

# SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, January 24<sup>th</sup>, 2023 commencing at 7:00 p.m.

In person or Via Zoom at the East End Fire Station 2317 Twp. Rd. 545 Lac Ste.

Anne County

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

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1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	<p>January 24<sup>th</sup>, 2023 Regular Council Meeting</p> <p><i>Recommendation:</i>  <i>that the January 24<sup>th</sup>, 2023 Regular Council Meeting Agenda be approved as presented</i>  or  <i>that the January 24<sup>th</sup>, 2023 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, December 6<sup>th</sup>, 2022 Regular Council Meeting Minutes</p> <p><i>Recommendation:</i>  <i>that the December 6<sup>th</sup>, 2022 Regular Council Meeting Minutes be approved as presented</i>  or  <i>that the December 6<sup>th</sup>, 2022 Regular Council Meeting Minutes be approved with the following amendment(s) (list amendments):</i></p>
4.	<u>Appointments</u>	a)	
5.	<u>Bylaws</u> Pages 5-7	a)	<p>Bylaw 180-2023 Credit Card Borrowing Bylaw – it has been noted by Alberta Municipal Affairs that municipalities with credit cards must also have a borrowing bylaw for said credit card. Sunrise Beach has had a credit card for years, so we now need to pass this bylaw to ensure we are following requirements. The current credit card has a \$30,000.00, with a maximum purchase per transaction of \$6,000.00. Administration is requesting for approval of all 4 reading by Council.</p> <p><i>(that Bylaw 180-2023, a Municipal Borrowing Bylaw, be given 1<sup>st</sup> reading as presented; or amended)</i>  <i>(that Bylaw 180-2023 be given 2<sup>nd</sup> reading as presented; or amended)</i>  <i>(that Council give unanimous consent to consider third reading of Bylaw 180-2023 as is; or amended)</i>  <i>(that Bylaw 180-2023 be given third and final reading as is; or amended)</i></p>

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6.	<b><u>Business</u></b>  Pages 8-9 10-12 13-14	a)	<p>Hummocky RV Resort – Public Hearing for Redistricting scheduled for Thursday, February 9<sup>th</sup>, 2023 at 1:00 p.m. at the County Office. Please refer to the January 13<sup>th</sup>, 2023 letter from Lac Ste. Anne County on the noted public hearing. The Summer Village Planner Jane Dauphinee will be in attendance again to make her presentation on behalf of the Summer Village. The Summer Village has engaged legal counsel to provide a legal opinion on the options the Summer Village has with respect to this proposed redistricting and potential development. Also attached for reference is the Summer Village’s November 1<sup>st</sup>, 2022 letter to the County, and the County’s December 12<sup>th</sup>, 2022 response letter.</p> <p><i>(direction as given by Council at meeting time)</i></p>
	Pages 15-18	b)	<p>Emergency Management – we received an email from Janice Christiansen, Regional Director of Emergency Management – our Council is required to complete the Basic Emergency Management, this course is to be taken within 6 months of their appointment. This course is available online. The Summer Village Regional Emergency Management’s annual review by the Province is scheduled for February 16<sup>th</sup>, 2023.</p> <p><i>(the Council completes the Basic Emergency Management Course online prior to February 16<sup>th</sup>, 2023)</i></p>
	Pages	c)	<p>Draft 2023 Operating and Capital Budget – the noted document will be presented and reviewed at meeting. This will be Councils second review of the Draft 2023 budget, and Council will see this Draft Budget at each meeting until it is approved in April.</p> <p><i>(that the Draft 2023 Operating and Capital Budget be accepted for information and that administration make changes as noted at meeting time (if there are any), and that an updated Draft 2023 Operating and Capital Budget be placed on the next meeting agenda for further review)</i></p>

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Pages 19-21	d)	<p>TAXervice – please refer to the January 12<sup>th</sup>, 2023 Management of Property Tax Arrears Recovery letter noting fees have increased from \$300.00 to \$320.00, and the set up fee will be increasing by \$75.00.</p> <p><i>(that Council acknowledges the fee increases as outlined in the January 12<sup>th</sup>, 2023 letter from TAXervice)</i></p>
Pages 22-27	e)	<p>Metrix Group LLP– please refer to the Audit Plan letter dated January 3<sup>rd</sup> 2023. Metrix Group is the company that has been appointed to complete the Summer Villages’ annual financial statements.</p> <p><i>(that the January 3<sup>rd</sup>, 2023 Audit Plan letter received from Metrix Group LLP be accepted as presented)</i></p>
Pages 28-30	f)	<p>Darwell Lagoon Commission – please refer to the January 4<sup>th</sup>, 2023 letter received from the Commission noting further engineering work will proceed once confirmation from each municipality is received of their financial responsibility of costs spent to date, projected costs to complete the final design, and future costs related to the construction of the project. I have sent a follow-up email to the County to confirm the exact costs and I received a reply email saying the costs in this January 4<sup>th</sup>, 2023 letter are incorrect and that a new letter is coming. If the new costs are similar to what is in this letter I believe we can confirm costs to date, costs related to the final design, but I do not know how we can confirm future costs related to construction until we see what the final design and projected costs for construction are.</p> <p><i>(that the Summer Village of Sunrise Beach confirm its costs to date and costs related to the final design for the Phase A Sandy Beach to Onoway regional wastewater transmission line, and advise consideration of projected costs for construction will be confirmed once these costs are known)</i></p> <p>Or</p> <p><i>(some other direction as given at meeting time)</i></p>

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	Pages 31-32	g)	<p>Lac Ste. Anne Foundation Needs Assessment – please refer to the December 5<sup>th</sup>, 2022 letter on the regional needs assessment. The Foundation is asking if they can take the lead on completing a regional needs assessment and submit it to the Province on behalf of the Summer Village</p> <p><i>(that the Summer Village of Sunrise Beach support the Lac Ste. Anne Foundation completing a regional needs assessment on behalf of the Summer Village)</i></p>
	Pages	h)	<p>February 28<sup>th</sup>, 2023 Council Meeting – I will be away on vacation, requesting consideration to move this meeting or have someone else attend in my place.</p> <p><i>(direction as given by Council at meeting time)</i></p>
		i)	
		j)	
		k)	
7.	<b><u>Financial</u></b>	a)	<p>Income and Expense Statement – as of December 31, 2022</p> <p><i>(that the Income and Expense Statement as of December 31, 2022 be accepted for information)</i></p>
8.	<b><u>Councillor Reports</u></b>		
		a)	Mayor Ethier
		b)	Deputy Mayor Benson
		c)	Councillor Steenbergen
			<i>(that the Councillor reports be accepted for information)</i>

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9.	<b><u>Administration Reports</u></b>		
	P33	a)	Development Officers Report
		b)	Preparation for Year End Audit
		c)	Working on Draft 2023 Budget
		d)	House Move In
		e)	Sturgeon Fire – medical response invoice
		f)	Canada Summer Jobs Application  <i>(that the Administration reports be accepted for information)</i>
10.	<b><u>Correspondence &amp; Information</u></b>		
	Pages 34	a)	2022 Safety Codes Permits Issued – by graph
	Pages 35	b)	Town of Bon Accord – January 12 <sup>th</sup> , 2023 letter on Ambulance response times in rural Alberta
	Pages 36	c)	Highway 43 East Waste – December 13 <sup>th</sup> , 2022 letter on tippage fee increase effective January 1 <sup>st</sup> , 2023 (\$60.00/tonne from \$57.50)
	p37-39	d)	Association of Summer Villages of Alberta – December 15 <sup>th</sup> , 2022 briefing note on Local Government Fiscal Framework (LGFF) funding
	p40-42	e)	Alberta Public Safety and Emergency Services – undated letter on change to victim services
	p43-44	f)	Justice Centre Engagement Sessions – December 22nd, 2022 email
		g)	  <i>(that items a) through f) be accepted for information)</i>

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11.	<b><u>Open Floor Discussion with Gallery</u></b>		(15 minutes time limit as per Bylaw #162-2020)  <i>(that the open floor discussion with the gallery be accepted for information)</i>  or  <i>(some other direction as given by Council at meeting time)</i>
12.	<b><u>Closed Session</u></b>		N/A
13.	<b><u>Adjournment</u></b>		

Next Meetings:      SVLSACE Meeting      February 25<sup>th</sup>, 2023  
                              Regular Council Meeting      February 28<sup>th</sup>, 2023  
                              Regular Council Meeting      March 28<sup>th</sup>, 2023  
                              Regular Council Meeting      April 25<sup>th</sup>, 2023

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY DECEMBER 6TH, 2022, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

	<b>PRESENT</b>	Mayor Jon Ethier Deputy Mayor Mike Benson Councillor Everett Steenbergen – via zoom
	<b>ABSENT</b>	Chief Administrative Officer Wendy Wildman Administrative Assistant Victoria Message – via zoom  Public at Large: 3 In Person 11 In Zoom
1.	<b>CALL TO ORDER</b>	Mayor Ethier called the council meeting to order at 7:01 p.m.
2.	<b>AGENDA</b> 139-22	<b>MOVED</b> by Mayor Ethier that the December 6 <sup>th</sup> , 2022, Agenda be approved as presented.  <b>CARRIED</b>
3.	<b>MINUTES</b> 140-22	<b>MOVED</b> by Mayor Ethier that the minutes of the October 25 <sup>th</sup> , 2022, Regular Council meeting minutes be approved as presented.  <b>CARRIED</b>
4.	<b>APPOINTMENTS</b>	N/A
5.	<b>BYLAWS/POLICY</b> 141-22	<b>MOVED</b> by Deputy Mayor Benson that Bylaw 179-2022, a Municipal Borrowing Bylaw, be given 1 <sup>st</sup> reading as presented.  <b>CARRIED</b>
	142-22	<b>MOVED</b> by Councillor Steenbergen that Bylaw 179-2022, a Municipal Borrowing Bylaw, be given 2 <sup>nd</sup> reading as presented.  <b>CARRIED</b>
	143-22	<b>MOVED</b> by Councillor Steenbergen that Bylaw 179-2022, a Municipal Borrowing Bylaw, be given unanimous consent for 3 <sup>rd</sup> reading as presented.  <b>CARRIED UNANIMOUSLY</b>
	144-22	<b>MOVED</b> by Deputy Mayor Benson that Bylaw 179-2022, a Municipal Borrowing Bylaw, be given 3 <sup>rd</sup> and final reading as presented.  <b>CARRIED</b>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY DECEMBER 6TH, 2022, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

6.	<b>BUSINESS</b>	
	145-22	a) <b>MOVED</b> by Deputy Mayor Benson that Administration work with County Administration to ensure a road use agreement is entered into between the two parties with respect to potential damage caused as a result of the Hummocky Lands. <p style="text-align: right;"><b>CARRIED</b></p>
	146-22	b) <b>MOVED</b> by Councillor Steenbergen that Council and Administration be authorized to attend the Brownlee LLP 2023 Municipal Law Seminar scheduled for Thursday, February 16 <sup>th</sup> , 2023 in Edmonton, with a cost of \$185.00 plus GST per person. <p style="text-align: right;"><b>CARRIED</b></p>
	147-22	c) <b>MOVED</b> by Deputy Mayor Benson that Council approve the 3 Year Operating and 5 Year Capital Plan for the Summer Village of Sunrise Beach as presented. <p style="text-align: right;"><b>CARRIED</b></p>
	148-22	d) <b>MOVED</b> by Councillor Steenbergen that the Draft 2023 Operating and Capital Budget be accepted for information and that administration make changes as noted at meeting time and that an updated Draft 2023 Operating and Capital Budget be placed on the next meeting agenda for further review. <p style="text-align: right;"><b>CARRIED</b></p>
	149-22	e) <b>MOVED</b> by Deputy Mayor Benson that a 2023 Interim Operating Budget be approved at ½ the 2022 Approved Operating and Capital Budget, and that this 2023 Interim Operating Budget cease to have any force and effect once the 2023 Operating and Capital Budget is approved. <p style="text-align: right;"><b>CARRIED</b></p>
	150-22	f) <b>MOVED</b> by Mayor Ethier that Council approves the audit engagement letter with Metrix Group LLP, and authorize execution of same. <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>FINANCIAL</b>	
	151-22	<b>MOVED</b> by Deputy Mayor Benson that the October 31 <sup>st</sup> , 2022, Income and Expense Statement be accepted for information. <p style="text-align: right;"><b>CARRIED</b></p>
8.	<b>COUNCIL REPORTS</b>	
	152-22	<b>MOVED</b> by Councillor Steenbergen that the verbal Council Reports be accepted for information as presented. <p style="text-align: right;"><b>CARRIED</b></p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY DECEMBER 6TH, 2022, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

9.	<b>ADMINISTRATION REPORTS</b> 153-22	<b>MOVED</b> by Mayor Ethier that the Administration Reports be accepted for information as presented.  <b>CARRIED</b>
10.	<b>CORRESPONDENCE</b> 154-22	<b>MOVED</b> by Mayor Ethier that the following correspondence be accepted for information:  <ul style="list-style-type: none"> <li>a) Ste. Anne Summer Villages Regional Emergency Partnership (SVREMP) – minutes of November 1<sup>st</sup>, 2022 meeting</li> <li>b) Lac Ste. Anne County – November 3<sup>rd</sup>, 2022 letter on organizational meeting results</li> <li>c) Alberta Beach – October 20<sup>th</sup>, 2022 letter on organizational meeting results</li> <li>d) Highway 43 East Waste Commission – October 19<sup>th</sup>, 2022 letter on Holiday Hours for 2022</li> <li>e) Alberta Health Services – November 1<sup>st</sup>, 2022 email on their What We Heard Report</li> <li>f) Alberta Municipal Affairs – October 28<sup>th</sup>, 2022 introductory letter from Minister Rebecca Schultz</li> <li>g) West Inter Lake District (WILD) Regional Water Services Commission – Letter dated November 10<sup>th</sup>, 2022 from Dwight Moskalyk, the Commission Manager, WILD Water Commission. Informing all Commission Members that the WILD Water Commission has approved its 2023 Water rate framework. Also attached are member requisition and debenture estimate for 2023.</li> <li>h) Lac Ste. Anne Foundation – September 28<sup>th</sup>, 2022 Board Meeting Minutes</li> </ul> <b>CARRIED</b>
11.	<b>OPEN FLOOR DISCUSSION WITH THE GALLERY</b> 155-22	<b>MOVED</b> by Mayor Ethier that the open floor discussion with the gallery be accepted for information.  <b>CARRIED</b>
12.	<b>CLOSED MEETING</b>	N/A
13.	<b>ADJOURNMENT</b>	As all matters have been addressed Mayor Ethier declared the meeting adjourned at 8:35 p.m.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY DECEMBER 6TH, 2022, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM


\_\_\_\_\_  
Mayor, Jon Ethier

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

UNAPPROVED

Municipal Credit Card Borrowing Bylaw

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**BEING A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE  
PROVINCE OF ALBERTA, FOR THE PURPOSE SPECIFIED IN SECTION 256 OF  
THE MUNICIPAL GOVERNMENT ACT  
BYLAW NO. 180-2023**

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WHEREAS the Council of the Summer Village of Sunrise Beach (hereinafter called the "Corporation") in the Province of Alberta, may make a credit card borrowing for the purpose of financing operating expenditures of the municipality, provided that the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

AND WHEREAS further provides that a credit card borrowing bylaw does not have to be advertised if the term of the borrowing does not exceed 3 years.

NOW THEREFORE under the authority of the Municipal Government Act RSA 2000, Chpt. M-26, the Council of the Corporation as a Bylaw that:

PART 1: DEFINITIONS

- 1.1 "Act" means the Municipal Government Act, RSA 2000, Chpt. M-26;
- 1.2 "AMSC" means Alberta Municipal Services Corporation;
- 1.3 "BMO" means the Bank of Montreal;
- 1.4 "Chief Administrative Officer" means the Chief Administrative Officer of the Summer Village of Sunrise Beach;
- 1.5 "Corporation" means the municipality the Summer Village of Sunrise Beach;
- 1.6 "Mayor" means the chief elected official of the Summer Village of Sunrise Beach;
- 1.7 "PCard" means the BMO Mastercard;

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PART 2: BORROWING TERMS AND CONDITIONS

- 2.1 The Corporation may borrow from AMSC using the PCard to complete operating expenditures for convenience purposes and where required by suppliers.
- 2.2 The Corporation may borrow, at maximum, \$30,000.00 (Thirty Thousand Dollars and 00/100 cents) from AMSC using the PCard.
- 2.3 The Corporation may borrow, at maximum, \$6,000.00 (Six Thousand Dollars and 00/100 cents) from AMSC using the PCard for a single purchase.
- 2.4 All sums borrowed under this bylaw shall be borrowed on the general credit and security of the Corporation.
- 2.5 All sums borrowed under this bylaw, including principal and interest, shall be due and payable in full monthly.
- 2.6 Any and all sums borrowed with the PCard to complete operating expenditures for convenience purposes and where required by suppliers will be at the Chief Administrative Officer's discretion.
- 2.7 The Chief Administrative Officer and the Mayor of the Corporation are hereby authorized to apply to AMSC and to obtain a PCard with a limit and conditions not exceeding the maximum amount this bylaw authorizes.
- 2.8 This Bylaw comes into force and has effect on the date of third and final reading.

**READ** a first time this 24<sup>th</sup> day of January, 2023.

**READ** a second time this 24<sup>th</sup> day of January, 2023.

**UNANIMOUS CONSENT** to proceed to third reading this 24<sup>th</sup> day of January, 2023.

**READ** a third and final time this 24<sup>th</sup> day of January, 2023.

**SIGNED** this 24<sup>th</sup> day of January, 2023.

**WITNESS** our hands and the seal of the Corporation this 24<sup>th</sup> day of January, 2023.



BYLAW NO. 180-2023

Municipal Government Act RSA 2000 Chapter M-26  
Section 256 Credit Card Borrowing Bylaw

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Mayor, Jon Ethier

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Chief Administrative Officer, Wendy Wildman

BYLAW NO. 180-2023

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January 13, 2023  
File: 003REDST2022  
004REDST2022

SUMMER VILLAGE OF SUNRISE BEACH  
BOX 1197  
ONOWAY, ALBERTA T0E 1V0

Dear Sir or Madame:

**Re: NOTICE OF PUBLIC HEARING of Bylaw 22-2017-06-2022 and Bylaw 08-2022  
SE 34-55-01 W5M  
Lac Ste. Anne County**

**LAC STE. ANNE COUNTY Bylaw 22-2017-06-2022, for proposed amendments to Land Use Bylaw 22-2017.**

A formal public hearing as required under the provisions of Part 17 of the Municipal Government Act (Sections 230, 606, 632, 639, 640, and 692) will be held to hear formal presentations on the following proposal:

**PLEASE NOTE:** It will be the responsibility of the administration of the Summer Village of Sunrise Beach to advise it's local residents of the scheduled Public Hearing date and notification letter.

The Lac Ste. Anne County Land Use Bylaw (LUB) 22-2017 is hereby amended in accordance with attached Schedule "A" (Legal Land description) and Schedule "B" (visual area) of Bylaw #22-2017-06-2022:

Purpose:

- Bylaw 22-2017-06-2022 for Redistricting Application 003REDST2022:
  - redistricting the lands legally described in Schedule "A" and shown outlined in grey on Schedule "B" from Agricultural '2' (AG2) District under Bylaw #22-2017 to Direct Control (DC) District under Bylaw #22-2017;
  - amending Map 6 Region F (see attached Schedule "C") to reflect the redistricting of the lands legally described in Schedule "A" and shown outlined in grey on Schedule "B" to Direct Control (DC) District;

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**LAC STE. ANNE COUNTY Bylaw 08-2022 for Proposed Adoption of Hummocky RV Resort Area Structure Plan (ASP).**

A formal public hearing as required under the provisions of Part 17 of the Municipal Government Act (Sections 230, 606, 632, 639, 640, and 692) will be held to hear formal presentations on the following proposal:

- Bylaw 08-2022 for Redistricting Application 004REDST2022:
  - SE 34-55-01 W5M for adoption of Hummocky RV Resort Area Structure Plan

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First reading was given to Bylaw 22-2017-06-2022 and Bylaw 08-2022 on August 18, 2022. Public Hearing for both 003REDST2022 and 004REDST2022 is scheduled below.

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**Place:** Council Chambers, Lac Ste. Anne County Office  
56521 Range Road 65  
**Date:** February 9, 2023  
**Time:** 1:00 p.m.

Should you have any comments or concerns regarding this proposed development, please forward them to the undersigned by February 2, 2023. Alternatively, you can bring your comments and concerns up at the Public Hearing Scheduled for February 9, 2023 at 1:00 p.m. at the County Office.

Interested individuals may attend the Public Hearing to voice their comments. To schedule an appointment please contact the Legislative Support Services Coordinator, Cindy Suter, at 780-785-3411. **While appointments are not necessary, they are encouraged as they will be given priority.**

Yours truly,

LAC STE. ANNE COUNTY  
Craig Goldsmith, Development Officer  
Planning & Development Department  
Lac Ste. Anne County

Comments and concerns may be emailed to [devassistant@LSAC.ca](mailto:devassistant@LSAC.ca)



Summer Village of Sunrise Beach

Box 1197

Onoway, Alberta

TOE 1V0

Email: [svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)

Phone: (780) 967-0271

Fax: (780) 967-0431

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November 1<sup>st</sup>, 2022

Lac Ste. Anne County  
Box 219  
Sangudo, AB. T0E 2A0

Att: Reeve Joe Blakeman and Council Members

Dear Joe and Council:

**Re: Hummocky Proposed RV Development  
– redistricting application bylaw 22-2017-01-22 and bylaw 08-2022 for  
proposed ASP**

Further to previous correspondence, discussions and the public hearing, please be advised the Council of the Summer Village of Sunrise Beach requests the following considerations:

- review and consider in its entirety, the Summer Village's Public Hearing Submission as presented by Jane Dauphinee and specifically as noted on page 2 of this document defer 2<sup>nd</sup> and 3<sup>rd</sup> readings of the bylaws. The Summer Village requires:

2. a. **A report investigating the existing condition of the local roadways** in the Summer Village which identifies how the proposed development could impact these roadways and further what improvements to the local roadways will be required to ensure that there are no additional costs or safety concerns to Summer Village residents. Presently, the site is not connected to municipal or regional water and sanitary services. The report should consider additional water and sewage truck traffic in any analyses for the development.
- b. **A Stormwater Management Plan** which identifies options regarding how the development will maintain stormwater (e.g. pond locations, drainage patterns) and discharge stormwater from the site through the Summer Village to the lake. Ultimately, if any of the facilities are located in the Summer Village, the design should be reviewed and approved by the Summer Village's engineer.

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- c. **A Geotechnical Report**, prepared by a professional engineer identifying and addressing environmental constraints that may be present within the plan area including areas identified as being affected by higher water table and including a map showing areas with a water table of less than 2.3 metres (7.55 feet) and less than 1.0 metres (3.28 feet)
- d. **A Site Specific Hydrogeological Study** to assess and minimize the risk of ground water contamination within the site resulting from the proposed development.
- e. **That a Collaborative Framework** be established with stakeholders.
- f. **Land Title** – halt further action on this project so Alberta Municipal Affairs and Alberta Land Titles can do an investigation to ensure proper procedures have been followed with respect to the previous title and the current title to these lands.

The Summer Village acknowledges that the current Intermunicipal Collaborative Framework (ICF) document states that an Intermunicipal Development Plan was not required at the time this ICF was negotiated. However, we believe it can be presumed that neither party at that time foresaw a future development that would impact this area such as this one. While the ICF was negotiated and executed in good faith, we believe this development has given rise to the need to enter into IDP negotiations, and hereby respectfully request same be initiated.

The Summer Village supports County administration in their recommendation that these lands not be changed to Direct Control, thereby limiting or eliminating the Summer Village's right to share concerns and/or appeal a decision, as well as the residents within our community. These lands would more appropriately fit in the County's Commercial Recreation (CREC) District.

Ensure that the Alexander First Nations has been consulted during this process.

Also, please advise how a potential process for annexation of these lands into the Summer Village may commence.

The Summer Village also requests that a road use agreement be negotiated and entered amongst the parties.


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LSA County/Hummocky letter  
November 1<sup>st</sup>, 2022/page three

Please forward all requested information (as noted in this letter as well as the attached public hearing submission report) to us within 7 business days of the date of this letter so we have time to review same and provide proper feedback. It is impossible to deal with all of these items at a public hearing, we therefore request and welcome the opportunity to sit down with County representatives and discuss this matter further (either before or after this information is received, or both). Given the many documents yet to be shared and assessed, we request this public hearing be postponed (or certainly not adjourned or closed on the 24<sup>th</sup>). Should reasonable efforts not be made to address our inquiries and objections, the Summer Village may exercise its rights under s.690 of the Municipal Government Act.

Thank you for your time and attention, we look forward to a continued good working relationship with the County on this, and all other matters of mutual interest.

Respectfully,



Jon Either  
Mayor  
Summer Village of Sunrise Beach

Encl

c.c. Council  
Jane Dauphinee



December 12, 2022

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

Re: Hummocky RV Development – Amended Letter

Further to your request for additional information and response to your letter of November 1<sup>st</sup>, 2022, with respect to the Hummocky Proposed RV Development - Redistricting Application Bylaw 22-2017-06-22 and Bylaw 08-2022 for a proposed ASP, including the submission by Ms. Jane Dauphinee dated September 12<sup>th</sup>, 2022, please see response below.

The Redistricting Bylaw addressed in the letter indicates the improper Redistricting Bylaw filing number which should be 22-2017-06-22. Please revise your records accordingly to reflect the correct filing number.

With respect to the requested requirements put forth in the letter by the Summer Village of Sunrise Beach (SVSB), Reeve Joe Blakeman responded immediately upon receipt of the submission. Reeve Blakeman discussed matters directly with the SVSB regarding their concerns and intended course of action noted within the addressed letter.

The Development Authority of Lac Ste. Anne County (LSAC) provides the following response to specific topics noted within the letter dated November 1<sup>st</sup>, 2022:

- 2.a) We understand your concerns with respect to the road(s) within your municipality. We will work with you and the landowner to ensure damages that are attributed to the landowners' use will be covered by them. To do this, LSAC will enter into two (2) road use agreements; with the SVSB and the other with the landowner. These agreements will bind the landowner to pay for any damages from execution of agreement. In addition, LSAC will provide assistance to the SVSB with a baseline road condition. Please have your staff coordinate with LSAC staff to complete as this is required prior to entering into agreements.
- 2.b) If necessary, a Storm Water Management Plan would be addressed by Alberta Environment as this requirement would be determined at the Provincial level.
- 2.c) LSAC does not believe that a geotechnical report is required for the proposed project, except for locations for potential municipal infrastructure. As such, a geotechnical report may only be provided within limited impacted areas upon the development permit stage(s).
- 2.d) Understanding that water and sewer services, and drainage are to be properly contained and maintained onsite as proposed by the developer, the County does not consider a

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**LAC STE. ANNE COUNTY**

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Groundwater Study to be deemed as a necessity. A Groundwater Study would not be required when a proposed development shows approved alternatives.

With respect to the Inter-Municipal Development Plan (IDP) comments noted in your letter, LSAC is happy to consider a future IDP. Please advise if you still want to proceed with an IDP and a proposed budget and cost-sharing model will be provided.

Regarding the comment on possible annexation, LSAC cannot advise you on this matter as it would be referred to the Land and Property Rights Tribunal (LPRT).

LSAC Council resolved (motion #486-2022) that the proposed Hummocky RV Development Public Hearing of November 24<sup>th</sup>, 2022, at 1:00 pm be postponed until the regular County Council meeting of February 9<sup>th</sup>, 2023, at 1:00 p.m. The Redistricting application and the Area Structure Plan (ASP) will be on the February 9<sup>th</sup>, 2023 meeting agenda for 2<sup>nd</sup> and 3<sup>rd</sup> readings, after the Public Hearing has been closed.

**We want to stress the importance of collaboration and that we will be working with your Council to mitigate any issues. We welcome any feedback from this amendment letter, in addition to any further questions or concerns.**

Should you have any additional concerns or questions, please direct them towards Reeve Joe Blakeman or our Director of Growth and Compliance, Matthew Ferris.

Regards,

Joe Blakeman  
Reeve

CC: County Council  
Mike Primeau, County Manager  
Greg Edwards, GM of Operations  
Matthew Ferris, Growth & Compliance Director

## Fwd: SV Training Summary as 10-26-2022.xlsx


---

**From:** Janice Christiansen (via Google Sheets) jan.al.christiansen@gmail.com

**To:** svsunrisebeach wildwillowenterprises.com svsunrisebeach@wildwillowenterprises.com

**Cc:** renjgiesbrecht@gmail.com , gwen.jones@sunsetpoint.ca , marlenehwalsch@gmail.com , dorysample@hotmail.com , edugan@xplornet.ca , pjackson@sjsa.ab.ca , cao@birchcove.ca , keith.pederson@svnakamun.com , ddm@kronprinzconsulting.ca , noel.tomm@rosshaven.ca , cao@rosshaven.ca , rwagner@rwcommunications.ca , Summer Village Office administration@wildwillowenterprises.com, bj.svsouthview@yahoo.com , jamwoslyng@gmail.com , mikeforcouncil21@gmail.com , audsteen@hotmail.com , acecsk2000@yahoo.ca , svwestcove@outlook.com , babrady54@gmail.com , office@svyellowstone.ca

**Date:** Tue, Jan 17, 2023, 11:43 AM

 SV Training Summary as 10-26-2022.xlsx.pdf 319 KB

## Janice Christiansen attached a spreadsheet



Janice Christiansen (jan.al.christiansen@gmail.com) has attached the following spreadsheet:

Please find attached a training summary. If you have received this E-mail it is because I do not have any record of the required courses being taken (or if you are a CAO, I have included you in case you have a copy and can forward to me).

When reviewing, if you have taken the course, please forward a copy of your certificate so I may update our records.

Theses courses are legislated by the Alberta Government. MEO course must be taken by all Council members within 3 months of their appointment/ DEM and Deputy DEM's must be taken within 6 months of their appointment).

Our annual Audit/Review is February 16th and as of right now we will be

in non-compliance. If there is any way for you to take these on-line courses prior to this date it would be appreciated ).

If you have any questions or require assistance in the process, please do not hesitate to contact me.


Thank you

SV-REMP

Janice Christiansen

Regional Director of Emergency Management


780-924-3195

 SV Training Summary as 10-26-2022.xlsx

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA  
You have received this email because jan.al.christiansen@gmail.com shared a spreadsheet with you from Google Sheets.

Google™

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**From:** svsunrisebeach wildwillowenterprises.com svsunrisebeach@wildwillowenterprises.com  
**To:** Mike Benson mikeforcouncil21@gmail.com, Everett evsteen@hotmail.com, jon@rideriverside.com  
**Cc:** svislandlake wildwillowenterprises.com svislandlake@wildwillowenterprises.com, wendy wildwillowenterprises.com wendy@wildwillowenterprises.com  
**Date:** Tue, Jan 17, 2023, 1:02 PM  
 SV Training Summary as 10-26-2022.xlsx.pdf 319 KB

[Get Outlook for iOS](#)

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2 Emails

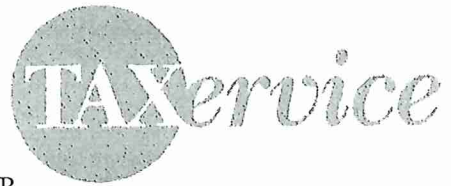
16

LAST NAME	FIRST NAME	Affiliation	Title	ICS 100	ICS 200	ICS 300	ICS 400	MEO	BEM	DEM	Alberta Emerg Alert	SCRIBE	ESS 100 ESS BASICS	Exercise 1 West Cove Hell Fire	FIRE SMART
A	Tymafichuk	Steven	Birch Cove	Mayor				1-5-22							
A	Sample	Dory	Birch Cove	Deputy Mayor											
A	Dugand	Eugene	Birch Cove	Councillor											
A	Jackson	Renee	Birch Cove	DEM	1-15-22	6-1/2-22				12-12-21	6-21-2022	2-11-2022			
A	Jackson	Peter	Birch Cove	D-DEM											
A	Hanssen	Marge	Nakamun Park	Mayor	þ			þ	þ						
A	Kassian	Harry	Nakamun Park	Councillor	þ			þ	þ						
A	Pederson	Keith	Nakamun Park	Deputy Mayor											
A	Moskalyk	Dwight	Nakamun Park	CAO	2-5-20	1-15-21		1-28-22	3-22-21	10-6-20					þ
A	Madge	Jason	Nakamun Park	DEM	þ	þ	þ			þ	þ				þ
A	Sonnleitner	Tony	Ross Haven	CAO	þ	þ				þ					þ
A	Hutschal	Ray	Ross Haven	Mayor				11-10-21							
A	Chadd	Lolita	Ross Haven	Deputy Mayor				11-9-21							
A	Brandt	Dieter	Ross Haven	Councillor				11-7-21							
A	Tomm	Noel	Ross Haven	DEM											
A	King	Greg	Ross Haven	DDEM	11-24-22	12-29-22				11-24-22					
A	Harney	Michael	Sandy Beach	Deputy Mayor	þ	þ		þ	þ						
A	Lambert	Denise	Sandy Beach	Mayor				10-30-21							
A	VACANT			Councillor											
A	Liebenberg	Rudolf	Sandy Beach	DDEM CAO	12-30-19	1-10-20				11-8-21	þ				þ
A	Tajek	Milos	Sunset Point Yellowstone	DEM	þ	þ	þ			þ	þ				þ
A	Wannamaker	Diane	Sunrise Beach	DEM	14-01-2015	11-17-15	1-22-20			þ	þ		þ		þ
A	Poulin	Bernie	Silver Sands	Mayor	þ	þ		11-15-21	þ						
A	Turnbull	Liz	Silver Sands	Deputy Mayor	þ	þ		10-13-18	þ						
A	Woolsey	Dennis	Silver Sands	DEM	þ	þ	þ			4-7-21	þ				þ
A	Wagner	Rick	Silver Sands	DDEM											þ
A	Benford	Sandi	South View	Mayor	1-31-08	1-31-08		3-24-03	3-24-03						
A	Johnson	Brian	South View	Deputy Mayor		þ									
A	Woslyng	James	South View	Councillor											
A	Richardson	Colleen	South View	DEM	þ			2-15-22	þ						þ
A	Ward	Garth	South View	D-DEM	þ	þ	þ			þ	þ				þ
A	Luhtala	Heather	South View, Silver Sands, West Cove	Administrator	þ	þ				11-23-18					
A	Ethier	Jon	Sunrise	Mayor											
A	Benson	Michael	Sunrise	Deputy Mayor											
A	Steenbergen	Everett	Sunrise	Councillor											
A	Jones	Gwen	Sunset Point	Mayor				9-4-21							
A	Ekins	Riley (James)	Sunset Point	Deputy Mayor				9-18-21							
A	Packer	Kier	Sunset Point	Councillor				10-1-2021							
A	Ferris	Matthew	Sunset Point	CAO D-DEM	þ	þ	þ	þ	þ	þ					
A	Christiansen	Janice	Val Quentin	DEM R-DEM	9-3-19	9-10-19	10-22-20		2-28-20	þ		5-25-2020	9-22-20	þ	þ
A	Montpellier	Roger	Val Quentin	Councillor	þ	þ		10-30-21							
A	Dion	Kathy	Val Quentin	Mayor	11-16-21			11-16-21	11-16-2021						
A	Christiansen	Alan	Val Quentin	Deputy Mayor				10-4-21							

	LAST NAME	FIRST NAME	Affiliation	Title	ICS 100	ICS 200	ICS 300	ICS 400	MEO	BEM	DEM	Alberta Emerg Alert	SCRIBE	ESS 100 ESS BASICS	Exercise 1 West Cove Hell Fire	FIRE SMART
A	Walsh	Marlene	Val Quentin	Deputy DEM Deputy R-DEM	þ	þ	þ		2-28-22	þ	þ		þ	2-28-22	þ	þ
A	Deeks	Jim	West Cove	Deputy DEM	þ	þ	þ			þ	þ				þ	
A	Henderson	Wendy	West Cove	DEM	10-5-20	10-5-20	09-03-21			10-4-20	10-6-20					
A	Wildman	Wendy	West Cove / Southview / Siversands / Sunrise Beach	DDEM CAO	þ	11-3/4-21				þ	þ				þ	
A	Giesbrecht	Ren	West Cove	Mayor	þ	þ	þ		1-7-22	þ						
A	Woronuk	Greg	West Cove	Deputy Mayor					10-31-21							
A	Kelly	Chris	West Cove	Councillor												
A	Bauer	Don	Yellowstone	Mayor	þ	þ	þ		11-2-21	þ	þ				þ	
A	Brady	Brian	Yellowstone	Deputy Mayor Deputy DEM	11-29-21				11-15-21							
A	Jones	Darren	Yellowstone	Councillor					11-2-21							
A	Hanlan	Kim	Yellowstone	CAO												
A	Dugan	Eugene	Birch Cove	Councillor					11-2-21							
A	Horne	Graeme	Silver Sands	Councillor		þ			þ							
I	Evans	Dennis	Val Quentin Birch Cove	CAO					þ							
I	Stonehouse	Bruce	Ross Haven	DEM	þ	þ				þ					þ	
I	Teha	Chad	Birch Cove	DEM / Councillor	þ				þ	þ						
I	LeClair		Nakamun Park	Councillor	þ	þ	þ	þ		þ						
I	Richmond	Garry	Nakamun Park	XDEM	þ					þ						
I	Belland	Louis	Ross Haven	Mayor	þ				þ	þ						
I	Horncastle	Larry	Ross Haven	DEM / CAO	þ					þ						
I	Ruiter	Jack	Ross Haven	Deputy Mayor	þ					þ						
I	Drybrough	Gordon	Sandy Beach	Mayor	þ	þ			þ	þ						
I	Guy	Elaine	Sandy Beach	DEM	þ	þ				þ						
I	Kirk	Rob	Silver Sands	Deputy Mayor												
I	Williams	Harold	South View	DEM	þ					þ						
I	Beck	Vera	Sunrise Beach	Councillor	þ					þ						
I	Usselman	Glen	Sunrise Beach	Mayor					þ							
I	Tremblay	Jackie	Sunrise Beach	Deputy Mayor					þ							
I	Nelson	Kyle	Sunrise Beach	XDEM	þ	þ				þ						
I	Martin	Richard	Sunset Point	Deputy Mayor					þ							
I	Morrison	Ann	Sunset Point	Mayor					þ							
I	Lehman	Bob	Val Quentin	Mayor					þ							
i	McDermid	John	Val Quentin		þ					þ						
i	Breton	Dave	West Cove	Councillor					þ							
i	St. Amand	Larry	West Cove	Mayor	þ	þ			þ	þ						
i	Jevne	Lawrence	Yellowstone	XDEM	þ					þ						
i	Purdy	Russ	Yellowstone	Mayor	þ					þ						
i	Luciw	Larysa	Sandy Beach	Deputy Mayor	10-23-21				10-23-21	10-21-21						

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January 12, 2023

ENGAGEMENT LETTER

By Email: (original to remain on file)

Summer Village of Sunrise Beach

Attention: Wendy Wildman, Chief Administrative Officer  
Charlsie Moskalyk, Office Administrator

Re: Management of Property Tax Arrears Recovery

Thank you for continuing to entrust the management of your property tax arrears recovery to us. As you will recall, our arrangement renews automatically and therefore, this is an update of changes for 2023 as well as a consolidation of changes from prior years.

### 2023 Updates

- Our service fees have remained unchanged for the last 5 years. Staffing costs and business expenses have increased significantly in the last two years. In order to continue to provide you with the quality, professional service you expect and deserve, our setup fee will be increasing by \$75. For those properties which enter the auction stage in year 2, our fee will increase from \$300 to \$320.
- Our existing office administration charge as well as special service fees are now set out in Appendix "A".
- This engagement is for a three-year term. Our mission is to help you manage tax arrears recovery in a professional manner. We want to do this for you with respect to all eligible properties and on an ongoing basis. A three-year term will provide that continuity.

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### Outline of the Process

When used in this letter, the term "Municipality" includes rural municipality, municipal district, specialized municipality, county, city, town, village, hamlet, summer village or resort village.

Our fees are detailed in Appendix "A". These fees may change from year to year provided that we will give you 30 days' notice of any change.

TAXervice undertakes to manage property tax arrears recovery for you. Initially, we will require you to provide information for every property eligible for tax recovery. At the relevant time, we will advise what specific information is required. If requested, you will provide us with an arrears by year report showing all properties and all arrears.

Once you provide us with the property information, we will initiate the process. As soon as we begin to work on entering your information into our database, we will forward you our invoice(s). These costs are to be entered into your accounting system and added to each roll number. Once you receive our invoice(s), our fee is payable, since a great deal of time and effort is expended entering the information and ensuring it is accurate. If the property is redeemed prior to delivery of our invoice to you, we will waive our fees. However, we will not waive/refund our fees on any properties sent to us in error or which redeem after you receive our invoices.

P.O. Box 1502, Swan River, MB R0L 1Z0 • Tel: 1.877.734.3113 • Fax: 1.877.734.1050 • [www.taxervice.com](http://www.taxervice.com)

property tax arrears recovery management

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TAXervice will also assist in the recovery of property taxes or grants-in-lieu of taxes from crown agencies such as CMHC or HMQ. As you are aware, these properties are exempt from tax recovery however, the municipality is entitled to recover the outstanding arrears. In the event we are unsuccessful in recovering funds from the assessed owner, the municipality would be responsible for our fees and disbursements.

Please contact us to reserve your tax sale date. If you bring a resolution to set the date before Council, please check with us first to confirm the date is available. We will do our utmost to ensure your tax sale occurs on the date scheduled. As you are aware however, it may be necessary to postpone the tax sale date due to circumstances beyond our control (eg. inability to notify a deceased or missing owner, etc.).

During the course of the tax recovery process, both TAXervice and the municipality will have specific responsibilities. Please see Appendix "B" for an overview of those responsibilities.

Based on our experience, we have devised and revised our auction sale conditions. Unless arranged otherwise, we will use our auction sale terms and conditions, without alteration.

We will send you an update at each significant step in the process. We provide you with one sample copy of each type of document sent to ratepayers for your information and records. We do not provide copies of every notice sent nor do we provide copies of notices received from land titles. We do provide you with reports of any ratepayer or registered interest holder issues or requests that may arise. (eg. if a taxpayer has specific questions and we communicate with them). We encourage you to forward any inquiries pertaining to the tax recovery process to our office. We strongly suggest that there be only one contact for tax enforcement and that be us.

TAXervice's use of the information provided by the municipality will be limited to tax enforcement for the municipality and TAXervice will comply with all FIPPA/FOIP requirements in dealing with this information.

You agree to indemnify and hold us and our officers, directors, agents and employees harmless from any claim or demand, including legal fees and disbursements, made by any third party due to or arising out of the performance of our services on your behalf. This indemnity does **not** apply if the action(s) or inaction(s) which are the subject of the claim were performed negligently or in contravention of any applicable statute or regulation.

This engagement is for a three-year term ending December 31, 2026. Our arrangement will automatically renew unless terminated by either party on 30 days written notice prior to the end of the term. In the event of termination, any outstanding invoices will be immediately due and payable by the municipality. Any unbilled fees or disbursements will be invoiced by TAXervice and payable forthwith by the municipality. If you terminate our arrangement, there will be no refunds of unearned fees or disbursements. Unless other arrangements are made, there will be no further or future work done on the files. (e.g. discharges)

We look forward to working with you. In the meantime, if you have any questions, please do not hesitate to contact our office.

Yours truly,  
TAXervice



Gary Burnside B.S.A., LL.B.,  
President

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By signing a copy of this letter, the undersigned acknowledges and agrees to the terms set out above.

Summer Village of Sunrise Beach



\_\_\_\_\_  
Authorized Signing Officer

Name:

Title:

Encs. Appendix "A" – Outline of Costs  
Appendix "B" – Responsibilities

Taxservice Engagement Letter – Revised January 11, 2023

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**METRIX GROUP** LLP

CHARTERED PROFESSIONAL  
ACCOUNTANTS

January 3, 2023

Summer Village of Sunrise Beach  
Box 1197

Oneway, AB T0E 1V0

Sent via e-mail: svsunrisebeach@wildwillowenterprises.com

**Attention: Village Council Members**

Dear Village Council Members:

**Re: 2022 AUDIT PLAN**

**A. INTRODUCTION**

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.



**B. SERVICES TO BE PROVIDED**

We have been engaged by Council to perform the following services:

**a) Audit services**

- Audit of the Summer Village of Sunrise Beach financial statements.
- Audit of the Summer Village of Sunrise Beach *Financial Information Return*.

**b) Non-audit services**

- We have not been engaged to provide any non-audit services.

**C. AUDITOR INDEPENDENCE**

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards (CAS) recommends that we communicate to Council, at least annually, all relationships between our firm and the Village that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

**D. AUDITOR RESPONSIBILITIES**

It is important for Council to understand the responsibilities that rest with the Village and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Village's financial statements will be performed in accordance with CAS. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Village in accordance with Canadian public sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

CAS do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

**E. MANAGEMENT RESPONSIBILITIES**

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**F. PLANNED SCOPE AND TIMING OF THE AUDIT**

In gathering our audit evidence, we will utilize an approach to the audit of the Village that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Village's business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

**Audit Strategy**

Based on our knowledge of the Village, we anticipate utilizing an entirely substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). This type of approach is more appropriate when an entity processes a low volume of transactions and again, allows for the completion of the audit in the most cost-effective manner.

**Significant Risks**

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

*Revenue Recognition*

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies and reviewing grant agreements to ensure revenue is being recognized appropriately.

*Management Override of Controls*

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, and assessing key estimates for potential bias.

### **Materiality**

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

CAS require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of total revenue is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

### **Audit Team**

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Engagement Partner	Philip Dirks, CPA, CA
Manager	Erika Blancas, CPA
Concurring Partner	Curtis Friesen, CPA, CA

### **Timing of the Audit**

We performed audit planning and interim audit work in December 2022.

The year-end audit fieldwork is scheduled to take place in late January 2023.

We currently anticipate providing draft audited financial statements to Village Council for review and approval at the February or March 2023 Council meeting.

### **Management Representations**

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

**G. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS**

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Village's accounting staff to review these to determine the potential impact to the Village.

**Effective Fiscal Years Beginning on or After April 1, 2022**

*PS 3280 – Asset Retirement Obligations (new)*

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

**Effective Fiscal Years Beginning on or After April 1, 2023**

*PS 3400 – Revenue (new)*

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

**H. AUDIT FEES**

We understand that the Village demands value and we strive to provide the highest quality services while working with the Village to control costs.

We estimate our audit fees for the 2022 fiscal year will be in the amount of \$6,400. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Village's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.



**I. REQUESTS OF COUNCIL**

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Village.

**J. COMMUNICATION OF THE RESULTS**

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under CAS including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Village's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Village Council.

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

cc: Wendy Wildman, Chief Administrative Officer

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**DARWELL LAGOON COMMISSION**  
**Box 219**  
**Sangudo, Alberta T0E 2A0**  
**Phone: (780) 785-3411 or 1-866-880-5722**

January 4, 2023

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

e-mail: [svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)

To Whom It May Concern

**Re: REGIONAL WASTEWATER TRANSMISSION LINE – PHASE A (SANDY BEACH to ONOWAY)**

With the completion of the feasibility costs to incorporate wastewater collections systems to the Summer Villages and portions of Lac Ste Anne County now completed, the Commission now understands that the Municipalities want to return to the original scope of the Phase A Project.

The original scope includes the construction of:

- Lift Station No. 1 in vicinity of WILD Regional Water Supply Station
- Septage Receiving Station at Lift Station No. 1
- Lift Station No. 2 approximately halfway to Onoway
- Wastewater transmission line from Lift Station No. 1 to Town of Onoway Lagoon System

It should be noted that the Septage Receiving Station originally proposed at the Onoway lagoon has been deleted because the Town has purchased their own. This affects the Proposed Operations and Maintenance Budget for the municipalities because 4000 m3 of wastewater disposal revenue will now be collected by the Town of Onoway.

Since Project A has been on the "shelf" for a period of time, updated costs need to be calculated to tender the project. MPE has provided the Commission with the attached Scope of Work to Prepare Tender Package for Phase A at a cost of \$89,330. An allowance of \$100,000 is recommended by the Commission for the completion of this activity.

Based on the amount spent to date and the projected cost to go to tender, the individual municipalities financial commitments are also summarized for your information.

As indicated, the revenue stream for the Project has been affected and a revised Financial Plan is attached for your information. The Financial Plan includes a contribution to the Capital Reserve Fund

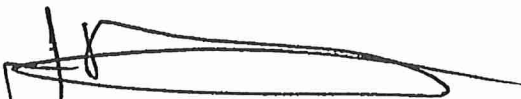
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that will be allocated and tracked for each individual municipality and paid annually (this was a request for information by the Summer Village of Sandy Beach).

Since the Darwell Lagoon Commission is only the signatory agent for the three (3) municipalities for the receipt of Water for Life Grant funds from Alberta Transportation, the Commission requests confirmation from each municipality of the financial responsibility of any cost spent to date, projected to be spent to finalize design, and any future costs related to the construction of the project.

When acknowledgement is received from all municipalities, MPE will be advised to proceed with the required work to go to tender. Please complete the letter of response by January 30, 2023.

Regards,



Joe Blakeman  
Commission Chair

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**DARWELL REGIONAL WASTEWATER TRANSMISSION LINE PHASE A  
(SANDY BEACH TO ONOWAY)**

31-OCT 2022

	SPENT TO DATE	FINALIZE DESIGN	TOTAL COST
LAC STE ANNE COUNTY	51% \$ 20,174.79	\$ 5,100.00	\$ 25,274.79
SUMMER VILLAGE OF SANDY BEACH	30% \$ 11,867.53	\$ 3000.00	\$ 14,867.00
SUMMERVILLAGE OF SUNRISE BEACH	19% \$ 7,516.00	\$ 1,900.00	\$ 9,416.10
MUNICIPALITY SHARE (10% AFTER W4L GRANT)	\$ 39,558.00	\$ 10,000.00	\$ 49,558.00

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Lac Ste. Anne  
Foundation

December 5, 2022

LSAF Member Municipalities  
Via Email

**RE: Regional Needs Assessment**

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ADMINISTRATION  
OFFICE  
4407 42A Avenue  
Box 299  
Mayerthorpe, AB  
T0E 1N0  
Phone: 780-786-3100  
Fax: 780-786-4810

As part of the Government of Alberta's Stronger Foundations initiative: Alberta's 10-year strategy to improve and expand affordable housing lists 5 key action areas in providing affordable housing options that meet the needs of Albertans with low to moderate income.

Action area #3 is to increase capacity, planning and governance. Actions include:

PLEASANT VIEW  
LODGE  
4407 42A Avenue  
Box 299  
Mayerthorpe, AB  
T0E 1N0  
Phone: 780-786-2393  
Fax: 780-786-4810

- 3.1 Co-ordinate planning with municipalities, regions, First Nation governments, Métis organizations and local housing providers.
- 3.2 Encourage regional/municipal needs assessments to inform GOA and community planning.
- 3.3 Establish three-year targets for programs and new housing developments based on current and projected community need.
- 3.4 Continue to work with housing management bodies and operators to improve efficiency, increase capacity, and expand local decision-making.
- 3.5 Develop an operator performance-assessment framework and support capacity building.
- 3.6 Ensure all operators follow best practices and housing management body board appointments are competency based.
- 3.7 Increase the number of operating agreements with HMBs, non-profit and private sector housing providers.

SPRUCEVIEW  
LODGE & HEIGHTS  
12 Sunset Boulevard  
Whitecourt, AB T7S 1S9  
Phone: 780-778-5530  
Fax: 780-778-5215

Regarding action 3.2, "regional and municipal needs assessments can help improve capacity for meeting local needs. Through this strategy, communities will have access to a range of tools to help them meet the unique needs of their residents. To maximize investment and ensure co-ordinated supports for vulnerable Albertans, the government will work with municipalities, housing management bodies and non-profit providers to develop the capacity for needs assessments. This is particularly important in some rural and remote communities."

CHATEAU LAC STE.  
ANNE  
5123-49 Ave  
Onoway, AB T0E 1V0  
Phone: 780-967-0475  
Fax: 780-967-0470

The province has been refining the housing needs assessment (HNA) template and guidelines based on feedback sessions to date and expect to be able to release the template within the next month. The department is also working on a way to share 2021 Statistics Canada data (expected to be available this fall/winter) to help populate some of the template.

SUPPORTIVE HOUSING  
SERVICES  
4503-52 Ave  
Whitecourt, AB T7S 1M4  
Phone: 780-778-3623  
Fax: 780-786-4810

The template will not be mandatory, but encouraged, especially as part of a project proposal submission to help demonstrate how the proposal meets the local need/priorities.

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The Lac Ste. Anne Foundation would like to offer our services to complete the needs assessment on behalf of your municipality, at no additional cost to you, as we have been advised that a regional approach is encouraged where they make sense.

The Foundation would complete the Housing Needs Assessment for the region we serve, provide each municipality with a copy of the assessment including relevant local municipal data, asking each participating municipality on the Board to sign an endorsement statement, as required by Alberta Seniors, Community and Social Services.

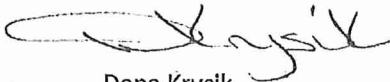
The benefits are, that by taking this approach, each municipality will be aware of the regional affordable housing context. This will ensure planning that aligns with local and regional priorities, coordinating across levels of government, and ensuring an evidence-based approach that is more consistent throughout municipalities in the province.

To do this, we need your support. As you are aware the Lac Ste. Anne Foundation operates within multiple municipalities and summer villages and we want to ensure that we are making the best use of our resources as well as yours and not duplicate information being submitted for future priorities within our region.

If you are in agreement that the Foundation takes the lead on completing a regional needs assessment and submit the completed template to the province on your behalf, please respond accordingly.

Thank you in advance for your consideration of our proposal, if you have any questions, please contact me at 780-786-3167.

Sincerely,



Dena Krysik  
Chief Administrative Officer

Cc: Board of Directors – Lac Ste. Anne Foundation

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# Summer Village of Sunrise Beach

## Report to Council

**Meeting:** January 24, 2023 - Regular Council Meeting

**Originated By:** Tony Sonnleitner, Development Officer, Summer Village of Sunrise Beach.

### Happy New Year 2023 to Council and Administration

#### Development Permits:

None

#### Letters of Compliance:

**22COMP29-44** Plan 3703 RS, Block 5, Lot 4 : 4504 Leisure Lane

#### Enforcement:

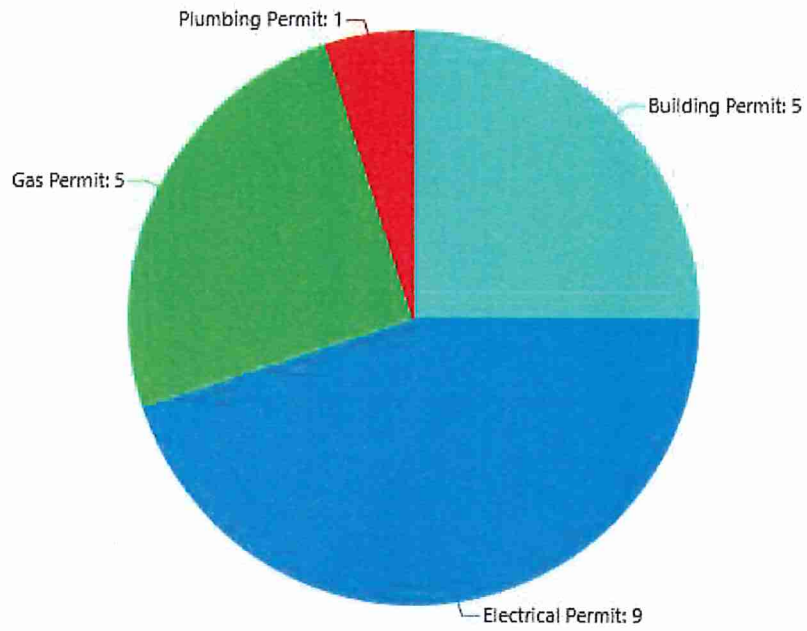
**22STOP03-44** Plan 3503 KS, Block 1, Lot 3 : 6103 Willow Way  
Development Without a Permit – Building Constructed Upon Lands Without Benefit of Development Authority Approval.

Appeal of the Stop Order was heard by the SDAB on November 2, 2022 and upheld the Order. The Board, in their decision, allowed for opportunity for the developer to bring the Lands into conformance with the provision of the Land Use Bylaw, as amended.

Regards,

Tony Sonnleitner, Development Officer

Summer Village of Sunrise Beach 2022 Safety Codes Permits Issued



Building Permit - 25.0% Electrical Permit - 45.0% Gas Permit - 25.0% Plumbing Permit - 5.0%



January 12<sup>th</sup>, 2023

The Honourable Jason Copping  
Minister of Health  
204, 10800 – 97 Avenue  
Edmonton, AB T5K 2B6

VIA EMAIL [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

**Re: Ambulance Crisis**

Dear Minister Copping:

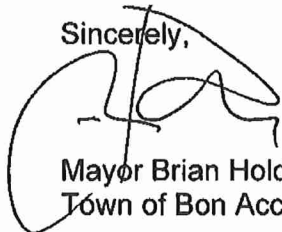
At the Regular Bon Accord Council Meeting on December 6, 2022, Council received a copy of correspondence from the Town of Ponoka to the Ministry of Health requesting support for their local fire department as first responders for emergency ambulance calls. Bon Accord Town Council fully stand with Ponoka in support of their request for better delivery of ambulance services across the province.

The incidents described in the letter show that ambulance service for rural Albertans is in severe crisis. What steps are being taken to remedy this detrimental situation for our communities? As Canadians, our section 7 Charter right to life, liberty, and security of person should be top priority. The current state of our ambulance service, or lack thereof, affirms instead that these rights hang in the balance.

These incidents, and others across the province, also show the value local fire departments bring to our communities. The lack of adequate ambulance service is placing unfair stress and expectations on volunteer firefighters and further putting the health and safety of Albertans in jeopardy.

These community volunteers and our communities deserve better. We hope your Ministry will make positive changes moving forward to uplift our communities during these difficult times.

Sincerely,



Mayor Brian Holden  
Town of Bon Accord

cc: Premier Danielle Smith  
Rachel Notley, Leader of the Opposition  
Alberta Municipalities  
Dale Nally, MLA – Morinville-St. Albert  
Pat Mahoney, Fire Chief – Town of Bon Accord

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Summer Village of Sunrise Beach  
Box 1197  
Onoway, AB  
TOE 1V0  
svsunrisebeach@wildwillowenterprises.com

December 13, 2022

To Whom It May Concern,

**RE: Tipping Fee Increase**

The Highway 43 East Waste Commission Board passed Bylaw NO. 1-2023 on December 6, 2022. Please find enclosed for your review a copy of the Highway 43 East Waste Commission Rate Bylaw.

Effective January 1, 2023, tipping fees will increase to \$60.00 per tonne.

Should you have any questions, please contact the Commission Manager Joe Duplessie at 780-284-3270, or via email at [jduplessie@lsac.ca](mailto:jduplessie@lsac.ca).

Sincerely,

Joe Duplessie  
Commission Manager

/encl.

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## **ASVA - LGFF Briefing Note (15dec22)**

Summer Villages have changed.

Summer Villages are no longer just seasonal recreational communities operating for only a portion of the year, as they were many decades ago. The growth in permanent year-round dwellings has been phenomenal.

Today, Summer Villages are vibrant communities that have many residents living there year-round and with many more residents utilizing their lake home throughout the entire year. Summer Villages have become sustainable municipalities that are a well-respected, recognized level of government and stewards of our lakes.

Forty five percent of the Summer Villages are now similar in size to a regular Village. This change has driven the need for year-round infrastructure. Like all other municipalities, Summer Villages now require all-weather roads, water and waste water systems, municipal buildings, trail systems, and recreational facilities.

To ensure their long term viability and meet the needs and demands of their residents, Summer Villages are dependent on the base funding allocation under MSI and the future LGFF to provide that capital infrastructure.

The ASVA records show that the last increase in grant funding for Summer Villages came in 1957 when a Summer Village successfully advocated for an increase to the Municipal Assistance Grant. That success meant the Summer Village portion of that grant increased from 25% of what other municipalities got to 50% of what other municipalities got.

The ASVA LGFF proposal recognizes that Summer Villages have changed and, on average, the Summer Village Base Amount would increase from what it is today to 75 percent of what all other municipalities get.

The ASVA proposal for LGFF allocation factors provides support to municipalities that have more Tangible Capital Assets (TCA) to upgrade and maintain, less fiscal capacity to self fund capital additions, and those with a high reliance on base funding. It also uses Total Private Dwellings instead of Population to identify growth pressures and core infrastructure needs.

The amount of historical MSI funding related to Education Tax Requisition is removed and allocated between TCA and a municipality's fiscal capacity. This recommendation also increases the Base amount of funding to better support villages and summer villages; approximately 137 of 340 municipalities in Alberta.

This proposal also includes unique and innovative method to allocate a portion of base funding between Summer Villages to better support the larger Summer Villages; those that are similar in size to a Village.

Knowing that change is difficult and getting buy-in from all municipalities for a new LGFF allocation formula will be even more difficult, the ASVA has proposed staying with familiar allocation factors and percent splits with some updates to the allocation factors that may better represent the drivers of infrastructure needs. The percentages proposed for the various factors do result in replicating the historical split in funding between the urban and rural municipalities.

**Table 1 – ASVA Recommendations for weighting of LGFF allocations factors**

<b>ASVA Recommendation</b>		
<b>Allocation Factors</b>	<b>MSI Capital &amp; BMTG</b>	<b>LGFF</b>
Population	58%	-
Total Private Dwellings (note 1)	-	58%
Education Tax Requisition/Assessment	30%	-
Roads (KM of local roads)	12%	12%
Tangible Capital Assets (TCA)	-	15%
Own-Source Revenue to Assessment	-	15%
Base Amount - Standard	\$110K	\$125K
Base Amount - Summer Villages (note 2)	\$63K	\$94K

Note 1 – Total Private Dwellings is a Statistics Canada data point in their Census of Population.

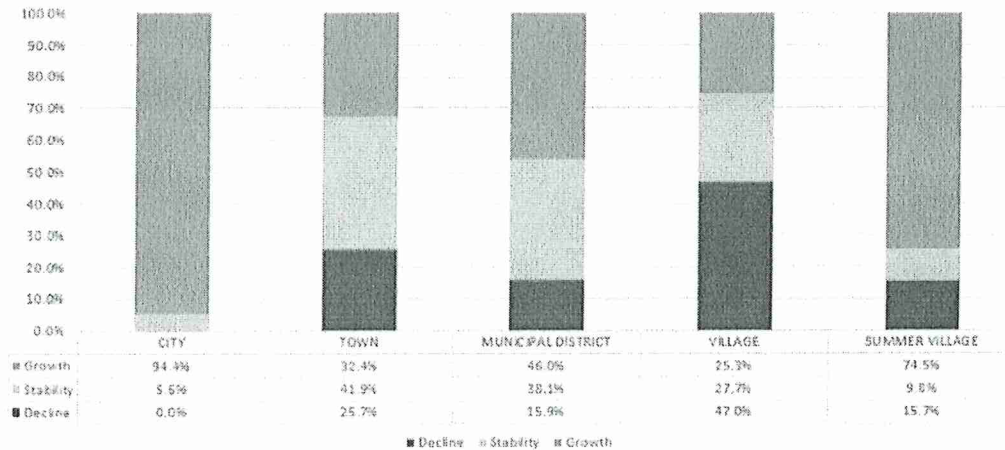
Note 2 – The Base Amount for Summer Villages in the above table is 75 percent of the standard amount and represents the average amount per Summer Village. More specifically, all Summer Villages get a base amount of \$72K and then an additional \$150 per Private Dwelling.

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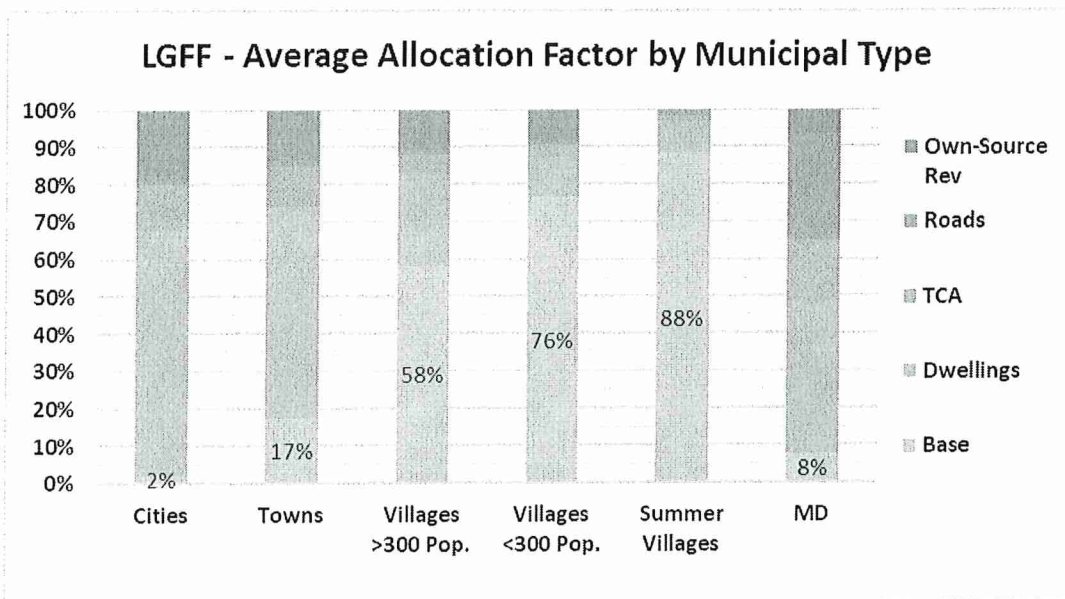
The following chart demonstrates how Summer Villages have changed and grown over the last decade. Summer Villages have experienced growth rates that are similar to Cities.

To review the full copy of the paper visit: <https://www.abmunis.ca/advocacy-resources/governance/future-municipal-government>

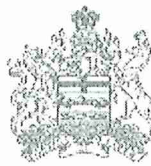
Percent of Municipalities Whose Populations Declined, Stayed Stable or Grew 2011-2021



Summer Villages (all 51) and small Villages (35 of 81) with less than 300 population are dependant on LGFF Base funding. Yet, Summer Villages only receive one half of the Base funding than what other municipalities receive.



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ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

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*Office of the Minister  
MLA, Calgary-West*

AR 53295

Dear Community Leader:

Over the last number of weeks, many of our Alberta municipalities have been in contact with government, requesting further information and clarification on a number of items related to the provincial changes to victim services announced July 19, 2022, and scheduled for implementation by April 1, 2024.

I have heard from the many of you about your concerns with the redesign initiative. I am writing to provide clarification on a number of points.

I would like to reassure you the move to a regional governance model for police-based victim services units has always been intended to improve the consistency, stability, and continuity of services received by victims of crime across all regions of the province - municipal, rural and remote. It was also designed to ensure that all victims would continue to be supported locally, by dedicated workers and volunteers from within and around their own communities. While board governance is moving toward integration, all front-line services remain local. I appreciate this opportunity to provide further information about the ongoing redesign work that has occurred to date as it relates to your community and others like it.

**Is victim services being removed from your community?**

In short, no. The new governance model will empower more than 130 paid, front-line victim caseworkers (full and part-time equivalents), each of them living and working in the communities they serve now. Our new model never contemplated centralizing front-line victim caseworkers in a regional office. They will continue to be co-located with RCMP members in their local detachments, work alongside their volunteer advocates, and be supported not only by their regional boards but also by a new, full-time centralized professional support staff (CPSS); one CPSS for each region. These CPSS teams will consist of, at minimum: an executive director; human resources professional; regional operations manager; regional court support coordinator; cultural safety specialist; admin/office manager; qualified financial management professional; and a retained legal resource.

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For smaller, rural and remote communities in Alberta, the new regional governance model for police-based victim services means all areas of the province will have uniform, flexible and sustainable victim services. The new layer of full-time, professional support staff for front-line victim caseworks will stabilize and improve programs above and beyond what is offered under the current governance structure. Front-line caseworkers will have more time to focus on working alongside volunteer advocates and with their local RCMP officers to support victims in the immediate aftermath of a crime, to provide court support within an integrated and coordinated court support program, and for engaging with local and community partners.

**How will our communities be represented at the regional level?**

As stated, front-line staff will work in the same detachment areas in which they live, as will their cadre of volunteer advocates. The new regional governance boards themselves will be virtual in nature, and will consist of members from communities all across the region. While every detachment area will not necessarily be represented at the board level, no more than one board member per detachment area will be selected.

**Did the MLA-led review ever seek to engage municipalities, and did it engage local victim services units (VSUs)?**

The MLA-led review of victims services took place over 2020/21 and included participants from the Rural Municipalities of Alberta and the Alberta Municipalities. Other individuals and organizations engaged during this period included MLAs from across the political spectrum, volunteers and staff at police-based VSUs, victim-serving community organizations, a variety of police service representatives, the RCMP, legal experts and Indigenous organizations. Alberta held about 40 engagement sessions, with around 150 stakeholders and organizations attending. The Victim Service Redesign is based on feedback received during these engagements and reflects the final report and recommendations of the MLA-led review. The Victims Services Redesign team continues to meet with affected and/or interested groups and municipalities to gather any outstanding questions, concerns and suggestions. These meetings have already been instrumental in informing improvements to the model.

**Will there be a reduction in scope of services provided by the new victim services model, and will this new model serve Albertans who have been traumatized by non-criminal and tragic events?**

As Minister of Public Safety and Emergency Services, I recognize that services other than those provided solely to victims of crime, such as for victims of non-criminal trauma, are incredibly important to Albertans. As such, Albertans will not experience a reduction in services currently available, now nor when the new zonal model is implemented. If legislative amendments to the Victims of Crime and Public Safety Act are required to assure this, then our government will pursue those.

**Are program managers and other staff guaranteed jobs or do they have to re-apply for positions within the new zonal model?**

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The hiring of the victim caseworker positions will be the responsibility of each new executive director and respective support staff group. GOAVS will collaborate with the support staff groups, preferring a process that honours the skills and experience of the current cadre of police-based victim services workers. We will be recommending that current VSU employees be invited into a stream-lined on-boarding process prior to any positions being advertised publicly.

These changes to victim services in Alberta are an exciting step forward to ensure victims in our province have the help they need when they need it most. Over the next year, we will continue to work closely with municipalities and Indigenous communities to design and implement the new service delivery model. To ensure that you continue to have the most accurate and up to date information about the new victim services redesign, I encourage you to maintain direct contact with the Director of Victim Services Trent Forsberg at [Trent.Forsberg@gov.ab.ca](mailto:Trent.Forsberg@gov.ab.ca). He would be happy meet with you should you have any future questions, concerns, or suggestions. We look forward to continuing to engage Alberta municipalities on this important initiative.

Thank you for your ongoing commitment to ensuring the needs of victims in your community continue to be met.

Sincerely,



Honourable Mike Ellis, ECA  
Minister

cc: Trent Forsberg, Director, Victims Services, Strategy, Support and Integrated Initiatives

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# Invite to Virtual Community Justice Centre Engagement Sessions

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**From:** JSG Engagement JSG.Engagement@gov.ab.ca

**Cc:** JSG Engagement JSG.Engagement@gov.ab.ca

**Date:** Thu, Dec 22, 2022, 12:04 PM

Hello,

The Ministries of Alberta Justice and Public Security and Emergency Services are excited to be starting virtual stakeholder engagement on Community Justice Centre's (CJC) in early 2023.

CJCs are places where justice processes are integrated with health and social services to facilitate a coordinated approach that more effectively addresses the root causes of crime, breaks the cycle of re-offending, and improves public safety and community well-being. CJCs can take on a physical form where a "brick and mortar" location unites the court, justice programs, and local social services, or a virtual form that offers better integration of justice initiatives and community services.

The design of CJCs needs to be driven by communities, providing the ability to directly address the unique challenges they face, and being informed by their own priorities and cultural protocols. These conversations will inform a report back to the federal government and may inform the establishment of CJCs in Alberta in the future.

In-person engagement and conversations occurred between September 2022 and November 2022, held in medium-sized, rural and Indigenous communities throughout Alberta. Elected and unelected community leaders, governmental and community-based organizations shared to CJCs could work within their specific contexts and potential challenges to ensuring this concept's success.

Now it is time for our virtual sessions!

Two-hour engagement sessions will focus on key themes to enable you to make recommendations on what CJCs could and should look like. While these virtual sessions were designed for large urban centres, all are welcome to attend if interested or you missed your in-person community session. You are invited to self-determine whether to attend all, or specific topics of your choosing.

The engagement sessions will explore the concepts of CJCs, gather feedback on these ideas that will then be used to refine the CJC proposed model and inform federal government decision making. Your participation in this engagement is highly valued and is an integral part of understanding how CJCs could be

implemented in Alberta. We also acknowledge that we may not have all relevant stakeholders on our list, please pass on this information to others you feel should attend and if you don't mind, please cc [JSG.Engagement@gov.ab.ca](mailto:JSG.Engagement@gov.ab.ca) so we can expand our stakeholder list.

### **Specific Sessions:**

Please register using the hyperlinked dates.

#### **January 20<sup>th</sup>, 9:30-11:30am**

**Current state** - What is working with how justice is delivered in Alberta today? What is not working with how justice is delivered in Alberta today? What collaboration within the criminal justice system exists today? What is working? Not working? What innovative programs exist in Alberta or elsewhere that we should consider in the context of developing community justice centres in Alberta? What has been tried but did not proceed and why not?

#### **February 3<sup>rd</sup>, 9:30-11:30am**

**Locally-Based Thinking** - What services would be delivered through a CJC and by whom? What would be critical to the success of this approach, governance structure (e.g. supported or led by government/ or community-based organizations/ or a hybrid?) What outcomes should government and system partners strive for when considering formation of CJC's? What services would be delivered via a CJC and by whom?

#### **February 24<sup>th</sup>, 9:30-11:30am**

**Future planning** - What principles should guide the formation of CJC's in Alberta? What current issues in the justice system could be overcome/addressed through CJC's? What has Covid taught us about delivering justice services through technology and does this impact our vision of a CJC? How do CJC's support or enable the medium and longer term vision for the delivery of justice services in Alberta? What services would be delivered via a CJC and by whom?

Kind Regards,

The Justice and PSES Engagement Team

*Alberta* ■