



**SUMMER VILLAGE OF SUNRISE BEACH AGENDA**

Tuesday, February 21<sup>st</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

	<p>p14-18 p19-22 p23-28 p29 p30-36</p>		<p>-Activation/Call Out Process -Shelter in Place -State of Local Emergency -Joint meeting in April; Mock Emergency Exercise Mar. 25/23 9:00 a.m. to 2:00 p.m. -SVREP Agency Meeting Minutes – January 18<sup>th</sup>, 2023</p> <p><i>(that Council approves the Business Continuity Plan for the Summer Village of Sunrise Beach and acknowledges receipt of the Activation/Call Out Process, Shelter in Place, State of Local Emergency documents, the SVREP upcoming Joint Meeting with mock exercise and Jan. 18 meeting minutes)</i></p>
5.	<b><u>Bylaws</u></b>	a)	
6.	<p><b><u>Business</u></b></p> <p>Pages</p> <p>p37-42 p43-49 p50-57 p58-69 p70-79</p>	a)	<p>Hummocky RV Resort – further to the February 9<sup>th</sup>, 2023 public hearing held at Lac Ste. Anne County, it is our understanding that County Council has deferred consideration of second and third readings of their bylaw. Since the public hearing County Planner Matthew Ferris has approached Summer Village administration regarding a meeting to discuss matters as per section 690 of the Municipal Government Act (as referenced in our Summer Village submissions). For reference, we have attached our legal counsels' and planners' submissions to the public hearing. And further to the public hearing we have attached information on the caveat with respect to the north ½ mile of Sheddon Drive and the caveats on title of the Hummocky Lands.</p> <p><i>Recommendation:</i></p> <p><i>(that the discussion on the Hummocky RV Development be accepted for information)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>

## SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, February 21<sup>st</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

<p>Pages</p>	<p>b)</p>	<p>Alberta Community Partnership – Mediation and Cooperative Processes Grant Application. In light of the potential mediation as per section 690 of the Municipal Government Act with respect to the Hummocky RV Resort Development, the Summer Village of Sunrise Beach has submitted an application to the Alberta Community Partnership-Mediation and Cooperative Processes Grant Application. The Summer Village is required to pass a motion confirming our involvement in the project, and confirming acting as the managing partner. The funding requested was for up to \$15,000.00 this is 1/3 -1/3-1/3 grant, so potentially, the Summer Village and Lac Ste. Anne County could both have to fund up to \$15,000.00 each or more if the mediation costs were \$45,000.00 or \$45,000.00+. This mediation is in respect to the lawyer’s suggestion to start mediation if Lac Ste. Anne County passes further reading(s) of the Bylaws on February 9<sup>th</sup>, 2023 pursuant to s.690 of the Municipal Government Act.</p> <p><i>(that the Summer Village of Sunrise Beach approve a grant application to the Alberta Community Partnership – mediation and cooperative processes grant application, furthermore approves the involvement including being the managing partner in the project, with the potential financial commitment of \$15,000.00 or more)</i></p>
<p>Pages</p> <p>p 80-95 p 96-101</p>	<p>c)</p>	<p>Development Permit 23DP01-44 – Referral to Council for comment with respect to the application as required under s. 10 of the Land Use Bylaw. Please refer to the Development Officers report on the noted development permit. Also attached is the Subdivision and Development Appeal Board Hearing Decision with respect to the stop order that was previously placed on this property. Development Officer Tony Sonnleitner will be present to speak to this matter.</p> <p><i>(direction as given by council at meeting time)</i></p>
<p>Pages</p> <p>p 102-103</p>	<p>d)</p>	<p>Capital Region Assessment Services Commission (CRASC) - Assessment Review Board (ARB) appointments. The Summer Village has an agreement with the CRASC to provide Assessment Review Board services to the municipality. Please refer to January 31<sup>st</sup>, 2023 email from Manager Gerryl Amarin reminding all municipalities they must appoint by resolution the ARB Officials for 2023 as per s. 454 of the Municipal Government Act. The ARB officials for 2023 are as follows:</p>

## SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, February 21<sup>st</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

			<p>ARB Chairman – Raymond Ralph Certified ARB Clerk – Geryl Amarin Certified Panelists – Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, Raymond Ralph</p> <p><i>(that the following be appointed officials to the Assessment Review Board for the Summer Village of Sunrise Beach for the 2023 year:</i></p> <p><i>ARB Chairman – Raymond Ralph Certified ARB Clerk – Geryl Amarin Certified Panelists – Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, Raymond Ralph)</i></p>
Pages 104	e)		<p>Alberta Transportation and Economic Corridors - TRAVIS Routing and Vehicle Information System Multijurisdiction Memorandum of Agreement. Please refer to the January 18<sup>th</sup>, 2023 letter whereby it is noted that the Summer Village's agreement is coming to the end of the five year expiry date on March 27<sup>th</sup>, 2023. The Province is requesting the renewal of the agreement for an additional 5 years.</p> <p><i>(that the Summer Village of Sunrise Beach approve extending the current TRAVIS Routing and Vehicle Information Systems Multijurisdiction Memorandum of Agreement for an additional 5 years (from March 28<sup>th</sup>, 2023 to March 27<sup>th</sup>, 2028)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
Pages 105-106	f)		<p>Seniors Week 2023 – for the last 37 years the Government of Alberta has celebrated the first week of June as Senior's Week, this year it will run from June 5<sup>th</sup>-11<sup>th</sup>, 2023. All municipalities, First Nation communities and Metis Settlements are invited to Officially declare Senior's Week.</p> <p><i>(that Council declare Senior's Week from June 5<sup>th</sup>-11<sup>th</sup>, 2023)</i></p>

## SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, February 21<sup>st</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

	Pages	g)	<p>Draft 2023 Operating and Capital Budget – the noted document will be presented and reviewed at meeting. The Consumer Price Index (COL) based on the Alberta Annual Average for 2022 is 6.5%, this will affect some contracts, and you will see in your information items that your insurance has gone up \$850.00. When discussing capital projects, let's keep in mind potential applications to the Community Facility Enhancement Program should we have a project that qualifies and can find a community group/registered society to apply on our behalf.</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>
	Pages	h)	
	Pages	i)	
	Pages	i)	
7.	<b><u>Financial</u></b>	a)	<p>Income and Expense Statement – as of January 31<sup>st</sup>, 2023</p> <p><i>(that the Income and Expense Statement as of January 31<sup>st</sup>, 2023 be accepted for information)</i></p>
8.	<b><u>Councillor Reports</u></b>		
		a)	Mayor Ethier
		b)	Deputy Mayor Benson
		c)	<p>Councillor Steenbergen</p> <p><i>(that the Councillor reports be accepted for information)</i></p>

## SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, February 21<sup>st</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

9.	<u>Administration Reports</u>		
	p 107	a)	Development Officers Report
		b)	Medical Response Invoices
		c)	Regional Wastewater Transmission Line (pd costs to date, JLC mtg)
		d)	Year End Audit
			<i>(that the Administration reports be accepted for information)</i>
10.	<u>Correspondence &amp; Information</u> Pages 108-109	a)	Town of Smoky Lake – February 6 <sup>th</sup> , 2023 letter of support to Inspections Gaming : Appeal of Denied Application to Relocate Camrose Casino to South Edmonton
	Pages 110-111	b)	Town of Fox Creek – January 27 <sup>th</sup> , 2023 letter to Health Minister Copping on Ambulance Service
	Pages 112	c)	East End Bus – February to April Newsletter
	p113-117	d)	Alberta Seniors, Community and Social Services – January 18 <sup>th</sup> , 2023 letter on FCSS Contacts
	p118-119	e)	Alberta Municipalities – 2023 Annual Insurance Renewal at a cost of \$4,290.00 (up from \$3,431.19)
	p120-121	f)	Town of Tofield – February 14 <sup>th</sup> , 2023, letter of support to Inspections Gaming: relocation of Camrose Casino
	p122-125	g)	Rural Charities – February 14 <sup>th</sup> , 2023 – Camrose Casino Relocation Information.
		h)	
			<i>Recommendation:</i>
			<i>(that items a) through h) be accepted for information)</i>

## SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, February 21<sup>st</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

---

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:	SVLSACE Meeting	February 25 <sup>th</sup> , 2023	Fallis Hall (SS host)
	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 JANUARY 24TH, 2023, 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  Chief Administrative Officer Wendy Wildman Administrative Assistant Victoria Message – via zoom Development Officer Tony Sonnleitner – via zoom
	<b>ABSENT</b>	Councillor Everett Steenbergen  Public at Large:    3 In Person    5 In Zoom
<b>1.</b>	<b>CALL TO ORDER</b>	Mayor Ethier called the council meeting to order at 7:03 p.m.
<b>2.</b>	<b>AGENDA</b> 1-23	<b>MOVED</b> by Mayor Ethier that the January 24 <sup>th</sup> , 2022, Agenda be approved with the following addition: 9.a. Georgina Meade’s appointment during Development Report  <b>CARRIED</b>
<b>3.</b>	<b>MINUTES</b> 2-23	<b>MOVED</b> by Mayor Ethier that the minutes of the December 6 <sup>th</sup> , 2022, Regular Council meeting minutes be approved as presented.  <b>CARRIED</b>
<b>4.</b>	<b>APPOINTMENTS</b>	N/A
<b>5.</b>	<b>BYLAWS/POLICY</b> 3-23	<b>MOVED</b> by Mayor Ethier that Bylaw 180-2023, a Credit Card Borrowing Bylaw, be given 1 <sup>st</sup> reading as presented.  <b>CARRIED</b>
	4-23	<b>MOVED</b> by Mayor Ethier that Bylaw 180-2023, a Credit Card Borrowing Bylaw, be given 2 <sup>nd</sup> reading as presented.  <b>CARRIED</b>
	5-23	<b>MOVED</b> by Deputy Mayor Benson that Bylaw 180-2023, a Credit Card Borrowing Bylaw, be given unanimous consent for 3 <sup>rd</sup> reading as presented. <b>CARRIED UNANIMOUSLY</b>
	6-23	<b>MOVED</b> by Mayor Ethier that Bylaw 180-2023, a Credit Card 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 JANUARY 24TH, 2023, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

<b>6. BUSINESS</b>		
7-23	a)	<b>MOVED</b> by Deputy Mayor Benson that the Hummocky RV Resort documents as follows, January 13 <sup>th</sup> , 2023 letter from Lac Ste. Anne County on the noted Public Hearing, Summer Village's November 1 <sup>st</sup> , 2022 letter to County, and the County's December 12 <sup>th</sup> , 2022 response letter be accepted for information and that Planner Jane Dauphinee attend and make a presentation on behalf of the Summer Village of Sunrise Beach at the County's public hearing scheduled for February 9 <sup>th</sup> , 2023. <b>CARRIED</b>
8-23	b)	<b>MOVED</b> by Mayor Ethier that the Basic Emergency Management Course requirements be accepted for information and if need be, Councillors be registered accordingly. <b>CARRIED</b>
9-23	c)	<b>MOVED</b> by Mayor Ethier that for the 2023 year the Summer Village of Sunrise Beach will absorb all medical first response incident costs received from Sturgeon County Fire Services. <b>CARRIED</b>
10-23	d)	<b>MOVED</b> by Mayor Ethier 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. <b>CARRIED</b>
11-23	e)	<b>MOVED</b> by Mayor Ethier that Council acknowledges the fee increases as outlined in the January 12 <sup>th</sup> , 2023 letter from TAXservice. <b>CARRIED</b>
12-23	f)	<b>MOVED</b> by Deputy Mayor Benson that the January 3 <sup>rd</sup> , 2023 Audit Plan letter received from Metrix Group LLP be accepted as presented. <b>CARRIED</b>
13-23	g)	<b>MOVED</b> by Mayor Ethier 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 at \$9,416.10, and that consideration of projected costs for construction will be tabled until estimated costs are known. <b>CARRIED</b>
14-23	h)	<b>MOVED</b> by Mayor Ethier that the Summer Village of Sunrise Beach support the Lac Ste. Anne Foundation completing a regional needs assessment on behalf of the Summer Village. <b>CARRIED</b>
15-23	i)	<b>MOVED</b> by Mayor Ethier that the February 28 <sup>th</sup> , 2023 Regular Council meeting be rescheduled for February 21 <sup>st</sup> , 2023 to accommodate administration. <b>CARRIED</b>

2

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY JANUARY 24TH, 2023, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

7.	<b>FINANCIAL</b> 16-23	<b>MOVED</b> by Mayor Ethier that the December 31 <sup>st</sup> , 2022, Income and Expense Statement be accepted for information.  <b>CARRIED</b>
8.	<b>COUNCIL REPORTS</b> 17-23	<b>MOVED</b> by Mayor Ethier that the verbal Council Reports be accepted for information as presented.  <b>CARRIED</b>
9.	<b>ADMINISTRATION REPORTS</b> 18-23	<b>MOVED</b> by Mayor Ethier that the Administration Reports be accepted for information as presented.  <b>CARRIED</b>
10.	<b>CORRESPONDENCE</b> 19-23	<b>MOVED</b> by Mayor Ethier that the following correspondence be accepted for information:  <ul style="list-style-type: none"> <li>a) 2022 Safety Codes Permits Issued – by graph</li> <li>b) Town of Bon Accord – January 12<sup>th</sup>, 2023 letter on Ambulance response times in rural Alberta</li> <li>c) Highway 43 East Waste Commission – December 13<sup>th</sup>, 2022 letter on tippage fee increase effective January 1<sup>st</sup>, 2023 (\$60.00/tonne from \$57.50)</li> <li>d) Association of Summer Villages of Alberta – December 1<sup>st</sup>, 2022 briefing note on Local Government Fiscal Framework (LGFF) funding</li> <li>e) Alberta Public Safety and Emergency Services – updated letter on change to victim services</li> <li>f) Justice Centre Engagement Sessions – December 22<sup>nd</sup>, 2022 email</li> </ul> <b>CARRIED</b>
11.	<b>OPEN FLOOR DISCUSSION WITH THE GALLERY</b> 20-23	<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

3

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY JANUARY 24TH, 2023, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

<b>13.</b>	<b>ADJOURNMENT</b>	As all matters have been addressed Mayor Ethier declared the meeting adjourned at 8:38 p.m.

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

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

UNAPPROVED

4

**Urban Creative Planning Consulting**  
**10155 82 Street**  
**Edmonton AB T6A3M1**



February 11, 2023

Summer Village of Sunrise Beach  
2317 TWP Rd, 545 Lac Ste Anne County  
c/o PO Box 1197,  
Onoway AB  
T0E1V0

Your Worship and Council:

**Re: Development Permit Application – 6103 Willow Way – Council Delegation**

Please accept this letter as my request to address Council on February 21, 2023, as a delegation. On behalf of the property owner of 6103 Willow Way, Georgina Meade, I have submitted application for development permit to leave an existing residence as built. In accordance with Section 10 of Land Use Bylaw 71-1999, all variance requests will be directed to Council [by the development officer] for their review and comment. The development officer has directed our application for Council's consideration at the February 21 Council meeting. While the ultimate decision rests with the development authority, it is important that Council consider the merits of our application objectively having regard for legal precedent, site characteristics, and planning policy among other things.

I would like thank Council in advance for the opportunity to present as a delegation.

Sincerely,

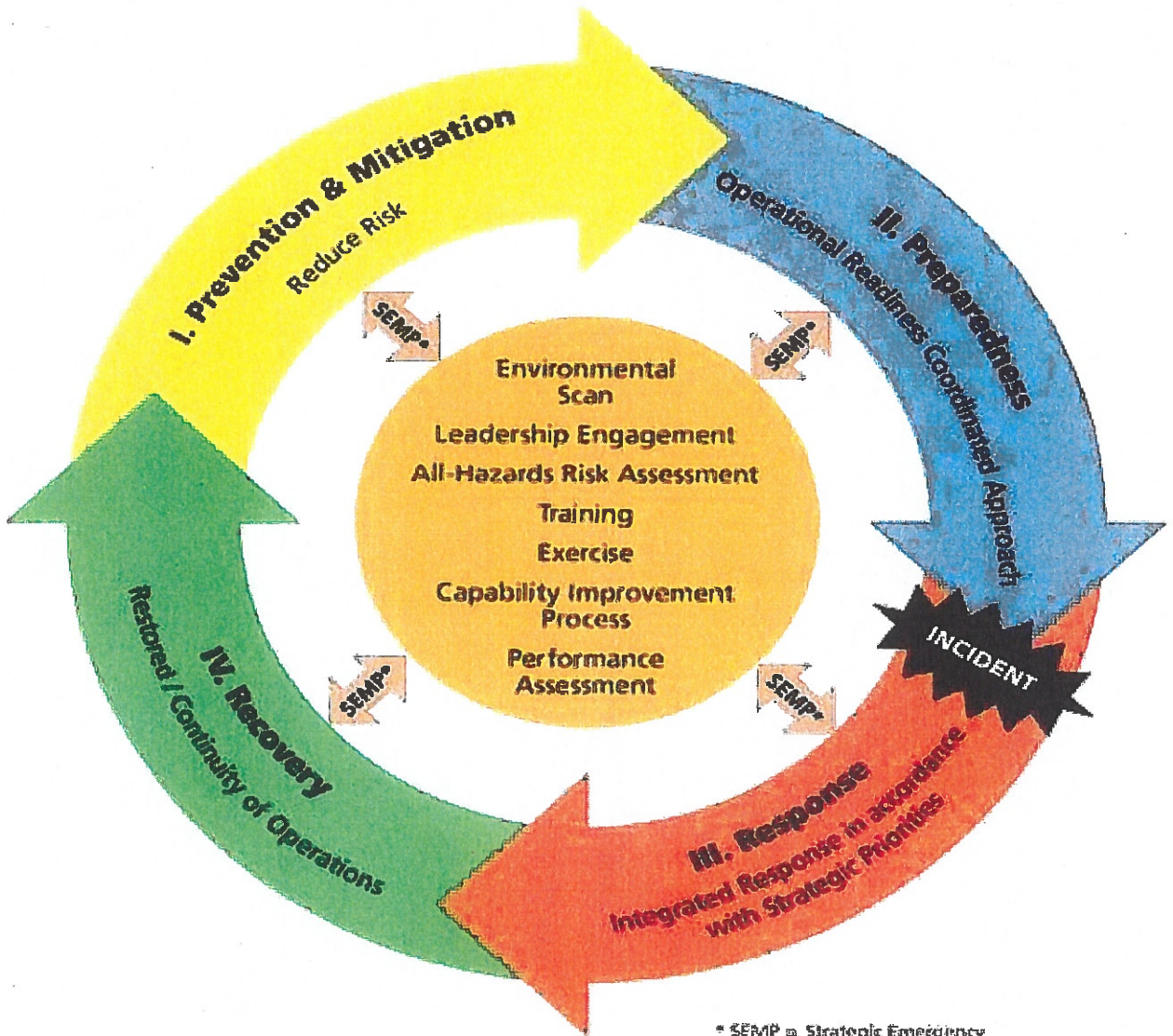
Dr. Craig Thomas  
Urban Creative Planning Consulting

5

# Business Continuity Plan

## Summer Village of Sunrise Beach

### Emergency Management Continuum



\* SEMIP = Strategic Emergency Management Plan

6

# Summer Village of Sunrise Beach

## Business Continuity Plan

### Table of Contents

1. Purpose of the Plan.	
2. Objectives of the Plan.	4
3. Scope.	4
4. Background on Pandemic Influenza.	5
5. Assumptions.	6
6. Plan Activation	6
7. Succession Plan.	7
8. Minimizing Illness Among Staff	8
9. Support to Council Members, Contractors, Administration and their Families	8
10. Recovery Process.	8
11. Maintaining Our Business Continuity for Pandemic Plan.	8
12. Identification of Essential Services	9
12.1. Identification of Essential Services – Council.	9
12.2. Identification of Essential Services – Chief Administrative Officer.	9
12.3. Identification of Essential Services - Finance	9
12.4. Identification of Essential Services – Policing.	9
12.5. Identification of Essential Services – Fire Department	9
12.6. Identification of Essential Services – Disaster Services.	9
12.7. Identification of Essential Services – Emergency Medical Services.	9
12.8. Identification of Essential Services – Municipal Enforcement.	9
12.9. Identification of Essential Services – Public Works.	9
12.10. Identification of Essential Services – F.C.S.S..	9
12.11. Identification of Essential Services – Planning & Development.	9
12.12. Identification of Essential Services – Parks & Recreation.	9
13. Determination of Staff Shortfalls - Critical Services.	9
13.a Municipal Summary	9
14. Staff Allocation for Critical Services	9
15. Determine What is Required for Critical/Vital Services	9
Appendix C – Supplier Enquiry	9

This Business Continuity Plan has been created through the combined efforts of Sunrise Beach Council, and our Director of Emergency Management (DEM)

Mayor, Deputy Mayor, Councillor  
Chief Administrative Officer



Director of Emergency Management:

Municipal Enforcement - Enhanced Services  
Contracted and/or Employed Services including Fire, Police,  
Ambulance, Snow Removal  
Ste. Anne Summer Villages Regional Emergency Partnership

## 1. Purpose of the Plan.

The purpose of the Business Continuity Plan is to provide for the continuation of critical municipal functions and recovery of services that have been interrupted and/or suspended. Many potential contingencies and disasters can be averted, or the damage they cause can be reduced, if appropriate steps are taken to manage the event.

This Business Continuity Plan outlines the course of action to be taken in the event of an emergency and the process to follow for recovery to normal operation. It is intended to:

- Provide an orderly and efficient transition from normal to emergency conditions.
- Provide specific guidelines appropriate for complex and unpredictable occurrences.
- Provide consistency in action.
- Prevent activity inconsistent with the philosophy of the municipality.
- Establish a threshold at which an emergency response is triggered and determine who may authorize the response.
- Establish the guideline for engaging the assistance and resources through the Ste. Anne Summer Villages Regional Emergency Partnership.

## 2. Objectives of the Plan.

This Business Continuity Plan is intended to:

- Define critical operations that must be continued, those operations that can be postponed for a period of time and those operations that can be postponed indefinitely.
- Provide a planned transition for normal operations to emergency operations maintaining only those functions defined as critical or vital operations.
- Provide a level of security and safety for residents.
- Provide standards for testing the Business Continuity Plan.

4

- Ensure continuation of services to residents and protection of taxpayers' interests.
- Mitigate loss of confidence in Municipal government through pro-active planning.
- Meet regulatory requirements imposed by the Province of Alberta or other regulatory agencies.
- Manage successfully through a pandemic or emergency event, while minimizing the disruption to services.
- Receive positive media coverage as a result of advanced planning.
- Ensure adequate leadership and resources are available through proactive planning and training.

### 3. Scope.

This plan considers the effect of an emergent event on the operation of the Summer Village of Sunrise Beach and outlines the manner in which those services deemed critical and vital will continue to be delivered throughout the event. Once critical and vital services are established, necessary services will be established and then desired services as resources become available.

**Critical** are services that must be provided immediately without which loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue may result. These services normally require resumption within 24 hours, but for the purposes of pandemic planning they are the core services of the municipality.

**Vital** are services that must be provided within 72 hours without which would likely result in loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue or disproportionate recovery costs. For the purposes of pandemic planning, these are vital and necessary services that would normally need to be performed or completed within a two to four week business cycle to avoid significant damage or loss. These are services that may be performed on a rotating schedule.

**Necessary** are services that must be resumed within two weeks, or could result in considerable loss, further destruction, or disproportionate recovery costs. For purposes of pandemic planning these are services that will resume last or on a priority basis.

**Desired** are services that could be delayed for two weeks or longer, but are required in order to return to normal operating conditions, or alleviate further disruption. For pandemic planning purposes, these are services that will be deemed as non-essential until such time as services are back to normal and/or priority necessitates.

9



Factors that may be considered in prioritizing services may include, but are not limited to:

- Immediate external obligations
- Immediate internal obligations
- Dependencies on other service providers or agencies
- Other agencies dependent on our services
- Contractual obligations and liabilities
- Regulatory requirements
- First response obligations
- Access to essential information
- Minimum resources available to provide services

Safety must also be considered. The safety of residents can be measured in terms of impact on individuals and groups as follows:

- **Low** – event occurrence unlikely to kill or injure
- **Medium** – event occurrence likely to cause injury or death
- **High** – event occurrence likely to cause many injuries

In addition, the threat to resources other than residents must be considered. The potential for property loss or damage can be assessed as follows:

- **Low** – no damage
- **Medium** – moderate damage to most private/public infrastructure
- **High** – all or most resources seriously damaged or destroyed to private/public infrastructure

During a pandemic or other serious interruption of the Municipality's business, Council members and administrative staff may become ill and unable to make decisions or may lose their life. This plan will also be the basis for a policy that outlines the criteria, including scope of responsibility for activation and implementation of this plan.

#### 4. Background on Pandemic.

A pandemic (a global epidemic) occurs when a virus strain emerges with an ability to efficiently spread in human populations and cause significant morbidity (illness) and mortality (death). We have faced a new threat – COVID-19. It can vary in severity from mild to severe with the most severe cases occurring mainly in people with other risk factors including chronic illness or weak immune systems.

**How Large Could the Pandemic Effect Be In the Summer Village of Sunrise Beach?** The number of people infected may be so large that severe disease caused by the pandemic may place a heavy burden on the health care system as well as schools, businesses and local governments. Proactive Messaging must be shared to remind all residents that [AHS protocols](#) must be followed.

10

Absenteeism will also present challenges for municipalities, which could impact services and local business.

Considerations:

- The pandemic virus may spread rapidly leaving little or no time to prepare due to the high level of global traffic
- The pandemic may be widespread with simultaneous outbreaks. Municipalities may not be able to rely on neighboring jurisdictions to assist.
- There may be shortages of healthcare, emergency, and essential services personnel due to illness and absenteeism.
- There may be severe disruptions in essential services.
- There may be shortages of equipment and supplies.
- There may be intense and unrelenting scrutiny from the media and the public.

## **5. Assumptions.**

In preparing this plan, it is assumed that a percentage of Residents, Council and Administrative Staff will either be impacted by stay at home orders, or because they are infected by the virus or needed to care for family members. Working from home, and virtual meetings will often replace in person interactions.

A pandemic or other emergency may occur at any time during the year, not necessarily during “flu” season so all services offered by the Summer Village of Sunrise Beach and surrounding municipalities must be considered in the Business Continuity Plans.

## **6. Plan Activation.**

Once the virus is given Pandemic status in our region, the Summer Village of Sunrise Beach, and/or the Ste Anne Summer Villages Regional Emergency Management Partnership will take steps to ensure the Business Continuity Plan is on standby and activated when appropriate. Significant consideration must be committed to the decision to activate the plan. The risks inherent with the delay of implementing the plan must be considered and conversely the premature activation of the plan. The Summer Village of Sunrise Beach will regularly update and inform key municipal stakeholders of ongoing preparations during the pre-planning and activation stages.

The Summer Village of Sunrise Beach in collaboration with the SVREAC may wish to declare a state of local emergency to provide additional powers in order to prohibit public gatherings or any other powers provided under such a proclamation.

The Summer Village of Sunrise Beach shall have the authority to suspend the delivery of municipal services as required based on the resources available to deliver those services.

11

Those services defined as **desired** will be the first to be suspended, followed by those defined as **necessary**. If the public need for any of the services identified as **critical** or **vital** were to decrease, their continued operation will be reviewed and may be suspended.

Once the plan has been activated, communications with the SVREAC and all regional partners must strive to address or assist with a wide variety of concerns, from questions regarding service delivery to assistance in providing information on health care and shelter-in-place suggestions.

## 7. Succession Plan.

It is possible in the event of a pandemic or any other emergency, that senior staff may not be capable of functioning in their normal positions. If the Chief Administrative Officer is not available, his/her position will be assumed by the **to be determined**. If that person is not available the person in the position listed immediately below that position in the chart below will assume that position.

Chief Administrative Officer
Wendy Wildman
Consider other Summer Village (Mutual Aid)
Wendy Wildman 780-819-3681 cell <a href="mailto:wendy@wildwillowenterprises.com">wendy@wildwillowenterprises.com</a>

In the event the Director of Emergency Management is not capable of filling that position a Deputy Director of Emergency Management will assume that position. In the event a Deputy Director of Emergency Management is not available the Chief Administrative Officer (CAO) will assume the responsibilities of the Director of Emergency Management.

## 8. Minimizing Illness.

Alberta Emergency Management is the lead Agency for emergency events, including fire, flooding, etc. All directions for a pandemic are led by Alberta Health Services.

## 9. Support to Council Members, Contractors, Administration and their Families.

Council members, Contractors and Administration are expected to plan and prepare for themselves and their family's wellness and safety. Lack of planning could result in litigation and resignations and could damage the municipalities' reputation.

**Travel restrictions.** To contain the spread of a virus and to protect those employees who are well, travel restrictions may be instituted. Council members, Contractors and Administration are required to follow the restrictions.

12

## **10. Recovery Process.**

Lessons learned from previous pandemics indicate that there will be subsequent waves of the pandemic. The subsequent waves may be of a lesser severity and may have reduced effect if a vaccine is available. The municipality will have to regroup quickly to determine its status in terms of availability of supplies or services from external suppliers and what role the municipality needs to play in the recovery of its residents and the public and non-profit sectors.

As part of the recovery process, the municipality must develop plans for the replacement of council members and contractors unable to return to work. This will largely be driven by the reintroduction of the desired and necessary services.

## **11. Maintaining Our Business Continuity for Pandemic Plan.**

Plan review is essential to this Business Continuity Plan. This plan shall be reviewed in detail annually in the month of September, to determine if environmental changes or plan and policy changes affect this plan. Other benefits of regular testing include:

- Ensuring adequacy to this plan.
- Determining additional training that may be required, particularly as a result of Council changes.
- Identifying any deficiencies in this plan.
- Demonstrating that our municipality has the ability to provide services during an emergency.

A record of the date and time of the test of this plan shall be maintained by the CAO. Testing, training and exercising of this plan should include social distancing techniques including work from home capabilities and impacts on essential functions and services.

## **12. Identification of Essential Services**

13

STE ANNE SUMMER VILLAGES PARTNERSHIP  
ACTIVATION/CALL OUT PROCESS

**SUMMER VILLAGES REGIONAL  
ADVISORY COMMITTEE**  
Ren Griesbriecht 780-967-  
0271

**REGIONAL DIRECTOR OF  
EMERGENCY MANAGEMENT**  
Janice Christiansen 780-924-  
3195/780-719-9473

**REGIONAL DEPUTY  
DIRECTOR OF EMERGENCY  
MANAGEMENT**  
Marlene Walsh 780 668-3182

**INCIDENT COMMANDER**  
as assigned

**SAFETY OFFICER** Milos  
Tajek 780-777-0063

**LIAISON OFFICER** Rudolf  
Liebenberg 780-718-1894

**INFORMATION OFFICER**  
Marlene Walsh 780-668-3182  
Colleen Richardson 780-993-0067

**OPERATIONS SECTION CHIEF**  
Jason Madge 780-  
868-4467

**PLANNING SECTION CHIEF**  
Matthew Ferris 780-  
665-5866

**LOGISTICS SECTION CHIEF**  
Dennis Woolsey 780-975-8489  
Diane Wannamaker 780-910-8185

**FINANCE/ADMINISTRATION  
SECTION CHIEF**  
Dwight Moskalyk 780-298-8584

**DEPUTY OPERATIONS SECTION  
CHIEF**  
Brian Brady 780-915-6539

**MASTER SCRIBE**  
Marlene Walsh 780-668-3182  
Jason Madge 780-868-4467  
Janice Christiansen 780-924-3195

**EMERGENCY SOCIAL SERVICES  
BRANCH DIRECTOR**  
Wendy Henderson 780-  
445-9023

**RECEPTION CENTRE MANAGER**  
Tony Sonnleitner 780-999-6654  
Jim Deeks 780-919-9099

*DEM'S - Deputy DEM's not holding role*  
Renee Jackson  
Peter Jackson Noel  
Tomm  
Greg King  
Rick Wagner  
Garth Ward  
Wendy Wildman

INDIVIDUAL/LOCAL SUMMER VILLAGE level 4-5 only

STE ANNE SUMMER VILLAGES PARTNERSHIP - ACTIVATION/CALL OUT PROCESS

LOCAL LEVEL ACTIVATION PROCESS Needs to be by phone call

1	LOCAL DEM	Notification received (first responders/Mayor/Social Media) of Incident Assess level of emergency (working with site incident commander/first responder)  Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >AEMA Field Officers >Regional Director of Emergency Management (you are the DEM until passed off to R-DEM) >Committee Chairperson >Mayor of affected Municipality >Site Incident Commander
2	LOCAL DEPUTYDEM	Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  >Liaison Officer >Safety Officer
3	LIAISON OFFICER	Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  >Operation Chief >Planning Section Chief >Logistics Section Chief >Finance/Administration Chief >Local DEM's and D-DEM's >Update Mutual Aid Partners - possible standby
4	INFORMATION OFFICER	Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  >Alberta Emergency Alert (as discussed with R-DEM) >All-Net communications >Monitor/post on Social Media (Facebook)
5	COMMITTEE CHAIRPERSON	Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  >Committee Chair members
6	OPERATION SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  >Deputy Operations Section Chief >Reception Centre Manager >Emergency Social Services Director
7	RECEPTION CENTRE MANAGER	Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  >additional staff/vendors/suppliers (if required or notice to be on standby)
8	EMERGENCY SOCIAL SERVICES DIRECTOR	Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  >additional staff/vendors/suppliers (if required or notice to be on standby)

15

9	PLANNING SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Scribe
10	LOGISTICS SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)
11	FINANCE ADMINISTRATION	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)
12	MAYOR	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Municipal Affairs

**REGIONAL/MULTIPLE SUMMER VILLAGES INCIDENT level 3-2-1 incident**

**STE ANNE SUMMER VILLAGES PARTNERSHIP - ACTIVATION/CALL OUT PROCESS**

**Regional Level Activation Process Needs to be by phone call**

1	REGIONAL DEM	Notification received (first responders/Mayor/Social Media) of Incident Assess level of emergency (working with site incident commander/first responder)  Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >AEMA Field Officers >Regional Deputy Director of Emergency Management >Committee Chairperson >Mayor of affected Municipality >Site Incident Commander
2	REGIONAL DEPUTY DEM:	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Information Officer >Liaison Officer >Safety Officer
3	LIAISON OFFICER	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Operation Chief >Planning Section Chief >Logistics Section Chief >Finance/Administration Chief >Local DEM's and D-DEM's >Update Mutual Aid Partners - possible standby
4	INFORMATION OFFICER	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Alberta Emergency Alert (as discussed with R-DEM) >All-Net communications >Monitor/post on Social Media (Facebook)
5	COMMITTEE CHAIRPERSON	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Committee Chair members
6	OPERATION SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Deputy Operations Section Chief >Reception Centre Manager >Emergency Social Services Director
7	RECEPTION CENTRE MANAGER	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)
8	EMERGENCY SOCIAL SERVICES DIRECTOR	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)



9	PLANNING SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Scribe
10	LOGISTICS SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)
11	FINANCE ADMINISTRATION	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)
12	MAYOR	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Municipal Affairs

15

# SHELTER IN PLACE

## OVERVIEW:

A Shelter in Place is declared by the Director of Emergency Management (DEM) or the Regional Director of Emergency Management (R-DEM) when the safety of residents is in imminent danger and it is **not** safe or deemed necessary to evacuate residents. Examples are: Chemical leaks or an active shooter in the area.

## DECISION TREE:

The Local SV DEM or Regional DEM will assess the situation based on information from first responders, partners that are subject matter experts, or the Site Incident Commander. (Usually event will be a level 3)

The attached decision tree is used to assist in the assessment of requirements for a Shelter in Place to be declared.

If an incident has occurred and assessed as **NOT** requiring a Shelter in Place at this time, it must be monitored by the DEM/R-DEM every fifteen (15) minutes to reassess if the situation has changed/escalated causing potential serious risk to public safety

If it is determined by the Local SV Dem or Regional DEM that there is a serious risk to public safety and a Shelter in Place will provide adequate protection to residents (uncontrolled substance release, natural disaster or extreme weather) a Shelter In Place will be declared.

- The DEM or Information Officer will complete the documentation for a Shelter in Place declaration (DEM or R-DEM declaring signs completed document) and submit messaging to:
  - Alberta Emergency Alert      [alberta.emergency.alert@gov.ab.ca](mailto:alberta.emergency.alert@gov.ab.ca)
  - AEMA Field Officers      [john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)
  -
- The DEM or Information Officer will advise residents of declaration and what precautions need to take place depending on the type of emergency.
  - Allnet      \_\_\_\_\_
  - Facebook      \_\_\_\_\_
  - Website      \_\_\_\_\_
  - DEM/R-DEM communicates to Command Staff of event and potential for escalation

19

- The DEM/R-DEM will reassess every 15 minutes to see if situation changes and if the Shelter in Place still is required and if so will it provide adequate protection or has the situation escalated and residents can be safely evacuated. (NOTE: for chemical/substance release it has six (6) hours elapsed since release OR an air quality clearance has been declared). This process to continue until all clear is declared
- If the situation escalates, assess if the residents can be safely evacuated. If yes, for both items declare a State of Local Emergency and begin a supervised evacuation process.
- The Shelter in Place declaration will remain in place until the all clear is given by the DEM or R-DEM based on information received from first responders, partners, Subject Matter Experts.
- DEM or the Information Officer will communicate rescind of order:
  - Alberta Emergency Alert [alberta.emergency.alert.@gov.ca](mailto:alberta.emergency.alert.@gov.ca)
  - AEMA Field Officers [john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)
- The DEM or Information Officer will advise residents of the declaration being rescinded and what actions may need to take place.
  - Allnet \_\_\_\_\_
  - Facebook \_\_\_\_\_
  - Website \_\_\_\_\_
  - DEM/R-DEM communicates to Command Staff of event status.

20

MUTAL AID: CAO - DEM - D-DEM CONTACT INFORMATION					
NAME	POSITION	LOCATION	EMERGENCY NBR	PHONE NBR	EMAIL ADDRESS
Mark Pickford	Field Officer	AEMA	780-999-3812	1-866-618-2362	mark.pickford@gov.ab.ca
John Swist	Field Officer	AEMA	780-289-3874	1-866-618-2362	john.swist@gov.ab.ca
Kathy Skwarchuk	CAO	Alberta Beach	780-887-4800	780-924-3181	aboffice@albertabeach.com
Jim Benedict (pending)	MAYOR	Alberta Beach	780-913-2833	780-924-3181	jimbenedictalbertabeach@gmail.com
Shari Ives	DEM	Alberta Beach	587-899-3473	587-899-3473	si@secondwindenterprises.com
Kathy Skwarchuk	D-DEM	Alberta Beach	780-887-4800	780-924-3181	aboffice@albertabeach.com
Mike Primeau	County Manager	Lac Ste Anne County	780-785-3411		mprimeau@lsac.ca
Joe Blakeman (pending)	Reeve	Lac Ste Anne County	780-918-1916		jblakeman@LSAC.ca
Carole Peacock	DEM	Lac Ste Anne County	780-284-0789	780-785-3411	cpeacock@lsac.ca
Trista Court	D-DEM	Lac Ste Anne County	780-284-1538	780-785-3411	tcourt@lsac.ca
Karen St Martin	CAO	Mayerthorpe	780-305-3655	780-786-2416	ecc@mayerthorpe.ca
Janet Jabush (pending)	MAYOR	Mayerthorpe	780-268-4231	780-268-4231	janet.jabush@mayerthorpe.ca
Karen St Martin	DEM	Mayerthorpe	780-305-3655	780-786-2416	ecc@mayerthorpe.ca
Dwight Dawn	D-DEM	Mayerthorpe	780-204-0314		decc@mayerthorps.ca
Wendy Wildman	CAO	Onoway	780-819-3681	587-967-5338	cao@onoway.ca
Judy Tracy (pending)	MAYOR	Onoway	587-783-7141	587-783-7141	jtracy@onoway.ca
Jason Madge	DEM	Onoway	780-868-4467	587-967-5338	jason@onoway.ca
Janice Christiansen	D-DEM	Onoway	780-924-3195	780-719-9473	jan.al.christiansen@gmail.com
Dennis Evans	CAO	SV Birch Cove	780-446-1426		d.evans@xplornet.com
Steven Tymafichuk	MAYOR	SV Birch Cove	780-974-0058		s.tymafichuk@gmail.com
Vacant	DEM	SV Birch Cove			
Vacant	D-DEM	SV Birch Cove			
Dwight Moskalyk	CAO	SV Nakamun Park	780-298-8584	780-967-0271	cao@svnakamun.com
Marg Hanssen	MAYOR	SV Nakamun Park	587-986-7885	587-986-7885	marge.hanssen@svnakamun.com
Jason Madge	DEM	SV Nakamun Park	587-967-5338	780-868-4467	jason@onoway.ca
Vacant	D-DEM	SV Nakamun Park			
Tony Sonleitner	CAO	SV Ross Haven	780-999-6654	780-718-5479	cao@rosshaven.ca
Ray Hutscal	MAYOR	SV Ross Haven			ray.hutscal@rosshaven.ca
Bruce Stonehouse	DEM	SV Ross Haven	780-920-3946		bstonehouse@telus.net
Tony Sonleitner	D-DEM	SV Ross Haven	780-999-6654	780-718-5479	cao@rosshaven.ca

21

A Shelter In Place Order has been issued for the Summer Village of \_\_\_\_\_ due to \_\_\_\_\_

For personal safety, anyone within the area should see immediate shelter in place protection.

A Shelter In Place may mean:

- Immediately bring everyone, including pets, inside
- KEEP PHONE ACCESS FREE
- Close all windows, curtains, doors and vents
- Turn off Furnace, air conditioners and exhaust fans
- DO NOT use indoor wood fires, clothes dryers, gas fireplaces or gas stoves.
- Go into an interior room with no windows, if at all possible
- Take your emergency supply kit with you unless you have reason to believe it has been contaminated
- Seal a room with duct tape and plastic sheets
- Prepare for a possible evacuation
- Notify absent household member(s) to stay away from area until notified safe to return
- UNLESS ADVISED BY AUTHORITIES - DO NOT EVACUATE OR TRAVEL
- Access your community's social media website, Allnet, Alberta Emergency Alert Notification, radio or television for updates.

You will be advised when the emergency has ended and it is safe to leave your home.

DECLARED BY \_\_\_\_\_

DATE: \_\_\_\_\_

22

## STATE OF LOCAL EMERGENCY

A State Of Local Emergency or "SOLE" is a declaration made under the Emergency Management Act (2018) by a local authority that grants special powers to the local authority in order to adequately address the emergency. According to Section 21 of the Emergency Management Act (2018), a local authority can declare a State of Local Emergency at any time when there is or may be an emergency in the community, provided that the local authority believes that a significant emergency exists that poses a serious threat to people or property within the Community.

**REASONS TO DECLARE A SOLE:** *Note: local authority will provide compensation for any property that is used, takes or demolishes.*

- Does a serious emergency exist that requires unusual powers or resources from the local authority in order to address the emergency that is deemed large enough to constitute a disaster?
- Does the Municipality need to acquire or use personal property?
- Does the Municipality need to control or prohibit travel to/from/within the community?
- Does the Municipality need to evacuate people or livestock?
- Does the Municipality need to enter any buildings or land without a warrant?
- Does the Municipality need to demolish or remove trees, crops or structures?
- Does the Municipality need to ensure fixed pricing?
- Does the Municipality need to conscript people to work/assist?(if they do not do so willingly)

### **A SOLE IS *NOT* REQUIRED FOR THE FOLLOWING PURPOSES:**

- SOLE is not required to activate your Incident Command Center
- SOLE is not required for a local authority or resident to be eligible for financial assistance through the Disaster Recovery Program (DRP)

23

## **HOW LONG IS A SOLE EFFECT:**

- Until lifted/removed (terminated) by the local authority
- A maximum of seven (7) days
- In the event of a PANDEMIC SOLE, remains in effect for 28 days

## **WHO HAS THE AUTHORITY TO DECLARE A SOLE:**

*(As mandated by Bylaw #213-2019 item 11)*

## **LOCAL SUMMER VILLAGE:**

Each Summer Village has the power to declare, terminate or renew a State Of Local Emergency under the act for their individual Summer Village by elected Mayor or in their absence by two Council members. If the local Council members are not available in an emergency situation, this power is delegated to the Ste Anne Summer Villages Regional Emergency Advisory Committee.

The Ste Anne Summer Villages Regional Emergency Advisory Committee (minimum two (2) representatives) may, at any time when it is satisfied that an emergency exists or may exist, by resolution make a declaration of a State of Local Emergency within the geographic boundaries of one or more of the partners. In all declarations, the Local and/or Regional Director of Emergency Management should be involved in the decision process (time permitting).

## **MULTIPLE SUMMER VILLAGE COMMUNITIES INVOLVED:**

In the event of an emergency incident that affects more than one Summer Village a SOLE may be declared by the Ste Anne Summer Villages Regional Emergency Advisory Committee.

The Ste Anne Summer Villages Regional Emergency Advisory Committee (minimum two (2) representatives) may, at any time when it is satisfied that an emergency exists or may exist, by resolution make a declaration of a State of Local Emergency within the geographic boundaries of one or more of the partners. In all declarations, the Local and/or Regional Director of Emergency Management should be involved in the decision process (time permitting).

HE

MULTIPLE: Any two (2) members of the Lac Ste Anne Summer Villages Regional Emergency Advisory Committee (upon consulting with Local and Regional DEM's)

**In the event that a Summer Villages Local Council members are not available in an emergency situation, this power is delegated to the Ste Anne Summer Villages Regional Emergency Advisory Committee.**

### **HOW TO DECLARE A STATE OF LOCAL AUTHORITY:**

Usually recommended by the Local or Regional Director of Emergency Management, Emergency Advisory Committee or other emergency personnel who believe that a serious emergency incident exists. This incident requires unusual power(s) or resources from the community to manage the emergency incident.

DEM/R-DEM completes a Declaration of State of Local Emergency document (NOTE: must ensure that the declaration identifies the nature of the emergency and the area that the emergency exists in) Present form to be reviewed and signed by the authorized parties E-mail completed/signed document to:

Authorized AEMA Field Officers [john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)  
**FAX: 780-422-1549**

Make Alberta Emergency Alert public announcement of the Declaration, completed by the Information Officer and approved by the Local or Regional DEM

Submit Alberta Emergency Alert form as follows:

- >If Alberta Emergency Alert Training is completed, email the Completed forms to: [alberta.emergency.alert@gov.ca](mailto:alberta.emergency.alert@gov.ca)
- >If **NO** training has been completed - email completed, signed form to AEMA Field Officers

Send out declaration on any social media sites that are available to the Summer Village

Allnet \_\_\_\_\_

Facebook \_\_\_\_\_

Website \_\_\_\_\_





DEM/R-DEM communicates to Command Staff of incident and potential to escalation/activation.

## HOW TO RESCIND A STATE OF EMERGENCY MANAGEMENT:

A Termination of Declaration of State of Local Emergency is completed by the Local DEM/R-DEM or Information Officer Present to authorized person(s) to review and sign.

E-mail completed/signed document to:

Authorized AEMA Field Officers [john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)

**FAX: 780-422-1549**

Make Alberta Emergency Alert public announcement of the Termination of Declaration, completed by the Information Officer and approved by the Local or Regional DEM

Submit Alberta Emergency Alert form as follows:

- If Alberta Emergency Alert Training is completed, email the Completed forms to:

[alberta.emergency.alert@gov.ca.ca](mailto:alberta.emergency.alert@gov.ca.ca)

- If **NO** training has been completed email completed, signed form to AEMA Field Officers

Send out Declaration of Termination on any social media sites that are available to the Summer Village

Allnet \_\_\_\_\_

Facebook \_\_\_\_\_

Website: \_\_\_\_\_

DEM/R-DEM communicates to Command Staff of incident

NOTE: A State of Local Emergency will automatically terminate after 7 days has lapsed (with the exception of a SOLE declared due to a Pandemic event - this will expire automatically after 28 days has elapsed)

26

**DECLARATION OF STATE OF LOCAL EMERGENCY**

**WHEREAS** an emergency exists in the Summer Village of:

\_\_\_\_\_

**Due to:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Therefore, the Council declares that a state of local emergency exists in the \_\_\_\_\_

**TIME:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**FAX TO: Alberta Emergency Management Agency 780-422-1549**

**TERMINATION OF DECLARATION  
OF STATE OF LOCAL EMERGENCY**

**WHEREAS** an emergency existed in the Summer Village of:

27

\_\_\_\_\_

Due to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The Local Authority, satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.**

**TIME:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURES:**

_____	_____
Signature	Signature
_____	_____
Name Printed	Name Printed
_____	_____
Title	Title

**FAX TO: Alberta Emergency Management Agency 780-422-1549**

28

**Fwd: SVREMP ADVISORY COMMITTEE MEETING MINUTES - JANUARY 24, 2023**

Marlene Walsh <marlenehwalsh@gmail.com>

Fri 1/27/2023 10:41 AM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Dwight M <ddm@kronprinzconsulting.ca>; Tony Sonnleitner <pcm1@telusplanet.net>; Sandy Beach <svsandyb@xplornet.ca>; Yellowstone Office <office@svyellowstone.ca>; Matt Ferris <office@sunsetpoint.ca>; Janice Christiansen <jan.al.christiansen@gmail.com>; Gwen Jones <gwen.jones@sunsetpoint.ca>; Ren Giesbrecht <renjgiesbrecht@gmail.com>

Good Morning

At the SVREMP Advisory Committee Meeting held on January 24, 2023, there was a discussion regarding a Joint Meeting with all SVREMP Partners, including Agency, Advisory and Council members.

The following motion was made - and you are welcome to share it at your upcoming Council Meetings:

**Following discussion, Liz Turnbull made the motion for an April 2023 Joint Meeting for SVREMP Agency, Advisory, and Council members to proceed, and then consider a larger meeting in the fall. CARRIED UNANIMOUSLY**

**The April Joint Meeting Agenda may include Table Top training and Mock Exercise**

Gwen Jones recommended Meeting details be shared with CAO's to bring forward at their respective Council Meetings.

This is just a "heads up", and the specific meeting details, including date, time, location, and Agenda Items will be provided once they have been confirmed.

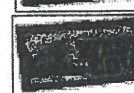
Marlene

29

**Ste. Anne Summer Villages Regional Emergency Partnership  
Agenda - Agency Meeting Unapproved Minutes - Wednesday, January 18, 2023  
Virtual Meeting - 0900 Hours**

**Land Acknowledgement**

We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us.



**1. Call to Order: 9:05 am Chairperson: Janice Christiansen**

**Attendance January 18, 2023 Agency Meeting** Quorum: Yes

**2. Amendments & Acceptance of the November 16, 2022 Meeting Minutes**

Diane Wannamaker moved that the minutes of the November 16, 2022 minutes be accepted as presented.

**3. MLA Shane Getson - not available to attend**

**4. AEMA Update - John Swist**

Finishing off AIMS document which is intended to provide all emergency management stakeholders in the province with a common understanding of the organization and structures that will be adopted in Alberta, as well as the processes, procedures, and terminology that will be employed to prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters. AIMS defines operational systems, including ICS, command and coordination structures, as well as resource and information management processes and procedures that guide how personnel work together during incidents. It is important to note that AIMS is supported by ICS, it does not replace ICS, and like ICS, AIMS applies to all incidents, from traffic accidents to major disasters. EMX 23 will focus on an internal Emergency Management exercise where GOA and AEMA plans, procedures and personnel will be tested for training purposes.

John encouraged the agency members to check out and register for some of the AEMA Training Calendar that is getting populated with in person training opportunities

**5. Advisory Committee Update**

There were no Advisory Committee representatives in attendance at the Agency meeting. In their absence, Janice shared an update that in the language of some of our documents there is repetition which can impact

understanding. There will be an Advisory Committee Meeting on January 24 to discuss the need for a 2023 review of the SVREMP Partnership Agreement, Terms of Reference and Member Bylaws, Proposed Revisions 2023.

Agency and Advisory Committee Members have been invited to provide input on a joint meeting for Councils, Advisory Committee/CAO's/DEMS and DDEMS. Contracts with RDEM and RDDEM completed and signed off for the next 2 years.

## 6. OLD BUSINESS

### a. Block Captain Program

After discussion regarding moving forward with this initiative, a subcommittee will be formed. Thank you to the following individuals for stepping up to assist with this work:

Ross Haven - Greg Edwards

West Cove - Wendy Henderson

Silver Sands - Dennis Woosley

Yellowstone - Brian Brady - we will confirm if Brian would also like to be on the sub-committee.

Currently, Yellowstone, West Cove and Val Quentin have community members who are willing to participate as Block Captains.

Marlene will send a meeting invite and the following items will be included on the Agenda:

- Roles, Responsibilities
- Vision; Mission; Goals
- Regional Collaboration
- Group training - for ALL Block Captains

### b. Training Update - Janice shared the spreadsheet and did a status update on where we are at with completion of training - we are making great progress!

### Document Submission - Completion Review

- Municipal Continuity Plan
- Bylaws - share signed copy
- Terms of Reference - share signed copy
- SOLE - confirm process has been reviewed with individual Councils
- Activation Plan - review with council confirmation
- Evacuation Plan

#### **ACTION:**

**Please followup with your Council and have any outstanding documents copies signed and returned to Janice and Marlene in preparation for the February 16, 2023 Audit.**

#### **c. Collaboration Update**

The possibility of a Joint Meeting is being explored and would include all Council, Advisory and Agency members. The feedback received to date indicates that an annual joint in person meeting may be beneficial for relationship building and strengthening the SVREMP.

Collaboration and networking is key and it is identified in the regional plan that annually a meeting including Mutual Aid Partners and First Responders; Industry Partners be held.

Garth is in support of this approach - municipalities got together to form the group - the Group needs to work together to keep the partnership together. Relationship building and networking is critical and makes it easier to reach out for support in the event of an emergency.

Janice suggested the possibility of a 2 part session - morning for partnership - and afternoon for the Mutual Aid and external groups.

**Potential Facilities:** LSACE; Sunset Point Bible Camp; Onoway Heritage Centre; SANG

Your input is appreciated - please share your thoughts and ideas with Janice and Marlene via email at [summervillage.remp@gmail.com](mailto:summervillage.remp@gmail.com)

Comments will be shared with the Advisory Committee for decision.

Bylaws; Terms of Reference and Partnership Agreement updates may be on the agenda if the review is approved.

Lessons Learned - Seminar - shared experience by other municipalities who have experienced emergency events

Milos, Edward, Garth- support more in person meetings/ hybrid Important to network and know who the key players are.

ZOOM is fantastic although there is still a challenge with reaching Quorum.

- Alberta Health Services - Russ Nelson will be invited to some future Agency Meetings. John Swist gave his support for Russ Nelson who is an excellent Emergency Mangement resource.
- Sunset Point Bible Camp - Karen Bradbury reconnected
- Indigenous Relations First Nations partners
- Pigeon Lake - Brandon Stewart, Regional DEM
- Tri Village Meeting - being arranged for February
- Mutual Aid Partners Meeting being arranged for February in person - at Lac Ste Anne County Office. Signing a new MA Agreement for all municipalities included in the Region
- County - John - E-mail potential opportunity for Grant Funding for training - working collaboratively with the County - better likelihood of success



**d. Command Staff Position Training**

Logistics; Operations; Planning; Financial training - opportunity to meet MA Partners with the same positions. It would be ideal if this training can be completed in the Spring of 2023.

**e. Daily Situation Report (DSR)**

Janice provided an overview of the valuable information and links within this daily report that can be shared with residents.

**7. NEW BUSINESS**

**Sunset Point Bible Camp**

- Karen Bradbury is the new Camp Administrator/Caretaker  
Karen has extensive Social Services knowledge and experience. She is really keen to work collaboratively with SVREMP. We would like to recommend bringing Karen on as a Volunteer Manager to work collaboratively with Wendy Henderson to manage ESS.

Garth - anytime we can bring on quality resources is good.

Dennis - supports adding Karen to the program

If others wish to be involved in this area, the assistance will be welcomed. We are looking forward to working with Karen and will and bring forward a presentation to the group. Dennis offered support if there are any areas where he can help fill the gaps.

If we can secure Sunset Point Bible Camp as a Command Centre we can develop a plan for Sunset Point Bible Camp and use it as a template for other sites we secure.

John - AEMA - Evacuation Plans - know number of full time residents; expected numbers; numbers of people to look after; access/ egress - everything is integrated - critical people are familiar with this data

- Emergency Management Preparedness Week** - 1st full week of May, 2023 - know the risks - make a plan - notification in event of emergency - highlight contact information - **Promote 72 hour kit** - emergency management for residents - getting organized - think outside the box - ie: shelter in place; what happens when you have to leave your house - evacuees - medication; identification; cash passports; insurance documentation - scan - put on a stick
- Communities use this week to highlight actions that are happening
  - Showcase what is being done in our communities
  - **Communication - in the event of an emergency - know your plan**
  - **Key Messaging (26 days of preparedness)**
  - **GO Bags** - importance of having them organized and ready to go
  - **72 Hour Kit - having a sample kit ready to go**
  - **Greg** - getting the Community League engaged to assist with sharing the Emergency Management messaging in Ross Haven
  - Brochures - emailed digital version

### **SV Organizational Structure**

- Activation Plan; Shelter In Place SOLE Review and Drill
- Dennis - scribe
- March Meeting - goal - to do an exercise if possible

Janice led the group through a review of the following documents:

Shelter in Place - Overview Decision Tree

State of Local Emergency

Activation Call Out Process

Evacuation Plan

35

**8. ROUND TABLE**

Joint Meeting

- tentative dates - likely a Saturday
- this spring prior to high risk fire season - March or October
- based on scope of Agenda will help to determine date
- provide options to everyone to confirm best dates - doodle poll

**9. NEXT VIRTUAL MEETING: Wednesday, March 22, 2023**

Discuss Best Meeting days of week and times  
Wednesdays worked for Ross Haven

**10. MEETING ADJOURNED**

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

30



SHORES JARDINE LLP

February 3, 2023

Delivered via email [devassistant@LSAC.ca]

**Lac Ste Anne County Council**

Reeve Joe Blakeman  
[Jblakeman@LSAC.ca](mailto:Jblakeman@LSAC.ca)

Councillor Nick Gelych  
[Ngelycj@LSAC.ca](mailto:Ngelycj@LSAC.ca)

Councillor Lorne Olsvik  
[Lolsvik@LSAC.ca](mailto:Lolsvik@LSAC.ca)

Councillor George Vaughan  
[Gvaughan@LSAC.ca](mailto:Gvaughan@LSAC.ca)

Councillor Kevin Lovich  
[Klovich@LSAC.ca](mailto:Klovich@LSAC.ca)

Councillor Ross Bohnet  
[Rbohnet@LSAC.ca](mailto:Rbohnet@LSAC.ca)

Councillor Lloyd Giebelhaus  
[Lgiebelhaus@LSAC.ca](mailto:Lgiebelhaus@LSAC.ca)

Dear Sirs:

**Re: Proposed Hummocky Area Structure Plan ("ASP") and Redistricting Bylaw 22-2017-06-22  
Written Notice of Concerns of the Summer Village of Sunrise Beach**

I am counsel for the Summer Village of Sunrise Beach (the "Summer Village"). I write to detail the Summer Village's concerns regarding Redistricting Application Bylaw 22-2017-06-22 and the Hummocky ASP Bylaw 08-2022 (the "Bylaws"). The Summer Village continues to have serious concerns regarding Bylaws. The Summer Village's concerns have not been adequately addressed by Lac Ste Anne County as set out below.

If the Lac Ste Anne County Council passes second reading of the Bylaws on February 9, 2023, the Summer Village is hereby requesting mediation pursuant to s. 690 of the *Municipal Government Act* due to the detrimental effects the Bylaws may have on the Summer Village.

Below the Summer Village's concerns regarding the detrimental impact of the Bylaws on the Summer Village are outlined.

**A. Incorrect Legal Description**

The Bylaws continue to incorrectly describe the legal description of the lands and identify the Bylaws as applying to SE 34-55-1-W5. A portion of that quarter-

37

Suite 2250  
10104 - 103 Avenue  
Edmonton, Alberta  
T5J 0H8

tel 780.448.9275  
fax 780.423.0163  
shoresjardine.com

B A R R I S T E R S & S O L I C I T O R S



SHORES JARDINE LLP

section is located in the Summer Village. The County cannot pass bylaws outside of its municipal boundaries.<sup>1</sup>

The Summer Village objects to the County attempting to pass bylaws which purport to apply within the Summer Village. The Summer Village requested that the Bylaws be amended to refer to the correct legal description of the land – Lot 1 Blk 2 Plan 2221517.

**B. Impact on Road**

The County is proposing road agreements for Shedden Drive. The Summer Village appreciates the County providing a draft road agreement on February 2, 2023. The Summer Village is having its staff review the draft road agreement but this review will not be complete by February 9, 2023. As such, the Summer Village cannot determine if the proposed road agreement is sufficient to protect the Summer Village's interest and ensure that Summer Village residents do not bear additional costs resulting from the proposed RV Resort. The proponent has provided a traffic impact assessment but has not provided any assessment regarding the impact of the volume of traffic on the Summer Village's roadways. The Summer Village notes that the draft road agreement does not address impacts from users of the RV Resort.

The Summer Village objects to the County considering second and third reading of the Bylaws prior to proper consultation with the Summer Village and confirmation of a plan to ensure that the Summer Village does not bear the costs arising from the proposed development.

**C. Stormwater Management**

The ASP shows stormwater flowing from the development area onto a watercourse within the Summer Village. The Summer Village has not been consulted in respect of the proposed stormwater management plan and has significant concerns regarding the impact of the RV Resort on stormwater management. The County has identified that any storm water management plan would only be addressed by Alberta Environment if required. This response raises significant concerns for the Summer Village in that it appears that neither the proponent nor the County are able to identify if Alberta Environment will require a storm water management plan and if this project does not fall within Alberta Environment's purview, the County appears to not be taking any steps to consider the impacts on stormwater from the RV Resort. The Hummocky ASP appears to proposed gathering stormwater onside and then directing it under Shedden Drive via an existing culvert. If the Hummocky ASP is proposing

Suite 2250  
10104 - 103 Avenue  
Edmonton, Alberta  
T5J 0H8

<sup>1</sup> *Municipal Government Act*, RSA 2000 c M-26, s. 12(a).

38



**SHORES JARDINE LLP**

stormwater management utilizing Summer Village infrastructure this should be clearly set out prior to the Bylaws being considered in order to allow the Summer Village to evaluate the proposal.

The Summer Village objects to the County considering second and third reading of the Bylaws before a stormwater management plan is prepared and reviewed by the Summer Village.

**D. Geotechnical Report**

The County's own MDP requires a geotechnical report to identify environmental constraints particularly the water table. The geotechnical report is a critical requirement for development located so close to Sandy Lake and determination as to if the site is suitable for the purposes intended.

The County is not only deferring this requirement to the development permit stage but also appears to not be requiring it for the proposed development except in respect of municipal infrastructure. This is contrary to the County's own MDP and given the scale of the proposed RV Resort (265 sites built to accommodate park models with at least two additional parking spots) is not appropriate. The RV Resort is a large-scale commercial development. The Summer Village has significant concerns that in not requiring a geotechnical report, the County may allow for development that has significant environmental impacts.

The Summer Village objects to the County considering second and third reading of the Bylaws before a geotechnical report is prepared which identifies environmental constraints including areas affected by higher water table and a map showing areas with a water table of less than 2.3 m and less than 1.0 m.

**E. Groundwater Contamination**

The County's response that a groundwater study is only required when a developer is proposing alternatives is incorrect. The Bylaws proposed a significant commercial development on an area at high risk of groundwater contamination. Constructions of the RV Resort and the operation of the RV Resort can cause a risk of ground water contamination. Many residents of the Summer Village use well water and ground water contamination is a serious concern for the Summer Village. The County does not appear to have taken these concerns seriously or addressed how the risk of groundwater contamination will be managed.

39



**SHORES JARDINE LLP**

The Summer Village objects to the County considering second and third reading of the Bylaws before a site specific hydrogeological study has been undertaken to assess and minimize the risk of ground water contamination resulting from the construction and operation of the RV Resort.

**F. Lake Access**

The Bylaws do not address how users of the RV Resort may access Sandy Lake. The Summer Village understands that the RV Resort is not positioning itself as a lake camping experience, but it is unreasonable to expect that users will be adjacent to the lakefront and that some of the 700 or more users will not be seeking to access the lake. Families and their children will look to go to the beach and build sandcastles or canoe. The small beach area in the Summer Village will become overcrowded and the Summer Village will bear the costs of enforcement and cleanup. The Summer Village has requested that the ASP be amended to address the impact this development will have on nearby boat launches in other municipalities and the proximity of the development to nearby beaches, recreational amenities and boat launches.

The Summer Village objects to the County proceeding with second and third reading of the Bylaws prior to amendments to the ASP to address lake access which have been reviewed and commented on by the Summer Village.

**G. Use of a Direct Control District**

The Summer Village has grave concerns regarding the Bylaw proposal to utilize a Direct Control District with County Council as the Development Authority. The use of a Direct Control District with County Council as the Development Authority significantly limits the appeal rights of any person (including the Summer Village) in respect of the development permit.

The Summer Village believes that the County is committed to working with it in good faith, however, the limiting of appeal rights should the County and Summer Village not be able to agree at the development permit stage is a serious risk. The Summer Village is also concerned about the loss of the opportunity for residents to provide meaningful input at the development permit stage.

As identified by County Administration, this RV Resort can proceed under a standard district in the County's Land Use Bylaw in the Commercial Recreation (CREC) district. It is unclear to the Summer Village why the RV Resort is proceeding under a Direct Control District. The Summer Village has particular concerns as the developer proceeded with subdivision on the basis that the parcel was for agricultural use and the Summer Village granted an easement off

40



**SHORES JARDINE LLP**

Shedden Drive on that basis. The Summer Village does not feel that the developer was upfront about its plans for a 265 stall RV Resort with the Summer Village in respect of the subdivision application. The Summer Village is very concerned about the pattern of conduct of the developer, particularly with the use of a Direct Control District.

The Summer Village requests that the County amend the Bylaws to remove the Direct Control District and redistrict the lands to Commercial Recreation (CREC).

**H. Size of the RV Resort**

The RV Resort proposes 265 sites for park models with two additional parking spaces per site. This will result in over **700 people** located on one parcel directly adjacent to the Summer Village, a small municipality of approximately 150 people.

Simply put, this RV Resort is too large. The Summer Village is concerned about the inundation of users of the RV Resort and the Summer Village will become crowded as users go for walks, access the lake and do other normal activities. It is not reasonable to expect that all 700 users will stay on the RV Resort for their entire summer. The Summer Village has limited services of a scale appropriate for its size. The additional of 700 new temporary residents over the summer will cause significant resource difficulties for the Summer Village.

The Summer Village objects to the County considering second and third reading of the Bylaws before it has engaged in a collaborative process with the Summer Village, residents and the proponent to determine the appropriate size for an RV Resort on this parcel.

**I. Consultation with Alexander First Nation**

The December 12, 2022 letter does not respond to the request that the Alexander First Nation be consulted in respect of the Bylaws. The Summer Village has concerns if the Alexander First Nation is not consulted in respect of the Bylaws as the Alexander First Nation is an important stakeholder for development near and on Sandy Lake.

**J. Inter-Municipal Development Plan**

The Summer Village objects to the County proceeding with the Bylaws in light of the Summer Village's outstanding request for an Inter-Municipal Development Plan ("IDP"). The Summer Village does wish to proceed with an IDP. The Summer Village notes that the County has a number of other IDPs which should be able to form a precedent for one between the County and Summer Village. As

Suite 2250  
10104 - 103 Avenue  
Edmonton, Alberta  
T5J 0H8

tel 780.448.9275  
fax 780.423.0163  
shoresjardine.com

B A R R I S T E R S & S O L I C I T O R S

WJ





**SHORES JARDINE LLP**

such, the Summer Village anticipates that the IDP should not pose a significant expense. The Reeve's December 12, 2022 letter offered to provide the County's proposed budget and cost-sharing model to the Summer Village. Please provide the same to the Summer Village.

The County and Summer Village should negotiate an IDP prior to the consideration of such a significant commercial development adjacent to the Summer Village. Should the County proceed with second reading of the Bylaws prior to the negotiation of an IDP, the Summer Village will include this as an area of detriment to it. The Summer Village has always sought to work with the County regarding development along its boundaries. The process followed in respect of the Bylaws, particularly the use of a Direct Control District, raise significant concerns for the Summer Village on the County's willingness to cooperate and consider feedback from the Summer Village at the development permit stage.

**Conclusion**

The Summer Village has serious concerns regarding detriment to the Summer Village from the Bylaws as set out above. If the Lac Ste Anne County Council passes second reading of the Bylaws on February 9, 2023, the Summer Village is hereby requesting mediation pursuant to s. 690 of the *Municipal Government Act* due to the detrimental effects the Bylaws may have on the Summer Village.

Yours truly,

**SHORES JARDINE LLP**

For   
Per:  
**KATHLEEN ELHATTON-LAKE**  
[kathleen@shoresjardine.com](mailto:kathleen@shoresjardine.com)  
KEL/

Cc Craig Goldsmith [cgoldsmith@LSAC.ca](mailto:cgoldsmith@LSAC.ca)  
Client via email

Suite 2250  
10104 - 103 Avenue  
Edmonton, Alberta  
T5J 0H8

tel 780.448.9275  
fax 780.423.0163  
[shoresjardine.com](http://shoresjardine.com)

B A R R I S T E R S & S O L I C I T O R S

42

# Summer Village of Sunrise Beach Public Hearing Submission Report

11 September 2022

## Meeting Details:

12 September 2022 Lac Ste. Anne County Public Hearing regarding:

- Bylaw 22-2017-01-22 for Redistricting Application (Direct Control District)
- Bylaw 08-2022 for adoption of the proposed Hummocky RV Resort Area Structure Plan

## Background

It is the Summer Village's understanding that the proposed bylaws before County Council for the 12 September 2022 Public Hearing are intended to enable the development of a seasonal recreational vehicle (RV) campground (including accessory and ancillary services). The bylaws would redistrict the project area to a new Direct Control District (DC District) (Bylaw 22-2017-01-22) and adopt a new Area Structure Plan (ASP) (Bylaw 08-2022 – Hummocky RV Resort).

The County provided notice to the Summer Village in the spring of 2022. In late August the Summer Village received notice of the Public Hearing. A copy of the draft ASP was provided by the County upon request on Friday September 2, 2022, the LUB amendment was provided upon request on September 9<sup>th</sup>, 2022.

The Summer Village has circulated the documents provided by the County in advance of the Public Hearing to their planning and engineering consultants and offer the following additional comments for County Council's consideration. Should reasonable efforts not be made to address these objections, the Summer Village may exercise its rights under s.690 of the Municipal Government Act.

## Location

The project area is located within SE 34-55-1-W5. The legal description of the project area is inconsistently described within both the ASP and LUB amendment documents. It is also incorrectly described within the bylaws and the notice for the public hearing. As such, it is difficult to determine with certainty, the legal description and intent of the bylaws. The Summer Village requests that the County confirm, prior to consideration of 2<sup>nd</sup> and 3<sup>rd</sup> reading of the Bylaw, the legal description of the land affected by the LUB amendment and ASP. This is of particular interest to the Summer Village because at present, both proposed bylaws appear to apply to lands that are within the Summer Village.

The Summer Village notes that the Section 12.a of Division 2 of the Municipal Government Act states that *"a bylaw of a municipality applies only inside its boundaries unless one municipality agrees with another municipality that a bylaw passed by one municipality has effect inside the boundaries of the other municipality and the council of each municipality passes a bylaw approving the agreement."*

The Summer Village has not received an application from the landowners to redistrict lands within the Summer Village nor has the Summer Village received an application to approve an ASP affecting lands within the Summer Village. The Summer Village has not, as of this time, agreed with the County that the Bylaws should apply to lands within the Summer Village and therefore, at present, the Bylaws would appear to not comply with Section 12.a of the MGA.

The Summer Village notes that a new survey plan was registered in July of 2022 affecting SE 34-55-1-W5. That subdivision plan changed the legal description of the lands within this quarter section. The new legal descriptions do not appear to have been carried forward into the Bylaws or the Area Structure Plan.

## Summary of Objections

43

## Bylaw 22-2017-01-22 Proposed New Direct Control District and Map Amendment

1. **The Summer Village objects to the County giving consideration to a LUB amendment that applies to lands within the Summer Village and requests that Bylaw 22-2017-01-22 be amended prior to consideration of 2<sup>nd</sup> reading to only apply to Lot 1, Blk. 2, Plan 2221517. This amendment will require changes to Schedules A and C of the Bylaw.**
2. **The Summer Village supports with the recommendation made by County administration and objects to the use of a Direct Control District for this development and requests that Bylaw 22-2017-01-22 be amended prior to consideration of 2<sup>nd</sup> reading to remove the proposed Direct Control District and 22-2017-01-22 be amended prior to consideration of 2<sup>nd</sup> reading to remove the proposed Direct Control District and redistrict the subject lands in the County to the Commercial Recreation (CREC) District. Use of a Direct Control District significantly limits the appeal rights of persons affected by the proposed development.**

### Proposed Area Structure Plan

The ASP is proposed to apply to lands within SE 34-55-01-W5. The project footprint includes lands within the Summer Village (Figure 3 & Figure 9), and identifies municipal water and sanitary services, and may identify the outlet for the stormwater management infrastructure within Shedden Drive and Pt. SE 34-55-1-W5 which are within the Summer Village.

1. **The Summer Village objects to the County giving consideration to an Area Structure Plan that applies to lands within the Summer Village and requests that prior to consideration of 2<sup>nd</sup> and 3<sup>rd</sup> reading that Bylaw 08-2022 be amended to only include Lot 1, Blk. 2, Plan 2221517.**
2. **Further, the Summer Village requests that the County defer consideration of 2<sup>nd</sup> and 3<sup>rd</sup> reading so the bylaws until the Summer village has provided notice in writing to the County that the Summer Village has received and approved:**
  - 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.
  - c. **A Geotechnical Report** which prepared by a professional engineer identifying and addressing environmental constraints that may be present within the plan area. For the purposes of higher water table, a map showing water tables 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.

The Summer Village requests that the changes identified in the Public Hearing submission be addressed and the additional Studies be provided prior to consideration or 2<sup>nd</sup> and 3<sup>rd</sup> readings of the Bylaw. The Summer Village appreciates the opportunity to review and provide comments on the bylaws and looks forward to working with the County to address and resolve these concerns.

44

## Planning Context

---

### Intermunicipal Development Plans

No concerns. The Summer Village of Sunrise Beach and Lac Ste. Anne have not adopted an Intermunicipal Development Plan (either jointly or with another municipality) that applies to the lands subject to these bylaws.

### Municipal Development Plans

The **Lac Ste. Anne County Municipal Development Plan** (MDP), Bylaw 23-2014, identifies the subject lands as within the Rural Residential Policy Area. The County's MDP recognizes that lands within the Rural Residential Policy Area have been "*subject to significant 'over-subdivision' in recent years, resulting in a large amount of vacant subdivided lots. It is crucial that future subdivision be economically sustainable and reflect local trends of supply and demand*" (Section 6.1). The Rural Residential Policy Area does not provide policy direction for the development of large-scale recreational vehicle resort developments which would support or specifically prohibit their development in this area.

Section 9.1 of the County's MDP provides criteria for the preparation of new ASPs to support recreational campgrounds (with more than 25 units). Among the criteria that "*shall be included*" for a new ASP is a "*Geotechnical Study prepared by a professional engineer identifying and addressing environmental constraints that may be present within the plan area. For the purposes of higher water table, a map showing water tables of less than 2.3 metres (7.55 feet) and less than 1.0 metres (3.28 feet).*"

**The Summer Village understands that the requirement identified in section 9.1 for a Geotechnical Report to be include with the ASP submission has been deferred until time of development permit application. The Summer Village strongly objects to deferring the geotechnical report until time of development permit application and requests that a geotechnical report be provided for lands within both Lot 1, Blk. 2, Plan 2221517 and Pt. SE 34-55-1-W5, to provide greater consistency with the County's MDP and to enable the County and the Summer Village to determine with confidence that the site is suitable for the intended use.**

Further, the Summer Village supports the recommendation made by County administration to require the provision of a detailed site-specific Hydrological Study prior to the time of development of the ASP Area due to the high risk for groundwater contamination. **However, the Summer Village recommends that this study be provided and shared with the Summer Village prior to consideration of 2<sup>nd</sup> and 3<sup>rd</sup> reading of the proposed Bylaws.**

Section 8 – Inter-Municipal Fringe of the County's MDP includes policies and notification requirements for developments within 3.2 km of urban municipalities, including the Summer Village of Sunrise Beach. Policy 8.3.3 requires that new residential development adjacent to an urban municipality be of an "urban character." There are no specific policies in this section that address the scenario of an RV campground resort proposed on lands adjacent to a Summer Village. There does not appear to be a future land use area that is specifically identified in the County's MDP as the preferred land use area for commercial recreational development such as an RV campground. However, the proposed campground may be inconsistent with Section 8, because the development is not of an "urban character" and arguably is not consistent with the character of the Summer Village.

The **Summer Village of Sunrise Beach MDP** does not identify a future land use concept for lands adjacent to its boundaries. However, the lands within Pt. SE 34-55-1-W5 which are located in the Summer Village are identified in the future Residential/Retail area. Both residential and commercial developments are encouraged on lands within this area. The proposed future land uses identified in the ASP is consistent with the future land uses provided for in the Summer Village' MDP.

45

## Review of the Proposed Bylaws

MPS has reviewed the proposed bylaws, and recommends the following amendments/actions:

### Bylaw 22-2017-01-22 for Redistricting Application (Direct Control District)

Proposed DC District Regulation/Content	MPS Recommendations
Use a Direct Control District	<p>The Summer Village agrees with the recommendation made by County administration and objects to the use of a Direct Control District for this development and requests that <b>Bylaw 22-2017-01-22 be amended prior to consideration of 2<sup>nd</sup> reading to remove the proposed Direct Control District and redistrict the subject lands in the County to the Commercial Recreation (CREC) District.</b></p> <p>Use of a Direct Control District significantly limits the appeal rights of persons affected by the proposed development.</p>

### Bylaw 08-2022 for adoption of the proposed Hummocky RV Resort Area Structure Plan

Proposed ASP Policy/Content	MPS Recommendations
<p><b>Throughout the Proposed ASP</b> Reference to lands within the Summer Village of Sunrise Beach included in text and shown on maps illustrating the ASP's design concept</p>	<p>The Summer Village recommends that that the text of the ASP be revised to properly reference lands within the County and the Summer Village OR to remove the lands within the Summer Village.</p> <p>The Summer Village requests that the County and the development proponent identify lands and roads within the Summer Village that may be required to service the proposed development (e.g. future water and sanitary lines, stormwater management, local roads), and present this information to the Summer Village for review by the Summer Village engineer and ultimately approval by Summer Village Council.</p>
<p><b>Part B, 1.2.1.2</b> The TIA indicates no improvements are required as a result of initial phases or final build out, and all intersections and site access points would continue to operate to high levels of service.</p>	<p>The Summer Village requests that the Summer Village engineer be provided time to review the Traffic Impact Assessment (TIA) and to assess potential impacts on the Summer Village's road network including any potential upgrades required to provide safe and efficient access through the Summer Village prior to consideration of 2<sup>nd</sup> and 3<sup>rd</sup> reading of the Bylaw and that a meeting be arranged to discuss potential solutions or improvements.</p>
<p><b>Part C, Policy 4.5.2</b> Until approval for connection to the municipal sanitary service is obtained the plan area may be serviced by an individual or communal on-site sanitary treatment system in accordance with municipal and provincial regulations</p>	<p>The Summer Village recommends that this policy be amended to state that the campground development shall be required to connect to regional sanitary services should they become available.</p>

410

<p><b>Part D, Policy 2.1.1</b> If a geotechnical study is required, it is recommended to be completed at the development permit stage for any permanent buildings that may be required for development within the plan area.</p>	<p>This policy suggests that the requirement to provide a geotechnical study may be deferred until time of Development Permit application.</p> <p>The Summer Village requests that the geotechnical study be undertaken and submitted to the Summer Village and the County for review and approval prior to consideration of 2<sup>nd</sup> and 3<sup>rd</sup> reading of the Bylaw to determine if the site and proposed site layout is suitable for the intended use. It is very difficult to determine if the concept plan is achievable on this site without understanding the site's specific geotechnical conditions and associated construction costs.</p> <p>Additionally, Policy 9.1.2(i) of the County's MDP requires an ASP to include a Geotechnical Study.</p>
<p><b>Part D, Policy 2.1.3</b> The Development Authority should approve a development application that complies with the policies and intent of this ASP.</p>	<p>The Summer Village recommends that this policy be deleted, as it is unnecessary and could bind a future Development Authority to issue a decision based on an assessment of the merits of the application that is not their own.</p> <p>The proposed policy is overreaching and could result in confusion or a procedural error at time of development permit review, especially in the absence of a geotechnical study or information about how the proposed development will impact the Summer Villages infrastructure.</p>
<p><b>Part D, Policy 2.1.4</b> A Site-Specific Direct Control district should be considered to meet the intent of this ASP</p>	<p>The Summer Village requests that the County revise the ASP to require the subject lands to be redistricted to the County's Commercial Recreation (CREC) district. This district provides for the development of major and minor campgrounds and accessory uses. Use of this district would be consistent with the proposed development and would ensure that those affected by future development maintained their right to appeal.</p>
<p><b>Part D, Policy 2.2.1</b> Wetlands classified as non-permanent may be removed upon approval of a Water Act Authorization and submission of a Wetland Assessment and Impact Report (WAIR).</p>	<p>The Summer Village recommends that this policy be revised to indicate that all wetlands remain intact unless required for crossings to provide access to future phases of the development.</p>
<p><b>Part D, Policy 2.2.9</b> Maintain a minimum of 50% of the plan area as designated wetland or natural area.</p>	<p>The Summer Village recommends that the 50% open space are be mapped and identified as such in the ASP.</p>
<p><b>Part D, Policy 2.2.10</b> Development Setbacks from wetlands shall be determined by the Riparian Setback Matrix Model.</p>	<p>The Summer Village notes that setbacks from wetlands have already been identified in the development concept.</p> <p>The Summer Village recommends that this policy be revised to ensure that setbacks from wetlands are not reduced from those shown in the development concept.</p>

47

<p><b>Part D, Policy 2.2.12</b> Delineation of all natural areas from the Campsite, Recreation, Administration, and Utility areas shall be required.</p>	<p>The Summer Village notes that this has not been undertaken as part of the ASP.</p> <p>The Summer Village recommends that this delineation be completed prior to adopt of the ASP.</p>
<p><b>Part D, Policy 2.6.3</b> Campsites and facilities within the plan area shall be served by a private communal water system.</p>	<p>The Summer Village recommends that this policy be amended to state that campsites and facilities shall be served by a private communal water system until such time as a municipal or regional service becomes available.</p>
<p><b>Part D, Section 2.6 Servicing (Sanitary)</b></p>	<p>The Summer Village recommends including a policy that prohibits the disposal of graywater on the ground or in waterbodies from recreational vehicles.</p>
<p><b>Part D, Policy 2.6.9</b> All stormwater management systems shall be provided onsite and meet the General Municipal Servicing Standards or as otherwise approved by Lac Ste. Anne County.</p>	<p>The Summer Village notes that stormwater flows from the development appear to flow from the development area into a water course within the Summer Village.</p> <p>The Summer Village requests to be provided with the storm water management plan prior to consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings of the Bylaws.</p>
<p><b>Part D, Policy 2.6.10</b> Recreation areas may include stormwater management facilities if required.</p>	<p>The Summer Village recommends that this policy be amended to state that recreation areas <u>shall</u> include stormwater management facilities that conform to the approved stormwater management plan and provincial requirements.</p>
<p><b>Part D, Policy 2.8.1</b> In the event of four-season use within the plan area, snow storage locations shall be identified, unless otherwise approved by Lac St Anne County, and may include snow storage along wider internal road right of ways or in recreation or utility areas.</p>	<p>The Summer Village recommends that this policy/section be amended to include policies to ensure that groundwater contamination does not occur as a result of snow storage in the event that the development is utilized as a year round development.</p>
<p><b>Part D, Policy 2.8.2</b> Design of internal roadways shall meet the requirements of the Land Use Bylaw</p>	<p>The Summer Village recomimends that this policy be amended to identify that internal roadways shall also be required to meet municipal servicing standards.</p>
<p><b>Additional recommendations</b></p>	
<p><b>Safety and Security</b></p>	<p>The ASP does not include any policy requirements for onsite safety. In the appended public engagement information, the proponent indicates that 24/7 onsite security will be provided during operational months.</p> <p>The Summer Village recommends that policies be added to the ASP that require a caretaker or onsite security residence be developed during Phase 1 and to be staffed/or occupied during operational months.</p>
<p><b>Lake Access</b></p>	<p>The Summer Village notes that the ASP does not address assess to Sandy Lake.</p>

48

The Summer Village recommends that the ASP be amended to address:

- Impacts this development will have on nearby boat launches in other municipalities
- Proximity of the development to nearby beaches, recreation amenities, and boat launches in other municipalities

Further, that this information be shared with the Summer Village for review prior to consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings of the bylaw

49



**ALBERTA GOVERNMENT SERVICES  
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

**852028422**

ORDER NUMBER: 46466525

**ADVISORY**

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

50

Canada }  
 Province of Alberta }  
 To Whom It May Concern: } 3. Colin Zapotoski,  
 of the Village of Sangudo,  
 in the Province of Alberta, Executive-Assistant

make oath and say:

1. That I am agent for the above-named Caveator.
2. That I believe that the said Caveator has a good and valid claim upon the said lands and I say that this Caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal therewith.

Sworn before me at the Village  
 of Sangudo,  
 in the Province of Alberta,  
 this 5th day of February,  
 A.D. 1985.

*[Signature]*  
*[Signature]*  
 A. COMMISSIONER FOR OATHS  
 in and for the Province of Alberta. Arnold R. Koberstein  
 29/9/86

8520 28422 '85 FEB 12

March A.D. 19

RE

Caveat

OLD PROVISIONS

1/16

for

For Witness  
 Canada }  
 Province of Alberta }  
 To Whom It May Concern: } 3. Colin Zapotoski,  
 of the Village of Sangudo,  
 in the Province of Alberta,

make oath and say:

1. That I was personally present and did see named in the within instrument, who is personally known to me to be the person named therein, duly sign, and execute the same for the purposes named therein.
  2. That the same was executed at the place named therein, and that I am the subscribing witness thereto.
  3. That I personally know the said person named therein, and that he is in my belief of the full age of twenty-one years.
- Sworn before me at the Village of Sangudo,  
 in the Province of Alberta,  
 this 5th day of February,  
 A.D. 1985.

A. COMMISSIONER FOR OATHS  
 in and for the Province of Alberta.

51

#6

### Preliminary Agreement for use in case of any Title or for any Work

MUNICIPAL DISTRICT OF \_\_\_\_\_ COUNTY OF LAC STE. ANNE No. 28

**Know all Men** by these presents that ~~X~~ we, Edward & Adeline Carson  
of 11442 - 101 Street, Edmonton T5G 2A8

in the Province of Alberta, \_\_\_\_\_ for the consideration hereinafter  
(Occupation)  
mentioned do hereby, for myself, my heirs, executors, administrators and assigns, grant and assign unto  
the Municipal District of \_\_\_\_\_ County of Lac Ste. Anne No. 28

the right to enter by their surveyors, workmen or agents upon the following lands, viz.  
The N.W. Quarter of Section 34 Township 55 Range 1 West of the  
Fifth Meridian containing 154.88 acres more or less. ( N.W. 34-55-1-5 )  
The County to obtain additional right-of-way as required by survey, estimated at  
33 feet adjacent and parallel to the boundary of the said quarter section.  
Amount of right-of-way may vary slightly having regard to the design and includes  
permission to backslope on property.

Area estimated at \_\_\_\_\_ acre(s). 2.0000  
The County hereby agrees to indemnify and hold harmless the landowner from all  
claims, demands, actions, proceedings or suits resulting from anything done or  
omitted to be done by the County in pursuance of this Agreement.

for the purpose of the survey of a \_\_\_\_\_ road \_\_\_\_\_ upon or across the said land and also to  
make and construct such \_\_\_\_\_ road \_\_\_\_\_ and to take upon said land for the purpose all such  
workmen, teams, implements and machinery as may be necessary. And I agree to assign, transfer, con-  
vey or quit claim to the said Municipal District such portion of said land as may be ascertained by  
such surveyors, workmen or agents to be necessary for the construction of such \_\_\_\_\_ road.

In consideration of the foregoing I am to receive, compensation as follows:-  
The County is prepared to pay on the basis of Three Hundred Dollars per acre. (\$300.00)  
Initial payment of \$1.00 is hereby acknowledged, followed by a second payment  
of 50% of the estimated amount upon acceptance of this agreement by Council and  
a final payment processed when a road plan is registered at Land Titles Office  
in respect of right-of-way purchased.

OTHER CONDITIONS:- all wood to be cut in four 4'  
lengths and placed on property. The county  
will remove and replace existing fence with price.

A Caveat will be registered at Land Titles Office, with respect to the land purchase.

In Witness Whereof I have hereunto subscribed my name this 29<sup>th</sup>

day of Dec 1984.

Signed by the said Edward, and  
Adeline Carson

E. C. Carson  
(Signature)

In the presence of

Dominic P. P. P.  
(Witness)

E. C. Carson LN

NOTE—This Agreement, though of advantage in effecting settlement, is not binding upon  
the Municipal District until accepted by the Council.

14-19-85  
Jan. 10/85

52

Exempt from Planning  
LA

FORM No. 34-Alla.

OLD PAPER COPY 1944 & 1945

# Caveat

To the Registrar of NORTH ALBERTA Land Registration District

Take Notice that I, COUNTY OF LAC STE. ANNE NO. 28  
(Insert name and address of caveator)

of Box 219, Sangudo, in the Province of Alberta, Municipal Government,

claim (specify the estate or interest claimed) an interest under the provisions of an agreement dated December 28th, 1984, (copy attached) whereby the County is to obtain thirty three (33) feet of land along entire Secondary Road 642 adjacent to said road for road widening purposes.

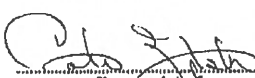
IN The North West quarter of Section Thirty Four (34) Township Fifty Five (55) Range One (1) West of the Fifth Meridian, in the said Province, as shown on a plan of survey of the said township signed at Ottawa on the 29th day of July A.D. 1899 containing One Hundred and Sixty One and Twenty Two Hundredths (161.22) acres more or less, EXCEPTING THEREOUT,-- (A) Four and One Hundredth (4.01) acres more or less, for road, as shown on Road Plan 7838 A.N. (B) Two and Thirty Three Hundredths (2.33) acres more or less, for road, as shown on Road Plan 2609 N.Y. The land hereby described containing One Hundred and Fifty Four and Eighty Eight Hundredths (154.88) acres more or less.

RESERVING UNTO HER MAJESTY ALL MINES AND MINERALS.

being lands described in Certificate of Title, 163-K-237 standing in the register in the name of Edward R. Carson & Adeline E. Carson and I forbid the registration of any person as transferee or owner of, or of any instrument affecting the said estate or interest, unless the instrument or certificate of title, as the case may be, is expressed to be subject to my claim.

I Appoint Council of the County of Lac Ste. Anne No. 28 at Box 219, Sangudo, in the Province of Alberta, as the place at which notices and proceedings relating hereto may be served.

Dated this 5th day of February, A.D. 1985.

  
Signature of the Caveator or his Agent  
Colin Zapotoski, Executive Assistant.

Canada }  
Province of Alberta } I,  
To all: } of the  
} In the Province of Alberta,

make oath and say:

1. That I am the above-named Caveator.

2. That I believe that I have a good and valid claim upon the said lands and I say this Caveat is not being filed for the purpose of delaying or embarrassing any person interested therein or proposing to deal therewith.

Sworn before me at the  
of  
in the Province of Alberta,  
this day of  
A.D. 19

.....  
in and for the Province of Alberta.

(A seal is defined as something attached to a man's name to show his rank, occupation, or place of residence, or otherwise to distinguish him.)

53

Exempt from Planning  
2/85

FORM No. 34—A1a.

REGISTRATION DISTRICT 118 & 119

# Caveat

To the Registrar of NORTH ALBERTA Land Registration District

Take Notice that I, COUNTY OF LAC STE. ANNE NO. 28  
(Insert name and address of caveator)

of Box 219, Sangudo, in the Province of Alberta, Municipal Government,

claim (specify the estate or interest claimed) an interest under the provisions of an agreement dated December 28th, 1984, (copy attached) whereby the County is to obtain thirty three (33) feet of land along entire Secondary Road 642 adjacent to said road for road widening purposes.

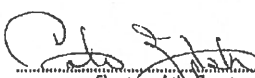
IN The North West quarter of Section Thirty Four (34) Township Fifty Five (55) Range One (1) West of the Fifth Meridian, in the said Province, as shown on a plan of survey of the said township signed at Ottawa on the 29th day of July A.D. 1899 containing One Hundred and Sixty One and Twenty Two Hundredths (161.22) acres more or less. EXCEPTING THEREOUT,-- (A) Four and One Hundredth (4.01) acres more or less, for road, as shown on Road Plan 7838 A.N. (B) Two and Thirty Three Hundredths (2.33) acres more or less, for road, as shown on Road Plan 2609 N.Y. The land hereby described containing One Hundred and Fifty Four and eighty Eight Hundredths (154.88) acres more or less.

RESERVING UNTO HER MAJESTY ALL MINES AND MINERALS.

being lands described in Certificate of Title, 163-K-237 standing in the register in the name of Edward R. Carson & Adeline E. Carson and I forbid the registration of any person as transferee or owner of, or of any instrument affecting the said estate or interest, unless the instrument or certificate of title, as the case may be, is expressed to be subject to my claim.

I Appoint Council of the County of Lac Ste. Anne No. 28 at Box 219, Sangudo, in the Province of Alberta, as the place at which notices and proceedings relating hereto may be served.

Dated this 5th day of February, A.D. 1985.

  
Signature of the Caveator or his Agent  
Colin Zapotoski, Executive Assistant.

Canada }  
Province of Alberta }  
Do All: } of the  
In the Province of Alberta,

make oath and say:

1. That I am the above-named Caveator.
2. That I believe that I have a good and valid claim upon the said lands and I say this Caveat is not being filed for the purpose of delaying or embarrassing any person interested therein or proposing to deal therewith.

Sworn before me at the  
of  
In the Province of Alberta,  
this day of  
A.D. 19

.....  
In and for the Province of Alberta.

(Addition is defined as something attached to a man's name to show his rank, occupation, or place of residence, or otherwise or distinguish him.)

54



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0011 484 516 5;1;55;34;NW 152 154 669

LEGAL DESCRIPTION

THE NORTH WEST QUARTER OF SECTION THIRTY FOUR (34)
TOWNSHIP FIFTY FIVE (55)
RANGE ONE (1)
WEST OF THE FIFTH MERIDIAN, AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP
SIGNED AT OTTAWA ON THE 29TH DAY OF JULY A.D. 1899, CONTAINING 65.2 HECTARES
(161.22 ACRES) MORE OR LESS.

EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS

- A) PLAN 8520121 - ROAD 1.049 2.59
B) PLAN 8921969 - ROAD 0.787 1.94

EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: LAC STE. ANNE COUNTY

REFERENCE NUMBER: 142 061 721

REGISTERED OWNER(S)

REGISTRATION DATE(DMY) DOCUMENT TYPE VALUE CONSIDERATION

152 154 669 27/05/2015 TRANSFER OF LAND \$262,340 SEE INSTRUMENT

OWNERS

PATRICK JOSEPH CARSON
OF RR1, SITE 1, BOX 48
ONOWAY
ALBERTA T0E 1V0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER DATE (D/M/Y) PARTICULARS

7775LI 20/07/1959 CAVEAT
CAVEATOR - ERNEST R SHEDOLEN

( CONTINUED )

55



THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 9 DAY OF  
FEBRUARY, 2023 AT 04:20 P.M.

ORDER NUMBER: 46466457

CUSTOMER FILE NUMBER: SRB CARSON



\*END OF CERTIFICATE\*

---

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

57



**ALBERTA GOVERNMENT SERVICES  
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

**222158540**

ORDER NUMBER: 46490440

**ADVISORY**

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

58

To The Registrar of the NORTH Alberta Land Registration District:

Take notice that Lac Ste Anne County of the Province of Alberta as represented the Designated Signing Authority ("the Caveator") claims an interest in


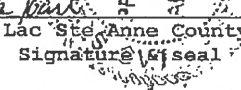
Plan 222 1517  
Block 2  
Lot 1  
Containing 48.9HA (120.83AC) more or less  
EXCEPTING THEREOUT ALL MINES AND MINERALS

under an Agreement dated the 6<sup>th</sup> day of April, 2022, and made between VIVCOR HOLDINGS INC. of 421 Cowan Point, Sherwood Park, Alberta, T8H 0E6 and the Caveator, whereby it was agreed on certain consideration to transfer to the Caveator a portion of the aforementioned land required for the establishing of an ENVIRONMENTAL RESERVE EASEMENT upon the said land standing in the register in the name of VIVCOR HOLDINGS INC. and I forbid the registration of any person as transferee or owner of, or of any instrument affecting that estate or interest, unless the certificate of title is expressed to be subject to such claim.

I designate the following address as the place at which notices and proceedings relating hereto may be served:

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

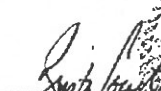

Dated this 17<sup>th</sup> day of MAY, 2022


  
Lac Ste Anne County  
Signature 

I, Trista Court make oath and say:

- 1. I am the agent for the above named Caveator.
- 2. I believe that the Caveator has a good and valid claim upon the said land and I say that this Caveat is not being filed for the purpose of delaying and embarrassing any person interested in or proposing to deal therewith.

Sworn before me at the <sup>W Hamlet of Sangudo</sup> Town of ~~Barhead~~ in the Province of Alberta, this 17 day of MAY, 2022

  
Lac Ste Anne County  
Signature 

  
A Commissioner for Oaths  
in and for the province of Alberta

Print name TANYA DAWN VANDERWELL

My Commission expires January 9, 2025

**AFFIDAVIT OF WITNESS**

Canada )  
Province of Alberta )  
To Witness )

I, CRAIG GOLDSMITH of the TOWN of ~~WATERBURY~~ SANGUDO in the province of Alberta

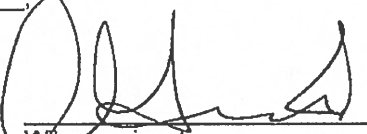
**MAKE OATH AND SAY:**


That I was personally present and did see TRISTA COURT, named in the above instrument, who is personally known to me to be the person named therein, and duly sign and execute the same for the purposes therein.

That the same was executed on the 17<sup>th</sup> day of MAY, 2022 at the TOWN of SANGUDO in the Province of Alberta and I am the subscribing witness thereto. That I know TRISTA COURT and he is, in my belief, of the full age of eighteen years.

SWORN BEFORE me at the 17 of MAY to Isambert Sangudo  
In the province of Alberta, this

17 Day of MAY, 2022

  
Witness-signature

  
A Commissioner for Oaths in and for the  
Province of Alberta

Commissioner print name: TANYA DAWN VANDERWELL

My Commission expires: January 9, 2025

60


AFFIDAVIT IN SUPPORT OF CAVEAT

I, TRISTA COURT, make oath and say as follows:

THAT I am the agent for the caveator.

THAT I believe the caveator has a good and valid claim upon the land, and I say that this caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal with it.

SWORN BEFORE me in the  
Hamlet of Sangudo,  
in the Province of Alberta, the  
17 day of may, A.D., 2022

  
\_\_\_\_\_

Signing Authority on behalf of  
Lac Ste. Anne County

  
\_\_\_\_\_

A Commissioner for Oaths in and for the  
Province of Alberta

Commissioner print name: TANYA DAWN VANDERWEL

My Commission expires: January 9, 2025

(61)

**ENVIRONMENTAL RESERVE EASEMENT**

**THIS ENVIRONMENTAL RESERVE EASEMENT AGREEMENT** dated this 6<sup>th</sup> day of April, 2022

**BETWEEN:**

**VIVCOR HOLDING INC.  
421 COWAN POINT  
SHERWOOD PARK, AB  
T8H 0E6**

(hereinafter called the "Grantors")

- and -

**LAC STE ANNE COUNTY  
BOX 219  
SANGUDO, AB  
T0E 2A0**

(hereinafter called the "Grantee")

WHEREAS the Grantors are the Registered Owners of an estate in fee simple of those lands situated in Lac Ste Anne County, in the Province of Alberta, described as follows:

Lot 1-Block 2-Plan 222 1517, as shown in Red on attached Schedule "A" and described on attached Schedule "B"  
Excepting thereout all mines and minerals,

(hereinafter called the "Lands");

AND WHEREAS the Grantors have applied for and obtained subdivision approval from the Subdivision Authority of the Grantee to create title to "the Lands";

AND WHEREAS the Grantors, the Grantee, and the Subdivision Authority for the Grantee have agreed that rather than a portion of "the Lands" being taken for Environmental Reserve, the Grantors will grant to the Grantee an Environmental Reserve Easement over a portion of "the Lands";

AND WHEREAS the Grantors wish to grant an Environmental Reserve Easement in favour of the Grantee, through and over that portion of "the Lands" as marked and shown as "Environmental Reserve Easement" on Schedule "B" attached to this agreement and as described on Schedule "A" attached to this agreement, (hereinafter called the "Environmental Reserve Easement Lands").

IN CONSIDERATION of subdivision approval in relation to "the Lands" and in consideration of the sum of one dollar (\$1.00) and in consideration of the covenants and conditions contained herein and other good and valuable consideration passing between the Grantee and the Grantors, the sufficiency and receipt of which is hereby acknowledged by the Grantors, the Grantors' grant, conveys and releases to the Grantee and any successor or assign of the Grantee, instead of an Environmental Reserve, an Environmental Reserve Easement running with "the Lands".

1. In this Agreement:

(a) "the *Lands*" means those lands legally described as:

Lot 1-Block 2-Plan 222 1517 as shown in Red on attached Schedule "A" and described on attached Schedule "B"  
Excepting thereout all mines and minerals,

(b) "*Environmental Reserve Easement Lands*" means that portion of "the *Lands*" as marked and as shown as "Environmental Reserve Easement" on Schedule "A" and described as on Schedule "B" attached hereto this agreement, and which lands are subject to the Environmental Reserve Easement running with "the *Lands*", in accordance with the requirements of the Municipal Government Act and the terms and conditions herein.

2. The Grantors shall maintain the "Environmental Reserve Easement Lands" in their natural state (as if they were owned by the Grantee).

3. The Grantors, except as specifically provided below, shall not:

- (a) disturb, cause anyone to disturb, nor allow anyone to disturb, the natural vegetation within the "Environmental Reserve Easement Lands",
- (b) undertake any development, cause anyone to undertake any development, nor allow anyone to undertake any development within the "Environmental Reserve Easement Lands",
- (c) build, erect or maintain, cause anyone to build, erect or maintain, nor allow anyone to build, erect or maintain, any building, structure or improvement upon the "Environmental Reserve Easement Lands",
- (d) excavate or cultivate, or allow anyone to excavate or cultivate the "Environmental Reserve Easement Lands", or
- (e) make any alterations to the "Environmental Reserve Easement Lands" that will affect, reroute or disturb the natural drainage system within the "Environmental Reserve Easement Lands",

without the expressed written consent of the Grantee.

4. Within the "Environmental Reserve Easement Lands", the Grantors shall have the right to use the "Environmental Reserve Easement Lands", along with their tenants, servants, agents, guests and invitees, and such persons shall have the full and free right and liberty to pass and repass on the "Environmental Reserve Easement Lands" on foot or horseback.

5. The benefit of the Environmental Reserve Easement set out shall be annexed to and run with the Lands and the burden of the Environmental Reserve Easement herein contained shall be annexed to and bind "the Lands" and every part thereof.

6. Any provision of this Environmental Reserve Easement made void or rendered invalid shall not invalidate or render unenforceable the remaining provisions of the Environmental Reserve Easement.

7. It is understood and agreed by the Grantors that the Grantee, in addition to any other rights of enforcement it may have at law or in equity, has the right to enforce the provisions of this

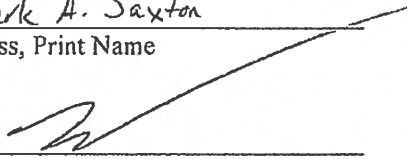
Environmental Reserve Easement, with respect to any breach of the obligations herein imposed, including but not limited to applying to a Court of competent jurisdiction to restrict any such breach by injunction.

8. All of the covenants, conditions, restrictions and terms of this Environmental Reserve Easement herein placed upon the "the Lands" shall be covenants running with "the Lands" and shall be binding upon the Grantors and their assigns and successors in title and upon all subsequent owners of "the Lands" and shall ensure to the benefit of the Grantee.
9. The Grantors shall at all times hereafter indemnify and keep the Grantee indemnified against all actions, claims and demands that may be lawfully brought or made against the Grantors by reasons of anything done or omitted to be done by the Grantors in relation to the "Environmental Reserve Easement Lands" or in relation to anything done or omitted to be done by the Grantors in pursuance or purported pursuance of this Environmental Reserve Easement.
10. The Grantee is not responsible for the maintenance of the "Environmental Reserve Easement Lands" and shall not be responsible for any loss or injury or any other matter arising from the use of the "Environmental Reserve Easement Lands".
11. This Environmental Reserve Easement shall be registered by way of caveat against the title to "the Lands" at the Land Titles Office.

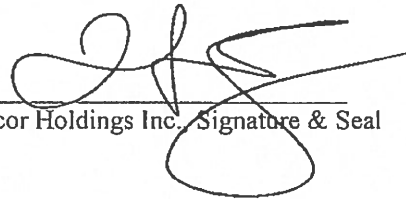
IN WITNESS WHEREOF the parties undersigned have executed this Environmental Reserve Easement on the day and year first written above.

Mark A. Saxton

Witness, Print Name



Witness, signature

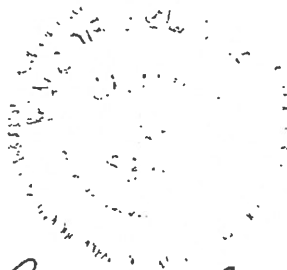


Vivcor Holdings Inc. Signature & Seal

Per: Lac Ste Anne County

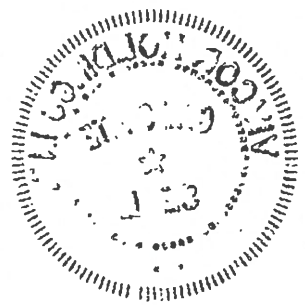


Quinton Bujar  
Lac Ste Anne County  
Signature & Seal



Quinton Bujar

64



65



AFFIDAVIT OF EXECUTION

**MARK A. SAXTON**  
Barrister & Solicitor

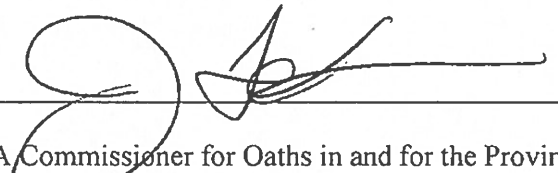
Canada  
Province of Alberta  
To Witness:

I, \_\_\_\_\_  
of the City of St Albert,  
in the Province of Alberta MAKE OATH AND  
SAY:

1. That I was personally present and did see Quinten Buyer  
named in the above instrument, who are personally known to me to be the person(s)  
named therein, duly sign and execute the same for the purpose therein.
2. That the same was executed on the 6 day of April, A.D., 2022, at the  
Hamlet of Sherwood Park, in the Province of Alberta, and that I am the  
subscribing witness thereto.
3. That I know Quinten Buyer and that they are, in my belief, of the  
full age of eighteen years.

SWORN before me at the Hamlet of )  
Sherwood Park, in the Province of Alberta, )  
this 6 day of April )  
A.D. 2022 )

(Witness-Signature)  
**MARK A. SAXTON**  
Barrister & Solicitor

  
\_\_\_\_\_

A Commissioner for Oaths in and for the Province of Alberta

Print Name Jacqueline Fedoriuk

My Commission Expires August 8, 2023

**JACQUELINE FEDORIUK**  
A Commissioner for Oaths  
in and for Alberta  
My Commission Expires August 8, 2023



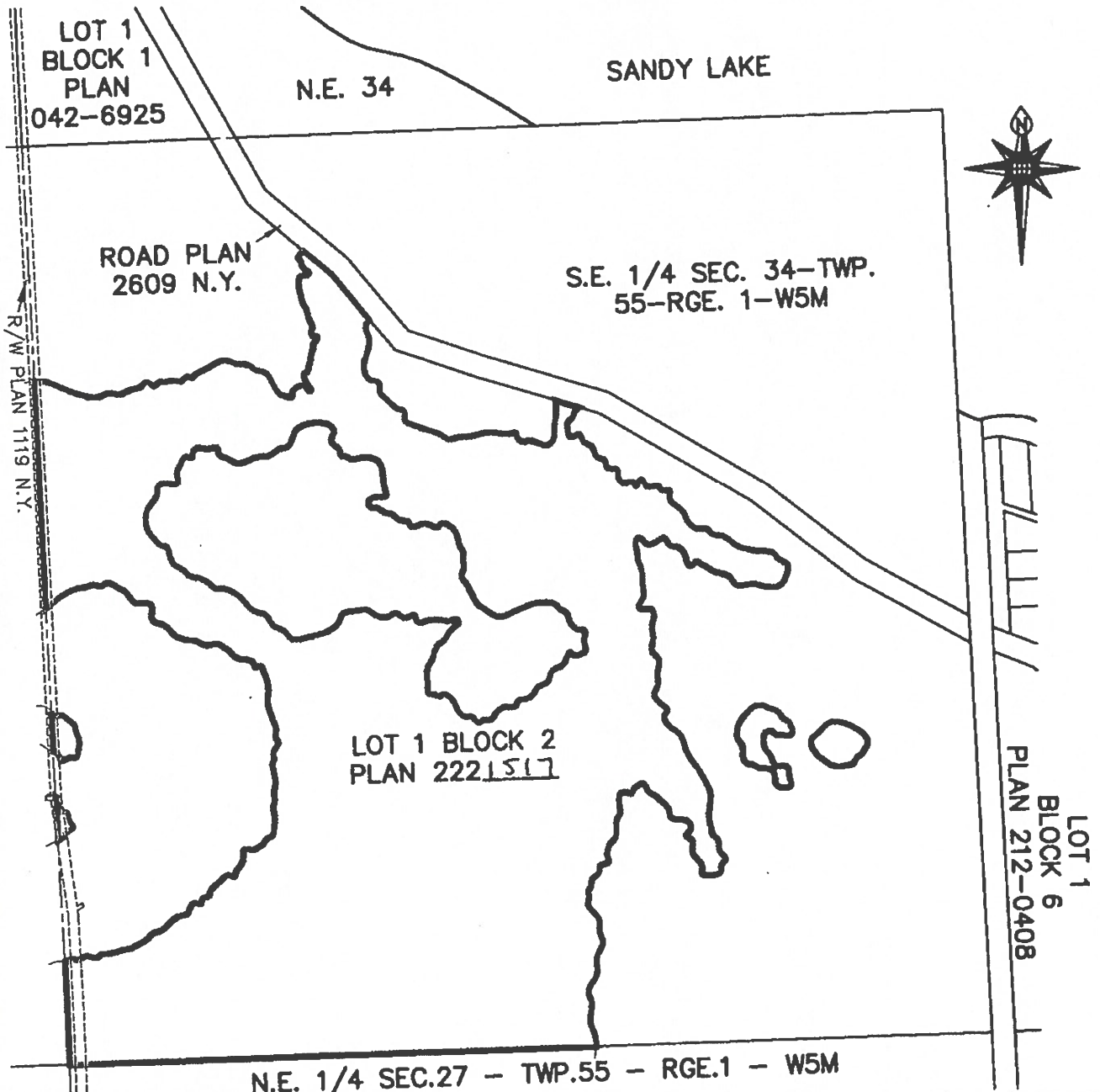
**SCHEDULE 'A'**  
**PLAN SHOWING ENVIRONMENTAL RESERVE EASEMENT**  
**FOR FLOOD PLAIN AREAS WITHIN**



Lot 1 - Block 2 - Plan 2221517  
**LAC STE. ANNE COUNTY**

**SCALE: 1:5000**

**2022**

**D. WILSON, A.L.S**



NOTES: DISTANCES ARE IN METRES AND DECIMALS THEREOF  
 AREA OF ERE OUTLINED THUS   
 AREA OF ERE SHOWN THUS:   
 TOTAL AREA OF ERE = 24.63Ha. (60.86Ac.)

DON WILSON SURVEYS LTD.  
 BOX 4120, BARRHEAD, ALBERTA  
 T7N 1A1 PHONE: (780) 674-2287  
 FILE: 21639 DATE: APRIL 28, 2022

67

**"SCHEDULE B"**

**Environmental Reserve Easement in:  
Lot 1 – Block 2 – Plan 222 1517  
Description as follows:**

Plan 222 1517

Block 2

Lot 1

Containing 48.9HA (120.83AC) more or less  
EXCEPTING THEREOUT ALL MINES AND MINERALS

\*As shown in Red on "Schedule A"

lot



222158540

222158540 REGISTERED 2022 07 16  
CAVE - CAVEAT  
DOC 3 OF 3 DRR#: D005KMC ADR/BMCGUNITG

69

**ALBERTA GOVERNMENT SERVICES  
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

**222158538**

ORDER NUMBER: 46490440

**ADVISORY**

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

70

**CAVEAT RE: RESTRICTIVE COVENANT**

TAKE NOTICE that Lac Ste. Anne County has an estate or interest in the nature of a Restrictive Covenant pursuant to Section 651.1 of the Municipal Government Act in the lands described as follows:

LEGAL DESCRIPTION

MERIDIAN 5 RANGE 1 TOWNSHIP 55  
SECTION 34

ALL THAT PORTION OF THE SOUTH EAST QUARTER  
NOT COVERED BY THE WATERS OF SANDY LAKE AT THE TIME OF  
THE SURVEY OF THE SAID LAKE  
AS SHOWN UPON A PLAN OF SURVEY OF THE SAID TOWNSHIP DATED  
29 JULY AD 1899  
CONTAINING 61.2 HECTARES (151.20 ACRES) MORE OR LESS  
EXCEPTING THEREOUT  
1.62 HECTARES (4 ACRES) MORE OR LESS  
AS SHOWN ON ROAD PLAN 2609NY  
EXCEPTING THEREOUT ALL MINES AND MINERALS

standing in the register in the name(s) of


VIVCOR HOLDINGS INC.  
421 Cowan Point  
Sherwood Park, AB T8H 0E6

and the Caveator forbids the registration of any person as transferee or owner of, or any instrument affecting, the said estate or interest, unless the instrument or certificate of title, as the case may be, is expressed to be subject to my claim.

I APPOINT                      Lac Ste. Anne County  
                                            Box 219  
                                            Sangudo, Alberta, T0E 2A0

as the place at which notices and proceedings relating hereto may be served.

DATED this 10 day of MAY, 2022

  
Mike Primeau,  
Signing Authority on Behalf  
of Lac Ste. Anne County

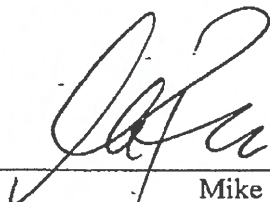
11


AFFIDAVIT IN SUPPORT OF CAVEAT

I, Mike Primeau, make oath and say as follows:

1. THAT I am the agent for the caveator.
2. THAT I believe the caveator has a good and valid claim upon the land, and I say that this caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal with it.

SWORN BEFORE me in the  
Hamlet of Sangudo,  
in the Province of Alberta, the  
10 day of MAY, 2022

  
Mike Primeau  
Signing Authority on behalf of  
Lac Ste. Anne County

  
A Commissioner for Oaths in and for the  
PROVINCE OF ALBERTA  
TANNA DAWN VANDERWELL  
My Appointment Expires January 9, 2025

10

**RESTRICTIVE COVENANT (DRAINAGE EASEMENT)**

**THIS AGREEMENT** made effective as of the 18 day of APRIL, 2022.

**BETWEEN:**

**VIVCOR HOLDINGS INC.**

**[NAME OF REGISTERED OWNER(S)]**

(the "Grantor")

**OF THE FIRST PART**

- and -

**LAC STE. ANNE COUNTY**

(the "County" or the "Grantee")

**OF THE SECOND PART**

**WHEREAS** the Grantor is registered as an owner in fee simple, subject to any registered encumbrances and liens, of the lands situate in the Province of Alberta, as more particularly described in Schedule "A" hereto (the "Grantor's Lands");

**AND WHEREAS** the Grantee has the direction, control and management of the roads adjacent to and in the vicinity of the Grantor's Lands (the "Grantee's Lands"), and is entitled to registered this Agreement pursuant to s. 651.1 of the *Municipal Government Act*;

**NOW THEREFORE** in consideration of ONE DOLLAR (\$1.00) and other valuable consideration the following shall be binding upon the parties hereto and shall attach to and run with the Grantor's Lands and the parties hereto covenant and agree as follows:

**NOW THEREFORE THIS AGREEMENT WITNESSES THAT:**

- (1) In this agreement the following terms and expressions have the following meanings:
  - (a) "**Benefited Lands**" means the roads adjacent to and in the vicinity of the Grantor's Lands, under the direction control and management of the Grantee;
  - (b) "**Burdened Lands**" means the lands described in Schedule "A";
  - (c) "**Overland Drainage Facility**" means any facility or facilities for the drainage or control of storm water, and includes, but is not limited to:
    - (i) a grass swale;

13



- (ii) a concrete or asphalt walkway, gutter or swale;
- (iii) a drainage control fence or structure; and
- (iv) the sloping and contouring of land to facilitate the drainage or control of storm water.

(2) The Grantor covenants and agrees for itself and its successors in title that, with respect to the Burdened Lands, it will not:

- (a) Build, erect or maintain nor permit or suffer to be built, erected or maintained on the Burdened Lands any building or structure that would or could prevent, restrict or interfere with the natural flow, direction of flow or of water on or from the Lands;
- (b) Plant or maintain on the Burdened Lands any trees, shrubs or landscaping which would or could prevent, restrict or interfere with the natural flow, direction of flow or of water on or from the Lands;
- (c) Suffer or permit dirt, fill, loam, gravel, paper debris, plant material, snow, ice or slush to accumulate on the Burdened Lands in such a manner that would or could prevent, restrict or interfere with the natural flow, direction of flow or of water on or from the Lands,

Provided however that nothing in the foregoing shall prevent the Grantor from undertaking development on the Lands in accordance with the terms and conditions of any development permit duly issued by the Development Authority of Lac Ste. Anne County with respect to the Lands.

(3) The Grantor grants to the Grantee the following rights, privileges and easement in, under, over, across and through the Burdened Lands:

- (a) to construct, operate, inspect, maintain, repair and replace an Overland Drainage Facility in, under, over, across and through the Burdened Lands; and
- (b) for the Grantee and its employees, contractors, servants and agents, to have ingress and egress and to pass and to repass over those portions of the Burdened Lands which and only for so long as such portions are not occupied by a building or structure other than a fence, either on foot or by means of vehicles or necessary machines whatsoever, and to remain on any such portion of the Burdened Lands, in order to exercise any of the rights herein granted provided always that such rights shall be exercised in a manner so as to cause as little damage as reasonably practicable to existing landscaping.

(4) The Grantor shall, at its expense, maintain and repair in good operating condition that portion of the Overland Drainage Facility constructed or installed on the Burdened Lands. Any person entitled to carry out any of the aforesaid operations will do so in a good and workmanlike manner and will cause or do as little damage and inconvenience to the owner or occupier of the Burdened Lands as is reasonably possible, and any excavations or workings made or done

TH

in connection therewith shall, so far as is reasonably practicable, be restored to its former condition.

- (5) In the event of any emergency related to or caused by the Overland Drainage Facility, the Grantee may enter upon such portion of the Burdened Lands as is reasonably necessary to rectify the situation and take such action as is reasonably necessary to rectify the situation, all at the expense of such Grantor. The Grantor shall, upon demand, forthwith reimburse the person who incurred such expenses.
- (6) The Grantee shall indemnify and save harmless the Grantor against all actions, claims and demands which may be made or brought against the Grantor by reason of anything done by the Grantee in the exercise of the rights, privileges and liberties herein granted, or anyone using the easement, with the express or implied permission of such Grantee, it being expressly understood and agreed that all persons using the easement do so entirely at their own risk.
- (7) Where more than one person enters into this agreement as Grantor, all of the agreements, covenants, terms, provisions, and conditions contained herein shall be construed as being both joint and several with respect to each such person.
- (8) Where the context so requires, the singular number shall be read as if the plural were expressed and the masculine or neuter gender as if the masculine, feminine or neuter were expressed.
- (9) If any covenant or term of this agreement or the application thereto to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this agreement, other than such term, shall be valid and in force to the extent permitted by law.
- (10) This agreement and any schedules attached hereto may be registered by caveat upon title to the Burdened Lands.
- (11) This agreement enures to the benefit of and binds the parties and their respective heirs, executors, administrators, personal and legal representatives, successors and assigns.
- (12) The recitals set forth above shall form part of this agreement to the same extent as if repeated herein at length;
- (13) Schedule "A", attached hereto shall form part of this agreement.
- (14) Time shall, in all respects, be of the essence of this agreement.
- (15) Any notice, communication or request to be given to the Grantor or the Grantee hereunder shall be in writing by registered mail, postage prepaid or by personal delivery to such person at the address for such person currently shown on the tax rolls of the County provided that if postal service is interrupted by strikes, slowdown or other cause the notice, communication or request shall be personally delivered to ensure prompt receipt.
- (16) No action shall be commenced against any person for damages or otherwise for breach of any one or more of the covenants contained in this agreement which are alleged or proven by a Court of competent jurisdiction to be in breach of this agreement, unless such person is registered as owner of the Burdened Lands in respect of which the breach has occurred at the

TS



**SCHEDULE "A"**

**LEGAL DESCRIPTION**

**MERIDIAN 5 RANGE 1 TOWNSHIP 55**

**SECTION 34**

**ALL THAT PORTION OF THE SOUTH EAST QUARTER**

**NOT COVERED BY THE WATERS OF SANDY LAKE AT THE TIME OF  
THE SURVEY OF THE SAID LAKE**

**AS SHOWN UPON A PLAN OF SURVEY OF THE SAID TOWNSHIP DATED  
29 JULY AD 1899**

**CONTAINING 61.2 HECTARES (151.20 ACRES) MORE OR LESS  
EXCEPTING THEREOUT**

**1.62 HECTARES (4 ACRES) MORE OR LESS**

**AS SHOWN ON ROAD PLAN 2609NY**

**EXCEPTING THEREOUT ALL MINES AND MINERALS**

**DETAILED\_LEGAL LONG\_LEGAL**

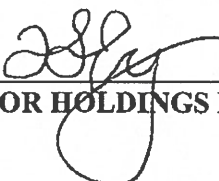
11

**AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY**

I, QUINTON BUYAR of SHERWOOD PARK, in the Province of Alberta, MAKE OATH AND SAY:

1. I am a OWNER of **VIVCOR HOLDINGS INC.** named in the within Drainage Easement and Restrictive Covenant.
2. I am authorized by the corporation to execute the instrument without affixing a corporate seal.

SWORN BEFORE ME at EDMONTON )  
in the Province of Alberta )  
this 18 day of APRIL, 2022 )

  
\_\_\_\_\_  
**VIVCOR HOLDINGS INC.**

  
\_\_\_\_\_  
A COMMISSIONER FOR OATHS IN  
AND FOR ALBERTA


My Appointment Expires NOVEMBER 29, 2023  
**Peter Dombowsky**

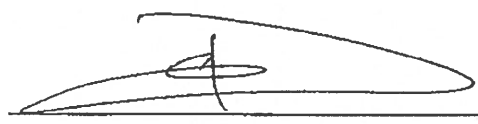
**AFFIDAVIT OF EXECUTION**

CANADA ) I, Peter Dombowsky  
PROVINCE OF ALBERTA ) Of SHERWOOD PARK  
TO WIT: ) in the Province of Alberta,

MAKE OATH AND SAY:

1. THAT I was personally present and did see QUINTON BUYAR, named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;
2. THAT the instrument was executed at EDMONTON, Alberta and that I am the subscribing witness thereto;
3. THAT I believe QUINTON BUYAR(S), whose signature I witnessed, is at least eighteen (18) years of age.

Sworn before me at EDMONTON )  
in the Province of Alberta )  
this 18 day of APRIL, 2022 )  
  
\_\_\_\_\_ )

  
\_\_\_\_\_  
**Peter Dombowsky**, Witness

A Commissioner for Oaths in and for Alberta

My Appointment Expires MARCH 8,  
2023  
**BUD CLARKE**

18



222158538

222158538 REGISTERED 2022 07 16

CAVE - CAVEAT

DOC 1 OF 3 DRR#: D005KMC ADR/BHCGUNIG

LINC/S: 0022865936

79

# Summer Village of Sunrise Beach

## Request For Review and Comment

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	<b>February 21, 2023</b>
Originated By:	<b>Tony Sonnleitner, Development Officer</b>
Title:	<b>Development Permit 23DP01-44 Single Detached Dwelling with Variances to the Siting Requirements.</b>
Lands:	<b>Plan 3503 KS, Block 1, Lot 3 : 6103 Willow Way (the "Lands").</b>
Land Use District:	<b>R – Residential District</b>

### APPLICATION:

January 26, 2023: The Development Officer for the Summer Village of Sunrise Beach received an application (copy attached) for Development Authority approval for "To leave structure as built" of a building that was previously constructed upon the Lands. Where the building does not conform to the development requirements specified under Land Use Bylaw 71-1999, and thus require a variance to those requirements. The applied for variances to the siting requirements specified in Section 50(4) for the Permitted Use of a Single Detached Dwelling are as follows:

b) Minimum floor area per dwelling unit (not including attached garage) 74.3 m<sup>2</sup> (800.0 ft<sup>2</sup>), where 32.7 m<sup>2</sup> (352.0 ft<sup>2</sup>) is applied for. This is a 56% variance to the requirement.

d) Minimum Front Yard Setback shall be at the discretion of the Development Authority who shall have concern for development or potential development on adjacent parcels, but in no case shall a front yard setback be less than 8.0 m (26.2 ft), where 2.74 m (9.0 ft) is applied for. This is a 70% variance to the requirement.

Land Use Bylaw 71-1999, Section 10 DEVELOPMENT PERMIT REFERRALS states: "Notwithstanding any other provisions of this bylaw, all variance requests will be directed to council for their review and comment." Hence the referral to Council with respect to the variances applied for to the siting requirements.

### DISCUSSION:

Guidance to the Development Authority in decision making is expressed in the Municipal Development Plan 132-13, the Land Use Bylaw 71-1999, and LUB Amendment 114-08.

### MDP 132-13

Section 3.1.2 POLICIES

50

1. All development will conform to the policies and future land use plan in this document and the Land Use Bylaw of the Summer Village.

3. Future residential or commercial development will take place on those lands designated Residential or Commercial respectively. Re-development is permitted, but only in accordance with the Land Use Bylaw of the Summer Village. Undeveloped lands may be developed, if:

- a) The lands are shown to be suitable for development to the satisfaction of Council;
- b) The development retains the current amenity of the residential areas of the Summer Village.

4. The required form of residential development is divided into two groups:

- a) Lots adjacent to the shoreline of Sandy Lake shall be developed / redeveloped with single detached dwellings;

#### **LUB 71-1999**

#### **SECTION 4 DEFINITIONS**

**"MAIN BUILDING OR USE"** - means the primary building or use for which the site is ordinarily used. Garages, lofts, boathouses and similar uses on lots which have a developed and usable residence shall not be regarded as a primary building or use in residential land use districts;

**"SINGLE DETACHED DWELLING"** – means a complete building intended to be used as a permanent residence not separated from direct access to the outside by another separate or self contained portion of a building and has a length to width ratio of no more than 2.0:1. Does not include a mobile home, manufactured, home, or modular home as defined under this Bylaw and shall have a minimum floor area of 74.3 sq. metres (800 sq. feet) not including decks, porches or verandahs.

**"YARD, LAKE-FRONT"** - means the yard extending across the full width of a lake-front lot and situated between the lot line closest to the lake and the nearest portion of the principal building;

#### **SECTION 8 APPLICATION FOR DEVELOPMENT PERMIT**

(6) Notwithstanding Subsection (5), the Development Officer may approve or conditionally approve an application for a development that does not comply with this Bylaw if, in his opinion,

(a) the propose development would not:

- i) unduly interfere with the amenities of the neighbourhood, or
- ii) materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
- iii) pedestrian walkways that will connect the pedestrian walkway system serving the development with a pedestrian walkway system that serves or is proposed to serve an adjacent development or both; and

(b) the proposed development conforms with the use prescribed for that land

81



or building in this Bylaw.

### **SECTION 9 SAME OR SIMILAR USES**

The uses which are listed in the permitted and discretionary uses columns under the land use districts are not intended to be exclusive or restrictive. Where a specific use does not conform to the wording of any definition, the Development Officer may deem that the proposed use conforms to the spirit and intent of the purpose of the land use district and is deemed similar to other uses allowed in that land use district. Notwithstanding, all uses defined as "same or similar uses" shall be discretionary.

### **LUB AMENDMENT 114-08**

4. Section 50(4) to read "Site Requirements: a) Coverage of all buildings shall not exceed 30% of the total site area. (b) Floor Area: Minimum floor area per dwelling unit (not including attached garage) shall be 74.3 m<sup>2</sup> (800.0 ft<sup>2</sup>). (c) Maximum Height: The height of structures shall not exceed 9.0 m (29.5 feet). (d) Minimum Front Yard Setback: i) Lake-front - at the discretion of the Development Officer but not less than 8.0 m (26.2 ft.).

The above amendment to the LUB reaffirmed Council's direction to have the minimum floor area for dwelling units be a minimum of 74.3 sq. m.; where that requirement is stated as a "shall".

The above amendment to the LUB increased the minimum front yard for dwelling units from 7.0 m to 8.0 m; where that requirement is stated as a "shall".

Photograph of proposed development:



82

**DEVELOPMENT PERMIT APPLICATION  
SUPPORT DOCUMENTATION CHECKLIST**



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

Select the appropriate Development Permit Application type, and submit required documentation listed with a complete application. Upon verification of complete application and calculation of permit cost, payment will be required.

**All Development Permit Applications require the following:**

- Certificate of Title or Land Title Search of the property obtained no more than 3 weeks prior to the date of application. The Title or Search may be obtained from any Alberta Registries Office.
- Authorization from the Registered Owner. The titled owner may appoint an agent.
- A complete application form.
- A complete Right to Entry form.
- A complete Electronic Communication form.

**New Residential Developments require all of the following**

- Site Plan outlining the proposed development including front, side and rear setbacks, including eaves, as well as dimensions of the proposed development Please include location of site servicing components; well, cistern, and septic system (pdf preferred);
- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed (pdf preferred);
- Interior floor plans, including the basement (pdf preferred);
- Site Servicing and Grading drawings (if applicable).
- Location of all easements and utility rights-of-way; and
- Location of existing or proposed access points to the property.

**New Non-Residential Developments require all of the following**

- Site Plan outlining the proposed development including front, side and rear setbacks, including eaves, as well as dimensions of the proposed development (pdf preferred);

- Exterior elevation drawings showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed (pdf preferred);
- Interior floor plans, including the basement (pdf preferred);
- Site Servicing and Grading drawings (if applicable).
- Landscaping Drawings;
- Location of all easements and utility rights-of-way;
- A storm drainage plan;
- Location of garbage containment areas, off-street loading and parking areas;
- Vehicular and pedestrian circulation on the site and to adjacent sites or public rights-of-way;
- A lighting plan; and
- Location of existing or proposed access points to the property.

**Change of Use on the land or within a building (commercial/industrial/institutional/residential day home) requires the following:**

- Site Plan showing –
  - location of the use
  - location of the use within the existing building
  - interior floor plan

**Additional information may be required during the processing of the development permit application, including but not limited to the following:**

- **Geotechnical reports;**
- **Traffic Impact Analysis**

**Development Permit applications may be circulated to other municipal departments or to third parties (i.e. Provincial departments or Utility Providers) for comment or concurrence, at the discretion of the Development Officer.**

If you have questions please contact:  
Development Officer – Tony Sonnleitner

Ph: 1-780-718-5479  
Fax: 1-866-363-3342  
Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

84

## DEVELOPMENT PERMIT APPLICATION



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

**Application Number:** \_\_\_\_\_  
**Application Received Date:** \_\_\_\_\_  
**Application Deemed Complete:** \_\_\_\_\_

PROJECT LOCATION – REQUIRED		
Suite:	Street Address: 6103	Street Name: Willow Way
Legal Description: Unit / Lot / Block / Plan or Quarter / Section / Township / Range / Meridian 3 / 1 / 503KS / /		
TYPE OF USE – REQUIRED		
<input type="radio"/> New Construction	<input type="radio"/> Addition	<input type="radio"/> Fence
<input type="radio"/> Garage	<input type="radio"/> Well / Cistern / Septic System	<input type="radio"/> Temporary Business
<input type="radio"/> Accessory Building / Shed	<input type="radio"/> Change of Occupancy or Use	<input type="radio"/> Variance
<input type="radio"/> Accessory Structure / Deck	<input type="radio"/> Secondary Suite	<input type="radio"/> Sign
<input type="radio"/> Other Residence		
PROJECT DESCRIPTION - REQUIRED		COST OF PROJECT - REQUIRED \$ 30,000
To leave structure as built		
NEW CONSTRUCTION – REQUIRED		
<input checked="" type="radio"/> Residential	<input type="radio"/> Multi-family Dwelling	<input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Institutional
<input checked="" type="checkbox"/> Single Detached <input type="checkbox"/> Semi Detached	Number of units: _____	Total Area: _____ m <sup>2</sup>
GARAGES/ACCESSORY BUILDINGS/ADDITIONS/ STRUCTURES /DECKS / FENCES – REQUIRED		
Total Area (m <sup>2</sup> ):	Height (if applicable):	<input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial <input type="radio"/> Institutional
CHANGE OF OCCUPANCY OR USE – COMPLETE ONLY IF APPLYING FOR CHANGE OF USE OR OCCUPANCY OR FAMILY DAY HOME		
Total Area (m <sup>2</sup> ):		
FAMILY DAY HOME – COMPLETE ONLY IF APPLYING FOR A FAMILY DAY HOME		
Are room alterations involved: <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes – Number of Rooms: _____ List Rooms: _____		
Describe alterations:		
Provide a detailed description of materials, equipment and/or vehicles including utility trailer(s) that will be used and where they will be stored:		
Number of resident employees: (employees that reside in the home):	Number of children (including children under the age of 5 who are otherwise permanent residents of the dwelling):	
Hours of Operation:	Number of daily business visits to the property:	
Number of household vehicles:	Number of onsite parking stalls:	

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer a development permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at (587) 873-5765.

85

## DEVELOPMENT PERMIT APPLICATION



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

**SIGNS – COMPLETE ONLY IF APPLYING FOR A SIGN PERMIT**

Temporary: <input type="checkbox"/> Balloon <input type="checkbox"/> Billboard <input type="checkbox"/> Portable - # of 30 day periods _____ <input type="checkbox"/> Developer Marketing <input type="checkbox"/> Development Directional <input type="checkbox"/> Other	Permanent : <input type="checkbox"/> Freestanding <input type="checkbox"/> Fascia / Wall / Projecting / Roof / Canopy <input type="checkbox"/> Changeable Copy <input type="checkbox"/> Other
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**SECONDARY SUITE – COMPLETE ONLY IF APPLYING FOR A SECONDARY SUITE**

The proposed secondary suite is located within: <input type="checkbox"/> The principal dwelling unit <input type="checkbox"/> The second story of a detached garage <input type="checkbox"/> An accessory building <input type="checkbox"/> Other (describe): _____	Floor area of the secondary suite (m <sup>2</sup> ): _____	Number of bedrooms in the secondary suite: _____
Floor area of the principal dwelling unit (m <sup>2</sup> ): _____		Number of parking stalls available on site: _____

**OWNER OR REPRESENTATIVE – REQUIRED**

<input checked="" type="radio"/> I am the registered owner of the land described above	<input checked="" type="radio"/> I have been designated as the representative of the owner (written consent attached)
Owner Name: Georgina Meade	Agent Name: Craig Thomas
Signature: <i>G Meade</i>	Signature: _____

**MAILING ADDRESS (OWNER) – REQUIRED**

Mailing address: 7726 - 81 Avenue NW	City: Edmonton	Province: Alberta	Postal Code: T6C 0V5
Phone no.: Home: (780) 469-4104 Cell (780) 240-0800	Builders License # _____		
Email Address: <a href="mailto:gmrj@shaw.ca">gmrj@shaw.ca</a>			

**APPLICANT  SAME AS OWNER/REPRESENTATIVE – REQUIRED**

Applicant Name: Craig Thomas	Phone no.: 7808022475	Builders License no.: _____
Company Name: Urban Creative		Email Address: cthomas1970@shaw.ca
Mailing address: 10155 82 Street	City: Edmonton	Province: AB
		Postal Code: T6A3M1

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

\_\_\_\_\_  
*Applicant's signature*

January 23, 2023

Date

80

# RIGHT OF ENTRY AUTHORIZATION

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

## Summer Village of Sunrise Beach



Development Services

Box 2945, Stony Plain, Alberta T7Z 1Y4

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

Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

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

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

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

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

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

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

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

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

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

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

Legal Land Description	Lot 3, Block 1, Plan 3503KS
Registered Owners Name as Per Certificate of Title	Georgina Meade
Name of Signing Authority (If owner is a numbered company)	
Property Address	6103 Willow Way
	Sunrise Beach AB

Signature

Print

Date

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

87

# ELECTRONIC COMMUNICATION

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



## Summer Village of Sunrise Beach

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

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


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

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

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

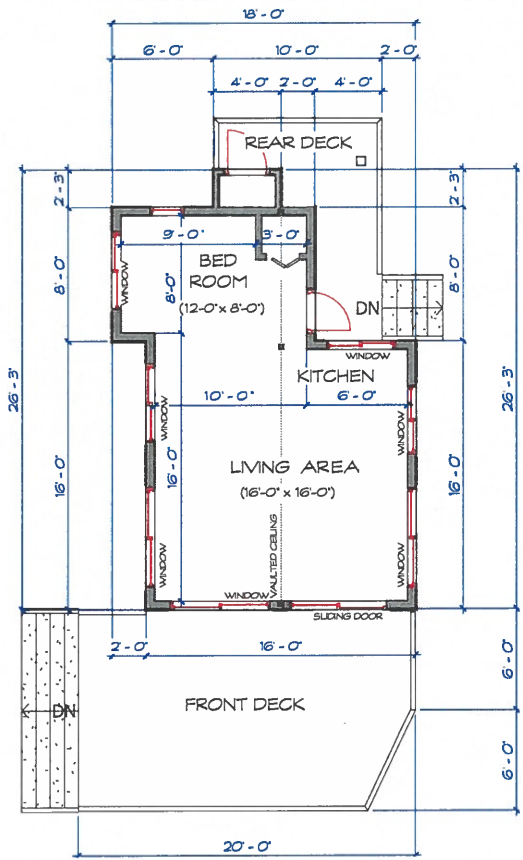
*(b) it is possible to make a copy of the document from the electronic transmission.*

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

Legal Land Description	Lot 3, Block 1, Plan 3503KS	
Registered Owners Name as Per Certificate of Title	Georgina Meade	
Name of Signing Authority (If owner is a numbered company)		
Property Address	6103 Willow Way	
	Sunrise Beach AB	
		
Signature	Print	Date

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

48



MAIN FLOOR PLAN

NOTES:

DRAWINGS MUST NOT BE SCALED, FIGURED DIMENSIONS ONLY MAY BE USED, DIMENSIONS SHOULD BE VERIFIED IN THE FIELD AND ANY DISCREPANCIES SHOULD BE REPORTED TO THE DESIGNER IMMEDIATELY.

THIS DRAWING IS ONLY ALLOWED FOR ITS INTENDED PURPOSE. HANDING IT OUT TO A THIRD-PARTY OR COPYING IS NOT PERMITTED WITHOUT THE CONSENT THE DESIGNER.

Project:	AS-BUILT STRUCTURE
	Client: RYAN JABS AND FAMILY

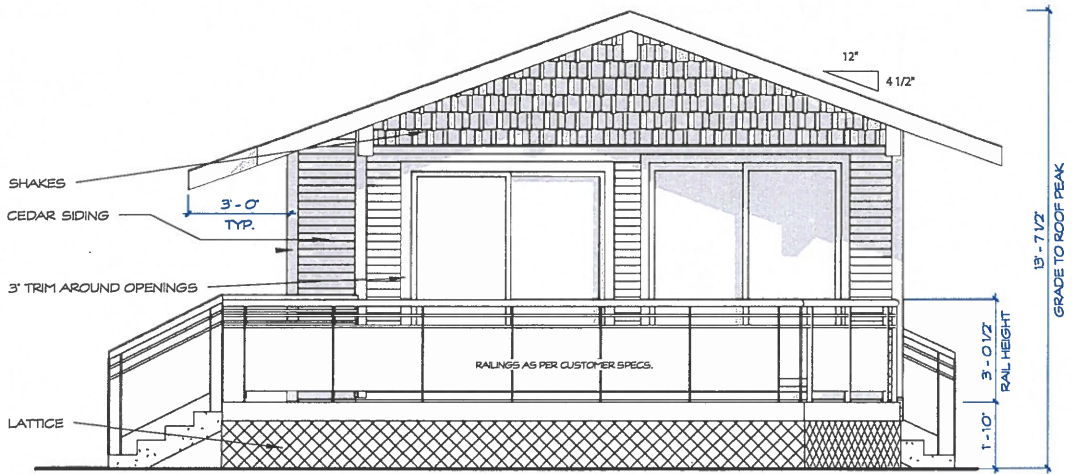
LOT:	3
BLOCK:	1
PLAN:	3503 KS
scale:	1/8" = 1'-0"
date:	2023-01-12 2:04:14 AM
drawn:	NW
checked:	

TITLE:	FINISHED MAIN FLOOR
drwg ref:	A01

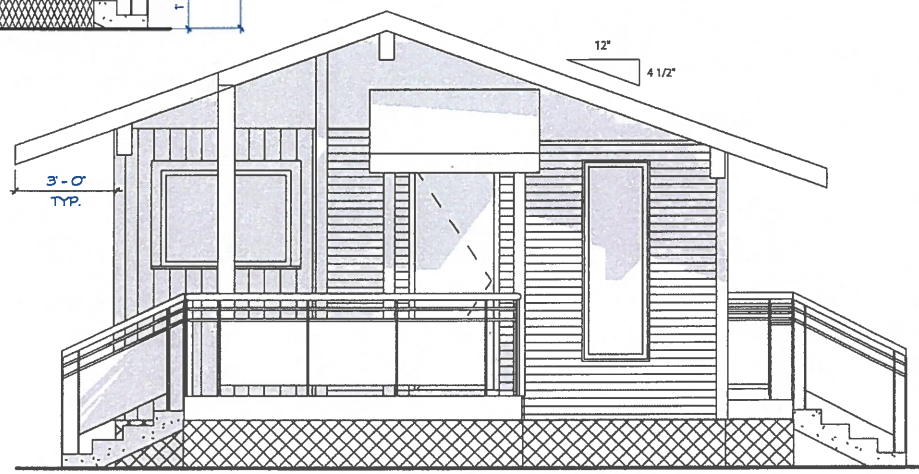
BARIO DESIGN + ASSOCIATES INC.
+1 (780) 399 0862
bar1Oandassociates@gmail.com

89





APPROACH  
(EAST)



REAR ELEVATION (WEST)

NOTES:

DRAWINGS MUST NOT BE SCALED, FIGURED DIMENSIONS ONLY MAY BE USED. DIMENSIONS SHOULD BE VERIFIED IN THE FIELD AND ANY DISCREPANCIES SHOULD BE REPORTED TO THE DESIGNER IMMEDIATELY.

THIS DRAWING IS ONLY ALLOWED FOR ITS INTENDED PURPOSE. HANDING IT OUT TO A THIRD-PARTY OR COPYING IS NOT PERMITTED WITHOUT THE CONSENT THE DESIGNER.

**Project:**  
AS-BUILT  
STRUCTURE

**Client:**  
RYAN JABS AND FAMILY

LOT:	3
BLOCK:	1
PLAN:	3503 KS
scale:	1/4" = 1'-0"
date:	2023-01-12 2:06:17 AM
drawn:	NW
checked:	

TITLE:  
ELEVATIONS

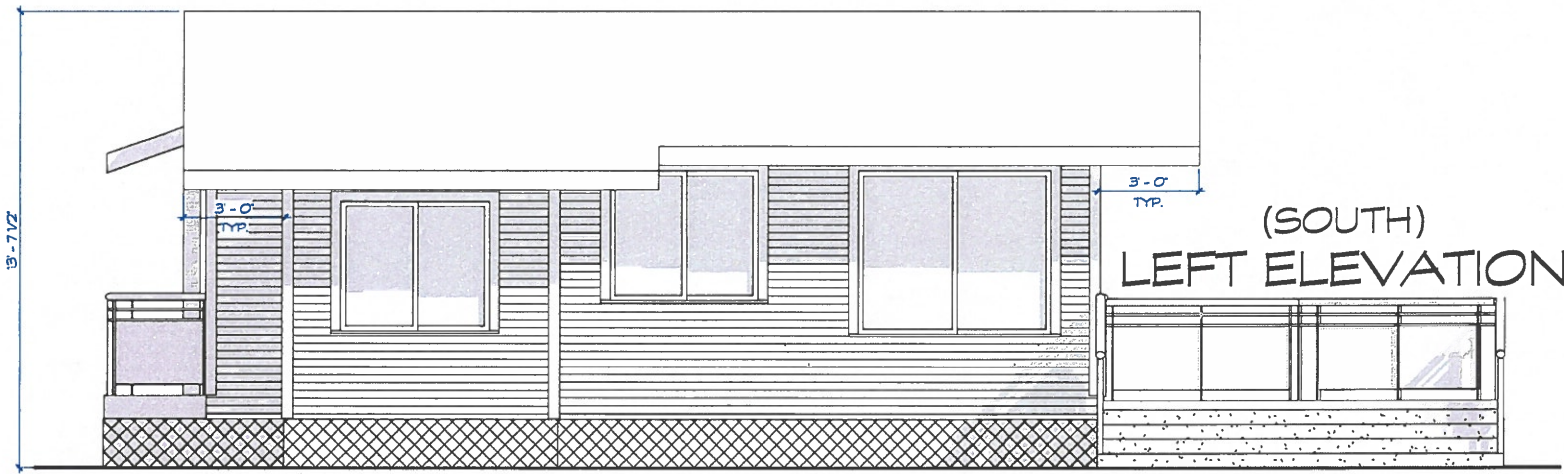
drwg ref:  
**A02**

BARIO DESIGN + ASSOCIATES INC.

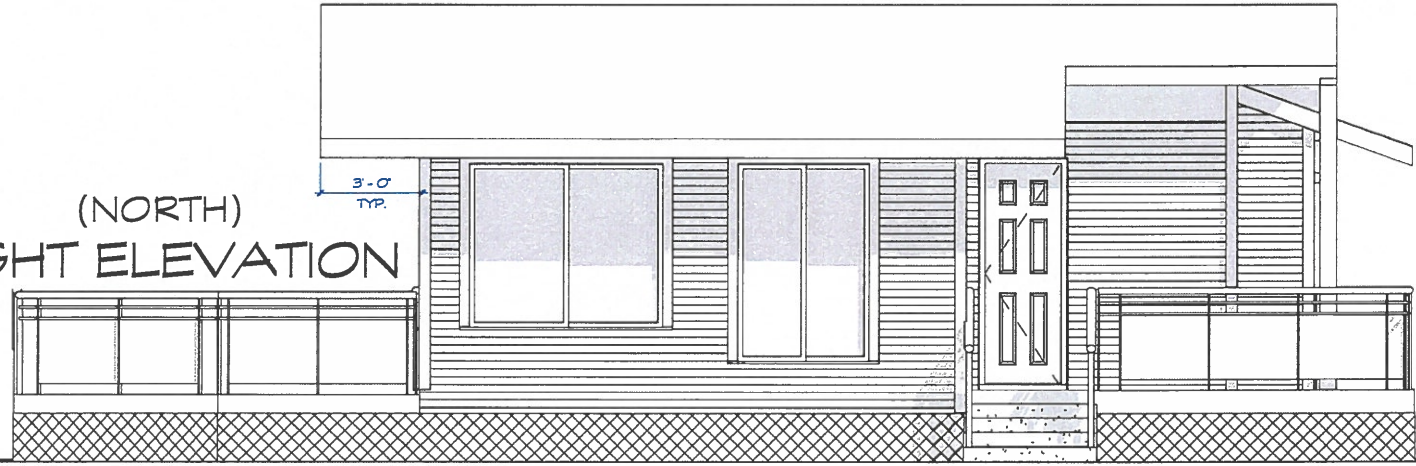
---

+1 (780) 399 0862  
bar1Oandassociates@gmail.com

90



(SOUTH)  
LEFT ELEVATION



(NORTH)  
RIGHT ELEVATION

<p>NOTES:</p> <p>DRAWINGS MUST NOT BE SCALED. FIGURED DIMENSIONS ONLY MAY BE USED. DIMENSIONS SHOULD BE VERIFIED IN THE FIELD AND ANY DISCREPANCIES SHOULD BE REPORTED TO THE DESIGNER IMMEDIATELY.</p> <p>THIS DRAWING IS ONLY ALLOWED FOR ITS INTENDED PURPOSE. HANDING IT OUT TO A THIRD-PARTY OR COPYING IS NOT PERMITTED WITHOUT THE CONSENT THE DESIGNER.</p>	<p>Project:</p> <p>AS-BUILT STRUCTURE</p>	<p>LOT:</p> <p>3</p>	<p>TITLE:</p> <p>ELEVATIONS</p>	<p>BARIO DESIGN + ASSOCIATES INC.</p>
	<p>Client:</p> <p>RYAN JABS AND FAMILY</p>	<p>BLOCK:</p> <p>1</p>	<p>PLAN:</p> <p>3503 KS</p>	<p>scale:</p> <p>1/4" = 1'-0"</p>
		<p>date:</p> <p>2023-01-12 2:06:41 AM</p>	<p>drawn:</p> <p>Author</p>	<p>+1 (780) 399 0862</p>
		<p>checked:</p>		<p>barioandassociates@gmail.com</p>

91



**NOTES:**

DRAWINGS MUST NOT BE SCALED. FIGURED DIMENSIONS ONLY MAY BE USED. DIMENSIONS SHOULD BE VERIFIED IN THE FIELD AND ANY DISCREPANCIES SHOULD BE REPORTED TO THE DESIGNER IMMEDIATELY.

THIS DRAWING IS ONLY ALLOWED FOR ITS INTENDED PURPOSE. HANDING IT OUT TO A THIRD-PARTY OR COPYING IS NOT PERMITTED WITHOUT THE CONSENT THE DESIGNER.

**Project:**

AS-BUILT  
STRUCTURE

**Client:**

RYAN JABS AND FAMILY

LOT:	3
BLOCK:	.
PLAN:	3503 45
scale:	
date:	2023-01-12 1:56:46 AM
drawn:	NW
checked:	

**TITLE:**

3D VIEWS

**drwg ref:**

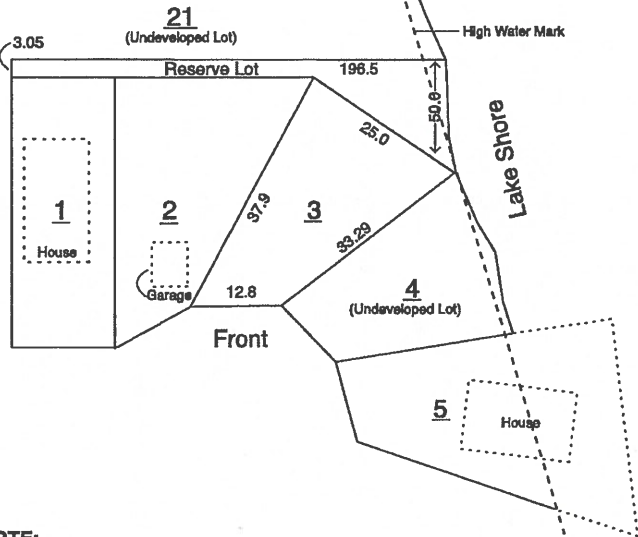
A00

BAR'O DESIGN + ASSOCIATES INC.

-1 (780) 399 0862

bar10andassociates@gmail.com

92

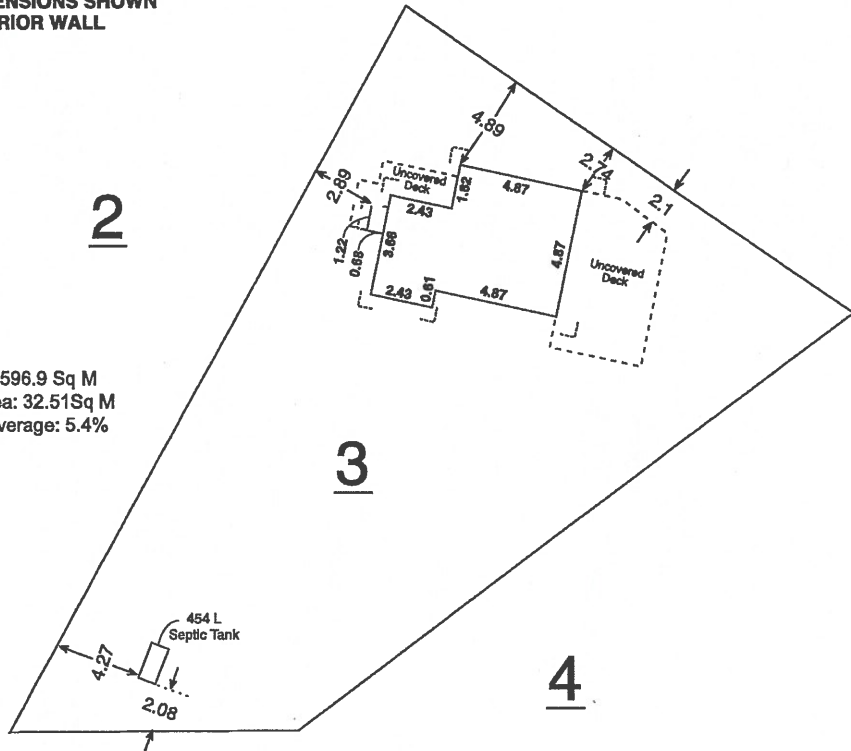


**NOTE:  
ALL DIMENSIONS SHOWN  
TO EXTERIOR WALL**

**2**

Lot Area: 596.9 Sq M  
House Area: 32.51 Sq M  
House Coverage: 5.4%

**3**



**4**

HOUSE TYPE

1 Storey

ALL DISTANCES SHOWN ARE IN METRES AND DECIMALS THEREOF.  
ALL DIMENSIONS AND SERVICES SHOWN MUST BE CONFIRMED BY CONTRACTOR PRIOR TO EXCAVATION.

BUILDER/OWNER: MEADE

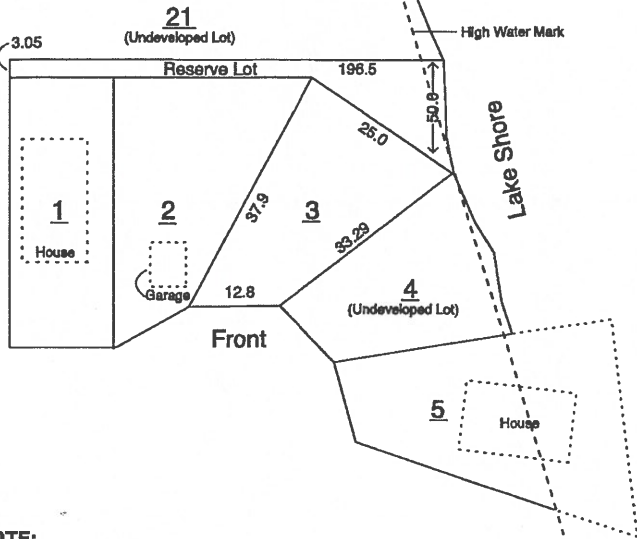
# Site Plan

LOT 3 BLOCK 1 PLAN 3503 KS  
SUBDIVISION Summerville of Sunisle Beach  
IN Lac Ste. Anne County ALBERTA

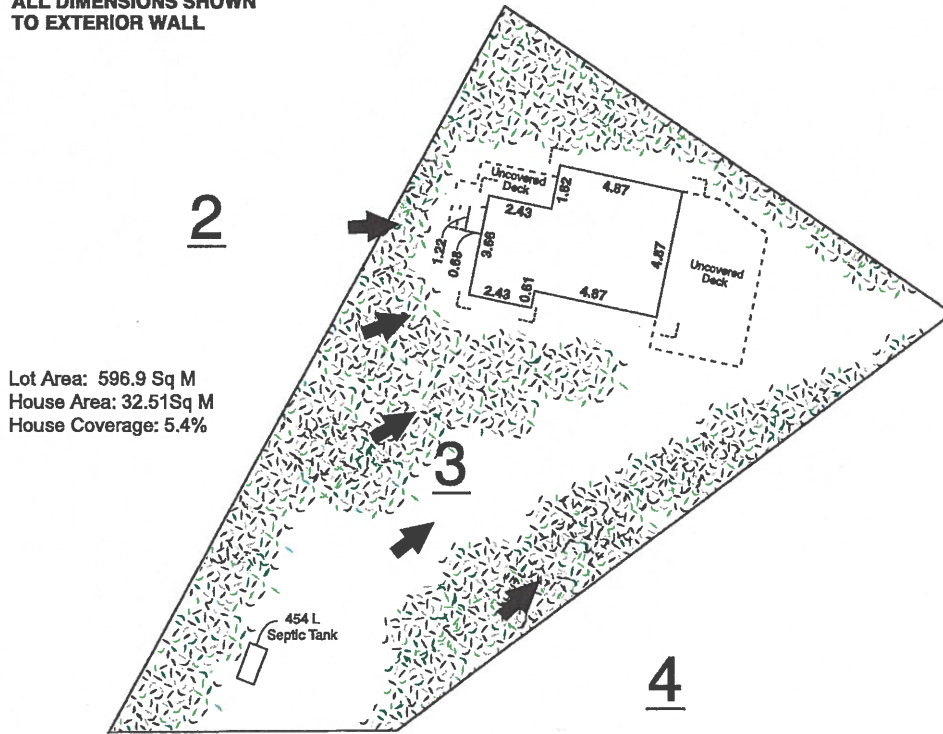
DATE DRAWN: Jan, 5/22



93



**NOTE:  
ALL DIMENSIONS SHOWN  
TO EXTERIOR WALL**



Lot Area: 596.9 Sq M  
House Area: 32.51 Sq M  
House Coverage: 5.4%



HOUSE TYPE \_\_\_\_\_ 1 Storey \_\_\_\_\_

ALL DISTANCES SHOWN ARE IN METRES AND DECIMALS THEREOF.  
ALL DIMENSIONS AND SERVICES SHOWN MUST BE CONFIRMED BY CONTRACTOR PRIOR TO EXCAVATION.

## Grading/Vegetation Plan

BUILDER/OWNER: MEADE

LOT 3 BLOCK 1 PLAN 3503 KS  
SUBDIVISION Summervillage of Sunrise Beach  
IN Lac Ste. Anne County ALBERTA

DATE DRAWN: Jan. 5/22



94

Complete this section only if the applicant is **NOT** the owner of the property being subdivided.

**AUTHORIZATION FORM**

File No: \_\_\_\_\_

I ( We ), Georgina Meade, being the registered owner(s)  
( Name of Registered Owner(s) )

of Lot 3, Block 1, Plan 3503KS, do hereby authorize  
( Legal Description of Land )

Craig Thomas, to make application for  
( Individual or firm seeking application )

subdivision affecting the above lands.

SIGNED: *G Meade*  
Registered Owner

\_\_\_\_\_  
Registered Owner

DATE: January 20, 2023

95

SUMMER VILLAGE OF SUNRISE BEACH  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING DECISION

Hearing: Wednesday, November 2, 2022

Stop Order No. 22STOP03-44

File No. 22SDAB03-44

---

Background:

The Subdivision and Development Appeal Board (the "Board") heard an appeal by Georgina Meade of the decision by the Development Authority for the Summer Village of Sunrise Beach to issue Stop Order No. 22STOP03-44 for development with a permit on lands described as Plan 3503KS, Block 1, Lot 3: 6103 Willow Way within the Summer Village of Sunrise Beach, Alberta (the "Lands").

The Board heard from Georgina Meade, Appellant, Craig Thomas, Representative for the Appellant, and Tony Sonnleitner, Development Officer for the Summer Village of Sunrise Beach. Documents were provided to the Board, as follows:

Exhibit 1	Letter of Appeal – Submitted by Georgina Meade – Received October 7, 2022
Exhibit 2	Development Officer's Report – Submitted by Tony Sonnleitner
Exhibit 3	Appellant's Report – Submitted by Craig Thomas
Exhibit 4	Appellant's Report – Submitted by Georgina Meade

The Board determined based upon the information supplied that the Hearing would fall under the Summer Village of Sunrise Beach's Subdivision and Development Appeal Board.

Decision:

The Board determined that Stop Order No. 22STOP03-44 for the unauthorized development on lands described as Plan 3503KS, Block 1, Lot 3: 6103 Willow Way within the Summer Village of Sunrise Beach, Alberta (the "Lands") shall be upheld, with variances.

Stop Order Variance:

The Board determined that under Section 687(3)(c) of the Municipal Government Act, they will vary Stop Order No. 22STOP03-44 on the Lands with the following:

You are hereby ordered to stop the unauthorized development upon the aforementioned Lands and comply with the Land Use Bylaw by:

1. Either removing the building as depicted in Exhibit "A", demolishing that building and removing the demolition debris from the Lands and restoring the Lands to an aesthetically acceptable condition, including filling in any holes, levelling the Lands and ensuring all refuse and debris has been removed from the site and properly disposed of or submit a development permit application and obtain a development permit for the development.

In order to remedy the condition of the lands as set out above you are hereby required to complete the following work on or before the specified date:

1. Apply and obtain all necessary municipal development and provincial permits, including a development permit from the Summer Village of Sunrise Beach permitting the demolition of the building, the removal of the building from or approving the building on the Lands;

96

SUMMER VILLAGE OF SUNRISE BEACH  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING DECISION

Hearing: Wednesday, November 2, 2022

Stop Order No. 22STOP03-44

File No. 22SDAB03-44

---

2. Provide the Summer Village of Sunrise Beach with written confirmation that a contractor has been retained to complete the removal or demolition of the building and reclamation, including providing the date of commencement of the work, the estimated time for completion and the contact information of the contractor, within fifteen (15) days of the date of approval of all Municipal Development and Provincial permits required in order to lawfully perform the work; and
3. Obtain a Development Permit for development on the Lands or complete the removal or demolition of the building located upon the Lands along with reclamation of the Lands to the satisfaction of the Summer Village of Sunrise Beach by May 31, 2023.

Reasons:

1. The Board determined that the Development Officer had jurisdiction to issue Stop Order No. 22STOP03-44 per the requirements of the Summer Village of Sunrise Beach Land Use Bylaw No. 71-199 Section 5 which states the following:
  - (1) The office of the Development Officer, as established by this Bylaw, shall be filled by a person or persons appointed by Council. The Development Officer and Council shall be the development authority for the Summer Village of Sunrise Beach.
  - (2) For the purposes of the Act, the Development Authority is hereby declared to be an authorized person.
  - (3) The Development Authority shall:
    - (a) receive, consider and decide on applications for a development permit; and
    - (b) make available for inspection during regular municipal office hours:
      - i. a copy of this Bylaw as amended, and
      - ii. a register of all applications including the decisions rendered on them and the reasons therefore; and
    - (c) ensure that the copies of this Bylaw can be purchased by the public at reasonable cost; and
    - (d) carry out his duties as prescribed in the Act with regard to appeals or designate a person to do the same; and
    - (e) perform such duties as established to enforce this Bylaw in conformance with the Act.
2. The Board determined that the development upon the Lands required a development permit based upon the following:
  - (1) Evidence given at the SDAB Hearing showed that a development has been undertaken on the Lands without the approval of the Development Authority for the Summer Village of Sunrise Beach.
  - (2) The Board determined that the Development Authority interpreted the following Sections of the Summer Village of Sunrise Beach Land Use Bylaw 71-1999 correctly to determine the development would fall under development requiring approval.

SECTION 4 DEFINITIONS

- (1) In this Bylaw:

"BUILDING" - means anything constructed or placed on, in, over, or under land, but does not include a highway or public roadway or related developments.

97



SUMMER VILLAGE OF SUNRISE BEACH  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING DECISION

Hearing: Wednesday, November 2, 2022

Stop Order No. 22STOP03-44

File No. 22SDAB03-44

---

"DEVELOPMENT" – means

- (1) an excavation or stockpile and the creation of either of them;
- (2) a building or addition to, or replacement, or repair, or a building and the construction or placing in, on, over, or under land or any of them;
- (3) a change in the use of land or a building or an act done in relation to land or a building that results in, or is likely to result in a change in the use of land or building; or
- (4) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in the intensity of use of the land or building.

"DEVELOPMENT PERMIT" – means a certificate or document permitting a specified proposed land use;

"FLOOR AREA" – means the total of the main floor area calculation and passageways contained in a building, but does not include areas of basements, attached garages, carports, sheds, open porches or breezeways;

"MAIN BUILDING OR USE" – means the primary building or use for which the site is ordinarily used. Garages, lofts, boathouses and similar uses on lots which have a developed and usable residence shall not be regarded as a primary building or use in residential land use districts;

"SINGLE DETACHED DWELLING" – means a complete building intended to be used as a permanent residence not separated from direct access to the outside by another separate or self contained portion of a building and has a length to width ratio of no more than 2.0:1. Does not include a mobile home, manufactured, home, or modular home as defined under this Bylaw and shall have a minimum floor area of 74.3 sq. metres (800 sq. feet) not including decks, porches or verandahs.

SECTION 6 DEVELOPMENT PERMIT REQUIRED

No development other than that designated in Section 7 shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.

SECTION 7 WHERE A DEVELOPMENT PERMIT IS NOT REQUIRED

The following developments shall not require a development permit but must otherwise conform to all other provisions of this Bylaw:

- a) The maintenance or repair of any building provided the work does not include structural alterations;
- b) The erection or placement of a temporary building or sign, the sole purpose of which is incidental to the erection of a building for which a development permit has been granted, provided the temporary building or sign is removed within thirty (30) days of substantial completion or as determined by the Development Officer;
- c) The completion, alteration, maintenance or repair of a street, lane or utility, undertaken upon a public thoroughfare or utility easement, or undertaken to connect the same with any lawful use of buildings or land;
- d) Hard-surfacing of any yard area on a lot for the purpose of providing vehicular access from a public roadway to an on-site parking stall, provided that such hard-surfacing does not drain onto adjacent properties;
- e) The erection of towers, satellite dishes, electronic equipment, flag poles and other poles not exceeding 4.5 m (15.0 ft) provided that the structure is not located in a front yard or on a building or structure;

SUMMER VILLAGE OF SUNRISE BEACH  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING DECISION

Hearing: Wednesday, November 2, 2022

Stop Order No. 22STOP03-44

File No. 22SDAB03-44

---

- f) Landscaping where it will not adversely affect the subject or adjacent properties but does not include changes in grade, stockpiling or excavation;
  - g) A garden tool shed in the rear of the residential parcel, with such a building not to exceed 9.3m<sup>2</sup> (100.0 ft.<sup>2</sup>) in floor area and 2.5m (8.0 ft.) in height and is in conformity with the other provisions of this Land Use Bylaw;
  - h) The erection of campaign signs for federal, provincial, municipal or school board elections on private properties for no more than thirty (30) days, or such other time as regulated under provincial or federal legislation provided that:
    - i. such signs are removed within seven (7) days of the election date, and
    - ii. the consent of the property owner or occupant is obtained, and
    - iii. such signs do not obstruct or impair vision or traffic, and
    - iv. such signs indicate the name and address of the sponsor and the person responsible for removal;
  - i) The erection of a gate or fence which is no higher than 1.83 m (6.0 ft) in height provided that there is not contravention of this or any other Bylaw of the municipality and provided that such a fence or gate does not, in the opinion of the Development Officer, obstruct the vision of persons using roads abutting the parcel; or
  - j) One sign on internal lots or two signs on corner lots advertising a residential property for sale or rent may be displayed on the property to which it pertains during the time the property is being offered for sale, and shall be removed fourteen (14) days after the sale or rental agreement has been entered into. Such signs shall be a maximum of 0.6 m<sup>2</sup> (6.4 ft<sup>2</sup>) and shall be placed or erected no closer than 3.0 m (10.0 ft) to a public right-of-way.
3. The Board determined that the Development Authority for the Summer Village of Sunrise Beach was within its authority to issue the Stop Order as specified in Section 645 of the Municipal Government Act, RSA 2000, c. M-26, as amended:

Section 645 of the Municipal Government Act states:

Stop order

645(1) Despite section 545, if a development authority finds that a development, land use or use of a building is not in accordance with

- (a) this Part or a land use bylaw or regulations under this Part, or
- (b) a development permit or subdivision approval, the development authority may act under subsection (2).

(2) If subsection (1) applies, the development authority may, by written notice, order the owner, the person in possession of the land or building or the person responsible for the contravention, or any or all of them, to

- (a) stop the development or use of the land or building in whole or in part as directed by the notice,
- (b) demolish, remove or replace the development, or

99

SUMMER VILLAGE OF SUNRISE BEACH  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING DECISION

Hearing: Wednesday, November 2, 2022

Stop Order No. 22STOP03-44

File No. 22SDAB03-44

---

- (c) carry out any other actions required by the notice so that the development or use of the land or building complies with this Part, the land use bylaw or regulations under this Part, a development permit or a subdivision approval within the time set out in the notice.
3. The Board reviewed the argument from the Appellant that the Board could set aside the Stop Order and as the development falls within the use for the district where the Lands are located, the Board could approve the development. The Board determined that they would not exercise this power as the Development Authority only presented the Board with evidence of the existence of the development and the absence of a permit, as the Appeal was on Stop Order No. 22STOP03-44 and the Board concluded they did not have a fair analysis of the merits of the development and assessment on the compliance of the development.
4. The Board reviewed the argument from the Appellant that the Board set aside Stop Order No. 22STOP03-44 and authorize the development as the Appellant has submitted a development permit application for the development on the Lands. The Board determined that based on evidence given at the SDAB Hearing specifically on when the development permit application was submitted and subsequent communication between the Development Authority and Appellant, they would not exercise this power as the development permit application was submitted after Stop Order No. 22STOP03-44 was issued. As the Development Authority has not made a decision on the approval of the development permit application, the Board determined that an appeal of Stop Order No. 22STOP03-44 and the development permit could not be heard together as the development permit application has not been refused.

In light of the evidence given, the Board determined that Stop Order No. 22STOP03-44 be upheld but will vary the Stop Order to the following:

You are hereby ordered to stop the unauthorized development upon the aforementioned Lands and comply with the Land Use Bylaw by:

1. Either removing the building as depicted in Exhibit "A", demolishing that building and removing the demolition debris from the Lands and restoring the Lands to an aesthetically acceptable condition, including filling in any holes, levelling the Lands and ensuring all refuse and debris has been removed from the site and properly disposed of or submit a development permit application and obtain a development permit for the development.

In order to remedy the condition of the lands as set out above you are hereby required to complete the following work on or before the specified date:

1. Apply and obtain all necessary municipal development and provincial permits, including a development permit from the Summer Village of Sunrise Beach permitting the demolition of the building, the removal of the building from or approving the building on the Lands;
2. Provide the Summer Village of Sunrise Beach with written confirmation that a contractor has been retained to complete the removal or demolition of the building and reclamation, including providing the date of commencement of the work, the estimated time for completion and the contact information of the contractor, within fifteen (15) days of the date of approval of all Municipal Development and Provincial permits required in order to lawfully perform the work; and

100

SUMMER VILLAGE OF SUNRISE BEACH  
SUBDIVISION AND DEVELOPMENT APPEAL BOARD

SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING DECISION

Hearing: Wednesday, November 2, 2022

Stop Order No. 22STOP03-44

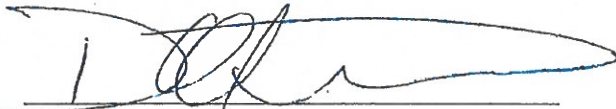
File No. 22SDAB03-44

---

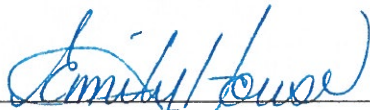
3. Obtain a Development Permit for development on the Lands or complete the removal or demolition of the building located upon the Lands along with reclamation of the Lands to the satisfaction of the Summer Village of Sunrise Beach by May 31, 2023.

A decision of the Subdivision and Development Appeal Board is final and binding on all parties and persons. Subject only to an appeal on a question of law or jurisdiction, an appeal lies to the Alberta Court of Appeal from a decision of the Subdivision and Development Appeal Board, pursuant to Section 668 of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26. An application for leave to appeal shall be made:

- (a) To a judge for the Court of Appeal; and  
(b) Within thirty (30) days after the issue of the decision sought to be appealed.



Denis Meier, Chairperson  
Subdivision and Development Appeal Board



Emily House, Clerk  
Subdivision and Development Appeal Board

November 16, 2022.

Date of Decision

101

# Appointment of ARB Officials 2023

---

From: Gerryl Amarin gerryl@amarinaccounting.com

Date: Tue, Jan 31, 2023, 6:05 PM

Hello All,

Please be advised that the annual requirement for all participating municipalities to appoint the ARB officials for 2023 is now due.

(As per MGA section 454)

-

All municipalities are required to appoint by resolutions the following as your ARB officials for 2023.

ARB Chairman - Raymond Ralph

Certified ARB Clerk - Gerryl Amarin

Certified Panelists - Darlene Chartrand  
Tina Groszko  
Stewart Hennig  
Richard Knowles  
Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.

(I apologize if you have already received this information)

**Gerryl Amarin, CPA | Manager, Finance Officer**

Capital Region Assessment Services Commission (CRASC)

11810 Kingsway Avenue

Edm AB T5G 0X5

Direct: 780 297 8185

102



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

---

103

January 18, 2023

Ms. Wendy Wildman  
Chief Administrative Officer  
Summer Village of Sunrise Beach  
PO Box 1197  
Onoway, Alberta T0E 1V0

Dear Ms. Wildman:

**Subject:** TRAVIS Routing and Vehicle Information System Multijurisdiction (TRAVIS MJ) Memorandum of Agreement.

Thank you for your continued support as a TRAVIS MJ user. We trust the system continues to meet the needs of your municipality's overweight permitting program. Please let us know if there is anything we could do to improve the service to you and your clients. As the term of the above noted Agreement is nearing its five year expiry date of March 27, 2023, I am contacting you to ensure this service is not interrupted.

The Province is very interested in renewing the agreement and therefore, as per section 2.2 of the Agreement, we are requesting that you kindly confirm to us your agreement to extend the term for such period.

To accept the renewal of the agreement for a term of five years please sign two copies and mail back to:

Kerry Von Hollen  
Alberta Transportation and Economic Corridors  
Room 401, 4920-51 Street  
Red Deer, AB T4N 6K8

I would appreciate your response as soon as possible, to ensure all parties are compliant under the agreement. We look forward to hearing from you.

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA as represented by the Minister of Transportation

• Municipality

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

104



# DECLARATION

---

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 5 – 11, 2023 to be Seniors' Week in

.....  
**Community**

.....  
**Official Title**

.....  
**Official Signature**

A handwritten signature in black ink, appearing to read 'Jeremy Nixon', written over a horizontal line.

**The Honourable Jeremy Nixon; Minister of Seniors, Community and Social Services**

105





# DECLARATION

---

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 5 – 11, 2023 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in blue ink, appearing to read "Jeremy Nixon", written over a horizontal line.

The Honourable Jeremy Nixon; Minister of Seniors, Community and Social Services

106

# Summer Village of Sunrise Beach

## Report to Council

**Meeting:** February 21, 2023 - Regular Council Meeting

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

### Development Permits:

**23DP03-44** Plan 5672 KS, Block 4, Lot 2 : 6402 Shedden Drive  
Demolition of an Addition to an Existing Detached Dwelling

**Letters of Compliance: None**

### 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 the  
decision has been rendered. A copy of the Board's decision is attached.

Regards,

Tony Sonnleitner, Development Officer

107



PO Box 460, 56 Wheatland Avenue  
Smoky Lake AB T0A 3C0  
PH: 780-656-3674 | FX: 780-656-3675  
smokylake.ca | town@smokylake.ca

February 6, 2023

Nadja Lacroix  
Senior Manager,  
Inspections Gaming  
[Nadja.lacroix@aglc.ca](mailto:Nadja.lacroix@aglc.ca)

**Re: Letter of Support: Appeal of Denied Application to Relocate  
Camrose Casino to South Edmonton**

Dear Nadja:

On behalf of the Not-for-Profit community groups and the residents of the Town of Smoky Lake, please accept this letter in support of the owners of the Camrose casino appeal of the AGLCs decision to deny the request to relocate the casino from Camrose to South Edmonton.

The decision to deny the relocation, we are informed, may result in the closure of the casino. This will have a significant negative impact on our community groups and, by extension the people within our region. The casino has long been a significant source of funding for the groups in our rural area.

In the current economy, parents specifically rely on an equitable charitable gaming model to help serve the under-served (the rural people within the Province of Alberta). Those same parents are the eager volunteers who take advantage of every opportunity they are given to "work at a casino event" to raise much needed funds for their organization.

I'm given to understand that should the Camrose casino close, our groups will have far fewer fundraising opportunities and will have to travel greater distances to fill the funding gap.

.../2

108

**Letter of Support: Appeal of Denied Application to Relocate Camrose Casino to South Edmonton**  
(Page 2)

Again, in the pursuit of equality of opportunity that would have Rural Albertans presented with the same funding opportunities as our urban counterparts, we ask that you consider the appeal by the Camrose Casino owners and allow the relocation. This will ensure the survival and growth of the current rural charitable gaming region.

Sincerely,

TOWN OF SMOKY LAKE  
Per

Amy Cherniwchan  
Mayor  
Town of Smoky Lake

AC/bt

Cc:

Glenn van Dijken, MLA – [Athabasca.Barrhead.Westlock@assembly.ab.ca](mailto:Athabasca.Barrhead.Westlock@assembly.ab.ca)

Brian Jean, Minister of Jobs, Economy & Northern Development –  
[jend.minister@gov.ab.ca](mailto:jend.minister@gov.ab.ca)

Travis Toews, President of Treasury Board & Minister of Finance – [tbf.minister@gov.ab.ca](mailto:tbf.minister@gov.ab.ca)

Nicole Marshall, Director of Alcohol, Gaming & Cannabis – [Nicole.marshall@gov.ab.ca](mailto:Nicole.marshall@gov.ab.ca)

Kandice Machado, AGLC CEO – [kandice.machado@aglc.ca](mailto:kandice.machado@aglc.ca)

Len Rhodes, AGLC Board Chair – [len.rhodes@aglc.ca](mailto:len.rhodes@aglc.ca)

Wyatt Skabron, Manager of Policy & Advocacy, RMA – [wyatt@rmaalberta.com](mailto:wyatt@rmaalberta.com)

109



January 27, 2023

The Honourable Jason Copping  
Minister of Health  
432 Legislature Building  
10800 – 97 Avenue  
Edmonton, Alberta T5K 2B6  
[health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Re: Town of Fox Creek Ambulance Service

Dear Minister Copping,

In November 2022, the Town of Fox Creek was copied on correspondence from the Town of Ponoka expressing concerns on behalf of their Volunteer Fire Department as first responders to emergency calls. The letter received from the Town of Ponoka summed up some of the major issues in our province perfectly, and the Town of Fox Creek would like to reiterate the concerns with the state of our ambulance service in rural Alberta.

We share in our main concern being the ambulance services that we are receiving from Alberta Health Services. Recently, our community has gone without an ambulance for 14 hours because of patient transfers and staffing issues. The most troubling part of this lapse is the number of times that it seems to be happening. Because of our location, when an ambulance leaves our community, our closest backup unit is a minimum 45 minutes away. Those 45 minutes can quickly turn into over an hour if the roads are bad or if there is not a crew available immediately. Those 45 minutes could very well be the difference between life and death, or could change the course of someone's future.

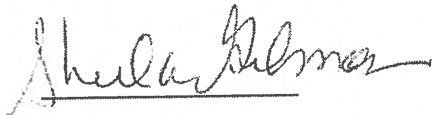
Much like Ponoka, our Fire Department has been the first responders to many calls that would not necessarily fall under their mandate, however, because they love our community and the people that live here, they go without hesitation. They have seen things they should not have to see and have held the hands of individuals through extremely tough situations.

Fox Creek has also stepped up and is running our Medical First Responder Program out of our volunteer department, however, with a lack of funding for the program, many of the costs to run the program are being covered by the community. It is time the province finds a way to deal with the ambulance situation in rural Alberta that does not fall on the back of volunteer fire departments or municipalities.

110

It is only a matter of time before the gamble to move Fox Creek's ambulance to a busier location when AHS is short-staffed does not pay off and a life is lost because of the lack of service provided. Unfortunately for Fox Creek, when that happens, it is going to be someone in our community. We are urgently requesting that these issues be addressed with a solution that does not forget about the unique situations of many rural Alberta communities.

Sincerely,



Sheila Gilmour, Mayor  
[Sheila@foxcreek.ca](mailto:Sheila@foxcreek.ca)

cc: The Honourable Danielle Smith, Premier of Alberta  
The Honourable Todd Loewen – MLA – Central Peace Notley  
The Honourable Rachel Notley – Leader of the Official Opposition NDP  
Arnold Viersen, MP, Peace River – Westlock  
Alberta Municipalities Members  
Town of Ponoka





February

**WED., FEB 1<sup>ST</sup>** **WEM** - (WEM 10:30 – 3:30) Open to the public – Bus \$16.00.

**THUR., FEB 9<sup>TH</sup>**



**SEATS AVAILABLE**

**HORIZON STAGE PRESENTS KLONDYKE KATE** - Her work in the 60's girl group The Kit Kat Club as well as Klondike Kate, accentuates the versatility of her talent, and she also recorded two successful Indie jazz albums with Canadian producer Tommy Banks where she won an ARIA Award (Best Jazz Album). During this afternoon performance, Kennedy is delighted to perform a few favorite songs from her days as Klondike Kate and take you further into the mid twentieth century with some memorable golden oldies.

Cost \$35.00 (bus & afternoon performance, lunch your cost) – Seniors 50 +

**WED., FEB 15<sup>TH</sup>** **ST. ALBERT** - (10:30 – 3:30) St. Albert Centre/Century Casino. Open to the public – Bus \$16.00.

**WED., FEB 22<sup>ND</sup>** **A DAY IN SPRUCE GROVE** – Bus \$16.00 – Open to the public.

- Tri Leisure,
- Medical Appointments,
- Walmart, Westland Market and Superstore



March

**WED., MAR 1<sup>ST</sup>** **WEM** - (WEM 10:30 – 3:30) Open to the public – Bus \$16.00.

**WED., MAR 15<sup>TH</sup>** **ST. ALBERT** - (10:30 – 3:30) St. Albert Centre/Century Casino. Open to the public – Bus \$16.00.

**WED., MAR 22<sup>ND</sup>** **A DAY IN SPRUCE GROVE** – Bus \$16.00 – Open to the public.

- Tri Leisure,
- Medical Appointments,
- Walmart, Westland Market and Superstore

**MARCH 31<sup>ST</sup> – APRIL 1<sup>ST</sup>**

**SEATS AVAILABLE**



**LACOMBE ADVENTURE – AN OVERNIGHT STAY IN THE LOVELY TOWN OF LACOMBE AND SPEND THE EVENING AT THE TIN ROOF EVENT CENTRE TO TAKE IN THE COW PATTI PRODUCTION DORIS & IVY IN THE HOME!**

**Comedy, Love, Gossip & Shenanigans!**

Retired prison guard Doris Mooney has just moved into Paradise Village retirement home in Canmore AB. She quickly befriends Ivy Hofbauer, a former champion skier whose taken aback by Doris' cheerful brashness. Rounding out the trio is dapper Arthur Beech who has designs on Ivy.

Love, gossip, and shenanigans behind the compost heap result in Foster at his hilarious best. Be the first audience in Western Canada ever to enjoy it! Doris and Ivy in the Home is light, funny and delightful. It's a fabulous way for theatres starved audiences to celebrate the return of live theatre! Cost \$140.00 (bus, accommodation and dinner theatre) – Seniors 50 +



April



**APRIL 18<sup>TH</sup> – 20<sup>TH</sup> LADIES MYSTERY TRIP** - This Mystery Trip is for women 50+ in the east end of Lac Ste. Anne service area. Women tend to be the caregivers, household organizers and hard workers both in and outside the home. It is important for women to take time out for themselves to reconnect with friends and family and at the same time have fun and relax! The bus will depart from Alberta Beach 50 + Club at 10:30 am. Let the adventure begin!

**Book your seat on Tuesday, February 14th** Cost \$190.00 (bus, accommodation and more) – **BOOKING POLICY BELOW** - Maximum 2 seats per booking. Seniors 50 + Pick up location TBA

**SAVE THE DATE!**

**MAY 29<sup>TH</sup> – 31<sup>ST</sup> JASPER IN THE SPRING - 2 NIGHTS**

Excursions are intended for EEB service area residents who are 50+ (example dinner theatres, overnight trips etc.)  
If you do not live in the service area you may leave your name on the waiting list on or after booking day.



**Contact Lorna at (780) 905-3934**

Office Hours Monday – Thursday 9:00 am – 4:00 pm  
To receive an EEB monthly schedule send your email address to  
[eastendbus@gmail.com](mailto:eastendbus@gmail.com)  
Schedule is also available on [www.lsac.ca](http://www.lsac.ca) or [www.onoway.com](http://www.onoway.com)

**BOOKING POLICY**

**BOOK YOUR EXCURSION BY PHONE ONLY**

- 9:00 am – 10:00 am **NEVER** experienced this excursion advertised before with EEB and live in the service area

112



ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES

*Office of the Minister*

January 18, 2023

Shelley Vaughan  
FCSS Director  
Summer Village Of Sunrise Beach  
PO Box 1197  
Onoway, AB T0E 1V0

Dear Shelley Vaughan:

As Minister of Seniors, Community and Social Services, I appreciate the vital role Family and Community Support Services (FCSS) plays across the province as a source for preventive social supports for Albertans. Our FCSS partners are critical to providing preventive social services, meeting local needs and addressing social problems.

It is my expectation that Seniors, Community and Social Services offices are open and ready to serve Albertans through our 52 Alberta Supports Centres.

The Alberta Supports Contact Centre is available to the public between 7:30 a.m. and 8:00 p.m., Monday to Friday, through phone at 1-877-644-9992 and walk-in support to provide information on Government of Alberta social programs and services. Staff from stakeholder agencies like FCSS can call the Alberta Supports Contact Centre and select the priority line, reserved for agency staff, to shorten the wait time.

Albertans need to be aware Alberta Supports Centres are open for business. Attached is a poster we encourage all FCSS offices to print out and use to alert their clients that all Alberta Supports Centres across the province are open, both in-person and by phone. By doing so, clients will be familiar with the numerous ways they can access the more than 30 programs and 120 services available to them. The poster is also available online at [www.alberta.ca/family-and-community-support-services-fcss-program.aspx](http://www.alberta.ca/family-and-community-support-services-fcss-program.aspx).

In the fall of 2022, FCSS offices were provided a listing of department contacts so local FCSS staff can access management staff at the local Alberta Supports Centres. Should you have any questions or concerns about how Albertans can access services at an Alberta Supports Centre, I encourage you to reach out to your local ministry management contact. I have reattached the contact list for your convenience.

.../2

113



FCSS and Alberta Supports are both integral parts of our social services system. Alberta Supports remains an active participant in the shared community network of service providers, such as FCSS, who work together to support, stabilize and ready Albertans in challenging circumstances for an improved future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeremy Nixon', with a stylized flourish extending to the right.

Jeremy Nixon  
Minister of Seniors, Community and Social Services

Attachments

cc: Shane Getson  
MLA, Lac Ste. Anne-Parkland

114

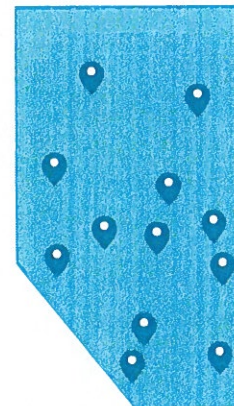
# We're open for business.

Whether it's in-person, online,  
or over the phone, we're here to help.

Alberta Supports can help you access  
more than 30 programs and 120 services  
for seniors, people with disabilities,  
families and more.

To find a location near you, please visit  
[alberta.ca/alberta-supports](http://alberta.ca/alberta-supports)

52 Alberta Supports offices



**Alberta**  
**SUPPORTS**  
click.call.come in.

Find out more about Alberta Supports | [alberta.ca/alberta-supports](http://alberta.ca/alberta-supports)

115  
*Alberta*

**SCSS Management Contacts for FCSS Offices**

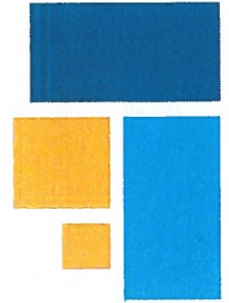
To be used only in situations where there are challenges in accessing services remotely through the Alberta Supports Contact Centre.

	<b>COMMUNITY</b>	<b>LOCAL CONTACT DETAILS</b>
<b>NORTH ZONE</b>	Grande Prairie	Kate Kingston - 780-933-1078 or Katie McKeon - 780-296-2209
	Peace River	James Blumentrath - 780-219-8758
	High Level	Urmi Mukherjee - 780-805-9013
	High Prairie	Urmi Mukherjee - 780-805-9013
	Slave Lake	Tonya Courchesne - 780-778-7181
	Edson/Whitecourt	Laurie Kehler - 780-517-7907
	Hinton/Jasper/Grand Cache	Carmen Seewitz - 780-817-3783
	Edmonton	Income Support - Marcela Hunter - 780-427-5865 AISH - Tricia Featherstone - 780-415-6399
	Fort McMurray	Candice Gould - 780-715-4201
	Lac La Biche	Karen Miller - 780-623-5205
	Athabasca	Martin Vriend - 780-689-6865
	Barrhead	Martin Vriend - 780-689-6865
	Bonnyville	Maurice Brousseau - 780-815-4044
	Cold Lake	Michelle Coulter - 780-840-2108
	St. Paul	Estelle Lafreniere - 780-645-6435
	Westlock	Martin Vriend - 780-689-6865
	Vegreville	Maurice Brousseau - 780-815-4044
	Sherwood Park	Melanie Boucher or Corinne Jamaldin - 780-415-5803
	Leduc	Cheryl Quiring - 780-427-6535 or Corinne Jamaldin - 780-415-5803
	Parkland	Sue Paddon - 780-962-7642 or Starr O'Loughlin - 780-419-3999
St. Albert	Sheila Osborn - 780-427-5156 or Starr O'Loughlin - 780-419-3999	
<b>SOUTH ZONE</b>	<b>COMMUNITY</b>	<b>LOCAL CONTACT DETAILS</b>
	Brooks Income Support	Soulafa Mustafa - 403-793-6587
	Medicine Hat Income Support	Shayne Kozachenko - 403-529-3606
	Medicine Hat/Brooks AISH	Chelsey Alvarez - 403-529-3781
	Taber Income Support	Tanner Stone - 403-381-5249
	Taber AISH	Haidee Webb - 403-381-5111
	Lethbridge Income Support	Tanner Stone - 403-381-5249
	Lethbridge AISH	Haidee Webb - 403-381-5111
	Pincher Creek AISH	Lane McGale - 403-388-1173
	Pincher Creek Income Support	Tanner Stone - 403-381-5249
	Crowsnest Pass Income Support	Tanner Stone - 403-381-5249
	Crowsnest Pass AISH	Lane McGale - 403-388-1173
	Claresholm Income Support	Tracy Knoch - 403-297-5249

116

	Vulcan Income Support	Tracy Knoch - 403-297-5249
	High River Income Support	Tracy Knoch - 403-297-5249
	Okotoks Income Support	Tracy Knoch - 403-297-5249
	Canmore Income Support	Tracey Watson - 403-476-4625
	Cochrane Income Support	Tracey Watson - 403-476-4625
	Calgary One Executive Place	Income Support - Tracey Watson - 403-476-4625 AISH - Andrew Hewitt - 403-297-7671
	Calgary Heritage Square Income Support	Tracy Knoch - 403-297-5249
	Calgary Westlands	AISH - Ryan Puczko - 403-297-8402 Income Support - Kayla Klassen - 403-297-1900
	Airdrie	Kayla Klassen - 403-297-1900
	Camrose	Income Support Supervisor - Miles Kayfish - 780-679-2168 AISH Supervisor - Del Marlow - 780-608-2549
	Drayton Valley	Income Support Supervisor - Chantelle Starcevic - 780-361-5886 AISH Supervisor - Del Marlow - 780-608-2549
	Drumheller	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403 AISH Supervisor - Del Marlow - 780-608-2549
	Lloydminster	Income Support Supervisor - Miles Kayfish - 780-679-2168 AISH Supervisor - Del Marlow - 780-608-2549
	Olds	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403 AISH Supervisor - Michelle Desjardins - 403-754-6370
	Red Deer	Income Support Delivery Manager - Carla Walli - 403-506-6573 AISH Delivery Manager - Sue Williams - 403-872-3145
	Rocky Mountain House	Income Support Supervisor - Chantelle Starcevic - 780-361-5886 AISH Supervisor - Michelle Desjardins - 403-754-6370
	Stettler	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403 AISH Delivery Manager - Sue Williams - 403-872-3145
	Vermilion	Income Support Supervisor - Miles Kayfish - 780-679-2168 AISH Delivery Manager - Sue Williams - 403-872-3145
	Wainwright	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403 AISH Delivery Manager - Sue Williams - 403-872-3145
	Wetaskiwin	Income Support Supervisor - Chantelle Starcevic - 780-361-5886 AISH Supervisor - Del Marlow - 780-608-2549

117



February 8, 2023

Sunrise Beach, Summer Village of  
PO Box 1197  
Onoway, AB T0E1V0

Dear valued member,

### **2023 Annual Insurance Renewal**

Greetings from your dedicated team at Alberta Municipalities. Please find enclosed your 2023 insurance renewal package provided by Alberta Municipalities' wholly-owned AMSC Insurance Services (AMSCIS).

#### **INSURANCE MARKET VOLATILITY**

The insurance market continues to face turbulent times and as a result we are continuing to see a rise in insurance rates globally and locally. In Canada alone, severe weather caused \$3.1 Billion in insured damage making 2022 the 3rd worst year for insured damage in Canadian history. Severe weather events combined with inflationary pressures, high labour and material costs, supply chain disruptions and rising geo-economic tensions are all impacting the market and, most notably, the infrastructure sector.

As a result, the impacts of increased reconstruction costs have required us to add an inflation factor to property assets of those members who have not received a building valuation within the last two years. This change may impact your 2023 property renewal.

#### **WHAT WE ARE DOING TO HELP YOU**

At Alberta Municipalities, our focus is providing members with stability during uncertain times. Your insurance reciprocal is an insurance pool that acts as a shock absorber, smoothing the budgetary highs and lows and providing stability to all its subscribers.

We are extremely pleased to use our subscriber-owned insurance reciprocal to **reduce premiums by \$3 Million**. This means your 2023 premiums will once again be maintained well below what other insurance providers are offering.

Also, we recently completed an in-depth review of our Liability Insurance wordings and have made enhancements, clarified coverage, and made a few changes to sub-limits and deductibles.

Included in your 2023 insurance renewal package are two informative documents: **Your Liability Insurance Policy has Changed** and **What's New In 2023**. We understand that the information provided is technical in nature. Therefore, we strongly encourage you to review these documents in detail to understand these recent changes and better understand the tailored insurance coverage, claims support, and risk management tools available to you.

And as always, your insurance advisor is available to discuss your policy details with you at any time. Should you have any questions, please e-mail us at [insurance@abmunis.ca](mailto:insurance@abmunis.ca) or call us at 310-MUNI.

We thank you for your continued commitment to Alberta Municipalities and we look forward to working with you in 2023.

Yours truly,

General Insurance Services Team

118



# Policy Invoice

Invoice Date: 08-Feb-2023  
Invoice Due Date: 10-Mar-2023  
Invoice No: 41942

**Billed to:** Sunrise Beach, Summer Village of  
PO Box 1197  
Onoway, Alberta T0E1V0

**Certificate No:** P-SV-SUNRI-2023

Policy Type	Premium
Property including Mobile Equipment	\$519.00
Equipment Breakdown	\$10.00
Commercial General Liability	\$2,768.00
Automobile - Physical Damage	\$240.00
Automobile - Liability	\$278.00
Non-Owned Automobile Liability	\$25.00
Crime	\$450.00

**Total Premium Due: \$4,290.00**

**Payment Payable to:** AMSC Insurance Services Ltd.  
300, 8616 51 Avenue NW  
Edmonton, Alberta T6E 6E6

Toll free: 310-MUNI (6864) or 1-877-421-6644

**Premium is due upon receipt and should be paid no later than 30 calendar days from Invoice Issue date.**

*last year  
3431.19*

*119*



PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E [tofieldadmin@tofieldalberta.ca](mailto:tofieldadmin@tofieldalberta.ca)  
W [www.tofieldalberta.ca](http://www.tofieldalberta.ca)

February 14, 2023

Nadja Lacroix  
Senior Manager  
Inspections Gaming  
[Nadja.lacroix@aglc.ca](mailto:Nadja.lacroix@aglc.ca)

**Re: Letter of Support – Relocation of Camrose Casino**

Dear Nadja:

Rural Alberta, and their communities are comprised of community groups, clubs, charitable organizations and societies. The culmination of these organizations leads to the betterment of communities on a whole. These organizations work tirelessly on behalf of the community to provide enhancements through projects that would not be possible without their hard work and dedication. However, the key factor to success is funding. These groups are often accessing funding through casinos. As many other communities have stated, accessing funding through casinos is often multiple months away, which could leave these important projects, or enhancements without the ability to move forward.

Having an ability for Tofield to access a larger pool of casino opportunities would provide a higher element of success. Our proximity to a larger urban location, such as Edmonton, or even Saint Albert, is no further than the distance to Camrose. Although we have been thankful when our service groups have been successful in accessing Camrose Casino, it is an exceptionally long wait, and the return is minimal, at best.

Upon review, this appears to be another slight to Rural Alberta, which as of recent seems to be continually accumulating, and enhancing barriers to provide success for the communities each of us represent. We believe there should be an allowance for relocation for the Camrose Casino. The relocation would allow for the betterment of our entire region, as well as Rural Alberta.

100

Nadja Lacroix  
Senior Manager  
Inspections Gaming  
Page 2

Further, the pooling of accessible casinos in larger urban settings would provide an enhanced level of success for Rural Alberta. The major urbans have additional resources and accessing abilities, as opposed to those of us in outlying areas. Collectively, the barriers need to be reduced to allow us all to flourish and provide betterment to our communities.

Respectfully,

*Debora L. Dueck*

Debora Dueck  
Mayor  
Town of Tofield

Cc.

Jackie Lovely, MLA [Jackie.Lovely@assembly.ab.ca](mailto:Jackie.Lovely@assembly.ab.ca)

Brian Jean, Minister of Jobs, Economy & Northern Development – [jend.minister@gov.ab.ca](mailto:jend.minister@gov.ab.ca)

Travis Toews, President of Treasury Board & Minister of Finance – [tbf.minister@gov.ab.ca](mailto:tbf.minister@gov.ab.ca)

Nicole Marshall, Director of Alcohol, Gaming & Cannabis – [Nicole.marshall@gov.ab.ca](mailto:Nicole.marshall@gov.ab.ca)

Kandice Machado, AGLC CEO – [kandice.machado@aglc.ca](mailto:kandice.machado@aglc.ca)

Len Rhodes, AGLC Board Chair – [len.rhodes@aglc.ca](mailto:len.rhodes@aglc.ca)

Wyatt Skabron, Manager of Policy & Advocacy, RMA – [wyatt@rmaalberta.com](mailto:wyatt@rmaalberta.com)

Dan Rude, Chief Executive Officer, AB Munis - [dan@abmunis.ca](mailto:dan@abmunis.ca)

101



## Fw: Rural Charities AGLC Gaming Revenues Equality

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Tue 2/14/2023 9:46 PM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

📎 1 attachments (188 KB)

Camrose Casino Relocation Information Memo Jan 2023.docx;

One more info item!

Sorry

---

**From:** Rural Charities <ruralcharitiesalberta@gmail.com>

**Sent:** Tuesday, February 14, 2023 3:12 PM

**To:** Rural Charities <ruralcharitiesalberta@gmail.com>

**Subject:** Rural Charities AGLC Gaming Revenues Equality

As you are likely aware, in 2022 the Camrose Casino applied to Alberta Gaming, Liquor and Cannabis (AGLC) to relocate to Edmonton; AGLC [subsequently denied the request](#). You are receiving this email because some or all of your municipality may be located within the Camrose or St. Albert charitable gaming region, and would be directly impacted by the AGLC's decision to not allow the relocation, which may result in the closure of the Camrose casino in the near future.

Under Alberta's current charitable gaming model, rural charitable organizations are significantly disadvantaged compared to their urban counterparts due to lower per-event revenues at rural casinos, and longer wait times between charitable event opportunities for individual charities. In 2018, RMA [developed a report and recommendations](#) for a more equitable charitable gaming model, which was submitted to the AGLC. No meaningful response was provided to the report.

While relocating the Camrose casino to Edmonton would not address province-wide issues with the current model, it would benefit charitable organizations currently within the Camrose and St. Albert casino regions (funding is pooled between the regions) as a move from Camrose to Edmonton is projected to significantly increase per-event revenues at the casino, which would likely continue to be the "home casino" for charitable organizations currently in the Camrose region. Camrose and St. Albert currently produce among the lowest per-event revenues and have among the highest wait times in the province, while Edmonton's five casinos currently produce the highest average per event revenues in the province and have among the shortest wait times. Moving the Camrose casino to Edmonton would be a small step in shifting towards a more equitable system, at least for charities in those regions. Despite this, one of the main reasons that the move was rejected was due to advocacy by Edmonton charitable organizations opposed to potentially losing a small portion of the revenues they currently receive due to the addition of another casino within the city for the benefit of rural organizations. It should be noted that Calgary currently has one casino reserved for the surrounding rural region.

The owners of the Camrose casino are appealing the AGLC's decision and are seeking support from impacted municipalities, community groups, and rural residents. I have attached a presentation and memo developed by the casino owners, both of which provide a more detailed overview of the issue

100

and impacts on rural communities. The best way to weigh in on this issue is by submitting a letter directly to the AGLC. Letters can be sent to Nadja Lacroix, Senior Manager, Inspections Gaming, at [nadja.lacroix@aglc.ca](mailto:nadja.lacroix@aglc.ca), as well as AGLC CEO Kandice Machado at [kandice.machado@aglc.ca](mailto:kandice.machado@aglc.ca) or AGLC Board Chair Len Rhodes at [len.rhodes@aglc.ca](mailto:len.rhodes@aglc.ca). The deadline to submit a letter on this issue is **February 21, 2023**. The owners of the Camrose Casino have also developed a website with further information and ideas on how to make your voice heard on this issue: <https://ruralcharities.ca/>.

The Camrose Casino is holding a webinar presenting an overview of the AGLC decision, the appeal process, potential impacts of the AGLC's decision on rural charities in the Camrose and St. Albert casino regions, and other information. There is no need to register in advance, so please feel free to distribute the invite within your municipality, to your neighbours, and to impacted charitable organizations in your community. Details are as follows:

Date: Wednesday, February 15

Time: 10:00 to 11:00am

Meeting link: <https://rualberta.zoom.us/j/84509355029?pwd=U1ZDQWd5YUVJNWt0UFZjRzNKZWVvdz09>

If you are unable to attend, the webinar will be recorded and can be shared upon request.

Thanks!

103

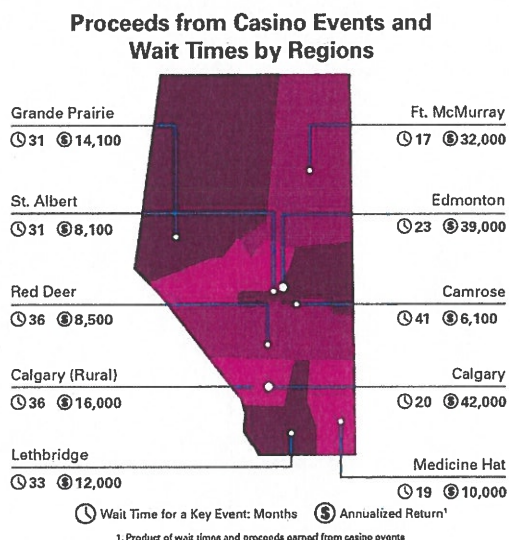


## Alberta Rural Charities Set to Lose Out, Again

**Edmonton** – The Alberta Gaming, Liquor & Cannabis Commission (AGLC) has handed down a decision that will further shortchange rural charities. Already at a distinct disadvantage compared to their urban counterparts, rural charities are set to lose out once again thanks to the AGLC Board’s refusal to let the Camrose Resort Casino relocate to South Edmonton.

The disparity between urban and rural charitable event revenue is significant. It doesn’t matter if an event is held in a major urban centre or a rural community; the volunteers work the same number of hours. At the end of the night, however, a charitable event in the urban centre will bring in up to six times more revenue. What’s more, the average wait time for a gaming event is generally lower, too.

“AGLC’s unfair treatment of rural charities has been going on for decades, shortchanging rural communities hundreds of millions of dollars. Rural communities and their leaders should be alarmed by their mistreatment by AGLC and the failure by the AGLC Board to approve a relocation that would help to resolve this disparity,” said Jason Pechet, president of Capital City Casino, which owns the Camrose Resort Casino.



The proposed relocation would ensure revenues would continue to flow to rural charities. Given the pooling mechanism used by AGLC for the Camrose and St. Albert AGLC-defined regions, the proposed relocation would have benefitted hundreds of thousands of rural Albertans living in communities spanning from the B.C. border to the Saskatchewan border. According to AGLC’s own data, these two regions have the lowest revenues per gaming event (Camrose: \$6,100/event, St. Albert: \$8,100/event) and some of the highest event wait times (Camrose: 41 months, St. Albert: 31 months) in the entire province. By way of comparison, an event in Edmonton will generate \$39,000 in revenue and has a wait time of only 23 months.

“The AGLC Board’s decision is as frustrating as it is perplexing, especially given that AGLC management approved the relocation,” said Pechet. “One of the key recommendations that came out of AGLC’s extensive Charitable Gaming Model Review was to designate a casino in Edmonton to serve rural charities exclusively, just like Calgary has. We offered AGLC the perfect project – one that would create jobs, drive economic development, increase revenues for the province, and provide parity for rural charities. In a baffling move, the AGLC Board rejected our proposal citing concerns that its own management did not feel were issues.”

As the Camrose Resort Casino struggled to generate a sustainable amount of charitable revenues, AGLC made two decisions that effectively doomed the casino’s financial viability. In 2019, AGLC approved the relocation of the Century Mile Race Track Casino from Edmonton to just 60 km away from the Camrose Resort Casino. Then, in 2022, AGLC also green-lit the construction of a new Louis Bull First Nations Casino, which is just 55 km away. The local market isn’t large enough to support a single gaming facility, let alone three. What’s more, none of the revenue from the First Nations Casino or Race Track Casino will support rural charities in the Camrose and St. Albert regions.

104



The Camrose Resort Casino is asking Albertans upset with the unfair treatment of rural charities to let AGLC know they support the relocation of the Camrose Resort Casino.

275 Edmonton Charities wrote to AGLC to block the Camrose Casino relocation and deny rural charitable groups the opportunity to receive a fair and equal share of charitable gaming revenues.

Please send your message of support by calling or emailing AGLC at: 780-447-8847 / [nadja.lacroix@aglc.ca](mailto:nadja.lacroix@aglc.ca).

**Media Contact**

Meredith McDonald  
403-803-7608  
[meredith@cdnstrategy.com](mailto:meredith@cdnstrategy.com)

**Background Facts and Figures**

- In June 2021, Capital City Casino hired HLT Advisory Inc., a consulting firm specializing in the gaming sector (and one that AGLC regularly uses), to review its relocation proposal. HLT Advisory Inc. determined relocating the Camrose Resort Casino would generate \$28 million of new, incremental AGLC revenue.
- AGLC estimates that relocating the Camrose Casino to South Edmonton would result in \$8.8 million in new, incremental revenues for charitable groups.
- St Albert and Camrose gaming regions are the only AGLC gaming regions in the province that pool revenues together. The relocation will increase the amount of charitable revenues for both the Camrose and the St Albert regions, improving parity with large urban charitable revenues. The relocation would improve the financial disparity issue for the two rural gaming regions, not just one.
- If the relocation application is unsuccessful, the Camrose Resort Casino will need to close its doors, and 650 regional charities will lose desperately needed revenues.
- In the event that the Camrose Casino relocated to Edmonton, AGLC estimates the decline in Edmonton Urban Charity revenue as \$8,438 per Urban Charity event, which is far less than if the Camrose Casino closed and all 650 regional charities were reallocated to Edmonton casinos, which would result in a decline of approximately \$14,000 per annualized event. In short, Edmonton Urban Charities have more to lose by opposing this relocation.

105