

SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, March 22nd, 2022 at 7:00 p.m.

In person or Via Zoom at the Onoway Civic Centre.

Due to COVID restrictions, the Public may also participate via Zoom, call the office to arrange for same

As per Bylaw 448-2018 there will be no audio/video recordings of Meetings

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	<p>March 22nd, 2022 Regular Council Meeting</p> <p><i>Recommendation:</i> <i>that the March 22nd, 2022 Regular Council Meeting Agenda be approved as presented</i></p> <p>or</p> <p><i>that the March 22nd, 2022 Regular Council Meeting Agenda be approved with the following amendment(s) (list amendments)</i></p>
3.	<u>Minutes</u> Pages 1-4	a)	<p>Tuesday, March 22nd, 2022 Regular Council Meeting Minutes</p> <p><i>Recommendation:</i> <i>that the March 22nd, 2022 Regular Council Meeting Minutes be approved as presented</i></p> <p>or</p> <p><i>that the March 22nd, 2022 Regular Council Meeting Minutes be approved with the following amendment(s) (list amendments):</i></p>
4.	<u>Appointments</u> p5	a)	<p>7:05 p.m. – Mike Hudson of Hennig Septic Service Ltd, please refer to the March 16, 2022 email requesting consideration that the Summer Village open up sewer disposal services to more than one hauler which would include hauling to the Onoway Lagoon.</p> <p>Administration background: Because of the issues at the SB/SRB lagoon, in April of 2017 the Summer Village approached the Town of Onoway requesting to dispose of Summer Village effluent at the Town of Onoway lagoon – single hauler being Super Sucker. The Town agreed at a disposal fee of \$25.00/load on a one year trial basis.</p> <p>In 2018 the Summer Village and Town continued with this disposal relationship with a fee increase to \$30.00/load.</p> <p>In 2019 the Town received a request from the Summer Village of Sandy Beach to also haul their effluent into our lagoon.</p> <p>In November of 2019 the Town received requests from both Sunrise Beach and Sandy Beach to change the disposal arrangement for the single hauler from Super Sucker to Standstone Vacuum Service. The Town agreed on both counts.</p>

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			<p>Disposal fees at the Onoway lagoon have steadily increased since the Town opened up our lagoon to outside effluent to ensure the costs they were incurring to maintain their lagoon (desludging, discharge, testing, etc) were being fully recovered. Rates started at the \$30.00 per 3,000 gal load in 2018 to \$65.00 per 3,000 gal load in 2022 (tanker load in 2022 is \$130.00).</p> <p>Past SRB Council were adamant about single hauler support for various reasons, including the original hauler was local to the community. The Town was concerned with protecting their lagoon, so the single hauler worked at the time.</p> <p><i>Recommendation:</i></p> <p style="padding-left: 40px;"><i>(accept presentation for information)</i></p> <p style="text-align: center;"><i>or</i></p> <p style="padding-left: 40px;"><i>(or some other direction as given by Council at meeting time)</i></p>
5.	Bylaws	a)	N/A
6.	Business Pages 5 ✓ 6-22	a)	<p>Former Municipal Services Package (MSP) – further to discussions at the February 26th, 2022 Summer Villages of Lac Ste. Anne County East meeting, attached is information provided by Lac Ste. Anne County with respect to the former Municipal Services Package. Also attached is the 2013 spreadsheet on what these costs looked like back then. While I think having discussions on what a same or similar package could look like now, there is a caution on what these costs may be, the level of service or potential change in level of service that may result. The SVLSACE group is requesting a response back from members prior to the end of March so those responses can be compiled and available for an April 2nd meeting discussion.</p> <p><i>(that the Summer Village of Sunrise Beach participate in discussions with Lac Ste. Anne County and fellow Summer Villages on potential reinstatement of the former Municipal Services Package)</i></p> <p style="text-align: center;"><i>Or</i></p> <p style="padding-left: 40px;"><i>(some other direction as given by Council at meeting time)</i></p>

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Pages <i>23-26</i>		b) Community Engagement Survey – attached is an example of the survey that the Summer Village of Sandy Beach forwarded to their residents for future planning purposes. Does Council feel that this would be a beneficial way to compile feedback from the Summer Village of Sunrise Beach residents? <i>(that Administration draft a Community Engagement Survey for the residents of the Summer Village of Sunrise Beach and bring back to a future meeting for Council review)</i> Or <i>(some other direction of Council at meeting time)</i>
Pages <i>p27-34</i>		c) Safety Codes Council – March 16 th , 2022 letter advising of our 2021 Annual Internal Review with respect to our safety codes accreditation. You will note that on page 7 of 7 of the document that there are no notable issues with respect to our accreditation and no significant area requiring improvement were noted. <i>(that the 2021 Annual Internal Review of our Safety Codes Accreditation as provided by the Safety Codes Council be accepted for information).</i>
Pages <i>p35-44</i>		d) Municipal Assessment Services Group – please refer to the attached March 14 th , 2022 letter on entering into a new 3 year agreement for our property assessment services. This company has been working for the Summer Village for a couple decades and provides us with good service and have a good working relationship with both administration and the community (evidenced by no assessment appeals). <i>(that the Summer Village approve the 3 year agreement with Municipal Assessment Services Group Inc, for the provision of property assessment services for the period April 1st, 2022 to March 31, 2025 at the rates of \$5,600.00, \$5,712.00 and \$5,840.00 respectively, and authorize execution)</i>
		e) Draft 2022 Operating and Capital Budget –at meeting time we will again review the Draft 2022 Operating and Capital Budget with amendments as directed at our last meeting. This will be the final review before final approval is given at our April meeting and approval of tax rate Bylaws. Council will need to nail down this budget at this meeting.

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			<i>(that Administration make the changes to the Draft 2022 Operating and Capital Budget as directed by Council at meeting time and that this revised draft budget come to the next Council meeting as the final budget for the 2022 year and further, that Administration prepare the respective tax rate Bylaw(s) for the April Council meeting based on budget discussions at today's meeting)</i>
		f)	
		g)	
		h)	
7.	<u>Financial</u>	a)	Income and Expense Statement – N/A (as numbers are shown in draft budget)
8.	<u>Councillor Reports</u>		
		a)	Mayor Ethier
		b)	Deputy Mayor Benson
		c)	Councillor Steenbergen
9.	<u>Administration Reports</u>		
	p 45-66	a)	LSAC Drainage Assessment Study – cost share report from 2021
		b)	Tax Arrears – 1 property
		c)	
10.	<u>Correspondence & Information</u>		
	Pages 67-69	a)	Summer Villages Population 2016 – 2022 (growth and loss) snapshot
	Pages 70-71	b)	Alberta Environment & Parks – March 3 rd , 2022 letter on recent changes to the executive team at AEP
	Pages 72-73	c)	Alberta Municipal Affairs – February 24 th , 2022 letter from Minister McIver on budget 2022

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	Pages 74-76	d)	Alberta Transportation – January 12 th , 2022 (received March 1 st , 2022) letters from Minister Rajan Sawhney to Mayor Jon Ethier, Deputy Mayor Mike Benson and Councillor Everett Steenbergen congratulating each of you on your election to Council.
	Pages p77-80	e)	Lac Ste. Anne Foundation Board Meeting Minutes – for the meeting held November 24 th , 202
	Page 81	f)	Village of Alberta Beach – letter of February 16 th , 2022 advising of the resignation from Mayor Bud Love and Council members as a result. A by-election will be held April 4 th , 2022.
	Pages 82	g)	Government of Canada , Good and Services Rebate in the amount of \$7,092.95 for the period covering 2021-07-01 to 2021-12-31.
		h)	
11.	<u>Open Floor Discussion with Gallery</u>		(15 minutes time limit as per Bylaw #162-2020) <i>Recommendation:</i> <i>that the open floor discussion with the gallery be accepted for information</i> <i>or</i> <i>some other direction as given by Council at meeting time</i>
12.	<u>Closed Session</u>		N/A
13.	<u>Adjournment</u>		

Next Meetings: Regular Council Meeting April 26th, 2022
 No Council Meeting in May as per motion #117-21
 Regular Council Meeting June 28th, 2022

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY FEBRUARY 22ND, 2022, ONOWAY CIVIC CENTRE AT 7:00 P.M. IN PERSON AND VIA ZOOM

	<p>PRESENT</p> <p>Mayor Jon Ethier Deputy Mayor Mike Benson Councillor Everett Steenbergen – via Zoom</p> <p>Chief Administrative Officer Wendy Wildman</p> <p>ABSENT</p> <p>Administrative Assistant Lana Lange</p> <p>Public at Large: 5 via Zoom</p>
1.	<p>CALL TO ORDER</p> <p>Mayor Ethier called the council meeting to order at 7:07 p.m.</p>
2.	<p>AGENDA 11-22</p> <p>MOVED by Councillor Steenbergen that the February 22nd, 2022 Agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	<p>MINUTES 12-22</p> <p>MOVED by Mayor Ethier that the minutes of the January 25th, 2022 Regular Council meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	<p>APPOINTMENTS 13-22</p> <p>7:07 p.m. – Stephen Webber, Auditor with Matrix Group, to present and review the 2021 Draft Audited Financial Statements.</p> <p>MOVED by Mayor Ethier that the Draft 2021 Audited Financial Statements, as presented and reviewed by Auditor Stephen Webber, be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
5.	<p>BYLAWS/POLICY</p> <p>N/A</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY FEBRUARY 22ND, 2022, ONOWAY CIVIC CENTRE AT 7:00 P.M. IN PERSON AND VIA ZOOM

6.	BUSINESS	
	14-22	a) MOVED by Deputy Mayor Benson that as per our agreement with Capital Region Assessment Services Commission for the provision of Assessment Review Board Services the following be appointed: Assessment Review Board Chairman Raymond Ralph, Certified Assessment Review Board Clerk Gerryl Amorin, Certified Panelists: Darlene Chartrand, Tina Groszko, Stewart Henning, Richard Knowles and Raymond Ralph. CARRIED
	15-22	b) MOVED by Mayor Ethier that the Summer Village of Sunrise Beach donate \$300.00 to the Farm Safety Centre for delivery of their safety smarts education program in rural and remove Alberta elementary schools. CARRIED
	16-22	c) MOVED by Mayor Ethier that the Alberta Municipalities Spring 2022 Municipal Leaders' Caucus session scheduled for March 9 th and 10 th , 2022 in Edmonton be accepted for information. CARRIED
	17-22	d) MOVED by Mayor Ethier that the National Police Federation invitation to participate in additional virtual and in person sessions be accepted for information. CARRIED
	18-22	e) MOVED by Mayor Ethier that the review and discussion on the Draft 2022 Operating Budget, including review of past medical first response invoices, be accepted for information and these items be brought back to the March Council meeting. CARRIED
7.	FINANCIAL	N/A
8.	COUNCIL REPORTS	
	19-22	MOVED by Deputy Mayor Benson that the verbal Council Reports be accepted for information as presented. CARRIED

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY FEBRUARY 22ND, 2022, ONOWAY CIVIC CENTRE AT 7:00 P.M. IN PERSON AND VIA ZOOM

9.	ADMINISTRATION REPORTS 20-22	<p>MOVED by Mayor Ethier that the verbal and written Administration Reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
10.	CORRESPONDENCE 21-22	<p>MOVED by Mayor Ethier that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> a) Development Permit Approvals: <ul style="list-style-type: none"> i) 22DP01-44 – for placement of a “moved in” dwelling (120.7 sq m) and installation or utilization of existing water supply and septic system on Lot 5, Block 2A, Plan 5672 KS – 6205 Shedden Drive ii) 22DP02-44 – for construction of a single detached dwelling (76.4 sq m) c/w attached garage and deck, drilling of a well and installation of a septic system on Lot 4, Block 3, Plan 892 1503 – 5304 Everett Road b) Alberta Government Statement of Direct Deposit – January 17th, 2022 in the amount of \$47,176.00 representing Municipal Sustainability Initiative Capital Grant funds (repay for 2020 road rehab project – this is only half of our 2022 allocation and those funds will not be released until a project is applied for and approved). c) Association of Summer Villages of Alberta 2022 Winter Newsletter. <p style="text-align: right;">CARRIED</p>
11.	OPEN FLOOR DISCUSSION WITH GALLERY 22-22	<p>MOVED by Mayor Ethier that the open floor discussion with the gallery be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
12.	CLOSED MEETING	N/A
13.	ADJOURNMENT	As all matters have been addressed Mayor Ethier declared the meeting adjourned at 8:38 p.m.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY FEBRUARY 22ND, 2022, ONOWAY CIVIC CENTRE AT 7:00 P.M. IN PERSON AND VIA ZOOM

Mayor, Jon Ethier

Chief Administrative Officer, Wendy Wildman

UNAPPROVED

4

RECEIVED

MAR 16 2022

svsunrisebeach@wildwillowenterprises.com

From: Accounts (Hennig Septic Service Ltd.) <accounts@hennigseptic.com>
Sent: March 16, 2022 10:48 AM
To: svsunrisebeach@wildwillowenterprises.com
Subject: Hennig Septic Service Ltd. - Letter of Support
Attachments: Onoway Lagoon Utilization Letter.docx

7:05 pm
Mike Hudson

Good Morning to The Summer Village of Sunrise Beach,

Hennig Septic Service Ltd. is seeking a letter of support from The Summer Village of Sunrise Beach as requested by the Facilities Manager at the Town of Onoway; to grant us access to utilize the Onoway Lagoon to dispose of wastewater from your community.

Currently one septic service company alone has sole usage of the Onoway Lagoon for disposal of wastewater. This is causing a monopoly in the market and limiting the community's choice for septic service options. The next closest Lagoon for disposal would be the North 43 Lagoon and would require additional travel time and increased costs therefore making it impossible to price comparably and thereby limiting the competition all together.

We appreciate your review and timely attention to this matter. Hennig Septic Service Ltd. has a scheduled appointment to present to the Council at the Town of Onoway on March 24, 2022.

We have attached a pre-written letter for ease in regards to the above details that can be printed on your letterhead, signed, scanned, and returned to us to be able to present to Council at our scheduled time.

If you have any further questions, please do not hesitate to contact us.

Sincerely,
Melissa Murphy
Accounts - Hennig Septic Service Ltd.
Direct Phone: (587) 357-1683
E-Mail: accounts@hennigseptic.com

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Summer Village of Sunrise Beach

Box 1197

Onoway, Alberta

TOE 1VO

Email: svsunrisebeach@wildwillowenterprises.com

Phone: (780) 967-0271

Fax: (780) 967-0431

March 10th, 2022

SVLSACE Request for Expression of Interest in Reviving the Municipal Services Package with Lac Ste. Anne County

BACKGROUND

The MSP was a collaborative (and provincially recognized) undertaking that provided access and stability to core services in our region, with particular benefit to the Summer Villages in terms of the variety of services offered, a more efficient service negotiation and review process, and budget predictability.

Apparently the 2013 package was offered as an all or nothing deal (i.e. each Summer Village had to take the entire bundle of services if they wanted to participate). It is expected that a similar arrangement would exist in any new framework. The package was also subject to the ability (or willingness) of the service provider (the County) to provide the requested services. Ultimately, these two points resulted in the dissolution of the previous agreement ; some of the services Summer Villages wanted were removed from the bundle without much consultation, and some of the Summer Villages wanted to entertain more personalized service packages and felt a central negotiation committee (a few representatives for all 12 member Summer Villages) restricted their individual input in doing this.

Administration is supportive of participating in this opportunity to revisit the MSP, however there will be some tough choices to be made on what services are included in any negotiations going forward. The opportunity to be at the table is important. Depending on the final direction of this initiative, there may be changes to the regional service structure and this may impact Sunrise Beach, whether or not you ultimately opt in to any future revised MSP.

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svsunrisebeach@wildwillowenterprises.com

From: ddm@kronprinzconsulting.ca
Sent: March 1, 2022 2:38 PM
To: d.evans@xplornet.com; svcastle@telus.net; cao@rosshaven.ca; sv sandyb@xplornet.ca; administration@wildwillowenterprises.com; svsunrisebeach@wildwillowenterprises.com; office@sunsetpoint.ca; svwestcove@outlook.com; office.svyellowstone@gmail.com; cao@svnakamun.com
Cc: berniepoulin@icloud.com; Ren Giesbrecht
Subject: SVLSACE - Request for Expressions of Interest in Reviving the MSP
Attachments: RFD 2022-7 SVNP - SVLSACE MSP Expression of Interest Request - March 16th, 2022.pdf

Good afternoon CAOs,

Further to the meeting on Saturday Feb. 26th, 2022, SVLSACE is exploring the option of reviving the Municipal Services Package (MSP) with Lac Ste. Anne County. In order to facilitate this, the membership suggested that each summer village be given some background on the MSP to take to their March council meetings and have each interested municipality provide a response back to SVLSACE before March 31st, 2022. Once all interested municipalities are known they will be invited to an April 2nd, 2022 meeting to discuss further on next steps.

Please provide your council's response back to this email at your earliest convenience, prior to March 31st, 2022.

To assist with providing background to your council, I have attached the RFD package I am taking to Nakamun Park. You may wish to recycle some of the background in your own preambles, and I believe LSAC will have (just recently) sent out to each Admin email a copy of the 2013 agreement (so you can reference your own rather than SVNP's). Note that the excel sheet cost summary from 2013 is a separate item though so if you want to share that you may need to take that out of the attached RFD package.

Thank you,

Dwight Darren Moskalyk

Administrator

SVLSACE

svsunrisebeach@wildwillowenterprises.com

From: Trista Court <tcourt@lsac.ca>
Sent: March 1, 2022 1:52 PM
To: Summer Village of Sunrise Beach
Subject: FW: Historical Municipal Services Package (MSP) Agreement
Attachments: 703 - Municipal Services Package Agreement - 2013-2015.pdf; 705 - Municipal Services Package Agreement - 2010-2012.pdf

Trista Court

General Manager of Community & Protective Services, Lac Ste. Anne County

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From: Trista Court
Sent: March 1, 2022 1:25 PM
To: Summer Village of Silver Sands <administration@wildwillowenterprises.com>; 'jon@rideriverside.com' <jon@rideriverside.com>
Subject: Historical Municipal Services Package (MSP) Agreement

Following the Lac Ste. Anne East Summer Villages meeting this past weekend, Reeve Blakeman requested that I forward a copy of the historical Municipal Services Package (MSP) Agreement to all Summer Villages. Please find this attached for your reference.

Stay well,

Trista Court

General Manager of Community & Protective Services, Lac Ste. Anne County

56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0

PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | CELL: 780.284.1538 | lsac.ca

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Summer Village of Sunrise Beach
RR 1, Site 1, Comp. 63,
Onoway, Alberta TOE 1V0
Email: sv sandyb@telusplanet.net

Phone: (780) 967-2873
Fax: (780) 967-2813



March 12, 2010

Lac Ste. Anne County
4928 Langston Street
Box 219
Sangudo, AB
TOE 2AO

Dear Mr. Len Szybunka , County Manager

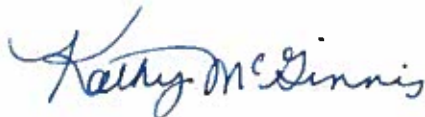
Re: Municipal Services Package

In reference to the above noted, please be advised that at the March 8, 2010 regular meeting of the Summer Village of Sunrise Beach Council , a motion was passed by Council to enter into the proposed Municipal Services Package.

Enclosed please find a signed copy of the document and the Bylaws that we would like to have enforced by the Community Peace Officers or Animal Control Officers. We will forward the resident database as soon as possible.

I trust that this is the information you require and if there is any additional question please feel free to contact our office.

Respectfully yours,



Kathy McGinnis
Assistant CAO

cc/ Jason Wallsmith



MEMORANDUM OF AGREEMENT ENTERED INTO THIS ____ DAY OF ____ 2009

BETWEEN:

LAC STE. ANNE COUNTY
Box 219, SANGUDO, AB. T0E 2A0
a Municipal Corporation in the Province of Alberta
(hereinafter referred to as "the County")

OF THE FIRST PART

And

The Summer Village of Sunrise Beach
Box 540
Onoway AB, T0E 1V0
a Municipal Corporation in the Province of Alberta
(hereinafter referred to as "the Summer Village")

OF THE SECOND PART

WHEREAS the County and the Summer Village are neighbouring municipal corporations that border each other;

AND WHEREAS the County and the Summer Village may have existing agreements in place for the provision of Fire Suppression, Family and Community Support Services and Recreation Programming;

AND WHEREAS the County and the Summer Village acknowledge that it is desirable to enter into an agreement to formalize their respective rights and obligations for the provision of certain municipal services to the residents of both entities on the terms and subject to the conditions hereinafter set forth;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of these premises and the mutual covenants hereinafter contained, the Parties hereto agree as follows:

1. The County will provide one or more of the services listed in Schedule A hereto to the Summer Village in a manner that is similar to the services provided by the County to County residents and at an equitable cost based on the County budget.
2. The terms set out in a previous agreement relating to Fire Suppression will determine how the service will be provided by the County to the Summer Village, except in matters relating to cost which will be determined by this agreement, and Lac Ste. Anne County Bylaw 30-2005.
3. The terms set out in a previous agreement relating to Recreation Programming will determine how the service will be provided by the County to the Summer Village, except

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in matters relating to the cost for the County to provide the service which will be determined by this Agreement.

4. Any previous agreement between the County and the Summer Village in relation to the provision of Community Peace Officer service is null and void on the execution of this Agreement by the parties hereto. The County will ensure that a Community Peace Officer will have a physical presence within the Summer Village a minimum of once per week, and will respond to any complaints received in accordance with the process outlined in Schedule B hereto.
5. All requests for service for an Animal Control Officer will be handled in the manner outlined in Schedule B hereto, with equal priority given to calls received from residents of the County and the Summer Village.
6. The costs to provide the services for each year starting January 1st and ending December 31st will be calculated based on a preliminary draft budget prepared in December of each year for the year beginning the following January. Each year prior to setting the rate, the number of parcels within the County and the Summer Village will be reviewed in order to ensure accurate information is used and equitable cost sharing is achieved. In addition to the proposed budgeted costs, there will be an adjustment made to reflect any items that were over or under budgeted in the previous year.
7. Funds for Libraries will be collected by the County and distributed to the individual Libraries based on the population within service boundaries as established by the Library Board.
8. The County will report on a quarterly basis to the Summer Village with statistics relating to the provision of services by the County to the Summer Village.
9. The Summer Village will maintain membership in the regional Family and Community Support Services administered by the County.
10. The Summer Village will maintain membership with the Yellowhead Regional Library.
11. The County's Agricultural Services Department may provide custom herbicide application to the Summer Village as time permits at a rate set by the Agricultural Services Department from time to time.
12. The County will provide services not included under this agreement in accordance with the County Policy which is attached as Schedule C hereto, if requested by the Summer Village.
13. The initial term of this Agreement shall be three (3) years commencing January 1, 2010 and ending December 31, 2012.

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14. For the 2013 calendar year and each subsequent calendar year, this Agreement shall automatically be renewed for one (1) year unless written notice of termination is provided by the County or the Summer Village to the other prior to December 1 of the previous year.
15. In order to ensure that transparency and equitable costs are maintained, a committee consisting of three County Council Members and three members representing the Committee of Summer Villages of Lac Ste. Anne County East shall be established to review the County's determination of the cost of any municipal services provided under this Agreement.

Lac Ste. Anne County


Summer Village of Sunrise Beach

X 

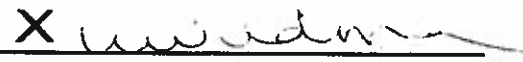
Reeve

X 

Mayor

X 

County Manager

X 

Chief Administrative Officer

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Schedule A

The following services will be offered to the Summer Village by the County:

- Fire Suppression
- Disaster Services & Emergency Management
- Community Peace Officers
- Animal Control
- Library
- Recreation

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Schedule B

Provision of Community Peace Officer ("CPO") Service and Reporting

- **Semi-annual reporting of the number and nature of incidents within the Summer Village**
- **Filing a complaint:**
 - **Residents of the Summer Village will be able to contact the County Office directly with any complaints.**
 - **Residents will be able to file a complaint through an online reporting system when it becomes available.**
- **If the Council or CAO would like more information on a specific file, the CPO assigned to that file will provide any information that is available on the actions taken by the CPO.**
- **Fine Revenues will be distributed to the Summer Villages through the Provincial Pay Center.**
- **The disciplinary policy for the Community Peace Officers will be as outline in Lac Ste. Anne County Bylaw #15-2007.**

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Schedule C

Page 1 of 1

LAC STE. ANNE COUNTY

Section: 200

Policy: 243-5

TITLE: SERVICE PROVISION TO OTHER MUNICIPALITIES

LEGISLATIVE REFERENCE:

PREVIOUS APPROVAL / RESOLUTION NUMBER(S):

CURRENT APPROVAL / RESOLUTION NUMBER: 541-09

DATE: May 14th, 2009

PURPOSE: To establish a policy for the provision of services and/or materials to other municipalities that are not specified in any other Policy or Agreement.

GUIDELINES: - all requests for service provision shall be discretionary and if a request exceeds an estimated total cost of \$5,000.00, it must be approved by County Council as a whole; requests less than the estimated \$5,000.00 may be approved by Department Manager.

- all services provided to other municipalities will be charged at cost plus 20%; to include administration, engineering, personnel hours, engineering and materials

- in the event that the service provision request is a cost share project, the portion allocated to the requesting municipality is subject to cost plus 20% and all other parameters of Policy 304-2, Cost Share will apply

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MEMORANDUM OF AGREEMENT ENTERED INTO THIS 5 DAY OF SEP 2013, A.D.

BETWEEN:

LAC STE. ANNE COUNTY
Box 219, SANGUDO, AB. T0E 2A0
a Municipal Corporation in the Province of Alberta
(hereinafter referred to as "the County")

OF THE FIRST PART

And

The Summer Village of Sunrise Beach
RR#1, Site 1, Comp 63
Onoway, AB T0E 0A0
a Municipal Corporation in the Province of Alberta
(hereinafter referred to as "the Summer Village")

OF THE SECOND PART

WHEREAS the County and the Summer Village are neighbouring municipal corporations that border each other;

AND WHEREAS the County and the Summer Village may have existing agreements in place for the provision of Fire Services and Family and Community Support Services;

AND WHEREAS the County and the Summer Village will participate in a separate Disaster Services and Emergency Management Agreement;

AND WHEREAS the County and the Summer Village acknowledge that it is desirable to enter into an agreement to formalize their respective rights and obligations for the provision of certain municipal services to the residents of both entities on the terms and subject to the conditions hereinafter set forth;

AND WHEREAS Section 54 of the Municipal Government Act, Chapter M-26, R.S.A. 2000 authorizes the Council of a municipality to enter into an agreement with other municipalities for the provision of services as outlined in Schedule "A" hereinto.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of these premises and the mutual covenants hereinafter contained, the Parties hereto agree as follows:

1. The County will provide one or more of the services listed in Schedule "A" hereto to the Summer Village in a manner that is similar to the services provided by the County to County residents.

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2. Fire Services, if requested, shall be provided in accordance with Lac Ste. Anne County Bylaw 10-2012, and the provisions of any existing agreement that may be in place.
3. Where Community Peace Officer Enforcement Services are provided the County will ensure that a Community Peace Officer will have a physical presence within the Summer Village at a minimum of once per week, and will respond to any complaints received in accordance with the process outlined in Schedule "B" hereto.
4. Where Animal Control Services are provided all requests for service for an Animal Control Officer will be handled in the manner outlined in Schedule "B" hereto, with equal priority given to calls received from residents of the County and the Summer Village.
5. The Summer Village will pay the County for the services rendered based upon the County's costs, plus five (5%) percent, with the County's costs to be calculated based upon the County's overall costs for the service on a per parcel basis, multiplied by the number of parcels in the Summer Village.

In order to assist the Summer Village with timely budgeting and planning, the costs to provide the services for each year will be provided by September 30th annually, and will be calculated based on the County's actual costs two (2) years prior, with the exception of the first year of this Agreement (2013), to which the municipality will be invoiced the same rate as 2012.

- a. For Example in 2014 the County will invoice for actual costs that were incurred for municipal services provided under Schedule A for the fiscal period ending in 2012, plus five (5%) percent (administration fee).
6. On or before June 1st of each year, the number of parcels within the Summer Village will be reported to the County for invoicing purposes in the subsequent year.
7. Funds for Libraries will be collected by the County and distributed to the individual Libraries, based on the population within service boundaries, as established by the Lac Ste. Anne County Library Board.
8. The Summer Village will maintain membership with the Yellowhead Regional Library.
9. The Summer Village will maintain an agreement with the Province to jointly fund the Family and Community Support Services, administered by the County.
10. The County will report on a quarterly basis to the Summer Village with statistics relating to the provision of services by the County to the Summer Village, as outlined in Schedule "B".

11. The County will provide services not included under this Agreement in accordance with the County Policy, which is attached as Schedule "C" hereto, if requested by the Summer Village.
12. Either party may terminate this Agreement upon providing the other party with a minimum one (1) year's written notice which is to be effective on December 31 of the year after the notice is given, it being understood and agreed that this Agreement shall remain in effect until December 31 of the year following the notice.

The said notice of termination shall be delivered personally or may be mailed by single registered mail to the Party listed below:

Lac Ste. Anne County

Summer Village of Sunrise Beach

13. The Summer Village shall indemnify and save harmless the County from any and all actions, claims, and demands of any nature whatsoever arising out of this Agreement, including any act or omission taken or purported to be taken pursuant to this Agreement.
14. It is understood and agreed that amendments to this Agreement may be required from time to time and that in such cases three (3) months' written notice must be given prior to the amendment(s) taking effect, with the exception of amendments to the financial commitments provided for herein which will require one (1) year's written notification to be given prior to the amendment(s) taking effect. Acceptance to any amendment(s) in any way must be approved by both Parties, in writing.
15. In order to ensure that transparency and equitable costs are maintained, a Committee consisting of three (3) County Council Members and three (3) members representing the Committee of Summer Villages of Lac Ste. Anne County East shall be established to review the County's determination of the cost of any municipal services provided under this Agreement.

Lac Ste. Anne County

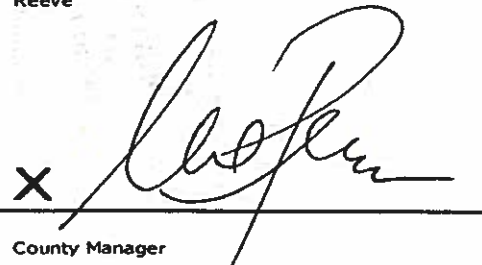
Summer Village of Sunrise Beach



Reeve



Mayor



County Manager



Chief Administrative Officer

15

Schedule A

The following Services will be offered to the Summer Village by the County:

- Fire Services YES
- Community Peace Officer Enforcement YES
- Animal Control YES
- Library YES
- Recreation YES

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Schedule B

Provision of Community Peace Officer ("CPO") and Animal Control Service and Reporting

- Quarterly reporting of the number and nature of incidents within the Summer Village
- Filing a complaint:
 - Residents of the Summer Village will be able to contact the County Office directly with any complaints.
 - Residents will be able to file a complaint through an online reporting system when it becomes available.
- If the Council or CAO would like more information on a specific file, the CPO or Animal Control Officer assigned to that file will provide any information that is available on the actions taken by the CPO or Animal Control Officer.
- Fine Revenues will be distributed to the Summer Villages through the Provincial Pay Center.
- The Disciplinary Policy for the Community Peace Officers will be as outlined in Lac Ste. Anne County Bylaw #15-2007.

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Schedule C

LAC STE. ANNE COUNTY

Section: 200

Policy: 243-5

TITLE: SERVICE PROVISION TO OTHER MUNICIPALITIES

LEGISLATIVE REFERENCE:

PREVIOUS APPROVAL / RESOLUTION NUMBER(S):

CURRENT APPROVAL / RESOLUTION NUMBER: 541-09

DATE: May 14th, 2009, June 27, 2013

PURPOSE: To establish a policy for the provision of services and/or materials to other municipalities that are not specified in any other Policy or Agreement.

GUIDELINES: - All requests for service provision shall be discretionary and if a request exceeds an estimated total cost of \$5,000.00, it must be approved by County Council as a whole; requests less than the estimated \$5,000.00 may be approved by the C.A.O.

- All direct expenses incurred by the County to provide these services to other municipalities will be charged at cost plus 20%.

- Cost Share Projects are on a case by case basis as agreed to by both Parties, and will follow all other parameters as outlined under the Policy 304-2

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2013 Summer Village Contributions

	CESS	Physician Recruitment	MSP							Total
			Fire	Disaster	Peace Officer	Animal Control	Library	Recreation	Administration	
SV Birch Cove	\$ 914.00	\$ 261.87	\$ -	\$ -	\$ 2,312.17	\$ 377.21	\$ 895.47	\$ 1,218.14	\$ 240.15	\$ 6,219.01
SV Castle Island	\$ 914.00	\$ 151.61	\$ 1,708.43	\$ -	\$ 563.22	\$ 91.88	\$ 218.13	\$ 296.73	\$ 143.92	\$ 4,087.92
SV Nakamun	\$ 2,553.00	\$ 606.44	\$ 17,264.16	\$ -	\$ 5,691.51	\$ 928.51	\$ 2,204.24	\$ 2,998.49	\$ 1,454.35	\$ 33,700.70
SV Ross Haven	\$ 6,396.00	\$ 1,364.49	\$ 21,939.88	\$ -	\$ 7,232.95	\$ 1,179.99	\$ 2,801.23	\$ 3,810.58	\$ 1,848.23	\$ 46,573.35
SV Sandy Beach	\$ 7,310.00	\$ 1,647.03	\$ 32,280.39	\$ -	\$ 10,641.93	\$ 1,736.13	\$ 4,121.48	\$ 5,606.56	\$ 2,719.32	\$ 66,062.84
SV Silver Sands	\$ 5,483.00	\$ 1,192.21	\$ 32,280.39	\$ -	\$ 10,641.93	\$ 1,736.13	\$ 4,121.48	\$ 5,606.56	\$ 2,719.32	\$ 63,781.02
SV South View	\$ 3,655.00	\$ 792.51	\$ 12,318.70	\$ -	\$ 4,061.13	\$ 662.53	\$ 1,572.82	\$ 2,139.55	\$ 1,037.74	\$ 26,239.98
SV Sunrise Beach	\$ 5,483.00	\$ 1,171.53	\$ 18,523.01	\$ -	\$ 6,106.51	\$ 996.22	\$ 2,364.97	\$ 3,217.13	\$ 1,560.39	\$ 39,422.76
SV Sunset Point	\$ 7,310.00	\$ 1,667.71	\$ 24,997.07	\$ -	\$ 8,240.83	\$ 1,344.41	\$ 3,191.56	\$ 4,341.57	\$ 2,105.77	\$ 53,198.92
SV Val Quentin	\$ 5,483.00	\$ 1,247.34	\$ 18,253.26	\$ -	\$ 6,017.58	\$ 981.71	\$ 2,330.53	\$ 3,170.28	\$ 1,537.67	\$ 39,021.37
SV West Cove	\$ 5,483.00	\$ 1,164.64	\$ 28,324.02	\$ -	\$ 9,337.63	\$ 1,523.34	\$ 3,616.34	\$ 4,919.40	\$ 2,386.04	\$ 56,754.41
SV Yellowstone	\$ 5,483.00	\$ 1,171.53	\$ 16,185.15	\$ -	\$ 5,335.79	\$ 870.48	\$ 2,066.48	\$ 2,811.09	\$ 1,363.45	\$ 35,286.97
Total	\$56,467.00	\$12,498.91	\$ 224,074.46		\$ 76,183.18	\$ 12,428.54	\$ 29,504.73	\$ 40,136.08	\$ 19,116.35	\$ 470,349.25

401,443.34 MSP

Not shown here is EEB:
 3,000 / SV / year ? 8600 / yr
 not sure if those numbers right

22

SVSB Community Engagement

The purpose of this survey is to provide Summer Village of Sandy Beach residents with an opportunity to share opinions across a range of subjects. The findings of the survey will inform future planning. Thank You!

1. As a resident of the Summer Village of Sandy Beach, which describes you best?

- Full time resident
- Part time resident - less than 6 months of the year
- Other (please specify)

2. Indicate the type of residency you have.

- Own
- Live with someone who rents
- Rent
- Don't Know
- Live with someone who owns
- Other (please specify)

3. Which area do you live in?

- Lakeshore Drive
- West Cove
- Blue Heron
- Along Highway 642
- Other (please specify)

4. Gender

- Non-Binary
- Female/Woman/Girl
- Male/Man/Boy
- Prefer not to answer

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5. How many people live in your household?

1

2-3

4-6

More than 6

Prefer not to answer

6. What age range are your household members?

Under 18

18-24

25-34

35-44

45-54

55-64

65+

7. How long have you lived in the Summer Village of Sandy Beach?

Less than 1 year

2 - 5 years

6 - 10 years

15 years +

25 years +

35 years +

50 years +

8. How would you rate the overall quality of life in the Summer Village of Sandy Beach?

Very Good

Good

Poor

Very Poor

Don't Know

24

9. What do you think should be the top priorities for SVSB Council to consider?

- Community programs - recreation / social / educational
- Road Repairs and Maintenance
- Budget / Fiscal Responsibility
- Bylaw / Police enforcement
- Garbage / Recycling Service
- Wastewater Management
- Fire Prevention
- Other (please specify)

10. How satisfied are you with the following services?

	Very Good	Good	Needs Improvement	Poor	Don't Know
Garbage collection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Park/trail/greenspace maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Road maintenance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Snow removal services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Development services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bylaw Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrative Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Council governance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. What is the best way to communicate SVSB information and updates to you?

	Very Good	Good	Neutral	Poor	Very Poor
Website	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mail	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor Sign	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In-person - word of mouth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Voice / Newspaper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Text to Phone / Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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12. Where do you access health care services (doctor/medical clinic)?

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Edmonton | <input type="checkbox"/> Spruce Grove / Stony Plain |
| <input type="checkbox"/> Morinville | <input type="checkbox"/> Westlock |
| <input type="checkbox"/> Onoway | <input type="checkbox"/> None of the above |

13. Where do you participate in recreation or leisure programs?

- | | |
|------------------------------------|---|
| <input type="radio"/> Edmonton | <input type="radio"/> Westlock |
| <input type="radio"/> Morinville | <input type="radio"/> Sandy Beach |
| <input type="radio"/> Onoway | <input type="radio"/> None of the above |
| <input type="radio"/> Spruce Grove | |

14. Indicate if any of the following areas are of concern to you in the SVSB ?

- | | |
|--|--|
| <input type="radio"/> Speeding | <input type="radio"/> Mental Health / Addictions |
| <input type="radio"/> Crime | <input type="radio"/> Small Business / Employment Opportunities |
| <input type="radio"/> Lake Water Quality | <input type="radio"/> COVID-19 (Long term effects / Isolation / Fatigue) |

15. If you have any other comments or questions please indicate them here.

ab



Safety Codes Council

RECEIVED
MAR 16 2022

March 16, 2022

Victoria Message
QMP Manager
Summer Village of Sunrise Beach
P.O. Box 1197
Onoway AB T0E 1V0

Dear Victoria Message:

**RE: 2021 Annual Internal Review
Summer Village of Sunrise Beach - Accreditation No: M000353**

The Summer Village of Sunrise Beach 2021 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

Should you have any questions, please do not hesitate to call the Accreditation Department. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,

Peter Thomas
Administrator of Accreditation

SM

2021

Annual Internal Review

Accredited Municipality

Summer Village of Sunrise Beach



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2021- Municipal Accreditation

Accreditation Information

Accreditation ID: M000353
Municipal Name: Summer Village of Sunrise Beach
Population Size: 135
Municipal Type: Summer Village
Accredited Disciplines: Building, Electrical, Gas, Plumbing
Application Disciplines: Building, Electrical, Gas, Plumbing

QMP Information

QMP	Disciplines Covered	QMP Approved Date	QMP Manager Name (First name , Last name)	QMP Manager Job Title
300	Electrical, Gas, Plumbing, Building	2019-09-20	Victoria Message	Admin Assistant

Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued	5	2	3	1	3	14
Permits Closed	6	3	4	1	2	16
Permits Open	5	1	4	1	1	12
Inspection Completed	7	6	6	3	3	25
Orders Issued	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0

QMP Administration

a.	Is an accredited agency under contract to provide safety codes services?	Yes
b.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other
Superior Safety Codes Services	Yes	Yes	Yes	Yes	Yes	20	80	

Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	Yes
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes
iv.	Agency contracts are current and up-to-date.	Yes

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v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

		Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
a.	Overall satisfaction.		Yes		
b.	Delivery of permit services.		Yes		
c.	Delivery of inspection services.		Yes		
d.	Timeliness and responsiveness of service delivery.		Yes		
e.	Competency and knowledge of SCOs.		Yes		
f.	Actions taken to improve the delivery of safety codes services.		Yes		
g.	Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.		Yes		

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

File Information

Discipline: Electrical **Permit Issue Date:** 2020-04-30 **Permit Closure Date:** 2021-01-05

Issuing Organization: Summer Village of Sunrise Beach

Permit Issuer: Ellen Arsenault **DOP Number:** P9380

Inspecting Organization: Superior Safety Codes Inc.

Inspecting SCO: Gerald Ives **DOP Number:** D5724

Discipline: Building **Permit Issue Date:** 2021-09-24 **Permit Closure Date:** 2021-10-25

Issuing Organization: Summer Village of Sunrise Beach

Permit Issuer: Ron Matiejewski **DOP Number:** D8517

Inspecting Organization: Superior Safety Codes Inc.

Inspecting SCO: Ron Matiejewski **DOP Number:** D4811

Discipline: Plumbing **Permit Issue Date:** 2021-08-24 **Permit Closure Date:** 2021-12-02

Issuing Organization: Summer Village of Sunrise Beach

Permit Issuer: Brian Cherneske **DOP Number:** P10108

Inspecting Organization: Superior Safety Codes Inc.

Inspecting SCO: Brian Cherneske **DOP Number:** D5455

Discipline: Gas **Permit Issue Date:** 2016-08-03 **Permit Closure Date:** 2021-08-20

Issuing Organization: Summer Village of Sunrise Beach

Permit Issuer: Lucy Oliveira **DOP Number:** P4788

Inspecting Organization: Superior Safety Codes Inc.

Inspecting SCO: Brian Cherneske **DOP Number:** D5454



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Discipline: Private Sewage Permit Issue Date: 2021-11-02 Permit Closure Date: 2021-12-14

Issuing Organization: Summer Village of Sunrise Beach

Permit Issuer: Julie Corbett

DOP Number: P10108

Inspecting Organization: Superior Safety Codes Inc.

Inspecting SCO: Brian Cherneske

DOP Number: D5455

File Review

Building	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	The permit was not closed with an unsafe condition.	Yes
	vi.	Did the inspections identify deficiencies?	No
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		
Electrical	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes

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Electrical	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes	
	c.	Orders		
	i.	Was an order issued?	No	
	ii.	If yes, the order is registered with the Council.		
	d.	Variances		
	i.	Was a variance issued?	No	
	ii.	If yes, the variance is registered with the Council		
	e.	Inspections and File Closure		
		Please verify the following:		
	i.	Inspections completed within the prescribed time frame.	Yes	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
	v.	The permit was not closed with an unsafe condition.	Yes	
	vi.	Did the inspections identify deficiencies?	No	
	1.	Were the deficiencies resolved prior to permit closure?		
	2.	Were the deficiencies an unsafe conditions?		
	3.	Was a verification of compliance accepted?		
	Gas	a.	Construction Document Review	
			Was a construction document review required?	No
		If yes, Please verify the following		
i.		Plans were reviewed as prescribed in the municipality's QMP.		
ii.		Professional involvement occurred as required in the municipality's QMP.		
iii.		Plans were reviewed and approved by an SCO with the proper certification.		
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.		
b.		Permit Issuance		
		Please verify the following:		
i.		The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes	
ii.		The permit was approved and signed by a Permit Issuer with the proper designation.	Yes	
iii.		The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes	
iv.		The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes	
c.		Orders		
i.		Was an order issued?	No	
ii.		If yes, the order is registered with the Council.		
d.		Variances		
i.		Was a variance issued?	No	
ii.		If yes, the variance is registered with the Council.		
e.		Inspections and File Closure		
		Please verify the following:		
i.		Inspections completed within the prescribed time frame.	No	
ii.		The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
iii.		The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.		An SCO with the proper certification and designation completed the inspections.	Yes	
v.		The permit was not closed with an unsafe condition.	Yes	
vi.		Did the inspections identify deficiencies?	No	
1.	Were the deficiencies resolved prior to permit closure?			
2.	Were the deficiencies an unsafe conditions?			

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Gas	3.	Was a verification of compliance accepted?	
Plumbing	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	The permit was not closed with an unsafe condition.	Yes
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Private Sewage	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	

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Private Sewage	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	The permit was not closed with an unsafe condition.	Yes
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	

Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

There were no notable issues with respect to accreditation.

2. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

No significant area requiring improvements were noted however the Summer Village of Sunrise Beach strives to improve our Safety Codes processes and delivery program on an ongoing basis.

Municipal Acknowledgement and Signature

Signature: Victoria Message

Date: 2022-03-11

Job Title: QMP Manager

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature:



Date: 2022-03-16

Municipal Assessment Services Group Inc.

PO Box 3369, 10404 – 100 Avenue Morinville, AB T8R 1S2

Ph. 780.939.3310 Fax 780.939.3350



March 14, 2022

Ms. Wendy Wildman
CAO – SV of Sunrise Beach
PO Box 1197
Onoway, AB T9S 1V0

Dear Wendy:

RE: PROPOSAL TO RENEW PROPERTY ASSESSMENT SERVICES

Municipal Assessment Services Group Inc. is proud to have been the assessment service provider to the SV of Sunrise Beach for the past 27 years! We hope the service we have provided has exceeded all the expectations of Council and Administration during that time.

Our current assessment services agreement expires on **March 31, 2022**. We would like to take the opportunity to offer the Summer Village a renewal/extension of the existing agreement with the same terms of service. If any of the terms are not what you need, I am more than willing to discuss your individual needs.

I've used a renewal contract term period of three years. (April 1, 2022 to March 31, 2025). We would be pleased to look at a longer term if that better meets your needs.

First Year of Term Price @ \$5,600 (\$1,400 Quarterly)
(For the period April 1, 2022 to March 31, 2023)

Second Year of Term Price @ \$5,712 (\$1,428 Quarterly)
(For the period April 1, 2023 to March 31, 2024)

Third Year of Term Price @ \$5,840 (\$1,456 Quarterly)
(For the period April 1, 2024 to March 31, 2025)

****(Please note that above prices do not include GST)***

In Summary, Municipal Assessment Services Group will continue to provide Sunrise Beach with the highest quality alternative for your assessment service needs. Municipal Assessment Services Group is proud of the track record it has developed in meeting all of its contracts and obligations.

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Included with this renewal proposal are the proposed agreement and Schedules "A" and "B" of the agreement outlining the services and costs for your review and approval.

Kindly review this at your leisure and if you and council agree to the terms, we will provide a contract for both parties to sign.

It has been a pleasure to work with you Wendy, and I look forward to continuing the great working relationship that's been established over the years that makes it such a pleasure to work for Sunrise Beach!

Respectfully,

Ray Crews, AMAA
Appointed Assessor/Designated Officer for the SV of Sunrise Beach
For Municipal Assessment Services Group Inc.

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THIS AGREEMENT made this ____ day of _____, 2022

BETWEEN:

MUNICIPAL ASSESSMENT SERVICES GROUP INC.

(hereinafter called "Municipal Assessment Services Group")

- and -

SUMMER VILLAGE OF SUNRISE BEACH

(hereinafter called the "municipality")

1.0 Background

- 1.1 Assessment services are required by the municipality in order to carry out the assessment of property within the municipality, primarily for taxation purposes.
- 1.2 Municipal Assessment Services Group has been asked by the municipality to provide certain assessment services as set out in this agreement and Municipal Assessment Services Group has agreed to provide such services.

2.0 Description and Scope of Services

- 2.1 Municipal Assessment Services Group will, on behalf of the municipality, prepare the assessments and undertake the assessment related activities, all of which are set out in **Schedule "A"**, which is attached to and forms a part of this agreement.

3.0 Appointed Assessor

- 3.1 For the purposes of the applicable provincial legislation and municipal bylaws relating to assessment, Municipal Assessment Services Group shall designate an assessor acceptable to the municipality from within M.A.S.G. to do the assessments and shall duly be the "appointed assessor" respecting such assessments.

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4.0 Level and Standards

- 4.1 The appointed assessor will be an Accredited Municipal Assessor of Alberta (A.M.A.A.).
- 4.2 The appointed assessor will be required to exercise independence and judgment in equating all of the relevant data involved in property assessment and in determining final assessment value of property.
- 4.3 The appointed assessor will endeavor to maintain property equity in assessments within the municipality.

5.0 Term

- 5.1 This agreement will come into effect once it has been signed by both parties.
- 5.2 This agreement involves services with a commencement date of **April 1, 2022** and expires on **March 31, 2025** with an option of renewal upon written agreement of both parties.
- 5.3 During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

6.0 Fees, Expenses and Payments

- 6.1 The cost of the assessment services is set out in **Schedule "A"** which the municipality will pay to Municipal Assessment Services Group in the manner provided for in article 6.2.
- 6.2 The municipality will be invoiced on a quarterly basis for work in progress and payments must be paid within thirty (30) days of invoice. Interest at the rate of twelve percent (12%) per annum, calculated monthly shall be due on any late payments.
- 6.3 G.S.T. (Goods and Services Tax) or any substitute for the G.S.T. shall be added (when applicable) to the cost of assessment services.
- 6.4 Should the municipality request Municipal Assessment Services Group to undertake work that is not set out in **Schedule "A"**, such additional work shall be charged at an hourly rate of **\$90.00** per hour plus expenses.



7.0 Confidentiality and Non-disclosure

- 7.1** Unless required by law, any data or other information concerning Municipal Assessment Services Group which is obtained by the municipality in its dealings with Municipal Assessment Services Group under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by Municipal Assessment Services Group.
- 7.2** Unless required by law, any data or other information concerning the municipality, which is obtained by Municipal Assessment Services Group in its dealings with the municipality under this agreement, shall be treated as confidential and shall not be disclosed without prior approval by the municipality.

8.0 Indemnification

- 8.1** Municipal Assessment Services Group will ensure that its employees, when on assignments, will comply with any safety and security regulations and procedures in effect regarding the properties being assessed.
- 8.2** Municipal Assessment Services Group will indemnify and save harmless the municipality against all claims, damages and expenses that relate to Municipal Assessment Services Group employees who may be injured while performing assessment functions pursuant to this agreement unless such injury results from a willful or negligent act on the part of the municipality, its officers, employees or agents.
- 8.3** Municipal Assessment Services Group will not be liable for any claims or other legal action that may result from or in any way relate to the assessment services performed on behalf of the municipality.

9.0 Termination of Contract

- 9.1** Either party may terminate this agreement at anytime, without cause by giving notice in writing to the other party of not less than ninety (90) days.
- 9.2** If Municipal Assessment Services Group provides notice of termination to the municipality or receives a termination notice from the municipality, it shall outline what portions of the services under the agreement will not be completed by the date of the termination. It will then be the responsibility of the municipality to make appropriate arrangements to have required assessments completed.
- 9.3** Upon termination, Municipal Assessment Services Group shall submit to the municipality, an invoice for services rendered but not previously invoiced and the municipality shall pay such invoice within 30 days of its receipt by the municipality. Interest, at the rate of twelve percent (12%) per annum, calculated monthly not in advance, shall be due regarding any late payments.

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10.0 Amendments

10.1 This agreement may be amended solely by written consent of both parties.

10.2 This agreement represents the entire agreement between the parties. No other terms, representations or warranties, verbal or otherwise, are to be inferred or implied.

11.0 Contract Renewal

11.1 Contract renewals will be available subsequent to this agreement, as determined by both parties as outlined in article 5.3.

12.0 Arbitration

12.1 Should the parties be unable to resolve any disputes which may arise regarding this agreement, the matter(s) in dispute shall be referred to arbitration in accordance with the provisions of the Arbitration Act, Revised Statutes of Alberta 2000, Ch. A-43.

13.0 Binding

13.1 This agreement ensures to the benefit of and is binding upon the parties to this agreement and their respective successors and any assignees of Municipal Assessment Services Group and the municipality.

14.0 Representatives

14.1 The representatives of the parties and the address for notices for the purpose of this agreement are as follows:

a) for the Municipal Assessment Services Group Inc.:

Representative: Ray Crews, AMAA
Appointed Assessor/Designated Officer

Address: PO Box 3369
10404 -100 Avenue
Morinville, AB T8R 1S2

b) for the municipality:

Representative: Wendy Wildman
CAO

Address: PO Box 1197
Onoway, AB T9S 1V0

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15.0 Signatures

15.1 This agreement is executed by the parties as of the date shown on the first page of this agreement.

Municipal Assessment Services Group Inc.

Per: _____

The Municipality

Per: _____

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SCHEDULE "A"

The following assessment services are provided pursuant to the agreement between the Municipal Assessment Services Group and the municipality.

ASSESSMENT SERVICES WILL INCLUDE:

The Municipal Assessments Services Group will be responsible for the following in providing this assessment service proposal:

- All computer hardware and software, relative to the **CAMALOT** Assessment System in the M.A.S.G. Morinville office.
- All travel costs such as mileage, meals and accommodation.
- Annual assessment of new properties, as well as reported changes to existing properties.
- An assessment valuation shall be conducted annually. The current value program will continue.
- The client municipality will receive the assessment values in report form or electronic data transfer.
- Administration and council support relating to property assessment matters.
- The assessor will be available to address assessment inquiries and estimates of taxation from property owners by telephone, or in person when required.
- Assessment and Growth shift studies shall be provided after each valuation.
- Required Annual recapitulation and assessment to market ratio studies shall be reported to the Assessment Audit Unit of Municipal Affairs via Milenet.
- Required Standards and Reporting as per all legislation and regulation in the Province of Alberta. This includes, but not limited to, the Municipal Government Act, Matters Relating to Assessment and Taxation (MRAT) and Alberta Assessment Quality Minister's Guidelines.
- The assessor's time and travel expense reviewing and preparing for the defense of assessments complained to the Local Assessment Review Board (**LARB**) percentage not to exceed one (1) percent of total parcels or on assessments greater than **\$3,000,000**.

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PAYMENTS TO THE MUNICIPAL ASSESSMENTS SERVICES GROUP FOR ASSESSMENT SERVICES:

Three Year Term

- 1st Year:** Based on 20% selective inspections of properties commencing April 1, 2022 to March 31, 2023: **\$1,400.00** quarterly (**\$5,600** per annum).
- 2nd Year:** Based on 20% selective inspections of properties commencing April 1, 2023 to March 31, 2024: **\$1,428.00** quarterly (**\$5,712** per annum).
- 3rd Year:** Based on 20% selective inspections of properties commencing April 1, 2024 to March 31, 2025: **\$1,460.00** quarterly (**\$5,840** per annum).

NOTE: All quarterly payments considered Beginning of Period and exclude GST.
The above quarterly payments are based on a full year's contract.

Prices do not include GST.

CLIENT MUNICIPALITIES WILL BE RESPONSIBLE FOR:

- All required maps, subdivision plans, development/building permits including plans where available.
- All costs incurred at Land Titles Office and Corporate Registry.
- All costs resulting from ratepayer information brochures, newspaper advertisements and bulk mailing.

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SCHEDULE "B"

SERVICES NOT INCLUDED: (ESTIMATED AS REQUIRED)

Should the municipality request the Municipal Assessment Services Group to undertake work that is not set out in Schedule "A", such additional work shall be charged in the manner as shown in **Section 6.4** of the contract.

- Any Local Assessment Review Board (**LARB**) hearings **exceeding 1%** of total parcels.
Composite Assessment Review Board (**CARB**) hearings, and any assessments greater than **\$3,000,000**, or where a lawyer is required or any Higher Court attendance **is not** included.
- New major or non-typical development over **\$3,000,000** will be negotiated and cost separately relative to annual assessments.
- Any annexations or municipal boundary changes.
- Equalization Appeals.
- Municipal Appraisals as required for insurance, sale of property from tax forfeiture proceedings as well as properties owned by the municipality held for re-sale.
- Business Tax assessments.
- Assessment changes arising out of legislative changes.
- Property designated as a "major plant" by the 2017 Alberta Machinery and Equipment Minister's Guidelines regulation; for example, large refineries, upgraders, pulp and paper mills.

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March 16, 2021

Summer Village of Sandy Beach
RR1 Site 1 Comp 63
Onoway, Alberta
T0E 1V0

Summer Village of Sunrise Beach
Box 1197
Onoway, Alberta
T0E 1V0

Dear Mayors,

Re: Drainage Assessment Study – Cost Share

At the October 7, 2020 County Council meeting representatives from the Summer Villages of Sandy Beach and Sunrise Beach made a presentation, expressing concerns with water levels and drainage issues into the nearby lakes. At that time County Council resolved to get a quote on engineering for a water study.

We have received a quote of \$41,445.00 to complete the study. And further at the March 3, 2021 County Council Meeting, County Council made the following resolution:

MOVED BY Deputy Reeve Nick Gelych that County Council direct Administration to contact the Summer Villages of Sandy Beach and Sunrise Beach to cost share the costs of the Drainage Assessment Study equally three ways.

Carried.

Given the magnitude of the study, County Administration is currently obtaining more quotations to ensure the study is competitive.

Please forward your intentions or questions to Greg Edwards, GM of Infrastructure & Planning gedwards@lsac.ca at your earliest convenience.

Regards,

Greg Edwards
GM of Infrastructure & Planning

CC: County Council
Mike Primeau, County Manager

Enclosure: Proposal

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SE DESIGN AND CONSULTING INC.

Engineering and Design Services Proposal



LAC STE. ANNE COUNTY

Sandy Lake Drainage Assessment

*Steve Engman, P. Tech. (Eng.)
SE Design and Consulting Inc.
713 Lakeshore Drive
Cold Lake, AB
Office: (780) 594-5380
Fax: (780)594-4486
steve.engman@sedesign.ca*

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January 2021

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LIST OF APPENDICES

APPENDIX A	Project Figures
APPENDIX B	Fees and Disbursements <ul style="list-style-type: none"> ▪ Summary of Fees and Disbursements ▪ Detailed Schedule of Fees and Disbursements ▪ 2021 Schedule of Hourly Rates and Disbursements
APPENDIX C	Preliminary Groundwater Assessment - Groundwater Information Technologies Ltd.
APPENDIX D	Certificates and Insurances <ul style="list-style-type: none"> ▪ APEGA Permit to Practice ▪ Insurance Coverage ▪ Certificate of Recognition (COR) ▪ Consulting Engineers of Alberta (CEA) Certificate ▪ ACSA Associate Membership Certificate

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INTRODUCTION

SE Design and Consulting Inc. (SE Design) is pleased to deliver Lac Ste. Anne County a proposal for the provision of professional and consulting services for the Sandy Lake Drainage Assessment. We are familiar with the work that is required and feel that we can provide Lac Ste. Anne County with valuable consulting assistance on this project. We understand that the proposal is to cover the professional and consulting services required to complete a Drainage Assessment (DA) for the Sandy Lake regional watershed and a review of the reasons for fluctuating water levels of the lake. We feel confident that we can provide the survey, investigation, hydrologic and hydraulic analyses, modelling, and reporting required to ensure successful completion of the project.

1 EXPERIENCE

In recent years, northern Alberta has endured a particularly wet hydrological cycle, which has led to widespread annual and intermittent flooding and the declaration of agricultural states of emergency in several municipalities due to the surplus of precipitation and saturated soils. This has led to an increased demand for Stormwater Master Plans, Drainage Assessments and Drainage Improvement Plans. With extensive experience in runoff management planning and design, SE Design seized the opportunity to adapt and specialize to meet the growing demands of the water management sector. In-line with SE Design's inception to completion project delivery services, we offer comprehensive stormwater and drainage engineering and design; best-practice modelling, analysis, and assessment; and market-leading reporting, digital and online products. We are extremely proud of our drainage and stormwater service packages and are eager to pursue this opportunity.

1.1 Team Member Profiles

Recognizing the importance of this initiative, SE Design has assembled a team of dedicated professionals with valuable knowledge, the necessary skill sets and compelling recent experience. The work will be completed by our in-house expertise and will not introduce manpower or time restrictions at SE Design. Appropriate personnel will be provided as required to ensure that the project needs are being met. The following paragraphs describe the qualifications, experience and responsibilities of the key personnel who will take lead on this assignment to ensure successful completion.



Steve Engman, P. Tech. (Eng.) – Corporate Manager (Primary Contact)

Steve Engman will serve as the Corporate Manager for this assignment. Overall responsibility for this assignment will be that of Steve. Steve has 23 years of professional experience in the consulting industry focusing on project management, drainage assessments, stormwater management plans, and site development. His expertise includes technical study and reporting, design drafting, remediation planning, surveying, and inspection. He is the Principal of SE Design and Consulting Inc. and functions as the corporate manager of the firm.



Darcy Paulichuk, P.Eng. – Senior Project Engineer

Darcy Paulichuk is a Professional Engineer and will function as Senior Project Engineer for this assignment, responsible for technical and professional review of the project. Darcy has over 30 years of experience working in the civil engineering field providing public and private consultation. Darcy has a strong background in transportation engineering and has completed road improvement projects for Alberta Transportation (AT) and over 15 municipalities. As roadways and drainage are inseparable issues, particularly in rural areas, he has also worked on numerous stormwater management projects and drainage remediation plans.



Alyssa Gladish, E.I.T. – Civil Design Engineer (Assessment and Reporting Lead)

Alyssa Gladish is an Intermediate Civil Design Engineer-in-Training and will function as the assessment, design and reporting lead for this assignment. Since 2015, Alyssa has worked for SE Design as a Design Engineer and has over 10 years of technical experience in the fields of civil and environmental engineering. Alyssa's primary responsibilities at SE Design are drainage evaluations and remediation plans which includes conducting literature reviews, analysing background data, determining

constraints, overseeing hydrological and hydraulic assessments, rural drainage planning and design, and final report compilation. She is a skilled drafts person in AutoCAD Civil 3D and provides PC SWMM modelling and spatial data management GIS services to the team at SE Design.



Dave Ward – Civil Engineering Technologist (Modelling and Drafting Lead)

Dave Ward is a Civil Engineering Technologist and will function as the stormwater modelling and drafting lead for this assignment. Since 2018, Dave has worked with SE Design with responsibilities including civil design and drafting; stormwater modelling and analysis; drainage improvement plans, grading plans, stormwater management structures, roadworks, general drafting and survey field support. Dave will be using his experience to help with the AutoCAD Civil 3D drafting, PC SWMM stormwater and snowmelt modelling.



Kim Carter – Senior Drafting Technician

Kim Carter is a Senior Drafting Technician and will focus on all AutoCAD Civil 3D drafting for mapping, figures and engineering support. Since 2009, Kim has worked for SE Design as a Drafting Technician with responsibilities including civil drafting, GIS integration and report drafting/compilation. Kim will assist the engineering team to compile the drainage assessment and final report figures and illustrations.



Surveyors

SE Design will utilize in-house surveyors for this assignment, dispatched as a one-person survey crew. Our survey team is composed of seasoned surveyors, with experience in topographic, drainage, infrastructure, and construction survey. Our survey team has provided data collection services for all our recent drainage and stormwater management projects and have become competitively skilled at assessing and capturing drainage data.

It is the intention of SE Design and Consulting Inc. to utilize this team of primary project staff for this assignment while drawing on other support staff and resources to fulfill all the necessary project requirements. We believe that we are particularly well suited for this project with recent experience and expertise on similar projects.

1.2 Similar Projects Completed

SE Design has provided consulting and engineering services for stormwater and drainage projects across Alberta, from the MD of Bonnyville, Lamont County to Fort McMurray and within Lac Ste. Anne County. Our Master Drainage Plan and Stormwater Management Plan services includes topographic and drone survey; regional drainage analyses; hydrological and hydraulic modeling; regional flow frequency analyses; snowpack frequency analyses; existing infrastructure assessments, ratings, and replacement schemes; preliminary design and cost estimating for drainage issue resolution options; and detailed designs. Our stormwater and drainage engineering services are complimented by our in-house survey, field, construction, post-construction, and project management services.

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SE Design has provided Lac Ste. Anne County with quality project consulting and engineering services and have collaborated on several successful and ongoing drainage projects. Below is a summary of projects similar to the Sandy Lake Drainage Assessment that have been recently completed by SE Design.

Similar Projects Completed	
❖ Crawford Estates Subdivision Drainage Evaluation and Remediation Plan – MD of Bonnyville No. 87	
Project Description	The investigation of the recurring flooding issues in the Crawford Estates Subdivision due to rising water levels of Pinsky Lake (Lake No.02), a closed-basin lake situated south of the subdivision; and development of a remediation plan to provide short-term flood hazard reduction and long-term management of the lake level to protect existing residences and privately-owned land.
Engineering Scope of Work	Project management; preliminary engineering; topographic survey; drainage evaluation of historical and existing conditions; hydrological assessment and modelling; coordination of a wetland study and water act applications; land acquisition negotiations; land subdivision and registrations; development of remediation options; design drawings; cost estimation; and final reporting. The drainage and hydrological works included: regional stormwater catchment delineation; historical water level flooding extents; floodplain delineations and hazard mapping; adequate outlet assessment; cost-benefit analysis of remediation options; stakeholder engagement and final engineering report. Full tendering, construction and post-construction services to be provided at implementation pending Water Act Approval.
Contract Value	\$1,443K
Implementation	Preliminary Design and Engineering Report: 2019, Implementation: Summer 2020-2021
❖ Summer Village of Sunset Point Stormwater Management Plan - Summer Village of Sunset Point	
Project Description	An evaluation of the drainage characteristics of the Summer Village of Sunset Point watershed, including: the identification of drainage issues, event-based runoff rates modelling, existing infrastructure review; and a drainage improvement plan including recommendations for resolving drainage issues, accommodating future development, and a maintenance/ replacement scheme for existing infrastructure.
Engineering Scope of Work	Project management; preliminary engineering; topographic survey; drainage evaluation of existing conditions; identification of drainage issues; hydrological assessment and modelling; existing infrastructure review; development of drainage improvement options; design drawings; project cost estimation and engineering report. Drainage evaluation included: regional watershed, stormwater catchment and existing flow path delineation; review of reports and GIS inventory of all drainage conditions and infrastructure. The hydrological assessment included the study of the basin characteristics and event-based computer modelling to provide rainfall runoff rates. The existing infrastructure review included a complete culvert inventory and assessment, recommendations and cost estimates for improvements and replacements. The MDP assessed options and provided recommendations for drainage improvements including cost estimates.
Contract Value	\$740K
Implementation	Preliminary Design and Engineering Report: 2019, Implementation: 2020-2022
❖ South Glendon Drainage Evaluation and Improvement Plan – Village of Glendon	
Project Description	The investigation of the historical and recurring flooding issues in the Village of Glendon; evaluation and delineation of existing drainage patterns through the Village; quantification of existing runoff rates and volumes; and design and implementation of a drainage improvement plan to resolve flooding issues from the major offsite flows entering the south of the Village.
Engineering Scope of Work	Project management; preliminary engineering; topographic survey; drainage evaluation of historical and existing conditions; coordination of hydrological assessment, wetland study, water act application; land subdivision and registration; design drawings; cost estimation; final reporting and technical assistance with grant applications. The evaluation included: regional stormwater catchment and flow path delineation; identification of bottleneck and problem areas; development of improvement options with cost-benefit analysis; stakeholder engagement and land acquisition negotiations; and adequate outlet assessment. Full tendering, construction and post-construction services to be provided at time of implementation.
Contract Value	\$1,542K
Implementation	Preliminary Design and Engineering Report: 2018, Implementation: 2021

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❖ Alberta Beach Central Drainage Course Drainage Analysis and Improvement Plan – Lac Ste. Anne County	
Project Description	The assessment of an intermittent drainage course with an 11.1km ² catchment area flowing directly through the Village of Alberta Beach to Lac Ste. Anne. The existing drainage course outlet is inadequate, and flooding is experienced along the drainage course. Recent interest to develop lands within the catchment has prompted the need to establish an acceptable release rate for the catchment and resolve the inadequacy of the outlet and other drainage problem areas.
Engineering Scope of Work	Project management; preliminary engineering; topographic survey; drainage evaluation of existing conditions; identification of drainage issues; hydrological assessment and modelling; development of drainage improvement options; design drawings; project cost estimation and engineering report. Drainage evaluation included: regional watershed, stormwater catchment and existing flow path delineation; review of relevant documents. The hydrological assessment included the study of the basin characteristics and event-based computer modelling to provide rainfall runoff rates. The final report assessed options for drainage improvements along the flow channel (drainage parkway) and at the outlet (culvert upsize and replacement) and provided recommendations for other localized drainage improvements (including cost estimates).
Contract Value	\$3,570K (to completion)
Implementation	Preliminary Design and Engineering Report: 2019, Detailed Design and Approvals (anticipated): 2021. Implementation (anticipated): 2021-2022

2 SERVICES

2.1 Project Understanding

Sandy Lake is a 11.4 km² lake located 55km northwest of Edmonton and overlaps the boundary between Lac Ste. Anne County and neighbouring Sturgeon County, as shown in **Figure 1 – Regional Context (Appendix A)**. The Sandy Lake Region includes developed areas along the northeast and northwest shores of Sandy Lake, and includes the Summer Village of Sandy Beach, the Summer Village of Sunrise Beach and Alexander First Nation #134; all located within 51-1-W5M. The Sandy Lake region is enjoyed by both permanent and seasonal residents and has approximately 420 combined residents.

In drainage planning, basins (drainage area contributing to a lake) are often vast areas that include agricultural or environmentally sensitive lands. The Sandy Lake Watershed (SLW) is approximately 55.1km² (5,510 Ha) and includes a considerable area to the northwest as shown in **Figure 2 – Sandy Lake Watershed (Appendix A)**. This area to the northwest includes 2 small lakes, known as Dechaine Lake and Lake Anderson. These 2 small lakes overflow and drain to Sandy Lake via an intermittent stream that enters the north shore of Sandy Lake. Sandy Lake has no active overflow channel, but at high water levels, a small creek flows from the southeast end of the lake to the Sturgeon River. Based on historic flow data, it does not appear that this creek has flowed since 1976 - when the lake elevations were higher than 698.0 m. For reference, the current water level is about 696.2m and the low water level of 695.8m was recorded in 2016. A graph of the historic 1959-2020 water levels for Sandy Lake is included in **Appendix A**.

Although many of the lakes in the region have experienced record water levels over the last number of years, Sandy Lake has been experiencing a gradual lowering of water levels since the early 2000's. The reason for this lowering is currently unknown and accordingly is the main driver behind this drainage assessment. As the lake is situated on a municipal boundary, this is an intermunicipal issue that concerns landowners from both districts. Landowner and resident concerns regarding the low water levels is another significant proponent for this project.

2.1.1 Scope of Work

SE Design has a clear vision for undertaking the Sandy Lake Drainage Assessment and we believe that it is well aligned with the goals of the Lac Ste. Anne County. Our intent is to complete an assessment of the Sandy Lake Watershed (SLW) that will relate surface water runoff to the Sandy Lake water levels. The project goals include the delineation of the regional and local drainage patterns; prediction of snowmelt and rainfall event runoff rates and quantities; assessment of existing

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drainage watercourses; inventory of existing drainage infrastructure, comparison of historic water levels to historic runoff via continuous computer modelling, assessment of groundwater levels and technical review of the potential reasons for the Sandy Lake water level fluctuations.

2.2 Project Methodology

We have conducted a preliminary evaluation of the Sandy Lake Watershed and work item requirements for the project. SE Design has capable and experienced personnel who can complete the engineering project work in-house. To ensure the success of the Sandy Lake Drainage Assessment, our approach will be to facilitate a quick start and focus on key issues within the SLW. We would like to proffer the following project methodology for consideration.

2.2.1 Data Collection and Project Setup Methodology

The SE Design Project Team will collect data for the study area by physical topographic survey as well as by a desktop study to identify and obtain the required background data and relevant documents. At this stage our team will try to anticipate the project's data requirements and relevant tasks. This shall include the following tasks:

- Facilitate a virtual project start-up meeting with the Lac Ste. Anne County Project Team and conduct a site visit.
- Collect relevant topographic survey data in enough detail to assist in the hydrological/hydraulic modelling and analysis for the project. This will include survey of each culvert in the SLW.
- Acquire available AltaLIS basemap, 2019 Aerial Photos (County supplied) and 7.5m LiDAR Data for the SLW.
- UAV (drone) survey data and aerial images will be collected by SE Design to help depict the current conditions and drainage problem areas under spring conditions.
- Acquire and collect relevant data for the hydrological/hydraulic model such as wetland and watercourse mapping, soil data, historical climate and hydrography data, historical resources valuation data, and land use maps.
- Conduct project setup and preliminary data processing, including drafting AutoCAD Civil 3D plans and maps and generating representations of topographic data as surfaces and existing drainage courses.
- Conduct background research on existing reports and regional provincial hydrographic data.
- Conduct site reconnaissance (field investigation) for confirmation of flow paths, outlets, wetlands and verify identified drainage restrictions, preferably in spring conditions.

2.2.3 Hydrological/Hydraulic Modelling and Assessment

The SE Design Project Team will proceed to evaluate and analyze the existing drainage conditions in the SLW and to assess the effect of surface runoff on Sandy Lake water levels. This can be achieved through the following components:

- Complete drainage evaluation using LiDAR data and PCSWMM catchment delineation tool to delineate the drainage catchments and flow paths. Revise and validate delineations using aerial images, topographic survey of existing drainage infrastructure and high-level wetland data.
- Perform hydrological/hydraulic modelling of SLW using the computer software program PCSWMM. A continuous modelling approach will be used to study and validate long-term rainfall and snowmelt trends while event-based modelling will be used to assess 1:100-year, 24-hour and other rainfall runoff event flows to determine runoff rates and volumes for the SLW.
- A regional flow frequency analysis will be completed using the computer software Hyfran Plus Hydrological Frequency Analysis Tool to validate regional flow rates and volumes.
- Conduct hydraulic assessment and existing drainage routing to analyse the potential effect of surface runoff on the Sandy Lake water levels.
- Identify and review any drainage restrictions or problem areas that may influence drainage routing to Sandy Lake.
- Assess the local groundwater levels and regional aquifers to verify any impacts to Sandy Lake water levels. This assessment will be completed by a sub-consultant Groundwater Information Technologies Ltd. **Appendix C.**

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2.2.5 Sandy Lake Drainage Assessment Report

The Sandy Lake Drainage Assessment Report will bring together all the project work items and integrate the findings from the hydrological/hydraulic analysis and drainage assessment. The report will focus on the Sandy Lake Watershed and the effects of surface runoff as it relates to the fluctuating water levels of Sandy Lake. The assessment will consider both the natural and developed surface water runoff patterns within the SLW to meet this objective.

A draft of the drainage assessment report will be submitted to the Lac Ste. Anne County for review and comments. A Council presentation may be scheduled if requested by the Project Team. If SE Design is unable to hold an in-person presentation due to COVID-19 protocols, SE Design's Project Team will prepare a PowerPoint slide show and virtual presentation to facilitate the presentation of the Sandy Lake Drainage Assessment Report to Council. The fee proposal does not include a Council presentation or PowerPoint slide show, but this can be provided for a \$2,500 budget.

Upon completion of County review and comment, the Sandy Lake Drainage Assessment Report will be revised and finalized for submission of the Final Report.

2.3 Project Schedule

The project schedule will be governed by our ability to collect meaningful drainage inventory data, conduct site reconnaissance, and the work-effort hours required to fulfil each task. SE Design will begin work immediately after the project is awarded and a schedule for conducting the project will be reviewed with the County for facilitating the desired outcomes. Based on mid-January award of the project, we would initiate desktop analysis components for March 2021 submissions and reviews. We would anticipate final report completion in mid summer 2021 due to site reconnaissance reviews in spring 2021 when wet conditions can be examined.

Please note that the timeline will not be impacted by COVID-19 restrictions. SE Design has effective virtual platforms to ensure on-time project delivery.

2.4 Project Management

SE Design shall endeavour to provide conditions conducive to professional practice and maintaining appropriate quality standards. This shall include a system of quality control that ensures all work being performed is properly defined, is undertaken by competent personnel, provides for adequate professional supervision and checking, and follow-through with required documentation. SE Design shall adhere to the scope of work defined in this proposal unless alterations or substitutions are requested by the client.

Quality control for professional or technical services shall include:

- ❖ Ensuring compliance with all applicable codes, standards, and design checklists.
- ❖ Ensuring that good engineering practice acceptable by industry is applied to the project.
- ❖ When appropriate, completing peer review on all engineering work prior to submission for final review and authentication.
- ❖ When appropriate, all final reports or designs shall be authenticated by a Licenced Professional and validated by a Responsible Member of the firm.

SE Design has a lateral project management approach that promotes communication between team members, encourages discussion and team collaboration and endorses an open-door policy between its management and workers. Issues can be swiftly discussed and resolved, innovation is fostered, and project delays are significantly reduced. This approach is how the SE Design Team maximizes project effectiveness and efficiency.

Overall responsibility for this assignment will be that of Steve Engman. He will be responsible for the day-to-day coordination of project staff and subconsultants and will oversee all management aspects of the project. Steve will be the primary contact for all project-related communications with Lac Ste. Anne County for the duration of the contract. Our project management approach includes strong communication and consistent liaison with our clients. The Lac Ste. Anne County Project Team will be kept apprised of progress through monthly reporting and engaged for feedback during in-person (or virtual) meetings.

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2.5 Risk-Management

The focus of this project is on research, modelling, analysis and reporting, so the primary risks are associated with time and personnel management. We are confident that our dedicated project team, strong work plan and robust project management will minimize risks and deliver this project on-time and on-budget. We recognize that the ongoing COVID-19 pandemic presents unprecedented risks to our projects and the way we are used to doing business.

3 PRICING

The fees and disbursements for this project are based on a work-effort matrix that outlines the hours contributed by each team member to complete the proposed tasks, and disbursements for fixed-cost items and subconsultant work. The complete cost-estimate and the SE Design 2021 Schedule of Hourly Rates and Disbursements are provided in Appendix B. SE Design uses the same fee schedule for services whether it is during or after working hours and weekends.

3.1 Fee for Services

A fee proposal summary is provided below, illustrating the estimated costs for the completion of each project phase. The cash flow projection provides the firm upset limit for the work items identified in this proposal. GST will be billed additionally.

Fee Proposal Summary				
Task	Hours	Fees	Disbursements	Total
1.0 Data Collection and Project Setup	106	\$9,300	\$5,379	\$14,679
2.0 Hydrological/Hydraulic Modelling and Assessment	146	\$14,730	\$737	\$15,467
3.0 Preliminary Hydrogeological Groundwater Assessment	10	\$610	\$3,108	\$3,718
4.0 Drainage Assessment Technical Report	72	\$7,360	\$221	\$7,581
Overall Project Total	334	\$32,000	\$9,445	\$41,445

4 CLOSURE

It is the intent of SE Design and Consulting Inc. to pursue the Sandy Lake Drainage Assessment with diligence to ensure that the objectives of this assignment are met. We have presented a solid methodology and execution plan for the assignment. With our clear objectives and scope, we are confident in the ability of our project team to deliver this assignment on-time and on-budget. We feel that we can provide Lac Ste. Anne County with valuable consulting assistance on this project and that our team of professionals can ensure a successful completion. We are enthusiastic about working for Lac Ste. Anne County on this project and look forward to participating with the Project Team for the duration of the work. We sincerely appreciate the opportunity to submit a proposal for this project.

Proposal By:



Steve Engman, P. Tech (Eng)
 SE Design and Consulting Inc.



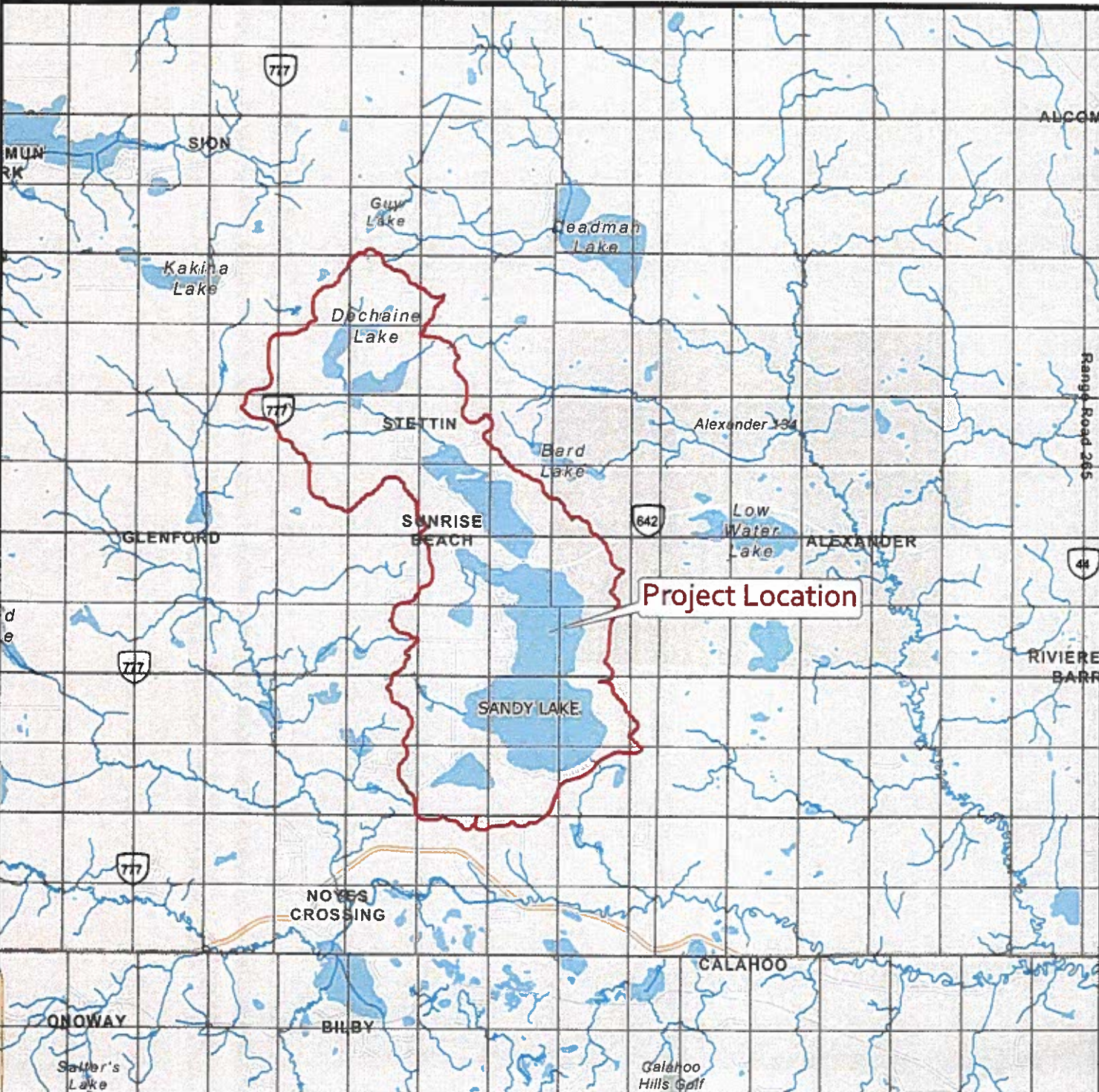
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Appendix A

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06-Jan-2021

X:\14-GIS-Files\Sandy Lake Drainage Investigation\Sandy Lake Drainage Investigation.aprx



Lac Ste. Anne County
 TWP 51 RGE 1 W5M
 Sandy Lake Drainage
 Assessment Plan

Legend:

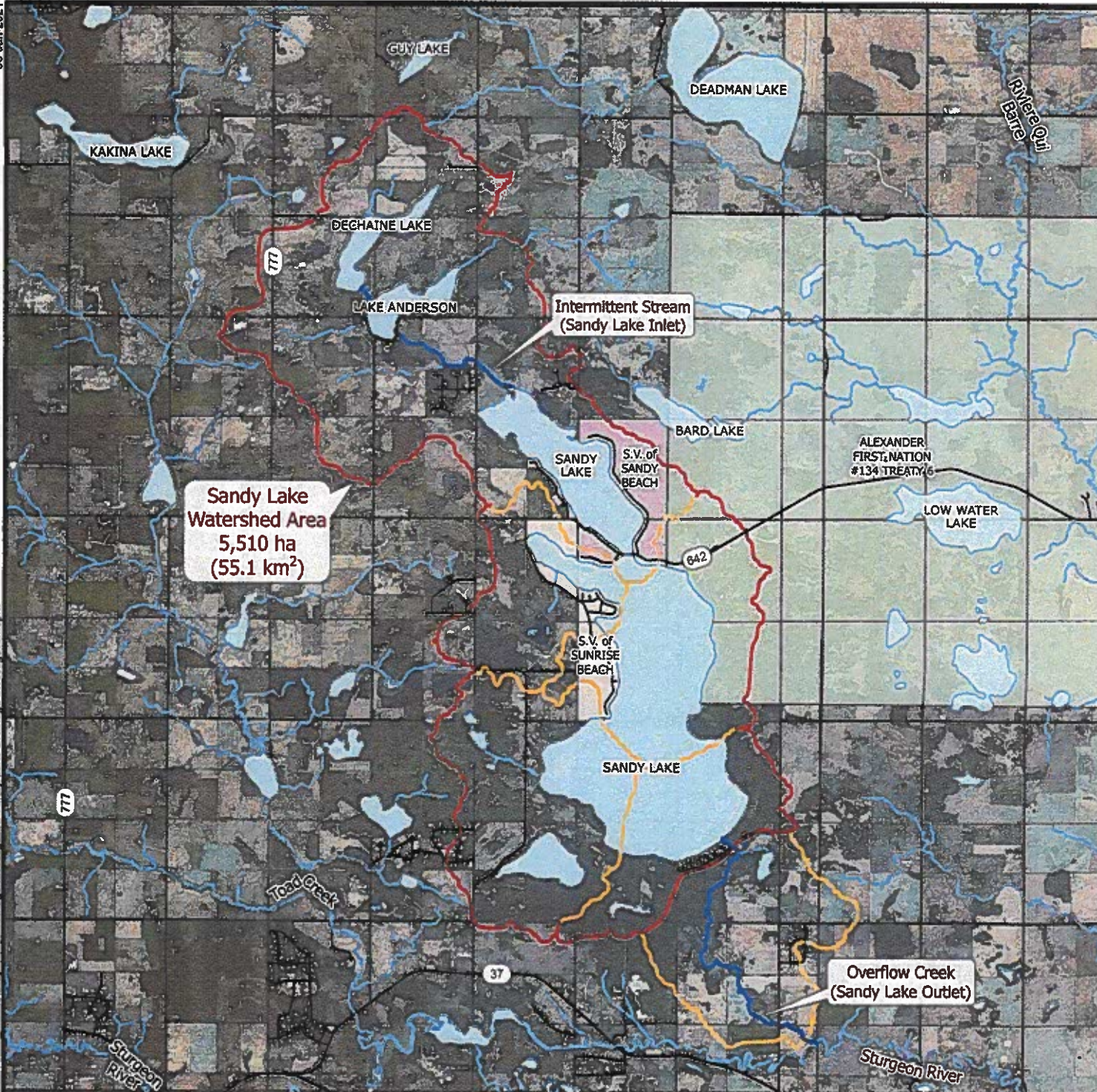
-  Sandy Lake Watershed
-  Drainage Course
-  Section Lines

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Basemap Source Credits:
 Esri, HERE, Garmin, METI/NASA, USGS, EPA, USDA, NRCAN, Parks Canada

Figure 1
 Regional Context

SE DESIGN AND CONSULTING INC.



Lac Ste. Anne County

TWP 51 RGE 1 W5M

Sandy Lake Drainage Assessment Plan

Legend:

- Sandy Lake Watershed
- Waterbody
- Subcatchment
- Drainage Course
- Inlet/Outlet Watercourse
- Roadway

Municipal Boundaries

- ALEXANDER FIRST NATION
- S.V. of SANDY BEACH
- S.V. of SUNRISE BEACH

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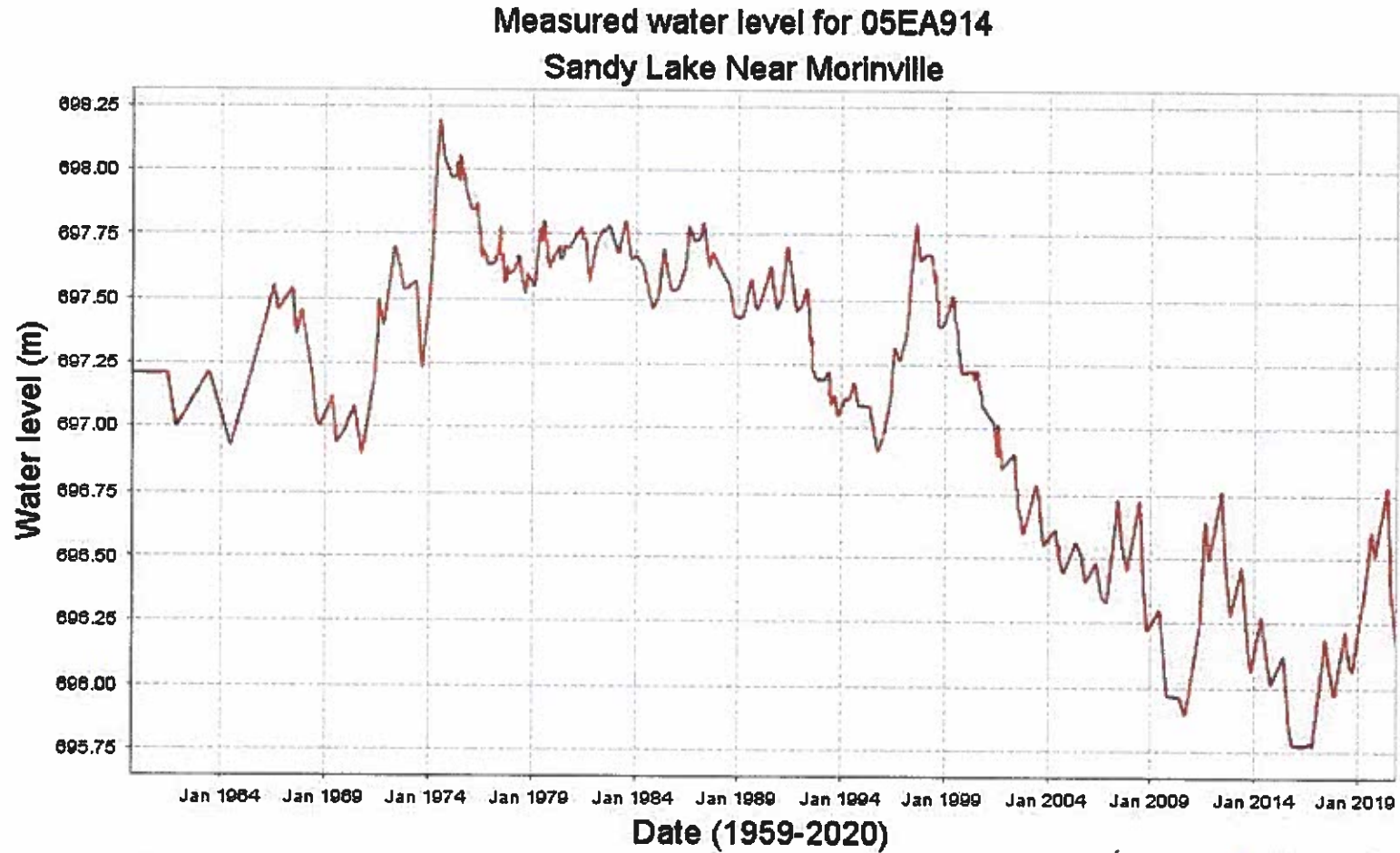
Base Map Source Credits:

This work is licensed under the Esri Master License Agreement. View Summary | View Terms of Use | Export: This layer is not intended to be used to export files for offline. Data Collection and Editing: This layer may be used in various ArcGIS apps to support data collection and editing, with the results used internally or shared with others, as described for these use cases.

Figure 2 Sandy Lake Watershed Overall Drainage

SE DESIGN AND CONSULTING INC.

Sandy Lake Near Morinville | Period of Record Graph



Generated at: 2021-01-06 04:29:42

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Appendix B

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**LAC STE ANNE COUNTY
SANDY LAKE DRAINAGE ASSESSMENT
SUMMARY OF FEES AND DISBURSEMENTS**

SUMMARY OF FEES AND DISBURSEMENTS				
Task	Hours	Fees	Disbursements	Total
1.0 DATA COLLECTION AND PROJECT SETUP				
1.1 Culvert Survey and Drainage Physical Inventory	24	\$2,280	\$1,511	\$3,791
1.2 Drone Survey and Drone Aerial Imagery of Natural Watercourse	16	\$1,520	\$549	\$2,069
1.3 Data Acquisition, Project Setup and Preliminary Data Processing	20	\$1,900	\$2,615	\$4,515
1.4 Background Research and Review of Historical Aerial Imagery	20	\$1,600	\$290	\$1,890
1.5 Landowner Coordination for Access and Survey	6	\$850	\$200	\$1,050
1.6 Site Reconnaissance - Confirmation and Review of Site Conditions	20	\$1,150	\$215	\$1,365
1.0 SUBTOTAL	106	\$9,300	\$5,379	\$14,679
2.0 Hydrological Modelling and Assessment				
2.1 Drainage Evaluation - Catchment and Flow Path Delineation	44	\$4,080	\$204	\$4,284
2.2 Hydrological Modelling of Rainfall and Snowmelt with Model Review	68	\$7,020	\$351	\$7,371
2.3 Hydraulic Assessment - Simulation of Continuous Model for Historic Lake Levels	34	\$3,630	\$182	\$3,812
2.0 SUBTOTAL	146	\$14,730	\$737	\$15,467
3.0 Preliminary Hydrogeological Groundwater Assessment				
3.1 Prepare and Submit Desktop Hydrogeological Groundwater Assessment	10	\$610	\$3,108	\$3,718
3.0 SUBTOTAL	10	\$610	\$3,108	\$3,718
4.0 Drainage Assessment Technical Report				
4.1 Prepare and Submit Drainage Assessment Technical Report	72	\$7,360	\$221	\$7,581
4.0 SUBTOTAL	72	\$7,360	\$221	\$7,581
OVERALL PROJECT TOTAL	334	\$32,000	\$9,445	\$41,445

**LAC STE ANNE COUNTY
SANDY LAKE DRAINAGE ASSESSMENT
DETAILED SCHEDULE OF FEES AND DISBURSEMENTS**

No.	TASK	Assigned Staff Project Function Hourly Rate	PERSONNEL												
			Steve Engman		Darcy Paulchuk		Alyssa Gladish		Dave Ward		Civil		Geomatics		SE Const
			Corporate Manager		Senior Engineer		Intermediate Engineer		Intermediate Technologist		Technician		Technician		Person
			\$0		\$155		\$115		\$105		\$95		\$95		Sub-Tot
			Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	
1.0	Data Collection and Project Setup														
1.1	Culvert Survey and Drainage Physical Inventory		0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	24	\$2,280	24
1.2	Drone Survey and Drone Aerial Imagery of Natural Watercourse		0	\$0	0	\$0	0	\$0	0	\$0	8	\$760	8	\$760	16
1.3	Data Acquisition, Project Setup and Preliminary Data Processing		0	\$0	0	\$0	0	\$0	0	\$0	20	\$1,900	0	\$0	20
1.4	Background Research and Review of Historical Aerial Imagery		4	\$0	0	\$0	4	\$460	0	\$0	12	\$1,140	0	\$0	20
1.5	Landowner Coordination for Access and Survey		0	\$0	4	\$620	2	\$230	0	\$0	0	\$0	0	\$0	6
1.6	Site Reconnaissance - Confirmation and Review of Site Conditions		10	\$0	0	\$0	10	\$1,150	0	\$0	0	\$0	0	\$0	20
	Sub-Total		14	\$0	4	\$620	16	\$1,840	0	\$0	40	\$3,800	32	\$3,040	106
2.0	Hydrological Modelling and Assessment														
2.1	Drainage Evaluation - Catchment and Flow Path Delineation		4	\$0	0	\$0	4	\$460	20	\$2,100	16	\$1,520	0	\$0	44
2.2	Hydrological Modelling of Rainfall and Snowmelt with Model Review		0	\$0	0	\$0	8	\$920	40	\$4,200	20	\$1,900	0	\$0	68
2.3	Hydraulic Assessment - Simulation of Continuous Model for Historic Lake Levels		0	\$0	0	\$0	10	\$1,150	20	\$2,100	4	\$380	0	\$0	34
	Sub-Total		4	\$0	0	\$0	22	\$2,530	80	\$8,400	40	\$3,800	0	\$0	146
3.0	Preliminary Hydrogeological Groundwater Assessment														
3.1	Prepare and Submit Desktop Hydrogeological Groundwater Assessment		4	\$0	0	\$0	2	\$230	0	\$0	4	\$380	0	\$0	10
	Sub-Total		4	\$0	0	\$0	2	\$230	0	\$0	4	\$380	0	\$0	10
4.0	Drainage Assessment Technical Report														
4.1	Prepare and Submit Drainage Assessment Technical Report		8	\$0	8	\$1,240	40	\$4,600	0	\$0	16	\$1,520	0	\$0	72
	Sub-Total		8	\$0	8	\$1,240	40	\$4,600	0	\$0	16	\$1,520	0	\$0	72
	TOTAL HOURS AND FEES		30	\$0	12	\$1,860	80	\$9,200	80	\$8,400	100	\$9,500	32	\$3,040	334

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713 Lakeshore Drive
Cold Lake, Alberta
T9M 0C4

Phone: 780-594-5380
Fax: 780-594-4486
Email: engineering@sedesign.ca

2021 SCHEDULE OF HOURLY RATES AND DISBURSMENTS

January 1, 2021

Re: SE Design and Consulting Inc.
Lac Ste. Anne County 2021 Hourly Rates
General Engineering and Geomatics Services

The 2021 standard hourly rates and disbursement costs are as follows:

HOURLY FEES AND DISBURSEMENT RATES

Corporate Manager	\$ 0/hr
Senior Engineer	\$ 155/hr
Professional Technologist	\$ 145/hr
Planning Consultant	\$ 135/hr
Project Engineer	\$ 135/hr
Senior Technologist	\$ 130/hr
Intermediate Engineer	\$ 115/hr
Intermediate Technologist	\$ 105/hr
Junior Engineer	\$ 105/hr
Geomatics Technician	\$ 95/hr
Technologist/Technician	\$ 95/hr
Geomatics Crew – 1 Person	\$ 95/hr
Geomatics Crew – 2 Person	\$ 160/hr
Administrative Assistance	\$ 60/hr
Survey Equipment and Supplies	\$ 35/hr
Inspire Survey Drone	\$ 300/day
Inspire Aerial Photography	\$ 150/day
Daily Vehicle Rate	\$ 150/day
ATV/Snowmobile Daily Rate	\$ 135/day
General Office Disbursement	Invoice + 5%

GST will be billed additionally.

Yours truly,



Steve Engman, P.Tech(Eng)
SE Design and Consulting Inc.



Appendix C

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Groundwater Information Technologies Ltd.

December 23, 2020

SE Design and Consulting Inc,
713 Lakeshore Drive
Cold Lake, AB T9M 0C4

Attention: Steve Engman, P.Tech (Eng)

Dear Sir:

**RE: Plan of Action and Cost Estimate for groundwater investigation
Sandy Lake water level decline**

As per our discussion yesterday the following is a plan of action to determine whether changes in groundwater levels are responsible for declining lake levels at Sandy Lake within Lac Ste. Anne County. The investigation will consist of a desktop study utilizing existing information.

Geological mapping will be conducted to determine whether a strong connection exists between the lake and aquifers in the area or whether the lake is separated from aquifers by the presences of clay and/or shale layers which would restrict interaction with aquifers.

An analysis of available data to see if groundwater levels are declining in the aquifers in the area will be undertaken. Should the lake be connected to the underlying aquifers and if aquifer levels are declining a cause for declining lake levels may be anticipated.

Sources of data will include water well drillers reports, water level data from Alberta Environments and Parks Groundwater Observation Well Network, water well pumping test results available as part of oil and gas development programs, water license reports and existing geological and hydrogeological reports for the area. Water levels in Sandy Lake will also be examined

Should it appear likely that groundwater conditions are related to changing lake levels then recommendations for further work would be made that could include installation of groundwater monitoring wells in the area to more closely track changes in groundwater levels with lake levels and to evaluate the reasons for declining groundwater levels.

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Costs for this evaluation would be \$3000. We would anticipate that it would take approximately 2 weeks to complete the evaluation after authorization to proceed is given. As we understand some discussion after the report will be required and our fees would include time for these discussions.

The investigation will be conducted by Ken Hugo, M.Sc., P.Geol. I have a Masters of Science in Hydrogeology and over 35 years experience in conducting hydrogeological and environmental investigations in Alberta. Assisting myself would be either Erik Quatero or Alanna Felske, both of whom have Masters of Science in Hydrogeology and about 5 years experience in this discipline.

Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "K Hugo", written in a cursive style.

Ken Hugo, P.Geol.

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Appendix D

bb

svwestcove@outlook.com

From: Summer Village Office <administration@wildwillowenterprises.com>
Sent: March 9, 2022 11:23 AM
To: Summer Cove; Island Lake; svsunrisebeach@wildwillowenterprises.com; Wendy Wildman
Subject: Fwd: Summer Villages - Population 2016 - 2022 (growth & loss) snapshot

FYI ALL!

Heather Luhtala,
Asst. CAO

Begin forwarded message:

From: ASVA Exec Director <summervillages@gmail.com>
Date: February 23, 2022 at 2:47:40 PM MST
To: Itaska <cao@itaska.ca>, Kim Bancroft <bancroftkim@hotmail.com>, "Kapasiwin (Emily House)" <emily@milestonemunicipalservices.ca>, Sylvia Roy <Sylvia.Roy@svofficepl.com>, Silver Sands <administration@wildwillowenterprises.com>, Tanner Evans <tevans@sylvansummervillages.ca>, ddm@kronprinzconsulting.ca
Subject: Summer Villages - Population 2016 - 2022 (growth & loss) snapshot
Reply-To: execdirector@asva.ca

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Administrator	Summer Village	Population 2016	Population 2021	Growth	Loss
Kim Bancroft	Island Lake South	61	81	20	
	Larkspur	44	53	9	
	Mewatha Beach	90	103	13	
	Sunset Beach	38	61	23	
	Whispering Hills	142	128		14
June Boyda	Silver Beach	65	55		10
	Sundance Beach	73	42		31
	Itaska Beach	23	30	7	
Emily House	Betula Beach	16	27	11	
	Kapasiwin	10	24	14	
	Lakeview	30	29	1	
Sylvia Roy	Argentia Beach	27	99	12	
	Crystal Springs	51	74	23	
	Golden Days	160	248	88	
	Grandview	160	248	88	
	Ma Me O Beach	110	162	52	
	Norris Beach	38	71	33	
	Poplar Bay	103	113	10	
	Island Lake	228	174		54
Wendy Wildman	Silver Sands	160	214	54	
	Southview	67	72	5	
	Sunrise Beach	135	153	18	
	Westcove	149	222	73	
	Yellowstone	137	117		20
	Nakamun Park	96	78		18

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Tanner Evans	Birchcliff	117	211	94	
	Jarvis Bay	213	213	0	
	Halfmoon Bay	42	65	23	
	Sunbreaker Cove	81	131	50	
	Norglenwold	273	306	33	
Dennis Evans	Birch Cove	45	67	22	
	Val Quentin	252	158		94
Therese Kleeberger	Burnstick Lake	15	21	6	
Melissa Beebe	Rochon Sands	86	97	11	
	White Sands	278	278	0	
Ed Tomaszuk	Bondiss	110	124	14	
	South Baptiste	66	70	4	
Matthew Ferris	Sunset Point	49	55	6	
Norman Briscoe	Horshoe Bay	49	81	22	
Cyril Fortney	Parkland Beach	153	168	15	
	Gull Lake	176	226	50	
Mustafa Hashimi	Ghost Lake	82	82	0	
Tony Sonnleitner	Ross Haven	160	126		34
Martino Verhaege	Seba Beach	169	229	60	
Vivianne Driver	West Baptiste	38	46	8	
Shelley Marsh	Castle Island	10	15	5	
Shirley Yuschyshyn	Pelican Narrows	151	158	7	
Rudolph Liebenberg	Sandy Beach	278	278	0	
Brenda Bennett	Point Alison	10	18	8	
Lionel Terrier	Bonnyville Beach	84	70		14
Suzanne Gaida	Waiparous	49	57	8	
to date:		5249	5968	1000	289

Sherry Poole
Executive Director
Association of Summer Villages of Alberta
780-236-5456
execdirector@asva.ca
www.asva.ca

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114785

March 3, 2022

Dear Stakeholder:

As a valued partner in the sustainable management of Alberta's environment and natural resources, I would like to update you on recent changes to the executive team at Alberta Environment and Parks (AEP). I am pleased to announce the appointment of three new Assistant Deputy Ministers (ADMs) who will lead the department's Policy, Lands, and Strategy and Governance divisions. The new additions to my executive team include:

Brian Makowecki, ADM, Lands Division

Brian has more than 20 years of experience with both provincial and federal governments in a range of environment portfolios. In his most recent role as Executive Director of the Lands Planning branch, Brian led the development of the Moose Lake Access Management Plan, caribou range planning and the modernization of Crown land management. In his new role, Brian is responsible for delivering an integrated approach to management of provincial Crown land, including the development and implementation of land policy and programs; land and environmental planning; cumulative effects management; and operational implementation. Brian can be reached by email at brian.makowecki@gov.ab.ca.

Kate Rich, ADM, Policy Division, and Stewardship Commissioner

Kate has extensive knowledge of and experience with leading the development of policy related to climate change and water management, including executive leadership experience in regional land-use planning. In her new role, Kate is responsible for the overall integration of AEP's policy agenda, and legislative, cabinet and policy systems coordination. This includes a lead role in air, climate, waste and water policy. In addition, Kate is the Stewardship Commissioner in the Government of Alberta's Land Use Secretariat, leading implementation of the Land Use Framework and associated *Alberta Land Stewardship Act* accountabilities. Kate can be reached by email at kate.rich@gov.ab.ca.

Jamie Curran, ADM, Strategy and Governance Division

Jamie joins AEP from Alberta Agriculture, Forestry and Rural Economic Development where he held ADM roles in trade and investment, industry development, rural development, food processing, food safety, and crops and livestock. In his new role, Jamie is responsible for delivering the department's intergovernmental, Indigenous and community engagement and environmental education programs. In addition, Jamie leads the department's external partnerships with agencies, boards and commissions, and delivers client services for field services operational responsibilities. Jamie can be reached by email at jamie.curran@gov.ab.ca.

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Brian, Kate and Jamie will work alongside their fellow executive team ADMs who will continue to lead their current divisions:

- Darrell Dancause, ADM and Senior Financial Officer, Financial Services (darrell.dancause@gov.ab.ca)
- Shane Schreiber, ADM, Parks Operations (shane.schreiber@gov.ab.ca)
- Stacey Smythe, ADM, Regulatory Assurance (stacey.smythe@gov.ab.ca)
- Tom Davis, ADM, Resource Stewardship (tom.davis@gov.ab.ca)
- Dr. Jonathan Thompson, Chief Scientist (jonathan.thompson@gov.ab.ca)

My executive team is committed to working alongside stakeholders and all Albertans to achieve our shared goals of a healthy and clean province where Albertans are leaders in environmental conservation and protection, and enjoy sustainable economic prosperity, quality of life and outdoor recreation opportunities. I encourage you to connect with any of the ADMs in AEP if you have any questions or concerns about the priorities we are pursuing to achieve this government's goals.

Please feel free to share this update within your organization.

Sincerely,



Bev Yee
Deputy Minister

cc: Brian Makowecki, ADM, Lands, AEP
Kate Rich, ADM, Policy, and Stewardship Commissioner, AEP
Jamie Curran, ADM, Strategy and Governance, AEP
Darrell Dancause, ADM and Senior Financial Officer, Financial Services, AEP
Shane Schreiber, ADM, Parks Operations, AEP
Stacey Smythe, ADM, Regulatory Assurance, AEP
Tom Davis, ADM, Resource Stewardship, AEP
Dr. Jonathan Thompson, Chief Scientist, AEP





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

February 24, 2022

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2022*, which my colleague, the Honourable Travis Toews, has tabled in the Alberta legislature. You will find below some details about Budget 2022 that are most closely related to Alberta Municipal Affairs and the Alberta municipalities that we all continue to serve.

Alberta's government is investing approximately \$980 million overall to build stronger communities across our province. These funds will continue to deliver important programs and services, support effective governance, and protect public safety. Alberta is moving forward to a time of economic recovery and prosperity, where Albertans have opportunities to build their skills, pursue their passions, and support themselves and their families. That's why we are continuing to provide significant infrastructure funding in the near term to support our economic recovery, even as we help municipalities adjust to new funding levels.

As we discussed last year, Municipal Sustainability Initiative (MSI) capital funding is averaging \$722 million a year for three years, from 2021-2024. We front-loaded MSI funding for 2021-22 to a total of approximately \$1.2 billion, to help municipalities recover from the pandemic and provide flexibility to ensure priority capital projects could continue. As a result, MSI funding for 2022 and 2023 has been reduced proportionately to \$485 million each year. Additionally, municipalities and Metis Settlements will continue to receive \$30 million under the operating component of the MSI program.

The goal of this strategic, multi-year funding approach is to prepare for implementation of the Local Government Fiscal Framework in 2024-25. Our government passed the *Local Government Fiscal Framework (LGFF) Act*, paving the way for Municipal Affairs to establish a predictable, reliable, long-lasting funding arrangement with Alberta municipalities that is tied to provincial revenues. Baseline funding for the first year of the LGFF in 2024-25 will remain at \$722 million, equivalent to the current three-year average funding level of MSI. The estimated 2022 MSI allocations are available on the program website here.

As you are also aware, the federal Gas Tax Fund changed its name and is now called the Canada Community-Building Fund (CCBF). Fortunately, the level of funding for Alberta has not changed, and we anticipate receiving approximately \$255 million from this federal fund again this year. The estimated 2022 CCBF allocations are available on the program website here.

.../2

MSI and CCBF program funding is subject to the Legislative Assembly's approval of Budget 2022. Individual allocations and 2022 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. You should anticipate receiving letters confirming MSI and CCBF funding commitments in April.

I am pleased to inform you that funding in support of local public library boards will continue to remain stable, helping to deliver important literacy resources to Albertans. We are also maintaining equivalent levels of operational funding for other services, such as the Land and Property Rights Tribunal.

As we all look to the time ahead, I can tell you that Alberta's government understands the challenges and the opportunities that are facing Alberta communities. As we continue to recover from the pandemic and prepare for economic growth, Municipal Affairs remains committed to providing sustainable levels of capital funding, to promoting economic development, and to supporting local governments as they deliver programs and services that Albertans need.

Alberta is moving forward to a prosperous financial future, and Albertans are doing their part to get us there. Alberta's government will do its part by sticking to our fiscal plan. We will continue our disciplined spending to maintain balance, and we will continue to respect Albertans' tax dollars by keeping our spending in line with other provinces.

With our eyes on these goals, we will move forward to a bright, thriving, and prosperous future where Alberta firmly secures our place as the economic engine of our nation.

Sincerely,



Ric McIver
Minister

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ALBERTA
TRANSPORTATION

Office of the Minister

RECEIVED
MAR 01 2022

January 12, 2022

AR 87759

His Worship Jon Ethier
Mayor
Summer Village of Sunrise Beach
PO Box 1197
Onoway, AB T0E 1V0

Dear Mayor Ethier:

Congratulations on your election as Mayor of Summer Village of Sunrise Beach.

As Minister of Transportation, I look forward to working with you to build resilient, connected, and healthy communities by supporting construction and maintenance of critical local infrastructure, and by partnering to develop strategies that enhance road safety.

Now more than ever, dedicated service to the public is of vital importance as together we face one of the most difficult times in Alberta's history. Strong collaboration between our respective levels of government will be key as we prepare for a strong recovery, and continued economic development through an effective and robust transportation network.

Congratulations again. I wish you every success in leading your community over the next four years.

Sincerely,

Rajan Sawhney
Minister of Transportation

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ALBERTA
TRANSPORTATION

Office of the Minister

RECEIVED
MAR 01 2022

January 12, 2022

AR 87759

Michael Benson
Summer Village of Sunrise Beach
PO Box 1197
Onoway, AB T0E 1V0

Dear Councillor Benson:

Congratulations on your election as Councillor of Summer Village of Sunrise Beach.

As Minister of Transportation, I look forward to working with you to build resilient, connected, and healthy communities by supporting construction and maintenance of critical local infrastructure, and by partnering to develop strategies that enhance road safety.

Now more than ever, dedicated service to the public is of vital importance as together we face one of the most difficult times in Alberta's history. Strong collaboration between our respective levels of government will be key as we prepare for a strong recovery, and continued economic development through an effective and robust transportation network.

Congratulations again. I wish you every success in leading your community over the next four years.

Sincerely,

Rajan Sawhney
Minister of Transportation

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ALBERTA
TRANSPORTATION

Office of the Minister

RECEIVED
MAR 01 2022

January 12, 2022

AR 87759

Everett Steenbergen
Summer Village of Sunrise Beach
PO Box 1197
Onoway, AB T0E 1V0

Dear Councillor Steenbergen:

Congratulations on your election as Councillor of Summer Village of Sunrise Beach.

As Minister of Transportation, I look forward to working with you to build resilient, connected, and healthy communities by supporting construction and maintenance of critical local infrastructure, and by partnering to develop strategies that enhance road safety.

Now more than ever, dedicated service to the public is of vital importance as together we face one of the most difficult times in Alberta's history. Strong collaboration between our respective levels of government will be key as we prepare for a strong recovery, and continued economic development through an effective and robust transportation network.

Congratulations again. I wish you every success in leading your community over the next four years.

Sincerely,

Rajan Sawhney
Minister of Transportation

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**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
November 24, 2021
Zoom
10:00 p.m.**

1. Call to Order- 1:05 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Daryl Weber, Bernie Poulin, Len Kwasny, Paul Chauvet,
and Marge Hanssen

Absent: Jeremy Wilhelm

Staff: Dena Krysik –CAO, Kristine Klause –Recording Secretary, Robin Strome- Finance
Officer, Sylvia Bonnett – Operations Manager

2. Approval of Agenda

Board Member Ross Bohnet moves:

Motion #21-047: To approve the Agenda as presented

Carried

3. Orientation Session

4. Nomination for Chair & Appointment for Chair

Board Member Sandy Morton moves:

Motion #21-048: The Board appoints Ross Bohnet as Chair for the Lac Ste. Anne Foundation.

Carried

4b. Nomination for Vice Chair & Appointment for Vice Chair

Board Member Daryl Weber moves:

**Motion #21-049: The Board appoints Sandy Morton as Vice-Chair for the Lac Ste. Anne
Foundation.**

Carried

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4c. Signing Authority

Board Member Bernie Poulin moves:

Motion #20-050: The Board moves to have Ray Hiltz removed as a signing authority and that Paul Chauvet be appointed as signing authority for the Lac Ste. Anne Foundation.

Carried

4e. Board Remuneration

Board Member Daryl Weber moves:

Motion #21-051: The Board approves The Board Member Remuneration as presented.

Carried

5. Minutes

Board Member Bernie Poulin moves:

Motion #21-052: The Board approves the September 29, 2021 Board meeting minutes as presented.

Carried

6a. Quarterly Financial Report

Board Members Sandy Morton moves:

Motion #21-053: The Board approves the Quarterly Financial Reports at September 30, 2021 as presented

Carried

7a. AB Affordable Housing Strategy

Board Members Marge Haussen moves:

Motion #21-054: The Board accepts the AB Affordable Housing Strategy presented as information.

Carried

7b. PVL – Emergency Call Upgrade

Board Members Len Kwasny move

Motion #21-055: The Board approves to replace the current Tunstall Emergency Call System in the Pleasant View Lodge with the Mi-Alert system as presented and accept the quote from Genesis Integration in the amount of \$19,440.04 to be allocated from the 2021 Personal Care Budget.

Carried

7c. Staff Christmas Gifts

Board Members Daryl Weber moves:

Motion #21-056: The Board approves to purchase food gift baskets as presented for all Staff for the 2021 Christmas Season to a maximum of \$5,500.00.

Carried

9. Waitlist Report & CAO Report

Motion #21-057: To accept items 9a to 9b for the November 24, 2021 meeting as information.

Carried

10. In Camera

Board Members Sandy Morton moves:

Motion #21-058: The Board moves to go in camera at 1:30 pm

Carried

Board Members Len Kwasny moves:

Motion #21-059: The Board moves to come out of camera at 1:56 pm

Carried

10a. LSAF Vaccine Policy

Board Members Bernie Poulin moves:

Motion #21-060: The Board directs the CAO, Dena Krysik to proceed with drafting an Infection Control Policy as discussed for review by the Board of Directors at the January Regular Meeting.

Carried

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11. Date, Place & Time of Next Meeting

All Board members move:


Motion #21-061: The next Board Meeting will be January 26, 2022 at the Pleasant View Lodge Community Center at 1:00pm.

Carried

12. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 1:59 pm.

Carried



Chairperson

Feb 23/22
Date



Chief Administrator Officer

Feb 23/22
Date

80



Alberta Beach

Box 276 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

RECEIVED
FEB 16 2022

February 16, 2022

Lac Ste. Anne County

Town of Onoway

Town of Mayerthorpe

Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands,
South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone

**Re: Alberta Beach Councillor Resignation
Appointment of Mayor & Deputy Mayor**

Alberta Beach Council at their February 15th, 2022 regular Council meeting received a letter of resignation from Councillor (Mayor) Bud Love. At this meeting Council elected Angela Duncan as Mayor and Debbie Durocher as Deputy Mayor. As well Council made a motion that a By-election date be set for April 4, 2022.

Alberta Beach Council members are as follows;

Mayor.....Angela Duncan
Deputy Mayor..... Debbie Durocher
Councillor..... Tara Elwood
Councillor..... Daryl Weber
Councillor..... Vacant

Please do not hesitate to contact the undersigned at 780-924-3181 if you require any further information.

Sincerely,

Kathy Skwarchuk
Kathy Skwarchuk,
C.A.O.

8



Canada Revenue Agency / Agence du revenu du Canada

Date	2022-02-11
Business Number	131834772RT0001
Period covered	2021-07-01 to 2021-12-31
Payment number	0841-02136063-1

**NOTICE OF (RE)ASSESSMENT
GOODS AND SERVICES TAX/HARMONIZED SALES TAX (GST/HST)
REBATE APPLICATION**

Page 3 of 4

RESULTS

This notice explains the results of our (re)assessment of the GST/HST rebate application(s) received on February 1, 2022. It also explains any changes we made to your application(s).

Result of this (Re)Assessment	\$	7,092.95	Cr
Prior Balance	\$	0.00	
Amount Issued	\$	7,092.95	
		=====	
Total Balance	\$	0.00	

Sign up for direct deposit today and get your money faster. For information about this secure and convenient service, go to canada.ca/cra-direct-deposit.

Please keep this Notice of (Re)Assessment for your records.

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