

**SUMMER VILLAGE OF SUNRISE BEACH
AGENDA**

Tuesday, July 23, 2019 – Onoway Civic Centre, commencing at 6:30 p.m.

1. Call to order

2. Agenda
 - a) Tuesday, July 23, 2019 Regular Council Meeting (additions & deletions)

3. Minutes:
 - a) Tuesday, June 25, 2019 Regular Council Meeting

4. Appointments:

6:45 p.m. Violation Tag Appeal – File # 19STOP10-44 (attached)

owners of property at 6206 & 6207 Shedden Drive have sent an appeal regarding the Unsightly Violation. They feel that the violation is unnecessary and would like to appeal to Council.

5. Business
 - a) Sunrise Beach Draft Policies – Deferred from our last Council meeting and follow up to our Bylaws & Policy Project we are bringing forward 5 policies for councils' consideration. 3 Policies are new and 2 are existing, all under our new format. We are requesting consideration to approve these policies as presented or with amendments. We have attached the existing policies were applicable, and these will be rescinded once our new policy is approved.
 1. A-ADM-INF-1 Dissemination of Information to the Public
 2. A-COM-DIS-1 Landowner Disputes Resolution
 3. A-FIN-TAX-1 Tax Recovery Fees (rescind policy V001)
 4. A-FIN-TAX-2 Tax Roll Address Change
 5. A-FIN-CAP-1 Tangible Capital Assets will (rescind policy VI-2018)

 - b) Alberta Urban Municipalities Association – 2019 Convention and Trade Show scheduled for September 25-27th in Edmonton. Early bird registration is \$575.00 per registrant, and \$725.00 after August 9. (*authorize attendance*)

 - c)

 - d)

SUMMER VILLAGE OF SUNRISE BEACH

AGENDA

Tuesday, July 23, 2019 – Onoway Civic Centre, commencing at 6:30 p.m.

6. Financials
 - a) Income & Expense Statement – June 2019 Income and Expense

7. Councillors' Reports
 - a) Mayor Usselman
 - b) Deputy Mayor Tremblay
 - c) Councillor Beck

8. Administration Reports
 - a)

9. Information and Correspondence:
 - a) Yellowhead Regional Library- Hendrik Smith Board Chair & Karla Palichuk, Director letter dated July 2, 2019 presenting the YRL 2019-2021 Plan of Service
 - b) Development Permit 19DP02-44 Construction of a Deck 4107 Sylvan Cove
 - c) Tom Puffer Animal Control log for the month of May

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

11. Adjournment

Next Meetings:

- July 23rd, 2019 – Regular Council Meeting 6:30 p.m.
- August 27th 2019 – Organizational Meeting 6:30 p.m.
- August 27th 2019 – Regular Council Meeting Immediately following the Organizational meeting Municipal Affairs will be attending
- September 24th 2019 - Regular Council Meeting 6:30 p.m.
- October 5th 2019 – SVLSACE Meeting
- October 17th – 18th 2019 ASVA Convention, Leduc
- October 22nd 2019 – Regular Council Meeting 6:30 p.m.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JUNE 25, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

	PRESENT	<p>Mayor Glen Usselman Deputy Mayor Jackie Tremblay Councillor Vera Lynn Beck - Teleconference</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Susan Dales</p> <p>Public Works: 0 Public at Large: 3</p>
1.	CALL TO ORDER	The meeting was called to order at 6:30 p.m. by Mayor Usselman.
2.	AGENDA Motion # 71 -19	<p>MOVED by Deputy Mayor Tremblay that the agenda be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #72 - 19	<p>MOVED by Deputy Mayor Tremblay that the minutes of the May 28, 2019 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS Motion #73 - 19	<p>Ms. McCormack – Requesting if the Municipal Reserve 5672KS R could be open more to the public, ATV's should not be allowed in the park. She would like the park to be for everyone's use.</p> <p>MOVED by Deputy Mayor Tremblay that regarding the Municipal Reserve located at 5672KS R that the Summer Village proceed with opening the walkway between 6404 & 6405 to allow public access, have chattels removed, signs installed saying no ATV's, install a public park sign and that a letter be written to all residents advising them municipal reserve & walkways are for use and enjoyment of all public.</p> <p style="text-align: right;">CARRIED</p> <p>3 Public left the meeting at 7:10 p.m.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JUNE 25, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

5.	<p>NEW BUSINESS Motion # 74 – 19</p> <p>Motion # 75-19</p> <p>Motion # 76 -19</p> <p>Motion # 77 -19</p> <p>Motion # 78-19</p> <p>Motion # 79-19</p> <p>Motion # 80 -19</p> <p>Motion # 81-19</p>	<p>MOVED by Mayor Usselman that Sunrise Beach pay one third of the expenses for Canada Day celebrations to be held at the Sandy Beach Day Park at an estimated cost of \$371.25 (split with SV Sandy Beach and Sun & Sand Rec League).</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay the Summer Village Quality Management Plan (QMP) with respect to codes safety codes to provide guidelines for permitting within the Summer Village be approved as presented.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that Councillor Vera Beck, Deputy Mayor Jackie Tremblay and Mayor Glen Usselman and administration be authorized to attend the ASVA Annual Conference and AGM to be held on October 17 - 18, 2019 in Leduc, registration fee is \$240.00 each and that a silent auction item be purchased for \$200.00.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay that the information provided by the Summer Villages of Lac Ste Anne County East with respect to calculations for summer village allocations be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay that Bylaw #152-2019 for the purpose of establishing an Assessment Review Board be given the first reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that Bylaw #152-2019 be given second reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Beck that Bylaw #152-2019 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>MOVED by Mayor Usselman that Bylaw #152-2019 be given third and final reading.</p>
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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JUNE 25, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

		CARRIED
Motion # 82-19		MOVED by Mayor Usselman that the fee for filing an assessment complaint be set at \$50.00. CARRIED
Motion # 83-19		MOVED by Deputy Mayor Tremblay that Tanya Missikewitz, Reanne Kronewitt-Springer, Wayne Borle and Gina Fowler (Chair) be appointed Board Members to the Assessment Review Board. CARRIED
Motion #84-19		MOVED by Mayor Usselman that Mike Primeau or designate be appointed as the Assessment Review Board Clerk. CARRIED
Motion # 85-19		MOVED by Deputy Mayor Tremblay that Bylaw #153-2019 for the purpose of appointing a clerk of the Assessment Review Board designated officer for the municipality be given first reading. CARRIED
Motion # 86-19		MOVED by Mayor Usselman that Bylaw #153-2019 be give second reading. CARRIED
Motion # 87-19		MOVED by Councillor Beck that Bylaw #153-2019 be considered for third reading. CARRIED UNANIMOUSLY
Motion # 88-19		MOVED by Mayor Usselman that Bylaw #153-2019 be given third and final reading. CARRIED
Motion #89-19		MOVED by Mayor Usselman that the draft policies: 1. A-ADM-INF-1 Dissemination of Information to the Public 2. A-COM-DIS 1 Landowner Disputes Resolution 3. A-FIN-TAX-1 Tax Recovery Fees (rescind Policy V001) 4. A-FIN-TAX-2 Tax Roll Address Change 5. A-FIN-CAP-1 Tangible Capital Assets (will rescind policy VI-2018)

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JUNE 25, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

		be deferred to the next meeting. CARRIED
6.	FINANCIAL Motion # 90-19	MOVED by Mayor Usselman that the Income & Expense Statement for May 2019 be accepted as presented. CARRIED
7.	COUNCIL AND ADMINISTRATION	
8.	REPORTS Motion # 91-19	MOVED by Mayor Usselman that the Council and Administration Reports be accepted for information.
9.	INFORMATION / CORRESPONDENCE Motion # 92-19	CARRIED MOVED by Mayor Usselman that the following items be accepted as information: a) Development Permit 19DP01-44--to demolish a detached garage. b) Yellowhead Regional Library Executive Committee Highlights May 13,2019. c) Municipal Affairs – Kaycee Madu Minister, letter dated June 14, 2019 Introducing himself as the new Municipal Affairs Minister and announcing Liquor ban quashed and rules relaxed in Provincial Parks. d) ASVA Beverly Smith Executive Director, email dated June 12, 2019 introducing the new Executive Director Deb Hamilton. Deb will be starting July 1 st , 2019 as Beverly will start her retirement at that time. e) Alberta Ombudsman, Marianne Ryan, letter dated June 14, 2019 – Information regarding the Ombudsman’s office responding to complaints of unfair treatment by authorities and organizations identified in the Ombudsman Act. CARRIED
10.	CLOSED MEETING SESSION	N/A
11.	ADJOURNMENT	Mayor Usselman declared the meeting adjourned at 8:00 p.m.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JUNE 25, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

Mayor Glen Usselman

Wendy Wildman
Chief Administrative Officer



Summer Village of Sunrise Beach

VIOLATION TAG

June 10, 2019

FILE # 19STOP10-44

This Violation Tag is issued for Breach of the SUMMER VILLAGE OF SUNRISE BEACH Nuisances, Unightly and Untidy Property Bylaw 119-09.

NAME OF OFFENDER / LANDOWNER

LEGAL LAND DESCRIPTION

SECTION BREACHED

Section 2 Duties and Compliance

2.1 No person being the owner of any land or premises within the Summer Village of Sunrise Beach shall permit the land or premises to be or remain in a Nuisance, Unightly or Untidy condition, in accordance with Section 546 of the Municipal Government Act.

Note:

Section 546 of the *Municipal Government Act* states that:

- (1) If, in the opinion of a designated officer, a structure, excavation or hole is dangerous to public safety or property, because of its unsightly condition, is detrimental to the surrounding area, the designated officer may by written order
 - (a) require the owner of the property that is in an unsightly condition to
 - (i) improve the appearance of the property in the manner specified, or
 - (ii) if the property is a structure, remove or demolish the structure and level the site.

Description of Offence:

In my opinion, as a Development Officer of the Summer Village of Sunrise Beach, I find that the Lands are in an unsightly condition as a result of:

1. The Lands are not being maintained in an aesthetic condition (specifically, the grass, weeds, and other vegetation have been allowed to overgrow unabated).

I have attached photographs taken during my inspections dated June 6, 2019, and which form part of the basis upon which I have concluded that the Lands are in an unsightly condition.

You are hereby ordered to comply with this Violation Tag by either:

1. Paying the fine amount of \$250.00 **by 4:30 p.m. on Tuesday, July 2, 2019** or
2. Mowing the grass, removing weeds, trimming the other vegetation, and restoring the Lands to an aesthetically acceptable condition, including ensuring all refuse and debris has been removed from the and properly disposed of, **by 4:30 p.m. on Tuesday, July 2, 2019.**

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Summer Village of Sunrise Beach

PENALTY SECTION

Penalty Total: TWO HUNDRED FIFTY DOLLARS (\$250.00)

Please Make Cheque/Money Order Payable to:

Summer Village of Sunrise Beach
Box 1197
Onoway, Alberta T0E 1V0
(780) 967-0271

Prosecution in Court May Result if payment is not received by July 2, 2019

Section 7 Right to Appeal

7.1 An owner who considers himself or herself aggrieved by a Notice that relates to the Property that is given by a designated Officer may appeal to the Summer Village of Sunrise Beach by filing a notice of appeal under Section 547 of the Municipal Government Act.

7.2 A notice of appeal shall be accompanied by an administrative fee of:

- (1) if a residential property \$100.00 or
- (2) if a business property \$200.00.

7.3 In the event that the Municipal Council of the Summer Village of Sunrise Beach rules in favour of the appellant and grants the appeal, the administrative fee shall be fully refunded.

7.4 A notice of appeal shall be in writing and shall set out:

- (1) The name and address of the appellant,
- (2) A copy of the notice in respect of which the appeal is being taken,
- (3) The legal description of the land affected, and
- (4) The grounds for the appeal.

OFFICER ISSUING TAG

Tony Sonleitner, Development Officer, Summer Village of Sunrise Beach

Attach.

7



Summer Village of Sunrise Beach

PHOTOGRAPHS OF THE SUBJECT LANDS

Plan 5672 KS, Block 2A, Lot 6 : 6206 Shedden Drive Way, taken on June 6, 2019 by the Development Officer

Photo
"A"



"B"





Summer Village of Sunrise Beach

PHOTOGRAPHS OF THE SUBJECT LANDS

Plan 5672 KS, Block 2A, Lot 6 : 6206 Shedden Drive Way, taken on June 6, 2019 by the Development Officer, Cont:

Photo
"C"



"D"



Re: Violation Tag, Property Bylaw 119-09

File # 19STOP10-44

6206 & 6207 Shedden Drive
Plan 5672 KS, Block 2A, Lot 6

June 21, 2019

Dear Municipal Council of the Summer Village of Sunrise Beach:

Please accept this letter as indication of our request for appeal regarding the above cited violation. We feel the claim made by Mr. Tony Sonnleitner, Development Officer of Sunrise Beach, is unnecessary and egregious. We are sincerely disappointed to receive a citation letter along with a fine and would like to appeal on the grounds below. Quite frankly, this process appears to be a significant misallocation of time and resources for all involved and needs to be reviewed by the Mayor and Council moving forward.

We would like to share that we are maintaining our recreational property weekly and have decided to naturalize certain areas that appear to deviate from the previous owner's decision to eradicate natural vegetation. We have spent the past 5 years following purchase of this property greatly improving what was originally a swamp with dead trees and a sinking, rotting cabin that was foreclosed upon and walked away from. Undoubtedly what began as an eyesore and significant investment project for us is slowly becoming our second home and we are proud of it in many ways, including the beauty of the land surrounding it and the enhancements we have made.

In Photo "C", the area photographed at the approach of lot #6207 is intentional that way as we are restoring and "naturalizing" that small corner of our property to its original state to encourage wildlife and natural beauty known for habitat surrounding Alberta lakes. It was unintentionally disturbed during our initial work on the property in 2014. We now have small shrubs, trees and wildflowers that have volunteered and are growing in that region; therefore, it is not an area of "nuisance". Simply by looking at that area, and noticing where mowing starts and stops, one should be able to tell it is intentional and poses no threat. Further, in Photo "A", the area bordering the large fir trees at the front of the property is intentionally remaining in the same manner for the same reasons and we are maintaining it accordingly. One of the reasons we are doing this is to enhance our privacy as we feel very exposed to the road. Again, it is not an area of "nuisance" but rather one of beauty that we very much enjoy and intentionally look after. We argue that as property owners and cabin enthusiasts, these are extremely reasonable decisions to make that are within our rights and not causing harm. Further, we have 3 small, young children who we are actively teaching about nature and wilderness who also enjoy learning about the natural beauty surrounding our property, including these small areas. We would also like to indicate that we are pulling thistles/ engaging in weed control as often as possible in both of those areas as well as areas in other regions of our lots and are not neglectful whatsoever.

In addition to this, taking Photo "B" of the bordering area to the adjacent (but neglected/ burned down home basement) lot that was clearly recently mowed to make a stronger comparative case for neglect of

our property is inappropriate. This photo of our walkway and rain barrel at the side of the cabin is supposedly indicating excessive long grass. As is the photo of our picnic table area in Photo "D". We can assure you this was not a state of neglect. It was likely taken approximately 6-7 days following a mow, and 2-3 days prior to our next mow. If we need to experience pressure, stress and anxiety regarding mowing our grass to the frequency of the aesthetic preference of Mr. Sonnleitner, there is something seriously concerning going on here and it needs to be brought to the greater attention of Council, on behalf of all property holders in Sunrise Beach.

It appears to us that Mr. Sonnleitner's intolerance suggests he holds preference for recreational properties completely mowed and cleared out without any incorporation or adaptation to the surrounding natural environment. One could assume his preference would be a summer village with nothing more than plain, well manicured urban-type lawns. We'd like to kindly highlight: this is a natural lake area and not a city, this is a recreational property, natural areas are not a bad thing or "nuisance" in a lot, and both of our lots are certainly not in an "unsightly or untidy condition" whatsoever. If one is to look around surrounding properties, there are many similar areas and the same opinions exist amongst our neighbours.

Another area to bring to your attention, which caused frustration for us, is the addition of blue metal signage into the tree on #6207 and into the middle of our existing hand-carved wooden sign on #6206 last year, essentially obscuring/ ruining our wooden sign and damaging vegetation. While we understand the need for standardized signage and importance of it in an emergency situation, we immediately contacted the Onoway office and requested both of these blue signs to be moved or installed less invasively on metal rods directly inserted into the ground. Ultimately after assurances that a request would be made to public works (or equivalent), a long delay occurred and neither sign was addressed.

We had a prior conversation with Mr. Sonnleitner approximately 3 years ago when we reached out to address his concern regarding tall grass on our property as we received a registered letter comparable to this. During our conversation with him, we drew attention to the fact that the land surrounding our cabin retained a considerable amount of water due to drainage issues that Spring/ excess snowfall and it took several months (August) before we could run a mower or even walk around without sinking in. Each time we arrived with intention to mow, we were met with puddles of water and deep mud. We felt this issue was addressed reasonably as he expressed understanding at that time. During our conversation he expressed irritation with other properties regarding tall grass and it appeared to be a particular area of contention for him. We understand some owners do not take mowing seriously, but Mr. Sonnleitner needs to recognize that most of us do and we work with considerations including: scheduling, weather, lot drainage issues, lawn treatment and fertilization, root system development (advisable to allow taller grass to root prior to cutting back) among other aspects. There is often more to a situation than what may appear to be.

Mr. Sonnleitner writes that the photos enclosed "**form part of the basis upon which (he) concluded that the lands are in an unsightly condition**"- we would like to request to know what other areas he is basing his conclusion upon? Were complaints made by neighbours that we do not know about? Certainly nothing was ever shared in our conversations with folks we know, nor were we contacted previously by the village staff. This wording suggests there is another area of concern and we'd certainly like to know more about that because ultimately it will only be a matter of time until we receive another one of these documents and fines for another area deemed problematic.

We are aware of other properties along Shedden Drive that are continually in a great state of neglect and wonder what is being done to address properties that appear abandoned year after year or damaged. Or how is it that those are tolerated but our property is not? Our property is loved, well-maintained, natural, mowed weekly or bi-weekly (the latter is infrequent and on occasion) and ultimately somewhere we enjoy spending time and look forward to raising our family. It is not somewhere we have neglected and left in

an unsightly manner and we are quite offended by this accusation and do not take to it lightly. We do not wish to be harassed this way if we do not mow our general lawn area every 3-4 days or decide to allow natural vegetation to reasonably return in some places of our yard.

In the Summer months, we are present at our cabin on a weekly basis to mow or work on it and we would have appreciated a sensible phone call or a direct conversation in person regarding these concerns, not a formal registered letter, a fine and an accusation of breaching and violating property bylaws. We did not have an opportunity to connect and engage with anybody before this occurred as nobody reached out to us to initiate discussion or share concerns. Thankfully, there is an appeal process in this case because we greatly feel misrepresented and mislabelled as lazy and neglectful where instead we are mindful, detail-oriented and intentional in our maintenance and development practices. We love our property the way it is and request to be granted this appeal as not one area is causing harm to neighbours or members of the general community nor is it ugly. We do not feel we should be pressured to make changes.

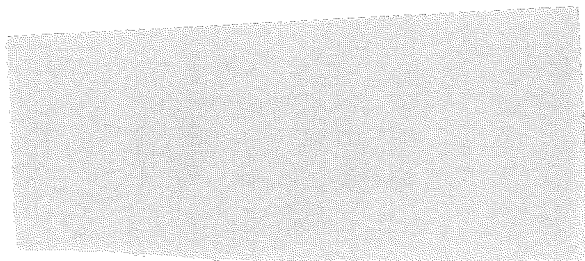
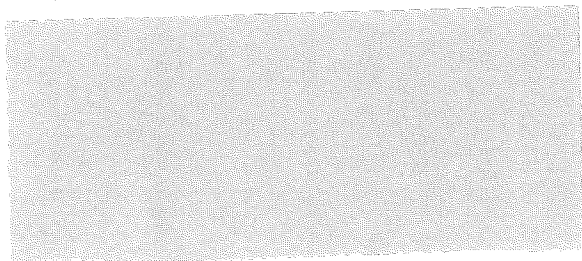
Essentially, we request this appeal to bring attention to the importance of honoring the wishes of well-intentioned, nature-loving, peaceful, mindfully maintaining property owners like us. This type of process makes us feel very unwelcome in the Sunrise Beach community and we now feel we have to constantly look over our shoulders when out there and we can say with great certainty we feel targeted for reasons unknown. It also makes us feel concerned that there is a publicly funded role that can decide which areas are to their liking and which are not, essentially demonstrating a selective bias. It is clear we strongly disagree with the judgement made in this particular case.

Finally, if Mr. Sonnleitner is going to issue official documentation/ violation tags such as this, he needs to cross-reference spelling as neither of our first names were written correctly.

We request timely follow-up on this matter via telephone or in-person. We were proud and strong advocates of Sunrise Beach prior to this, often speaking highly of this community to friends and family and have made great acquaintances here so far. We were considering retiring here. But this situation and approach leaves us feeling very irritated, micromanaged, defeated and uncomfortable. If our appeal is unsuccessful, we will continue to advocate and recommend a more realistic, collaborative process than this when the Summer Village staff notices concerns.

Thank you for your time and consideration. We appreciate the opportunity to share our side of this situation with you and hope to see a resolution moving forward.

Sincerely,





Summer Village of Sunrise Beach

Administrative Policy

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

Purpose

To provide confidentiality guidelines to Council and staff.

Policy Statement

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

Legal References:

Cross References:

Revisions:

Resolution Number	MM/DD/YY

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Summer Village of Sunrise Beach

Administrative Policy

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

Purpose

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

Policy Statement

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

Standards

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

Legal References:

Revisions:

Resolution Number	MM/DD/YY

14



Summer Village of Sunrise Beach Administrative Policy

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

Purpose

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

Policy Statement

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

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

Responsibilities

Legal References: MGA Part 5 & 6

Cross References:

Revisions:

Resolution Number	MM/DD/YY

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TAX RECOVERY FEES

Authorization: November 8, 2004, Council Motion

Policy:

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

Background:

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

Confirmed: March 7th, 2011 Council Meeting



Summer Village of Sunrise Beach

Administrative Policy

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

Purpose

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

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

Policy Statement

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

Standards

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

17.



Summer Village of Sunrise Beach Administrative Policy

Legal References:

Revisions:

Resolution Number	MM/DD/YY

(18)

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

RESPONSIBILITY:

C.A.O.

APPROVED BY COUNCIL:

DATE: April 24, 2018

PURPOSE:

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

In addition, the policy covers policy and procedures to:

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

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

SCOPE:

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

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SUMMER VILLAGE OF SUNRISE BEACH

ACCOUNTING FOR TANGIBLE CAPITAL ASSETS Policy No. VI - 2018

DEFINITIONS:

Tangible Capital Assets:

Assets having physical substance that:

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

Betterments:

Subsequent expenditures on tangible capital assets that:

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

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

Group Assets:

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

Fair Value:

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

20

SUMMER VILLAGE OF SUNRISE BEACH

ACCOUNTING FOR TANGIBLE CAPITAL ASSETS Policy No. VI - 2018

POLICY STATEMENTS:

Capitalization:

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

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

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

Categories:

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

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

Valuation:

(21)

SUMMER VILLAGE OF SUNRISE BEACH

ACCOUNTING FOR TANGIBLE CAPITAL ASSETS Policy No. VI - 2018

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

1.1 Purchased assets

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

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

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

1.2 Acquired, Constructed or Developed Assets

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

1.3 Capitalization of Interest Costs

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

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



SUMMER VILLAGE OF SUNRISE BEACH

ACCOUNTING FOR TANGIBLE CAPITAL ASSETS Policy No. VI - 2018

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

1.4 Donated or Contributed Assets

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

Amortization:

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

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

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

Disposal:

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

SCHEDULE "A"

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

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SUMMER VILLAGE OF SUNRISE BEACH

ACCOUNTING FOR TANGIBLE CAPITAL ASSETS Policy No. VI - 2018

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



Summer Village of Sunrise Beach

Administrative Policy

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

RESPONSIBILITY:

C.A.O.

PURPOSE:

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

In addition the policy covers policy and procedures to:

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

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

SCOPE:

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

DEFINITIONS:

Tangible Capital Assets:

Assets having physical substance that:

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

(25)



Summer Village of Sunrise Beach

Administrative Policy

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

Betterments:

Subsequent expenditures on tangible capital assets that:

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

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

Group Assets:

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

Fair Value:

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

POLICY STATEMENTS:

Capitalization:

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

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



Summer Village of Sunrise Beach

Administrative Policy

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

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

Categories:

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

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

Valuation:

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

1.1 Purchased assets

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

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

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

27



Summer Village of Sunrise Beach

Administrative Policy

1.2 Acquired, Constructed or Developed Assets

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

1.3 Capitalization of Interest Costs

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

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

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Amortization:

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

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

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



Summer Village of Sunrise Beach Administrative Policy

Disposal:

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

SCHEDULE "A"

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

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

Revisions:

Resolution Number	MM/DD/YY

29

2019 AUMA Convention & AMSC Trade Show

3 4 2

Event Details

Program & Speakers

The 2019 AUMA Convention & AMSC Trade Show will be held from September 25 - 27, 2019 in Edmonton, AB.

Registration now open!

2019 AUMA Convention and AMSC Trade Show

Join more than 1,100 elected officials, administrators and business partners for the 2019 AUMA Convention and AMSC Trade Show, returning to the Edmonton Convention Center from September 25-27.

This year's Convention will include dialogue sessions with provincial Ministers, and breakout topics including a policing panel, ethics in municipal government, engaging with your local media, disaster readiness, and more.* Members will also have the opportunity to vote on resolutions, as well as the 2019 AUMA elections.

Looking for new business solutions for your municipality? Look no further than the AMSC Trade Show, bringing together more than 100 municipally focused partners aimed at streamlining your efficiency.

**Sessions are subject to change. Seating is limited for each session and is based on first come, first served.*

Keynote Speaker - Rick Mercer

AUMA is proud to welcome Rick Mercer as the 2019 Opening Ceremonies keynote speaker.

Rick Mercer chronicles, satirizes, and ultimately celebrates all that is great and irreverent about this country. A #1 bestselling author, Governor General's Award-winner for Lifetime Artistic Achievement, and "Canada's Unofficial Opposition," Mercer is our most popular comic; a political satirist who knows exactly what matters to regular Canadians and what makes them laugh.

Rick Mercer's top-rated, award-winning CBC show, *The Rick Mercer Report*, routinely trampled even its American competitors in the ratings. The show featured Mercer's trademark rants, satirical

newscasts, commercial parodies, and comic encounters with famous Canadians, talking about Canada. More than any other comedian (or journalist for that matter), he talks to Canadian newsmakers with a refreshing candour, and is uniquely able to spin topical hilarity from the people and the things deeply embedded in the national consciousness.

*Please note, Keynote Address is restricted to paying delegates only. Speakers, exhibitors, and Partners' Program attendees are not permitted.

What does your Convention registration get?

- The chance to build and improve the framework for the municipal order for government in Alberta.
- An opportunity to network with Alberta's municipal leaders.
- Learn about the obligations of an elected official.
- The right to choose who will represent your municipality on the AUMA Board.
- Your choice of education sessions.
- Breakfast and lunch each day.
- Admission into the AMSC Trade Show.
- And much more!

Preconvention - Tuesday, September 24

If you're already coming to Convention, why don't you take in one of our Preconvention sessions. The Elected Officials Education Program (EOEP) will be offering members two courses, Council's Role in Strategic Planning & Regional Partnerships and Collaboration. We will also be offering a legal seminar, facilitated by our legal partners from Reynolds Mirth Richards & Farmer LLP.

Council's Role in Strategic Planning:

The role of elected officials is to lead. They determine the long-term goals and priorities of their municipality. Doing this effectively takes skill, and an understanding of how to separate the day-to-day from the big picture. The EOEP's Council's Role in Strategic Planning course will explain the important role that strategic planning plays in building municipal sustainability, how councils can work together to set realistic goals, the basic elements of a strategic plan, how to set and assess strategic priorities, the roles of council and staff in strategic planning, and other information that will support you and your municipality in planning strategically for both the short- and long-term.

Regional Partnerships and Collaboration:

In life, and in the municipal world, working with your neighbours is not always easy. If done right, it can provide major benefits. The EOEP's Regional Partnerships and Collaboration course will provide participants with an opportunity to learn about required collaborative tools such as intermunicipal collaboration frameworks, as well as other approaches municipalities can take to build meaningful partnerships with their municipal neighbours in a way that is fair and mutually beneficial.

Reynolds Mirth Richards & Farmer LLP Legal Sessions:

MORNING SESSION:

Councillor and Administration Conduct: What You Need to Know

Sean Ward and Kelsey Becker Brookes, Municipal Team Co-Leaders

This half-day session will explore three areas related to the conduct of Councillors and administration:

Councillor Codes of Conduct: The RMRF team will focus on bridging the gap between the theoretical purpose and importance of Codes of Conduct and the practical challenges municipalities have experienced in applying and enforcing them.

Social Media: Although social media is nothing new, emerging applications and legal developments

in this area are still evolving at a fast pace. Learn practical tips and pitfalls to avoid.
 Defamation: In the age of broad and immediate communication, the law of defamation is more relevant now than ever before. However, it is not always straightforward – and never has been. Learn the basics of defamation, as well as important developments in the law as it relates to municipalities.

AFTERNOON SESSION:

Growing Pains and Other Fundamental Changes: Annexations, Amalgamations, and Dissolutions under the Municipal Government Act

Kelsey Becker Brookes, Municipal Team Co-Leader and Daina Young, Partner

As communities and regions change and grow, municipalities may be considering or faced with the prospect of annexations, amalgamations, dissolutions, or the creation of a specialized municipality. In this half-day session, the RMRF team will set out the law related to these mechanisms. The discussion will also explore:

the downstream consequences of annexations, amalgamations, dissolutions, and the creation of specialized municipalities, as well as

the practical considerations municipalities must bear in mind, even at the beginning stages.

The purpose of this seminar is to provide perspective and examples regarding these fundamental changes, in addition to the legal and procedural framework.

Partners Program

More information to come in the upcoming weeks!

Registration Fees (prices do not include GST)

Type	Member	Non-Member	RMA Member
Early Bird	\$575	\$975	\$675
After Early Bird	\$725	\$1125	\$825
On Site	\$975	\$1325	-
One Day Early Bird	\$550	\$875	-
One Day After Early Bird	\$700	\$975	-
Pre-Convention Session	\$340	-	\$340

2019 AUMA BOARD ELECTION

Candidate Information and Nomination Package is now available.

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TRADE SHOW REGISTRATION OPEN!

Book your AMSC Trade Show booth before it's too late. In 2018, booths sold out by the middle of August.

[Secure your booth today!](#)

Review the [Trade Show brochure](#)

SPONSORSHIP

Sponsorship opportunities for the AUMA Convention and AMSC Trade Show are now available.

As an AUMA Convention sponsor you will have direct access to over 1100 municipally elected officials, administrators and municipal stakeholders. AUMA members come from across Alberta to participate in the annual general meeting, set the direction for our advocacy and policy development, attend education sessions and elect next year's Board of Directors. There is also time set aside for delegates to network with municipal colleagues and to attend social events such as the Opening Ceremonies and the Dessert Reception.

In conjunction with the AUMA Convention, the AMSC Trade Show showcases over 100 exhibitors and provides direct access to community decision makers. The strong participation is indicative of the growing number of organizations interested in doing business with local governments.

Building relationships with mayors, councilors, and senior administrators from cities, towns and villages is a valuable investment, and sponsorship of the AUMA Convention & AMSC Trade Show is a prime opportunity to enhance your organization's visibility and recognition within Alberta's municipal marketplace.

Review the [Sponsorship Package](#)

If you are interested in discussing other Sponsorship options, please email sponsorship@auma.ca.

BOOK YOUR HOTEL

When booking make sure to tell them you are booking in the Alberta Urban Municipalities Association's group block for the 2019 AUMA Convention and AMSC Trade Show. This will ensure that you receive the group rate.

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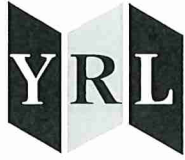
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RECEIVED
JUL 09 2019

Yellowhead Regional Library

July 2, 2019

Wendy Wildman
Summer Village of Sunrise Beach
Box 1197
Onoway, AB T0E 1V0

Dear Wendy,

On behalf of the Board of Trustees and staff of Yellowhead Regional Library (YRL), we are pleased to present the YRL 2019–2021 Plan of Service.

We invite you to read the plan which showcases how we are committed to adapting to the changing needs of the 85 YRL member public and school libraries and their clients. As always, YRL strives to be a leader in library service and continues to seek creative ways to provide quality services within our region.

If you have any questions or would like more information, please contact us at chair@yrl.ab.ca or kpalichuk@yrl.ab.ca.

Thank you—we appreciate your continued support of all public and school libraries in Alberta.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Hank Smit'.

Hendrik (Hank) Smit, Board Chair
Yellowhead Regional Library

A handwritten signature in black ink, appearing to read 'Karla Palichuk'.

Karla Palichuk, Director
Yellowhead Regional Library

Enclosure: YRL 2019-2021 Plan of Service

35



June 22, 2019

File: 19DP02-44

**Re: Development Permit Application No. 19DP02-44
Plan 4652 TR, Block 1, Lot 7 : 4107 Sylvan Cove (the "Lands")
R – Residential : Summer Village of Sunrise Beach**

APPROVAL OF DEVELOPMENT PERMIT

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

CONSTRUCTION OF A DECK

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

- 1- All municipal taxes must be paid.
- 2- That the applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 3- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 4- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Summer Village of Sunrise Beach for review.
- 5- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 6- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- The applicants shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 8- That all improvements shall be completed within twelve (12) months of the effective date of the permit.



Development Services
for the
Summer Village of Sunrise Beach
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

9- Development shall conform to the following site requirements:

- **Rear Yard Setback shall be a minimum of 8.0 metres;**
- **Front Yard Setback shall be a minimum of 7.0 metres; and**
- **Side Yard Setback shall be a minimum of 1.5 metres or greater distance as required under the Alberta Safety Codes Act.**

Note: Please be reminded that where walls are located within 2.4 metres of the property line they shall be constructed as a fire separation of not less than 45 minutes. (Alberta Fire Code - Article 9.10.15.5).

Note: Development shall also conform to the Alberta Electrical and Communication Utility Code. A copy of TABLE 9 – Minimum Design Clearances From Wires and Conductors not Attached to Buildings, Signs and Similar Plants is attached to the permit for your information.

10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.

11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

12- Applicant is responsible for grading the site of the proposed development to the design lot grades and direction(s) of drainage and for ensuring that surface runoff water does not discharge from the site to an adjacent property.

13- The applicant is responsible for determining if there are any special considerations required for building foundation construction.



Development Services
for the

Summer Village of Sunrise Beach

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

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

Date Application Deemed **June 22, 2019**

Complete

Date of Decision **June 22, 2019**

Effective Date of

Permit

July 21, 2019

Signature of Development
Officer

Tony Sonnleitner, Development Officer, Summer Village of Sunrise Beach

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

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

Town of Onoway
Box 1197
Onoway, AB T0E 1V0

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



Development Services
for the

Summer Village of Sunrise Beach

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

NOTE:

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

IMPORTANT NOTES

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



Development Services
for the

Summer Village of Sunrise Beach

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

Superior Safety Codes Inc.

Edmonton Office

14613 - 134 Avenue

Edmonton, Alberta T5L 4S9

E-mail: info@superiorsafetycodes.com

Phone: 780 489 4777

Fax: 780 489 4711

Toll Free Ph: 1 866 999 4777

Toll Free Fax: 1 866 900 4711

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



Development Services
for the

Summer Village of Sunrise Beach

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

Public Notice

DEVELOPMENT APPLICATION NUMBER: 19DP02-44

APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit for this property, Plan 4652 TR, Block 1, Lot 7 : 4107 Sylvan Cove, with regard to the following:

CONSTRUCTION OF A DECK

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

Any person who objects to the proposed use of the parcel may deliver to the Development Officer a written statement of his objection to such use indicating the following:

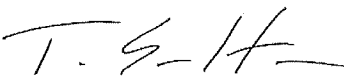
1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement shall be accompanied by a \$150.00 appeal fee and must be received by the Secretary of the Subdivision and Development Appeal Board no later than 4:00 pm on July 13, 2019.

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

Summer Village of Sunrise Beach
Box 1197, Onoway, Alberta T0E-1V0
Attention: Tony Sonnleitner, Development Officer

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

Date Application Deemed Complete	June 22, 2019
Date of Decision	June 22, 2019
Effective Date of Permit	July 21, 2019
Signature of Development Officer	

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. **The appeal should be directed to this office at: Summer Village of Sunrise Beach, Box 1197, Onoway, AB T0E 1V0 and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$150.00.**

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

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

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

THIS IS NOT A BUILDING PERMIT

DEVELOPMENT PERMIT APPLICATION



Summer Village of Sunrise Beach

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

Application Number: _____

Application Received Date: _____

Application Deemed Complete: _____

PROJECT LOCATION – REQUIRED

Suite: _____ Street Address: 4107 Street Name: Sylvan Cove

Legal Description: Unit / Lot / Block / Plan or Quarter / Section / Township / Range / Meridian

/ lot 7 / block 1 / Plan 4652TR /

TYPE OF USE – REQUIRED

- New Construction
- Addition
- Fence
- Other
- Garage
- Well / Cistern / Septic System
- Temporary Business
- Accessory Building / Shed
- Change of Occupancy or Use
- Variance
- Accessory Structure / Deck
- Secondary Suite
- Sign

PROJECT DESCRIPTION - REQUIRED

COST OF PROJECT - REQUIRED \$ 10,000

addition of deck on east side of house

NEW CONSTRUCTION – REQUIRED

- Residential
 - Single Detached
 - Semi Detached
 - Multi-family Dwelling
 - Commercial
 - Industrial
 - Institutional
- Number of units: _____ Total Area: _____ m²

GARAGES/ACCESSORY BUILDINGS/ADDITIONS/ STRUCTURES /DECKS / FENCES – REQUIRED

Total Area (m²): _____ Height (if applicable): _____
Residential Commercial Industrial Institutional
unsure but dimension on drawing

CHANGE OF OCCUPANCY OR USE – COMPLETE ONLY IF APPLYING FOR CHANGE OF USE OR OCCUPANCY OR FAMILY DAY HOME

Total Area (m²): _____

FAMILY DAY HOME – COMPLETE ONLY IF APPLYING FOR A FAMILY DAY HOME

Are room alterations involved: YES NO If yes – Number of Rooms: _____ List Rooms: _____
Describe alterations:

Provide a detailed description of materials, equipment and/or vehicles including utility trailer(s) that will be used and where they will be stored:

Number of resident employees: (employees that reside in the home): _____

Number of children (including children under the age of 5 who are otherwise permanent residents of the dwelling): _____

Hours of Operation: _____

Number of daily business visits to the property: _____

Number of household vehicles: _____

Number of onsite parking stalls: _____

DEVELOPMENT PERMIT APPLICATION



Summer Village of Sunrise Beach

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

SIGNS – COMPLETE ONLY IF APPLYING FOR A SIGN PERMIT

- Temporary:
- Balloon
 - Billboard
 - Portable - # of 30 day periods _____
 - Developer Marketing
 - Development Directional
 - Other

- Permanent :
- Freestanding
 - Fascia / Wall / Projecting / Roof / Canopy
 - Changeable Copy
 - Other

SECONDARY SUITE – COMPLETE ONLY IF APPLYING FOR A SECONDARY SUITE

The proposed secondary suite is located within:

- The principal dwelling unit
- The second story of a detached garage
- An accessory building
- Other (describe): _____

Floor area of the secondary suite (m²):

Number of bedrooms in the secondary suite:

Floor area of the principal dwelling unit (m²):

Number of parking stalls available on site:

OWNER OR REPRESENTATIVE – REQUIRED

I am the registered owner of the land described above

I have been designated as the representative of the owner
(written consent attached)

Owner Name:

Terry Bruchal

Agent Name:

Signature: _____

Signature: _____

MAILING ADDRESS (OWNER) – REQUIRED

Mailing address:

206 11640 79 Ave

City:

Edmonton

Province:

AB

Postal Code:

T6G 0P7

Phone no.:

780-437-9168

Builders License #

Email Address:

tbruchal@shaw.ca

APPLICANT SAME AS OWNER/REPRESENTATIVE – REQUIRED

Applicant Name:

Phone no.:

780-437-9169

Builders License no.:

Company Name:

Email Address:

Mailing address:

206 11640 79 Ave

City:

Edmonton

Province:

AB

Postal Code:

T6G 0P7

I acknowledge that if the development permit application is approved it is subject to an appeal period pursuant to Section 678 of the Municipal Government Act, RSA 2000, Chapter M-26 and that the decision may be ultimately overturned or amended. I accept that if I commence development prior to the appeal expiry date, I am doing so with the appropriate development and building permits issued and at my own risk accepting all legal responsibilities.

Applicant's signature

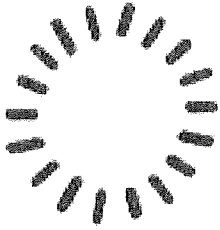
Date

June 21, 2019

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ELECTRONIC COMMUNICATION

MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, Chapter M-26



Summer Village of Sunrise Beach

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

Owner(s) consent to communicate with the Summer Village of Sunrise Beach and its applicable contractors through electronic means.

Section 608(1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that:

608(1) Where this Act or a regulation or bylaw made under this Act requires a document to be sent to a person, the document may be sent by electronic means if

(a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose, and

(b) it is possible to make a copy of the document from the electronic transmission.

I/We being the registered owner(s) or Agents for the lands described below, for the purpose of Development Permit Approval, desire to enter into an agreement with the Summer Village of Sunrise Beach and its applicable contractors to communicate through electronic means:

Email Address: tbruchal@shaw.ca

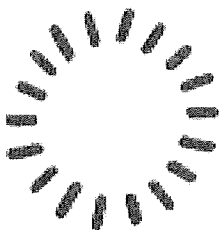
Legal Land Description	Plan 4652TR block 1 lot 7
Registered Owners Name as Per Certificate of Title	_____
Name of Signing Authority (If owner is a numbered company)	_____
Property Address	4107 Sylvan Cove
	Sunrise Beach AB
Signature	Terry Bruchal
	June 21, 2019
	Print Date

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a development permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at (780) 967-0271.

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RIGHT OF ENTRY AUTHORIZATION

MUNICIPAL GOVERNMENT ACT, R.S.A. 2000, Chapter M-26



Summer Village of Sunrise Beach

Development Services

Box 2945, Stony Plain, Alberta T7Z 1Y4

Phone: 1-780-718-5479 Fax: 1-866-363-3342

Email: pcm1@telusplanet.net

Owner(s) consent to the Right of Entry by an authorized person of the Summer Village of Sunrise Beach for the purpose of a land site inspection relative to a proposed development permit application or Land Use Bylaw amendment.

Section 542 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 stipulates that:

542(1) *If this or any other enactment or a bylaw authorizes or requires anything to be inspected, remedied, enforced or done by a municipality, a designated officer of the municipality may, after giving reasonable notice to the owner or occupier of land or the structure to be entered to carry out the inspection, remedy, enforcement or action,*

(a) enter on that land or structure at any reasonable time, and carry out the inspection, enforcement or action authorized or required by the enactment or bylaw,

(b) request anything to be produced to assist in the inspection, remedy, enforcement or action, and

(c) make copies of anything related to the inspection, remedy, enforcement or action.

(1.1) *A consent signed under section 653 is deemed to be a reasonable notice for the purposes of subsection (1).*

(2) *The designated officer must display or produce on request identification showing that the person is authorized to make the entry. (3) In an emergency or in extraordinary circumstances, the designated officer need not give reasonable notice or enter at a reasonable hour and may do the things in subsection (1)(a) and (c) without the consent of the owner or occupant.*

In accordance with the above Section and the Summer Village of Sunrise Beach Land Use Bylaw requirements, it is necessary that this form be completed and returned with your application submission in order that an authorized person from the Summer Village may be able to do a site inspection if required on the property.

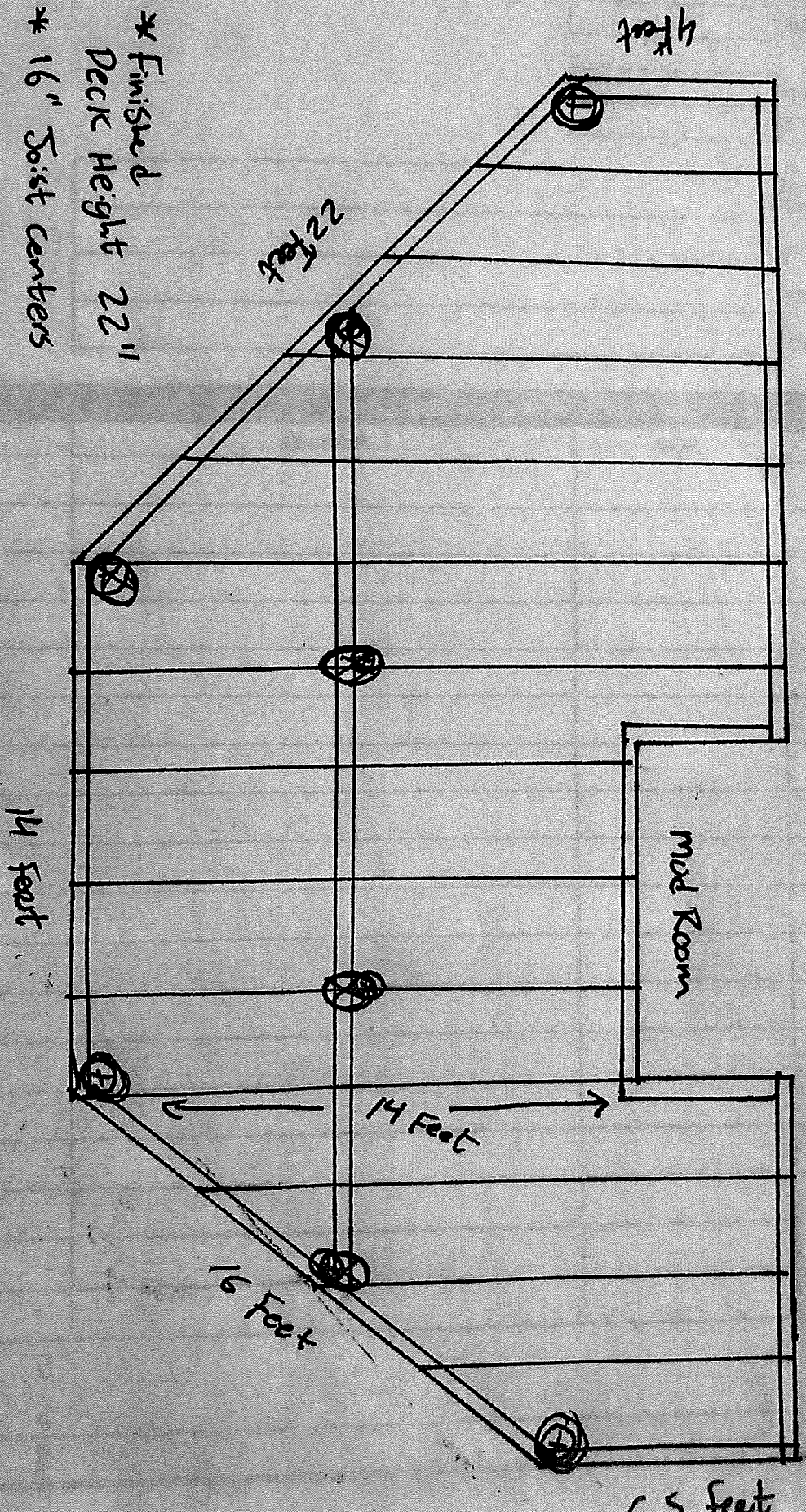
I/We grant consent for an authorized person of the Summer Village of Sunrise Beach to enter upon the subject land for a site inspection.

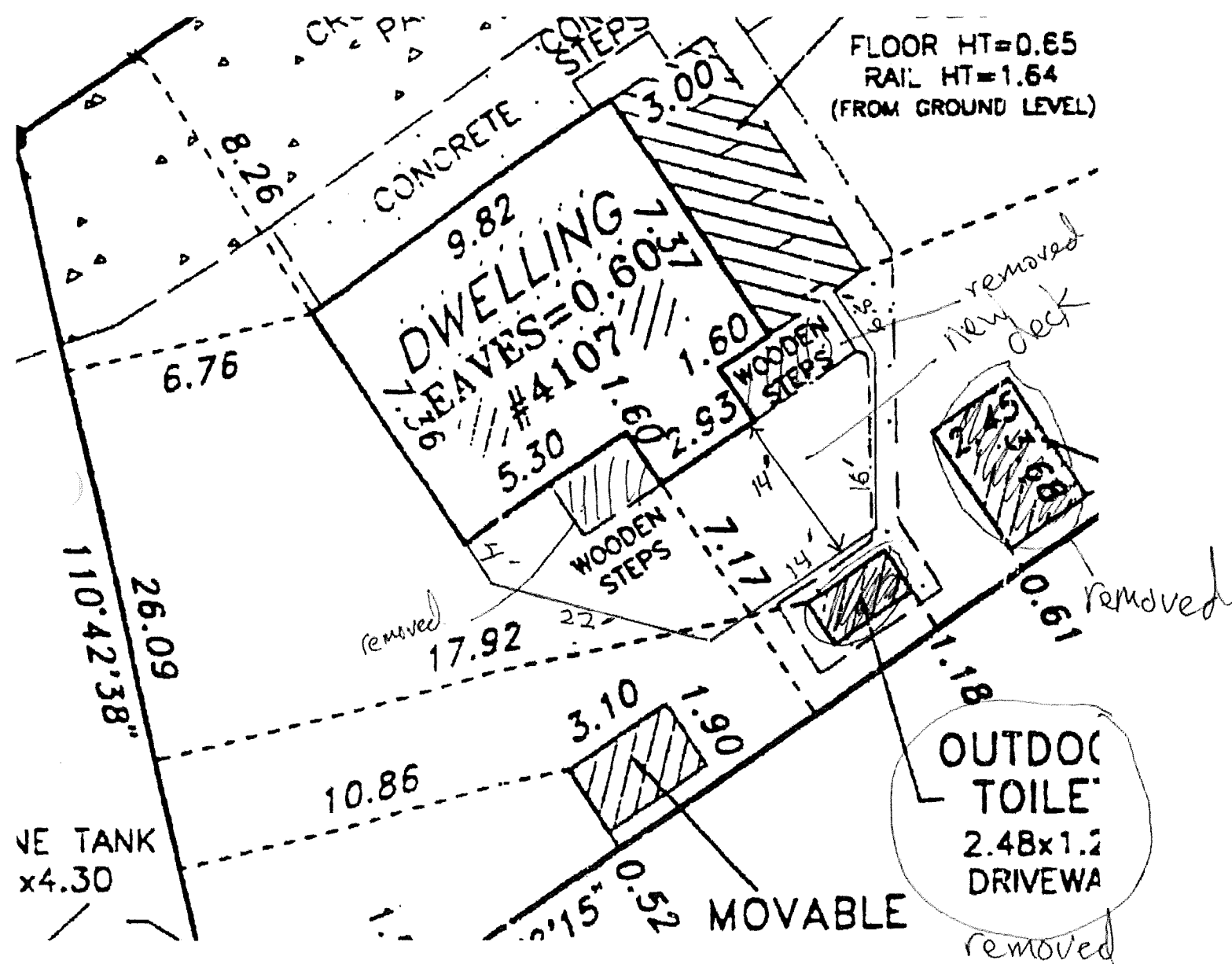
Legal Land Description	Plan 4652TR block 1 lot 7	
Registered Owners Name as Per Certificate of Title		
Name of Signing Authority (If owner is a numbered company)		
Property Address	4107 Sylvan Cove	
	Sunrise Beach AB	
Signature	Print	Date
		June 21, 2019

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a development permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at (780) 967-0271.

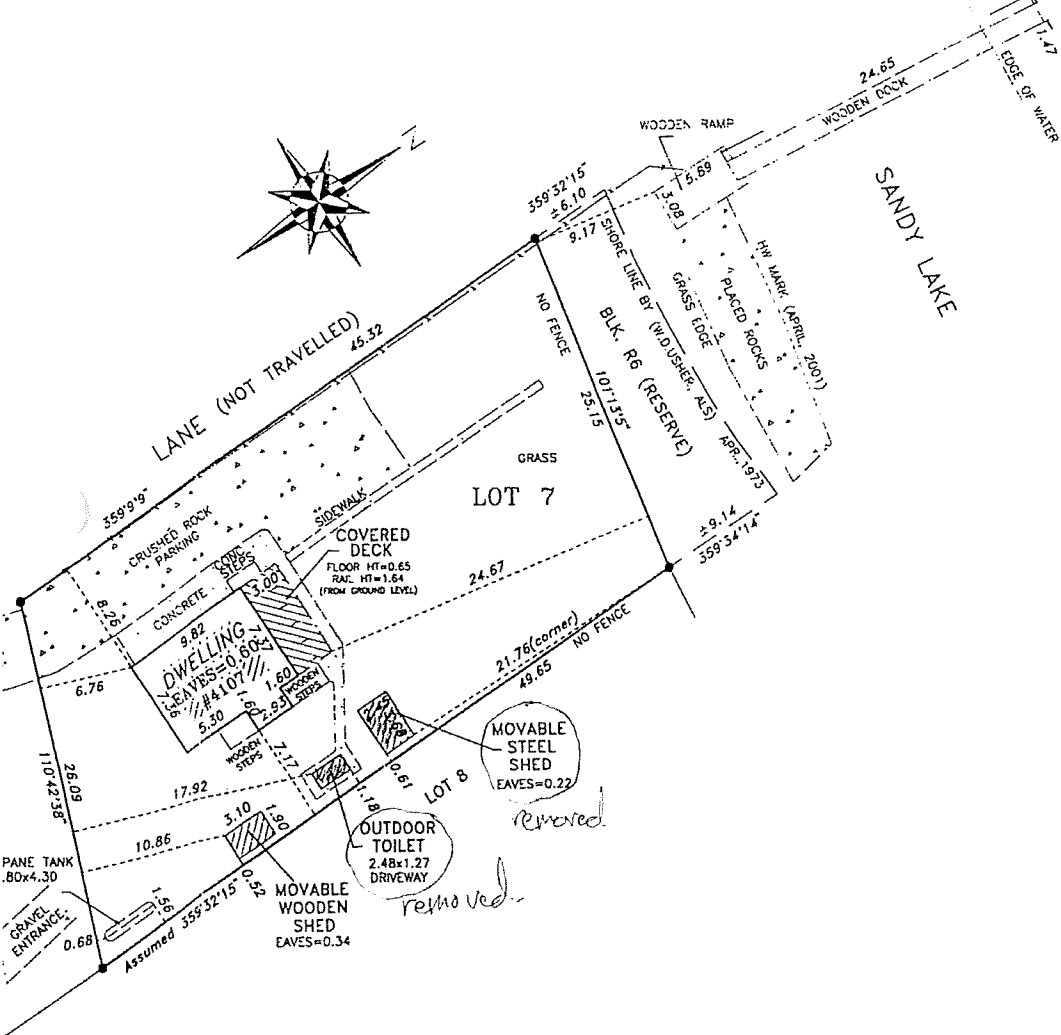
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- * Finished Deck Height 22"
- * 16" Joist Centers
- * 2x8 Construction





ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT



LOT: 7 BLOCK: 1
 PLAN: 4652TR
 SUMMER VILLAGE OF SUNRISE BE
 ADDRESS: 4107 SYLVAN COVE
 TITLE No.: 912 174 273 TITLE SEARCHED: 20
 SURVEY COMPLETED: 2001 - APR. 10th

REGISTERED OWNER: FRANK & ANNETTE BALL
 CLIENT: OWNER

CERTIFICATION:
 I HEREBY CERTIFY THAT THIS REPORT WAS PREPARED PERFORMED UNDER MY PERSONAL SUPERVISION AND IN ACCORDANCE WITH THE MANUAL OF STANDARD PRACTICE OF THE ALBERTA LAND SURVEY AND SUPPLEMENTS THERETO, ACCORDINGLY WITHIN THOSE STANDARDS OF THIS REPORT.
 I AM OF THE OPINION THAT:
 1. THE PLAN ILLUSTRATES THE BOUNDARIES OF THE PROPERTY, VISIBLE IMPROVEMENTS SITUATED THEREON (THE "IMPROVEMENTS"), RIGHTS-OF-WAY AND OTHER REGISTERED INSTRUMENTS TO THE EXTENT OF THE TITLE TO THE PROPERTY;
 2. THE IMPROVEMENTS ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PROPERTY UNLESS OTHERWISE SHOWN ON THE PLAN;
 3. NO VISIBLE ENCROACHMENTS EXIST ON THE PROPERTY FROM AN ADJOINING PROPERTY, UNLESS OTHERWISE SHOWN ON THE PLAN;
 4. NO VISIBLE ENCROACHMENTS EXIST ON REGISTERED EASEMENTS OR OTHER REGISTERED INSTRUMENTS AFFECTING THE EXTENT OF THE PROPERTY UNLESS OTHERWISE SHOWN ON THE PLAN.
PURPOSE: WE HAVE PERFORMED THIS SURVEY AND PREPARED THIS REPORT FOR THE BENEFIT OF ONLY THE LAND OWNER, SUBSEQUENT OWNERS AND AGENTS FOR SALE OR MORTGAGE PURPOSES. COPYING IS PERMITTED BY THE LAND OWNER, WHERE APPLICABLE, REGISTERED EASEMENTS, UTILITY RIGHTS-OF-WAY, AND OTHER REGISTERED INSTRUMENTS OF THE PROPERTY HAVE BEEN SHOWN, UNLESS OTHERWISE SHOWN ON THE PLAN. THIS PLAN SHOULD NOT BE USED TO ESTABLISH PROPERTY BOUNDARIES TO THE HIGH DEGREE OF RISK OF THE USER MAKING AN ERROR IN THE INFORMATION SHOWN ON THIS REAL PROPERTY REPORT REFERENCE TO THIS PROPERTY AS OF THE DATE OF SURVEY ONLY. USERS SHOULD HAVE THE REAL PROPERTY REPORT UPDATED FOR FUTURE REFERENCE.

- NOTES:**
- 1 - STATUTORY IRON SURVEY POSTS FOUND SHOWN THUS..... ●
 - 2 - FENCES ARE SHOWN THUS ————
 - 3 - (ALL FENCES ARE WITHIN 0.20m OF PROPERTY LINE UNLESS OTHERWISE SHOWN)
 - 4 - DISTANCES ARE IN METRES AND DECIMALS THEREOF.
 - 5 - DISTANCES ARE TO THE FINISHED EXTERNAL WALLS.
 - 6 - LOCATION DIMENSIONS ARE PERPENDICULAR TO PROPERTY BOUNDARIES UNLESS SHOWN OTHERWISE.
 - 7 - EAVES ARE DIMENSIONED TO THE LINE OF THE FASCIA.
 - 8 - THERE MAY BE ADDITIONAL SURVEYING INFORMATION ON THE BACK OF THIS SHEET.
- THIS DOCUMENT IS NOT VALID UNLESS IT BEARS AN ORIGINAL SIGNATURE AND THE CAPITAL CITY GEOMATICS LTD'S PERMIT STAMP

CAPITAL CITY GEOMATICS LTD.
 10042-80th AVENUE, EDMONTON, ALBERTA, T6E 1T5
 PHONE: (780) 439-0770 FAX: (780) 439-6776

DATED AT _____ EDMONTON _____
 THIS 17th DAY OF _____ APR. _____, 2001.

William Mintz (COPYRIGHT RESERVED)
 W. J. MINTZ, A.L.S. © Copyright. 2001.

DATE 2001 APR. 17th SCALE: 1:400
 OUR FILE No.: CCG719 CLIENT FILE No.:

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Summer Village Of Sunrise Beach Animal Control Log

May 15/19 Conducted general patrol, no incidents reported.

May 12/19 Conducted general patrol, no incidents reported.

May 26/19 Conducted general patrol, no incidents reported.

May 29/19 Received complaint of resident dog getting out of its property and showing aggression to the complainant. Attended complaint and talked to complainant and she advised me that the daughter of the dog owner after and apologised to her. The complainant requested that she would be satisfied with me having a talk with the dog owner. I attended the dog owner's residence and spoke to the owner; she advised me she is just fostering the dog (black collie/shepherd?) And is starting to see certain negative traits. She admitted to me she has concern for her grandchildren and is actively looking for a new home. I also observed she has two other dogs and will need licences for them, she says she will be into the office to get them.

Submitted By Ofc. T. Puffer Wabamun Lake Regional Bylaw Services

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