

SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, June 13th, 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><i>(accept presentation for information)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
5.	<p>Bylaws</p> <p>p 19-21</p> <p>p 22-23</p> <p>p 24</p> <p>p 25-27</p> <p>p 28-30</p> <p>p 31</p>	a)	<p>Bylaw 186-2023 – a bylaw to establish fees and charges for the provision of goods and services. At the last meeting, Council requested the Subdivision and Development Appeal Board fee be increased to \$5,000.00. Attached is an updated bylaw showing this proposed increase.</p> <p>Administration has prepared a report on SDAB fees from other municipalities (attached).</p> <p>Administration has also prepared a report on known costs for 3 recent SDAB hearings (attached). The cost to the municipality for these 3 appeals was: \$6,282.50, \$15,524.85 and \$17,143.85 respectively, and that does not take into account the administration time required during this process.</p> <p>Administration concurs that \$200.00 is not enough and consideration should be given to increasing this fee, and even at \$5,000.00 this will not be a total cost recovery for the municipality, but I do believe Council must give consideration to not setting this fee so high that it becomes prohibitive for residents to appeal. I think a fee in the range of \$1,000.00 to \$2,000.00 is more reasonable, or setting it higher and then offering a refund of 50% or more (whatever Council chooses) if the appellant successfully wins their appeal.</p> <p>Resident Cindy MacDonald has sent an email expressing her concerns with the proposed increase, as well as prepared her own report on fees from various municipalities.</p> <p>Resident Susan Carlisle has also sent an email expressing her concerns with the proposed increase.</p> <p>Further discussion to take place at meeting time.</p> <p><i>(that Bylaw 186-2023, to establish fees and charges for the provisions of goods and services, be given 1st reading as presented; or amended)</i></p>

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			<p><i>(that Bylaw 186-2023 be given 2nd reading as presented; or amended)</i></p> <p><i>(that Council give unanimous consent to consider third reading of Bylaw 186-2023 as is; or amended)</i></p> <p><i>(that Bylaw 186-2023 be given third and final reading as is; or amended)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
6.	<p>Business</p> <p>Pages 32-64</p>	a)	<p>Annual Safety Codes Quality Management Plan Review – attached for review, for good standing with the municipality’s Safety Codes accreditation it is recommended that Council along with Administration complete an annual review of the current Quality Management Plan.</p> <p><i>Recommendation:</i> <i>(that the Summer Village of Sunrise Beach Council acknowledges it has reviewed the 2019 Quality Management Plan and does not require any changes at this time.</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	Pages 65-71	b)	<p>2023 Alberta Summer Village Association (ASVA) Annual Conference & AGM – October 19th & 20th, 2023 at the Royal Hotel West in Edmonton– please refer to the May 29th, 2023 email from Executive Director Kathy Krawchuk. Deadline for registration is September 15th, 2023, and the fee is \$299.00 The morning of October 20th, 2023 is dedicated to Emergency Management, it is recommended to have the municipalities Director of Emergency Management (DEM) in attendance.</p> <p><i>Recommendation:</i> <i>(that the Summer Village of Sunrise Beach authorize attendance of Council, Administration and the Director of Emergency Management to attend the Annual ASVA Conference October 19th-20th, 2023 in Edmonton)</i></p>

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		<p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
Pages 72-74	c)	<p>Commemorative Bench – please refer to emails dated May 16th, 2023 – a resident has contacted administration about donating a bench. She is open to either donating a certain amount and the Summer Village takes care of ordering and installing, or she can also take care of the entire process.</p> <p><i>Recommendation:</i> <i>(that the Summer Village of Sunrise Beach approve the donation of a new bench with the Summer Village ordering and installing the bench.)</i></p> <p>or</p> <p><i>(that the Summer Village of Sunrise Beach approve the donation of a new bench with the ordering and installing being done by resident, but placement being approved by the Summer Village)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	e)	<p>Change of Signing Authority with ATB Financial – we need to update signing authorities for the bank. Lana Lange should be replaced with Diane Wannamaker, and Shelley Vaughan added as online administrator.</p> <p><i>Recommendation:</i> <i>(that the Summer Village of Sunrise Beach authorize the removal of Lana Lange from signing authority, and add Diane Wannamaker as an authorized signer, and online administration authority be authorized for Shelley Vaughan, with ATB Financial)</i></p>

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	f)	<p>Community Peace Officer/Bylaw Enforcement Services – previously the Summer Village had a casual bylaw enforcement officer. This individual passed away in December so we have been without a service provider since. Recently we have received some complaints regarding dogs running at large, acting aggressively etc. Administration has reached out to both Sturgeon County and Lac Ste. Anne County to see what options there may be to obtain service from them. It is our understanding Sandy Beach will be receiving CPO Service from Sturgeon County for enforcement of municipal bylaws and such provincial statutes as the CPO has authorization for. Their agreement is for 150 hours of service in a year at \$119.92/hr = \$17,988.00. Travel time is considered within the time allotment, and additional time would be charged out at 1.5. From my initial conversations Sturgeon County would give consideration to whatever request we had, and make a determination once that request is officially made. I understand the agreement with Sandy does not include dog control although they would discuss same with us, cats they were less inclined to consider. In my initial discussions with Lac Ste. Anne County there would be an opportunity to contract services from them at \$140.00/hr with a one year cancellation window, if we accept a 30 day cancellation window from the County the rate goes down to \$120.00/hr with a 3% increase annually. If we want the fine revenue to go to the summer village there would be a one time admin fee of approximately \$1,000.00. It would be possible to do dogs, but there would be additional fees associated with that and their care (details yet to be determined). They will not pick up cats. At this time there is not a minimum hour requirement per say.</p> <p><i>(direction as given at meeting time)</i></p>
Pages 75-80	g)	<p>2023 ASVA McIntosh Bulrush Award Nominations – please refer to the June 6th, 2023 email from our Summer Village Provincial Association regarding said award nomination. Nomination deadline is August 31st, 2023.</p> <p><i>(accept for information)</i></p> <p>or</p> <p><i>(nominate a worthy recipient)</i></p>

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Pages 81-97	h)	<p>Alberta Municipalities – Future of Intermunicipal Collaboration – please refer to the attached June 6th, 2023 email from your AM President Cathy Heron. There will be more discussion on this topic at the upcoming Municipal Leaders Caucus scheduled for various times/locations within Alberta (closest being June 22 in Spruce Grove).</p> <p><i>(authorize participation in upcoming Municipal Leaders Caucus)</i></p> <p>or</p> <p><i>(accept for information)</i></p>
Pages 98	i)	<p>Town of Onoway invitation to Centennial Celebration – please refer to the April 17th, 2023 letter inviting representatives to participate in their June 24th, 2023 celebration.</p> <p><i>(authorize attendance of Council at the Town of Onoway's Centennial Celebration on Saturday June 24th, 2023).</i></p> <p>or</p> <p><i>(accept for information)</i></p>
Pages 99	j)	<p>Regional Municipalities Meeting – Lac Ste. Anne County will be hosting the noted meeting on Tuesday, June 20th, 2023 I believe in Alberta Beach from 9:30 a.m. to 3:00 p.m. This is the meeting where all municipalities, along with school boards, health representatives, RCMP detachments, etc attend to discuss issues of mutual interest.</p> <p><i>(authorize attendance of Council and Administration)</i></p>
	k)	
	l)	
	m)	

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7.	<u>Financial</u> <i>separate</i>	a)	Income and Expense Statement – as of May 31, 2023 <i>(that the Income and Expense Statement as of May 31st, 2023 be accepted for information)</i>
8.	<u>Councillor Reports</u>		
		a)	Mayor Ethier
		b)	Deputy Mayor Benson
		c)	Councillor Steenbergen <i>(that the Councillor reports be accepted for information)</i>
9.	<u>Administration Reports</u>		
	<i>P 100</i>	a)	Development Officers Report
		b)	Hummocky RV Development – verbal update
		c)	Tax/Assessment Notices were mailed May 17 th , 2023
		d)	Temporary Living Accomodation – rv's
		e)	Assessment Revisions (2 to date) minor in tax dollars
		f)	 <i>(that the Administration reports be accepted for information)</i>
10.	<u>Correspondence & Information</u> <i>Pages 101-103</i>	a)	Development Permit #23DP05-44 – for removal of an existing building on Plan:3503KS Block 1 Lot 3 – 6103 Willow Way
	<i>Pages 104-109</i>	b)	Subdivision and Development Appeal Board Decision No.23DP01-44 – to deny the as-built structure previously constructed upon the Lands described as 3503KS Block 1 Lot 3 – 6103 Willow Way

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	Pages 110-112	c)	Alberta Beach Snowmobile Club – May 12 th , 2023 letter of support for their application for funding under the Community Facility Enhancement Program
		d)	<i>(accept correspondence & information items a) through c) for information)</i>
11.	<u>Open Floor Discussion with Gallery</u>		(15 minutes time limit as per Bylaw #162-2020) <i>Recommendation: (that the open floor discussion with the gallery be accepted for information or some other direction as given by Council at meeting time)</i>
12.	<u>Closed Session</u>		Closed Meeting Session – FOIPP Act, Sec. 16, Disclosures Harmful to Business Interests of a Third Party (16) - Legal
13.	<u>Adjournment</u>		

Next Meetings:

SVLSACE Meeting	June 10 th , 2023
Regional Municipalities Meeting	June 20 th , 2023
Regular Council Meeting	July 25 th , 2023
Regular Council Meeting	August 22 nd , 2023
Regular Council Meeting	September 26 th , 2023

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY APRIL 25TH, 2023, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

	PRESENT	<p>Mayor Jon Ethier Deputy Mayor Mike Benson Councillor Everett Steenbergen</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Victoria Message – via zoom Development Officer Tony Sonnleitner – via zoom</p> <p>Public at Large: 15 In Person 7 On Zoom</p>
1.	CALL TO ORDER	Mayor Ethier called the council meeting to order at 7:00 p.m.
2.	AGENDA 54-23	<p>MOVED by Mayor Ethier that the April 25th, 2023, Agenda be approved with the following amendments:</p> <p>-deletion – 4.b Mandy Sherwood 4.c Jerry Taylor & Sandy Cuttler</p> <p>-additions – 6.e Hummocky 6.f June meeting discussion.</p> <p align="right">CARRIED</p>
3.	MINUTES 55-23	<p>MOVED by Mayor Ethier that the minutes of the March 28th, 2023, Regular Council meeting minutes be approved as presented.</p> <p align="right">CARRIED</p>
4.	APPOINTMENTS 56-23	<p>MOVED by Councillor Steenbergen that the April 16th, 2023 email, along with the April 25th, 2023 presentation, from Saleem Ganam be accepted for information and that Administration respond in due course to the inquiries outlined in the April 16th, 2023 email.</p> <p align="right">CARRIED</p>
5.	BYLAWS/POLICY 57-23	<p>MOVED by Councillor Steenbergen that Bylaw 181-2023, classification of Assessment and Establishment of Assessment Sub-Classes, be given 1st reading as amended with wording changed from Small Business Property to Urban Resort Business.</p> <p align="right">CARRIED</p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY APRIL 25TH, 2023, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

58-23	<p>MOVED by Councillor Steenbergen that Bylaw 181-2023, classification of Assessment and Establishment of Assessment Sub-Classes, be given 2nd reading as amended.</p> <p align="right">CARRIED</p>
59-23	<p>MOVED by Councillor Steenbergen that Bylaw 181-2023, classification of Assessment and Establishment of Assessment Sub-Classes, be given unanimous consent for 3rd reading as amended.</p> <p align="right">CARRIED UNANIMOUSLY</p>
60-23	<p>MOVED by Councillor Steenbergen that Bylaw 181-2023, classification of Assessment and Establishment of Assessment Sub-Classes, be given 3rd and final reading as amended.</p> <p align="right">CARRIED</p>
61-23	<p>MOVED by Mayor Ethier that Justin Goudreau, of Municipal Assessment Services Group, be appointed Assessor for the Summer Village of Sunrise Beach.</p> <p align="right">CARRIED</p>
62-23	<p>MOVED by Mayor Ethier that Bylaw 182-2023, appointing Justin Goudreau as assessor, be given 1st reading as presented.</p> <p align="right">CARRIED</p>
63-23	<p>MOVED by Mayor Ethier that Bylaw 182-2023, appointing Justin Goudreau as assessor, be given 2nd reading as presented.</p> <p align="right">CARRIED</p>
64-23	<p>MOVED by Mayor Ethier that Bylaw 182-2023, appointing Justin Goudreau as assessor, be given unanimous consent for 3rd reading as presented.</p> <p align="right">CARRIED UNANIMOUSLY</p>
65-23	<p>MOVED by Mayor Ethier that Bylaw 182-2023, appointing Justin Goudreau as assessor, be given 3rd and final reading as presented.</p> <p align="right">CARRIED</p>
66-23	<p>MOVED by Deputy Mayor Benson that Bylaw 183-2023, for the purpose of cancelling a portion of plan 3503KS, be given 1st reading as presented.</p> <p align="right">CARRIED</p>

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY APRIL 25TH, 2023, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

	67-23	<p>MOVED by Deputy Mayor Benson that Bylaw 183-2023, for the purpose of cancelling a portion of plan 3503KS, be given 2nd reading as presented.</p> <p align="right">CARRIED</p>
	68-23	<p>MOVED by Deputy Mayor Benson that Bylaw 183-2023, for the purpose of cancelling a portion of plan 3503KS, be given unanimous consent for 3rd reading as presented.</p> <p align="right">CARRIED UNANIMOUSLY</p>
	69-23	<p>MOVED by Deputy Mayor Benson that Bylaw 183-2023, for the purpose of cancelling a portion of plan 3503KS, be given 3rd & final reading as presented.</p> <p align="right">CARRIED</p>
6. BUSINESS		
	70-23	<p>a) MOVED by Mayor Ethier that the Summer Village of Sunrise Beach provide a letter supporting the concept of a regional wastewater transmission line within Lac Ste. Anne County with a proposed discharge into a tertiary engineered wetland.</p> <p align="right">CARRIED</p>
	71-23	<p>MOVED by Mayor Ethier that the Summer Village of Sunrise Beach explore the possibility of engaging the services of a consultant to source out potential funding opportunities for the construction of a wastewater transmission line go ahead collection system within the Summer Village.</p> <p align="right">CARRIED</p>
	72-23	<p>b) MOVED by Deputy Mayor Benson that the Summer Village of Sunrise Beach provide \$1500.00 through Family and Community Support Services (FCSS) funding to the Sun and Sand Recreation League.</p> <p align="right">CARRIED</p>
	73-23	<p>c) MOVED by Councillor Steenbergen that the 2023 Operating and Capital Budget for the Summer Village of Sunrise Beach be approved as presented.</p> <p align="right">CARRIED</p>
	74-23	<p>MOVED by Mayor Ethier that Bylaw 184-2023, a bylaw establishing the various rates of taxation for the year 2023, be given 1st reading as presented.</p> <p align="right">CARRIED</p>

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75-23	<p>MOVED by Mayor Ethier that Bylaw 184-2023, a bylaw establishing the various rates of taxation for the year 2023, be given 2nd reading as presented.</p> <p align="right">CARRIED</p>
76-23	<p>MOVED by Mayor Ethier that Bylaw 184-2023, a bylaw establishing the various rates of taxation for the year 2023, be given unanimous consent for 3rd reading as presented.</p> <p align="right">CARRIED UNANIMOUSLY</p>
77-23	<p>MOVED by Mayor Ethier that Bylaw 184-2023, a bylaw establishing the various rates of taxation for the year 2023, be given 3rd & final reading as presented.</p> <p align="right">CARRIED</p>
78-23	<p>d) MOVED by Deputy Mayor Benson decline the acceptance of the Canada Summer Jobs grant, and furthermore decline the approval of hiring a summer student under the Canada Summer Jobs grant for the 2023 season.</p> <p align="right">CARRIED</p>
79-23	<p>e) MOVED by Councillor Steenbergen that the Alberta Community Partnership Conditional Grant Agreement be accepted for information, and that the Summer Village of Sunrise Beach enter into discussions with Lac Ste. Anne County with regards to entering into this Conditional Grant Agreement.</p> <p align="right">CARRIED</p>
80-23	<p>MOVED by Mayor Ethier that the Summer Village of Sunrise Beach not pursue a Road Use Agreement with Lac Ste. Anne County with respect to the Hummocky Lands at this time.</p> <p align="right">CARRIED</p>
81-23	<p>MOVED by Mayor Ethier that the discussion and written information report regarding the second access into the lands of the proposed Hummocky RV Resort be accepted for information.</p> <p align="right">CARRIED</p>
82-23	<p>MOVED by Mayor Ethier that the discussion on entering into an Intermunicipal Development Plan (IDP) with Lac Ste. Anne County be tabled to 2024, unless requirement for an IDP arises sooner.</p> <p align="right">CARRIED</p>

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY APRIL 25TH, 2023, EAST END FIRE STATION 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

	83-23		MOVED by Mayor Ethier that the discussion on potential extra administration costs as a direct result from the Hummocky Subdivision and proposed RV Resort be accepted for information. CARRIED
	84-23	f)	MOVED by Councillor Steenbergen that council approve the date change of the June 2023 meeting, from the regularly scheduled meeting on June 27 th to the new date of June 13 th , 2023. CARRIED
7.	FINANCIAL 85-23	a)	MOVED by Deputy Mayor Benson that the Income and Expense Statement as of March 31 st , 2023 be accepted for information. CARRIED
8.	COUNCIL REPORTS 86-23		MOVED by Councillor Steenbergen that the verbal Council Reports be accepted for information as presented. CARRIED
9.	ADMINISTRATION REPORTS 87-23		MOVED by Councillor Steenbergen that the Summer Village direct administration to bring back the Fees and Charges Bylaw to the next Council meeting with the following amendment: Subdivision and Development Appeal Fee increase from \$200.00 to \$5,000.00. CARRIED
	88-23		MOVED by Mayor Ethier that the Administration Reports be accepted for information as presented. CARRIED
10.	CORRESPONDENCE 89-23		MOVED by Mayor Ethier that the following correspondence be accepted for information: a) Safety Codes Report – first quarter 2023 b) Town of Barrhead – April 3 rd , 2023 – Exemption of Newspaper Media from EPR Program Revisions c) Alberta Municipal Affairs – April 11 th , 2023 letter on extending the deadline to complete Intermunicipal Collaboration Framework (ICF's) and Joint Use Planning Agreements (JUPAS) Ministerial Order

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		<p>d) Alberta Municipal Affairs – Municipal Census Regulation, Municipal Census Manual and Ministerial Order</p> <p>e) Lac Ste. Anne County – proposed subdivision referral SE 03-56-01-W5M</p> <p align="right">CARRIED</p>
11.	<p>OPEN FLOOR DISCUSSION WITH THE GALLERY</p> <p>90-23</p>	<p>MOVED by Mayor Ethier that the open floor discussion with the gallery be accepted for information.</p> <p align="right">CARRIED</p>
12.	CLOSED MEETING	N/A
13.	ADJOURNMENT	As all matters have been addressed Mayor Ethier declared the meeting adjourned at 10:04 p.m.

Mayor, Jon Ethier

Chief Administrative Officer, Wendy Wildman

MINUTES OF THE SPECIAL MEETING OF COUNCIL OF THE SUMMER VILLAGE
OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON
FRIDAY APRIL 28TH, 2023, AT 8:30 A.M. MEETING VIA TELECONFERENCING

	PRESENT	Mayor Jon Ethier Deputy Mayor Mike Benson Chief Administrative Officer Wendy Wildman Administrative Assistant Victoria Message
	ABSENT	Councillor Everett Steenbergen
1.	CALL TO ORDER	Mayor Ethier called the Council meeting to order at 8:35 a.m.
2.	AGENDA 91-23	MOVED by Mayor Ethier that the April 28 th , 2023, Agenda be approved as presented. CARRIED
3.	BYLAWS/POLICY 92-23	MOVED by Mayor Ethier that Bylaw 185-2023, classification of Assessment and Establishment of Assessment Sub-Classes, be given 1 st reading as presented. CARRIED
	93-23	MOVED by Mayor Ethier that Bylaw 185-2023, classification of Assessment and Establishment of Assessment Sub-Classes, be given 2 nd reading as presented. CARRIED
	94-23	MOVED by Mayor Ethier that Bylaw 185-2023, classification of Assessment and Establishment of Assessment Sub-Classes, be given unanimous consent for 3 rd reading as presented. CARRIED UNANIMOUSLY
	95-23	MOVED by Mayor Ethier that Bylaw 185-2023, classification of Assessment and Establishment of Assessment Sub-Classes, be given 3 rd and final reading as presented. CARRIED
13.	ADJOURNMENT	As all matters have been addressed Mayor Ethier declared the meeting adjourned at 8:36 a.m.

MINUTES OF THE SPECIAL MEETING OF COUNCIL OF THE SUMMER VILLAGE
OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON
FRIDAY APRIL 28TH, 2023, AT 8:30 A.M. MEETING VIA TELECONFERENCING

Mayor, Jon Ethier

Chief Administrative Officer, Wendy Wildman

UNAPPROVED

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Fw: June 13 Council appointment

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Tue 6/6/2023 8:18 PM

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

From: Dianne Johnstone <johnstonedi7@gmail.com>

Sent: Wednesday, May 24, 2023 9:54 AM

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

Subject: June 13 Council appointment

Hi Tory

I would like an appointment with Council on June 13. The subject is feral cats in the village. This has been a long standing problem but it is getting worse and something needs to be done

Cheers

Dianne

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SUMMER VILLAGE OF SUNRISE BEACH

Bylaw 142-2018

A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating And Controlling Animals Within The Corporate Limits Of The Municipality.

WHEREAS Section 7 of the Municipal Government Act R.S.A. 2000, and any amendments thereto provides for the passing of bylaw to regulate and control animals within a municipality;

NOW THEREFORE, the Council of the Summer Village of Sunrise Beach, in the Province of Alberta, duly assembled, enacts as follows:

A. TITLE: This Bylaw shall be cited as "The Animal Control Bylaw".

B. DEFINITIONS:

1. "Animal" shall mean any domesticated animal, including but not limited to cats, dogs, pigs, sheep, cattle, horses, or goats.
2. "Bylaw Enforcement Officer" shall mean a person appointed as such by the Council of the Summer Village of Sunrise Beach, or a Police Officer;
3. "Caretaker" shall mean a person or persons who have the appropriate facilities in which to keep an animal and who agrees to care for the animal in accordance with this bylaw, during the animal impoundment period;
4. "Collar" shall mean any device made of leather, chain, etc. capable of having metal tags securely fastened to it, and designed and solely intended to be worn around the neck of a dog;
5. "Day" shall mean a continuous period of twenty-four hours, or part thereof;
6. "Dog" shall mean any canine animal, over the age of six (6) months; bitch or spayed bitch, male or neutered male (except where a dog is found running at large, the age restriction of 6 months shall not apply).
7. "Domestic Animal" shall
 - a) mean such animals that have been domesticated for agricultural use, and shall include, but not be limited to pigs, horses, sheep and chickens;
 - b) include such animals that have been domesticated and kept as pets and shall include but not be limited to pigeons, rabbits and snakes;
8. "Municipality" shall mean the Summer Village of Sunrise Beach in the Province of Alberta.
9. "Municipal Council" or "Council" shall mean the duly elected Council for the Municipal Corporation of the Summer Village of Sunrise Beach.
10. "Owner" shall mean any person, partnership or association owning, possessing or having control over any dog, harbouring any dog, or suffering or permitting any dog to remain about his or her house or premises, either temporarily or permanently.
11. "Poultry" or "Fowl" shall mean live domestic fowl including ducks, turkeys, geese, hens, and chickens.
12. "Pound" shall mean the designated place, which the Municipal Administrator for the municipality has established, for the impounding and keeping of dogs and domestic animals found running at large within the municipal boundaries.
13. "Running At Large" shall mean any dog or domestic animal that is off the property of its owner or harbourer, if it is on any public street, land or park, other than the area designated as "Off Leash", or if it is on private property or premises within the municipality without the permission of the owner or

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SUMMER VILLAGE OF SUNRISE BEACH
Bylaw 142-2018

A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating And Controlling Animals Within The Corporate Limits Of The Municipality.

occupant thereof, and is not on a leash or lead under the control of a responsible person. The leash or lead shall be not more than six (6) feet long.

14. "Vicious Dog" shall mean dog of any age, which, when on or off the property of its owner:
- a) shows a propensity, disposition or potential to attack or injure, without provocation, other animals or humans; or
 - b) without provocation, chases persons who approach it; or
 - c) is a continuing threat of serious harm to other animals or humans; or
 - d) without provocation, has attacked persons or other animals.
15. "12-month period" shall mean the 12 consecutive months from the first occurrence of an offence.

C. LICENSING AND PROVISIONS:

1. The owner of every dog in excess of six (6) months of age shall obtain a lifetime license for same from the municipality.
2. The owner of a dog shall obtain a license for it on the first day when the municipal office is open for business after he or she becomes the owner of a dog.
3. Dog licenses must be obtained on the first day on which the municipal office is open for business after a dog reaches the age of six (6) months.
4. Dog tags must be securely fastened to the dog at all times. The said dog shall not be deemed licensed if it (the dog) is not wearing a collar or harness with the valid tag, and owner of the said dog shall be subject to a fine for allowing an unlicensed dog to run-at-large, as per the attached "Schedule B" unless he/she (the owner) can produce, to the satisfaction of the Bylaw Enforcement Officer, the license tag or receipt for the said dog within twenty four (24) hours of notice to the owner.
5. No poultry, fowl or animals, (other than cats and dogs and other small pets,) domestic or wild, may be harboured on any property within the corporate limits of the municipality in any area zoned Residential "R".
6. The Municipal Administrator or designate for the municipality shall keep a book in which the following shall be recorded:
 - a) Name of owner
 - b) Breed, colour, sex and name of each owner's dog or dogs
 - c) Date of license purchase
 - d) The number stamped on each license tag issued to the owner
 - e) The amount of fee paid by the owner.
7. Upon losing a dog license, an owner of a dog shall apply to the municipal office for a new dog tag which will be issued to the said owner at a cost as established by "Schedule A", attached to this bylaw and said cost shall be set to cover all costs involved with the re-issuing of said tag.

D. RESTRICTIONS AND RESPONSIBILITIES

1. No person shall keep or harbour more than three (3) animals of the same species whatever sex or age at the same time in any residential area. Specifically, a property owner may have 3 dogs and 3 cats, etc. but no more than 3 of one type of animal.
2. It shall be the responsibility of all owners of dogs or domestic animals to ensure that:

SUMMER VILLAGE OF SUNRISE BEACH
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- a) the dog or domestic animal is not permitted to run-at-large, except in areas designated as "Off Leash" areas and then the regulations regarding that area must be complied with. No vicious or restricted dogs are allowed to make use of the "Off Leash" area. They must be kept on leash at all times when off the owner's premises or property.
- b) the dog or domestic animal is not allowed to howl or bark excessively or in such manner as to disturb the quiet of any person or persons;
- c) no dog or domestic animal that is suffering from a communicable disease shall be allowed to run-at-large or come in contact with other animals or humans. The owner of said diseased dog or animal shall ensure that said diseased dog or domestic animal is kept locked up securely;
- d) any female dog shall be confined during the whole of the period when such dog is in heat;
- e) no dog or domestic animal shall be permitted to be a public nuisance by:
 - i) biting, barking or chasing people
 - ii) biting, barking at or chasing bicycles or automobiles
 - iii) biting, barking at or chasing livestock
 - iv) causing damage to public property, including but not limited to the upsetting of waste receptacles or scattering the contents thereof. When public property is damaged by a dog, its owner shall be deemed to have failed or refused to have complied with the requirements of this subsection and, upon summary conviction thereof shall, in addition to any penalty imposed upon him, be civilly liable to the municipality for any expense directly or indirectly incurred by it in connection with the receptacle being upset or the waste scattered abroad;
 - v) causing any harm or damage to any other dog or domestic animal.

The owner of any dog deemed to be a public nuisance may be fined as specified by "Schedule B", and ordered by a Magistrate or Justice of the Peace to muzzle or confine said dog, for such period of time as is determined by said Magistrate or Justice of the Peace.

- f) If a dog or domestic animal defecates on any public property or private property other than the property of its owner, the owner shall cause such defecation to be removed immediately.
- g) A blind owner of a registered guide dog is not subject to the obligations imposed in subsection (g)

3. The owner of any dog defined as a Vicious Dog under this bylaw shall:

- a) maintain in force a policy of liability insurance, in a form satisfactory to the administration of the municipality, providing third party liability coverage in a minimum amount of \$1,000,000.00 for injuries caused by the owner's restricted dog;
- b) ensure the liability policy contains a provision requiring the insurer to immediately notify the municipality in writing should the policy expire or be cancelled or terminated;
- c) provide the municipality with a copy of the current liability coverage policy to be retained on file.
- d) At all times while a restricted dog is on the premises of its owner, the owner shall:
 - i) either keep such dog confined indoors under the effective control of a person over the age of sixteen (16) years, or
 - ii) confined in a securely enclosed and locked pen, or other structure, constructed to prevent the escape of the restricted dog, and capable of preventing the entry of young children.
 - iii) such pen shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to the minimum depth of one (1) foot

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SUMMER VILLAGE OF SUNRISE BEACH
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- iv) when any restricted dog is off the premises of the owner, the owner shall securely muzzle such dog, and either harness it or leash it securely to effectively prevent it from attacking or biting a person or animal. (This clause shall not apply when the restricted dog is in a pen meeting the requirements of subsection iii)

If it is determined that a dog is a vicious dog, either through personal observation or after an investigation initiated by a complaint, the owner shall be notified in writing and be required to comply with the controls required for a vicious dog as outlined in this bylaw.

- 4. No person shall:
 - a) hinder, delay or obstruct any person or persons employed by the municipality, engaged in taking to the pound any dog or domestic animal liable to be impounded under the provisions of this bylaw, or serving notice;
 - b) remove or attempt to remove any dog or domestic animal from the possession of the Bylaw Enforcement Officer, pound keeper or any other persons authorized to enforce any of the provisions of this bylaw.
 - c) induce or persuade any dog or domestic animal to enter a house or other place where it may be safe from capture by the Bylaw Enforcement Officer or other authorized persons; or otherwise assist any dog or domestic animal to escape capture.
 - d) negligently or wilfully open any gate, door or other opening in a fence or enclosure in which a dog or other domestic animal has been confined, or otherwise obstruct any dog or domestic animal's confinement, thereby allowing said dog or domestic animal to run-at-large
 - e) tease, torment or annoy any dog or domestic animal
 - f) ignore or further neglect any dog or domestic animal found to be in distress as defined by the Animal Protection Act. Said dog or domestic animal shall be reported to the Bylaw Enforcement Officer or the municipal office.

- 5. No animal shall be allowed to run off leash except in that the areas legally described as Lot R6, Plan 3703 R.S. and Lot 1MR, Block 3, Plan 892 1503, owned by the Summer Village of Sunrise Beach, which shall be designated as the authorized Off Leash areas where dog owners may allow their dogs to run free of physical restraint by a leash.

The dog owners are still required to remove any defecation left by their dog when off leash.

If an organized event or activity, such as a horse shoe tournament, is in progress in an area then, for the length of the organized event, permission for off-leash activity is temporarily interrupted.

No dog that is identified as a vicious or restricted dog may be let off-leash at any place within the Summer Village of Sunrise Beach.

E. ANIMAL CONTROL AUTHORITY

- 1. A Bylaw Enforcement Officer or any person authorized by this Bylaw may capture and impound any Animal:
 - i) in respect of which he/she believes or has reasonable grounds to believe any offence under this bylaw is being or has been committed;
 - ii) which is required to be impounded pursuant to the provisions of any statute of Canada or the Province of Alberta, or any regulation made thereunder;
 - iii) shall deliver the Animal to the Pound or to a Caretaker with the appropriate facilities.

- 2. A Bylaw Enforcement Officer or any person authorized by this bylaw to enforce the provisions contained herein and who is delegated the authority of a designated officer under Section 542 of the Municipal Government Act may enter onto lands for the purpose of pursuit, capture and restraint of any Animal found running at large, or for the purpose of observation, investigation or enforcement of this bylaw:
 - i) after reasonable notice to the owner or occupant of the land; or

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SUMMER VILLAGE OF SUNRISE BEACH
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- ii) with the consent of the owner or occupant of the land; or
 - iii) without reasonable notice or consent of the owner or occupant of the land in the event the circumstances constitute an emergency or extraordinary circumstance.
3. The Bylaw Enforcement Officer is authorized to take reasonable measures to subdue and capture Animals found to be in contravention of this Bylaw.
 4. The Bylaw Enforcement Officer is authorized to take or order the taking of an injured or sick Animal to a Veterinarian for treatment to relieve pain or bleeding, at the expense of the Owner.

F. IMPOUNDMENT

1. The Municipal Administrator shall establish one or more pounds for the impounding or keeping of dogs or domestic animals captured.
2. Each dog or domestic animal impounded under the provisions of this bylaw shall be subject to impounding fees as set down by the Pound Keeper. These fees shall apply for each and every day of confinement to a maximum of seventy two (72) hours
3. After the confinement period, if no person shall appear at the pound to claim the dog or domestic animal, such dog or domestic animal shall be disposed of by sale, adoption or destroyed. The purchaser of the dog shall obtain full right and title to it and the right and title of the former owners shall cease thereupon.
4. The Bylaw Enforcement Officer shall attempt, to the best of his/her abilities, to ascertain the name of the owner of any impounded dog or domestic animal. Upon obtaining the name of the said owner, the Bylaw Enforcement Officer or Pound Keeper shall serve said owner with a Notice of Impoundment, either by serving said notice personally or by sending said notice by registered mail to the last know address of said owner.

G. PENALTIES

1. The Bylaw Enforcement Officer or police officer may enforce the provisions of the bylaw and will issue an offence ticket in the amount of the stipulated voluntary penalty as provided in Schedule "B". Payment of the stipulated voluntary penalty may be made in lieu of prosecution.
2. The offence ticket may be issued by personally serving it upon the alleged offender, or by leaving it at the residence of the alleged offender with any adult member of the family of the owner or harbourer who is at least sixteen (16) years of age, or by sending the offence ticket to the alleged offender by registered mail to his last known post office address.
3. In the event that an offence ticket remains unpaid for a period of fourteen (14) days, the alleged offender shall be liable to prosecution in the ordinary way for the offence alleged to have been committed.
4. Any person who on summary conviction is convicted of violating any provision of this bylaw shall be liable to pay a fine of not less than the stipulated voluntary penalty and not more than \$2,500.00 and in default of payment, judgement.
5. Any person who violates any provision of this bylaw for which a stipulated voluntary penalty has not been established by Schedule "B" shall be liable to a voluntary penalty of \$100.00 and upon summary conviction, to a fine of not less than \$100.00 nor more than \$2,500.00 and in default of payment, judgement.
6. Any person to whom an offence ticket has been issued may exercise his rights to defend any charge of committee a contravention of any of the provisions of this bylaw.

H. RELEASE OF ANIMALS

1. All licenses, fines and fees are to be paid before any dog or domestic animal is released from the Pound.

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I. EFFECTIVE DATE INFORMATION

1. This Bylaw hereby rescinds Bylaw number 76-1999 and any other Animal Control Bylaw or Dog Control Bylaw of and for the Summer Village of Sunrise Beach.
2. Any property owner who has more than three (3) of one kind of species, whatever sex or age, shall be allowed to keep those animals as long as the dogs are licensed. However, there can be no replacement of any animal that dies or is released voluntarily by the property owner over the limit of three.
3. This Bylaw shall come into full force and effect on January 30, 2018.

READ a first time in Council this 30th day January, 2018.

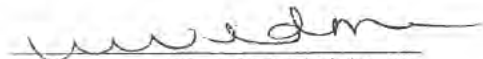
READ a second time this 30th of January, 2018

Unanimous consent given to proceed with the Third and Final Reading given this 30th day of January, 2018.

READ a third and final time this 30th day of January 2018.



Mayor



Municipal Administrator

SUMMER VILLAGE OF SUNRISE BEACH
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A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating
And Controlling Animals Within The Corporate Limits Of The Municipality.

SCHEDULE "A"

Dog License Fees and Pound Fees

- | | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. | Each unspayed female dog or unneutered male dog | \$35.00 lifetime license |
| 2. | Where a female dog be spayed or a male dog be neutered, the owner, upon production of a certificate from a duly qualified veterinary surgeon as proof of such dog being spayed or neutered. | \$25.00 lifetime license |
| 3. | Dog Guides/Seeing Eye Dogs | No charge |
| 4. | Replacement Tags | \$5.00 |

POUND OR KENNEL FEES

1. The pound or kennel fees as set by the poundkeeper for every twenty-four (24) hour period or fraction thereof the dog has been impounded.



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SCHEDULE "B"
STIPULATED VOLUNTARY PENALTIES FOR INFRACTIONS

Failure to obtain a license (Section C.1)	\$50.00 first offence \$100.00 second and subsequent
Harbouring more than three (3) animals of one kind on a residential property	\$100.00 first offence \$250.00 second and subsequent offence
Allowing a dog to run at large (Section D, 2. a)	\$40.00 first offence in a 12 month period \$60.00 second offence in a 12 month period \$100.00 third offence in a 12 month period \$500.00 fourth and subsequent offence in a 12 month period from date of first offence
Permitting a vicious dog to run at large (Section D. 2. a and D. 3. iv)	\$500.00
Failure to wear a tag (Section C. 4)	\$50.00 first offence \$100.00 second and subsequent offence
Female dog not confined when in heat (Section D. 2. d)	\$75.00 per offence
Dog or Domestic Animal disturbing the peace (section D. 2. e)	\$100.00 first offence in a 6 month period \$200.00 second offence in a 6 month period \$300.00 third and subsequent offence in a 6 month period from date of first offence
Failure fo remove defecation (Section D. 2. f)	\$50.00 first offence \$100.00 second and subsequent offences
Violation of any other provisions of Part D. 2 or any provision of D. 3	\$50.00 first offence \$100.00 second and subsequent offences
Failure to maintain in force a Policy of Liability insurance for Vicious Dogs (Section D. 3. a-c)	\$1,500.00 each offence
Failure to confine a restricted dog or vicious dog when on the premises of the owner in accordance with bylaw (Sections D. 3. d. i-iii)	\$500.00 per offence
Failure to muzzle or otherwise secure a restricted dog or vicious dog when off the premises of the owner (Section D.3.d.iv)	\$500.00 per offence
If a restricted or vicious dog bites or attacks a person or animal causing injury	\$1,500.00

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**THIS IS A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE
PROVINCE OF ALBERTA, TO BE KNOWN AS THE SUMMER VILLAGE OF SUNRISE
BEACH FEES & CHARGES BYLAW.**

WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, the Summer Village of Sunrise Beach wishes to establish, in a bylaw, certain fees and charges.

NOW THEREFORE, the Council of the Summer Village of Sunrise Beach, in the Province of Alberta, duly assembled, enacts as follows:

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW".
2. That the Summer Village of Sunrise Beach shall charge fees as established in Schedule A, 'The Fee Schedule', attached hereto.
3. Bylaw #165-2020 is hereby repealed.
4. THAT this BYLAW shall come into force and have effect on the date of the third and final reading.

Read a first time on this 13th day of June, 2023.

Read a second time on this 13th day of June, 2023.

Unanimous Consent to proceed to third reading on this 13th day of June, 2023.

Read a third and final time on this 13th day of June, 2023.

Signed this 13th day of June, 2023.

Mayor, Jon Ethier

Chief Administrative Officer, Wendy Wildman



SCHEDULE 'A' – Page 1 of 2	
BYLAW #186-2023 FEES & CHARGES	
Summer Village of Sunrise Beach	
<u>ADMINISTRATIVE FEES</u>	
REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$25
COST OF COPIES PER COPY	\$0.50
SPECIAL SERVICES RATE PER HOUR	\$75
TAX CERTIFICATE	\$25
TAX NOTIFICATION CHARGES	\$60
ONE TIME DOG LICENSE FEE PER DOG (LIMIT OF THREE)	\$25
SNOW REMOVAL PER LOT	SMALL \$200, MEDIUM \$250, LARGE \$300
<u>APPEAL/AMENDMENT FEES</u>	
ASSESSMENT APPEAL FEE (Refundable if applicant is successful)	\$50
DEVELOPMENT APPEAL FEE (Refundable if applicant is successful)	\$5,000
SUBDIVISION APPEAL FEE (Refundable if applicant is successful)	\$5,000
LAND USE BYLAW AMENDMENT FEE	\$2,000
<u>DEVELOPMENT FEES</u>	
PERMIT FEES ARE DOUBLED IF CONSTRUCTION STARTS PRIOR TO APPROVAL OF THE DEVELOPMENT PERMIT	
DEVELOPMENT PERMITS – RESIDENTIAL PRINCIPAL BUILDING	\$300
DEVELOPMENT PERMITS – RESIDENTIAL PRINCIPAL BUILDING DISCRETIONARY	\$500
DEVELOPMENT PERMITS – RESIDENTIAL ADDITIONS TO PRINCIPAL BUILDING - PERMITTED	\$150
DEVELOPMENT PERMITS – RESIDENTIAL ADDITIONS TO PRINCIPAL BUILDING - DISCRETIONARY	\$300
DEVELOPMENT PERMITS – SECONDARY SUITE, GARAGE & GARDEN – PERMITTED	\$300
DEVELOPMENT PERMITS – SECONDARY SUITE, GARAGE & GARDEN – DISCRETIONARY	\$500
DEVELOPMENT PERMITS - DEMOLITION	\$ 50
DEVELOPMENT PERMITS - COMMERCIAL	\$300
DEVELOPMENT PERMITS – COMMERCIAL - DISCRETIONARY	\$500
DEVELOPMENT PERMITS – HOME OCCUPATION/HOME OFFICE	\$150
LETTER OF COMPLIANCE - STANDARD	\$ 95
LETTER OF COMPLIANCE - RUSH	\$190
PLAN CANCELLATION BYLAW (LOT CONSOLIDATION)	\$400
PLAN CANCELLATION BYLAW REGISTRATION	\$ 35

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SCHEDULE 'A' – PAGE 2 OF 2	
BYLAW #186-2023 FEES & CHARGES	
SUMMER VILLAGE OF SUNRISE BEACH	
DECK, OVER-HEIGHT FENCE, RETAINING WALL, CISTERN, HOLDING TANK	\$ 50
BUILDING PERMITS	AS PER
ELECTRICAL PERMITS	SAFETY CODES
PLUMBING PERMITS	SERVICE PROVIDER
GAS & HEATING PERMITS	FEES
<u>SUB-DIVISION FEES (SUBDIVISION AUTHORITY)</u>	
Subdivision fees at application for up to 3 lots, including any remainder	\$700 + \$100 per lot
Subdivision fees at application for up to 4 lots, including any remainder	\$700 + \$250 per lot
Separation of Titles (MGA 652(4))	\$700
Condominium Plan Consent	\$50 per unit
Extension	\$250
Re-circulation	\$250
Fee at Endorsement ** Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles	\$100 + (\$150 per lot)
Current Land Title	\$12
<u>SUB-DIVISION FEES (MUNICIPALITY)</u>	
Lot Subdivision fee for lots that were previously consolidated:	
-1 st Lot	\$5,000
-each subsequent lot	\$2,500
<u>RE-DISTRICTING/RE-ZONING FEES</u>	
Re-districting application	\$2,000
Amend Municipal Development Plan	\$2,000
Amend Land Use Bylaw	\$2,000
Amend Provision of a Statutory Plan	\$2,000
Adoption of New Statutory Plan	\$2,000
<i>GST will be charged where applicable</i>	

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SDAB Fees - Alberta																				
Municipality	Fees																			
Birch Cove	\$ 200.00																			
Castle Island	nothing in records																			
Nakamun Park	\$ 2,000.00																			
Ross Haven	\$ 200.00																			
Sandy Beach	no appeal fee in new bylaw 03-2023																			
Silver Sands	\$ 200.00																			
South View	\$ 200.00																			
Sunrise Beach	\$ 200.00																			
Sunset Point	as determined by the Regional Appeal Board																			
Val Quentin	\$ 200.00																			
West Cove	\$ 200.00																			
Alberta Beach	\$ 150.00																			
Onoway	\$ 150.00																			
Mayerthorpe	\$ 200.00																			
Lac Ste. Anne County	\$ 250.00																			
Kapasiwin	\$ 100.00																			
Betula Beach	\$ 200.00																			
Seba Beach	\$ 750.00	50% refunded if the appeal is successful																		
Spring Lake	\$ 250.00																			
Lakeview	\$ 150.00																			
Spruce Grove	\$ 425.00																			
Stony Plain	\$ 300.00																			
Parkland County	\$ 200.00																			
Island Lake	\$ 200.00																			
Island Lake South	new one coming soon																			
Sunset Beach	no info																			
South Baptiste	no info																			
Bondiss	\$ 1,000.00																			

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Athabasca	\$ 250.00												
Athabasca County	\$ 200.00												
Sturgeon County	\$ 100.00												
Morinville	\$ 300.00												
Red Water	as directed annually by Capital Region Assessment Services Commission												
Clyde	\$ 200.00												
Westlock County	\$ 500.00												
Westlock	\$ 300.00												
Average cost of an SDAB Appeal since January, 2021 is \$3,265.00 (includes Clerk, Board, mileage and supplies). The cost varies from \$1685.00 to \$7533.00.													
The higher cost appeals are ones that have had postponements and/or lawyers/representatives involved as the amount of documentation and submissions that ne to be managed exceeds what a simple appeal would have.													

Costs Associated with Subdivision and Development Appeals (report prepared 2023)

	A	B	C	D	E	F
1						
2	Milestone Municipal Services	\$3,265.00	\$3,265.00 is an average, it varies from \$1,685.00 to \$7,533.00			
3	Clerk, Board, mileage & supplies		depending on documentation, time, postponements, lawyers			
4			other representatives etc			
5	<u>SDAB #1 - SRB</u>					
6	Milestone Municipal Services	\$4,785.20				
7	Development Officer	\$737.30				
8	Patriot Law	\$760.00				
9		\$6,282.50				
10						
11	<u>SDAB #2 - SRB</u>					
12	Milestone Municipal Services	\$3,266.74				
13	Development Officer	\$1,053.33				
14	Patriot Law	\$6,085.00				
15	Milestone Municipal Services	\$5,119.78				
16		\$15,524.85				
17						
18	<u>SDAB #3 - different municipality</u>					
19	Milestone Municipal Services	\$7,533.60				
20	Patriot Law	\$5,060.00				
21	Development Officer	\$4,550.25	Different DO			
22		\$17,143.85				
23						
24						
25	No additional Administration time has been charged to the municipality, but certainly significant time is expensed and could be added.					

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Fw: Council Motion on the table for June 13th meeting to raise the Development Appeal Fee by 2400% undemocratic

svsunrisebeach wildwillowenterprises.com

Wed 6/7/2023 9:29 AM

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

📎 1 attachments (26 KB)

appeal fees.xlsx;

From: Cindy MacDonald <cindymac2001@outlook.com>

Sent: Wednesday, June 7, 2023 9:28 AM

To: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>; ministryofjustice@gov.ab.ca <ministryofjustice@gov.ab.ca>; seacarlisle@outlook.com <seacarlisle@outlook.com>; lacsteanne.parkland@assembly.ab.ca <lacsteanne.parkland@assembly.ab.ca>; Sean MacDonald <cindyandsean@hotmail.com>; ma.advisory@gov.ab.ca <ma.advisory@gov.ab.ca>; comvoice@telusplanet.net <comvoice@telusplanet.net>; editor@morinvillenews.com <editor@morinvillenews.com>; premier@gov.ab.ca <premier@gov.ab.ca>; minister.municipalaffairs@gov.ab.ca <minister.municipalaffairs@gov.ab.ca>; SCSS.minister@gov.ab.ca <SCSS.minister@gov.ab.ca>; Craig Thomas <cthomas1970@shaw.ca>; jrfolwer@telus.net <jrfolwer@telus.net>; ministersa@gov.ab.ca <ministersa@gov.ab.ca>; edmonton@globalnews.ca <edmonton@globalnews.ca>; tbryant@barrhead.greatwest.ca <tbryant@barrhead.greatwest.ca>; redwater@shaw.ca <redwater@shaw.ca>; thebulletin@capricorncomputers.com <thebulletin@capricorncomputers.com>; ryan.jabs.epic@shaw.ca <ryan.jabs.epic@shaw.ca>; pcm1@telusplanet.net <pcm1@telusplanet.net>

Subject: Council Motion on the table for June 13th meeting to raise the Development Appeal Fee by 2400% undemocratic

<https://www.summervillageofsunrisebeach.ca/home/development-officier2>

Development & Safety Codes

The Summer Village of Sunrise Beach is located on Sandy Lake in Alberta, Canada.

www.summervillageofsunrisebeach.ca

Hi,

My name is Cindy MacDonald and I have lived as a permanent resident in the Summer Village of Sunrise Beach for 15 years. I have served two terms on Council for the Summer Village in years past. This is my story to help you understand why I am sending this email today and why I need to draw attention to what is going on in our small village of 135 people.

In May of 2022 I applied for a home-based business that I felt was an allowed use based on the land use by-laws. My development application was reviewed by our Development Officer and then taken to Council for input. They decided to deny my application. I exercised my rights to an appeal and after a long process and hiring a development consultant, in October of 2022, the Subdivision and

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Development Appeal Board approved my application and my fee was refunded. I will say, the Development Officer has been decent recently and extended my permit, as per the law, moving forward, as it is an allowed use, so my fight with the Summer Village is over. That's not what this is about.

Our appeal did cost the village some money, I don't know how much, but it has seemed to have caused some anger towards the democratic process of appealing a decision a resident feels is unjust or wrong. The discussion at the April Council meeting was that Council thinks the residents are only appealing to cost the village money.

It then turned into a motion by Council Everett Steenbergen to raise the appeal fee from \$200.00 to \$5000.00 at their next Council meeting on June 13th so people stop appealing and costing them money. I understand the by-law has not been amended for many years but this motion is a **2400% increase** to the rate payers. Yes, that incredible number is correct, not a typo. How can this be justified?

The Subdivision and Development Appeal Board's (SDAB) purpose is to hear those appeals as required by the *Municipal Government Act* from persons affected by a decision of the Development Authority and the Subdivision Authority.

The purpose of the appeal is to have professionals review the decisions based on legal rights over a Council and Development Officer, that in Councilor Steenbergen words at the beginning of the meeting that night, "they are not professionals and need help".

What this motion will do to our residents however, if this By-Law is passed as per the current motion, is infringe on our human rights, and changes from a democracy to a dictatorship based on financial means. **Our Political Leaders across Alberta work towards strengthening democracy not tearing it down and it should be no different in a Summer Village.**

It will not allow people that are on a fixed income come up with the \$5000.00, that even if they win and get reimbursed, could take months to get back, as in our case. Most people I know don't have that much discretionary money in the bank that they can do without for long periods of time.

It will take away the rights of many people to a fair, educated decision from a trained board.

It will discriminate against low income household's.

It will discriminate against Seniors on a fixed income.

It will force residents to accept whatever is handed to them and be left with a feeling of helplessness and in some cases deep despair.

It will cause undue hardship on people.

I'm sure if you think about this motion for a minute, you yourself can come up with many other reasons why this is so destructive to our Community.

If this Council is truly concerned about appeals and costs to the village, then they should be more confident in their decisions versus using money as a way to keep people from questioning them and our

ab

Development Officer. Most of their decisions seem to be based on emotions, personal feelings and opinions, not on laws or following the MGA.

To help you understand the average rates for appeal fees for all 51 Summer Villages I have included a spreadsheet showing the research I have done and the data can be verified. I also include the populations and appeal fees towns and villages in our geographical area.

Please try to attend this June 13th Council meeting. It will be available via a Zoom link if you cannot attend in person, I have pasted the link below to find the Zoom code. Please feel free to share this and forward to your colleagues and Sunrise residents to bring awareness before this by-law passes.

<https://www.summervillageofsunrisebeach.ca/>



Home

The Summer Village of Sunrise Beach is located on Sandy Lake in Alberta, Canada.

www.summervillageofsunrisebeach.ca

Thank you for your time,

Cindy MacDonald
Concerned Summer Village of Sunrise Beach Resident.

Sent from [Outlook](#)

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as prepared by
Candy MacDonald

Town	Appeal Fee	Population	Phone#	Email	Note
Alberta Beach	\$ 150.00	1018	780-924-3181	aboffice@albertabeach.com	
Barrhead	\$ 200.00	4579	780-674-3301	town@barrhead.ca	
Lac Ste Anne County	\$ 250.00	10,899	780-785-3411	devassistant@lsac.ca	Stop order appeals are \$450.00
Morinville	\$ 300.00	9,893	780-393-4361	info@morinville.ca	
Onoway	\$ 150.00	1029	780-967-5338	pcm1@telusplanet.net	
Spruce Grove	\$ 425.00	35,766	780-962-2611	cityclerk@sprucegrove.org	
Stony Plain	\$ 100.00	17,842	780-963-2151	planning@stonyplain.com	
SV Argentia Beach	\$ 150.00	27	780-586-2494	information@svoofficepl.com	
SV Betula Beach	\$ 150.00	16	780-691-4465	cao@betulabeach.ca	
SV Birch Cliff	\$ 400.00	117	403-887-2822	information@sylvansummervillages.ca	
SV Birch Cove	\$ 200.00	45	780-967-0271	cao@birchcove.ca	
SV Bondiss	\$ 1,000.00	110	780-689-1015	Edtomaszyk@gmail.com	
SV Bonnyville Beach	\$ 200.00	84	780-826-2925	admin@bonnyvillebeach.com	
SV Burnstick Lake	\$ 500.00	15		burnstick8@gmail.com	
SV Castle Island	\$ -	10	780-967-0271	svcastle@telus.net	message from the mayor. we have 20 lots and no more land to develop. We have no fees because no more development can take place.
SV Crystal Springs	\$ 125.00	51	780-586-2494	information@svoofficepl.com	
SV Ghost Lake	\$ 990.00	82	825-735-7224	admin@ghostlake.ca	
SV Golden Days	\$ 125.00	160	780-586-2494	information@svoofficepl.com	
SV Grandview	\$ 125.00	114	780-586-2494	information@svoofficepl.com	
SV Gull Lake	\$ 2,000.00	176	403-748-2966	admin@summervillageofgulllake.ca	Raised from 200.00 in 2020
SV Half Moon Lake	\$ 400.00	42	403-887-2822	information@sylvansummervillages.ca	
SV Horseshoe Bay	\$ 150.00	73	780-645-4677	svhorseshoebay@gmail.com	
SV Island Lake	\$ 200.00	228	780-967-0271	svislandlake@wildwillowenterprises	Wendy Wildman CAO Did not respond Tony DO
SV Island Lake South	\$ 200.00	61	780-239-7323	bancroftkim@hotmail.com	
SV Itaska Beach	?	23	780-312-0928	cao@itaska.ca	SV office did not reply, could not find it online
SV Jarvis Bay	\$ 400.00	213	403-887-2822	information@sylvansummervillages.ca	
SV Kapasiwin	?	10	780-691-4465	Cao@kapasiwinalberta.com	SV office did not reply, could not find it online
SV Lakeview	?	30	780-691-4465	Cao@kapasiwinalberta.com	SV office did not reply, could not find it online
SV Larkspur	?	44	780-239-7323	bancroftkim@hotmail.com	SV office did not reply, could not find it online

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SV Ma-Me-O Beach	\$ 125.00	110	780-586-2494	information@svofficepl.com	
SV Mewatha Beach	?	90	780-239-7323	bancroftkim@hotmail.com	SV office did not reply, could not find it online
SV Nakamun Park	\$ 150.00	96	780-967-0271	cao@svnakamun.com	Dwight Moskalyl. Planning on raising it to \$1000.00
SV Norglenwold	\$ 400.00	273	403-887-2822	information@sylvansummervillages.ca	
SV Norris Beach	\$ 125.00	38	780-586-2494	information@svofficepl.com	
SV Parkland Beach	\$ 500.00	153	403-843-2055	admin@parklandbeachsv.ca	
SV Pelican Narrows	?	151	780-614-4496	sent online contact us	SV office did not reply, could not find it online
SV Point Alison	\$ 200.00	10	780-984-2773		
SV Poplar Bay	\$ 125.00	103	780-586-2494	information@svofficepl.com	
SV Rochon Sands	?	86	403-742-4717	info@rochonsands.net	SV office did not reply, could not find it online
SV Ross Haven	\$ 200.00	160	780-999-6654	cao@rosshaven.ca	Tony
SV Sandy Beach	\$ 200.00	278	780-967-2873	svsandyb@xplornet.ca	
SV Seba Beach	\$ 750.00	169	780-797-3863	Svseba@telusplanet.net	
SV Silver Beach	?	65	780-389-4409	cao@silverbeach.ca	SV office did not reply, could not find it online
SV Silver Sands	\$ 150.00	160			SV office did not reply, could not find it online
SV South Baptiste	\$ 750.00	66			SV office did not reply, could not find it online
SV Southview	\$ 200.00	67			SV office did not reply, could not find it online
SV Sunbreaker Cove	?	81			SV office did not reply, could not find it online
SV Sundance Beach	?	73			SV office did not reply, could not find it online
					Motion on the table from Councilor Steenbergen for June 13th to raise to \$5000.00 this is a 2400% increase
SV Sunrise Beach	\$ 200.00	135	780-967-0271	svsunrisebeach@wildwillowenterprises.com	
SV Sunset Beach	?	49			SV office did not reply, could not find it online
SV Sunset Point	?	169			SV office did not reply, could not find it online
SV Val Quentin	\$ 200.00	252			SV office did not reply, could not find it online
SV Waiparous	\$ 1,100.00	49			SV office did not reply, could not find it online
SV West Baptiste	?	38			SV office did not reply, could not find it online
SV West Cove	\$ 200.00	149			SV office did not reply, could not find it online
SV Whispering Hills	?	142			SV office did not reply, could not find it online
SV White Sands	?	120			SV office did not reply, could not find it online
SV Yellowstone	\$ 200.00	137			SV office did not reply, could not find it online
Westlock	\$ 300.00	5101	780-349-4444	info@westlock.ca	

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Fwd: Development Application appeal fee

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Sun 5/7/2023 7:13 PM

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

FYI

Get [Outlook for iOS](#)

From: Susan Carlisle <Seacarlisle@outlook.com>

Sent: Sunday, May 7, 2023 12:15:53 PM

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

Cc: Sean MacDonald <cindyandsean@hotmail.com>

Subject: Development Application appeal fee

Several of my neighbours inform me that the Council is contemplating a substantial increase to the appeal fee for development/permit applications, in the order of \$200→\$5000. It appears the contemplated fee increase is more than 5 times the higher rates of comparable communities (see Cindy MacDonald's upcoming submission, cc'd). If this is true, I urge the Council to seriously consider the ethical implications of such an increase.

The application process includes the right of the applicant to appeal a rejection decision. While a nominal fee may be reasonable to cover administrative costs and deter frivolous appeals, the suggested increase is punitive and appears to be intended to stop appeals, essentially denying applicants of their appeal rights.

The contemplated increase is not only unethical in denying applicants reasonable access to an appeal process: it is also likely to deter legitimate improvements to Sunrise Beach properties, such as we have recently seen. Such improvements enhance the overall value, appeal and viability of the community for existing and prospective residents.

In your deliberations over this proposed change, please consider ethics, impacts and fairness in your decision. A fee increase of this magnitude is simply unreasonable and not in the interest of the community.

Sincerely

Susan Carlisle
4314 Leisure Lane
Summer Village of Sunrise Beach

Sent from [Mail](#) for Windows

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Summer Village of Sunrise Beach

Quality Management Plan

June 2019

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Summer Village of Sunrise Beach

Quality Management Plan

This Quality Management Plan that includes
Schedule A – Scope and Administration,
Schedule B – Operational Requirements and
Schedule C – Technical Discipline Service Delivery Standards
has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



**Safety
Codes
Council**

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Schedule A

Scope and Administration

1.0 SCOPE OF ACCREDITATION

The **Summer Village of Sunrise Beach**, herein referred to as "The Municipality" will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

BUILDING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • National Building Code – 2019 Alberta Edition
<input type="checkbox"/>	Only those parts of the National Building Code – 2019 Alberta Edition pertaining to small buildings being 3 storeys or less in height, having a building area of 600m ² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
ELECTRICAL	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Canadian Electrical Code Part 1
<input type="checkbox"/>	<ul style="list-style-type: none"> • Alberta Electrical Utility Code
PLUMBING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • National Plumbing Code of Canada, and • Alberta Private Sewage Systems Standard of Practice.
GAS	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Natural Gas and Propane Installation Code, • Propane Storage and Handling Code, and • Compressed Natural Gas Fuelling Stations Installation Code. Excluding the: <ul style="list-style-type: none"> • Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and • Natural Gas for Vehicles Installation Code Compressed Natural Gas.

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2.0 Quality Management Plan Administration

Summer Village of Sunrise Beach

The Municipality is responsible for the administration, effectiveness and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations and codes and standards within, as required by this QMP. All services will be performed in compliance with this QMP, in an effective, timely, professional and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency; the Municipality will ensure that a formal contract for services is in place. The Municipality understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of the approved QMP of the Municipality. Contracts with accredited agencies will include a statement that ensures that all SCO's will have the right to work in atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCO's) working for the Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council herein referred to as the "Council" or its representative may review/audit for compliance to this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP including the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP, and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

SCOs shall have authority and freedom of discretion to:

- provide safety codes consultation,
- review plans,
- issue permits,
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act,
- issue reports and correspondence,
- accept verification of compliance,
- review alternative solution proposals,
- issue variances,
- issue Orders,
- engage in enforcement action,
- conduct investigations,
- require professional engagement, and
- re-inspect.

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act,
- regulations under the Act,
- codes and standards mandated by the Act,
- procedures under the Act,
- Council policies and directives,
- Administrator directives,
- assigned duties, and
- professional development.

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

2.2 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.3 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council.

2.4 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- licensed residential builder verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,
- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies, and
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than three (3) years in accordance to Council policy or in accordance to the Municipality's records retention policy, whichever is greater.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where an accredited agency (s) was involved will be returned to the Municipality within a reasonable time of completion of the service or upon request of the municipality.

2.5 Revisions

Revisions to the Scope, Administration, or Service Delivery Standard require resolution from the Municipality's Council. Revisions to the Operational Requirements or applicable forms used require the acceptance by the Chief Administrative Officer responsible for this QMP. All revisions require approval by the Administrator of Accreditation.

The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- immediately distribute copies of approved amendments to all registered holders of this QMP.

2.6 Permits / Permissions Administration

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

2.7 Annual Internal Review

The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the municipality, staff, and QMP with respect to the administration of the municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

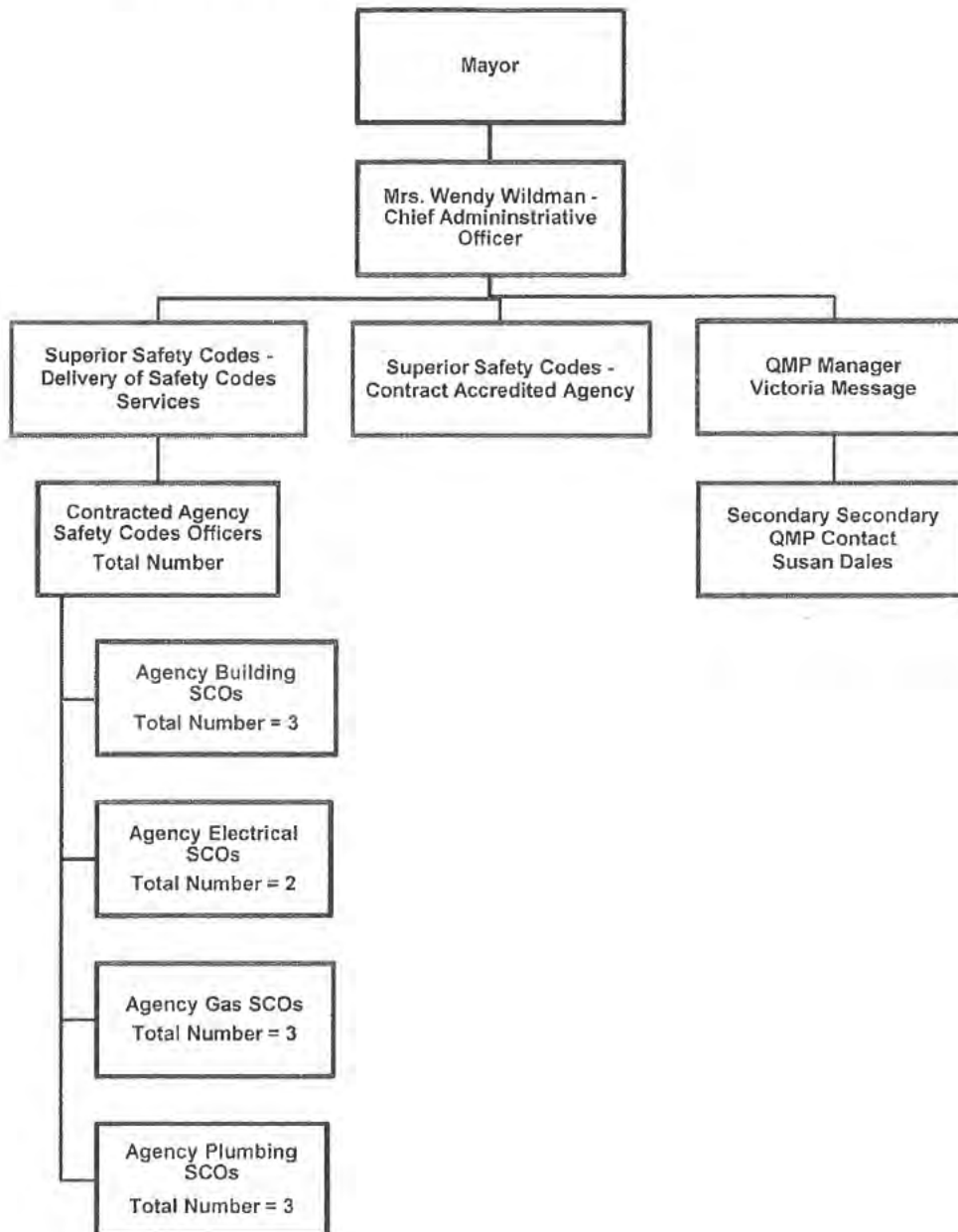
The annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

2.8 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation or investigation activities for projects where they also provide compliance monitoring.

2.9 Organizational Chart

Summer Village of Sunrise Beach



The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMP

2.10 Municipality Agreement

In accordance with Council Resolution # 75-19 of June 25th, 2019 the **Summer Village of Sunrise Beach** hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.


Signature – Chief Administrative Officer


Signature Chief Elected Official

Wendy Wildman Chief
Name & Position Title Administrative Officer

Mayor Glen Usselman
Name & Position Title

July 23, 2019
Date

July 23, 2019
Date

svsunrisebeach@wildwillow
Email Address enterprises.com

svsunrisebeach@wildwillow
Email Address enterprises.com

Summer Village of Sunrise Beach
Name of Municipality

Summer Village of Sunrise Beach
Municipality Address

780 967-0271
Phone Number

780 967-0431
Fax Number

2.11 Municipality QMP Manager Information

Victoria Plessage QMP Manager
Name and Title of QMP Manager

tori@wildwillowenterprises.com
Email Address

Summer Village of Sunrise Beach
Name of Municipality

Box 1197 Onoway, AB T0E 1V0
Municipality Address

780-967-0271
Phone Number

780-967-0431
Fax Number

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2.12 Notices

Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officer and the QMP Manager of the Municipality.

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Schedule B

Operational Requirements

3.0 Operational Requirements

3.1 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Council policy including as applicable but not limited to:

- code advice:
 - construction,
 - building upgrade programs,
 - development and implementation of fire safety plans, and
 - storage of dangerous goods.
- plans examinations:
 - new construction,
 - building upgrade programs,
 - residential secondary suites, and
 - fire safety plans with emphasis to addressing the risk to occupied residential buildings.
- permit/permission issuance:
 - construction,
 - renovations/alterations/reconstruction/demolition/additions, or other changes
 - occupancy permit
 - occupancy load certificates,
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
 - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction,
 - renovations/alterations/reconstruction/additions,
 - occupancy loads and changes in occupancy,
 - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
 - follow-up inspections of deficiencies and unsafe conditions,
 - post-occupancy of facilities identified, and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- collection and remittance of Council levies,
- issuance of Permit Services Reports,
- investigations, and
- maintain files and records.

3.2 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

- inspections,
- subdivision applications,
- development permits,
- plans reviews,
- occupancy permits,
- occupancy load certificates,
- enforcement,
- closure of files, and
- areas of mutual interest.

3.3 Orders

A SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Council.

A SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- a copy of the Order will be provided to the Council within 30 days of issuance,
- monitor the Order for compliance, and
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an Order is the responsibility of the Municipality. It is the purview of the Municipality to escalate enforcement measures as necessary.

3.4 Emergency Situations

If a SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.

3.5 Alternative Solutions / Variances

A SCO may review an alternative solution proposal and issue a site or instance specific variance from a code or referenced standard if the SCO is of the opinion that the alternative solution proposal / variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by the Act. An alternative solution proposal / variance will not remove or relax an existing rule, nor be intended to provide product approval.

An alternative solution proposal / variance will be issued in accordance with the Act and Council policy. An alternative solution proposal / variance will be in the format prescribed by the Council.

A request for a variance must:

- be made in writing,
- be signed by the owner or the owner's representative, and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

A SCO may only make a decision respecting an alternative solution proposal / variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within 10 days of issuance, to the:

- owner,
- contractor if applicable,
- Council, and
- the Municipality.

3.6 Permit Administration

3.6.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
 - i. state the type of occupancy,
 - ii. set out the prevailing market value of the undertaking,
 - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
- (h) include a method of payment of fees acceptable to the permit issuer,

- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:
- i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
 - ii. copies of plans and specifications for the proposed undertaking,
 - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

"The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality."

3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and/ or the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the SCO and/or permit issuer considers necessary.

3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but are not limited to:

- requiring permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- setting the date on which the permit expires,
- setting a condition that causes the permit to expire,
- setting the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the location or locations of the undertaking being permitted,
- setting the qualifications of the person responsible for the undertaking and/or doing the work,
- requiring an identification number or label to be affixed to the undertaking, and
- requiring SCO approval be obtained before any part of the work or system is occupied, covered or concealed.

3.6.4 Annual Permits

An annual permit may be issued in the electrical, gas or plumbing discipline allowing the owner or operator of the premise to effect minor repairs, alterations or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking,
- the permit does not entitle the owner or operator to effect major alterations or additions to the premise, and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous 2 years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.6.5 Permit Expiry

A permit shall expire with the time period set in the Permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

3.6.6 Permit Timeframe Extension

A SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection), and
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time, and
- inspect post permit closure and attach report to the permit.

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

3.6.8 Permit Refusal, Suspension, or Cancellation

A SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will upon refusal, suspension or cancellation of a permit:

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a PSR identifying the reason for the refusal, suspension or cancellation of the permit.

3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by a SCO,
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date, and
- be conducted the at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- owner name, address, phone number and email (if email is applicable),
- contractor name, address, phone number and email (if email is applicable),
- address of the inspection,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the applicable work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger, and
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and

- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition(s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

A SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

3.8 No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will notify the owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted, and the file will be closed.

3.9 Verification of Compliance (VOC)

A SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. The re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (e.g. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- address of where the VOC is being applied for,
- permit number and discipline,
- name and title of the person who provided the VOC and how it was provided (i.e. written assurance, verbal assurance (with written documentation), site visit by designate, photographs, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

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3.10 Investigation of an Unsafe Condition, Accident, or Fire

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

In relation to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

When investigating an unsafe condition, or accident, or fire, a SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, accident or fire occurred until permission has been granted by a SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

A SCO who conducts an investigation will submit a copy of the report to an Administrator and provide a summary of the investigation to the Council.

Schedule C

Technical Discipline Service Delivery Standards

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4.0 Technical Discipline Service Delivery Standards

4.1 Schedule C.1 BUILDING

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain construction documents including plans and specifications as outlined in the National Building Code – 2019 Alberta Edition,
- obtain any letters or schedules required to be provided by the National Building Code,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions e.g. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the National Building Code,
- obtain New Home Warranty verification where applicable, and
- obtain a hot works permit, where applicable.

Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the National Building Code,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration or demolition operations, obtain in writing, a fire safety plan for the project site.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when a part(s) of the building requires a professional architect or engineer, and
- collect and maintain on file all schedules and letters of compliance required in accordance with the National Building Code when the registered professional architect and/or engineer involvement is required for the work covered under a permit.

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Building Site-Inspections

A Building SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> o at any stage OR <ul style="list-style-type: none"> o within 1 year from permit issuance
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within 1 year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Single & Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including fire alarm and HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o building envelope and HVAC rough-in OR <ul style="list-style-type: none"> o framing, structure, and building envelop (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance

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Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> o at any stage OR o within 1 year of completion
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> o *foundation OR o *framing, structure OR o *HVAC rough-in OR o *fire suppression systems OR o *fire alarm system OR o *HVAC completion OR o *interior partitioning OR o Medical Gas rough in AND o *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> o *foundation OR o *framing, structure OR o *HVAC rough-in OR o *fire suppression systems OR o *fire alarm system OR o *HVAC completion OR o *interior partitioning OR o Medical Gas rough in AND o *final within 2 year of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

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Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> o at any stage OR <ul style="list-style-type: none"> o within 1 year of permit issuance
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> o interim inspection at approximately the mid-term of the work AND <ul style="list-style-type: none"> o final within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> o *foundation OR <ul style="list-style-type: none"> o *framing, structure OR <ul style="list-style-type: none"> o *HVAC rough-in OR <ul style="list-style-type: none"> o *fire suppression systems OR <ul style="list-style-type: none"> o *fire alarm system OR <ul style="list-style-type: none"> o *HVAC completion OR <ul style="list-style-type: none"> o Interior Partitioning OR <ul style="list-style-type: none"> o Medical Gas rough in AND <ul style="list-style-type: none"> o *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

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In conjunction with / exceptions to with the above tables:

Site Inspection of labelled mobile home siting will consist of at least one on-site inspection within 180 days of permit issuance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection within 30 days of final set-up stage.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 180 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

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4.2 Schedule C.2 ELECTRICAL AND ELECTRICAL UTILITY

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

An Electrical SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$10,000)	2	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$10,000 or less)	1	<ul style="list-style-type: none"> o rough in inspection or final inspection, within 1 year of permit issuance
Single Family Residential or Farm Buildings (with value of work over \$2,500)	2	<ul style="list-style-type: none"> o completed rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings (with value of work \$2,500 or less)	1	<ul style="list-style-type: none"> o final inspection, within 180 days of completed work
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) OR o final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> o mid- term inspection o final inspection, within 60 days of expiry of permit

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Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

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4.3 Schedule C.3 PLUMBING

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A Plumbing SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings new construction (or alteration, addition, or renovation with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering (within 180 days of permit issuance) AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> ○ site inspection completed prior to covering.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s), and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

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4.4 Schedule C.4 GAS

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

Gas Site-Inspections

A Gas SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none">o rough-inANDo final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none">o rough-inANDo final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none">o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Temporary Heat Installations (under separate permit), temporary services	1	<ul style="list-style-type: none">o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none">o mid-term inspectionANDo final inspection at substantial completion of work described on the permit within 2 years of permit issuance

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Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.


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Fw: ASVA's Save the Date Reminder - 65th Annual Conference October 19 & 20th, 2023

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Tue 6/6/2023 8:18 PM

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

 4 attachments (2 MB)

2023 Save the Date - ASVA Conference.pdf; 2023 DEMS Save the Date.pdf; 2023 Sponsorship Letter for Businesses.pdf; 2023 ASVA Sponsorship Letter.pdf;

From: ASVA Exec Director <summervillages@gmail.com>

Sent: Monday, May 29, 2023 11:39 AM

To: Kathy Krawchuk (execdirector@asva.ca) <execdirector@asva.ca>

Subject: ASVA's Save the Date Reminder - 65th Annual Conference October 19 & 20th, 2023

Good morning,

A friendly reminder to **SAVE THE DATE** for **ASVA's 65th ANNIVERSARY CONFERENCE** being held at Royal Hotel West, Edmonton AB, October 19 & 20th, 2023, further details attached.

October 20th, 2023, is a morning dedicated to Emergency Management. Please share this with your DEMS/DDEMS, hoping that they will be able to partake in these informative sessions that morning, further details attached.

More information regarding Registration to follow in the next month.

Attached for further consideration, is details on becoming a sponsor and or donating a silent auction item(s) for our event. Please feel free to share this with any business in your community you may think would be interested in helping support ASVA's 65th Anniversary Conference. Thank you so much.

Should you have any questions, please do not hesitate to contact me.

Warm regards,

Kathy Krawchuk

Executive Director

Association of Summer Villages of Alberta

780-236-5456

execdirector@asva.ca

www.asva.ca

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65 YEARS of SUCCESS TOGETHER

2023 ASVA ANNUAL CONFERENCE & AGM



SAVE-THE-DATE OCTOBER 19-20, 2023 THURSDAY & FRIDAY

- Meet the Ministers Municipal Affairs and Environment (TBC)
- MLA's (TBC)
- Alberta Emergency Management Updates – Friday October 20th -morning session
- Municipal Planning Services – Land Use Issues Summer Villages Face
- ALMS
- Updates from the Nurse Practitioners Association
- Broadband In Communities
- Firesmart
- Alberta Invasive Species
- Aquatic Invasive Species Specialist
- Municipal Affairs -MAP review (Municipal Accountability Program)
- And more

(Please note that Speakers may change due to unforeseen circumstances)

OCTOBER 19TH BANQUET VENUE

- Hot Buffet Dinner
- Awards
- Entertainment
- Silent Auction
- Cash Bar



Venue

CONFERENCE REGISTRATION
BEGINS MID JULY ONLINE.
WATCH FOR UPDATES...

CONFERENCE RATE:
\$299

Cancellations must be in writing via email
to execdirector@asva.ca before September
15, 2023 for a full refund, less \$50
administration fee

Conference
Registration
Deadline September
15th

Royal Hotel West
10010-178 St
Edmonton, AB T5S 1T3
780-484-6000
to book your
accommodations
Ask for the ASVA Group
Booking Rate
Room Rates: Queen: \$119
+ Taxes
Double Queen or King
\$129 + Taxes

Please join us in listening to
the exciting speakers with
updates and information that
can impact your Summer
Villages. Network with Peers
from all over Alberta.

IT'S ALL ABOUT
REGIONAL
COLLABORATION

ASSOCIATION OF
SUMMER VILLAGES OF
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65 YEARS of SUCCESS TOGETHER

**SAVE-THE-DATE
FRIDAY OCTOBER 20TH
ATTENTION: DEMS & DEPUTY DEMS**

**2023 ASVA ANNUAL
CONFERENCE & AGM**



**PLEASE JOIN US FOR A MORNING OF UPDATES BY
ALBERTA EMERGENCY MANAGEMENT
AGENCY AND PEERS
HEAR STORIES ABOUT COMMUNITIES THAT
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(Includes a Hot Breakfast)
MORNING SESSION
FRIDAY OCTOBER 20TH
ONLY**

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2023 for a full refund, less \$20
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**Conference Registration
Deadline September 15th**

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Edmonton, AB T5S 1T3
780-484-6000
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accommodations
Ask for the ASVA Group
Booking Rate
Room Rates: Queen: \$119 +
Taxes
Double Queen or King \$129 +
Taxes**

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REGIONAL COLLABORATION



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- the Mayors, Deputy Mayors and Councilors from 51 Municipalities (Summer Villages) of Alberta
- Reeves/Mayors AND County Managers from adjacent Municipalities
- DEMS and Deputy DEMS
- MLA's and Ministers from various areas/departments of Alberta

There is great value in being a sponsor at the Conference.

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Sponsorship Level	Amount	Provided with a Display Space	Number of Breakfast, snacks, lunch & banquet tickets provided with Sponsorship	Number of Breakfast, snacks, lunch provided with Sponsorship Level	Recognized as a Sponsor in the Agenda Pkg	Recognized on Power point	Self-Introduction of your Company to the delegates & intro of guest speaker (as part of	Sponsor Sign at Coffee Station	Logo in ASVA Annual Report	Company Logo placed on ASVA Website as a Sponsor
PLATINUM	\$2,000+	YES	4	0	YES	YES	YES	NO	YES	YES
GOLD	\$1,000+	YES	2	0	YES	YES	NO	NO	YES	YES
SILVER	\$500+	YES	0	2	YES	YES	NO	NO	YES	NO
BRONZE	\$300+	NO	0	0	YES	YES	NO	NO	YES	NO
COFFEE/HEALTH BREAK	\$250+	NO	0	0	YES	YES	NO	YES	NO	NO

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If you are interested or have any questions, please contact any of the ASVA Executive, Board of Directors or the Executive Director at your convenience.

EXECUTIVE

President Mike Pashak	mike.pashak@shaw.ca	403-620-1543
Vice President Brian Waterhouse	bwaterhouse@sundancebeach.ca	780-918-0651
Treasurer Rob Dickie	rwdveg58@gmail.com	780-699-3963
Executive Director Kathy Krawchuk	execdirector@asva.ca	780.236.5456

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Marlene Walsh	marlenehwalsh@gmail.com	780-668-3182
Julie Maplethorpe	jamnrg@telus.net	403-304-0446

ASVA would like to thank you in advance for your consideration and we appreciate your continued generous support!

Warm Regards,

Association of Summer Villages of Alberta

www.asva.ca

780.236.5456

Kathy Krawchuk
Executive Director
ASVA

* The ASVA is nonprofit organization but is not registered as a charitable organization, so taxable receipts are not available.

2 - 51109 RR271 Spruce Grove, AB T7Y 1G7
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- MLA's and Ministers from various areas/departments of Alberta

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GOLD	\$1,000+	YES	2	0	YES	YES	NO	NO	YES	YES
SILVER	\$500+	YES	0	2	YES	YES	NO	NO	YES	NO
BRONZE	\$300+	NO	0	0	YES	YES	NO	NO	YES	NO
COFFEE/HEALTH BREAK	\$250+	NO	0	0	YES	YES	NO	YES	NO	NO

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If you are interested or have any questions, please contact me at your convenience.

ASVA would like to thank you in advance for your consideration and we appreciate your continued generous support!

Warm Regards,

Kathy Krawchuk
Executive Director
Association of Summer Villages of Alberta
execdirector@asva.ca
780.236.5456

* The ASVA is nonprofit organization but is not registered as a charitable organization, so taxable receipts are not available.

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Fw: Commemorative bench for Sunrise Beach

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Tue 6/6/2023 8:20 PM

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

From: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Sent: Tuesday, May 16, 2023 3:03 PM

To: Zara Heather

Subject: Re: Commemorative bench for Sunrise Beach

Ok thank you for the additional information, we will touch base after we discuss with Council and Public Works.

Thanks,

Tori Message

From: Zara Heather

Sent: Tuesday, May 16, 2023 1:41 PM

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

Subject: RE: Commemorative bench for Sunrise Beach

Hi Wendy,

I plan to have it done the same way as the picture below.



I usually pay the city of St. Albert \$1800 for the bench and they arrange for everything on their end.

Let me know if you need to manage everything on my end I can defiantly do that – but it will take me some time.

I was thinking about having the first bench installed by the beach there is a sign before you get it that states “no camping, no ATV etc” I was thinking around that area. I can take a picture of the area and send it to next week. I’ll be in the area to check on my house construction – so I’ll be sure to grab a picture 😊

Eventually I’d like to replace all the broken benches in the community.

Zara Heather, M.J.C. M.P.

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From: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>
Sent: Tuesday, May 16, 2023 1:32 PM
To: Zara Heather
Subject: Re: Commemorative bench for Sunrise Beach

Thank you Zara for reaching out to us with such a generous offer.

Just to clarify your intent:

- you would cover the purchase of the bench?
- you would cover the delivery and installation of the bench?
- is it your intent that installation would be on a cement pad as well, and if so you would be covering the cost of the cement pad?
- did you have locations within the Summer Village where you think these benches would be appropriate?

We will have to discuss your request with Council and our Public Works once we have a little more information.

Again, thank-you very much for initiating this conversation and your desire to improve the Summer Village.

Wendy Wildman,
Chief Administrative Officer
Summer Village Administration/Wildwillow Enterprises Inc.

Phone: 780-967-0271

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From: Zara Heather -

Sent: Monday, May 15, 2023 8:04 PM

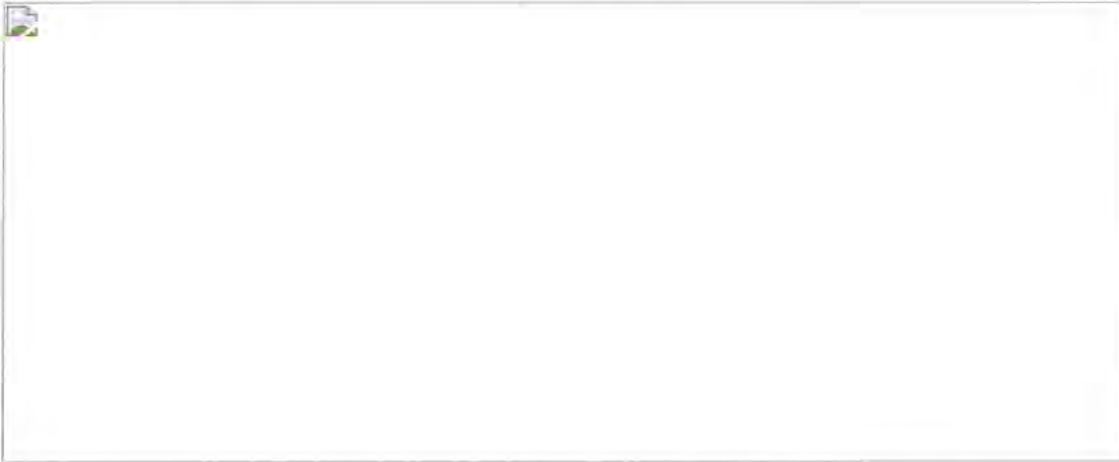
To: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Subject: Commemorative bench for Sunrise Beach

Hello,

I was wondering if Sunrise Beach takes applications for commemorative benches.

I want to donate one like the one below for the beach area in our community. I have donated a few like these to the city of St. Albert where we currently live - my family and I have noticed that our community in Sunrise Beach can use a few good quality benches. We want to start with one and replace all of them shortly.



Please let me know if this is something that is permitted. Thank you so much,

-Zara Heath

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Fw: 2023 ASVA McIntosh Bulrush Award Nominations

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Tue 6/6/2023 8:36 PM

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

📎 3 attachments (823 KB)

302 McIntosh Bulrush Award.pdf; 302 - Schedule A - Bulrush Nomination Notice.pdf; 302 - Schedule B - Nomination Form-Fillable.docx;

From: ASVA Exec Director <summervillages@gmail.com>

Sent: Monday, June 5, 2023 3:38 PM

To: Kathy Krawchuk (execdirector@asva.ca) <execdirector@asva.ca>

Subject: 2023 ASVA McIntosh Bulrush Award Nominations

Good afternoon,

ASVA knows that you have some amazing people in your community that exemplifies what it means to be lake stewards. Make sure to nominate them for this year's McIntosh Bulrush Award.

Please click on this link <http://www.asva.ca/> and on the homepage click on **Lake StewardShip**, scroll down to **McIntosh Bulrush Award**. There you will find the McIntosh Bulrush Award Policy 302 to review, as well as Schedule A - Nomination Notice and Schedule B - fillable Nomination Form. I have also attached the forms for your convenience.

Please submit your nomination forms to me no later than **August 31, 2023** to execdirector@asva.ca

or by mail to:

ASVA
C/O Kathy Krawchuk
2- 51109 RR 271
Spruce Grove, AB
T7Y 1G7

Any questions, please let me know, thank you.

Warm regards,

Kathy Krawchuk

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

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ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

Policy Title: McIntosh Bulrush Award	Policy Type: Operational Program Governance 300
	Policy No. 302
Approved Res. No. 2021-18 Date: Mar 15, 2021	Revised Res. No. Date:

Preamble

ASVA is committed to recognizing lake stewardship which includes commitment to preservation, protection, enhancement or sustainability of an Alberta lake, lakeshore or it's watershed. As such, each year the ASVA, at the annual fall conference, will present the McIntosh Bulrush Award to an individual or organization that exemplifies lake stewardship activities.

Policy

Recipients are those who have used their personal time and/or professional knowledge or skills, to improve the environment of any Alberta lake, any lake shore or its watershed and to increase awareness of the lake wellness issues to Summer Village residents.

Nominations will be judged based on:

1. Commitment to preservation, protection, enhancement or sustainability of an Alberta lake, lakeshore or its' watershed
2. The positive, tangible and long-term inpat on the quality of a body of water or it's watershed
3. The positive, tangible and long-term impact on the public attitudes towards the health of a body of water or its' watershed
4. Demonstration of leadership and/or cooperation between groups to achieve any of the above.

Nomination Process:

1. The request for nominations shall be distributed to the membership starting in June of each year. The request shall be in the format outlined in Schedule "A"
2. The nomination should include the following:
 - a. Project Description: What was/were the objectives of the initiative.
 - b. Summary of Activities: Describe the results of the initiative or, in the case of an individual award, the accomplishments of the individual.
 - c. When did the achievement or activity begin and, if complete, when did it end.
 - d. Where was the project conducted.

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

3. The nomination sheet must be signed by the nominee or the designated officer representing a group of nominees or a council. See Schedule "B" of this policy: McIntosh Bulrush Award – Nomination Sheet.
4. Nomination deadline shall be August 31st of any year for presentation at the annual fall convention. An electronic submission is acceptable.
5. Nominations will be reviewed by the Board of the ASVA who will render a decision on or before the September board meeting in that year. If the nomination is not supported, the nominator/s will be notified. If the nomination is supported, the recipient and the nominators will be notified.
6. The recipient will be invited to the year's annual convention free of charge where an official presentation will be held. If the recipient is a group or organization, two representatives of the group or organization, will be invited free of charge.

The award will be a trophy, similar to that identified in Schedule "C" of this policy.

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ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

Schedule "A"

Request for Nominations

McIntosh Bulrush Award Guidelines/ Criteria

Every year the Association of Summer Villages of Alberta, at our annual Fall Conference, presents the McIntosh Bulrush Award to an Individual or Organization that exemplifies lake stewardship activities.

- Use of personal time to improve:
 - The environment of any Alberta Lake
 - Any lakeshore
 - Increase awareness of the lake wellness issues to Summer Village residents
- Use of professional knowledge/skills to improve:
 - The environment of any Alberta Lake
 - Any lakeshore
 - Increase awareness of the lake wellness issues to Summer Village residents

Nomination Form

As many of you will know the McIntosh Bulrush Award is presented at the annual ASVA Conference.

There is a formal process regarding nominations. Attached you will find a nomination sheet as well as the policy which outlines the guidelines to be used for the submission and the judging criteria.

If your Council knows of anyone or any organization that meets these criteria, please fill in the Nomination Form and return it to execdirector@asva.ca or by mail to ASVA, 2 – 51109 RR 271, Spruce Grove, AB, T7Y 1G7 **on or before August 31st annually.**

We look forward to receiving your nominations!

Past Award Recipients:

2004 – Summer Village of Ross Haven	2015 – Kate Wilson – AIS AB Environment & Parks
2005 – Bruce McIntosh	2016 – Bob Lehman & Roger Montpellier, SV of Val Quentin
2006 – Lori Jeffery - Heaney	2017 - Thom Jewell, SV of Birchcliff
2007 – Peter Wright	2018 - Pat & Wayne Deschamps, SV of Parkland Beach
2008 – County of Lac La Biche	2019 – BAILS: Baptiste & Island Lakes Stewardship
2009 – Not Awarded	2020 – Lake Isle & Lac Ste Anne, Water Quality Mgmt. Society
2010 – Don Davidson, SV of Grandview	2021 – Living in Harmony, SV of Crystal Springs
2011 – Kelly Aldridge, SV of Seba Beach	2022 – Pigeon Lake Watershed Association
2012 – Sylvan Lake Management Committee	2023-
2013 – Glen Usselman, SV of Sunrise Beach	2024-
2014 – Pigeon Lake Watershed Association	2025-

**ASSOCIATION OF SUMMER VILLAGES OF ALBERTA
POLICY MANUAL**

Schedule "B"

McIntosh Bulrush Award – Nomination Form

Nominee Name: Click or tap here to enter text.

Nominee is a:

- Summer Village
- Organization
- Individual

Name of Working Titles of Project (if applicable)

Click or tap here to enter text.

Address of Nominee:

Street No. Click or tap here to enter text.

Municipality: Click or tap here to enter text.

(summer village, village, town, city, county)

Province: Alberta

Postal Code: Click or tap here to enter text.

Telephone No. Click or tap here to enter text.

Email: Click or tap here to enter text.

Nominated by: Click or tap here to enter text.

Telephone No. Click or tap here to enter text.

Email: Click or tap here to enter text.

Signature of Nominee

Date of Nomination

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ASSOCIATION OF SUMMER VILLAGES OF ALBERTA POLICY MANUAL

Complete your nomination using the following headings:

Project Description – What was/were the objectives of the initiative?

Click or tap here to enter text.

Summary of Activity – Describe the results/successes of the initiative or, in the case of an individual award, the accomplishments of the individual.

Click or tap here to enter text.

When did the achievement or activity begin and if complete, end?

Click or tap here to enter text.

Where was the project conducted?

Click or tap here to enter text.

If required, attached additional information.

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Fw: Join MLC to discuss recommendations on intermunicipal collaboration

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Tue 6/6/2023 9:37 PM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; jon@rideriverside.com <jon@rideriverside.com>; Mike Benson <mikeforcouncil21@gmail.com>; Everett <evsteen@hotmail.com>

📎 1 attachments (954 KB)

Draft Recommendation on the Future of Intermunicipal Collaboration.pdf;

From: Cathy Heron <president@abmunis.ca>

Sent: Tuesday, June 6, 2023 9:13 PM

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

Subject: Join MLC to discuss recommendations on intermunicipal collaboration

Dear Mayors, Councillors and CAOs,

Join us at Summer [Municipal Leaders Caucus](#) (MLC) to provide feedback on the attached draft Recommendations for the Future of Intermunicipal Collaboration. [Register](#) today for a MLC which runs from 10:00am to about 3:00pm June 13 in Diamond Valley, June 14 in Delburne, June 20 in Wembley, June 21 in St. Paul and June 22 Spruce Grove (with a virtual option).

Findings of ABmunis [Future of Municipal Government](#) (FOMG) project so far point to the importance of collaboration to building thriving communities. At the end of March almost 300 representatives from municipalities large and small of all types from across Alberta discussed collaboration at our President's Summit on FOMG. The draft recommendations are informed by these discussions.

The recommendations focus on opportunities for:

- The province to enhance legislation, policy and funding supports for collaboration
- Municipal associations to model collaboration and provide guidance and capacity building support
- Municipalities to learn from successes and challenges to enhance their collaborations.

I hope you will join us for this important conversation along with interactive sessions on water, follow-up on the provincial election, locally selected topics and updates on priority work ABmunis is undertaking for you.

Thank you!

Cathy Heron | President

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E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples.
We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

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Recommendations on the Future of Intermunicipal Collaboration



 **Alberta
Municipalities**
Strength
In Members

DRAFT FOR FEEDBACK

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Executive Summary

Alberta Municipalities (ABmunis) has undertaken the [Future of Municipal Government](#) (FOMG) project to explore options for addressing critical municipal issues, such as municipal structure, climate adaptation, and leadership. One early outcome from the FOMG project is the reaffirmation that collaboration is an essential element of municipal governance. This report makes collaboration recommendations based on the common themes we heard from municipalities (ABmunis members and other municipalities) about their experience with Intermunicipal Collaboration Frameworks (ICFs).

The report outlines recommendations for improving intermunicipal collaboration in Alberta through:

- Changes to policy and legislation.
- Updates to funding programs and capacity-building tools.
- Best practices for collaboration.
- Topics requiring further consideration.

The report highlights the need for the provincial government to:

- Provide greater clarity and specific definitions in legislation.
- Improve the dispute resolution framework in legislation.
- Require accountability to ICFs.
- Support non-contiguous ICFs and exploring the possibility for non-contiguous amalgamations.
- Provide best-practice tools to support appropriate cost-sharing and joint economic development.

Many municipalities have a limited capacity for collaboration, meaning that the province needs to invest in:

- Funding collaborative initiatives, amalgamation exploration and implementation, and Growth Management Boards (GMBs).
- Supporting ABmunis and Rural Municipalities of Alberta (RMA) to update the ICF Workbook based on best practices.
- Collaborating with ABmunis and RMA to provide additional support for intermunicipal training, conflict resolution and facilitation, and shared resources.

Municipalities themselves can foster good intermunicipal collaborations by:

- Creating a culture of collaboration.
- Getting to know neighbouring municipalities and partners.
- Being strategic about collaborations.

During engagement, municipalities also identified topics for further consideration, including collaboration potential between ABmunis and RMA, broader collaboration with non-municipal partners, and perceived mediator and arbitrator bias.

The recommendations in this report will inform ABmunis' submission for the upcoming provincial review of ICFs in fall 2023. They will also guide our ongoing work with Municipal Affairs, RMA, and other municipal partners to support collaboration.



Purpose

Collaboration is essential for Alberta municipalities looking to tackle the challenges of municipal governance, including increasing service expectations from community members, downloading of responsibilities from the province, financial pressures, climate change and complex societal challenges. ABmunis has undertaken the FOMG project to explore options for addressing critical municipal issues.

Municipalities have shared their perspectives on how to improve current collaboration efforts, particularly ICFs. This report summarizes recommendations on how to optimize municipal collaboration and identifies actions for both the provincial and municipal levels of government, as well as the municipal associations.

The report is broken into four main recommendation sections:

1. Changes to policy and legislation.
2. Updates for funding programs and capacity building tools.
3. Best practices for intermunicipal collaboration.
4. Topics that require further consideration.

One early outcome from the FOMG project is the reaffirmation that collaboration is an essential element of municipal governance.

Future of Municipal Government Project

ABmunis launched the FOMG project in 2022 in response to the wide array of pressures that municipalities face. We partnered with the School of Public Policy at the University of Calgary to develop research papers that would serve as the foundation for dialogue on how to mitigate these pressures. The FOMG project is intended to explore and assess the options for municipal government structures that enable municipalities to build thriving communities into the future. One of the main project findings is the reaffirmation that intermunicipal collaboration is key to success. More information about the project is available on the [ABmunis FOMG webpage](#).

This report supports the FOMG project by making key recommendations to strengthen intermunicipal collaboration. These recommendations were developed using engagement feedback from the 2023 President's Summit on the Future of Municipal Government that included municipalities of all types and sizes from throughout Alberta, the 2023 Summer Municipal Leaders Caucus, and ongoing dialogue with municipal officials and administrators. The recommendations will inform ABmunis' submission for the upcoming provincial review of ICFs in fall 2023. They will also guide our ongoing work with Municipal Affairs, RMA, and other municipal partners to support collaboration.

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Background

Municipalities currently face a variety of challenges:

- Community members within a municipality are constantly changing and often have increasing expectations for service provision, resulting in significant budget pressures.
- Municipalities are subject to the downloading of responsibilities from the provincial government without any accompanying increase in funding sources and revenue.
- Municipalities are at the epicentre of many complex societal challenges like homelessness, extreme weather (fires and floods), and economic recession.

Municipalities' collective experience confirms that collaboration is essential to overcome these challenges. The *Municipal Government Act* (MGA) was amended in 2017 to require collaboration between neighbouring municipalities, leading to the completion of 440 ICFs.

While collaboration is a long-standing tradition in Alberta, ICFs are relatively new, and the municipal experience has been widely varied.

Including collaboration as a municipal purpose in the MGA meant that collaboration became mandated rather than voluntary, with specific requirements outlined in the legislation. Broadly, ICFs require municipalities to:

- Assess whether collaboration would bring better effectiveness and efficiency to service provision at a regional scale.
- Determine how service delivery will be provided when collaborating.
- Negotiate various other ICF agreement details, including a dispute resolution framework.

When intermunicipal collaboration was mandated through ICFs, each municipality had three years to complete both their ICF and, where applicable, an Intermunicipal Development Plan. Some municipalities had only one ICF to complete. Others had many – some rural municipalities had to complete upwards of 15 to 20 ICFs. Also, the timelines and details of what was required in ICFs changed over time and was impacted by the COVID pandemic. In the end, this change to the MGA triggered a significant amount of work across the province in a short period of time, with mixed outcomes – some enthusiastically successful, some not at all successful, and everything in between. Some of the earliest ICFs led the charge and set the expectations for what an ICF should include. Other ICFs were completed at a very high level, with limited details, to comply with the legislated timeline. Municipalities are also required to review their ICFs within seven years from initial signing, or sooner if the parties agreed to a specific review timeline in their ICF. ABmunis anticipates municipalities benefiting from lessons learned and best practices identified through these reviews.

Just as Alberta is a widely diverse province, the municipal experience of ICFs was widely varied. Some municipalities found the experience strengthened already strong collaborative relationships. For others, the ICFs added strain to already tense relationships, or created strain where none had existed before. And in some cases, ICFs opened the door to collaboration in a way that hadn't been available previously. In listening to our municipalities, we learned that there is no single way to successfully collaborate.

Regardless of the outcome, negotiating ICFs has been a new experience for all Alberta municipalities and, like most significant undertakings, this process will benefit from continuous reflection and improvement. Based on our learning from the first round of negotiations, ABmunis is recommending changes to ICF legislation as well as enhanced support for municipalities to improve the ICF experience for the upcoming mandatory reviews.

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Recommendations

ABmunis learned through engagement that the ICF legislation needs more clarity in several areas to avoid disagreement on collaboration parameters. Municipalities also need more supports and tools to enable them to develop appropriate partnerships.

The legislation does not need to add rigidity, but rather clarity on what needs to be addressed in ICFs and flexibility around how each municipal collaboration finds solutions.

Changes to Policy and Legislation

The success of ICFs depends on the legislative framework that regulates them. Based on our learnings from the first round of ICF negotiations, ABmunis recommends several key legislative changes to enhance the effectiveness of municipal collaborations into the future.

1. Definition Clarity

- **Basic ICF Services:** **ABmunis recommends that a clear list of required ICF services be articulated in the legislation.** This list should include basic municipal services such as transportation, water, wastewater, stormwater, waste management, emergency services, and recreation, while also allowing for other services to be addressed if necessary, such as libraries, cemeteries, school sites, FCSS. Like the MGA provisions for Intermunicipal Development Plans, if both municipalities agree that they do not need to address specific services in their ICF, it should not be mandatory to do so. Any municipality can revoke this agreement by giving written notice. ICFs can then be amended to include these specific services within one year.
- **GMB Municipalities:** For municipalities included in a GMB where any basic ICF service (as defined above) is not included in the GMB's agreements and plans, we recommend that the MGA require they be addressed. It is important that both the coordination and cost-sharing aspects of all basic ICF services be agreed to through either an ICF or alternate binding agreement.
- **Third-Party Services:** **There is significant confusion and inconsistency as to how third-party services are addressed in ICFs. ABmunis recommends providing clear guidance on what types of third-party services should be included and in what circumstances.** Our intent is to enable municipalities to explore collaboration on cost-sharing to support intermunicipal services rather than intervene in service delivery. Many services provided by third parties offer community members and businesses essential services for a complete community. Considering these services as part of the ICF process helps support a more regional approach to service delivery. The collaboration process in these cases could involve school boards, health boards, agricultural societies, major companies, and non-profit organizations. However, the nature of third-party service delivery is complex, so further review is required before a clear legislative definition is created.
- **Dispute Resolution Requirements:** ICFs must include a dispute resolution process, with sample options provided in the ICF Workbook. However, many municipalities prefer to have a clearly defined, minimum-standard approach included in the legislation so that they can focus on negotiating the content of the ICF rather than the negotiation process, especially when relationships are strained.

2. Accountability to the MGA

- **Order to Comply:** In instances where arbitration awards have been made, but are not being followed, ABmunis recommends that the MGA require a Ministerial order to ensure the municipalities in question comply with the arbitrator's award. Current practice shows that the Ministerial order is discretionary, so municipalities whose neighbours are non-compliant must resort to applying for an order from the Court of

King's Bench, which is time consuming. If a municipality applies for a judicial review of the arbitrator's award, we recommend that the municipality in question be required to comply with the award until the judicial review is complete.

3. Non-Contiguous Neighbour Collaborations and Amalgamations

ICFs are intended to support a more regional approach to service delivery. In some situations, having multiple municipalities party to an ICF, and even amalgamation, should be considered. The current legislation enables multi-party ICFs, but in practice few have been created.

- **Awareness:** Municipal Affairs, ABmunis, and RMA should continue to build awareness that ICFs can be used multi-laterally and there is no legislation limiting municipalities from collaborating with non-contiguous neighbours. Additional learnings from any existing multi-lateral ICFs should be developed and included in the ICF Workbook.
- **Non-Contiguous Amalgamation:** Based on the feedback, non-contiguous amalgamation should be explored, along with its inclusion in legislation. The application process for non-contiguous amalgamation may require different information to demonstrate benefits and mitigate risks. Ultimately, amalgamations are at the discretion of the Minister and no change to that authority is recommended. However, flexibility in the legislation would allow municipalities in unique situations to explore what could work best for their area.
- **Interim Measures:** **For municipalities interested in non-contiguous amalgamation, we would like to emphasize that non-contiguous ICFs are a good place to begin.** Amalgamations are labour-intensive, so starting to align systems (i.e., financial, IT, bylaws) and sharing resources can provide practical experience working together and be beneficial should amalgamation become possible.

4. Tools to Support Cost-Sharing

- **Cost-Sharing Options:** Many municipalities would like to see a set of recommended cost-sharing methods and ABmunis members passed a [2022 resolution](#) calling for guidance on this topic. Having a set of recommended best practices supported by Municipal Affairs, RMA, and ABmunis would allow municipalities to identify the type of cost-sharing most appropriate to their situation. We do not recommend instituting a cost-sharing formula that would apply to all municipalities because we know that one size does not fit all. Lessons from similar cost-sharing experiences, such as off-site levies, are pertinent. Municipalities must clearly define the service, its costs, and the benefitting areas (or catchment areas) for off-site levies. These cost-sharing options can also address what the benefit is – whether that is direct use, or the ability to use. For example, in some situations, benefit is defined by how much of a service each user consumes (i.e., water). In other situations, benefit is more about having the service available for use should it be needed (i.e., emergency or disaster services). An additional consideration is whether the service is considered necessary to attract economic development or essential workers (i.e., doctors) who typically expect high quality regional services and amenities. Providing a toolkit with background information on how cost-sharing techniques are used, and why and how benefit can be determined, would help municipal collaboration by providing a resource to begin conversations.
- **Joint Development Initiatives:** While ICFs and many municipal collaborations are about cost-sharing, there are also opportunities to include joint development best practices. **Many intermunicipal collaborations are about more than just sharing costs; they seek to enhance the region's economic and community development. This means that municipalities should consider how to work together to attract business to their region.** In these cases, joint development agreements may support both municipalities actively engaging in economic development because both will share in the financial benefits. RMA's October 2022 Municipal Structures Report suggests the use of Joint Development Areas in concert with Intermunicipal Development Plans to identify development areas and share in the costs and revenues the area generates. The report also suggests the use of Joint Economic Development agreements that are similar in terms of costs and revenue, but more regional in nature rather than specific to a single area. The development of best practices for such tools would be a good resource.

Changes to Funding Programs and Capacity-Building Supports

In addition to legislative changes, municipalities need financial, knowledge, and skill supports to build capacity and enable effective collaboration efforts.

1. Funding Programs

Successful collaboration requires significant time and energy to build relationships and develop mutual understanding. Collaboration grants have been available for many years, but an additional focus on grants and timing is critical to support ongoing efforts.

- **Additional Funding:** Municipalities need additional funds above what is currently available for the sole purpose of collaboration. It is not enough to have grants available for those times when parties are in conflict. **Municipalities require additional funds to coordinate and prepare for collaboration during their ICF negotiations, which will help prevent conflict.** While grants are available, they are not adequate nor accessible to all who need them.
- **Grant Criteria:** There are currently grants available for collaboration initiatives. However, successful collaboration should be rewarded by giving higher priority to all provincial grant applications submitted by more than one municipality. Grants should also be available for situations where one municipality's financial resources are significantly different from their neighbours. These grants can be used to support equitable participation.
- **Efficient Process:** The grant process should be streamlined and timelier. Municipalities need to know what funds are available, when applications are required, and how long it will take to access grant funds once an application has been submitted. Municipalities currently struggle with the grant process. **Collaborations are often time-sensitive processes that emerge quickly based on opportunities. Grants need to be available and accessible on an ongoing basis so they do not halt progress.**
- **Amalgamation Funds:** The costs associated with exploring amalgamation are high and municipalities need more financial support to adequately assess whether an amalgamation is feasible and appropriate.
- **GMB Funding:** Like ICFs, the costs associated with coordinating and organizing collaboration for GMBs are high. **Municipalities would like to see stable, predictable funding for GMBs.**



Stable and predictable funding is needed to build capacity for effective collaboration efforts.

2. Capacity-Building Supports

While funding supports are a primary need for municipalities, there is also a need to help municipalities expand their capacity for collaboration.

- **Updated ICF Workbook:** The ICF Workbook, prepared in partnership by Municipal Affairs, RMA, and ABmunis, was a useful tool for the first round of ICF negotiations. Now, the workbook needs to be updated to reflect the practical experiences of the last five years and focus on best practices. The workbook will also need to be promoted again to raise municipal awareness of the tool.
- **Intermunicipal Collaboration Training:** Elected officials often ask about whether training specific to collaboration can be offered. ABmunis currently partners with RMA to teach the Elected Officials Education Program's Regional Partnerships and Collaboration course, so greater awareness of this program could be fostered. Skill development is also a useful first step in intermunicipal collaborations and feedback from participants who take the course with their neighbouring municipalities has been positive. **Whichever way the training is delivered, broader intermunicipal collaboration training is frequently requested.**
- **Conflict Resolution Option Awareness:** **Destigmatizing mediation and arbitration will go a long way towards enabling municipalities to use these supports effectively.** Many municipalities suggested that having a neutral third-party facilitator lead the negotiation process is a key strategy in reaching a positive outcome. However, there seems to be a sense that municipalities have failed if they cannot collaborate without external help. We recommend Municipal Affairs continue to work with ABmunis and RMA to demonstrate the value these supports offer based on the real experiences of municipalities across Alberta.
- **Facilitation Services:** **Many municipalities have suggested collaborations would benefit greatly from a free facilitation service provided by the province, similar to community development facilitators.** Municipalities have had many positive experiences with community development facilitators, knowing that this service is readily available when needed and doesn't come with the burden of unknown costs.
- **Shared Resources:** Shared systems and data is the first step to better collaboration. There is a clear benefit to municipalities working together to determine what financial, IT, and asset management data systems are used, and then aligning these systems so that data comparisons are more useful. Having apple-to-apple comparisons of data can mean the difference between getting to an agreement or stalling out. Municipalities have suggested that ABmunis and RMA could provide joint support for identifying options for common systems.

Training, facilitation, shared resources, and destigmatizing mediation and arbitration are needed to expand municipality's capacity for collaboration.

Best Practices to Support Effective Collaboration

In addition to the recommendations above, municipalities have identified best practices that can be implemented in their everyday interactions to enhance collaboration. The following are some of the most frequently endorsed tips for municipalities to use today and into the future.

1. Create a Culture of Collaboration

- **Proactive Collaboration:** Municipalities should focus on the cultural aspects of collaboration. This means that relationships are built and fostered before any opportunities or challenges emerge. **Also, when new projects or opportunities do arise, partners should be brought to the table early so they participate in project ideation and key decisions impacting service delivery levels and funding options.**
- **Formal and/or Regular Arrangements:** One of the ways to foster ongoing relationships is to establish a cooperation protocol or a joint friendship committee that outlines the commitment to a relationship between two or more municipalities. These types of arrangements enable conversations that are far broader than those that focus only on ICF services and/or Intermunicipal Development Plans. Regular meetings between Councils, joint friendship committees, and/or Chief Administrative Officers (CAOs) provide an opportunity to better understand each municipality's unique circumstances.
- **Collaboration at All Levels:** Collaboration cannot and should not only take place between elected officials. **We should encourage collaboration between all levels of staff in municipalities, from the CAO to the grader operators.** We recommend enabling staff to develop joint recommendations for collaboration and then the elected officials only need to work out the most politically important components.
- **The Right Attitude and the Right People:** The right structure and commitments can get people part of the way down the road to collaboration, but the right attitude is the magic ingredient. Of course, there is no single "right" attitude, but what tends to work is leaving egos at the door by being a champion for regional benefits; staying positive and believing that collaboration is possible; and being solution-oriented when inevitable challenges arise. This sometimes means that the "right" people must be involved. **The right people aren't necessarily identified by their position; rather, they are the people that bring value to an initiative because they have the right set of skills for collaboration, as well as enough authority to make decisions and build momentum.**

2. Get to Know Each Other

- **Connect Socially:** Getting to know a neighbouring municipality's elected officials and staff goes a long way to supporting all types of community initiatives. If opportunities to connect socially are limited, at a minimum, municipalities can build social time into meetings and plan to have meals together. Ideally, municipalities should work on a diverse range of community initiatives together, including community boards and organizations. This will help build relationships that are robust, but also interconnected. Even when relationships are good, understanding what is challenging for neighbouring municipalities goes a long way towards supporting successful collaboration.
- **Learn About Your Neighbouring Municipality:** In addition to spending time together socially, elected officials and staff should take the time to learn more about the municipalities in their region. Do field trips and tours together as part of collaboration. Meet with community groups and companies doing business in the region. Talk about what's on each Council's agenda and strategic plan. **The more you understand about the opportunities and challenges your neighbour faces, the better you will be able to come up with joint solutions to regional issues.**

3. Be Strategic About Your Collaborations

For the most part, collaboration doesn't just happen. It takes vision, planning, and coordination to execute successfully. There are many recommendations in the ICF Workbook that have guided the current round of collaborations and negotiations, and based on the feedback of municipalities, a few themes stand out.

- Consider an ICF or a Potential Collaboration to be a Project: Develop a strategic plan for the collaboration by working together to set goals, parameters, decision-making authority, roles and responsibilities, communication protocols, and metrics for success.
- Plan for Data-Driven Decisions: Wherever possible, prepare the appropriate information and data that will be necessary to the conversation in advance. If municipalities do not have the same types of data, or need neutral technical advice, consider hiring an external third party to prepare data to be used by both parties in the negotiations. Alternatively, work towards having similar information systems in place so data comparison and analysis are easier. Make sure decision-makers have the information and data in advance of meetings so they can prepare and even meet with their Council to get feedback.
- External Expertise: Consider engaging appropriate expertise in facilitation, conflict management, and/or legal support for your situation. We have often heard that bringing in a neutral, third-party facilitator early on enabled a much more straightforward negotiation and supported team-oriented relationships. The facilitator can help you stay focused on your strategic objectives and create space for elected officials to focus on content rather than process. Legal support has also been highly recommended to ensure that agreements made through dialogue are supported by legal backing. It is critical to assess your municipality's needs and ensure that your legal support matches your circumstances – the wrong support can make the process much more challenging.
- Normalize Disagreements: Conflict is almost always going to arise. Intermunicipal collaboration involves complex topics with large impacts to community members and ratepayers. There can be big stakes involved. **Differences of opinion and perspective are part of the experience, but ultimately, it is how you address conflict that matters.** Having a dispute resolution process in place is important so that when disputes arise, there is an already-agreed-upon process to follow that is clear and known to all parties. **Then, focus on the issue, not the people involved.** Normalizing conflict can be done in many ways, but generally, it helps to assume that conflicts will arise, talk about how you will deal with conflict, stay calm, take breaks when needed, and stay committed to working through the hard discussions so that conflict isn't avoided, but managed.

Topics Requiring Further Consideration

During our engagement, we identified additional topics for discussion outside of the provincial and municipal roles in collaboration. We believe these topics should be further explored to determine how they can complement collaboration initiatives.

1. Associations to Model Collaboration

- Some municipal feedback highlighted a perception that the relationship between RMA and ABmunis is strained. Still, the two associations have demonstrated valuable strength when working together on common issues. Municipalities see this relationship as an opportunity for the associations to model collaboration to their members and show the benefits of collaboration at all levels. The associations can strengthen their relationship by jointly hosting events and intermunicipal conversations. We can also build on the success of the ICF Workbook by working together to update this important resource and coach municipalities on intermunicipal best practices.

2. Broader Collaborations

- Municipalities should consider expanding their collaboration efforts to other interested parties, such as school boards, community-based non-governmental organizations, and businesses. We acknowledge that we are missing the participation of our Indigenous neighbours in both formal and informal municipal collaboration. **We therefore recommend that municipalities implement the Truth and Reconciliation Commission's Calls To Action and start to build relationships with their Indigenous neighbours before expecting collaboration on regional issues.** ABmunis has developed a [Municipal Guide to the Truth and Reconciliation Commissions' Calls to Action](#) and regularly includes information on municipal-Indigenous relations at our events.

3. Amalgamation

- For many municipalities, changing the MGA to require collaboration has been viewed as a precursor to forced amalgamations. **Some municipalities fear what ICFs will ultimately lead to and agree that forced amalgamations would not be the right approach for most municipalities in Alberta.** While municipalities generally support intermunicipal collaboration, cases of more difficult and less successful ICF negotiations tend to be highlighted in the media. **Municipalities would benefit from hearing ICF success stories to bolster perceptions about how well intermunicipal collaboration can work.**
- We also recognize that for some municipalities, amalgamation has potential value. There are many expectations and assumptions about what amalgamation will offer to communities exploring this option. To help municipalities better understand the risks and benefits of amalgamation, the province could develop and share case studies specific to Alberta. For municipalities exploring amalgamation, additional support should be offered, with incentives for amalgamation should they decide to pursue this option.

4. Mediation and Arbitration Bias

- Municipalities generally support the use of mediation and dispute resolution options. However, some municipalities raised concerns that conflict resolution professionals may have an urban bias. Their perception is that because many conflict resolution professionals live in urban centres, they are biased in favour of urban municipalities.
- Professionally designated mediators (QMed or CMed) and arbitrators (QArb and CArb) are guided by professional ethical standards that are upheld by their regulatory board. These standards include being non-biased and having a neutral opinion of all parties involved in a dispute. Arbitrators make their awards based on the information presented to them and should not rely on their own body of knowledge, so awards should not reflect any inherent bias. Nonetheless, having a diverse range of conflict resolution professionals available to municipalities would be beneficial.

5. Viability

- Alberta is unique in having a viability review process that helps municipalities determine their ability to continue as a municipality or develop a plan that leads to viability. The process is intended to bring decision makers together and to enable communities to make decisions about their future based on an infrastructure study and viability review report. Municipal associations provided input on the development of the process and its evolution over the past decade. However, there is still opportunity for improvement.
- At their 2023 Convention, RMA members adopted a resolution to advocate for the Government of Alberta to enhance support for receiving municipalities in dissolutions resulting from the viability review process. Some ABmunis members have identified the need to greater support for those who decide to remain a municipality.
- The School of Public Policy is analyzing the process and outcomes of viability reviews and will release its findings in the fall, which provides the opportunity to discuss opportunities to enhance the process for all municipalities involved.

Summary

Collaboration is the preferred approach to address the challenges that municipalities currently face with respect to both service delivery and complex social, economic, and environmental issues.

The municipal experience with ICFs has highlighted the need for the provincial government to better support collaboration by providing clarity in legislation, adequate and streamlined funding programs, and capacity-building tools.

Municipalities should identify best practices for collaboration and take the time to invest in intermunicipal relationships. The recommendations and tips presented in this report aim to improve the experience of upcoming ICF renegotiations and promote enhanced collaborations between Alberta municipalities.



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Alberta Municipalities Strength In Members

Connect

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Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

abmunis.ca



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TOWN OF ONOWAY

Mail: Box 540
Onoway, Alberta
T0E-1V0
Town Office: 4812-51 Street
Phone: 780-967-5338

April 17, 2023

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

Attention: Mayor Jon Ethier

Dear Mayor Ethier:

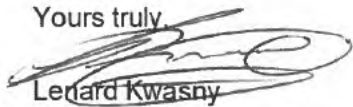
Re: Town of Onoway Centennial Celebrations - 2023

On behalf of the Town of Onoway, I take great pleasure in inviting yourself and council to help us celebrate our Town's 100th Anniversary Celebration on Saturday, June 24, 2023.

We would be honoured to have you participate in our Centennial celebrations. Starting the days celebrations will be a pancake breakfast followed by a parade and the Official Ceremonies. The remaining days events are family friendly, and we hope you will enjoy all the planned events. A schedule of the weekend celebrations will be released soon.

Thank you so much for Celebrating our Centennial and we look forward to seeing you.

Yours truly,



Leonard Kwasny
Mayor
Town of Onoway

LK/dg
cc. Council
Onoway 2023 Centennial Celebration Committee

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<lgiebelhaus@lsac.ca>; Darren Jones <councillor@svyellowstone.ca>; Village of Alberta Beach
<aboffice@albertabeach.com>

Subject: Save the Date - Regional Municipalities Meeting

When: Tuesday, June 20, 2023 9:30 AM-3:00 PM.

Where: Alberta Beach Seniors

The Reeve sends his apologies as we need to reschedule the meeting to Tuesday, June 20, 2023

Save the date. Agenda to follow. If you have agenda items please forward one week prior to the meeting, June 13, 2023.

Thank you.

Cindy

A handwritten signature in blue ink, consisting of a stylized 'C' and 'D' followed by a flourish, enclosed within a hand-drawn blue circle.

Summer Village of Sunrise Beach

Report to Council

Meeting: June 2023 - Regular Council Meeting

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

Development Permits:

23DP05-44
Plan 3503 KS, Block 1, Lot 3 : 6103 Willow Way
Removal of an Existing Building (32.7 sq. m.)

Letters of Compliance:

None

Regards,

Tony Sonnleitner, Development Officer

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May 26, 2023

File: 23DP05-44



**Re: Development Permit Application No. 23DP05-44
Plan 3503 KS, Block 1, Lot 3 : 6103 Willow Way (the "Lands")
R – Residential : Summer Village of Sunrise Beach**

Preamble: The removal of the building is in conjunction with the decision of the Subdivision and Development Appeal Board in respect to Stop Order 22STOP03-44 and is valid at issuance, May 26, 2023.

APPROVAL OF DEVELOPMENT PERMIT

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

REMOVAL OF AN EXISTING BUILDING (32.7 sq. m.)

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

- 1- All municipal taxes must be paid.
- 2- **That the property be leveled and landscaped in such a manner as to prevent surface drainage onto adjacent properties or the pooling of water on the subject lands.**
- 3- **All refuse shall be hauled from the site by November 30, 2023 and disposed of in an appropriate manner.**
- 4- No refuse may be buried on the site.
- 5- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 6- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Summer Village of Sunrise Beach for review.
- 7- The applicants shall be financially responsible during demolition for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.

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Development Services
for the

Summer Village of Sunrise Beach

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

- 8- The applicants shall be responsible for any and all costs associated with repair of damage to municipal infrastructure as a result of the removal of the building.
- 9- The applicant shall be responsible for contact to all utility companies that may be impacted by the removal of the building for the relocation of power lines, telephone lines, and other utilities
- 10- The applicants shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 11- That all improvements shall be completed by November 30, 2023.**

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

Date Application Deemed Complete **May 26, 2023**

Date of Decision **May 26, 2023**

Effective Date of Permit **May 26, 2023**

Signature of Development Officer

Tony Sonleitner, Development Officer, Summer Village of Sunrise Beach

cc Wendy Wildman, Municipal Administrator, Summer Village of Sunrise Beach
Superior Safety Codes
Assessors - MASG

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

**Town of Onoway
Box 1197
Onoway, AB T0E 1V0**

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

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IMPORTANT NOTES

1. This Development Permit is valid for a period of 6 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.
2. The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.
 - a. This is not a Building Permit and, where required by any regulation, a Building Permit, and all other permits in connection with this development, shall also be obtained from:

Superior Safety Codes Inc.
Edmonton Office
14613 – 134 Avenue
Edmonton, Alberta T5L 4S9
E-mail: info@superiorsafetycodes.com
Phone: 780 489 4777
Fax: 780 489 4711
Toll Free Ph: 1 866 999 4777
Toll Free Fax: 1 866 900 4711

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

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Summer Village of Sunrise Beach

SUBDIVISION AND DEVELOPMENT APPEAL BOARD
PO Box 1075, Onoway, AB T0E 1V0

May 9, 2023

Our File: 23SDAB01-44

Via Email: pcm1@telusplanet.net

Mr. Tony Sonnleitner
Development Officer – Summer Village of Sunrise Beach
Box 2945
Stony Plain, AB T7Z 1Y4

RE: NOTICE OF SUBDIVISION & DEVELOPMENT APPEAL BOARD DECISION
DEVELOPMENT PERMIT APPLICATION NO. 23DP01-44
WITH RESPECT TO LANDS DESCRIBED AS PLAN 3503KS, BLOCK 1, LOT 3 : 6103 WILLOW WAY
WITHIN THE SUMMER VILLAGE OF SUNRISE BEACH, AB (THE "LANDS")

Please find enclosed a copy of the decision with respect to the above noted appeal.

Should you have any questions regarding this matter please contact Emily House, Clerk to the Subdivision and Development Appeal Board at emily@milestonemunicipalservices.ca.

Sincerely,

Emily House
Subdivision and Development Appeal Board Clerk
emily@milestonemunicipalservices.ca • Phone: (780) 914-0997

:ejh

cc M. Gallagher, Patriot Law
W. Wildman, CAO, Summer Village of Sunrise Beach

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**SUMMER VILLAGE OF SUNRISE BEACH
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING DECISION

Hearing: Monday, April 24, 2023

Development Permit Applicant No. 23DP01-44

File No. 23SDAB01-44

Background:

The Subdivision and Development Appeal Board (the "Board") heard an appeal by Georgina Meade and Ryan Jabs represented by Craig Thomas of the decision by the Development Authority for the Summer Village of Sunrise Beach to refuse Development Permit No. 23DP01-44 which proposes to leave a previously constructed structure "as built" and as sited 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, Ryan Jabs, Appellant, Craig Thomas, Representative for the Appellant, Tony Sonneleitner, Development Officer for the Summer Village of Sunrise Beach and Michelle Gallagher, Legal Counsel for the Summer Village of Sunrise Beach. Documents were provided to the Board, as follows:

Exhibit 1	Letter of Appeal – Submitted by Craig Thomas – Received March 27, 2023
Exhibit 2	Legal Counsel Submission – Submitted by Michelle Gallagher, Patriot Law
Exhibit 3	Email from Alberta Land Titles, Re: Ownership and Designation of Land as walkway/road as per Plan 3503KS – Submitted by Tony Sonneleitner
Exhibit 4	Development Officer's Report – Submitted by Tony Sonneleitner
Exhibit 5	Appellant's Report – Submitted by Craig Thomas
Exhibit 6	Letter Opposing Appeal – Submitted by Morris and Jane Burak

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 the decision of the Development Authority for the Summer Village of Sunrise Beach to deny Development Permit Application No. 23DP01-44 which proposes to leave a previously constructed structure "as built" and as sited upon the Lands described as 3503KS, Block 1, Lot 3: 6103 Willow Way, within the Summer Village of Sunrise Beach, Alberta shall be upheld and that the appeal be denied for the following reasons.

Reasons:

1. The Board determined that the as-built structure does not conform to the definition of a "Modular Home" or "Single Detached Dwelling" as defined in the Summer Village of Sunrise Beach Land Use Bylaw 71-1999, as amended.

SECTION 4 DEFINITIONS

- a. **"MODULAR HOME"** – means a factory fabricated built dwelling unit, designed to be transported on a truck in sections and assembled on site, but such sections or units have neither chassis, running gear, nor its own wheels, and the sections may be stacked side by side or vertically with a maximum length to width ratio of 2.0:1. A modular home does not include a single detached dwelling, manufactured home or mobile home and shall have a minimum 74.3 square metres (800 sq. feet) in floor area not including decks, porches or verandahs.
- b. **"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.

**SUMMER VILLAGE OF SUNRISE BEACH
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING DECISION

Hearing: Monday, April 24, 2023

Development Permit Applicant No. 23DP01-44

File No. 23SDAB01-44

The evidence given at the Subdivision and Development Appeal Board Hearing indicated that the subject as-built structure was built on-site, not factory fabricated, on the subject lands therefore, the structure does not meet the definition of Modular Home. In addition, the evidence shows that the as-built structure has a floor area of 32.51m² whereas the definition of both a Single Detached Dwelling and Modular Home indicates that the minimum floor area shall be 74.3 m² (or 800 ft²).

Therefore, the Board determined that the as-built structure does not meet the definitions of a Modular Home or Single Detached Dwelling.

2. The Board determined that as the as-built structure does not meet the definitions of Modular Home or Single Detached Dwelling, it is not a Permitted nor Discretionary Use in the R – Residential District as stated in Section 50(2) of Land Use Bylaw No. 71-1999, as amended, which states:

SECTION 50 R - RESIDENTIAL DISTRICT

(2) Permitted Uses

- Single detached dwelling
- Accessory use – home occupation

Discretionary Uses

- Modular home
- Public utility building and operation
- Public park
- Accessor building
- Home occupation
- Holding tank
- Well

The Board did consider Section 9 of Land Use Bylaw No. 71-1999, as amended, which states:

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.

In addition, the Board considered evidence submitted that pursuant to the Summer Village of Sunrise Beach Land Use Bylaw 71-1999, as amended, Section 10 DEVELOPMENT PERMIT REFERRALS the Development Officer, directed the development permit application to Council for their review and comment. The Board took into consideration that Council’s response was that the proposed development does not meet the spirit and intent of the current Land Use Bylaw and is not compatible with the community.

The Board determined that the as-built structure is so significantly and materially different from the defined requirements of a Single Detached Dwelling or Modular Home as the floor area is less than half of the size of the required minimum for a permitted type of residence, the as-built structure is of a completely different character and nature and as such, the as-built structure reflects an entirely different “use”. The Board also determined that as it does not reflect the spirit or intent of the Land Use Bylaw No. 71-1999, which was adopted by Council for the Summer Village of Sunrise Beach, the as-built structure does not fall within a same or similar use.

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**SUMMER VILLAGE OF SUNRISE BEACH
SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING DECISION

Hearing: Monday, April 24, 2023

Development Permit Applicant No. 23DP01-44

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3. The Board determined that as the as-built structure does not fall within the parameters of a Permitted Use or Discretionary Use, the Development Authority was correct in refusing Development Permit Application No. 23DP01-44 in accordance with Section 640(6)(b) of the Municipal Government Act, R.S.A. 2000, c. M-26 which states:

Land use bylaw

640(6) A land use bylaw may authorize a development authority to decide on an application for a development permit even though the proposed development does not comply with the land use bylaw or is a non-conforming building if, in the opinion of the development authority,

- (b) the proposed development conforms with the use prescribed for that land or building in the land use bylaw.

In addition, the Board, when determining if the Board would have the ability to approve the as-built structure, referred to Section 687(3)(d)(ii) Municipal Government Act, R.S.A. 2000, c. M-26, as amended which states:

Hearing and Decision

687(3) In determining an appeal, the board hearing the appeal referred to in subsection (1),

- (d) may make an order or decision or issue or confirm the issue of a development permit even though the proposed development does not comply with the land use bylaw if, in its opinion,
- (ii) the proposed development conforms with the use prescribed for that land or building in the land use bylaw.

The Board also considered, as given in evidence, Planning Law and Practice in Alberta, Laux and Stewart-Palmer, 2019, 4th ed, page 10-58 which states:

The *Municipal Government Act* authorizes a municipal council to delegate a variance power to the development authority in its land use bylaw,²⁶⁷ and directly delegates such power to a subdivision and development appeal board.²⁶⁸ A board may approve a development that does not comply with a land use bylaw, but only if it "conforms with the uses prescribed" in the bylaw for the land on which the development is to be undertaken.²⁶⁹ In other words, a use variance is not permitted in Alberta.

It has been suggested by some that if a proposed use, which is not listed for a district in which it is to be affected, is compatible with the listed uses, a board has jurisdiction to grant a permit. Indeed, this same interpretation was placed on a board's variance power when the 1977 Planning Act first went into effect. However, at that time, the relevant sections of the Act stated that a permit could be issued for a non-complying development if it did "not conflict with the use prescribed" in the bylaw.²⁷⁰ The word "conflict" was changed by a 1979 amendment to read "conform".²⁷¹ The word "conform" is found in the current legislation.²⁷² Use of this word, it is submitted, forecloses any argument that the test is one of compatibility.

The Board concluded they do not have the authority to approve the as-built structure as it does not conform to the uses prescribed under Section 50(2) of Land Use Bylaw No. 71-1999, as amended.

4. The Board determined that the as-built structure does not comply with the Municipal Development Plan Bylaw No. 166-2020 for the following reasons:

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Policy 3.1.2 requires that "Residential infill should respect or complement the existing built form, including height, size and architectural detailing of existing development."

From the evidence given, the as-built structure is less than half the size of the minimum requirements for a Single Detached Dwelling or Modular Home under the Land Use Bylaw No. 71-1999, as amended. Evidence was also submitted of newer developed single detached dwellings or modular homes within the Summer Village of Sunrise Beach that have variances to minimum floor area of less than 20% whereas the subject as-built structure would require a 56% variance to the requirements of floor area required under Land Use Bylaw No. 71-199, as amended. Therefore, the Board determined that the as-built structure does not respect or complement the "existing built form" or the "size and architectural detailing" of the existing development.

5. The Board determined that the as-built structure does not comply with the Site Requirements or the Front Yard Setback Requirements of Land Use Bylaw No. 71-1999, as amended.

Land Use Bylaw No. 71-1999, as amended states:

SECTION 50 R - RESIDENTIAL DISTRICT

(4) Site Requirements

- (b) Minimum floor area per dwelling unit (not including attached garage) 74.3 m² (800.0 ft²).

The as-built structure has a floor area of 32.51m² which is a 56% variation from the minimum floor area.

SECTION 50 R - RESIDENTIAL DISTRICT

(4) Site Requirements

- (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 7.0 m (22.9 ft).

The as-built structure has a front yard setback of 2.74m which is a 61% variation from the minimum front yard setback.

The Board determined that this is a substantial variance to the requirements of Land Use Bylaw No. 71-1999, as amended, and based upon the evidence received regarding the site plan, they found that there is sufficient area on the Lands to meet the minimum floor area and front yard setback. The Board also considered the amount of foliage, vegetation and trees that covers the Lands and determined that this is not sufficient permanent features to shield the as-built structure from view nor does building on the Lands to meet the requirements of Land Use Bylaw No. 71-199, as amended, facilitate unnecessary hardship, as these Lands display common features to other lands.

In addition, the Board considered the municipal lands that are adjacent to the subject Lands and determined that these lands would not be considered in the calculation of the front-yard setback, as the municipal lands are not part of the subject Lands and can be developed at a future date by the Summer Village of Sunrise Beach.

The Board determined that the variances for the as-built structure are too extensive and undermine both Land Use Bylaw No. 71-1999, as amended, and Municipal Development Plan Bylaw No. 166-2020, and does not collaborate with the characteristics of other single detached dwellings within the Summer Village of Sunrise Beach based upon

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File No. 23SDAB01-44

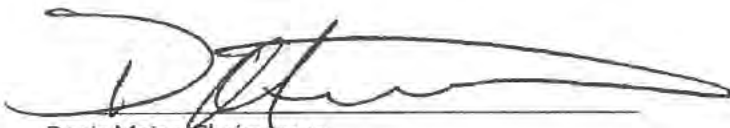
size and value and if approved, changes the characteristic and structure of the municipality not intended when Land Use Bylaw No. 71-1999, as amended, and Municipal Development Plan Bylaw No. 166-2020, were approved by Council.

6. The Board considered the argument that a refusal of the Development Permit No. 23DP01-44 based upon the as-built structure not meeting the minimum floor area requirements in Land Use Bylaw No. 71-1999, as amended, can be determined to be discriminatory. The Board determined that the evidence given at the Subdivision and Development Hearing was based upon Single-Family Dwellings or Districts where the discrimination is based upon the use of single-family. The Board determined this is not a relevant argument as Land Use Bylaw No. 71-1999, as amended, does not use the terms Single-Family Dwelling or Districts.

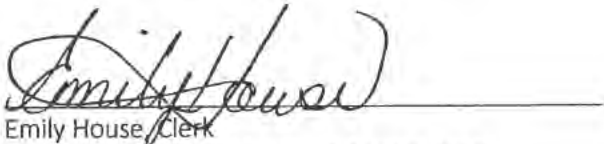
In light of the evidence given, the Board determined that the decision of the Development Authority for the Summer Village of Sunrise Beach to deny Development Permit Application No. 23DP01-44 which proposes to leave a previously constructed structure "as built" and as sited upon the Lands described as 3503KS, Block 1, Lot 3: 6103 Willow Way, within the Summer Village of Sunrise Beach, Alberta shall be upheld and that the appeal be denied.

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

May 9, 2023
Date of Decision



Summer Village of Sunrise Beach

Box 1197

Onoway, Alberta

TOE 1V0

Email: svsunrisebeach@wildwillowenterprises.com

Phone: (780) 967-0271

Fax: (780) 967-0431

May 12th, 2023

To Whom It May Concern :

Re : Letter of Support – Alberta Beach Snowmobile Club (ABSC)
Community Facility Enhancement Program (CFEP) Small Funding Stream

In reference to the above noted, please accept this letter of support from the Summer Village of Sunrise Beach for the Alberta Beach Snowmobile Club's application to the small funding stream of the Community Facility Enhancement Program.

Our Summer Village has many off highway vehicle enthusiasts, and while our community is a distance from the Alberta Beach Snowmobile Club's approved trail system our residents certainly do find a way to get to their trail network. Our community is encouraged by the Region's Master Trail System initiative, and hope through this initiative that our community will one day be tied directly into the trail network. We recognize and appreciate the work the ABSC does to ensure the safety of its trail users, and to provide a marked and groomed trail that can be enjoyed by all Alberta enthusiasts. Having a reliable and feasible mechanical trail groomer is necessary for this groups continued operation of the existing, and any future additions, to this trail system.

On behalf of Council and our community, we encourage the Province to support this initiative and thereby support all users of this trail system.

Yours truly,

Wendy Wildman
Chief Administrative Officer
Summer Village of Sunrise Beach

c.c. Council

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Fwd: TIME SENSITIVE: The Alberta Beach Snowmobile Club - Letter of Support / Submission Date Deadline: May 15, 2023

Summer Village of West Cove <svwestcove@outlook.com>

Thu 5/11/2023 8:53 PM

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

📎 1 attachments (645 KB)

Letter of Support Alberta Beach Snowmobile Club .docx;

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From: Marlene Walsh <marlenehwalsh@gmail.com>

Sent: Wednesday, May 10, 2023 9:24:01 PM

To: cao@birchcove.ca <cao@birchcove.ca>; cao@svnakamun.com <cao@svnakamun.com>; Rosshaven CAO <cao@rosshaven.ca>; Sandy Beach <svsandyb@xplornet.ca>; Yellowstone Office <office@svyellowstone.ca>; Summer Village of West Cove <svwestcove@outlook.com>; Al Christiansen <a.christiansen@valquentin.ca>

Subject: TIME SENSITIVE: The Alberta Beach Snowmobile Club - Letter of Support / Submission Date Deadline: May 15, 2023

Good Afternoon

The Alberta Beach Snowmobile Club is dedicated to continuous growth and safe snowmobiling.

ABSC is seeking financial support and approval for the acquisition of a new mechanical trail groomer, to replace existing equipment that has reached the end of its useful life.

On behalf of the Alberta Beach Snow Mobile Club, we are sharing the attached **template** and invite the municipalities in Lac Ste Anne County to complete and return it via email to Alan Christiansen at a.christiansen@valquentin.ca. Alternatively, you are welcome to draft your own letter of support and submit it if your wish.

The letters of support for the Alberta Beach Snowmobile Club (ABSC) application will be submitted with the Application for the Community Facility Enhancement Program (CFEP) Small Funding Stream. **The submission date deadline is Monday, 15, 2023, however, ABSC is hoping to submit the application prior to that date.**

We sincerely appreciate your support of this community initiative.

Thank you

Marlene Walsh
for
Deputy Mayor Alan Christiansen
Summer Village of Val Quentin



May 11 2023

Attention: To Whom it May Concern

Re: Letter of Support – Alberta Beach Snowmobile Club (ABSC)

On behalf of the **INSERT MUNICIPALITY NAME HERE**, please accept this letter of support for the Alberta Beach Snowmobile Club (ABSC) application to the Community Facility Enhancement Program (CFEP) Small Funding Stream

The Alberta Beach Snowmobile Club is dedicated to continuous growth and safe snowmobiling. ABSC is seeking financial support and approval for the acquisition of a new mechanical trail groomer, to replace existing equipment that has reached the end of its useful life.

Groomed trails are smooth and easily recognizable and improve the safety and surface conditions of snowmobile trails, ski slopes and cross-country ski trails.

This benefits all snowmobile clubs and local communities through the development and maintenance of a reliable and designated snowmobile trail system, providing safety and awareness programs, and promotes recreational activities.

On behalf of the **INSERT MUNICIPALITY NAME HERE**, we are pleased to provide a Letter of Support for this community initiative.

Sincerely,

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