes are much more moderate than those contemplated under the AMR, my full expectation is that municipalities will be able to accommodate any reductions in the assessment base without raising taxes on other ratepayers.

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In the absence of new assessment models, assessment year modifiers (AYMs) need to be established for the 2021 tax year. These modifiers are similar to a consumer price index, and are used to adjust the property assessments for regulated industrial property from the base cost year in order to reflect current values. To support the budgeting process municipalities are currently undertaking, attached are the approved AYM's for the 2020 Assessment Year (2021 tax year). Also attached is an estimate of the property tax impacts for rural municipalities resulting from additional depreciation. Direct impacts on urban municipalities are expected to be negligible.

Municipal Affairs is completing the annual updates to the Alberta Minister's Guidelines for taxation in 2021 to include the annual change to the AYM's, as well as the changes to additional depreciation for lower-producing wells. The Provincial Assessor's office will prepare the assessments for designated industrial property including wells, pipelines, and wellsite machinery and equipment in late January 2021. The assessments will include the changes resulting from this decision, and any annual changes to the inventory.

If you have any concerns regarding these changes, your administration is welcome to contact Ethan Bayne, Assistant Deputy Minister, Municipal Assessment and Grants, at 780-415-1717, or ethan.bayne@gov.ab.ca, or Janice Romanyshyn, Provincial Assessor, at 780-415-0833, or janice.romanyshyn@gov.ab.ca.

In my brief time as Minister, I have been pleased to hear candid feedback and tough questions from municipal leaders, and I hope that will continue. I am also very encouraged to hear from so many of you that municipalities are willing to be partners in supporting our economy, including the oil and gas sector. I look forward to seeing this commitment reflected in reduced red tape and fiscally prudent decision-making as you plan your budgets and establish tax rates for the coming year.

Sincerely,

Tracy L. Allard  
Minister

Attachments

1. Assessment Year Modifier (AYM) Table
2. Estimated Impact of Additional Depreciation on Total Tax Revenue

cc: Honourable Sonya Savage  
Minister of Energy

Honourable Dale Nally  
Associate Minister of Natural Gas and Electricity

Paul Wynnyk  
Deputy Minister, Municipal Affairs

Ethan Bayne  
Assistant Deputy Minister, Municipal Assessment and Grants

Janice Romanyshyn, Provincial Assessor

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### Attachment 1: Assessment Year Modifier (AYM) Table

Property Type	2019 Assessment Year (2020 Tax Year) AYM	Proposed 2020 Assessment Year (2021 Tax Year) AYM	Per cent Change
Wells	1.192	1.206	1.17
Pipelines	1.024	1.027	0.29
Machinery & Equipment	1.41	1.418	0.57
Electric Power Systems	1.471	1.515	2.99
Telecommunication Carriers	1.154	1.159	0.43
Cable Distribution Undertakings	1.394	1.400	0.43
Railway	1.460	1.471	0.75
Farm land (Dry Arable, Dry Pasture, Woodlot)	1.00	1.000	0
Farm land (Irrigated Arable)	1.03	1.030	0

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## Attachment 2: Estimated Impact of Additional Depreciation on Total Tax Revenue

Municipality	Property Tax Revenue 2019 (FIRs)	Property Tax Revenue from Wells and Pipe	Estimated Tax Reduction from Additional Depreciation	Percent of Property Tax Revenue	Estimated Percent Change in Equalized Assessment (rounded)
ACADIA NO. 34, M.D. OF	1,097,009	192,664	- 18,663	-2%	-1%
ATHABASCA COUNTY		7,538,047	- 48,331		0%
BARRHEAD NO. 11, COUNTY OF	8,749,655	1,904,678	- 52,739	-1%	0%
BEAVER COUNTY	13,222,926	4,430,327	- 118,100	-1%	-1%
BIG LAKES COUNTY	23,225,741	10,226,290	- 518,242	-2%	-2%
BIGHORN NO. 8, M.D. OF	6,436,099	761,076	- 4,610	0%	0%
BIRCH HILLS COUNTY	4,931,384	2,271,682	- 116,101	-2%	-2%
BONNYVILLE NO. 87, M.D. OF	62,612,758	23,188,161	- 1,066,337	-2%	-1%
BRAZEAU COUNTY	25,602,864	14,943,250	- 733,630	-3%	-2%
CAMROSE COUNTY	16,004,156	4,480,107	- 134,773	-1%	0%
CARDSTON COUNTY	5,567,506	664,856	- 23,887	0%	0%
CLEAR HILLS COUNTY		9,158,142	- 205,535		-1%
CLEARWATER COUNTY	45,401,740	23,467,762	- 581,550	-1%	-1%
CYPRESS COUNTY	24,556,862	11,138,249	- 887,260	-4%	-3%
FAIRVIEW NO. 136, M.D. OF	5,245,390	1,694,035	- 57,476	-1%	-1%
FLAGSTAFF COUNTY	22,251,563	8,580,794	- 449,401	-2%	-2%
FOOTHILLS COUNTY	35,097,677	2,143,639	- 49,420	0%	0%
FORTY MILE NO. 8, COUNTY OF	7,512,490	2,181,578	- 180,185	-2%	-2%
GRANDE PRAIRIE NO. 1, COUNTY OF	83,366,583	16,738,141	- 513,675	-1%	0%
GREENVIEW NO. 16, M.D. OF	91,686,183	42,678,379	- 941,217	-1%	-1%
KNEEHILL COUNTY	24,547,043	12,754,770	- 648,517	-3%	-2%
LAC LA BICHE COUNTY	63,577,645	19,429,710	- 317,104	0%	0%
LAC STE. ANNE COUNTY	15,385,307	4,291,972	- 111,440	-1%	0%
LACOMBE COUNTY	31,303,213	3,551,682	- 180,010	-1%	0%
LAMONT COUNTY	14,969,863	4,996,309	- 109,066	-1%	-1%
LEDUC COUNTY	49,349,133	2,606,237	- 106,247	0%	0%
LESSER SLAVE RIVER NO. 124, M.D.		4,962,703	- 148,437		-1%
LETHBRIDGE COUNTY	15,711,213	1,214,900	- 64,532	0%	0%
MACKENZIE COUNTY		8,359,150	- 405,606		-1%
MINBURN NO. 27, COUNTY OF	12,996,962	5,639,364	- 152,193	-1%	-1%
MOUNTAIN VIEW COUNTY	29,324,961	12,290,240	- 336,633	-1%	-1%
NEWELL, COUNTY OF	29,653,558	17,085,643	- 1,138,945	-4%	-3%
NORTHERN LIGHTS, COUNTY OF	15,052,814	5,771,551	- 120,562	-1%	-1%
NORTHERN SUNRISE COUNTY		12,987,987	- 565,095		-2%
OPPORTUNITY NO. 17, M.D. OF		33,169,710	- 760,312		-1%

Municipality	Property Tax Revenue 2019 (FIRs)	Property Tax Revenue from Wells and Pipe	Estimated Tax Reduction from Additional Depreciation	Percent of Property Tax Revenue	Estimated Percent Change in Equalized Assessment (rounded)
PAINTEARTH NO. 18, COUNTY OF	14,194,805	3,738,692	- 213,433	-2%	-1%
PARKLAND COUNTY	61,214,785	1,165,661	- 61,628	0%	0%
PEACE NO. 135, M.D. OF	2,987,393	687,907	- 8,538	0%	0%
PINCHER CREEK NO. 9, M.D. OF	12,073,910	1,449,792	- 5,365	0%	0%
PONOKA COUNTY	18,327,449	8,111,369	- 318,756	-2%	-1%
PROVOST NO. 52, M.D. OF	22,818,833	7,893,145	- 351,920	-2%	-1%
RANCHLAND NO. 66, M.D. OF	1,308,394	868,507	- 2,060	0%	0%
RED DEER COUNTY	48,219,259	9,119,060	- 439,454	-1%	-1%
ROCKY VIEW COUNTY	72,603,350	5,176,554	- 113,032	0%	0%
SADDLE HILLS COUNTY	33,069,475	17,691,206	- 439,946	-1%	-1%
SMOKY LAKE COUNTY	9,684,252	4,757,652	- 72,409	-1%	-1%
SMOKY RIVER NO. 130, M.D. OF	7,169,270	2,182,333	- 173,468	-2%	-2%
SPECIAL AREAS BOARD		18,288,507	- 1,209,720		-3%
SPIRIT RIVER NO. 133, M.D. OF	3,036,562	726,749	- 24,983	-1%	-1%
ST. PAUL NO. 19, COUNTY OF	22,402,158	6,852,553	- 615,887	-3%	-2%
STARLAND COUNTY	11,323,618	6,480,441	- 459,260	-4%	-2%
STETTLER NO. 6, COUNTY OF	14,446,812	6,098,789	- 283,768	-2%	-1%
STRATHCONA COUNTY	227,633,022	4,745,503	- 57,678	0%	0%
STURGEON COUNTY	50,308,830	3,979,599	- 129,461	0%	0%
TABER, M.D. OF	15,595,777	5,432,828	- 398,559	-3%	-2%
THORHILD COUNTY		7,273,814	- 91,414		0%
TWO HILLS NO. 21, COUNTY OF	8,303,330	3,290,903	- 185,339	-2%	-1%
VERMILION RIVER, COUNTY OF	24,448,219	11,484,813	- 937,316	-4%	-3%
VULCAN COUNTY	13,168,630	3,058,693	- 246,244	-2%	-2%
WAINWRIGHT NO. 61, M.D. OF	26,980,449	15,618,904	- 350,242	-1%	-2%
WARNER NO. 5, COUNTY OF	6,812,559	1,996,872	- 139,250	-2%	-2%
WESTLOCK COUNTY	11,424,109	2,511,405	- 59,030	-1%	0%
WETASKIWIN NO. 10, COUNTY OF	19,435,477	7,308,311	- 376,726	-2%	-1%
WHEATLAND COUNTY	30,714,588	11,194,869	- 650,964	-2%	-2%
WILLOW CREEK NO. 26, M.D. OF	9,128,538	1,741,419	- 47,170	-1%	0%
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	655,583,267	30,570,285	- 306,017	0%	0%
WOODLANDS COUNTY		6,541,407	- 243,384		-1%
YELLOWHEAD COUNTY	56,380,689	30,572,103	- 529,652	-1%	-1%
<b>Grand Total</b>	<b>2,295,238,107</b>	<b>586,104,431</b>	<b>- 21,407,903</b>	<b>-1%</b>	<b>-1%</b>

Note: total revenue is as reported on submitted financial information returns (FIRs) (blank cells represent FIRs not yet submitted). Tax impacts are an estimated amount only, based on current assessments and current tax rates.

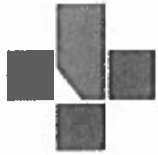
**Summer Village of Sunrise Beach Animal Control Log**

**September 6, 2020** – Conducted general patrol, no incidents reported.

**September 13, 2020** – Conducted general patrol, no incidents reported.

**September 20, 2020** – Conducted general patrol, Received complaint of resident having, harbouring approximately 15 cats. I attended the complaint and observed a number of cats on the property. I made contact with the resident and he explained to me that he has 3 of his own cats but at some point strays started showing up and basically overwhelmed the residents (who are both seniors.) I advised them of the bylaw and the number of animals they're allowed on their property, and the onus is on the resident to only have that number allowed. However I did tell them that I can't promise anything but I will try and help look for homes for the cats.

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



# Alberta Health Services

**Date:** October 19, 2020

**To:** Mayor and Reeves, Edmonton Zone

**From:** Dr. Christopher Sikora – Lead Medical Officer of Health, Edmonton Zone

**RE:** Influenza Immunization in your Community

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Alberta's influenza immunization program begins today, October 19, 2020. As we continue to work together on Alberta's response to COVID-19, immunization is more important than ever, both to protect ourselves and our loved ones, and also to reduce the burden of additional illness in our communities.

As you may already be hearing, this year's immunization options have changed. All Albertans, six months of age and older, are still eligible to be immunized, free of charge; however, this year, Alberta Health Services (AHS) is working with pharmacists and physicians to offer immunization to different age groups and demographics.

The easiest way for most Albertans to get immunized is to call a local pharmacy or doctor's office.

AHS clinics are offering influenza immunization to those under five years of age and their immediate families or household members, only. Appointments are required for AHS clinics, and can easily be booked online at [www.ahs.ca/influenza](http://www.ahs.ca/influenza), or by calling 811.

Individuals who do not have a provincial health care number, or who live in a community where there are no other immunizing health care providers aside from AHS, can call 811 to book an immunization through AHS.

No community will be without the protection of influenza immunization. We are here to support you, your friends, family, colleagues and neighbors in getting immunized.

Masking and physical distancing practices continue to be in place at all immunization locations. We also remind anyone experiencing any symptoms of COVID-19 to please isolate at home and visit [ahs.ca/covid](http://ahs.ca/covid) to complete the AHS online self-assessment and book a test for COVID-19. We remind all Albertans: please do not attend an immunization appointment if you are feeling unwell.

Thank you for your support in sharing this information, and championing influenza immunization this season.

Should you have questions or concerns, please do not hesitate to contact 780-433-3940.

We are all in this together.

Christopher Sikora, MD MSc MPH CCFP FRCPC  
Lead Medical Officer of Health – Edmonton Zone

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Forest Resource Improvement  
Association of Alberta (FRIAA)  
Box 11094, Main Post Office  
Edmonton AB T5J 3K4



Tel.: (780) 429-5873  
Fax: (780) 429-4026

October 16, 2020

**Sent by email only to: [svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)**

**RE: FRIAA-FFP July 2020 Expression of Interest**

Dear Wendy,

The FRIAA FireSmart Review Committee has completed its review of all responses to the Request for Expression of Interest published on July 7, 2020. Unfortunately, your Expression of Interest for the Summer Village of Sunrise Beach Shedden Drive (EOI-20-43) was not short-listed by the Review Committee. The following comments outline the feedback from the Review Committee regarding your Expression of Interest:

- 1) Due to a substantial total funding request for the FRIAA FireSmart Program, invitations to submit full Proposals were very competitive.
- 2) Contact Andy Gesner (FRIAA Field Liaison) at 780-404-6944 or [andy.gesner@friaa.ab.ca](mailto:andy.gesner@friaa.ab.ca) to discuss future submissions to the FRIAA FireSmart Program focused on the risk of incoming wildfire to the community.

If you have any questions, please contact either Micki Baydack at 780-733-8684 or myself at 780-733-8620.

Thank you for your interest in the FRIAA FireSmart Program.

Sincerely,

Forest Resource Improvement  
Association of Alberta (FRIAA)

per: Sherry Norton

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587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

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October 20, 2020

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities have an understanding of the work the Board is doing, including the information we are collecting and our upcoming priorities. In an effort to achieve this we will be distributing a quarterly update to municipalities outlining our work. This update covers the interim Board's work over the summer of 2020 up to today, and looks ahead at upcoming priorities.

### Interim Board's Mandate

The APIAB was established by the Minister of Justice and Solicitor General (JSG). Our work is two-fold: to share the municipal perspective on policing priorities with the RCMP and Government of Alberta, while developing the governance structure for the permanent Board. As determined by JSG, the interim Board is comprised of representatives from RMA, AUMA and the Alberta Association of Police Governance, with specific representation identified by each association. The interim Board's mandate concludes at the end of 2021. Based upon the Minister of JSG accepting the recommendations for the Governance structure of the permanent Board, the recruitment & selection process for the permanent Board will begin.

### Interim Board's Focus

To this point, the interim Board has held seven meetings. We generally meet twice each month; once virtually, and once in-person. JSG staff and the RCMP have been active participants in these meetings.

The interim Board has been making progress on both aspects of its mandate. We have received presentations from the RCMP, Government of Alberta and Edmonton Police Commission. The RCMP has focused on topics such as the detachment resourcing process, how RCMP workload is measured, and how crime statistics are used for resourcing decisions. The Government of Alberta has provided an overview of their existing strategic planning process for provincial policing and the role that the Board will play in that moving forward, as well as the new provincial police funding model. The



Edmonton Police Commission shared their experiences in board governance and operations, including strategies for effective recruitment and public engagement.

The interim Board has also engaged in discussions with both the Government of Alberta and RCMP about how the Board will ensure that municipal perspectives on policing are better included in the provincial police planning process. Our objective is to ensure that the local knowledge that municipalities have on crime and public safety, and their increased financial commitments for policing provide them with an effective voice at the table. These conversations are ongoing, but both the Province and RCMP have indicated a willingness to regularly engage the Board.

Board members have also taken initial steps to consider how they can serve as a municipal voice on other policing-related issues such as the *Police Act* review and the current research being conducted into the viability of a provincial police service.

Focus for this next quarter will be on:

1. Compiling data from our current municipal survey to determine themes/priorities by district for the RCMP/JSG Joint Business Plan.
2. Providing recommendations for the RCMP's 2021 resourcing strategy and multi-year financial plan.
3. Creating the governance structure framework for the permanent Board, including the following:
  - a. Terms of reference,
  - b. Recruitment and selection process
  - c. Competency matrix

#### *Interim Board's Engagement with Municipalities*

The main role of the interim Board (and upcoming permanent Board) will be to provide municipalities with a collective voice in shaping provincial policing priorities. To fulfill this role effectively we rely on direct input from municipalities.

Over the past month, we have conducted a municipal survey to collect a variety of information related to policing priorities, detachment communication practices, and the roll-out of new policing resources under the police costing mode. We greatly appreciate the time that many of you took to complete the survey, as your input in these areas is critical to ensuring we adequately represent your interests at the provincial level. As we work through the process of analyzing the survey results, they will be integral to our work in informing RCMP and GOA policing priorities moving forward.

As part of this quarterly update we have attached a draft Provincial Police Service reporting template created by the RCMP that we are seeking input on (some of you have received this under a separate email). One of the areas that has been identified through our work with the RCMP and JSG is the disparity of information municipalities receive from their local detachments. The objective of this report is to streamline reporting to municipalities across the province so information sharing is more standardized.

"K" Division is prioritizing the consistent use of the template in all detachments in 2021 and is interested in the perspective of municipalities on possible changes or improvements that could be made to enhance its usefulness. With this in mind, we would encourage your municipality (at either the council or administrative level) to review the template and provide the APIAB with comments or suggestions. Consider focusing input on areas such as:

- Template format
- Statistics included
- Missing information
- How the information could be used
- How frequently the information should be provided
- Any other feedback your municipality considers important

Upon receiving input, the APIAB will review, compile, and work with "K" Division to enhance the template.

Please submit input to [Board@ABPoliceAdvisoryBoard.com](mailto:Board@ABPoliceAdvisoryBoard.com) no later than **Friday November 6**. Please feel free to direct any questions about the templates or any other aspects of the APIAB's work to myself or any other board member.

Finally, through our initial work with the RCMP, we have received helpful information on how detachment resourcing needs are determined. Call volume is a key determinant in resource planning so ensuring residents report crimes is imperative. The RCMP has released an online reporting tool that can help facilitate reporting in certain circumstances without requiring RCMP to attend the scene or residents to go to the detachment. The link to this tool is here if you wish to share this as an information item in your municipality's communications: <https://ocre-sielc.rcmp-grc.gc.ca/alberta/en>.

The general formula for determining resourcing takes a number of factors into account: call volumes, types of crime, geography of crime, training, leaves, location of detachments, and overtime are all key elements. Unique local considerations are also factored in. RCMP run this methodology annually and it gives them the ability to be proactive. They also go through a process after this to determine the amount of time

remaining in the detachment to dedicate to proactive policing. They have also identified a value in front-line policing capabilities by increasing the regular member to civilian member ratio to 3:1 instead of the current 4:1 which is why there is a significant increase in the civilian member allocation for this budget year.

For the 2020/21 budget year, the new funding gathered through the police funding model is to result in 76 new regular RCMP members and 55 civilian members. As COVID-19 closed Depot for three months earlier in 2020, the RCMP is anticipating challenges in fulfilling this commitment. Depot is currently operating and has nine troops currently going through training. The RCMP will be providing the interim Board with a monthly update on resourcing. Attached is the most current update as of October 2021. As outlined above, the police resourcing methodology is how resourcing was determined for this budget year. This will be a key area that APIAB will be working with RCMP on for 2021/22.

In conclusion, myself and my fellow Board members are excited about the potential of this Board to increase the municipal voice in policing across the province. We appreciate your patience as we develop our own processes for the interim Board, as well as a permanent governance model. Please contact me or my Board colleagues with any questions or concerns, and I look forward to providing you with the next quarterly update in a few months.

Sincerely,



Tanya Thorn  
Board Chair, Alberta Police Interim Advisory Board  
403-860-7342  
[Board@ABPoliceAdvisoryBoard.com](mailto:Board@ABPoliceAdvisoryBoard.com)

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# RCMP Provincial Policing Report

MUNICIPALITY OF... X | VILLAGE OF... X

Provided for the ----: (month or quarter as per reporting schedule noted below)

DATE:

## PROVINCIAL POLICE SERVICE COMPOSITION

2020-21 Fiscal Year Staffing Category:	Number as per Org Chart <sup>1</sup>	Actual Number	Variance	Pending (+/-)
<b>Regular Members</b>			0	
<b>Public Servants</b>			0	
<b>Detachment Commander :</b>				

\*current could include mat leave, long term leave etc., which should be noted in explanation below.

\* Pending – status of members/PSs leaving or coming to the detachment

1 The number of approved Provincial Police Service positions on the detachment Organisation Chart

*Variance explanations: 1 cadet coming in March.....one retirement pending April.....*

*May want to mention duties over and above Detachment policing such as Major Event deployments or special duties on the detachment members ERT, TAC, SAR and Containment*

## 1 REPORTING SCHEDULE

The reporting schedule as determined in consultation between the RCMP and the municipality, as of October 2020 is set for quarterly reporting.

- *It is agreed that in addition to the template the following additional reporting will be provided:*
- *Initiatives such as programs like START and DART, or briefing on a current issue like the Fentanyl role out, or crime trends).*
- *Other items that could be considered are traffic initiatives with support from Divisional Traffic Units*
- *Major Investigations with significant support of Provincial Support Services Units (FIS, PDS, MCU etc.)*

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## **2 MANAGEMENT OF THE POLICE SERVICE:**

### **2.1 Objectives, Priorities and Goals for 2020/21:**

*As per the meeting on date.....Municipality of XX place a high value on controlling property crime.....Drugs on our streets and in our schools is a major issue for the municipalities.....*

*This should read identical to the objectives and initiatives as indicated on your Detachment Annual Performance Plan.*

### **RCMP's Planned Initiatives to Meet Objectives, Priorities and Goals:**

#### **2.1.1 OBJECTIVE:**

*Sample Text: Control Property Crime*

##### **Initiative #1:**

*Sample Text: The RCMP will target prolific offenders in the community committing property crime offences.....*

##### **Current Status and Results:**

*What is the impact on the community, what has been achieved, school visits, drug awareness presentations, and prolific offender checks done?*

##### **Initiative #2:**

##### **Current Status and Results:**

#### **2.1.2 OBJECTIVE:**

*Sample text: The RCMP will work with the community and the schools on target drug enforcement and education*

##### **Initiative #1:**

*Sample text: Community Mobilization*

##### **Current Status and Results:**

##### **Initiative #2:**

*Sample text: Drug Enforcement activities*

##### **Current Status and Results:**

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**3 CURRENT ACTIVITY STATISTICS – (as selected by municipality, should be tied to policing priorities)**

Category:	Number This Half in 2020-21	Number This Half in 2019-20	Year to Date 2020-21	Year to Date 2019-20
Property Crime				
Common Offence Notices				
Impaired Driving Charges				
Other statistic as requested (specify)				
Other statistic as requested				
Other				

*In order to provide comparable information, the reporting period for the current year is being compared to the same reporting period for the previous year. This will provide a more accurate comparison by taking into account any special events that happen in the community on an annual basis, and also account for seasonal changes in traffic/tourism, and RCMP strategic initiatives etc.*

**3.1 TRENDS/ POINTS OF INTEREST/ VALUE/ PERTINENT COST DRIVERS**

*Sample Narrative could include: traffic initiatives that required outside support from other detachments or Traffic Service members, requirement for resources outside detachment area such as major incident where ERT, Major Crimes, or other support services were required to deal with investigation of significant event. Also include any particular cost drivers that have potentially put a strain on the detachment budget such as mentioning a large incident or file in the community that has resulted in elevated overtime costs.*

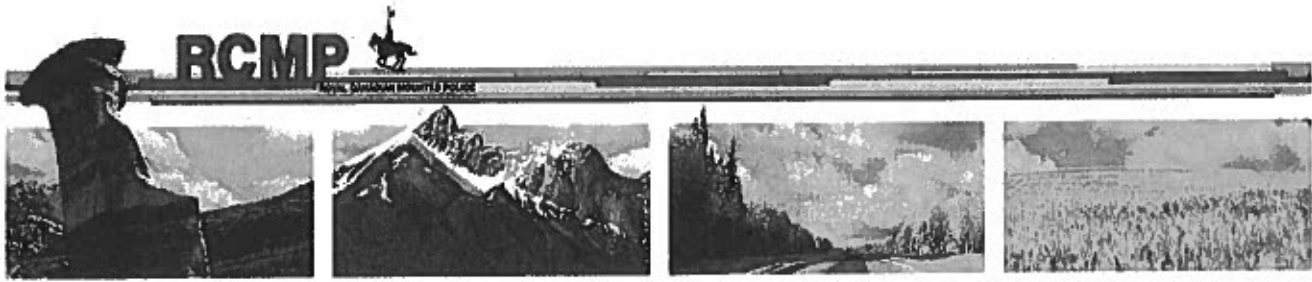
**3.2 SIGNIFICANT MEETINGS IN THE COMMUNITY**

*Meetings attended with organizations within the community, (Municipalities, Villages, First Nations, Chamber of Commerce, School District, Victim Services, local service clubs, COPP). This would speak to the goal of community based policing. This is different from officers attending schools or participating in community charity events. It is more about meetings attended by the **RCMP leadership** to provide a RCMP insight to a specific issue.*

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# Alberta Police Personnel Data





## PPSA Police Funding Model – 2020/21 Positions

*Updated: October 8, 2020*

As per the 2020/21 PPSA Call-Up of new positions, including 76 regular member and 57 public service employee positions, the Alberta RCMP has allotted the following new regular member resources:

- 46 positions in rural Alberta Detachments
  - 28 Filled
  - 18 Pending
- 10 positions in the Call Back Unit (Filled)
- 2 positions to KMOSS (Filled)
- 3 positions to Child Advocacy Centers (Filled)
- 3 positions to Emergency Response Teams (Filled)
- 4 positions to Offender Management (Pending)
- 3 positions to General Investigative Services (SAD) (Pending)
- 2 positions to Police Dog Services (Pending)
- 3 positions to the Diversity Unit (Pending)

This accounts for all of the 76 regular member positions. A total of 46 positions have been filled to date, 30 positions are pending within the staffing process. See Annex A for further details.

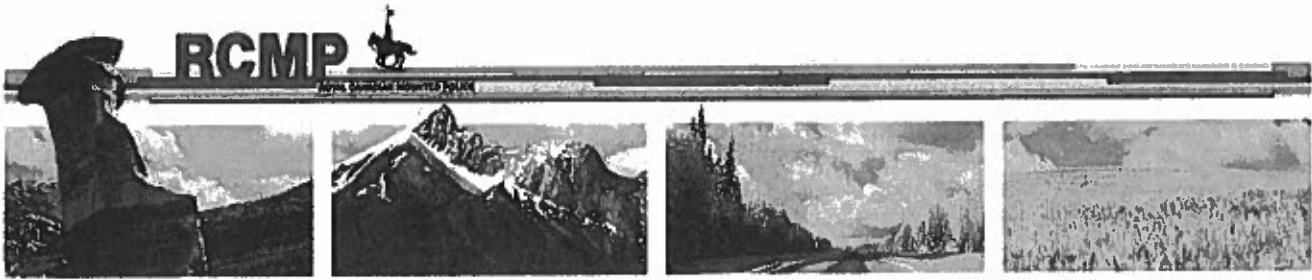
The following public service employee positions have been allocated:

- 31 Detachment Services Support positions (3 Filled, 28 Pending)
- 1 Court Case Management position (Filled)
- 2 Criminal Operations Strategic Management Services positions (Filled)
- 4 Community Engagement and Outreach Specialists (Pending)
- 4 Scenes of Crime Officers (Pending)
- 6 Operational Call Center Operators (3 Filled, 3 Pending)
- 2 Operational Call Center Administrative Support positions (2 Filled)
- 4 Rural Crime Reduction Analysts (Pending)
- 1 Rural Crime Administrative Support positions (Pending)
- 1 Forensic Identification Services Clerk – St. Paul position (Filled)
- 1 Intellex position (Pending)

This accounts for all of the 57 public service employee positions. A total of 12 positions have been filled to date, and the remaining positions are pending within the staffing process. See Annex B for further details.

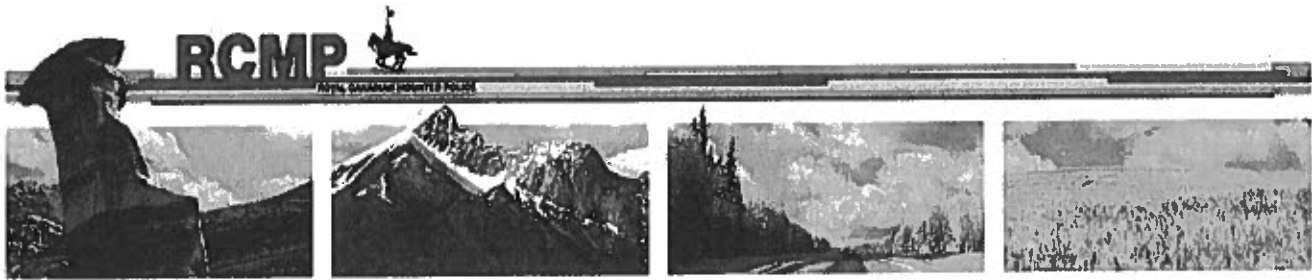
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## Annex A – Regular Member Position Detail

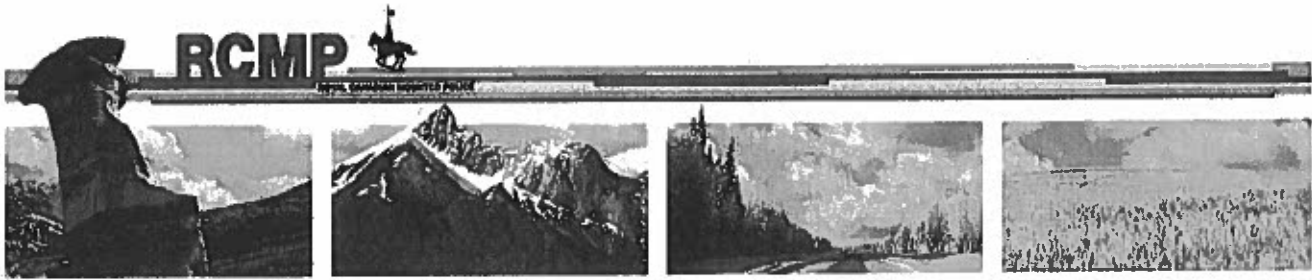
Police Funding Model - Year 1 - Regular Members - as of October 8, 2020				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	AIRDRIE	General Duty	Filled	2020-07-10
		General Duty	Pending	
	CANMORE	General Duty	Filled	2020-08-11
	COCHRANE	General Duty	Pending	
		General Duty	Pending	
		General Duty	Pending	
	DIDSBURY	General Duty	Filled	2020-09-15
	HIGH RIVER	General Duty	Pending	
	OKOTOKS	General Duty	Filled	2020-07-06
	STRATHMORE	General Duty	Filled	2020-09-14
	SAD GIS	General Investigative Services	Pending	
		General Investigative Services	Pending	
		General Investigative Services	Pending	
Central Alberta District	BLACKFALDS	General Duty	Filled	2020-07-22
	CAMROSE	General Duty	Filled	2020-04-01
	INNISFAIL	General Duty	Pending	
	LEDUC	General Duty	Filled	2020-04-01
	MORINVILLE	General Duty	Filled	2020-09-03
	PARKLAND	General Duty	Filled	2020-07-27
	RIMBEY	General Duty	Pending	
	ROCKY MOUNTAIN HOUSE	General Duty	Filled	2020-07-22
		General Duty	Filled	2020-07-22
	STETTLER	General Duty	Pending	
	STRATHCONA	General Duty	Filled	2020-07-27
	SYLVAN LAKE	General Duty	Pending	
	THORSBY	General Duty	Pending	
		General Duty	Pending	
	WETASKIWIN	General Duty	Filled	2020-07-18
Eastern Alberta District	ATHABASCA	General Duty	Filled	2020-09-21
		General Duty	Pending	
	BONNYVILLE	General Duty	Filled	2020-07-28
	COLD LAKE	General Duty	Filled	2020-07-01
	ELK POINT	General Duty	Filled	2020-07-21
		General Duty	Filled	2020-09-14
	KITSCOTY	General Duty	Filled	2020-08-10
	LAC LA BICHE	General Duty	Pending	
	ST PAUL	General Duty	Pending	
	VEGREVILLE	General Duty	Filled	2020-07-22
	WESTLOCK	General Duty	Pending	



**Police Funding Model - Year 1 - Regular Members - as of October 8, 2020**

District/Unit	Detachment	Position Description	Staffing Status	Start Date
Western Alberta District	BEAVERLODGE	General Duty	Filled	2020-07-06
	EDSON	General Duty	Filled	2020-07-02
	EVANSBURG	General Duty	Filled	2020-07-06
	GRANDE PRAIRIE	General Duty	Pending	
		General Duty	Filled	2020-09-12
		General Duty	Pending	
	HIGH LEVEL	General Duty	Pending	
	MAYERTHORPE	General Duty	Filled	2020-07-02
	VALLEYVIEW	General Duty	Filled	2020-07-02
WHITECOURT	General Duty	Filled	2020-07-02	
CROPS Contract Policing	Contract Policing Support Services	Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-07-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Management KMOSS	Filled	2020-04-07
			Filled	2020-04-01
		Critical Incident Program - ERT	Filled	2020-04-01
		Critical Incident Program - ERT	Filled	2020-04-01
		Critical Incident Program - ERT	Filled	2020-04-01
		Diversity Engagement	Pending	
		Diversity Engagement	Pending	
		Hate Crimes	Pending	
		Offender Management	Pending	
		Offender Management	Pending	
		Offender Management	Pending	
Offender Management	Pending			
Police Dog Services	Pending			
Police Dog Services	Pending			
Serious Crimes Branch	Operations South	Child Advocacy Center - Red Deer	Filled	2020-04-01
		Child Advocacy Center - Sheldon Kennedy Centre	Filled	2020-09-01
		Centre	Filled	2020-04-01
	Operations North			

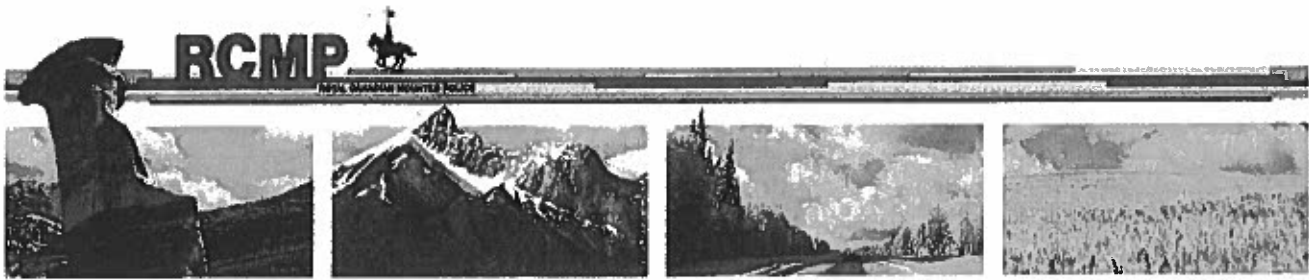
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## Annex B – Civilian Position Detail

Police Funding Model - Year 1 - Civilian Support - as of October 8, 2020				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	BEISEKER	Detachment support	Pending	
	BOW ISLAND	Detachment support	Pending	
	COCHRANE	Detachment support	Filled	2020-09-10
	DIDSBURY	Detachment support	Pending	
	LAKE LOUISE	Detachment support	Pending	
	OLDS	Detachment support	Pending	
	PICTURE BUTTE	Detachment support	Pending	
	TURNER VALLEY	Detachment support	Pending	
Central Alberta District	BASHAW	Detachment support	Pending	
	BRETON	Detachment support	Pending	
	INNISFAIL	Detachment support	Pending	
	RIMBEY	Detachment support	Pending	
	STRATHCONA	Detachment support	Pending	
	SYLVAN LAKE	Detachment support	Pending	
	THORSBY	Detachment support	Pending	
Eastern Alberta District	CORONATION	Detachment support	Pending	
	DESMARAIS	Detachment support	Pending	
	KITSCOTY	Detachment support	Filled	2020-09-23
	PROVOST	Detachment support	Pending	
	TWO HILLS	Detachment support	Pending	
	WOOD BUFFALO	Detachment support	Pending	
		Detachment support	Pending	
Western Alberta District	BEAVERLODGE	Detachment support	Pending	
	FOX CREEK	Detachment support	Pending	
	GRANDE PRAIRIE	Detachment support	Pending	
		Detachment support	Pending	
	HINTON	Detachment support	Filled	2020-10-02
	MANNING	Detachment support	Pending	
	PEACE RIVER	Detachment support	Pending	
	RED EARTH CREEK	Detachment support	Pending	
VALLEYVIEW	Detachment support	Pending		

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**Police Funding Model - Year 1 - Civilian Support - as of October 8, 2020**

District/Unit	Detachment	Position Description	Staffing Status	Start Date
CROPS Contract Policing	Contract Policing Support Services	OCC - Administrative Support	Filled	2020-04-01
			Filled	2020-10-14
		OCC - Telecommunications Operators	Filled	2020-11-05
			Filled	2020-11-06
			Filled	2020-11-05
			Pending	
			Pending	
		Scenes of Crime Officers	Pending	
			Pending	
			Pending	
	Community and Indigenous Policing	Court Case Management Community Engagement and Outreach Specialists	Filled	2019-05-01
			Pending	
			Pending	
			Pending	
CROPS Contract	Criminal Operations	CROPS Strategic Management Services	Filled	2020-04-01
			Filled	2019-03-18
		Crime Reduction Analysts	Pending	
			Pending	
			Pending	
		Crime Reduction - Administrative Support	Pending	
		Forensic Identification Services Clerk - St. Paul	Filled	2020-04-01
		Intellex	Pending	

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