

## SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, January 23<sup>rd</sup>, 2024 commencing at 7:00 p.m.

In person or Via Zoom at the Administration Office 2317 Twp. Rd. 545 Lac Ste.

Anne County

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

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	<p>January 23<sup>rd</sup>, 2024 Regular Council Meeting</p> <p><i>Recommendation:</i>  <i>(that the January 23<sup>rd</sup>, 2024 Regular Council Meeting Agenda be approved as presented</i>  <i>or</i>  <i>that the January 23<sup>rd</sup>, 2024 Regular Council Meeting Agenda be approved with the following amendment(s) (list amendments)</i></p>
3.	<u>Minutes</u> Pages 1-5	a)	<p>Tuesday, November 28<sup>th</sup>, 2023 Regular Council Meeting Minutes</p> <p><i>Recommendation:</i>  <i>(that the November 28<sup>th</sup>, 2023 Regular Council Meeting Minutes be approved as presented</i>  <i>or</i>  <i>that the November 28<sup>th</sup>, 2023 Regular Council Meeting Minutes be approved with the following amendment(s) (list amendments):</i></p>
4.	<u>Appointments</u> p 6	a)	<p>7:05 p.m. - Mandy Smallwood – Sun and Sand Rec League – explain the Purr-fect Friends Project</p> <p><i>(that the presentation from Mandy Smallwood, on the Sun and Sand Rec League Purr-fect Friends Project and request for Family and Community Support Services (FCSS) funding for same, be accepted for information)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
5.	<u>Bylaws</u> p 7-20	a)	<p>Draft Bylaw 190-2024 – for the purpose of regulating nuisance, safety and quality of life matters (including noise) – further to previous discussions a copy of this draft bylaw was given to Council to review at the last meeting. Comments from Council that were provided to Administration prior to agenda preparation time have been updated</p>

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	<p>p 21-37</p>	<p>within this draft bylaw (highlighted in yellow). Additional discussion on this draft bylaw to take place at meeting time.</p> <p><i>(direction as given by Council at meeting time)</i></p> <p>b) Bylaw 194-2024 – to regulate the procedure and conduct of council and council committee meetings. Administration recently attended a seminar on virtual/electronic meetings with Municipal Affairs where the current MAP provision for round 2 will be looking at Procedural bylaws for the inclusion of electronic provisions. Under the MGA section 199 speaks to allowing and regulating of meetings by Electronic means. Our current Procedural bylaw (#162-2020) does not provide the provision for electronic meetings, the additions to the bylaw are highlighted in red for quick reference.</p> <p>Reference:  <i>(that Bylaw 194-2024, a Procedural Bylaw, be given 1<sup>st</sup> reading as presented; or amended)</i>  <i>(that Bylaw 194-2024 be given 2<sup>nd</sup> reading as presented; or amended)</i>  <i>(that Council give unanimous consent to consider third reading of Bylaw 194-2024 as is; or amended)</i>  <i>(that Bylaw 194-2024 be given 3<sup>rd</sup> and final reading as presented; or amended)</i></p> <p>Or</p> <p><i>(other direction as given at meeting time)</i></p>
<p>6.</p>	<p><b><u>Business</u></b></p> <p>Pages</p>	<p>a) Equipment Sales – the Summer Village put out ads in the Lac Ste. Anne Bulletin, the website and a few groups on facebook. Through these ads we were able to sell the finishing mower for \$800.00, the fuel tank for \$500.00, and the toro mower for \$500.00.</p> <p>Recommendation:  <i>(that the Summer Village council ratify the decision to sell Summer Village owned equipment for the following: the finishing mower to Brent Derksen for \$800.00, the fuel tank to Jamie Carr for \$500.00, and the toro mower to Aaron Brisebois for \$500.00, and these funds be placed under other revenue-snow removal)</i></p>

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<p>Pages</p> <p>p 38-40 p 41-53</p>	<p>b)</p>	<p>At the November 2023 council meeting, council made the following motion:</p> <p>239-23 <b>MOVED</b> by Mayor Ethier that the presentation from Rick Lacasse regarding the budget, income and expense statements as information and direct administration to prepare a response to Mr. Lacasse for the next council meeting and once approved by council to be forwarded to Mr. Lacasse.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Attached is a draft letter prepared by administration, along with his original submission at this November 23 meeting. For background, I have attached Mr. Lacasse's submission from this November meeting.</p> <p>Recommendation: <i>(that the draft letter to Mr. Lacasse, as prepared by administration and reviewed by Council, be approved and forwarded to Mr. Lacasse)</i></p> <p>Or</p> <p><i>(some other direction as given at meeting time)</i></p>
<p>Pages</p> <p>54-56</p>	<p>c)</p>	<p>Lac Ste. Anne County – please refer to the enclosed December 20<sup>th</sup>, 2023 email from the County offering to provide the County's Home Support Program to Summer Village residents. Attached please find the proposed Home Support agreement for the January 1 to December 31, 2024 period. We are awaiting confirmation, but I believe back in 2022 the Summer Village did provide the County with some funding for this program, and the Summer Village did have one resident who utilized this program in that year (or part of year).</p> <p>Recommendation: <i>(that the information provided by Lac Ste. Anne County on December 20<sup>th</sup>, 2024 with respect to their Home Support Program be accepted for information)</i></p> <p>Or</p> <p><i>(other direction as given at meeting time)</i></p>

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Pages 57-62	d)	<p>Disposal of Summer Village Wastewater Effluent at the Onoway Lagoon – further to direction at the November Council meeting, Administration did forward a request to the Town for consideration of an extension to our wastewater disposal agreement. Attached is the Town’s reply, extending this agreement until April 30<sup>th</sup>, 2027 and sharing what the rates for 2024 will be. Also attached is the email between Administration and our service provider (Standstone) and how this increase will affect fees charged to Summer Village residents.</p> <p>Recommendation:  <i>(that the waterwaster effluent terms and conditions between the Summer Village of Sunrise Beach and the Town of Onoway allowing effluent from the Summer Village to be disposed of in the Town’s wastewater lagoon until April 30<sup>th</sup>, 2027 be approved and execution authorized)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
Pages 63-83	e)	<p>Summer Villages Regional Emergency Management Partnership (SVREMP) at their most recent meeting (Dec.5<sup>th</sup>, 2023) reviewed and endorsed several key undertakings to be forwarded to members for their approval/endorsement.</p> <p>As a member of this partnership the Summer Village of Sunrise Beach must now review and approve/endorse the following items:</p> <ol style="list-style-type: none"> <li>1) The 2024 Revised Emergency Management Bylaw (which includes the revised Partnership Agreement)</li> <li>2) The 2024 Workplan for the Partnership</li> <li>3) The 2024 Budget (draft with 10 projected members)</li> </ol> <p>The SVREMP undertook an internal corporate review – which ended up with a review and redrafting of their principal documents governing the Partnership, the Bylaw and the Partnership Agreement. The Revised Bylaw - #193-2024 is attached for Councils review, this is time sensitive as the SVREMP is eager to send in a request to the ministry for an updated Ministerial Order reflecting the new partnership members (adding Alberta Beach and removing Yellowstone and Sunset Point). The Summer Village of Sunrise Beach cost obligation for 2024 would be \$3,900.00/year/member fee.</p>

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		<p>Recommendation:  <i>(that Bylaw 193-2024, being a bylaw for the provision of regional emergency management, including Schedule A revised partnership agreement, be given first reading)</i></p> <p><i>(that Bylaw 193-2024 be given second reading)</i></p> <p><i>(that Bylaw 193-2024 be considered for third reading)</i></p> <p><i>(that Bylaw 193-2024 be given third and final reading)</i></p> <p>And</p> <p><i>(that the Summer Village of Sunrise Beach endorses the Summer Villages Regional Emergency Management Partnership (SVREMP) 2024 Workplan as presented.)</i></p> <p>And</p> <p><i>(that the Summer Village of Sunrise Beach endorses the Summer Villages Regional Emergency Management Partnership (SVREMP) 2024 draft budget, as revised December 5<sup>th</sup>, 2023 inclusive of 10 members and the projected 2024 member cost of \$3,900.00/member.)</i></p> <p>And</p> <p><i>(that Administration inform Lac Ste. Anne County of its decision to continue with the Summer Villages Regional Emergency Management Partnership (SVREMP).</i></p> <p>Or</p> <p><i>(other direction as given at meeting time)</i></p>
	Pages	f) Family and Community Support Services (FCSS) – at the November 2023 regular council meeting, the Summer Village had been approached by the Sun and Sand Rec League (SSRL) with respect to securing FCSS funds for the 2024 year. Their request was for \$4,000.00, and Sunrise Beach had provided them with \$3,500.00 in 2023. It is our understanding SSRL has already secured \$8,000.00 in funds through the Summer Village of Sandy Beach for 2024 and in

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		<p>order to confirm their calendar bookings and activities for 2024 were hoping to receive the full \$4,000.00 of FCSS money from Sunrise Beach. At the November regular council meeting, council approved donating \$2,000.00 (of the \$4,000.00 request) to SSRL from 2024 FCSS funds. SSRL has made a further request for the Summer Village to reconsider this additional \$2,000.00 in funding.</p> <p><i>Recommendation:</i>  <i>(that the Summer Village of Sunrise Beach donate the additional \$2,000.00 in Family and Community Support Services (FCSS) funds to the Sun and Sand League for their programs and activities for the 2024 year.)</i></p> <p>Or</p> <p><i>(some other direction as given at meeting time)</i></p>
<p>Pages 84</p>	<p>g)</p>	<p>Lac Ste. Anne Foundation – December 4th, 2023 – 2024 Municipal Requisition was received, and the Summer Village of Sunrise Beach 2024 requisition is \$7,498.44 which is based on the 2024 Provincial Equalized Assessment Report. In 2023 the Summer Villages requisition was \$6,230.30.</p> <p><i>Recommendation:</i>  <i>(that the Summer Villages 2024 Municipal Requisition to the Lac Ste. Anne Foundation in the amount of \$7,498.44 (up from \$6,230.30) be approved and included in the 2024 Draft Operating and Capital Budget)</i></p> <p>Or</p> <p><i>(some other direction as given at meeting time)</i></p>
<p>Pages 85-90</p>	<p>h)</p>	<p>Metrix Group LLP– please refer to the attached January 12<sup>th</sup>, 2024 letter from Metrix Group regarding the 2023 Audit Plan. Metrix Group is the company appointed to complete the Summer Village’s 2023 financial audit.</p> <p><i>(that the January 12<sup>th</sup>, 2024 letter received from Metrix Group LLP on the 2023 Audit Plan for the Summer Village of Sunrise Beach be acknowledged as received by Council)</i></p>

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<p>Pages 91-105</p>	<p>i)</p>	<p>Superior Safety Services Agreement – the current agreement with Superior Safety Codes will be expiring in early 2024, to continue uninterrupted service for our residents the attached agreement is for Council review, this agreement will run from January 1<sup>st</sup>, 2024 till December 31<sup>st</sup>, 2026 with a termination clause same as before with a 90 day period for either party. From the current agreement to the proposed agreement the only changes are in the draft fee schedule. The draft fee schedule, along with the current fee schedule, are attached for your quick reference.</p> <p>Recommendation: <i>(that the Summer Village of Sunrise Beach enter into a continued agreement for the provision of safety codes services with Superior Safety Services for the term January 1<sup>st</sup>, 2024 to December 31<sup>st</sup>, 2026 and approve and execute same for the new fee schedule.)</i></p> <p>Or</p> <p><i>(some other direction as given at meeting time)</i></p>
<p>p 106-107</p>	<p>j)</p>	<p>Alberta Public Safety and Emergency Services (PSES) Engagement Team – please refer to the January 15<sup>th</sup>, 2024 email on upcoming engagement on improving policy governance in Alberta. There is an opportunity to make a written submission before March 15<sup>th</sup>, 2024 on their pending establishment of civilian governance bodies and regulations which will include regional and municipal policing committees and a Provincial Police Advisory Board (PABB).</p> <p><i>(that the opportunity to provide a written submission to the Alberta Public Safety and Emergency Services (PSES) Engagement Team, on their pending establishment of civilian governance bodies and regulations which will include regional and municipal policing committees and a Provincial Police Advisory Board (PABB), on behalf of the Summer Village of Sunrise Beach be accepted for information)</i></p> <p>Or</p> <p><i>(that the Summer Village of Sunrise Beach provide a written submission to the Alberta Public Safety and Emergency Services (PSES) Engagement Team, on their pending establishment of civilian governance bodies and regulations which will include regional and municipal policing committees and a Provincial Police Advisory Board (PABB))</i></p>

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		k)	2024 Draft Operating and Capital Budget – a draft 2024 budget will be presented and reviewed at meeting time. This will be our second review of the draft 2024 budget.  Recommendation: <i>(that Administration make changes to the 2024 Draft Operating and Capital Budget as directed by Council at meeting time, and that an updated Draft Budget comes back to the next Council meeting for further review and consideration)</i>
		l)	
		m)	
		n)	
7.	<b>Financial</b> <i>p 108-109</i>	a)	Income and Expense Statement – as of December 31 <sup>st</sup> , 2023  <i>(that the Income and Expense Statement as of December 31<sup>st</sup>, 2023 be accepted for information)</i>
8.	<b>Councillor Reports</b>		
		a)	Mayor Ethier
		b)	Deputy Mayor Benson
		c)	Councillor Benning  <i>(that the Councillor reports be accepted for information)</i>
9.	<b>Administration Reports</b>		
	<i>p 110</i>	a)	Development Officers Report
	<i>p 111</i>	b)	Local Gov't Fiscal Framework (LGFF) 2024 funding allocations
		c)	Audit prep work, preliminary audit scheduled



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	p112-114	<ul style="list-style-type: none"> <li>d)</li> <li>e)</li> <li>f)</li> </ul>	<p>Continue to work on Draft 2024 budget</p> <p>Alberta Environment and Protected Areas – 2024 Drought Emergency Plan</p> <p><i>(that the Administration reports be accepted for information)</i></p>
10.	<p><b><u>Correspondence &amp; Information</u></b> Pages 115-121</p>	a)	<p>West Inter Lake District (WILD) Regional Water Services Commission – Letter dated December 6<sup>th</sup>, 2022 from Dwight Moskalyk, Commission Manager, WILD Water Commission. Informing all Commission Members that the WILD Water Commission has approved its 2024 Governance &amp; Operating budget, as well adopting the 2024 Water rate framework. Also attached are member requisition and debenture estimate for 2024.</p>
	Pages 122-133	b)	<p>Lac Ste. Anne County – Subdivision Referral – File #022SUB2023 – Lot Amalgamation of Lot 1 Block 1 Plan 0627996 to add to SW 04-56-01 W5M</p>
	<p>p 134</p> <p>p 135-140</p> <p>p 141-142</p> <p>p 143</p> <p>p 144-145</p>	<ul style="list-style-type: none"> <li>c)</li> <li>d)</li> <li>e)</li> <li>f)</li> <li>g)</li> <li>h)</li> <li>i)</li> </ul>	<p>Alberta Municipal Affairs – Letter from Minister Rick McIver on the Assessment Review Model</p> <p>Alberta Summer Villages Association (ASVA) – Letter to Minister McIver in response to LGFF Allocation Factors</p> <p>Summer Village of South View – Byelection Results and Organizational Chart</p> <p>Sunrise Beach 2023 Issued Safety Codes Permits graph</p> <p>Alberta Municipalities Small Communities Committee – First Meeting December 6<sup>th</sup>, 2023</p> <p>Alberta Municipalities Small Communities Committee – Drought Risk and Management Presentation</p> <p><i>Recommendation:</i></p> <p><i>(that items a) through h) be accepted for information)</i></p>

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

Next Meetings:

MUNI 101 Course	January 24 <sup>th</sup> , 2024
SVLSACE	February 24 <sup>th</sup> , 2024
Regular Council Meeting	February 27 <sup>th</sup> , 2024
Regular Council Meeting	March 26 <sup>th</sup> , 2024

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY NOVEMBER 28TH, 2023, ADMINISTRATION OFFICE 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00 P.M., IN PERSON AND VIA ZOOM

	<b>PRESENT</b>	<p>Mayor Jon Ethier Deputy Mayor Mike Benson Councillor Brian Benning</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Victoria Message – via zoom</p> <p>Public at Large: 2 In Person 3 On Zoom</p>
<b>1.</b>	<b>CALL TO ORDER</b>	Mayor Ethier called the council meeting to order at 7:00 p.m.
<b>2.</b>	<b>AGENDA</b> 237-23	<p><b>MOVED</b> by Mayor Ethier that the November 28<sup>th</sup>, 2023, Agenda be approved with the following amendment: 4.a. Delegation – Rick Lacasse – budget and income/expense statement.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3.</b>	<b>MINUTES</b> 238-23	<p><b>MOVED</b> by Mayor Ethier that the minutes of the October 24<sup>th</sup>, 2023, Regular Council meeting minutes be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>4.</b>	<b>APPOINTMENTS</b> 239-23	<p><b>MOVED</b> by Mayor Ethier that the presentation from Rick Lacasse regarding the budget, income and expense statements as information and direct administration to prepare a response to Mr. Lacasse for the next council meeting and once approved by council to be forwarded to Mr. Lacasse.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>5.</b>	<b>BYLAWS/POLICY</b> 240-23	<p><b>MOVED</b> by Mayor Ethier that Bylaw 192-2023; a borrowing bylaw in place interim financing in the amount of \$200,000.00 in the event of a local emergency or to cover unforeseen or urgent operating expenditures not included in the annual budget, be given 1<sup>st</sup> reading as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	241-23	<p><b>MOVED</b> by Deputy Mayor Benson that Bylaw 192-2023 be given 2<sup>nd</sup> reading as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	242-23	<p><b>MOVED</b> by Councillor Benning that Bylaw 192-2023 be given unanimous consent to consider 3<sup>rd</sup> reading as presented.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY NOVEMBER 28TH, 2023, ADMINISTRATION OFFICE 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00 P.M., IN PERSON AND VIA ZOOM

	243-23		<b>MOVED</b> by Mayor Ethier that Bylaw 192-2023 be given 3 <sup>rd</sup> and final reading as presented.	<b>CARRIED</b>
	244-23		<b>MOVED</b> by Mayor Ethier that Bylaw 190-2023, a bylaw for the purpose of regulating neighborhood nuisance, safety and quality of life matters be deferred for further information and brought back to a future council meeting.	<b>CARRIED</b>
<b>6.</b>	<b>BUSINESS</b>			
	245-23	a)	<b>MOVED</b> by Mayor Ethier that the Summer Village of Sunrise Beach participate in the opportunity for a partnership with Connect Mobility in making a 2024 Alberta Broadband Fund application.	<b>CARRIED</b>
	246-23	b)	<b>MOVED</b> by Mayor Ethier that the Summer Village of Sunrise Beach decline implementing a recreation tax as well as decline participating in recreation programming/facilities within the region since further information has been provided by Lac Ste. Anne County.	<b>CARRIED</b>
	247-23	c)	<b>MOVED</b> by Mayor Ethier that the Alberta Municipal Affairs 2022 Municipal Indicator Performance Measure Results for the Summer Village of Sunrise Beach be accepted as presented, and that Administration respond through the Municipal Indicator Dashboard regarding the one indicator which was flagged – Indicator #4 Tax Collection Rate, benchmarking being set at 90% and the Summer Village achieved 89%.	<b>CARRIED</b>
	248-23	d)	<b>MOVED</b> by Mayor Ethier that the Summer Village of Sunrise Beach make a request to the Town of Onoway for consideration of an additional 3 year term for the disposal of wastewater effluent from the Summer Village of Sunrise Beach at the Onoway Lagoon under the same or similar conditions as the existing agreement with an additional exit clause of a 6 month term for the Summer Village.	<b>CARRIED</b>
	249-23	e)		

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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 NOVEMBER 28TH, 2023, ADMINISTRATION OFFICE 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00 P.M., IN PERSON AND VIA ZOOM

	250-23	f)	<p><b>MOVED</b> by Deputy Mayor Benson that the Summer Village of Sunrise Beach approve an Interim 2024 Operating Budget be passed at ½ the 2023 Approved Operating and Capital Budget and that this Interim 2024 Operating Budget cease to have any force and effect once the 2024 Operating and Capital Budget is approved.</p> <p align="right"><b>CARRIED</b></p>
	251-23	g)	<p><b>MOVED</b> by Mayor Ethier that the Summer Village of Sunrise Beach administration make changes to the 2024 Draft Operating and Capital Budget as directed by Council at meeting time, and that an updated Draft Budget comes back to the next Council meeting for further review and consideration.</p> <p align="right"><b>CARRIED</b></p>
	2 members of public exit – 8:09 p.m.		<b>CARRIED</b>
	252-23	h)	<p><b>MOVED</b> by Deputy Mayor Benson that the Summer Village of Sunrise accepts for information the Purr-fect Friends Project Initiative spearheaded by the Sun and Sand Recreation League.</p> <p align="right"><b>CARRIED</b></p>
			<b>CARRIED</b>
<b>7.</b>	<b>FINANCIAL</b> 253-23	a)	<p><b>MOVED</b> by Mayor Ethier that the Income and Expense Statement as of October 31<sup>st</sup>, 2023 be accepted for information.</p> <p align="right"><b>CARRIED</b></p>
<b>8.</b>	<b>COUNCIL REPORTS</b> 254-23		<p><b>MOVED</b> by Mayor Ethier that the verbal Council Reports be accepted for information as presented.</p> <p align="right"><b>CARRIED</b></p>
<b>9.</b>	<b>ADMINISTRATION REPORTS</b> 255-23		<p><b>MOVED</b> by Mayor Ethier that the Administration Reports be accepted for information as presented.</p> <p align="right"><b>CARRIED</b></p>

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<b>10.</b>	<b>CORRESPONDENCE</b>	<p>256-23</p> <p><b>MOVED</b> by Mayor Ethier that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> <li>a) Alberta Beach – October 19<sup>th</sup>, 2023 letter on Organizational Meeting Results</li> <li>b) Town of Onoway – November 7<sup>th</sup>, 2023 letter on Organizational Meeting Results</li> <li>c) Lac Ste. Anne County – October 24<sup>th</sup>, 2023 letter on Organizational Meeting Results</li> <li>d) Official 2024 Equalized Assessment – October 31<sup>st</sup>, 2023 email and referenced report</li> <li>e) 33<sup>rd</sup> Annual Emerald Awards – attached is information on the noted awards, with nominations being open November 1<sup>st</sup>, 2023 to February 12<sup>th</sup>, 2024</li> <li>f) Association of Summer Villages of Alberta – October 24<sup>th</sup>, 2023 email from Executive Director Kathy Krawchuk thanking members who attend and/or contributed to their 65<sup>th</sup> Annual Conference</li> <li>g) Utility Safety Partners – November 17<sup>th</sup>, 2023 letter on Final Draft Available: New Damage Prevention Legislation for Alberta.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
<b>11.</b>	<b>OPEN FLOOR DISCUSSION WITH THE GALLERY</b>	<p>257-23</p> <p><b>MOVED</b> by Mayor Ethier that the open floor discussion with the gallery be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>12.</b>	<b>CLOSED MEETING</b>	N/A
<b>13.</b>	<b>ADJOURNMENT</b>	As all matters have been addressed Mayor Ethier declared the meeting adjourned at 8:18 p.m.

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

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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 NOVEMBER 28TH, 2023, ADMINISTRATION OFFICE 2317 TWP. RD.  
545 LAC STE. ANNE COUNTY AT 7:00 P.M., IN PERSON AND VIA ZOOM

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

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## Fw: FCSS & Purr-fect Friends Project

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Mon 1/15/2024 10:16 AM

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

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**From:** Mandy Smallwood <admin@sunsandrecleague.org>

**Sent:** Monday, December 4, 2023 4:56 PM

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

**Subject:** RE: FCSS & Purr-fect Friends Project

Thanks so much for the update.

As per the feedback and requests of many of your residents, we had planned to incorporate additional events and programs into our 2024 calendar. As with all well managed organizations, we only plan the calendar according to our budget forecast. This is the agreed upon concept that we have with SV Sandy Beach from whom we have already received our ask of \$8,000 for 2024.

As much as we are grateful for the \$2,000 award, and the invitation to apply for additional funds next year, this scenario really does put us on the spot when we have to explain to your residents that we have to cut their requested activities due to the uncertainty of funding support.

As well, we are seeking matching grant funding from corporate sponsors. Ultimately, we were confident that Council would approve our \$4,000 request so that our ask to corporate sponsors would double that amount. As with most funding agents, only one grant application per annum can be made.

We respectfully request that Council reconsider awarding an additional \$2,000 so that we can maximize other funding requests in order to meet the requests of your residents.

In regards to the Purr-fect Friends Project, SV Sandy Beach will be issuing an award of \$500 that will allow us to begin offering the program to Sandy Beach residents as early as December 21<sup>st</sup>. We are hoping that Sunrise Beach residents will have an opportunity to access the program just as quickly, but access and start date is at the decision of Council approving our \$500 request.

I'm happy to provide further details if needed.

**Mandy Smallwood**

President

**Sun & Sand Recreation League**

Serving the communities of  
Sandy Lake since 1988

780-996-5155

admin@sunsandrecleague.otg

www.sunsandrecleague.org





VERSION REVIEWED AT NOVEMBER 28<sup>TH</sup>, 2023 MEETING

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**THIS IS A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE  
PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING NEIGHBOURHOOD  
NUISANCE, SAFETY AND QUALITY OF LIFE MATTERS**

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**WHEREAS** pursuant to the provisions of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, and

**WHEREAS** the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, authorizes a Council to pass bylaws for municipal purposes respecting nuisances; and

**WHEREAS** the intent of this Bylaw is that all noises shall be reduced as much as possible compatible with the normal activities of urban life and that unnecessary noise be eliminated; and

**WHEREAS** Council believes the regulation of nuisances through a Community Standards Bylaw would benefit the community as a whole;

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

## **1. SHORT TITLE**

This Bylaw shall be known as the "Community Standards Bylaw".

## **2. DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

- 2.1 "Act" means the Municipal Government Act, RSA 2000, c. M26 as amended, and any amendment or substitutions thereof.
- 2.2 ~~"Bullying" means verbal or physical abuse, threats, taunts, teasing, name calling, and put downs, written or electronically transmitted, or repeated abusive communication, directly or indirectly through any medium whatsoever.~~
- 2.3 "Chief Administrative Officer" means the Chief Administrative Officer of the Summer Village of Sunrise Beach appointed by Council.
- 2.4 "Council" means the Municipal Council of the Summer Village of Sunrise Beach.
- 2.5 "Drinking Establishment" means any business, organization, or individual that holds a liquor license issued by the Alberta Gaming and Liquor Commission.
- 2.6 "Graffiti" means the defacement or disfigurement of any property or object, through the performance of any of the following acts:

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- a) the application of any substance, including paint, ink, stain, or whitewash to any surface; or
- b) the affixing of any substance, including paper, fabric or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
- c) the marking, scratching, etching or other alteration or disfigurement of any surface.

2.7 "Highway" means: any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way, or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:

- a) a sidewalk, including a boulevard adjacent to the sidewalk,
- b) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
- c) if a Highway right of way is contained between fences or between a fence, and one side of the roadway, all the land between the fence and the edge of the roadway, as the case may be but does not include a place declared by regulation not to be a Highway.


2.8 "Holiday" includes:

- a) every Sunday,
- b) New Year's Day, Alberta Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Day, Labour Day, Truth and Reconciliation Day, Remembrance Day and Christmas Day, Boxing Day,
- c) the birthday or the day fixed by proclamation for the celebration of the birthday of the reigning sovereign,
- d) December 26, or when that date falls on a Sunday or a Monday, then December 27,
- e) any day appointed by proclamation of the Governor General in Council or by proclamation of the Lieutenant Governor in Council for a public Holiday or for a day of fast or Thanksgiving or as a day of mourning, and
- f) with reference to any particular part of Alberta, the day in each year that may by proclamation of the Lieutenant Governor in Council be appointed as a public Holiday for that part of Alberta for the planting or forests or other trees.

2.9 "Industrial Zone" means: includes lands in Districts defined as in the Land Use Bylaw.

2.10 "Land Use Bylaw" means: Bylaw #71-1999 (and amendments).

2.11 "Panhandling" means to communicate, in person, using the spoken, written, or printed word, a gesture or another means, for the purpose of receiving money or another thing of value, regardless of whether consideration is offered or provided in return but does not include a solicitation allowed or authorized



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pursuant to the Charitable Fundraising Act, or any other legislation permitting the solicitation of charitable donations.

2.12 "Peace Officer" means:

- a) a member of the Royal Canadian Mounted Police;
- b) a Community Peace Officer as appointed by the Solicitor General of Alberta; or
- c) a Bylaw Enforcement Officer as appointed by the Summer Village of Sunrise to enforce bylaws of the Summer Village.

2.13 "Persons" means: natural person.

2.14 "Premises" means: the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings.

2.15 "Public Place" means: any place, Highway, street, sidewalk, lane, alley, park, school ground, playground, business, facility, or any public owned property within the Summer Village of Sunrise Beach and also includes privately owned or leased property, to which the public reasonably has or is permitted to have access.

2.16 "Residential Building" includes lands in Districts defined as Residential Districts in the Land Use Bylaw.

2.17 "Telecommunication" means: any transmission, emission or reception of signs, signals, writing, images or sounds or intelligence of any nature by wire, wireless, radio, visual or other electromagnetic system.

2.18 "Temporary Sign" means: a sign which will remain for a limited time.

2.19 "Village" means: the Summer Village of Sunrise Beach.

2.20 "Violation Tag" means: a notice or tag in a form as approved by the Chief Administrative Officer, issued by the Summer Village of Sunrise Beach allowing a voluntary payment option of a fine established under this Bylaw.

2.21 "Violation Ticket" means: a ticket issued pursuant to Part II of the Provincial Offences Procedures Act, RSA 2000, C P-34, as amended and any regulations thereto.

2.22 "Youth" means: an individual 12 (twelve) to 17 (seventeen) years of age.

2.23 Number and Gender References: All references in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female Person, or a corporation or partnership.

2.24 "Complaint Form" means: a form required to be filled out by a resident when filing a complaint.

**3. NOISE**

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- 3.1 No person shall cause or permit noise that annoys or disturbs the peace of any other person.
- 3.2 No person shall permit property that they own, occupy or control to be used so that noise from the property annoys or disturbs the peace of any other person.
- 3.3 In determining what constitutes noise likely to annoy or disturb the peace of any other person, considerations may be given, but are not limited to:
- a) Type, volume, and duration of the sound;
  - b) Time of day, and day of the week;
  - c) Nature and use of the surrounding area.
- 3.4 No person shall yell, scream, or swear in any Public Place thereby creating a disturbance.
- 3.5 No person shall advertise events or merchandise by ringing bells or by use of mechanical, electrical or sound amplification devices in a residential district between the hours of ~~9 p.m. and 9 a.m.~~ 11 p.m. to 7 a.m. or 11 p.m. to 7 a.m. weekends and 9 p.m. to 7 a.m. weekdays
- 3.6 ~~No Drinking Establishment shall permit any noise to emanate from the Premises of such Drinking Establishment such that it annoys or disturbs any other person outside the boundary of the Drinking Establishment. Section 3.3 of this Bylaw applies to this provision.~~

**4. INDUSTRIAL AND CONSTRUCTION NOISE**

- 4.1 Nothing in this bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:
- a) is a permitted use; or
  - b) is an approved discretionary use; or
  - c) is a non-conforming use as defined in the Municipal Government Act, but not illegal.
- 4.2 In the operation or carrying on of an industrial or construction activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

**5. PERMITTABLE HOURS**

- 5.1 With the exception of the activities referred to in section 4.1, no person shall use, operate, or allow to be used or operated, any tools, machinery or equipment so as to create a noise or disturbance which may be heard in a Residential Building between the hours of 10:00 p.m. and 7:00 a.m. on Monday to Saturday and from 10:00 p.m. to 9:00 a.m. on Sunday and Holidays. 11 p.m. to 7 a.m. or 11 p.m. to 7 a.m. weekends and 9 p.m. to 7 a.m. weekdays

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## 6. EXCEPTIONS

- 6.1 These provisions do not apply to work carried out by the Village, or by a contractor carrying out instructions of the Village, providing it is work of an emergent nature or circumstance.
- 6.2 Snow removal from school, commercial ~~or industrial sites~~ located adjacent to or within residential districts may be allowed if it is in the best interest of the public and their safety and at a time when there will be minimal vehicular and/or pedestrian traffic that may obstruct such snow removal operations.
- 6.3 In the case of snow removal from commercial ~~or industrial sites~~ located adjacent to residential districts, the Village may require noise abatement practices including the following conditions:
- a) requirement that snow not be removed between the hours of 12:00 a.m. and 6:00 a.m.; or
  - b) a requirement that snow be removed from sites in a sequence which is least disruptive to the peace and quiet of residents

## 7. GRAFFITI

- 7.1 No person shall place any Graffiti or cause it to be placed on any property.
- 7.2 Every property owner shall ensure that Graffiti placed on their Premises is removed, painted over, or otherwise permanently blocked from public view within seven days.
- 7.3 A property owner who breaches the provisions of Section 7.2, where, following the issuance of and failure to comply with an Order under section 545 of the Municipal Government Act, shall be liable to payment of a penalty as prescribed in Schedule "A".
- 7.4 In prosecution for an offence under this Section, the consent of the property owner of any Premises to place Graffiti shall not be a defense under this bylaw.

## 8. ORDER

- 8.1 An officer designated by the Chief Administrative Officer may, by written order, require a person responsible for the contravention to remedy the contravention.
- 8.2 The written order shall:
- a) state a time within which the owner must comply with the order, and
  - b) state that if the owner does not comply with the order within a specified time, the Village will take the action or measure at the expense of the owner.
- 8.3 The Village may, in respect of an order, register a caveat under the Land Titles Act against the certificate of title for the land that is the subject of the order.



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- 9.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 9.2 A waste container on a construction site must be designed and/or have the capacity to contain all waste construction material within the container to ensure that the waste construction material is not capable of blowing off the construction site.
- 9.3 No construction material is to be stored or accumulated on a construction site unless it is not capable of being blown away from the construction site.

**10. REPAIR OF MOTOR VEHICLES**

- 10.1 For the purposes of this section "motor vehicles" means:
- a) a vehicle propelled by any power other than muscular power, or
  - b) a moped, or
  - c) off Highway vehicles as defined by the Traffic Safety Act RSA 2000 Chapter T-6 Section 117, and
  - d) includes, but is not limited to, the repair of any internal combustion engine.
- 10.2 No person may conduct any repair work on motor vehicles, including mechanical repairs, auto body work, frame repair, collision repair, auto painting or modifications to the body or rebuilding of a motor vehicle, on any Premises in a residential district unless:
- a) the activity does not create a nuisance or noise complaints from the neighbourhood;
  - b) there is no escape of offensive, annoying or noxious odours, fumes or smoke from the Premises;
  - c) vehicle fluids, oil, gasoline products or other hazardous material are properly disposed of and not swept or washed into lanes, streets, or down storm or sanitary sewers;
  - d) all discarded vehicle parts and materials are properly stored and disposed of from the Premises; and
  - e) no power washing of motor or power train is performed on the Premises.
- 10.3 This prohibition shall not apply to routine maintenance work done on any vehicles owned, operated and registered in the name of the owner or occupant of the Premises, provided that all building and fire code regulations are met.

**11. LITTERING**

- 11.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Village property, including any street, lane, sidewalk, parking lot, park or other Public Place or water course:

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- a) a cardboard or wooden box, carton, container, or receptacle of any kind;
- b) a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionary;
- c) paper of any kind, whether or not containing written or printed matter thereon;
- d) any human, animal or vegetable matter or waste;
- e) any glass, crockery, nails, tacks, barbed wire or other breakable or sharp objects;
- f) scrap metal, scrap lumber, tires, dismantled wrecked or dilapidated motor vehicles or parts there from;
- g) any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any Highway, street, lane, alley, bi-way or other Public Place, or
- h) any plastics
- i) any electronics
- j) dirt, filth or rubbish of any kind whether similar or dissimilar to the foregoing.

11.2 A person who has placed, deposited or thrown or caused to be placed, deposited or thrown anything or any matter mentioned in subsection 11.1 shall forthwith remove it.

**12. AUTHORITY TO REMOVE**

12.1 The Chief Administrative Officer may authorize any Village employee, or other person, to remove and put in storage or destroy anything placed upon Village property in contravention of this Bylaw. (discussion on fees for service)

**13. SPITTING/HUMAN WASTE**

13.1 No person shall urinate or deposit human waste in any Public Place or in view of a Public Place, other than in a public washroom.

~~13.2 No person shall spit at or on any person in or near a Public Place.~~

**14. FLYERS ON VEHICLES**

14.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown onto or into any motor vehicle, which is parked on any street, lane, parking lot or other Public Place, any leaflet, pamphlet, poster, handbill, flyer or any other paper containing printed or written matter, whether advertising or not, with the exception of any Violation Ticket or Violation Tag issued pursuant to lawful authority.

VERSION REVIEWED AT NOVEMBER 28<sup>TH</sup>, 2023 MEETING**15.FIGHTING/LOITERING**

- 15.1 No person shall engage in a fight or any physical confrontation in any Public Place or any place to which the public is allowed access.
- 15.2 No person shall be a member of an assembly of three or more Persons in any Public Place or any place to which the public is allowed access where a Peace Officer has reasonable grounds to believe the assembly will disturb the peace of the neighbourhood, and any such person shall disperse as requested by a Peace Officer. **(to review)**
- 15.3 No person shall loiter and thereby obstruct any person in any Public Place.

**16.BULLYING**

- 16.1 No person shall bully any person in any Public Place.
- 16.2 No person shall participate in, or encourage by verbal or other means, the Bullying of any person in any Public Place.
- 16.3 No person shall bully any person by means of Telecommunication or writing. **(to review)**

**17.PANHANDLING**

- 17.1 No person shall engage in Panhandling.

**18.TEMPORARY SIGNS**

- 18.1 a) An A-board Sign may be placed on a Boulevard if the A-board Sign
- i. does not exceed 0.8m<sup>2</sup> in Sign Area;
  - ii. does not exceed 1m in Sign Height; and
  - iii. is separated by at least 3m from another A-board Sign.
  - iv. is posted no more than 48 hours prior to the advertised event and removed no more than 24 hours following the advertised event.
- b) A Developer Marketing Sign may be placed on a Boulevard if the Developer Marketing Sign
- i. is located in a subdivision or development that is subject to a subsisting development agreement issued by the Village;



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- ii. is Self-Supported;
  - iii. does not exceed 3m<sup>2</sup> in Sign Area;
  - iv. does not exceed 3m in Sign Height; and
  - v. is separated by at least 10m from another Developer Marketing Sign.
- c) An Election Sign may be placed on a Boulevard if the Election Sign is posted
- i. with respect to municipal and school elections, only between 12:00 noon on nomination day and 24 hours after the closing of polling stations, and
  - ii. with respect to provincial and federal elections, only between 12:00 noon on the day when an election writ is handed down and 24 hours after the closing of polling stations; and
  - iii. is not located within any Village-owned or occupied facility, or on or within any property upon which that facility is situated.
- e) A Garage Sale Sign may be placed on a Boulevard if the Garage Sale Sign
- i. is Self-Supported;
  - ii. does not exceed 0.6m in width;
  - iii. does not exceed 1m in Sign Height; and
  - iv. is posted no more than 48 hours prior to the advertised event and removed no more than 24 hours following the advertised event.
- (e) An Open House Sign may be placed on a Boulevard if the Open House Sign
- i. is Self-Supported;
  - ii. does not exceed 0.6m in width;
  - iii. does not exceed 1m in Sign Height; and
  - iv. is posted no more than 24 hours prior to the advertised event and removed no more than 24 hours following the advertised event.
- 18.2 For the purposes of the enforcement of this Part, the individual, business or organization referred to on a Sign shall be presumed to be the Person who placed the Sign.
- 18.3 In addition to pursuing any other remedy referenced under this Bylaw, the Village may cause to be immediately removed and/or impounded any Sign where

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- a) the Sign interferes with Village maintenance operations;
- b) the Sign is in a state of disrepair;
- c) safety concerns or emergency conditions require the Sign's removal; or
- d) the Sign is placed in contravention of a provision of this Part

18.4 A Sign removed under section (18) shall be disposed with in any manner the Village deems to be appropriate.

**19. PENALTIES**

19.1 Any person who contravenes any section of this Bylaw is guilty of an offence and liable to:

- a) payment of the penalty specified in Schedule "A" hereto, or
- b) for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more than \$10,000.; and
- c) in default of payment of any penalty, to imprisonment for up to 6 (six) months.

**20. VIOLATION TAGS AND VIOLATION TICKETS**

20.1 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:

- a) a Violation Tag allowing a payment of the specified penalty to the Village; or
- b) a Violation Ticket allowing payment according to the provisions of the Provincial Offences Procedures Act.

20.2 Service of a Violation Tag will be sufficient if it is:

- a) personally served; or
- b) served by regular mail to the person's last known mailing address.

20.2 If a Violation Ticket is issued in respect to an offence, the Violation Ticket may:

- a) specify the fine amount established by this Bylaw for the offence; or
- b) require a person to appear in Court without the alternative of making a voluntary payment.

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20.3 A person who commits an offence may:

- a) if a Violation Ticket is issued in respect of the offence; and
- b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the Violation Ticket and the specified fine to the Provincial Courthouse specified on the Violation Ticket.

**21. SEVERABILITY**

21.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

**22. LIABILITY**

22.1 The Village, any Designated Officer or any Person who inspects any Property under this Bylaw, or any Person who performs any work on behalf of the Village to remedy a contravention of this Bylaw is not liable for any damages caused by the inspection, the work or disposing of anything to complete the work set out in the order.

**23. ENFORCEMENT**

23.1 The Village is not required to enforce this Bylaw. In deciding whether to enforce this Bylaw, the Village may take into account any practical concerns, including available municipal budget and personnel resources.

**24. BYLAW COMING INTO EFFECT**

24.1 This Bylaw takes effect on the final passing thereof and, on such final passing, Bylaw #69-1999, is hereby repealed.

Read a first time on this     day of                     2024.

Read a second time on this     day of                     , 2024.

Unanimous Consent to proceed to third reading on this     day of                     2024.

Read a third and final time on this     day of                     , 2024.

Signed this     day of                     , 2024.

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Mayor, Jon Ethier

(17)

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Chief Administrative Officer, Wendy Wildman

DRAFT

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<b>"Schedule A"</b>			
<b>Section</b>	<b>Title</b>	<b>Offence</b>	<b>Penalty</b>
3.1	Make Noise	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
3.2	Permit Noise	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
3.4	Yelling, Swearing, or Screaming	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$150.00 \$250.00 \$500.00
3.5	Advertise with Bells etc.	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$100.00 \$200.00 \$400.00
3.6	Drinking Establishment Noise	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$500.00 \$1,000.00 \$1,500.00
4.2 or 5.1	Industrial or Construction Noise	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$500.00 \$1,000.00 \$1,500.00
7.1	Placing Graffiti on Property	1 <sup>st</sup> Offence-by adult 2 <sup>nd</sup> Offence within 1 year by adult 3 <sup>rd</sup> and subsequent offences within 1 year by adult	\$2,500.00 \$5,000.00 \$7,500.00
7.1	Placing Graffiti on Property	Offence-by Youth	\$1,000.00
7.2	Failure to Remove Graffiti	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
7.3	Failure to comply		\$250.00 with Graffiti Order each day after the breach
9.1, 9.2, or 9.3	Failure to contain construction waste/material	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$500.00 \$750.00 \$1,000.00
10.2	Repair of Motor Vehicles in Residential District	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$500.00 \$750.00 \$1,000.00
11.1	Littering	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
11.2	Fail to remove Litter	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00
13.1	Depositing Human Waste in a Public Place	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$250.00 \$500.00 \$1,000.00

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13.2	Spitting	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year	\$250.00 \$500.00
14.1	Placing Flyers on Motor Vehicles		\$150.00
15.1	Fighting in a Public Place	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$500.00 \$750.00 \$1,000.00
15.2	Being a Member of an Assembly Failing to disperse as directed by a Peace Officer	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$250.00 \$500.00 \$750.00
15.3	Loitering	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence within 1 year 3 <sup>rd</sup> and subsequent offences within 1 year	\$250.00 \$500.00 \$750.00
16.1, or 16.2	Bullying	1 <sup>st</sup> Offence by an adult * 2 <sup>nd</sup> Offence and subsequent offences	\$500.00 \$1,000.00
16.1,16.2, or 16.3	Bullying	1 <sup>st</sup> Offence by a Youth * 2 <sup>nd</sup> Offence and subsequent offences	\$125.00 \$250.00
17.1	Panhandling	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence 3 <sup>rd</sup> and subsequent offences	\$75.00 \$150.00 \$300.00
18.	Temporary Signs	1 <sup>st</sup> Offence 2 <sup>nd</sup> Offence 3 <sup>rd</sup> and subsequent offences	\$75.00 \$150.00 \$300.00

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**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH IN THE  
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND  
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

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**WHEREAS**, the Council of the Summer Village of Sunrise Beach considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of Sunrise Beach;

**NOW THEREFORE**, the Council of the Summer Village of Sunrise Beach hereby enacts as follows:

**Citation**

1. This Bylaw may be cited as the "The Procedure Bylaw".

**Definitions**

2. In this bylaw:
  - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Sunrise Beach.
  - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
  - c) "Council" means the Mayor and Councillors of the Summer Village of Sunrise Beach for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
  - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
  - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
  - f) "Electronic Means" shall be as defined in the Municipal Government Act, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting;
  - g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
  - h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
  - i) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
  - j) "Meetings" means meetings of Council and Council committees, and in

keeping with the interpretation of Section 199(1)(b) of the Municipal Government Act, shall include hearings;

- k) "Municipality" means the Municipality of the Summer Village of Silver Sands, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- l) "Virtual Participation" means, in reference to participation in a meeting, attendance through an approved Electronic Means of communication.

### **Application**

- 3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality;

### **Severability**

- 4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid;

### **General**

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
- 8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Sunrise Beaches' Code of Conduct Bylaw.
- 9. A breach of any Section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 10. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings shall be conducted in accordance with the procedures set out in Appendix C.

### **Meetings**



11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 6:30 p.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
21. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
22. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

### **Conduct of Meetings**

23. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
24. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding

officer.

25. A resolution does not require a seconder.
26. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
27. The following resolutions are not debatable by members:
  - a) adjournment
  - b) to take a recess
  - c) question of privilege
  - d) point of order
  - e) to limit debate on a matter before members
  - f) on division of a question
  - g) postpone the matter to a time certain
  - h) to table the matter
28. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
29. Where an item has been brought before Council, the same item cannot be tabled more than three times.
30. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information be presented about the issue or matter.
31. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
32. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
33. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
34. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
35. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:

- a) a motion to refer the main question to some other person or group for consideration
  - b) a motion to amend the main question
  - c) a motion to table the main question
  - d) a motion to postpone the main question to some future time
  - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
36. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
37. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
38. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
39. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;
40. A formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

**Delegations**

41. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 4:00 p.m. on a business day at least seven (7) calendar days prior to the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
42. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
43. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 42 to present the matter outlined.
44. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
45. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

**Provision for Attendance and Participation by Electronic Means**

46. In accordance with the provisions of Section 199 of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.

a) In exercising its discretion, Council may provide for the following



meetings inclusive of Electronic Means:

- i. A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
  - ii. A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the council chamber remains an effective point of access for the general public.
- b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
  - c) In all cases, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.
  - d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
  - e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
    - i. Those voting members or councillors present;
    - ii. Those administration present;
    - iii. Those delegations that may be present; and
    - iv. The general count of those public present.

46. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:

- a) Telephone participation, both traditional landline and cellular mobile participation;
- b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;

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c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.

d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).

47. In participating by Electronic Means, a Councilor shall be required to make their presence known in accordance with the following:

a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.

b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recording secretary or other administrative officer present in the meeting.

c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.

d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.

e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.

f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

48. When making access by Electronic Means available to the general public:

a) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and

distributed by the same means used to circulate the notice of the meeting and agenda.

b) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderate of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.

c) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic means platform, and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

### Rules of Order

49. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

### Agenda and Order of Business

50. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 4:00 p.m. on a business day at least seven (7) calendar days prior to the meeting.

51. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. three (3) business days prior to the meeting.

52. Where the deadlines in section 47 and 48 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.

53. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:

1. Call to Order
2. Agenda Adoption
3. Minutes Adoption
4. Delegations
5. Bylaws
6. Business

7. Financial
  8. Council Reports
  9. Administration Reports
  10. Information & Correspondence
  11. Open Floor Discussion with Gallery – Total time provision of 15 minutes
  12. Closed Meeting
  13. Adjournment
54. The order of business established in section 50 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
55. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

#### **Recording of the Minutes**

56. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
57. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
58. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

#### **Bylaws**

59. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
60. Every bylaw shall have three separate and distinct readings.
61. After a member has made the motion for the second reading of the bylaw Council may:
- a) debate the substance of the bylaw; and
  - b) propose and consider amendments to the bylaw.



62. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
63. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
64. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
65. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
  - a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
  - b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

**Website**

66. The Regular Council Meeting agenda will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
67. Special Council Meeting agendas will be posted on the Summer Village website prior to the special Council meeting after it is prepared and distributed to Council.
68. Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting.
69. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #162-2020 and comes into full force and effect upon third and final reading.

**READ** a first time this 23<sup>rd</sup> day of January, 2024.

**READ** a second time this 23<sup>rd</sup> day of January, 2024.

**UNANIMOUS CONSENT** to proceed to third reading this 23<sup>rd</sup> day of January, 2024.

**READ** a third and final time this 23<sup>rd</sup> day of January, 2024.

**SIGNED** this 23<sup>rd</sup> day of January, 2024.

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Mayor, Jon Ethier

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Chief Administrative Officer, Wendy Wildman

DRAFT

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SUMMER VILLAGE OF SUNRISE BEACH  
APPENDIX A

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of Councillors  
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Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
  - (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
  - (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

SA 2000 cM-26 s153;2015 c8 s17;2016 c24 s15

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SUMMER VILLAGE OF SUNRISE BEACH  
APPENDIX B

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of chief elected official  
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- (1) A chief elected official, in addition to performing the duties of a Councillor, must
  - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
  - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

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SUMMER VILLAGE OF  
SUNRISE BEACH  
APPENDIX C  
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions.

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

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Public Hearing Procedures

Definitions

1. "Chairman" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate

SUMMER VILLAGE OF SUNRISE BEACH PUBLIC HEARING

Date Time

Bylaw #

\*\*\*

INTRODUCTION & PROCEDURES

1 (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"

2 (Chairman) "The following rules of conduct will be followed during the Public Hearing:"

Presentation should be brief and to the point

The order of presentation shall be

- o Entry of written submission
- o Comments from the \*\*\*\*
- o Those supporting the Bylaw
- o Those opposing the Bylaw
- o Any other person deemed to be affected by the Bylaw

The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw \*\*\*\* open"

3 (Secretary) "The purpose of Bylaw \*\*\*\* is to amend \*\*\*.

First Reading was given to Bylaw \*\*\*\* on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert d-ate)

4 (Chairman) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record) "Comments from the \*\*\* Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

3b

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- 5 (Chairman) "Are there any further comments from the \*\*\*\* Dept."
- 6 (Chairman) "Do the Councilors have any further questions"
- 7 (Chairman) "If not, I hereby declare this Public Hearing relating to Bylaw \*\*\*\* be closed and will adjourn this Public Hearing.

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## Summer Village of Sunrise Beach

Box 1197

Onoway, Alberta

TOE 1V0

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Phone: (780) 967-0271

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November 29<sup>th</sup>, 2023

*change date*

Richard Lacasse

Dear Mr. Lacasse:

**Re: November 28<sup>th</sup>, 2023 Letter and Presentation at Sunrise Beach Council Meeting**

In reference to the above noted, on behalf of Council and Administration we thank you for attending our meeting and making your presentation.

On behalf of Council and Administration we will respond to your inquiries:

- as noted at the meeting, your presentation documents will be attached to the meeting agenda package, both in our agenda binder and on the website (not detailed in the minutes)
- what we will now be attaching to the monthly agendas will be the income and expense statement for the period January 1 to the end of the month, the month prior to the meeting (example: November council meeting had the income and expense statement for the period January 1 to October 31). As Councillor Benning requested the monthly financial reports that had been presented to Council each month for the entire year 2023, and as we understand it has forwarded those reports on to you, we believe this comment in your letter has now been addressed
- Item 6 Business c) Alberta Municipal Affairs Annual Performance Measures, as noted in your letter for 2022 our tax collection rate was 89% which is what triggered the performance measure which is set at 90%. Unfortunately we do not have a 99% tax collection rate for 2023 as noted in your letter, although I understand why you would think that when looking at our income and expense statements. Unfortunately the financial software the Summer Village owns and uses does not show on the year to date number the true collection for the 2023 taxes – it shows what has been levied for taxes. Previous year tax collection numbers are not reflected in subsequent year budgets, while some of the tax accounts that made up that 11% have been collected not all have. I can advise that out of the 14 tax accounts that did not pay their 2022 taxes in the 2022 year 8 have now been paid, I can not speak to the specifics of any of those tax accounts.
- Item 6 Business e) – interim operating budget at ½ the previous operating budget. This is the standard motion that municipalities who do not approve their budgets in the prior year for the subsequent year, pass. This is the same motion SRB Council has passed for years, with previous Councils and previous Administrations. I appreciate where you are noting that SRB's taxes are not due until July 31, but while this motion speaks to 6 months of the previous operating budget it is only for an operating period of 4 months (January to April) because in April that year's Operating and Capital Budget is approved and then this interim budget ceases to have any effect. For the last few years SRB has been in a financially healthy position and has been able to cover their expenses for the first part of each calendar year (prior to that year's taxes being collected) with their funds in their bank accounts. In years prior to the last few, SRB has



had years when we had to access our operating line of credit when we have utilized our cash in hand during these time periods (some other municipalities experience the same sort of cash fluctuations during this same or similar time period as well).

- Item 6 Business f) – 5 Year Operating and 5 year Capital Plan as presented to Council on December 6<sup>th</sup>, 2022. This multi year plans were brought in by Alberta Municipal Affairs a few years back and are intended to be a strategic planning guide to help municipalities plan better for their respective futures. So, yes, this was a consideration at the time the 2023 budget was being reviewed, along with many other considerations. Will this document be reviewed as part of the 2024 budget deliberations, yes, it will. This document will be coming to our January Council meeting, updated to add 2028 and remove 2022, and this will be on the agenda in conjunction with the 2<sup>nd</sup> review of our 2024 draft budget.
- Again, unfortunately our software system for the purpose of the income and expense statement shows the taxes levied not collected within the time period. While we prepare and approve a budget and tax rate bylaws based on assessment, budgets and required tax rates/minimum amount payable known at the time, all property owners have the opportunity to appeal their assessment after tax notices are mailed. And there are times when the Assessor may approve an assessment adjustment within the taxation year, which then triggers a tax adjustment (usually reduction) in the amount of taxes we collect. While I can not speak to specific properties, I can advise the Summer Village had some assessment adjustments in 2023 (thereby reduction in taxes collected) and these revisions are reflected in the actual column of this report.
- Section 248 (2) Expenditure of Money: as noted previously, yes, the 2023 road project and the 2023 mulching project were both over budget but both projects were as discussed and directed by Council by motion. Also as previously advised, the 2023 road project rehab work and the way in which this work took place (project expanded as additional deficient locations were identified) and part of this project was a carryover of work that was anticipated to be completed in 2022 but was not. In consideration of this, the decision was made by the municipality to expand the project in 2023 as required to address the additional deficient areas with the contractor already on site (because of the carryover of work from 2022). With respect to your inquiry of Section 248 (2) of the MGA, each Council must establish procedures to authorize and verify expenditures that are not included in the budget. Attached is the Summer Village's policy C-FIN-BUD-1, Expenditures not included in Annual Budgets. For those expenditures not covered in the approved annual budget, a Council motion is required and that motion should note how the cost of this expenditure will be covered (ex: grant funds, reserves, unrestricted surplus).

Again, thank-you for attending our meeting and presenting your inquiries/comments. Your engagement is appreciated.

Regards,

Wendy Wildman  
Chief Administrative Officer  
Summer Village of Sunrise Beach

/ww

cc: Summer Village of Sunrise Beach Council



# Summer Village of Sunrise Beach

## Council Policy

Number	Title			
C-FIN-BUD-1	Expenditures not included in Annual Budgets			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	#04-20	Resolution No:	
	Date:	January 28, 2020	Date:	

### Purpose

To satisfy the requirement of the MGA that a Council must put in place procedures dealing with expenditures not included in the annual budget.

### Policy Statement

The Village recognizes the need to establish procedures concerning the approval and payment of expenditures that are not included in the annual budgets.

### Standards

1. Undertakings that are not approved in the operating budget, interim budgets or capital budget that are of an emergent matter, as deemed by Council to be important and timely for the community or are legally required to be paid must be presented to Council and approved for payment by Council.
2. Council recognizes that individual budget lines within the approved budget may go higher or lower without Council approval, so long as Administration stays within the budget as a whole.

**Legal References:** MGA 248(2)

### Revisions:

Resolution Number	MM/DD/YY

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Presentation at Council Meeting November 28, 2023

Presented by Richard Lacasse

Thank you for the opportunity to make a presentation tonight.

Thank you for including the Income and Expense Statement for the period ending October 31, 2023.

I have copies for each of you and I would like the presentation to be part of the minutes for the meeting.

Municipal finance is not easy to put together and this presentation does make a few assumptions because of lack of material. Any questions you might have, I would appreciate they be held back tonight and sent to me via email.

I was hoping that the Income and Expense Statements would have been from January to now for 2023. I would like to request that information now, so we can see monthly how our revenue and Expense changes over the year.

I would like to first talk about Item 6 Business c) Alberta Municipal Affairs Annual Performance Measures. From the Income and Expense statement for the period ending October 31, 2023, the information presented has tax collection at 99%. Congratulations on the improvement from 2022 which the tax collection was at 89% according to Alberta Municipal Affairs Annual Performance Measures. What I do not see is the 11 % not collected in 2022 in the 2023 budget. When was it collected? Wendy, great job in getting the 2023 taxes in as in one Council meeting you said this was a tough year getting our funds in, so 99% is great.

Next is Item 6 Business e) and f). You are suggesting an Interim 2024 Operating Budget be passed at ½ the 2023 Approved Operating Budget. This to get us to the end of June 2024. When we consider that our taxes are due at July 31 you need to take out the tax revenue which when added up is \$132,424.01 from the first 6 lines of the half budget + line 1-99-750 Requisition - School Res at \$36,647.47 (= \$169,071.48) leaving \$54,662.96 total revenue for the 6 months not \$223,734.43 as half the budget would show. When half the expenses are taken into consideration there is a deficit of \$172,071.48. The Requisition – School Res of \$36,647.47 is to be paid out in March and June. Do we have funds in the bank to cover the amount? Without removing the revenue numbers the half 2023 budget numbers show a surplus of \$3,000.00.

Next is Item 6 Business f). the 2024 Operating and Capital Budget. From the Dec 6, 2022 Agenda package is the 5 Year Operating and 5 Year Capital Plan. Was the 2023 draft budget used from the Dec 6 5 Year Operating Budget for 2023? Does the 2024 draft Budget come from the Dec 6 5 Year Operating Budget? Is the 5 Year Operating and 5 Year Capital Plan updated for 2024? Apparently, this is a mandatory document, but no mention of it in the agenda.

Second last item for me is back to the Income and Expense Statement for the period ending Oct 31, 2023. I had mentioned earlier that according to the numbers 99% of the tax is in. The line

Addition  
Nov 28 '23  
mtg

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item 1-00-193 under revenue is Taxes Improved Commercial is the only tax not collected for \$2176.98. Line 2-12-994 under expenses is Admin Assessment Review Board for \$854.30. Do these two items relate to the property just south of Hwy 642. Is this the same property that all the fuss was made over in the April Council Meeting? Was the assessment changed for line 1-00-193 and the taxes paid such that Sunrise Beach is at 100% tax collected for 2023?

Last item is in regards to the Road Work and the Mulching. Both items were not in the budget or were grossly under funded. Therefore, under the *Municipal Government Act* Expenditure of money, Section 248 (2) Each Council must establish procedures to authorize and verify expenditures that are not included in a budget. Does Sunrise Beach have such established procedures and verifiable expenditures in place? Were they followed in the case of the exorbitant road expenditure and the controversial mulching?

Thank you for your time and consideration

Richard Lacasse

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**SUMMER VILLAGE OF SUNRISE BEACH AGENDA**

Tuesday, November 28<sup>th</sup>, 2023 commencing at 7:00 p.m.

In person or Via Zoom at the Administration Office 2317 Twp. Rd. 545 Lac Ste.  
Anne County

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

<p>Pages p24-36 p37</p>	<p>b)</p>	<p>Lac Ste. Anne County Recreation Tax – further to discussions at the recent Regional Municipalities Meeting, the County has provided information on the annual recreation tax that they collect and where those funds go. The discussion at this meeting was for all municipalities to consider implementing a recreation tax and thereby participating in recreation programming/facilities within the region. I have attached a spreadsheet from back in 2013 to show what Summer Villages contributing to this, along with other programs provided by the County, at that time.</p> <p><i>(direction as given by Council at meeting time)</i></p>
<p>Pages 38-46</p>	<p>c)</p>	<p>Alberta Municipal Affairs Annual Performance Measures – please refer to the October 30<sup>th</sup>, 2023 email regarding the annual performance measures that identifies the percentage of municipalities deemed to ‘not face potential long-term viability challenges based on their financial and governance indicators’. This performance measure is used as a benchmark for measuring the ministry’s efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments. The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is ‘not deemed to face potential long term viability challenges’ as long as it does not flag a critical indicator or three or more non-critical indicators. The ministry compiled and verified the data collected from Alberta’s municipalities for the 2022 financial year and is has advised that the Summer Village of Sunrise Beach did flag one indicator – Indicator #4 Tax Collection Rate. The benchmark is for tax collection is set at 90% and we achieved 89%.</p> <p><i>(that the Alberta Municipal Affairs 2022 Municipal Indicator Performance Measure Results for the Summer Village of Sunrise Beach be accepted as presented, and that Administration respond through the Municipal Indicator Dashboard regarding the one indicator which was flagged – Indicator #4 Tax Collection Rate, benchmark being set at 90% and the Summer Village achieved 89%)</i></p> <p>or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>

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## SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, November 28<sup>th</sup>, 2023 commencing at 7:00 p.m.

In person or Via Zoom at the Administration Office 2317 Twp. Rd. 545 Lac Ste.  
Anne County

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

	Pages 47-48	d)	<p>Disposal of Summer Village Wastewater Effluent at the Onoway Lagoon – currently the Summer Village has an agreement with the Town of Onoway to dispose of our wastewater effluent in their lagoon via truck haul. Our current agreement with the Town expires on April 30<sup>th</sup>, 2024 and it seems prudent to reach out now to the Town to ask for an additional 3 year term.</p> <p><i>(that the Summer Village of Sunrise Beach make a request to the Town of Onoway for consideration of an additional 3 year term for the disposal of wastewater effluent from the Summer Village of Sunrise Beach at the Onoway Lagoon under same or similar conditions as the existing agreement)</i></p>
	Pages	e)	<p>2024 Interim Operating Budget, each year Council must pass an Interim Operating Budget until such time as the final operating and capital budget is passed (which is normally passed in April).</p> <p><i>(that an Interim 2024 Operating Budget be passed at ½ the 2023 Approved Operating and Capital Budget and that this Interim 2024 Operating Budget cease to have any force and effect once the 2024 Operating and Capital Budget is approved)</i></p>
	Pages	f)	<p>2024 Draft Operating and Capital Budget – a draft 2024 budget will be presented and reviewed at meeting time. This will be our first review of the 2024 draft budget.</p> <p><i>(that Administration make changes to the 2024 Draft Operating and Capital Budget as directed by Council at meeting time, and that an updated Draft Budget comes back to the next Council meeting for further review and consideration)</i></p>
	Pages 49-51	g)	<p>Sun and Sand Recreation League – request for financial support for their Purr-fect Friends Project. Please refer to the attached November 19<sup>th</sup>, 2023 email from President Mandy Smallwood providing background to their initiative to help address the stray and feral cat concerns within the Summer Village. The SSRL is asking for two things from the Summer Village: 1) letter of support for this initiative 2) a financial contribution to help kick start this initiative and which will assist them in seeking other financial contributions (they are suggesting \$500). I think this is a wonderful initiative and I commend</p>

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Summer Village of Sunrise Beach  
For the Period Ending October 31, 2023

General Ledger	Description	2023 YTD Actual	2023 Budget
<b>REVENUE</b>			
1-00-110	Taxes - Property Res. 2023 (\$264,858)	(213,890.76)	(214,113.55)
1-00-111	Taxes - Property Vacant Res	(5,763.57)	(5,763.57)
1-00-180	Taxes - Property Farmland	(121.88)	(150.17)
1-00-190	Taxes - Property Linear	(4,073.16)	(4,073.16)
1-00-193	Taxes - Improved Commercial	0.00	(2,176.98)
1-00-195	Taxes - Requisition DIP	(10.85)	(10.85)
1-00-196	Taxes - Minimum Tax (\$980)	(38,570.56)	(38,570.56)
1-00-510	Admin - Penalties & Costs	(8,873.48)	(6,500.00)
1-00-550	Admin - Bank Interest	(5,276.27)	(4,500.00)
1-00-590	Admin - Other Revenue/Snow Removal	(2,257.21)	(2,500.00)
1-12-410	Admin - Tax Cert, Maps, ETC	(389.25)	(350.00)
1-28-520	Admin - Animal Licenses	(25.00)	(50.00)
1-00-740	Grants - MSI - Operating	(15,872.00)	(15,872.00)
1-00-741	Grants - MSI - Capital 2024 (26,783)	(91,424.00)	(60,000.00)
1-00-742	Grants - FCSS	(5,753.51)	(5,264.00)
1-00-746	Grant - CCBF 2024 (13,451)	(65,070.00)	0.00
1-61-523	Development - Fees & Safety Codes	(3,083.90)	(2,500.00)
1-99-750	Requisition - School Res (I & V)	(73,294.94)	(73,294.94)
1-99-751	Requisition - School Farmland	(50.06)	(50.06)
1-99-752	Requisition - School Non-Residential	(499.00)	(499.00)
1-99-755	Requisition - Seniors LSA Foundation	(6,230.00)	(6,230.00)
1-28-580	Reserves or UR (DL \$10500 & MED \$4600)	0.00	(5,000.00)
<b>* TOTAL REVENUE</b>		<b>(540,509.40)</b>	<b>(447,468.86)</b>
<b>EXPENSES</b>			
2-11-112	Council - Communication	1,725.00	2,700.00
2-11-110	Council - Meeting Fees	5,650.00	10,000.00
2-11-150	Council - Development/ Conference	883.00	1,000.00
2-11-211	Council - Travel & Subsistance	1,094.85	1,000.00
2-11-212	Admin - Donations	0.00	550.00
2-12-110	Admin - Contract	45,749.97	61,000.00
2-12-115	Admin - Development	299.90	1,000.00
2-12-130	Admin - WCB	749.79	1,000.00
2-12-211	Admin - Misc Travel & Subsistance	847.00	1,200.00
2-12-215	Admin - Postage & Shop Phone	825.66	2,900.00
2-12-218	Admin - Website	663.75	1,000.00
2-12-220	Admin - Memberships	2,743.93	2,600.00
2-12-221	Admin - Office Supplies/Photocopy	2,082.82	3,000.00
2-12-222	Admin - Advertising	0.00	300.00
2-12-230	Admin - Auditor	6,557.24	6,300.00
2-12-231	Admin - Assessment Costs	5,684.00	5,700.00
2-12-232	Admin - Legal	270.00	1,000.00
2-12-270	Admin - Bank Charges	483.12	500.01
2-12-271	Admin - Elections	6,021.81	0.00
2-12-274	Admin - Insurance	4,290.00	4,290.00
2-12-510	Admin - General Office Operations	0.00	500.00
2-12-511	Admin - Computer Support	8.00	2,000.00
2-12-519	Admin - Apprec. Awards/Canada Day	0.00	1,000.00
2-12-910	Admin - Tax Rebate/Discounts/Tax Service	1,525.00	3,000.00
2-12-991	Admin - Land Title Charges	40.00	100.00
2-12-993	Admin - Office Phone/Internet/Storage	3,834.78	4,500.00

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# Summer Village of Sunrise Beach

## For the Period Ending October 31, 2023

General Ledger	Description	2023 YTD Actual	2023 Budget
2-12-994	Admin - Assessment Review Board	854.30	900.00
2-12-996	Admin - Subdivision & Appeal Board	9,774.78	5,000.00
2-61-514	Admin - Integrity/Safety Codes	1,500.00	3,000.00
2-21-220	Admin - Provincial Police	6,118.00	7,432.00
2-23-200	Protective Services - Fire Sturgeon Cnty	2,050.00	2,050.00
2-23-201	Protective Services - Fire (4000+4600)	787.50	5,000.00
2-26-220	Protective Services - Bylaw/Animal	0.00	1,500.00
2-27-216	Protective Services - DEM	3,575.00	7,000.00
2-32-111	Roads - Contract Workers-Burn Pit	2,500.00	2,000.00
2-32-250	Roads - Grading/Gravel (Operating)	0.00	8,000.00
2-32-260	Roads - Road Construction (Capital)	180,676.50	60,000.00
2-32-110	P/W - Salaries Wages (Incl. Step)	33,251.78	42,000.00
2-32-113	P/W - Mulching	13,000.00	6,000.00
2-32-115	P/W - Contract Workers	1,910.79	5,000.00
2-32-130	P/W - Revenue Canada - Employer Share	2,549.45	3,500.00
2-32-270	P/W - General Services/Repairs	646.18	900.00
2-32-510	P/W - Goods & Supplies	925.41	1,500.00
2-32-520	P/W - Equip Parts & Fuel	4,642.22	5,000.00
2-32-540	P/W - Electrical Street Lights	9,918.38	12,000.00
2-32-900	P/W - Special Projects/Sustain (Reserve)	1,725.00	5,000.00
2-42-200	P/W - Lagoon (SB 4000 DAR 10500)	1,196.85	9,000.00
2-43-200	Waste - Waste Collection - Standstone	7,583.65	12,000.00
2-43-350	Waste - Commission 43 Tipping	2,802.96	4,000.00
2-12-233	Water - Waterline	1,370.38	1,371.00
2-12-234	Water - WILD Debenture (Phase III & IV)	7,610.92	7,611.00
2-61-510	Development - Dev. Officer	7,357.15	6,500.00
2-61-511	Development - Planners	8,383.43	8,000.00
2-61-512	Development - Enforcement	0.00	2,500.00
2-61-513	Development - Permits	625.00	1,000.00
2-62-211	Parks & Rec - East End Bus	350.00	350.00
2-72-510	Parks & Rec - Programs \ Library	2,306.24	2,100.00
2-51-750	Parks & Rec - FCSS Municipal	5,300.33	6,580.00
2-61-450	Parks & Rec - Beautification	203.84	600.00
2-76-910	Reserves - Legal	0.00	500.00
2-76-915	Reserves - Tree Removal	0.00	500.00
2-76-920	Reserves - Snow Removal	0.00	1,000.00
2-76-925	Reserves - Operating	0.00	2,500.00
2-76-930	Reserves - Election & Census	0.00	1,250.00
2-80-220	Taxes - Seniors Foundation	6,230.30	6,230.00
2-85-225	Taxes - Designated Industrial (DIP)	0.00	10.85
2-75-900	Taxes - School	52,697.28	73,844.00
<b>* TOTAL EXPENSES</b>		<b>472,452.34</b>	<b>447,468.06</b>
<b>**P SUPLUS/ (DEFICIT)</b>		<b>(68,057.06)</b>	<b>0.00</b>

\*\*\* End of Report \*\*\*

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Pages 14-16	c)	<p>3 Year Operating and 5 Year Capital Plan – it is a legislative requirement now that annually Council review and approve the noted documents. Same are attached for your review.</p> <p><i>(that Council approve the 3 Year Operating 5 Year Capital Plan for the Summer Village of Sunrise Beach as presented; or amended)</i></p>
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**SUMMER VILLAGE OF SUNRISE BEACH AGENDA**

Tuesday, December 6<sup>th</sup>, 2022 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

Forwarded under separate cover	d)	<p>Draft 2023 Operating and Capital Budget – the noted document will be presented and reviewed at meeting. This will be Councils first review of the Draft 2023 budget, and Council will see this Draft Budget at each meeting until it is approved in April.</p> <p><i>(that the Draft 2023 Operating and Capital Budget be accepted for information and that administration make changes as noted at meeting time (if there are any), and that an updated Draft 2023 Operating and Capital Budget be placed on the next meeting agenda for further review)</i></p>
Forwarded under separate cover	e)	<p>2023 Interim Operating Budget – each year Council must approve an interim operating budget for the following year until such time as the final budget is approved by Council.</p> <p><i>(that a 2023 interim Operating Budget be approved at ½ the 2022 Approved Operating and Capital Budget, and that this 2023 Interim Operating Budget cease to have any force and effect once the 2023 Operating and Capital Budget is approved)</i></p>

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## Sunrise Beach - Operating Budgets

(Operating Expenses - Projection Including 4-Year Forecast)

Code A	Standard	1.05	Code C	Contract 3%	1.03	Code E	Contract 5%	1.05	Code G	Fuel/Energy	1.07
Code B	Contract 2%	1.02	Code D	Contract 4%	1.04	Code F	Adm. Est	n/a	Code H	Per Policy/Agree	Calc.

Function	2022 Budget	2022 Actual		Difference	% Δ
			~10 months		
<b>Council</b>					
Council - Communication	\$ 2,700	\$ 740	\$ 1,960	73%	
Council - Development/ Conference	\$ 1,000	\$ 80	\$ 920	92%	
Council - Meeting Fees	\$ 12,000	\$ 6,102	\$ 5,898	49%	
Council - Travel & Subsistence	\$ 1,000	\$ 317	\$ 683	68%	
<b>Sub Total</b>	\$ 16,700	\$ 7,239	\$ 9,461	57%	
<b>Administration</b>					
Admin - Miscellaneous	\$ -	\$ -	\$ -	0%	
Admin - Advertising	\$ 300	\$ -	\$ 300	100%	
Admin - Apprec. Awards/Canada Day	\$ 800	\$ 221	\$ 579	72%	
Admin - Assessment Costs	\$ 5,600	\$ 6,434	\$ (834)	-15%	
Admin - Assessment Review Board	\$ 854	\$ -	\$ 854	100%	
Admin - Auditor	\$ 6,300	\$ 6,074	\$ 226	4%	
Admin - Bank Charges	\$ 500	\$ 279	\$ 221	0%	
Admin - Computer Software	\$ -	\$ 627	\$ (627)	#DIV/0!	
Admin - Computer Support	\$ 2,000	\$ 1,361	\$ 639	32%	
Admin - Contract	\$ 57,200	\$ 46,500	\$ 10,700	19%	
Admin - Development	\$ 1,000	\$ -	\$ 1,000	0%	
Admin - Donations	\$ 550	\$ 300	\$ 250	45%	
Admin - Election & Census	\$ -	\$ -	\$ -	0%	
Admin - Elections (Reserve Offset)	\$ -	\$ -	\$ -	#DIV/0!	
Admin - General Office Operations	\$ 500	\$ 271	\$ 229	46%	
Admin - Insurance	\$ 3,200	\$ 3,431	\$ (231)	-7%	
Admin - Integrity/Safety Codes	\$ 3,000	\$ 1,500	\$ 1,500	0%	
Admin - Land Title Charges	\$ 100	\$ 20	\$ 80	80%	
Admin - Legal	\$ 500	\$ 710	\$ (210)	0%	
Admin - Memberships	\$ 2,500	\$ 2,576	\$ (76)	-3%	
Admin - Misc Travel & Subsistence	\$ 1,200	\$ 828	\$ 372	0%	
Admin - Office Phone/Internet/Storage	\$ 4,500	\$ 3,690	\$ 810	0%	
Admin - Office Supplies/Photocopy	\$ 2,200	\$ 2,824	\$ (624)	0%	
Admin - Physician Recruitment	\$ -	\$ -	\$ -	0%	
Admin - Police (Provincial) (6,228 avg over 5 years)(Partial Reserve Offset in 2024 & 2025)(Unknown beyond 2025, have collected in reserves)	\$ 4,100	\$ 4,302	\$ (202)	0%	
Admin - Postage & Shop Phone	\$ 2,000	\$ 1,741	\$ 259	13%	
Admin - Subdivision & Appeal Board	\$ 300	\$ 1,060	\$ (760)	-253%	
Admin - Tax Rebates & Cancellations	\$ -	\$ 2,659	\$ (2,659)	#DIV/0!	
Admin - WCB	\$ 1,000	\$ 866	\$ 134	13%	
Admin - Website	\$ 1,000	\$ 656	\$ 344	0%	
<b>Sub Total</b>	\$ 101,204	\$ 88,931	\$ 12,273	12%	

2022 Budget
\$ 2,700
\$ 1,000
\$ 12,000
\$ 1,000
\$ 16,700
\$ -
\$ 300
\$ 800
\$ 5,600
\$ 854
\$ 6,300
\$ 500
\$ -
\$ 2,000
\$ 57,200
\$ 1,000
\$ 550
\$ -
\$ -
\$ 500
\$ 3,200
\$ 3,000
\$ 100
\$ 500
\$ 2,500
\$ 1,200
\$ 4,500
\$ 2,200
\$ -
\$ 4,100
\$ 2,000
\$ 300
\$ -
\$ 1,000
\$ 1,000
\$ 101,204

Code	Rate	2023	2024	2025	2026	2027
F	1.05	\$ 2,835	\$ 2,977	\$ 3,126	\$ 3,282	\$ 3,446
H	1.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
H	1.00	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
E	1.05	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216	\$ 1,276
		\$ 16,885	\$ 17,079	\$ 17,283	\$ 17,497	\$ 17,722
B	1.02	\$ -	\$ -	\$ -	\$ -	\$ -
B	1.02	\$ 306	\$ 312	\$ 318	\$ 325	\$ 331
A	1.00	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
A	1.05	\$ 5,880	\$ 6,174	\$ 6,483	\$ 6,807	\$ 7,147
A	1.05	\$ 897	\$ 942	\$ 989	\$ 1,038	\$ 1,090
A	1.05	\$ 6,615	\$ 6,946	\$ 7,293	\$ 7,658	\$ 8,041
A	1.05	\$ 525	\$ 551	\$ 579	\$ 608	\$ 638
F	1.01	\$ -	\$ -	\$ -	\$ -	\$ -
C	1.03	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	\$ 2,319
A	1.02	\$ 58,344	\$ 59,511	\$ 60,701	\$ 61,915	\$ 63,153
A	1.05	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216	\$ 1,276
A	1	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550
F	1.05	\$ -	\$ -	\$ 3,000	\$ -	\$ -
F	1.05	\$ -	\$ -	\$ -	\$ -	\$ -
C	1.03	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580
A	1.05	\$ 3,360	\$ 3,528	\$ 3,704	\$ 3,890	\$ 4,084
A	1.05	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647	\$ 3,829
A	1.05	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
F	1.05	\$ 525	\$ 551	\$ 579	\$ 608	\$ 638
F	1.05	\$ 2,625	\$ 2,756	\$ 2,894	\$ 3,039	\$ 3,191
F	1.05	\$ 1,260	\$ 1,323	\$ 1,389	\$ 1,459	\$ 1,532
F	1.05	\$ 4,725	\$ 4,961	\$ 5,209	\$ 5,470	\$ 5,743
F	1.00	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
F	1.00	\$ -	\$ -	\$ -	\$ -	\$ -
F	1.05	\$ 5,928	\$ 6,122	\$ 6,321	\$ 6,525	\$ 6,734
C	1.03	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	\$ 2,319
A	1.05	\$ 315	\$ 331	\$ 347	\$ 365	\$ 383
A	1.05	\$ -	\$ -	\$ -	\$ -	\$ -
A	1.05	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216	\$ 1,276
A	1.05	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216	\$ 1,276
		\$ 105,895	\$ 111,834	\$ 117,913	\$ 124,039	\$ 130,223

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Code A	Standard	1.05	Code C	Contract 3%	1.03	Code E	Contract 5%	1.05	Code G	Fuel/Energy	1.07
Code B	Contract 2%	1.02	Code D	Contract 4%	1.04	Code F	Adm. Est	n/a	Code H	Per Policy/Agree	Calc.

Function	2022 Budget	2022 Actual	Difference	% Δ
<b>Public Works / Roads</b>				
P/W - Contract Workers	\$ 5,000.00	\$ 2,610.96	\$ 2,389	0%
P/W - Electrical Street Lights	\$ 12,000.00	\$ 8,561.24	\$ 3,439	0%
P/W - Equip Parts & Fuel	\$ 4,000.00	\$ 7,823.64	\$ (3,824)	0%
P/W - General Services/Repairs	\$ 900.00	\$ 507.93	\$ 392	44%
P/W - Goods & Supplies	\$ 1,500.00	\$ 831.00	\$ 669	0%
P/W - Lagoon (SB 4000 / Darwell Lagoon 10500 - Moved to Capital & funded by reserves)	\$ 6,000.00	\$ 1,663.85	\$ 4,336	0%
P/W - Revenue Canada - Employer Share	\$ 2,600.00	\$ 2,837.58	\$ (238)	-9%
P/W - Salaries Wages (Incl. Step)	\$ 35,000.00	\$ 37,489.51	\$ (2,490)	-7%
Roads - Construction Rehab Work Capital	\$ -	\$ -	\$ -	#DIV/0!
Roads - Contract Workers	\$ 8,000.00	\$ 1,552.50	\$ 6,448	81%
Roads - Grading (Project Expenses moved to Capital)	\$ 8,000.00	\$ 446.00	\$ 7,554	94%
<b>Sub Total</b>	<b>\$ 83,000</b>	<b>\$ 64,324</b>	<b>\$ 18,676</b>	<b>23%</b>
<b>Drainage</b>				
Drainage	\$ -	\$ -	\$ -	
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Water</b>				
Water - Waterline	\$ 1,450	\$ 1,413	\$ 37	3%
Water - WILD Debenture	\$ 7,100	\$ 4,298	\$ 2,802	39%
<b>Sub Total</b>	<b>\$ 8,550</b>	<b>\$ 5,711</b>	<b>\$ 2,839</b>	<b>33%</b>
<b>Solid Waste Collection</b>				
Waste - Commission 43 Tlppage	\$ 3,500	\$ 2,789	\$ 711	20%
Waste - Waste Collection - Standstone	\$ 11,000	\$ 9,380	\$ 1,620	0%
<b>Sub Total</b>	<b>\$ 14,500</b>	<b>\$ 12,168</b>	<b>\$ 2,332</b>	<b>16%</b>
<b>Municipal Planning</b>				
Development - Dev. Officer	\$ 6,500	\$ 2,370	\$ 4,130	64%
Development - Enforcement	\$ 2,500	\$ 4,785	\$ (2,285)	-91%
Development - Permits	\$ 500	\$ 1,350	\$ (850)	-170%
Development - Planners	\$ 1,000	\$ -	\$ 1,000	100%
<b>Sub Total</b>	<b>\$ 10,500</b>	<b>\$ 8,505</b>	<b>\$ 1,995</b>	<b>19%</b>
<b>Recreation &amp; Parks</b>				
Parks & Rec - Beautification	\$ 600	\$ 125	\$ 475	79%
Parks & Rec - East End Bus	\$ 300	\$ 350	\$ (50)	-17%
Parks & Rec - FCSS Municipal (Onoway)	\$ 6,580	\$ 6,580	\$ -	0%
Parks & Rec - Programs \ Library	\$ 2,100	\$ 2,093	\$ 7	0%
<b>Sub Total</b>	<b>\$ 9,580</b>	<b>\$ 9,148</b>	<b>\$ 432</b>	<b>5%</b>
<b>Protective Services</b>				
Protect Services - Fire (4000+4600 Medical Response Reimburse to be covered by reserves)	\$ 8,600	\$ 1,378	\$ 7,223	84%
Protective Services - Bylaw/Animal	\$ 3,000	\$ -	\$ 3,000	0%
Protective Services - DEM	\$ 8,500	\$ 3,830	\$ 4,670	55%
Protective Services - Fire Sturgeon Cnty	\$ 2,050	\$ 2,050	\$ -	0%
<b>Sub Total</b>	<b>\$ 22,150</b>	<b>\$ 7,258</b>	<b>\$ 14,893</b>	<b>67%</b>

2022 Budget
\$ 5,000
\$ 12,000
\$ 4,000
\$ 900
\$ 1,500
\$ 6,000
\$ 2,600
\$ 35,000
\$ -
\$ 8,000
\$ 8,000
\$ 83,000
\$ -
\$ -
\$ 1,450
\$ 7,100
\$ 8,550
\$ 3,500
\$ 11,000
\$ 14,500
\$ 6,500
\$ 2,500
\$ 500
\$ 1,000
\$ 10,500
\$ 600
\$ 300
\$ 6,580
\$ 2,100
\$ 9,580
\$ 8,600
\$ 3,000
\$ 8,500
\$ 2,050
\$ 22,150

Code	Rate	2023	2024	2025	2026	2027
B	1.05	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381
B	1.02	\$ 12,240	\$ 12,485	\$ 12,734	\$ 12,989	\$ 13,249
B	1.02	\$ 4,080	\$ 4,162	\$ 4,245	\$ 4,330	\$ 4,416
F	1.00	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900
H	1.00	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
F	1.00	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
A	1.05	\$ 2,730	\$ 2,867	\$ 3,010	\$ 3,160	\$ 3,318
A	1.05	\$ 36,750	\$ 38,588	\$ 40,517	\$ 42,548	\$ 44,670
H	1.00	\$ -	\$ -	\$ -	\$ -	\$ -
F	1.00	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
A	1.05	\$ 8,400	\$ 8,820	\$ 9,261	\$ 9,724	\$ 10,210
		\$ 85,850	\$ 88,833	\$ 91,955	\$ 95,224	\$ 98,645
F		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
F	1	\$ 1,450	\$ 1,450	\$ 1,450	\$ 1,450	\$ 1,450
F	1	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100	\$ 7,100
		\$ 8,550	\$ 8,550	\$ 8,550	\$ 8,550	\$ 8,550
A	1.02	\$ 3,570	\$ 3,641	\$ 3,714	\$ 3,789	\$ 3,864
F	1.05	\$ 11,550	\$ 12,128	\$ 12,734	\$ 13,371	\$ 14,039
		\$ 15,120	\$ 15,769	\$ 16,448	\$ 17,159	\$ 17,903
F	1.00	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
F	1.00	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
F	1.00	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
F	1.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
		\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
A	1.05	\$ 1,000	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216
A	1.05	\$ 315	\$ 331	\$ 347	\$ 365	\$ 383
A	1.05	\$ 6,909	\$ 7,254	\$ 7,617	\$ 7,998	\$ 8,398
A	1.00	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
		\$ 10,324	\$ 10,735	\$ 11,167	\$ 11,620	\$ 12,096
E	1.05	\$ 4,200	\$ 4,410	\$ 4,631	\$ 4,862	\$ 5,105
F	1.02	\$ 3,060	\$ 3,121	\$ 3,184	\$ 3,247	\$ 3,312
F	1.02	\$ 8,670	\$ 8,843	\$ 9,020	\$ 9,201	\$ 9,385
F	1.00	\$ 2,050	\$ 2,050	\$ 2,050	\$ 2,050	\$ 2,050
		\$ 17,980	\$ 18,425	\$ 18,884	\$ 19,360	\$ 19,852

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Code A	Standard	1.05 Code C	Contract 3%	1.03 Code E	Contract 5%	1.05 Code G	Fuel/Energy	1.07
Code B	Contract 2%	1.02 Code D	Contract 4%	1.04 Code F	Adm. Est	n/a Code H	Per Policy/Agree	Calc.

Function	2022 Budget	2022 Actual	Difference	% Δ	2022 Budget	Code	Rate	2023	2024	2025	2026	2027
<b>Planned Reserve Contributions</b>												
Reserves - Election & Census	\$ 1,250	\$ -	\$ 1,250	100%	\$ 1,250	A	1.05	\$ 1,313	\$ 1,378	\$ 1,447	\$ 1,519	\$ 1,595
Reserves - Lagoon	\$ -	\$ -	\$ -	#DIV/0!	\$ -	A	1.05	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves - Legal	\$ 500	\$ -	\$ 500	100%	\$ 500	A	1.05	\$ 525	\$ 551	\$ 579	\$ 608	\$ 638
Reserves - Operating	\$ 2,500	\$ -	\$ 2,500	100%	\$ 2,500	A	1.05	\$ 2,625	\$ 2,756	\$ 2,894	\$ 3,039	\$ 3,191
Reserves - Policing (Provincial) (6,228 avg over 5 years)	\$ 1,700	\$ -	\$ 1,700	100%	\$ 1,700	A	0	\$ 300	\$ -	\$ -	\$ 6,228	\$ 6,228
Reserves - School Over Levy	\$ -	\$ -	\$ -	#DIV/0!	\$ -	A	1.05	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves - Snow Removal	\$ 1,000	\$ -	\$ 1,000	0%	\$ 1,000	H	1.05	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216	\$ 1,276
Reserves - Tree Removal	\$ 500	\$ -	\$ 500	100%	\$ 500	A	1.05	\$ 525	\$ 551	\$ 579	\$ 608	\$ 638
Reserves - Sustainability / Special Projects	\$ 5,000	\$ -	\$ 5,000	100%	\$ 5,000	A	1.05	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381
<b>Sub Total</b>	<b>\$ 12,450</b>	<b>\$ -</b>	<b>\$ 12,450</b>	<b>100%</b>	<b>\$ 12,450</b>			<b>\$ 11,588</b>	<b>\$ 11,852</b>	<b>\$ 12,444</b>	<b>\$ 19,295</b>	<b>\$ 19,948</b>
<b>Amortization</b>												
Annual Amortization	\$ -	\$ -	\$ -	#DIV/0!	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 278,634</b>	<b>\$ 203,284</b>	<b>\$ 75,350</b>	<b>27%</b>	<b>\$ 278,634</b>			<b>\$ 282,691</b>	<b>\$ 293,577</b>	<b>\$ 305,146</b>	<b>\$ 308,414</b>	<b>\$ 317,740</b>

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Code A	Standard	1.05 Code C	Contract 3%	1.03 Code E	Contract 5%	1.05 Code G	Fuel/Energy	1.07
Code B	Contract 2%	1.02 Code D	Contract 4%	1.04 Code F	Adm. Est	n/a Code H	Per Policy/Agree	Calc.

Function	2022 Budget	2022 Actual	Difference	% Δ	2022 Budget	Code	Rate	2023	2024	2025	2026	2027
(Operating Income - Projection Including 4-Year Forecast)												
Function	2022 Budget	2022 Actual	Difference		2022 Budget			2023	2024	2025	2026	2027
Income												
Municipal Taxation Required to Balance Budget	\$ 255,134	\$ 255,134	\$ -		\$ 255,134			\$ 263,291	\$ 271,506	\$ 280,075	\$ 289,014	\$ 298,340
Operating Grants (MSI-O & Canada Day)	\$ 7,936	\$ 7,936	\$ -		\$ 7,936			\$ 7,936	\$ 7,936	\$ 7,936	\$ 7,936	\$ 7,936
Bank/GIC Income	\$ 500	\$ 2,858	\$ (2,358)		\$ 500			\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Penalty Income	\$ 2,500	\$ 4,387	\$ (1,887)		\$ 2,500			\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Admin Income	\$ 1,900	\$ 1,426	\$ 474		\$ 1,900			\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
Bylaw/Fire Incident Recovery			\$ -		\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Utility Franchise Income		\$ -	\$ -		\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Public Works Income		\$ -	\$ -		\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Planning & Development	\$ 800	\$ 3,768	\$ (2,968)		\$ 800			\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
Parks & Recreation Grants (FCSS)	\$ 5,264	\$ 5,264	\$ -		\$ 5,264			\$ 5,264	\$ 5,264	\$ 5,264	\$ 5,264	\$ 5,264
Reserves (Policing years 2024 & 2025)			\$ -					\$ -	\$ 2,671	\$ 2,671	\$ -	\$ -
Reserves (Medical Response Reimburse)	\$ 4,600	\$ -	\$ 4,600		\$ 4,600			\$ -	\$ -	\$ -	\$ -	\$ -
Reserves (Election)			\$ -					\$ -	\$ -	\$ 3,000	\$ -	\$ -
Deferrqd Revenue			\$ -					\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 278,634</b>	<b>\$ 280,773</b>	<b>\$ (2,139)</b>		<b>\$ 278,634</b>			<b>\$ 282,691</b>	<b>\$ 293,577</b>	<b>\$ 305,146</b>	<b>\$ 308,414</b>	<b>\$ 317,740</b>
Increase in Municipal Taxes Collected from Prior Year								\$ 8,157	\$ 8,215	\$ 8,569	\$ 8,939	\$ 9,327
Income less Expenses	\$ -	\$ 77,488.94			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Subtract Annual Amortization Expense	\$ -	\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Annual Surplus/Deficit	\$ -	\$ 77,488.94			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Increase/Decrease from Prior Year	\$ -	\$ -			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Annual Surplus/Deficit	\$ -	\$ 77,489			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Audit Transfers (reserve contributions)	\$ 12,450	\$ 12,450			\$ 12,450.00			\$ 11,588	\$ 11,852	\$ 12,444	\$ 19,295	\$ 19,948
Audit Transfers (reserve use for op/cap/spec projs)	\$ (15,100)	\$ (15,100)			\$ (15,100)			\$ (2,671)	\$ (5,671)	\$ -	\$ -	\$ -
Accumulated Surplus/Deficit (end bal. from prior year)	\$ 1,233,028	\$ 1,233,028			\$ 1,233,028.00			\$ 1,230,378	\$ 1,241,966	\$ 1,251,146	\$ 1,257,920	\$ 1,277,214.54
Balance of Accumulated Surplus/Deficit End of Year plus Budgeted Reserve Contributions	\$ 1,230,378	\$ 1,307,867			\$ 1,230,378.00			\$ 1,241,966	\$ 1,251,146	\$ 1,257,920	\$ 1,277,215	\$ 1,297,163
Function	2022 Budget	2022 Actual	Difference		2022 Budget			2023	2024	2025	2026	2027

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## Sunrise Beach Five Year Capital Plan

Capital Revenue								
Revenue Source for Capital	Budget	Opening	2022	2023	2024	2025	2026	2027
Carry forward from previous year			83,403	104,931	76,283	82,635	120,897	159,159
MSI - Capital (to 2023) then LGFF replaces		44,874	38,262	38,262	38,262	38,262	38,262	38,262
CCBF (former Gas Tax Fund)(to 2024)		38,529	13,090	13,090	13,090	-	-	-
Debentures								
Taxes								
Reserve Transfers (Darwell Lagoon)			10,500					
Other								
<b>Sub-Total</b>		\$ 83,403	\$ 145,255	\$ 156,283	\$ 127,635	\$ 120,897	\$ 159,159	\$ 197,421

Capital Expenses								
Capital Projects		Opening	2022	2023	2024	2025	2026	2027
<b>Currently Active/Open Capital</b>								
Road Project - Asphalt Repair & Patching (45K - MSI-C)	45,000		29,824					
Darwell Lagoon	10,500		10,500					
<b>Sub-Total</b>		\$ -	\$ 40,324	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proposed Capital Machinery &amp; Equipment</b>								
Lawn Mower	15,000				\$ 15,000			
Buildings								
Land								
<b>Engineered Structures</b>								
Annual Road Projects				\$ 80,000	\$ 30,000			
Land Improvements								
Other								
Regional Sewer Line								
Fire Smart (Vegetation Management)	20,000							
<b>Sub-Total</b>		\$ -	\$ -	\$ 80,000	\$ 45,000	\$ -	\$ -	\$ -
<b>Total Expenses/Commitments</b>		\$ -	\$ 40,324	\$ 80,000	\$ 45,000	\$ -	\$ -	\$ -

<b>Net Capital Budget</b>		\$ 83,403	\$ 104,931	\$ 76,283	\$ 82,635	\$ 120,897	\$ 159,159	\$ 197,421
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<b>Deferred Revenue (Carry forward to next year's funding)</b>		\$ 83,403	\$ 104,931	\$ 76,283	\$ 82,635	\$ 120,897	\$ 159,159	\$ 197,421
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Reserve Accounts - January 1, 2022

Operating	\$ 89,062
Capital	-
Unrestricted	23,006
2022 Budgeted Reserve Funding	12,450
2022 Budgeted Use of Reserves (Darwell Lagoon/Medical 1st Resp Reimburse)	<u>-15,300</u>
<b>Total Reserves</b>	\$ 109,418

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budget for that year have been adopted by council or established by the Minister under section 244.

1994 cM-26.1 s247

#### **Expenditure of money**

**248(1)** A municipality may only make an expenditure that is

- (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
- (b) for an emergency, or
- (c) legally required to be paid.

**(2)** Each council must establish procedures to authorize and verify expenditures that are not included in a budget.

**(3)** If the Minister establishes a budget for a municipality under section 244, the municipality may not make an expenditure that is not included in the budget unless the expenditure is

- (a) authorized by the Minister,
- (b) for an emergency, or
- (c) legally required to be paid.

1994 cM-26.1 s248

#### **Annual budget**

**248.1(1)** A council may adopt an annual budget in a format that is consistent with its financial statements.

**(2)** For the purposes of sections 247 and 248, the adoption of an annual budget is equivalent to the adoption of an operating budget under section 242 or the adoption of a capital budget under section 245.

2015 c8 s36

#### **Civil liability of councillors**

**249(1)** A councillor who

- (a) makes an expenditure that is not authorized under section 248,
- (b) votes to spend money that has been obtained under a borrowing on something that is not within the purpose for which the money was borrowed, or

## Fwd: Offer of Home Support for the SV of Sunrise Beach

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Wed 12/20/2023 1:40 PM

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

📎 1 attachments (28 KB)

Agreement - Home Support in SV of Sunrise Beach 2024 (unsigned).docx

Get [Outlook for iOS](#)

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**From:** Donna Kerr <dkerr@lsac.ca>

**Sent:** Wednesday, December 20, 2023 11:21:29 AM

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

**Subject:** Offer of Home Support for the SV of Sunrise Beach

Good Morning!

Lac Ste. Anne County is please to once again offer your municipality the option to provide our Home Support Program to your residents. Attached please find the Home Support agreement for the January 1 – December 31, 2024 period.

Should the Summer Village wish to offer this program, please print two copies of the attached and have the Mayor sign both. Please then return both originals by mail to my attention. I will then have Reeve Blakeman sign both documents and return one to you for your records.

Any questions, please let me know.

### **Donna Kerr**

Community Services Manager, Lac Ste. Anne County

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

PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | [www.lsac.ca](http://www.lsac.ca) | [lsac.ca](mailto:lsac.ca)

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**MEMORANDUM OF AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 202\_\_

**BETWEEN:**

**LAC STE. ANNE COUNTY**  
**BOX 219, SANGUDO, ALBERTA, T0E 2A0**  
(hereinafter referred to as the "County")

**OF THE FIRST PART**

**AND:**

**SUMMER VILLAGE OF SUNRISE BEACH**  
**BOX 1197, ONOWAY, ALBERTA, T0E 1V0**  
(hereinafter referred to the "Summer Village")

**OF THE SECOND PART**

**WHEREAS** the County provides internal Family & Community Support Services (FCSS) programming for the benefits of its residents;

**AND WHEREAS** the Summer Village wishes to provide an opportunity for similar programming for the benefits of its residents;

**AND WHEREAS** the Summer Village wishes to enter into agreement with the County to allow residents of the Summer Village to access the Home Support Program being offered by the County.

**NOW THEREFORE** the parties to this Agreement, in consideration of the promises, mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

1. Both Parties recognize that the authority for the management and control of the Home Support Program lies with the County.
2. The term of this agreement is for twelve (12) months, commencing on the 1<sup>st</sup> day of January, 2024, and ending on the 31<sup>st</sup> day of December, 2024. By mutual agreement, the agreement may be renewed thereafter.
3. The Summer Village shall provide funding to the County to support any subsidies, program expenses, and administration costs for Home Support programming provided to Summer Village residents at the following rates:
  - a) Home Support Program – subsidized amount plus 30% per client hour for expenses and administration costs
    - a. Subsidy will be calculated on a sliding scale, based on household income whereby clients making:
      - i. up to \$25,000 will receive a subsidy of \$15.00 per hour, which equates to a \$15.00 per hour subsidy cost plus \$9.00 per hour (\$30.00 x 30%) expenses and administration cost, for an hourly cost to the Summer Village of \$24.00 per client hour;

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Memorandum of Agreement between Lac Ste. Anne County and Summer Village of Sunrise Beach - Home Support Program

- ii. Over \$25,000 and up to \$48,000, will receive a subsidy of \$5.00 per hour, which equates to a \$5.00 per hour subsidy plus \$9.00 per hour (\$30.00 x 30%) expenses and administration cost, for an hourly cost to the Summer Village of \$14.00 per client hour; and
  - iii. Over \$48,000 will not be subsidized, which equates to zero subsidy cost plus \$9.00 per hour (\$30.00 x 30%) expenses and administration cost, for an hourly cost to the Summer Village of \$9.00 per client hour.
4. The Parties recognize that the program will be delivered in a "first come first served" format, with priority given to clients physically unable to perform light housekeeping duties themselves, and as the funding limitations or program capacity allows.
  5. The Parties recognize that the County will track and invoice the Summer Village quarterly for any subsidies provided to Summer Village residents, as well as any applicable administration costs.
  6. The County will advise the Summer Village should requests from Summer Village residents exceed the funding limitations set by the Summer Village, and Summer Village residents be declined any programming (this does not include those placed on the wait list due to program capacity limitations).
  7. Upon request, the County will provide an annual statistical report to the Summer Village, to assist with program budgeting for the upcoming year.
  8. The Parties to this Agreement shall indemnify and hold harmless each other, their employees, and agents from any, and all claims, actions, and costs whatsoever that may arise directly or indirectly out of any act or omission of the Parties, their employees, or agents in the performance of this Agreement. Such indemnification shall survive termination of this Agreement.
  9. The Parties shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the other Party, its employees, or agents in the performance of this Agreement.
  10. This Agreement constitutes the entire agreement between the Parties. No other warranties or representations are given or implied.
  11. This Agreement will remain in force unless and until such time as:
    - a. A new Agreement is negotiated, or
    - b. The Agreement is terminated in writing, with 30 days prior notice. However, the notice period may be waived with the mutual consent of both Parties to this Agreement. Any changes to this Agreement must be mutually agreed upon and evidenced in writing.

**IN WITNESS WHEREOF** the Parties hereto have affixed their signatures below on the day and year first above written.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Joe Blakeman, Reeve, Lac Ste. Anne County

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Jon Ethier, Mayor, Summer Village of Sunrise Beach

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**TOWN OF ONOWAY**

Mail: Box 540  
Onoway, Alberta  
T0E-1V0  
Town Office: 4812-51 Street  
Phone: 780-967-5338  
Email: cao@onoway.ca

December 21, 2023

Summer Village of Sunrise Beach  
Box 63, Site 1, RR 1  
Onoway, AB. T0E 1V0

Attention: Wendy Wildman, CAO

Dear Wendy:

**Re: Wastewater Effluent Disposal**

Further to your November 29, 2023 letter requesting an extension to the existing wastewater disposal agreement, please be advised this matter was discussed by Onoway Town Council at their regular meeting of December 14, 2023.

I am pleased to advise Council approved a three-year extension to the existing agreement, which would expire on April 30, 2027. The Town has extended the Summer Village of Sandy Beach's permission to this same date, April 30<sup>th</sup>, 2027. Council passed the Fees and Charges Bylaw which includes 2024 hauled septage rates. Please let me know if you would like me to share a copy of the full Bylaw with you. Effective January 1<sup>st</sup>, 2024 the disposal fee for 2024 is:

Small Truck (Based on 7.60 m <sup>3</sup> tank Capacity)	\$40.74 per legal load or \$5.36 per cubic meter (m <sup>3</sup> )	\$32.50 per load
Regular Truck (Based on 14.00 m <sup>3</sup> tank Capacity)	\$75.04 per legal load or \$5.36 per cubic meter (m <sup>3</sup> )	\$65.00 per load
Tanker Truck (Based on 38.88 m <sup>3</sup> tank Capacity)	\$208.40 per legal load or \$5.36 per cubic meter (m <sup>3</sup> )	\$130.00 per load

At this time, further rate increases have not been considered.

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Resolution 395/23 that was passed by Council on December 14<sup>th</sup>, 2023 reads:

**MOVED** by Councillor Bridgitte Coninx that Council extend the wastewater disposal agreements with the Summer Village of Sandy Beach and the Summer Village of Sunrise Beach confirming:

- One approved hauler to the Town of Onoway lagoon facility;
- Approval from the Town of Onoway should the approved hauler wish to be changed;
- Service provider to provide monthly reporting to the Town of Onoway of wastewater disposed of in the Town of Onoway lagoon;
- 30 day termination notice by either party, or in the event of an emergent situation, access to Onoway lagoon may be suspended immediately and until the situation is resolved;
- Fees to be charged as per the approved Fees and Charges Bylaw

**CARRIED**

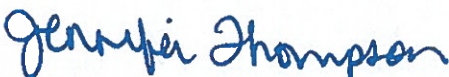
Resolution 396/23, passed December 14<sup>th</sup>, 2023 reads:

**MOVED** by Councillor Robin Murray that Council confirm that Standstone Vacuum Service Ltd. is the approved hauler to commercially access the Town of Onoway lagoon facility.

**CARRIED**

If you are in agreement with these terms, please sign and return the noted letter.

Yours truly,



Jennifer Thompson  
Chief Administrative Officer

JT/dg

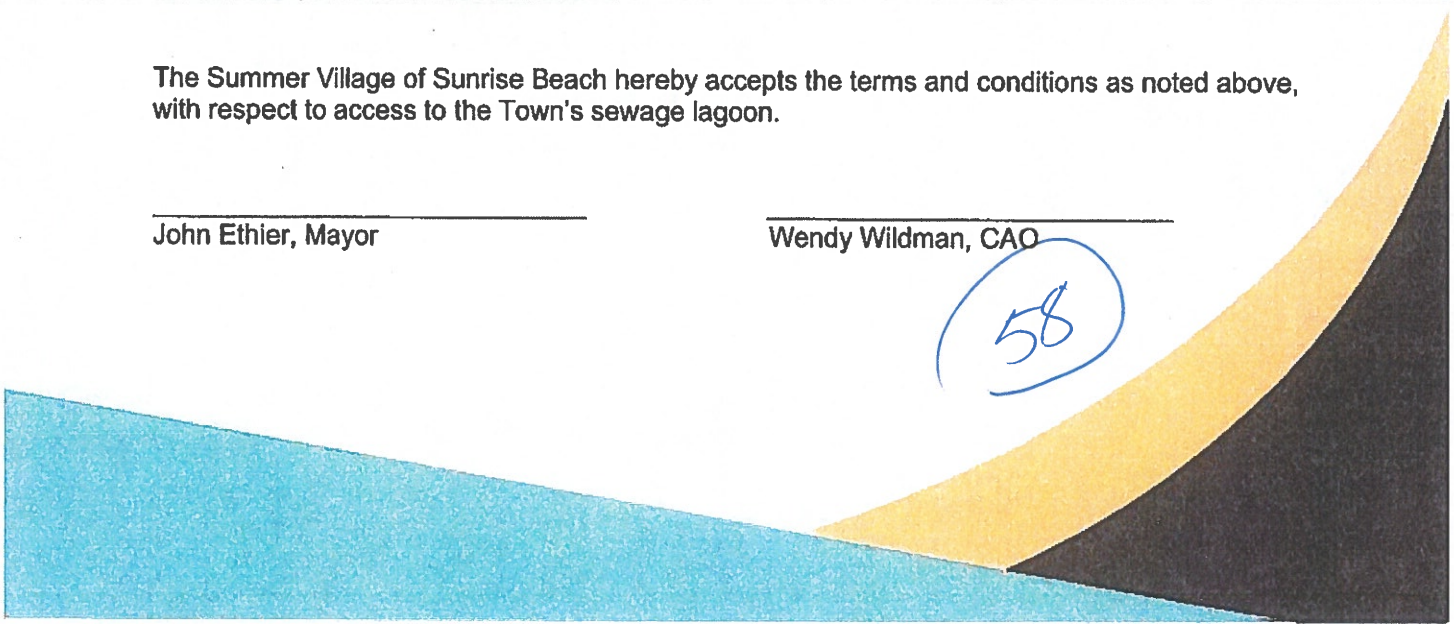
cc: Standstone Vacuum Service Ltd.

The Summer Village of Sunrise Beach hereby accepts the terms and conditions as noted above, with respect to access to the Town's sewage lagoon.

\_\_\_\_\_  
John Ethier, Mayor

\_\_\_\_\_  
Wendy Wildman, CAO

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## RE: Wastewater Effluent Disposal letter

Lisa Standeven <lisa@standstonevac.ca>

Fri 12/22/2023 1:10 PM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Ken Standeven <ken@standstonevac.ca>  
Cc: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Hi Wendy,

How are you? Long time, no see. Hope all is well with you.

This increase is marginal (quarter of a cent) and will not impact our disposal rates for the time being. Should an additional lagoon increase come into effect, we would look at increasing disposal rates then. However, all our **hauling** rates will be going up by a half cent in the new year. (\$0.005/gallon). We have been doing our best to avoid hauling increases, but this inflation is crazy! Residents in all areas can expect their septic bill to increase about \$5 on a 1000 gal tank. Increases will start in January.

Wishing you and yours a very Merry Christmas and all the best in 2024!

Lisa Standeven

VP Operations

Standstone Waste & Water Services Ltd.

*The Service You Need, From People You Trust*



*The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.*

**From:** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

**Sent:** Friday, December 22, 2023 12:33 PM

**To:** Ken Standeven <ken@standstonevac.ca>; Lisa Standeven <lisa@standstonevac.ca>

**Cc:** svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

**Subject:** Fw: Wastewater Effluent Disposal letter

Ken/Lisa - can you give me an idea of how much this will increase respective residents with a 1000 tank (we should be able to do the math from there lol)

Wendy Wildman,

Chief Administrative Officer

Summer Village Administration/Wildwillow Enterprises Inc.

Phone: 780-967-0271

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

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Summer Village of Sunrise Beach

Box 1197

Onoway, Alberta

TOE 1V0

Email:

svsunrisebeach@wildwillowenterprises.com

Phone:(780) 967-0271

Fax: (780) 967-0431

marked  
Nov 29 '23

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November 29<sup>th</sup>, 2023

Town of Onoway  
Box 540  
Onoway, AB T0E 1V0

Att: Jennifer Thompsen, Chief Administrative Officer

Dear Jennifer:

**Re: Wastewater Disposal by Summer Village of Sunrise Beach**

In reference to the above noted, our current 3 year extension agreement for disposal of wastewater effluent from the Summer Village of Sunrise Beach into the Town of Onoway Wastewater Lagoon ends April 30<sup>th</sup>, 2024. This item was discussed at our Council meeting last evening and as a result of direction set forth there, the Summer Village is respectfully requesting consideration to continue this agreement for an additional 3 years (till April 30<sup>th</sup>, 2027) under same or similar terms:

- one service provider (Standstone Waste)
- should we wish to change service providers we would need Town approval prior
- service provider to only haul waste from communities that have approval to haul into the Town's lagoon
- service provider to provide monthly reporting to the Town on volumes going into the lagoon from SRB
- we are requesting consideration to change the 30 day termination notice to 6 months termination notice, with the understanding that in the event of an emergent situation access to your lagoon may be suspended immediately and until the situation is resolved.

We are requesting confirmation on what you anticipate the 2024, 2025, 2026 and 2027 disposal fee rates to be.

The Summer Village of Sunrise Beach appreciates the opportunity to dispose of our wastewater effluent in the Town's lagoon, and to our knowledge there have been no problems or concerns with our past arrangement, as such we are looking forward to a same or similar arrangement and to a continued good working relationship in the future.

Regards,

Wendy Wildman  
Chief Administrative Officer  
Summer Village of Sunrise Beach

cc: Summer Village of Sunrise Beach Council



# Town of Onoway

Box 540, Onoway, AB T0E 1V0

AGREEMENTS

April 7<sup>th</sup>, 2021

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

Att: Lana Lange

Dear Lana:

Re: Wastewater Effluent Disposal

In reference to the above noted, and your March 24<sup>th</sup>, 2021 email requesting a 3 year extension to our existing wastewater disposal agreement, please be advised this matter was presented to the Council of the Town of Onoway at their regular meeting of April 1<sup>st</sup>, 2021.

I am pleased to advise Council approved a three-year extension to our existing agreement, taking us to April 30<sup>th</sup>, 2024. Similarly, the Town has extended the Summer Village of Sandy Beach's permission to this same date, April 30<sup>th</sup>, 2024. The disposal fee of \$55.00/load will remain in place for the 2021 year, and this fee is estimated to increase to \$65.00/load for the 2022 year.

This approval is conditional on one service provider hauling in the effluent, and that service provider being Standstone Waste. Should you change service providers you will need to request approval from the Town to continue disposal. We expect your service provider to ensure that ONLY wastewater effluent from the Summer Village of Sunrise Beach, or our other approved communities, will be hauled in and should there be deemed a breach of this condition access to our lagoon will be terminated immediately. We request monthly reporting of the volumes going in, and the disposal fee collected. We request a 30 day termination notice by either party, or in the event of an emergent situation access to our lagoon may be suspended immediately and until the situation is resolved.

(6)

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SV of Sunrise Beach/lagoon access  
April 7<sup>th</sup>, 2021/page two

If you are in agreement with this, please sign and return the noted letter.

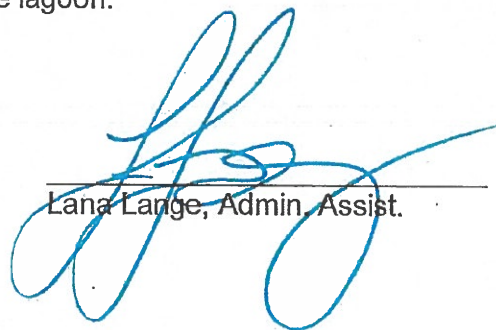
Yours truly,



Wendy Wildman  
Chief Administrative Officer  
Town of Onoway  
/ww

c.c. Jason Madge, Assist CAO/Public Works Manager  
Standstone Waste

The Summer Village of Sunrise Beach hereby accepts the terms and conditions as noted above, with respect to access to the Town's sewage lagoon.

  
Glen Usselman, Mayor  
Lana Lange, Admin. Assist.

(b2)



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**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH IN THE PROVINCE OF ALBERTA TO ESTABLISH AND AUTHORIZE A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY TO PROVIDE FOR EMERGENCY MANAGEMENT FOR THE SUMMER VILLAGE OF SUNRISE BEACH THROUGH JOINT PARTNERSHIP WITH OTHER MEMBER MUNICIPALITIES**

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WHEREAS the Council of the Summer Village of Sunrise Beach is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities that are partner of this Bylaw to such a degree that local resources would be inadequate to cope with the situation;

AND WHEREAS several regional municipal partners have jointly expressed interest in coordinating the planning, integration, operating, and delivery of their respective emergency management services through a joint partnership, and ministerial authorization to allow for same has been granted under ministerial order MO A:017/20;

AND WHEREAS this joint partnership has been formed as the Ste. Anne Summer Villages Regional Emergency Management Partnership and is intended to operate as a partnership of member municipalities directed and managed independently through an external committee of council, authorised and subscribed to by each member and represented by each partner council and municipality as herein established;

AND WHEREAS the member councils of this partnership acknowledge the need for a certain degree of operational autonomy for this committee to fulfill its mandate efficiently and are therefore desirous of establishing both a framework for emergency management protocols and regulations for the governance, operational, and authorisations vested in the partnership by the member councils;

AND WHEREAS the member councils of this partnership have collectively determined that the appropriate framework for vesting the partnership with the required and recommended authorities to do so in part by Bylaw, in part by Agreement, and in part through Terms of Reference for the required Advisory and Management Agency committees;

NOW THEREFORE, the Council for the Summer Village of Sunrise Beach, being agreeable to a partnership with the other municipal partners named in this bylaw, duly assembled enacts as

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follows:

- 1) This Bylaw may be cited as the Ste. Anne Summer Villages Regional Emergency Management Bylaw.
- 2) In this Bylaw:
  - a. "Act" means the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8.
  - b. "AEMA Field Officers"- the role of Field Officers is to assist municipalities to mitigate, prepare for, respond to, and recover from large emergencies and disasters by: facilitating Disaster Recovery Program and Municipal Wildfire Assistance Program applications; assisting in developing/reviewing Community Emergency Management Plans and Programs; assisting in exercises; providing support during disasters and emergencies; acting as a liaison between the Province and communities; delivering training programs in region; facilitating training on grants and regional emergency management partnerships.
  - c. "Councils" means the Council of all partner Ste. Anne Summer Villages.
  - d. "Deputy Director of Emergency Management" means an individual appointed by resolution of Council responsible for assisting with the preparation and coordination of emergency plans and programs for the Municipality. The Deputy Director of Emergency Management (DDEM) provides support to, and acts in the absence of, the Director of Emergency Management.
  - e. "Director of Emergency Management" means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality. Abbreviated in reference as DEM.
  - f. "Deputy Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this bylaw. The Regional Deputy Director of Emergency Management (RDDEM) provides support to, and acts in the absence of, the Regional Director of Emergency Management.
  - g. "Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
  - h. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.

- i. "Minister" means the Minister responsible for the Emergency Management Act.
- j. "Municipality" means Sunrise Beach as referenced in this Bylaw.
- k. "Municipalities" means the member partner local authorities as referenced in this Bylaw.
- l. "Partnership" means the "Ste. Anne Summer Villages Regional Emergency Management Partnership," as defined in this bylaw.
- m. "Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this bylaw. Abbreviated in reference as RDEM.
- n. "Ste. Anne Summer Villages" refers to the following municipalities:
  - i. Summer Village of Birch Cove
  - ii. Summer Village of Nakamun Park
  - iii. Summer Village of Ross Haven
  - iv. Summer Village of Sandy Beach
  - v. Summer Village of Silver Sands
  - vi. Summer Village of South View
  - vii. Summer Village of Sunrise Beach
  - viii. Summer Village of Val Quentin
  - ix. Summer Village of West Cove
  - x. Alberta Beach
- o. "Ste. Anne Summer Villages Regional Emergency Advisory Committee" means the committee established under this Bylaw and comprised of a member of Council, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
- p. "Ste. Anne Summer Villages Regional Emergency Management Agency" means the agency established under this Bylaw and comprised of the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
- q. "Ste. Anne Summer Villages Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Ste. Anne Summer Villages Regional Emergency Management Agency to coordinate response to an emergency or disaster within the combined geographic boundaries of the Summer Villages that are partner of this Bylaw.
- r. "Ste. Anne Summer Villages Regional Emergency Management Partnership" means

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those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs as outlined in the Ste. Anne Villages Regional Emergency Management Partnership Agreement.

- 3) There is hereby established a Ste. Anne Summer Villages Regional Emergency Advisory Committee to act as the authority and decision-making body of the Partnership, including the Council of the Summer Village of Sunrise Beach, for the purpose of approving the planning, budgeting, execution, and reporting of those emergency management responsibilities, statutory powers, and obligations assigned under the this Bylaw and in the Act, specifically as referenced in Section 11.1 of the Act.
- 4) There is hereby established a Ste. Anne Summer Villages Regional Emergency Management Agency to act as the agent of the Partnership, including the Council of the Summer Village of Sunrise Beach, for the purpose of recommending, planning, budgeting, preparing, and facilitating and executing emergency responses and programs and those statutory powers and obligations assigned under the this Bylaw and in the Act, specifically as referenced in Section 11.2 of the Act.
- 5) The Council of the Summer Village of Sunrise Beach **shall:**
  - a. by resolution, appoint one (1) of its elected members of Council to serve on the Ste. Anne Summer Village Regional Emergency Advisory Committee. Alternates may also be appointed but only one voting representative may participate in any given meeting;
  - b. provide for the payment of expenses of the Summer Village of Sunrise Beach member in the Ste. Anne Summer Village Regional Emergency Advisory Committee;
  - c. by resolution, on the recommendation of the Ste. Anne Summer Village Regional Emergency Advisory Committee, approve the appointment of the Regional Director of Emergency Management and the Regional Deputy Director of Emergency Management for the Partnership;
  - d. by resolution appoint a Director of Emergency Management and a Deputy Director of Emergency Management for the Summer Village of Sunrise Beach, and authorize same to participate on the Agency Committee;
  - e. By resolution authorize their respective appointed Chief Administrative Officer to participate in the Regional Emergency Management Agency as an alternate to the Local Director of Emergency Management, or Deputy Director of Emergency Management, as may be necessary;
  - f. ensure that emergency plans and programs are prepared to address potential

bb

emergencies or disasters within the geographical regions of the members of the Partnership. This includes a requirement to arrange and maintain access to pre-approved contingency funds in the event of an emergency of not less than \$100,000.00;

- g. endorse the Partnership's emergency plans, programs, and budgets, that are approved by the Ste. Anne Summer Village Regional Emergency Advisory Committee; and
- h. review the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs at least once each year.

6) Each partner municipal council may:

- a. by bylaw borrow, levy, expropriate and expend, without the consent of the electors, the required sums (as determined by the Ste. Anne Summer Villages Regional Emergency Management Agency) for the operation of the Ste. Anne Summer Villages Regional Emergency Management Agency; and approved by the Ste. Anne Summer Villages Regional Emergency Advisory Committee; and
- b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

7) The Ste. Anne Summer Villages Regional Emergency Advisory Committee shall:

- a. consider, recommend, adopt, and maintain policies and practices as required for the effective and efficient operation of the Regional Emergency Management Agency, subject to the authorities provided in this bylaw;
- b. at the first meeting of the calendar year, hold an Organizational Meeting for the purpose of electing, confirming, designating, or otherwise establishing those authorities related to organizational leadership and management of the Partnership, including more specifically those matters presented in Schedule "A" of this Bylaw;
- c. establish a quorum of a minimum of seven (7) voting partnership members and a majority vote for all decisions, with one vote assigned to each partnership member.
- d. schedule a minimum of three (3) meeting per year, generally one per calendar quarter, or more frequently at the call of the chairperson or a majority of the committee members.
- e. arrange for the procurement of qualified administrative services to support the

operation of the Partnership, with costs for same forming part of the annual budget. This should include the following offices, at a minimum:

- i. Partnership Administrator;
- ii. Finance Director;

The Roles and Responsibilities of each of these officers will be generally as presented in Schedule "B" of this Bylaw. These offices may be filled by the same service provider, or they may be delegated to separate service providers, at the discretion of the Advisory Committee.

- f. review the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually in preparation for the January audit.
  - g. advise each partner municipal council on the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually.
  - h. review and approve the workplan and budget submitted by the Regional Emergency Management Agency. These reviews are to be guided by the process outlined in Schedule "C" of this Bylaw.
    - i. The maximum operating budget range authorized to this committee for any given operating year shall be \$50,000.00/year.
    - i. maintain reserve funds to a maximum cumulative total of not more than \$40,000.00, and further may requisition allocations to the reserve account for any given year to a sum not exceeding 10% of the reference year's approved operating budget. Any excess reserve funds realized shall be deducted from the next year's membership dues proportional to how they were received.
    - j. participate in annual Risk Assessments for Hazard Identification.
- 8) The Ste. Anne Summer Villages Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:
- a. a Director of Emergency from each partner municipality; or
  - b. a Deputy Director of Emergency Management from each municipality; or
  - c. in the absence of the Director and Deputy Director, the Chief Administrative Officer is required to fulfill the role.
- 9) In addition, the following public and private organizations, that may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency

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Management Plan, may be invited to provide representative(s) to the Ste. Anne Summer Villages Regional Emergency Management Agency:

- a. Communications Officer/Information Officer or designate
- b. Planning and Development Officer/Operations Department Officer or designate;
- c. Emergency Response Personnel
- d. School Division Superintendent or designate
- e. Alberta Health Services designates
- f. Mutual Aid Partners
- g. representative(s) from local industry and industrial associations
- h. representative(s) from Alberta Municipal Affairs, Alberta Emergency Management Agency
- i. any other Non-Governmental Organization (NGO), agency or organization that, in the opinion of the Partnership, may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan.

10) The Ste. Anne Summer Villages Regional Emergency Management Agency shall:

- a. be an administrative working group for the purpose of recommending, planning, and implementing best practices for emergency management preparedness and response within the Partnership service area.
- b. be comprised of:
  - i. The Regional Director of Emergency Management;
  - ii. The Regional Deputy Director of Emergency Management; and
  - iii. The ranking attendee from each of the partners, respectively being:
    - 1. The Local Authority Directors of Emergency Management; or
    - 2. The Local Authority Deputy Director of Emergency Management; or
    - 3. The Local Authority Chief Administrative Officers, or their designates.
- c. be chaired by the Regional Director of Emergency Management, or their ranking designate.



- d. establish a quorum of a minimum of seven (7) voting members and a majority vote for all decisions where required, whereby:
  - i. each municipal partner holds the power of 1 vote to be assigned first to their appointed Director of Emergency Management, and then respectively to their Deputy Director of Emergency Management, or their Chief Administrative Officer, as may be present during the meetings;
  - ii. in the event that 1 member represents more than one partner, they will have one vote per municipality.
- e. act on behalf of the partnership to carry out the statutory powers and obligations under Section 11.2 (2) and Section 24 (1) of the Emergency Management Act and the Local Authority Emergency Management Regulation; this does not include the authority to declare, renew or terminate the (SOLE) State of Local Emergency.
- f. assist in the preparation and coordination of the Ste. Anne Summer Villages Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Partnership;
- g. report on the Agency workplan activity status to the Regional Advisory Committee at a minimum of once per year, including an update on the review of the Regional Emergency Management plan;
- h. recommend to the Regional Emergency Advisory Committee, a person to serve as the Regional Director of Emergency Management and a person to serve as Deputy Regional Director of Emergency Management and confirm that these appointments are completed annually;
- i. implement the concept and principles of the Incident Command System
- j. coordinate all emergency services and other resources used in an emergency; and/or
- k. ensure that someone is designated to discharge the responsibilities specified in paragraphs (d), (e), (f) and (h).
- l. engage relevant stakeholders, such as business and industry, government agencies, and regulatory bodies to ensure emergency plans are aligned and integrate with stakeholder plans;
- m. support the coordination of training and exercises on the Regional Emergency Management Plan;



- n. ensure regional training and exercise documentation and records are maintained;
- o. plan, execute and review exercises to validate the Regional Emergency Management Plan;
- p. inventory and maintain Partnership assets and make recommendations ensuring the Partnership has appropriate resources and equipment available.
- q. develop and recommend an annual budget and work plan to ensure the obligation of the partnership are supported.

11) Declaring a State of Local Emergency:

- a. The Council of the Summer Village of Sunrise Beach has the power to declare, terminate or renew a State of Local Emergency (SOLE) at the local level. Under the Act, the powers specified in Section 13 of this Bylaw, and the requirements specified in Section 16 of this Bylaw, are hereby delegated to the Ste. Anne Summer Village Regional Emergency Advisory Committee Executive.
- b. In the event that the local level Council is unavailable, the Director of Emergency Management, or the Deputy Director of Emergency Management, for the impacted municipality will refer the decision to declare a State of Local Emergency to the Ste. Anne Summer Village Regional Emergency Advisory Committee, whereupon receipt of same any two duly convened elected representatives serving on the Advisory Committee may, at any time when they are satisfied that an emergency exists or may exist, by resolution, make a declaration of a SOLE within the geographic boundaries of this partnership.

12) Conducting a State of Local Emergency:

- a. When a state of local emergency is declared, the person or persons making the declaration shall:
  - i. ensure that the declaration identifies the nature of the emergency and the area of the Ste. Anne Summer Villages in which it exists;
  - ii. the Information Officer will ensure the details of the declaration are published immediately by such means of communication considered most likely to notify the population of the area affected; (Alberta Emergency Alert; Social Media; Municipal Notification Systems (i.e. All-Net);
  - iii. the Information Officer forwards a copy of the declaration to the AEMA Field Officers;
  - iv. the Mayor and/or Advisory Committee Chairperson forwards a copy to the Minister forthwith.

- 13) Subject to Section 14, when a state of local emergency is declared, the person or persons making the declaration may:
- a. cause the Ste. Anne Summer Villages Regional Emergency Management Plan or any related plans or programs to be put into operation;
  - b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - c. control or prohibit travel to or from any area within the Municipality;
  - d. authorize the evacuation of persons and the removal of livestock and personal property from any area of the Municipality that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
  - e. authorize the entry into any building or on any land, without warrant, by any authorized person in the course of implementing an emergency plan or program;
  - f. authorize the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
  - g. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Ste. Anne Summer Villages for the duration of the SOLE;
  - h. authorize the conscription of persons needed to meet an emergency; and
  - i. authorize any persons at any time to exercise in the operation of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a SOLE.
- 14) A declaration of a SOLE is considered terminated and ceases to be of any force or effect when:
- a. at the local level, a resolution is passed by the Mayor and/or Council
  - b. at the regional level, a resolution is passed by the Ste. Anne Summer Village Regional Emergency Advisory Committee
  - c. a period of seven days has lapsed since it was declared, or 28 days during a pandemic, unless it is renewed by resolution;

- d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
  - e. the Minister cancels the SOLE.
- 15) When a declaration of a SOLE has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 16) No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
- 17) That the Ste. Anne Summer Villages Regional Emergency Management Partnership Agreement (2023 revised), attached as Schedule E and forming part of this bylaw, is hereby approved and execution of the agreement is authorized.
- 18) Fees for Service:
- a. Where the Partnership is duly activated in response to an emergency and full or partial mobilization of the resources of the Partnership are mustered, the requesting/receiving municipality shall be responsible to cover the costs of that mobilization and any works undertaken on their behalf in relation to the response, inclusive of post-response reporting and deactivation of the response team.
  - b. Costs and Fees for services shall be outlined in Schedule "D" of this Bylaw. These Costs and Fees when rendered shall be due to the Partnership, and may form part of the Disaster Relief Funding request, and/or be recovered from other stakeholders as the case may be.
  - c. Where a response is multijurisdictional, the costs of any joint or shared response shall be apportioned such that:
    - i. Any costs for activation of the Incident Command Post shall be shared equally by all subject jurisdictions.
    - ii. Any costs known to be incurred or assigned to a specific jurisdiction shall be borne by that jurisdiction;
    - iii. Any costs arising during the response not sufficiently covered by (i) or (ii), above, shall be negotiated concurrent to the response, as expeditiously as possible by the member councils involved, or in the prolonged absence of

council(s), their respective Directors of Emergency Management.

19) That this bylaw rescinds Bylaw 137-17.

20) That this bylaw shall come into force and have effect on the date of the third and final reading and signing thereof.

Read a first time on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Read a second time on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Unanimous Consent to proceed to third reading on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Read a third and final time on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

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

SCHEDULE A  
ORGANIZATIONAL MEETING MATTERS (SECTION 7(B))

- a) Elect from the committee a chairperson for the advisory committee;
- b) Elect from the committee a vice-chairperson for the advisory committee;
- c) Elect from the committee any other officers (i.e. sub-committee chairpersons) as may be required for the advisory committee;
- d) Confirm the management/administrative appointments of the partnership:
  - 1. Partnership Administrator;
  - 2. Finance Director;
  - 3. Regional Director of Emergency Management;
  - 4. Regional Deputy Director of Emergency Management;
- e) Confirm the banking institution and signing authorities of the partnership;
- f) Confirm the office location, contact information, and location for records;
- g) Review and confirm remuneration policies for the advisory committee.
- h) Confirm dates and times for the regular meetings of the Advisory and Agency.

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SCHEDULE B  
ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS  
(SECTION 7(E))

- a) The roles and responsibilities of the Partnership Administrator shall include, but not be limited to:
- 1) Act as primary administrative advisor to the Advisory Committee, providing guidance and recommendations on business of the day. All other administrative staff or contractors shall report through the Partnership Administrator.
  - 2) Serve as Liaison with the Agency on developing, implementing, and amending policy and processes as approved by the Advisory Committee, or recommended to the Advisory Committee by the Agency.
  - 3) Act as records keeper and recording secretary for Advisory Committee, including taking minutes and preparing and circulating the meeting agendas.
  - 4) Act as primary legislative coordinator for the Advisory Committee, ensuring that the Bylaw is reviewed regularly, established policies are developed and reviewed regularly, and that the statutory plans and requirements of Emergency Management are maintained in good standing.
  - 5) Work with the Finance Officer to ensure that the annual budget process is completed.
- b) The roles and responsibilities of the Finance Director shall include, but not be limited to:
- 1) In conjunction with the Partnership Administrator, and in consultation with the Agency, prepare the annual budget for review by the Advisory Committee.
  - 2) On approval of the budget, arrange for the invoicing, collection, and deposit of funds as directed by the Advisory Committee.
  - 3) Support emergency management staff in developing and implementing best practice for financial reporting and record keeping, especially as it relates to Disaster Relief Program Reporting.
  - 4) General Banking, Accounts Receivable, and Account Payable management.

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SCHEDULE C

PROCESS FOR PREPARING, REPORTING, REVIEWING, AND APPROVING THE ANNUAL  
WORKPLANS AND BUDGETS (SECTION 7(H))

- a) The Agency shall commence the initial review the annual workplans and budgets for the forthcoming year, allowing for input from the Executive Director, Regional and Deputy Director of Emergency management, and the Local Directors of Emergency Management;
- b) The Agency shall then forward the draft workplans and budget to the Executive Director and the Executive Director will ensure they are presented to the Advisory Committee, on or before August 31<sup>st</sup> annually.
- c) The Advisory Committee will initially review the workplans and budgets, accept them as information, and invite all member councils to review and submit comment, in writing or in person, at the next regular meeting of the Advisory Committee.
- d) Member councils will be extended the opportunity to provide comment and propose changes to the workplans and budget during the next regular meeting of the Advisory Committee. Comments and proposals received are not binding on the Advisory Committee but shall be received in good faith.
- e) Following the period of member input, the Advisory Committee shall give further consideration to approving the workplans and budgets. They may consider motions for doing this during with meeting where comments are invited by members, as presented or amended, or may decide to defer consideration until a revised draft can be presented where the situation warrants same.
- f) Notwithstanding (e), above, the Advisory Committee must annually approve the workplan and budget for the forthcoming year on or before December 31<sup>st</sup> of the current year, and provide details including requisition amounts for the new year to members by the same date.
- g) Part of the approval of the workplan and budget documents will be an authorization for Administration to send invoices for the approved requisition amounts to each member based on the approved budget and that these shall be due as per a policy established by the Partnership.
  - a. With respect to (g), above, requisition assigned to members shall be based on all members paying an equal share of the annual operating and capital budget, specifically 1/10 of the budget due by each member (based on 10 members). If members withdraw or are added, the formula is appropriately amended to reflect same.

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- b. Further, the requisitions shall not include incidental costs of the partnership, nor emergency management response costs that may arise during the year. Incidental costs should first be covered by available reserves, and emergency management and response costs shall be the responsibility of the receiving party.

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SCHEDULE D  
 CHARGES FOR PLANNING AND RESPONSE SERVICES RENDERED

Function	Task	Cost/Fee
Administrative	Activation of Incident Command Post	\$2,000
	Regional DEM Services	\$70/hr
	Deputy Regional DEM Services	\$70/hr
	Incident Commander Services	\$50/hr
	Section Chief Services	\$50/hr
	Services for All Other Command Roles/Coordinators Activated	\$50/hr
	Travel for Command Activation	Current CRA Rate
	External Contract Services Procured (equip., materials, etc.)	At Cost
	External Resources and Supplies (rentals, food, consumables)	At Cost
Capital	Equipment Rental (SVREMP Owned Assets):	
	N/A	
Miscellaneous	DEM/DDEM Replacement Kit (Tote)	\$1,200
<ul style="list-style-type: none"> <li>This cost schedule shall be deemed effective from the activation of the EOC and shall remain effective until the final reporting , inclusive of any Disaster Recovery Program reporting, of the subject response to AEMA.</li> </ul>		

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SCHEDULE E  
STE. ANNE SUMMER VILLAGE REGIONAL EMERGENCY MANAGEMENT  
PARTNERSHIP AGREEMENT

(SEE ATTACHED)

DRAFT

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**STE ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP**

2024 BUDGET (PROPOSED AS AT 10-28-2023 REVISED: 11-05-2023)

<b>REVENUE</b>	<b>**based on 10 Partners**</b>	
	<b>Member Contributions</b>	
Alberta Beach	\$3,900.00	
Birch Cove	\$3,900.00	
Nakamun Park	\$3,900.00	
Ross Haven	\$3,900.00	
Sandy Beach	\$3,900.00	
Silver Sands	\$3,900.00	
South View	\$3,900.00	
Sunrise Beach	\$3,900.00	
Val Quentin	\$3,900.00	
West Cove	\$3,900.00	<b>\$39,000.00</b>

<b>EXPENDITURES:</b>		
Regional DEM		-\$18,000.00
Regional Deputy DEM		-\$16,000.00
Administration/Treasury		-\$2,000.00
Committee Honorarium	Meetings for Chair role and Sub-Committee's outside of regular meetings for all members (13 @ \$75.00/meeting)	-\$1,000.00

<b>MATERIALS</b>		
Training		-\$1,500.00
Exercise	Small-Local Partnership (Spring)	-\$500.00
Exercise	Full Scale Joint Mutual Aid	-\$2,000.00
Mileage		-\$500.00
Subscriptions	Office Suite/Norton	-\$125.00
Office Supplies/copies	Paper, toner, photocopy services	-\$500.00
		<b>-\$42,125.00</b>

**NET SURPLUS/DEFICIT** **-\$3,125.00**

NOTE: Funds to cover 2024 Deficit will come from 2023 Cash Flow and Reserve Funds

<b>BANK</b>	GIC'S	\$15,000.00	NOTE:	Additional approved \$10,000.00 GIC
	11-07-2023 Cash on Hand	\$27,591.94		not completed due to inadequate funds
		\$42,591.94		available due to outstanding AR item (\$3500.00)
				& expenses incurred but not within approved
				2023 budget (\$4,706.73)
<b>CASH FLOW:</b>	11-07-2023 Cash on Hand	\$27,591.94		
	LESS: Expenses 2023 4th Qtr	-\$9,500.00		
	: Expenses 2024 1st Qtr	-\$9,500.00		
<b>TOTAL PROJECTED CASH ON HAND</b> (03-2024)		<b>\$8,591.94</b>		

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**2024 Proposed Workplan Overview**  
**Ste. Anne Summer Villages**  
**Regional Emergency Management Partnership**

Deliverable/Activity	Start Date	End Date	Completed By
<b>ADMINISTRATION</b>			
<ul style="list-style-type: none"> <li>● MEETINGS</li> <li>● Confirm and pre-book regular meetings for               <ul style="list-style-type: none"> <li>○ SVREMP Advisory Committee</li> <li>○ SVREMP Agency</li> </ul> </li> <li>● MUTUAL AGREEMENTS               <ul style="list-style-type: none"> <li>○ Liaise with municipalities and formalize agreements</li> <li>○ Onoway; Mayerthorpe; Parkland</li> </ul> </li> <li>●               <ul style="list-style-type: none"> <li>○ Industry Partners</li> <li>○</li> </ul> </li> <li>● Hazard and Risk Assessments</li> <li>● FRIAA Home and Community Assessments</li> <li>● PLAN UPDATES               <ul style="list-style-type: none"> <li>○ LEAMER</li> <li>○ Annual Plans</li> </ul> </li> </ul>			
<b>FINANCIAL</b>			
<b>BUDGET</b>			
<ul style="list-style-type: none"> <li>● 2023 Reconciliation</li> <li>● 2024 Projections</li> <li>● 2025 Projections</li> </ul>			
<b>GIC INVESTMENT</b>			
<b>COMMUNICATION</b>			
<ul style="list-style-type: none"> <li>● Website Updates</li> <li>● ALL-NET Communications</li> <li>● Social Media</li> <li>● Local Newspaper Articles</li> <li>● Community Engagement               <ul style="list-style-type: none"> <li>○ Collaborative Information Sessions                   <ul style="list-style-type: none"> <li>■ Community Picnics</li> <li>■ Alberta Beach Open House</li> </ul> </li> <li>○ Resource Directory Update</li> </ul> </li> </ul>			

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<ul style="list-style-type: none"> <li>● Block Captain or Neighbourhood Champion Program</li> </ul>			
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**EDUCATION AND TRAINING**

<ul style="list-style-type: none"> <li>● Training Plans - 4 year plans <ul style="list-style-type: none"> <li>○ ICS 100 - 400</li> <li>○ MEO Training</li> <li>○ BEM Training</li> <li>○ DEM Training</li> <li>○ ESS Training</li> </ul> </li> <li>● Exercises <ul style="list-style-type: none"> <li>○ Tabletop Exercises (brief at start of meetings)</li> <li>○ Regional Functional Exercise</li> </ul> </li> </ul>			
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**REGIONAL COLLABORATION**

<ul style="list-style-type: none"> <li>● MEMORANDUM OF AGREEMENTS</li> <li>● Industry Partners <ul style="list-style-type: none"> <li>○ SANG</li> <li>○ FORTIS</li> <li>○ ATCO</li> </ul> </li> <li>● Non Government Organizations</li> <li>● Sewer Commission</li> <li>● Waste Management Companies</li> <li>● Regional Emergency Management Partners</li> <li>● Emergency Responders</li> <li>● School Boards</li> <li>● Sunset Point Bible Camp</li> <li>● Camp Warwa</li> </ul>			
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**Lac Ste. Anne  
Foundation**

December 4, 2023

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

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

Attention: Wendy Wildman, Chief Administrative Officer

**RE: 2024 Municipal Requisition**

Dear Wendy;

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

Please accept this letter as formal communication regarding the approved 2024 Municipal Requisition amounts for your Community.

As per the Lac Ste. Anne Foundation Municipal Requisition Policy;

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

The municipalities for which the organization provides supportive living accommodation shall be requisitioned annually based on the current year's approved budget. The total requisition shall be shared on the basis of the proportion that a municipality's equalized assessment bears to the total of the equalized assessments of all the municipalities to be requisitioned. Payments shall be made in quarterly installments the 1st banking day of January, April, July and October. Contributing Municipalities with total requisition in the annual amount less than \$20,000 shall pay on the 1st banking day of July.

Your total requisition amount is **\$7,498.44** based on the 2024 Provincial Equalized Assessment Report and will be invoiced for payment July 1, 2024.

**CHATEAU LAC STE.  
ANNE**  
5129-49 Ave  
Onoway, AB T0E 1V0  
Phone: 780-967-0475  
Fax: 780-967-0470

Thank you for your ongoing support of the Lac Ste. Anne Foundation and its seniors.

If you have any questions or concerns, please contact me at 780-786-3167.

Yours truly,

Dena Krysik  
Chief Administrative Officer

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

2023 \$6,230.30

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January 12, 2024

Summer Village of Sunrise Beach  
Box 1197

Onoway, AB T0E 1V0

Sent via e-mail: svsunrisebeach@wildwillowenterprises.com

**Attention: Village Council Members**

Dear Village Council Members:

**Re: 2023 AUDIT PLAN**

**A. INTRODUCTION**

The objectives of this letter are as follows:

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

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

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

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**B. SERVICES TO BE PROVIDED**

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

**a) Audit services**

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

**b) Non-audit services**

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

**C. AUDITOR INDEPENDENCE**

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

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

**D. AUDITOR RESPONSIBILITIES**

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

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

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





**E. MANAGEMENT RESPONSIBILITIES**

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

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

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

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

**Audit Strategy**

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

**Significant Risks**

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

*Revenue Recognition*

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

*Management Override of Controls*

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

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### **Materiality**

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

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

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

### **Audit Team**

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

Engagement Partner	Philip Dirks, CPA, CA
Manager	Stephen Webber, CPA
Staff accountant	Andrej Aleksic
Concurring Partner	Curtis Friesen, CPA, CA

### **Timing of the Audit**

We performed audit planning and interim audit work in January 2024.

The year-end audit fieldwork is scheduled to start January 30, 2024.

We currently anticipate providing draft audited financial statements to Village Council for review and approval at the February or March 2024 Council meeting.

### **Management Representations**

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



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

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

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

*PS 3280 – Asset Retirement Obligations (new)*

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

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

*PS 3400 – Revenue (new)*

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

**H. AUDIT FEES**

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

We estimate our audit fees for the 2023 fiscal year will be in the amount of \$6,400. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Village's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

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**I. REQUESTS OF COUNCIL**

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

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

**J. COMMUNICATION OF THE RESULTS**

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

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

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

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

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

cc: Wendy Wildman, Chief Administrative Officer



# **SAFETY CODES SERVICES AGREEMENT**

THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

**BETWEEN:**

**SUMMER VILLAGE OF SUNRISE BEACH  
Box 1197  
Onoway, AB T0E 1V0  
"The Municipality"**

-and-

**SUPERIOR SAFETY CODES INC.  
100, 14535-118 Avenue  
Edmonton, AB T5L 2M7  
"The Agency"**

## **RECITALS**

1. The Summer Village of Sunrise Beach hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

- **Building**
- **Electrical**
- **Plumbing**
- **Gas**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plans and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- Compliance
- Appeal
- Emergency
- Enforcement (up to 8 hours; \$125.00/hour after 8 hours)
- Investigation

Costs for extra services, such as; Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,

(91)

3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement.

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

## **1 INTERPRETATIONS**

### **1.1 Definitions**

- a) "Accredited Agency" means a Corporation designated as an accredited agency under the Act;
- b) "Accredited Municipality" means a municipality that is designated as an accredited municipality under the Act;
- c) "Act" means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d) "Agency" means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
- e) "Agreement" means this document, Schedule A (the Quality Management Plans for the Municipality) and Schedule B (the Fee Schedule) as amended from time to time;
- f) "Commencement Date" is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
- g) "Events of Default" means any one or more of the Events of Default specified in Article 5 hereof;
- h) "Permit Regulation" means Alberta Regulations, A.R. 204/2007 as amended;
- i) "QMP Manager" means the person designated by the Municipality pursuant to Clause 3.21.a of this agreement and the "person responsible" under Schedule A;
- j) "Record" means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded or stored on any manner, but does not include software or any other mechanism that produces records;
- k) "Safety Codes Officer" (SCO) means an individual designated as a safety codes officer under the Act;
- l) "Services" means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provisions of inspections and compliance monitoring services as listed in Clause 3.1.a.
- m) "Term" has the meaning attributed thereto in Clause 4.1.a

### **1.2 Rules of Interpretation**

- a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
  - i) a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
- b) All monetary amounts refer to the lawful currency of Canada;
- c) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;

- d) References to "parties" shall mean the parties to this Agreement and a reference to a "party" shall mean one of the parties to this Agreement.

## **2 APPOINTMENT**

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

## **3 AGENCY SERVICES AND COMMITMENTS**

### **3.1 Agency Duties**

- a) The Agency shall:
- i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality's Quality Management Plans attached as Schedule "A" to this Agreement. The Services shall be provided within the scope of the Agency's accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
  - ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
  - iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
  - iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
  - v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

### **3.2 Agency Performance**

- a) The Agency shall, as outlined in this Clause:
- i) perform the Services in an effective and timely manner in accordance with Clause 3.5;
  - ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner's representative(s) to achieve compliance with the Act; and
  - iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

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### **3.3 Agency Personnel**

- a) The Agency shall, as outlined in this Clause:
- i) employ persons knowledgeable about the applicable codes, standards and regulations, relative to Services it provides;
  - ii) employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
  - iii) maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers.

### **3.4 Quality Management Plan Training**

- a) The Agency shall:
- i) train its SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
  - ii) maintain the training records on the Agency SCO file;
  - iii) ensure its SCOs have ongoing access to a current copy of the Municipality's QMP appropriate to their discipline and Services.

### **3.5. Compliance Monitoring**

- a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
- i) the Agency SCO shall:
    - endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
    - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
    - inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
    - inspect all work in place at the time of inspection.
  - b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager on an individual basis.
  - c) The Agency SCO shall, for each inspection required by the QMP:
    - i) complete an inspection report as accepted by the QMP Manager;
    - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;
    - iii) perform follow-up inspections as required by the QMP,
    - iv) upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
  - d) The Agency SCO shall record on the inspection report:
    - i) the stage(s) of work being inspected;



- ii) a description of the work in place at the time of inspection; and
  - iii) all observed Deficiencies or Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- f) A **deficiency** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

### **3.6 Consultative Services**

- a) The agency shall provide consultative services to municipal residents, including:
  - i) technical advice;
  - ii) advice and interpretation on related codes and standards.

### **3.7 Situations of Imminent Serious Danger**

- a) If a situation of imminent serious danger to persons or property because of any thing, process or activity to which the Act applies, is observed.
  - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
  - ii) the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

### **3.8 Orders**

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
  - i) first make every reasonable effort to facilitate conformance with the Act;
  - ii) issue an order in the format accepted by the QMP Manager;
  - iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
  - iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
  - v) carry out an order in accordance with the Act.

### **3.9 Variances**

- a) The Agency's SCOs may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
  - i) issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;

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- ii) issue a variance only on a project where the Municipality has issued a permit;
- iii) issue a variance in the format accepted by the QMP Manager;
- iv) ensure a variance provides an equivalent or greater level of safety;
- v) issue a variance only for site specific applications;
- vi) record the details of a variance in the project file;
- vii) provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, the Technical Administrator, and;
- viii) issue a variance only when the safety or rights of others is not compromised; and
- ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

### **3.10 Records**

- a) ~~The Agency shall maintain a file system, to the satisfaction of the QMP Manager, for all the records associated with performing the Services including:~~
  - i) permit applications and permits;
  - ii) plans, specifications, and other related documents;
  - iii) plans review reports;
  - iv) requests for inspections;
  - v) inspection reports;
  - vi) verification of compliance;
  - vii) variance;
  - viii) orders;
  - ix) occupancy certificate, and;
  - x) related correspondence and/or other relevant information.

### **3.11 File Flow**

- a) upon approval of a development application, the Municipality will submit the file to the Agency for review.

### **3.12 Ownership of Records**

- a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager immediately upon request.
- b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.

### **3.13 Records Management**

- a) The Agency shall:
  - i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for

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information initiated under that statute shall be conducted through the QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP Manager;

- ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
  - iii) disclose the information only with the consent of the QMP Manager; and
  - iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.
- b) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views are necessary to remedy the inadequacy.
  - c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.
  - d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the QMP Manager.
  - e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager.

### **3.14 Collection and Payment of Fees**

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Agency shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). On a quarterly basis, the Agency will pay the Municipality for their share of the issued permit fees.
- c) The Agency agrees to pay the Municipality remuneration in the amount of 30% of the permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.
- e) Permit fees will be reviewed on annual basis to factor in inflation.

### **3.15 Workers' Compensation Coverage**

- a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement.

### **3.16 Regulatory Requirements**

- a) The Agency shall comply with the requirements of the municipal, provincial and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

### **3.17 Insurance**

- a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- b) The Agency shall provide:
  - i) comprehensive or commercial general liability insurance within limits of not less than \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury and property damage (including loss of use thereof).
  - ii) "All Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
  - iii) "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence.
- c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

### **3.18 Acknowledgements**

- a) The Agency acknowledges that:
  - i) the Municipality will contract with no more than one (1) accredited agency;
  - ii) the Municipality may change its accreditation status under the Act.
- b) The Agency and Municipality acknowledge that:
  - i) they will maintain the Municipality's present first rights over Accredited Corporations throughout the term of this contract.

### **3.19 Relationship of Parties**

- a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.



### **3.20 Notices**

- a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

**SUMMER VILLAGE OF SUNRISE BEACH  
Box 1197  
Onoway, AB T0E 1V0  
Attention: Chief Administrative Officer**

- and -

**SUPERIOR SAFETY CODES INC.  
100, 14535-118 Avenue  
Edmonton, AB T5L 2M7  
Attention: Laural Sheeler**

- b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

### **3.21 Liaison**

- a) The Municipality shall designate the QMP Manager as the Municipality's representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.

### **3.22 Reports**

- a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

### **3.23 Indemnity and Hold Harmless**

- a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employees in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.
- b) The Agency shall Indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them

harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.

- c) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

### **3.24 Performance Review**

- a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.

### **3.25 Termination or Suspension of Agreement**

- a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.
- b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- c) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

## **4 TERMS**

### **4.1 Term**

- a) Subject to Clauses 3.25, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of **January 1, 2024** and expires on **December 31, 2026** with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

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## 5 EVENTS OF DEFAULT

### 5.1 Cause

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
- i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
  - ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
  - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
  - iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
  - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
  - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
  - vii) non-performance or inadequate performance by the Agency of the Services;
  - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
  - ix) an inability of the Agency to provide effective and appropriate Services;
  - x) each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
- i) its accreditation under the Act is suspended or cancelled;
  - ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
  - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

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## **5.2 Survival of Terms**

- a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

## **5.3 Transition Services**

- a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality's satisfaction).

## **5.4 Amendment Provisions**

- a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary or amend Schedule "A" or "B" by giving notice to the Agency in accordance with Clause 3.20 of this Agreement.
- b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

## **5.5 General**

- a) Time is of the essence in this Agreement.
- b) The Agency shall ensure that its employees, subcontractors and agents comply with the provisions of this Agreement.
- c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
- d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
- e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
- f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
- h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.

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- i) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.
- j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the date first above written.

**SUMMER VILLAGE OF SUNRISE BEACH**

**SUPERIOR SAFETY CODES INC.**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

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**SUMMER VILLAGE OF SUNRISE BEACH  
BUILDING PERMIT FEE SCHEDULE**

Description	Permit Fee – not including SCC levy*
New Construction, Additions	\$5.50 per \$1000 of Project Value **
Relocation of a Building (on crawlspace or basement)	\$0.35 per square foot
Manufactured / Mobile Home (not on a crawlspace or basement)	\$100.00
Garage, Shed, Renovations, Basement Development	\$0.30 per square foot
Decks, Solid Fuel Burning Appliances, Demolition	\$100.00
Roof Mounted Solar Panels	\$150.00
Minimum Permit Fee	\$100.00

**\*\* Project value is based on the actual cost of material and labour.  
Verification of costs may be requested prior to permit issuance.**

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

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**SUMMER VILLAGE OF SUNRISE BEACH  
BUILDING PERMIT FEE SCHEDULE**

*OLD (existing) fee schedule*

Description	Permit Fee – not including SCC levy*
New Construction, Additions	\$5.35 per \$1000 of Project Value **
Relocation of a Building (on crawlspace or basement)	\$0.30 per square foot
Manufactured / Mobile Home (not on a crawlspace or basement)	\$82.50
Garage, Shed, Renovations, Basement Development	\$0.25 per square foot
Decks, Solid Fuel Burning Appliances, Demolition	\$82.50
Minimum Permit Fee	\$82.50

**\*\* Project value is based on the actual cost of material and labour.  
Verification of costs may be requested prior to permit issuance.**

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

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## Fw: Engagement on improving police governance in Alberta

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Wed 1/17/2024 10:40 AM

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

📎 2 attachments (904 KB)

Discussion guide - PPAB - PAA 2022.pdf; RCMP K Division district map.pdf;

Shoot sorry I don't think I forwarded this to you.

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**From:** PSES.Engagement <pses.engagement@gov.ab.ca>

**Sent:** Monday, January 15, 2024 4:08 PM

**To:** PSES.Engagement <pses.engagement@gov.ab.ca>

**Subject:** Engagement on improving police governance in Alberta

Hello,

The Government of Alberta would like to invite community representatives and stakeholders to share their input into changes to police governance following recent legislative amendments to the *Police Act*. This is a continuation of the government's efforts to modernize policing in the province which began in 2018.

The *Police Amendment Act, 2022 (PAA)*, which was passed on December 15, 2022, is an important milestone in Alberta's efforts to modernize policing in the province. The PAA was designed to improve police accountability and enhance public confidence by reforming policing practices and strengthening ties to the community. It also responds to a long-standing desire in communities policed by the Royal Canadian Mounted Police (RCMP) to have a more formal role in setting local policing priorities and performance goals through the creation of civilian governance bodies. The government is now in the process of developing regulations to establish these civilian governance bodies, which will include regional and municipal policing committees and a Provincial Police Advisory Board (PABB).

Communities served by the RCMP under the Provincial Police Service Agreement will be represented on the PPAB.

### **Written submissions**

As a community that will be represented by the PPAB, we are inviting you to provide input into the formation of this governance body, including its powers, duties, functions, and composition.

We ask that you submit written responses via [the online questionnaire available through this link](#).

To guide your input, the attached discussion guide outlines the engagement questions and aims to facilitate organizational discussions, offering relevant context for your written submissions. **The deadline for submitting completed questionnaire is March 15, 2024.**

### **Information sessions**

Additionally, the government will hold virtual information sessions with department representatives where there will be an opportunity to ask questions.

Sessions are arranged based on the RCMP district structure. We kindly request stakeholders and communities to register for the session corresponding to the district their community falls under, as indicated on [the district map here](#).

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Upon registration, you will receive a link to access the online session.

- South district – Information session on the Provincial Police Advisory Board
  - February 2, 2:00-3:30PM
  - [Register here](#)
- Central district – Information session on the Provincial Police Advisory Board
  - February 5, 2:00-3:30PM
  - [Register here](#)
- East district – Information session on the Provincial Police Advisory Board
  - February 6, 10:00-11:30AM
  - [Register here](#)
- West district – Information session on the Provincial Police Advisory Board
  - February 6, 2:00-3:30PM
  - [Register here](#)

If you have questions, please contact Izabela Witkowska, Director of Engagement, Public Safety and Emergency Services, at [PSES.Engagement@gov.ab.ca](mailto:PSES.Engagement@gov.ab.ca).

We look forward to your participation in this engagement.

Sincerely,

Public Safety and Emergency Services (PSES) Engagement Team



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# Summer Village of Sunrise Beach

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
<b>REVENUE</b>			
1-00-110	Taxes - Property Res. 2023 (\$264,858)	(213,890.76)	(214,113.55)
1-00-111	Taxes - Property Vacant Res	(5,763.57)	(5,763.57)
1-00-180	Taxes - Property Farmland	(121.88)	(150.17)
1-00-190	Taxes - Property Linear	(4,073.16)	(4,073.16)
1-00-193	Taxes - Improved Commercial	0.00	(2,176.98)
1-00-196	Taxes - Minimum Tax (\$980)	(38,570.56)	(38,570.58)
1-00-510	Admin - Penalties & Costs	(10,455.06)	(6,500.00)
1-00-550	Admin - Bank Interest	(6,525.46)	(4,500.00)
1-00-590	Admin - Other Revenue/Snow Removal	(4,607.21)	(2,500.00)
1-26-520	Admin - Animal Licenses	(25.00)	(50.00)
1-12-410	Admin - Tax Cert, Maps, ETC	(389.25)	(350.00)
1-00-740	Grants - MSI - Operating	(15,872.00)	(15,872.00)
1-00-741	Grants - MSI - Capital 2024 (26,783)	(91,424.00)	(60,000.00)
1-00-742	Grants - FCSS	(5,753.51)	(5,264.00)
1-00-746	Grant - CCBF 2024 (13,451)	(65,070.00)	0.00
1-61-523	Development - Fees & Safety Codes	(3,167.25)	(2,500.00)
1-99-750	Requisition - School Res ( I & V )	(73,294.94)	(73,294.94)
1-99-751	Requisition - School Farmland	(50.06)	(50.06)
1-99-752	Requisition - School Non-Residential	(499.00)	(499.00)
1-99-755	Requisition - Seniors LSA Foundation	(6,230.00)	(6,230.00)
1-00-195	Taxes - Requisition DIP	(10.85)	(10.85)
1-26-560	Reserves or UR (DL \$10500 & MED \$4600)	0.00	(5,000.00)
<b>*</b>	<b>TOTAL REVENUE</b>	<b>(545,793.52)</b>	<b>(447,468.86)</b>
<b>EXPENSES</b>			
2-11-110	Council - Meeting Fees	6,600.00	10,000.00
2-11-150	Council - Development/ Conference	1,171.00	1,000.00
2-11-211	Council -Travel & Subsistance	1,209.80	1,000.00
2-11-112	Council - Communication	1,950.00	2,700.00
2-11-212	Admin - Donations	0.00	550.00
2-12-110	Admin - Contract	60,999.96	61,000.00
2-12-115	Admin - Dev./Training/Conventions	799.00	1,000.00
2-12-130	Admin - WCB	749.79	1,000.00
2-12-211	Admin - Misc Travel & Subsistance	1,117.00	1,200.00
2-12-215	Admin - Postage & Shop Phone	1,203.79	2,000.00
2-12-218	Admin - Website	663.75	1,000.00
2-12-220	Admin - Memberships	2,743.93	2,600.00
2-12-221	Admin - Office Supplies/Photocopy	2,556.88	3,000.00
2-12-222	Admin - Advertising	0.00	300.00
2-12-230	Admin - Auditor	6,557.24	6,300.00
2-12-231	Admin - Assessment Costs	5,684.00	5,700.00
2-12-270	Admin - Bank Charges	516.47	500.01
2-12-271	Admin - Elections	6,021.81	0.00
2-12-274	Admin - Insurance	4,290.00	4,290.00
2-12-510	Admin - General Office Operations	0.00	500.00
2-12-511	Admin - Computer Support	1,987.25	2,000.00
2-12-512	Admin - Computer Software	82.95	0.00
2-12-232	Admin - Legal	270.00	1,000.00
2-12-519	Admin - Apprec. Awards/Canada Day	500.00	1,000.00
2-12-991	Admin - Land Title Charges	70.00	100.00
2-12-993	Admin - Office Phone/Internet/Storage	5,004.78	4,500.00

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# Summer Village of Sunrise Beach

For the Period Ending December 31, 2023

General Ledger	Description	2023 Actual	2023 Budget
2-12-994	Admin - Assessment Review Board	854.30	900.00
2-12-996	Admin - Subdivision & Appeal Board	10,019.78	5,000.00
2-21-220	Admin - Provincial Police	6,118.00	7,432.00
2-61-514	Admin - Integrity/Safety Codes	3,000.00	3,000.00
2-12-910	Admin -Tax Rebate/Discounts/Tax Service	1,525.00	3,000.00
2-12-233	Water - Waterline Admin	1,370.38	1,371.00
2-12-234	Water - WILD Debenture (Phase III & IV)	7,610.92	7,611.00
2-23-200	Protective Services - Fire Sturgeon Cnty	2,050.00	2,050.00
2-23-201	Protective Services - Fire (4000+4600)	787.50	5,000.00
2-26-220	Protective Services - Bylaw/Animal	0.00	1,500.00
2-27-216	Protective Services - DEM/SVREMP	5,975.00	7,000.00
2-32-110	P/W - Salaries Wages (Incl. Step)	34,166.98	42,000.00
2-32-115	P/W - Contract Workers	1,910.79	5,000.00
2-32-130	P/W - Revenue Canada - Employer Share	2,592.23	3,500.00
2-32-270	P/W - General Services/Repairs	3,640.49	900.00
2-32-510	P/W - Goods & Supplies	925.41	1,500.00
2-32-520	P/W - Equip Parts & Fuel	6,287.24	5,000.00
2-32-540	P/W - Electrical Street Lights	11,995.34	12,000.00
2-32-900	P/W - Special Projects/Sustain.(Reserve)	1,725.00	5,000.00
2-42-200	P/W - Lagoon (SB 4000 DAR 10500)	1,196.85	9,000.00
2-32-113	P/W - Mulching	13,000.00	6,000.00
2-32-111	Roads - Contract Workers-Burn Pit	2,500.00	2,000.00
2-32-250	Roads - Grading/Gravel (Operating)	0.00	8,000.00
2-32-260	Roads - Road Construction (Capital)	180,676.50	60,000.00
2-43-200	Waste - Waste Collection - Standstone	11,423.44	12,000.00
2-43-350	Waste - Commission 43 Tippage	3,498.24	4,000.00
2-51-750	Parks & Rec - FCSS Municipal	7,124.93	6,580.00
2-61-450	Parks & Rec - Beautification	203.84	600.00
2-62-211	Parks & Rec - East End Bus	350.00	350.00
2-72-510	Parks & Rec - Programs \ Library	2,306.24	2,100.00
2-61-510	Development - Dev. Officer	7,357.15	6,500.00
2-61-511	Development - Planners	8,383.43	8,000.00
2-61-512	Development - Enforcement	0.00	2,500.00
2-61-513	Development - Permits	625.00	1,000.00
2-76-910	Reserves - Legal	0.00	500.00
2-85-225	Taxes - Designated Industrial (DIP)	0.00	10.85
2-76-915	Reserves - Tree Removal	0.00	500.00
2-76-920	Reserves - Snow Removal	0.00	1,000.00
2-76-925	Reserves - Operating	0.00	2,500.00
2-76-930	Reserves - Election & Census	0.00	1,250.00
2-75-900	Taxes - School	73,843.50	73,844.00
2-80-220	Taxes - Seniors Foundation	6,230.30	6,230.00
<b>* TOTAL EXPENSES</b>		<b>534,023.18</b>	<b>447,468.86</b>
<b>**P DEFICIT/(SURPLUS)</b>		<b>(11,770.34)</b>	<b>0.00</b>

\*\*\* End of Report \*\*\*

- may still be invoices coming in  
 - year end adj entries, and/or  
 auditor adj or reclassification  
 yet to take place

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# Summer Village of Sunrise Beach

Report to Council

**December 2023 and January 2024**

**Meeting:** January 23, 2024 - Regular Council Meeting

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

Happy New Year Council!!

**Development Permits:** None

**Letters of Compliance:** None

**Bylaws:** None

**Comments:** The year has begun quietly, and a bit chilly.

Regards,

Tony Sonnleitner, Development Officer

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**LGFF**

**Sunrise Beach**

2024 Operating	\$	15,872.00
2024 Capital	\$	77,068.00
2025 Capital	\$	79,746.00

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ALBERTA

ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

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That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at [rivers.alberta.ca](http://rivers.alberta.ca). To learn more about the impacts of drought on communities and the principles for sound water management, please visit [alberta.ca/drought](http://alberta.ca/drought).

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email [epa.drought@gov.ab.ca](mailto:epa.drought@gov.ab.ca).

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz  
Minister of Environment and Protected Areas

cc: Honourable Ric McIver  
Minister of Municipal Affairs

Honourable RJ Sigurdson  
Minister of Agriculture and Irrigation

Stacey Smythe  
Assistant Deputy Minister, Regulatory Assurance  
Environment and Protected Areas

**WEST INTER LAKE DISTRICT (WILD)  
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0

Ph: 780-967-0271 Fax: 780-967-0431 Email: wildwatercommission@gmail.com

December 6<sup>th</sup>, 2023

**TO: ALL COMMISSION MEMBERS**

Dear Member,

**Re: WILD Water Commission - 2024 Rates and Budget Requisitions**

On November 24<sup>th</sup>, 2023, the WILD Water Commission approved its 2024 Governance and Operating Budget, as well as adopting the 2024 water rate framework (Rates Bylaw 20-2023).

The purpose of this letter is simply to keep our members informed of the new rates, fees and upcoming requisitions to help with your own budgeting process. As in the past, consumption and debenture invoices – as applicable – will be prepared and forwarded in due course.

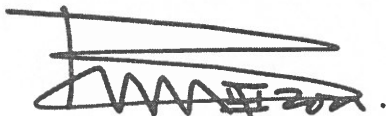
For general reference, Bylaw 20-2023 establishes the following rate mechanism effective January 1<sup>st</sup>, 2024:

- ✓ **Direct Members Water Sales – \$3.21/m<sup>3</sup>**
    - *(an increase from \$2.95/m<sup>3</sup> in 2022)*
  - ✓ **Truck Fill Stations (All Stations) - \$5.49/m<sup>3</sup>**
    - *(an increase from \$4.99/m<sup>3</sup> in 2022)*
- (A copy of the bylaw can be provided on request for more detail)*

The requisitions for Administration and Governance, and debenture payments for Phases I, II, III, and IV will be processed and forwarded to members in due course. Attached is the summary table and supporting ledgers outlining what each member will be requisitioned in 2024 for these commission costs. Of particular note, Admin and Governance costs have decreased significantly as the Board authorized an acceleration of the previous target year for covering 65% of this budget through water sales, incorporating same in the 2024 budget.

On behalf of the Board of Directors and commission staff, thank you to all our members and stakeholders who continue to share in our successes. We look forward to another year of growth – as a regional utility and as a community partner.

All the best to you and your organization in 2024!



Dwight Darren Moskalyk  
Commission Manager  
WILD Water Commission

Encl: Member Requisition and Debenture Estimates 2024 (6 Pages)

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**WILD Water Commission - Projected Budget Requisitions per Member (2024)**

Table of Established 2024 Fees and Debentures

Member	Admin and Governance	Phase I Deb.	Phase II Deb.	Phase III Deb.	Phase IV Deb.	Total Requisitions 2024
Alberta Beach	\$ 8,484.37	\$ 24,710.13	\$ 16,159.14	\$ 16,847.63	\$ 13,317.20	\$ 79,518.47
Alexis Nakota Sioux Nation	\$ 6,417.76	\$ -	\$ -	\$ 12,743.91	\$ 10,073.41	\$ 29,235.07
Lac Ste. Anne County	\$ 5,106.92	\$ 14,873.56	\$ 9,726.53	\$ 10,140.95	\$ 8,015.91	\$ 47,863.87
Parkland County	\$ 16,510.97	\$ -	\$ 11,074.20	\$ 32,786.26	\$ 25,915.88	\$ 86,287.31
Paul First Nation	\$ 8,409.25	\$ -	\$ -	\$ 16,698.47	\$ 13,199.30	\$ 38,307.02
S.V. of Castle Island	\$ 76.78	\$ -	\$ -	\$ -	\$ -	\$ 76.78
S.V. of Kapasiwin	\$ 69.61	\$ -	\$ -	\$ 138.23	\$ 109.27	\$ 317.12
S.V. of Lake View	\$ 188.14	\$ 547.94	\$ 358.33	\$ -	\$ -	\$ 1,094.40
S.V. of Nakamun Park	\$ 459.89	\$ 1,339.41	\$ -	\$ -	\$ -	\$ 1,799.31
S.V. of Ross Haven	\$ 1,034.76	\$ 3,013.68	\$ 1,970.79	\$ 2,054.76	\$ 1,624.18	\$ 9,698.16
S.V. of Sandy Beach	\$ 1,249.03	\$ 3,637.72	\$ 2,378.88	\$ 2,480.24	\$ 1,960.50	\$ 11,706.37
S.V. of Seba Beach	\$ 1,060.89	\$ 3,089.78	\$ 2,020.55	\$ 2,106.64	\$ 1,665.20	\$ 9,943.07
S.V. of Sunrise Beach	\$ 888.43	\$ 2,587.50	\$ 1,692.09	\$ 1,764.18	\$ 1,394.50	\$ 8,326.71
S.V. of Sunset Point	\$ 1,264.71	\$ 3,683.38	\$ 2,408.74	\$ 2,511.37	\$ 1,985.11	\$ 11,853.31
S.V. of Val Quentin	\$ 945.92	\$ 2,754.93	\$ 1,801.58	\$ 1,878.34	\$ 1,484.73	\$ 8,865.49
S.V. of West Cove	\$ 883.21	\$ 2,572.28	\$ -	\$ 1,753.81	\$ 1,386.30	\$ 6,595.59
S.V. of Yellowstone	\$ 888.43	\$ -	\$ -	\$ 1,764.18	\$ 1,394.50	\$ 4,047.12
Town of Onoway	\$ 8,452.92	\$ 24,618.54	\$ 16,099.25	\$ 16,785.19	\$ 13,267.84	\$ 79,223.74
<b>Total</b>	<b>\$ 62,392.00</b>	<b>\$ 87,428.84</b>	<b>\$ 65,690.08</b>	<b>\$ 122,454.16</b>	<b>\$ 96,793.82</b>	<b>\$ 434,758.90</b>

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### Administration and Governance (2024)

2024 Admin and Governance Reference

Member	Allocation %	2024 Invoice
Alberta Beach	13.60%	\$ 8,484.37
Alexis Nakota Sioux Nation	10.29%	\$ 6,417.76
Lac Ste. Anne County	8.19%	\$ 5,106.92
Parkland County	26.46%	\$ 16,510.97
Paul First Nation	13.48%	\$ 8,409.25
S.V. of Castle Island	0.12%	\$ 76.78
S.V. of Kapasiwin	0.11%	\$ 69.61
S.V. of Lake View	0.30%	\$ 188.14
S.V. of Nakamun Park	0.74%	\$ 459.89
S.V. of Ross Haven	1.66%	\$ 1,034.76
S.V. of Sandy Beach	2.00%	\$ 1,249.03
S.V. of Seba Beach	1.70%	\$ 1,060.89
S.V. of Sunrise Beach	1.42%	\$ 888.43
S.V. of Sunset Point	2.03%	\$ 1,264.71
S.V. of Val Quentin	1.52%	\$ 945.92
S.V. of West Cove	1.42%	\$ 883.21
S.V. of Yellowstone	1.42%	\$ 888.43
Town of Onoway	13.55%	\$ 8,452.92
<b>Total</b>	<b>100.00%</b>	<b>\$ 62,392.00</b>

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**Phase I Debenture Payment (2024)**

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

<b>Member</b>	<b>Allocation %</b>	<b>Adjusted %</b>	<b>2024 Invoice</b>
Alberta Beach	13.60%	28.26%	\$ 24,710.13
Alexis Nakota Sioux Nation	10.29%	0.00%	\$ -
Lac Ste. Anne County	8.19%	17.01%	\$ 14,873.56
Parkland County	17.14%	0.00%	\$ -
Parkland County (Wabamun)	9.32%	0.00%	\$ -
Paul First Nation	13.48%	0.00%	\$ -
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.00%	\$ -
S.V. of Lake View	0.30%	0.63%	\$ 547.94
S.V. of Nakamun Park	0.74%	1.53%	\$ 1,339.41
S.V. of Ross Haven	1.66%	3.45%	\$ 3,013.68
S.V. of Sandy Beach	2.00%	4.16%	\$ 3,637.72
S.V. of Seba Beach	1.70%	3.53%	\$ 3,089.78
S.V. of Sunrise Beach	1.42%	2.96%	\$ 2,587.50
S.V. of Sunset Point	2.03%	4.21%	\$ 3,683.38
S.V. of Val Quentin	1.52%	3.15%	\$ 2,754.93
S.V. of West Cove	1.42%	2.94%	\$ 2,572.28
S.V. of Yellowstone	1.42%	0.00%	\$ -
Town of Onoway	13.55%	28.16%	\$ 24,618.54
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 87,428.84</b>

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**Phase II Debenture Payment (2024)**

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

<b>Member</b>	<b>Allocation %</b>	<b>Adjusted %</b>	<b>2024 Invoice</b>
Alberta Beach	13.60%	24.60%	\$ 16,159.14
Alexis Nakota Sioux Nation	10.29%	0.00%	\$ -
Lac Ste. Anne County	8.19%	14.81%	\$ 9,726.53
Parkland County	17.14%	0.00%	\$ -
Parkland County (Wabamun)	9.32%	16.86%	\$ 11,074.20
Paul First Nation	13.48%	0.00%	\$ -
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.00%	\$ -
S.V. of Lake View	0.30%	0.55%	\$ 358.33
S.V. of Nakamun Park	0.74%	0.00%	\$ -
S.V. of Ross Haven	1.66%	3.00%	\$ 1,970.79
S.V. of Sandy Beach	2.00%	3.62%	\$ 2,378.88
S.V. of Seba Beach	1.70%	3.08%	\$ 2,020.55
S.V. of Sunrise Beach	1.42%	2.58%	\$ 1,692.09
S.V. of Sunset Point	2.03%	3.67%	\$ 2,408.74
S.V. of Val Quentin	1.52%	2.74%	\$ 1,801.58
S.V. of West Cove	1.42%	0.00%	\$ -
S.V. of Yellowstone	1.42%	0.00%	\$ -
Town of Onoway	13.55%	24.51%	\$ 16,099.25
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 65,690.08</b>

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**Phase III Debenture Payment (2024)**

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

<b>Member</b>	<b>Allocation %</b>	<b>Adjusted %</b>	<b>2024 Invoice</b>
Alberta Beach	13.60%	13.76%	\$ 16,847.63
Alexis Nakota Sioux Nation	10.29%	10.41%	\$ 12,743.91
Lac Ste. Anne County	8.19%	8.28%	\$ 10,140.95
Parkland County	17.14%	17.35%	\$ 21,240.23
Parkland County (Wabamun)	9.32%	9.43%	\$ 11,546.03
Paul First Nation	13.48%	13.64%	\$ 16,698.47
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.11%	\$ 138.23
S.V. of Lake View	0.30%	0.00%	\$ -
S.V. of Nakamun Park	0.74%	0.00%	\$ -
S.V. of Ross Haven	1.66%	1.68%	\$ 2,054.76
S.V. of Sandy Beach	2.00%	2.03%	\$ 2,480.24
S.V. of Seba Beach	1.70%	1.72%	\$ 2,106.64
S.V. of Sunrise Beach	1.42%	1.44%	\$ 1,764.18
S.V. of Sunset Point	2.03%	2.05%	\$ 2,511.37
S.V. of Val Quentin	1.52%	1.53%	\$ 1,878.34
S.V. of West Cove	1.42%	1.43%	\$ 1,753.81
S.V. of Yellowstone	1.42%	1.44%	\$ 1,764.18
Town of Onoway	13.55%	13.71%	\$ 16,785.19
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 122,454.16</b>

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**Phase IV Debenture Payment (2024)**

Note: Adjusted % of 0.00% means Member Paid Capital Up Front

<b>Member</b>	<b>Allocation %</b>	<b>Adjusted %</b>	<b>2024 Invoice</b>
Alberta Beach	13.60%	13.76%	\$ 13,317.20
Alexis Nakota Sioux Nation	10.29%	10.41%	\$ 10,073.41
Lac Ste. Anne County	8.19%	8.28%	\$ 8,015.91
Parkland County	17.14%	17.35%	\$ 16,789.33
Parkland County (Wabamun)	9.32%	9.43%	\$ 9,126.56
Paul First Nation	13.48%	13.64%	\$ 13,199.30
S.V. of Castle Island	0.12%	0.00%	\$ -
S.V. of Kapasiwin	0.11%	0.11%	\$ 109.27
S.V. of Lake View	0.30%	0.00%	\$ -
S.V. of Nakamun Park	0.74%	0.00%	\$ -
S.V. of Ross Haven	1.66%	1.68%	\$ 1,624.18
S.V. of Sandy Beach	2.00%	2.03%	\$ 1,960.50
S.V. of Seba Beach	1.70%	1.72%	\$ 1,665.20
S.V. of Sunrise Beach	1.42%	1.44%	\$ 1,394.50
S.V. of Sunset Point	2.03%	2.05%	\$ 1,985.11
S.V. of Val Quentin	1.52%	1.53%	\$ 1,484.73
S.V. of West Cove	1.42%	1.43%	\$ 1,386.30
S.V. of Yellowstone	1.42%	1.44%	\$ 1,394.50
Town of Oneway	13.55%	13.71%	\$ 13,267.84
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$ 96,793.82</b>

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December 8<sup>th</sup> / 2023  
→ Council & D.O.  
have no concerns  
om.

**SUBDIVISION REFERRAL**

**NOTIFICATION of Email Correspondence**

# of Pages EMAILED: 13

Date: December 8, 2023

Re: PROPOSED SUBDIVISION  
Legal: SW 04-56-01 W5M  
Lac Ste. Anne County

FILE #: 022SUB2023

Attached is a copy of a subdivision application form and sketch proposing to subdivide the above land as shown. The subdivision proposal is Lot Amalgamation of Lot 1 Block 1 Plan 0627996 to add to SW 04-56-01 W5M to increase parcel size to 156.99 acres and then to create one (1) 10.0 +/- acre parcel and create one (1) 5.0 +/- acre parcel from a previously subdivided quarter section. By this EMAIL we request you submit brief, relevant comments and supporting information, with regard to the subdivision application. Unless we have heard from you, **within 21 days**, we will process the proposal as though you have no objections.

Please email or fax your comments to the undersigned at your earliest convenience.

**Email: Jane Holman,**  
**Planning/Development Clerk**  
DevReferrals@LSAC.ca **OR**  
**FAX your response to (780) 785-2985**

**Email: Sarah Gibbs,**  
**Planning/Development Clerk**  
DevReferrals@LSAC.ca **OR**  
**FAX your response to (780) 785-2985**

If you have concerns or comments that you wish to discuss with staff, please contact the staff member as indicated below:

Mitchell Kofluk  
Development Officer  
780-785-3411  
Ext.: 3601  
mkofluk@LSAC.ca

Craig Goldsmith  
Development Officer  
780-785-3411  
Ext.: 3684  
cgoldsmith@LSAC.ca

Amy Roberts  
Development Officer  
780-785-3411  
Ext.: 3731  
aroberts@LSAC.ca

Tanya Vanderwell  
Development Officer  
780-785-3411  
Ext.: 3685  
tvanderwell@LSAC.ca

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**FOR OFFICE USE ONLY**

File no 00058203 Tax roll no 5601042001 Division 2 Application date Nov 14, 2023  
5601042003

*This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application, or by a person authorized to act on the registered owner's behalf.*

**Incomplete Applications will not be accepted.** If an incomplete application is submitted by mail the application will be sent back for further information.

**APPLICANT/AGENT INFORMATION**

Full name of Applicant: Blake Shabada

This Information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

**Please note:** By providing your email address above, you are hereby consenting to receiving correspondence (including decision) solely by email in relation to this application.

Full name of Landowner: Blake Shabada

This Information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

Full name of Landowner: Barry & Karla Shabada

This Information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

**LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**

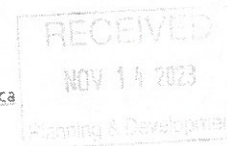
All/part of Quarter: SW Section: 4 Township: 56 Range: 1 west of 5th meridian

All/part of Lot: 1 Block: 1 Plan: 0627996 Subdivision/Hamlet:

Rural address: 1324 Highway 642, Lac Ste Anne Division: 01 02 03 04 05 06 07

Designated use of the land as classified under a Land Use Bylaw or a Zoning Bylaw or a Land Use Classification Guide where applicable: Ag.

Box 219, Sangudo AB T0E 2A0  
T 780.785.3411 TF 1.866.880.5722 F 780.785.2985 E DEVASSISTANT@LSAC.ca www.LSAC.ca



103



**LOCATION OF LAND TO BE SUBDIVIDED**

- 1 Is the land situated in the municipality of Lac Ste. Anne County?  YES  NO
- 2 Is the land situated immediately adjacent to the municipal boundary?  YES  NO  
 If YES, the adjoining municipality is \_\_\_\_\_
- 3 Is the land situated within 0.99 miles (1.6 km) of the right-of-way of a highway?  YES  NO  
 If YES, the highway no. is \_\_\_\_\_
- 4 Is the land situated within 0.5 miles (0.8 km) of a river, stream, watercourse, lake or other permanent body of water, or a canal, or a drainage ditch?  YES  NO  
 If YES, state its name \_\_\_\_\_
- 5 Is the proposed parcel within 1.0 miles (1.5 km) of a sour gas facility?  YES  NO
- 6 Is the land you are developing on within 0.5 mile (0.8 km) of land that is or has been used as a municipal landfill for the disposal of garbage or refuse?  YES  NO
- 7 Is the land you are developing on within 0.5 mile (0.8 km) of land that is or has been used as a municipal sewage treatment facility or sewage lagoon?  YES  NO
- 8 Is the land you are developing on within 0.5 mile (0.8 km) of land that is or has been used as an intensive livestock operation (Swine, Chicken, Beef, etc.)?  YES  NO
- 9 Has the land had a history of flooding?  YES  NO

**EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**

- 1 Existing use of the land (crop, hay, etc.) Crop
- 2 Proposed use of the land (crop, hay, pasture, residential, etc.) Crop / Residential
- 3 The designated use of the land as classified under a Land Use Bylaw \_\_\_\_\_
- 4 Number of Parcel(s) being created: 2 Type of Parcel(s) being created: 2 Residential / Amalgamate Farmstead.
- 5 Area of Parent Parcel (acres): 160 157.32 Area of Proposed Parcel (acres): (5ac / 10ac)  
63,667 Ha 2,02 4.05

**PHYSICAL CHARACTERISTICS OF LAND BEING SUBDIVIDED**

- 1 Describe the nature of the topography of the land (flat, rolling, steep, mixed, etc.)  
Flat.
- 2 Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)  
Slightly treed.
- 3 Describe the kind of soil on the land (sandy, loam, clay, etc.) Black dirt.

Box 219, Sangudo AB T0E 2A0  
 T 780.785.3411 F 1.866.880.5722 F 780.785.2985 E DEVASSISTANT@LSAC.ca www.LSAC.ca

124

**EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

1 Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved 2 houses, 1 Garage, 2 Shops, 1 Shed on 10 AC lot  
Bare land on 5 AC lot

**EXISTING BUILDINGS LOCATED ON THE PROPOSED PARCEL(S)**

1 Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved 2 houses, 1 Garage, 2 Shops, 1 Shed on 10 AC lot  
Bare land on 5 AC lot

**EXISTING BUILDINGS LOCATED ON THE REMAINDER OF THE QUARTER-SECTION**

1 Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved No Buildings on Remaining land.

**EXISTING WATER SUPPLY TYPE**

Well  Cistern & Hauling  Municipal Service  
 Other (please specify) \_\_\_\_\_

**PROPOSED WATER SUPPLY TYPE**

Well  Cistern & Hauling  Municipal Service  
 Other (please specify) \_\_\_\_\_

**REGULATORY REQUIREMENTS FOR SURFACE DEVELOPMENT IN PROXIMITY TO ABANDONED WELLS**

New subdivision applications, except for lot line adjustments, must include documentation from the Energy Resources Conservation Board (ERCB) identifying the presence or absence of abandoned wells.

- 1 Obtain the Information from ERCB's Abandoned Well Viewer available on the ERCB Website [www.aer.ca](http://www.aer.ca)
- 2 Abandoned well Information included:  YES  NO

If NO, why not \_\_\_\_\_

If an abandoned gas or oil well is identified on the land that is subject (the quarter section) of the subdivision application, the applicant must include a map that shows the actual well location as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.

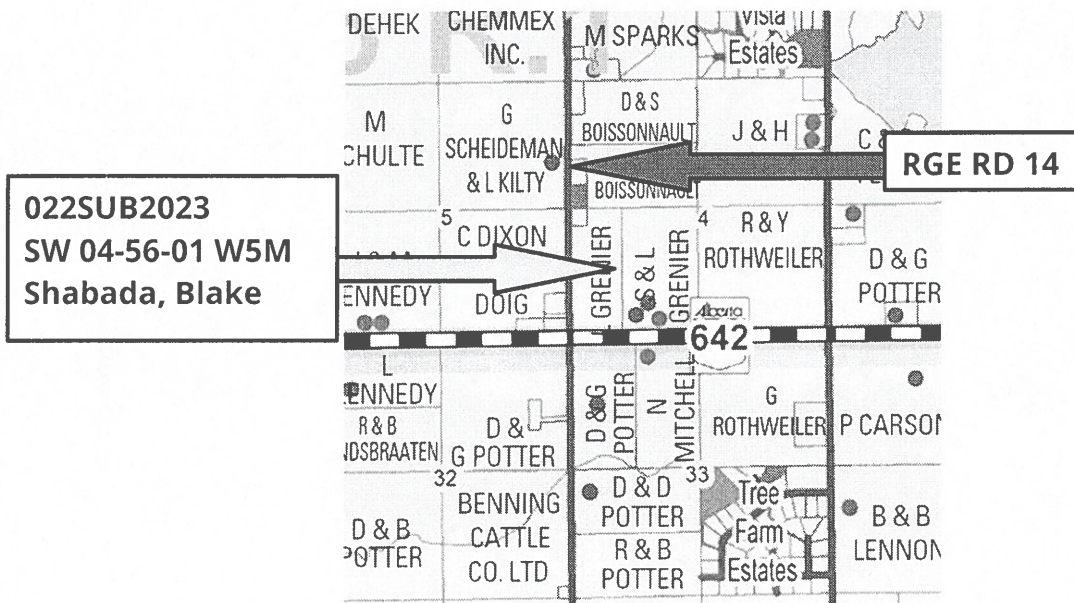
For clarification on the information provided by the Abandoned Well Viewer, or if you do not have internet access, contact ERCB Customer Contact Centre by Telephone at 1.855.297.8311, or email [inquires@aecr.ca](mailto:inquires@aecr.ca) or contact Information Services by mail at ERCB, Suite 1000, 250 - 5 Street SW, Calgary, AB T2P 0R4

*Within 7 days of applying for subdivision, please flag (orange flagging tape preferred) where you plan to put new access approach(es) for each parcel, so that the approaches may be inspected by the County's Public Works department.*

1. DUAL approaches are required for new proposals, unless there are extenuating circumstances.
2. Road widening of 5.18 metres (17.0 feet) will be taken on all Range and Township Roads on every application.
3. A survey plan is not required until a decision on the proposed application has been made and a decision letter with conditions has been issued.
4. To avoid unnecessary costs, do not have a surveyor complete the survey documentation prior to the decision from the Development Authority.

105

LOCATION SKETCH  
LAC STE. ANNE COUNTY  
SUBDIVISION APPLICATION 022SUB2023



11/28/2023

106



**FOR OFFICE USE ONLY**  
 File no: 0225UB2023 Tax roll no: 5601042001 Division: 2 Application date: Nov 14, 2023  
5601042003

This form is to be completed in full wherever applicable by the registered owner of the land that is the subject of the application, or by a person authorized to act on the registered owner's behalf.

Incomplete Applications will not be accepted. If an incomplete application is submitted by mail the application will be sent back for further information

**APPLICANT/AGENT INFORMATION**

Full name of Applicant: Blake Shabada  
This Information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

Please note: By providing your email address above, you are hereby consenting to receiving correspondence (including decision) solely by email in relation to this application.

Full name of Landowner: Blake Shabada  
This Information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

Full name of Landowner: Barry & Karla Shabada  
This Information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

**LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED**

All/part of Quarter: SW Section: 4 Township: 56 Range: 1 west of 5th meridian  
 All/part of Lot: 1 Block: 1 Plan: 0627996 Subdivision/Hamlet: \_\_\_\_\_  
 Rural address: 1324 Highway 642, Lac Ste. Anne Division:  1  2  3  4  5  6  7  
 Designated use of the land as classified under a Land Use Bylaw or a Zoning Bylaw or a Land Use Classification Guide where applicable: Ag.

107

RECEIVED  
 NOV 14 2023  
 Planning & Development

**LOCATION OF LAND TO BE SUBDIVIDED**

1. Is the land situated in the municipality of Lac Ste Anne County?  YES  NO
2. Is the land situated immediately adjacent to the municipal boundary?  YES  NO  
 If YES, the adjoining municipality is \_\_\_\_\_
3. Is the land situated within 0.99 miles (1.6 km) of the right-of-way of a highway?  YES  NO  
 If YES, the highway no. is \_\_\_\_\_
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 If YES, state its name \_\_\_\_\_
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**EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED**

1. Existing use of the land (crop, hay, etc.) Crop
2. Proposed use of the land (crop, hay, pasture, residential, etc.): Crop / Residential
3. The designated use of the land as classified under a Land Use Bylaw \_\_\_\_\_
4. Number of Parcel(s) being created: 2 Type of Parcel(s) being created: 2 Residential / Amalgamate Farmland
5. Area of Parent Parcel (acres) 160 157.82 Area of Proposed Parcel (acres) (5ac./10ac.)  
63.067 Ha 2.02 4.05

**PHYSICAL CHARACTERISTICS OF LAND BEING SUBDIVIDED**

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Flat.
2. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, sloughs, creeks, etc.)  
Slightly treed.
3. Describe the kind of soil on the land (sandy, loam, clay etc.): Black dirt.

128

**EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED**

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**EXISTING WATER SUPPLY TYPE**

Well  Cistern & Hauling  Municipal Service  
 Other (please specify) \_\_\_\_\_

**PROPOSED WATER SUPPLY TYPE**

Well  Cistern & Hauling  Municipal Service  
 Other (please specify) \_\_\_\_\_

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If NO, why not \_\_\_\_\_

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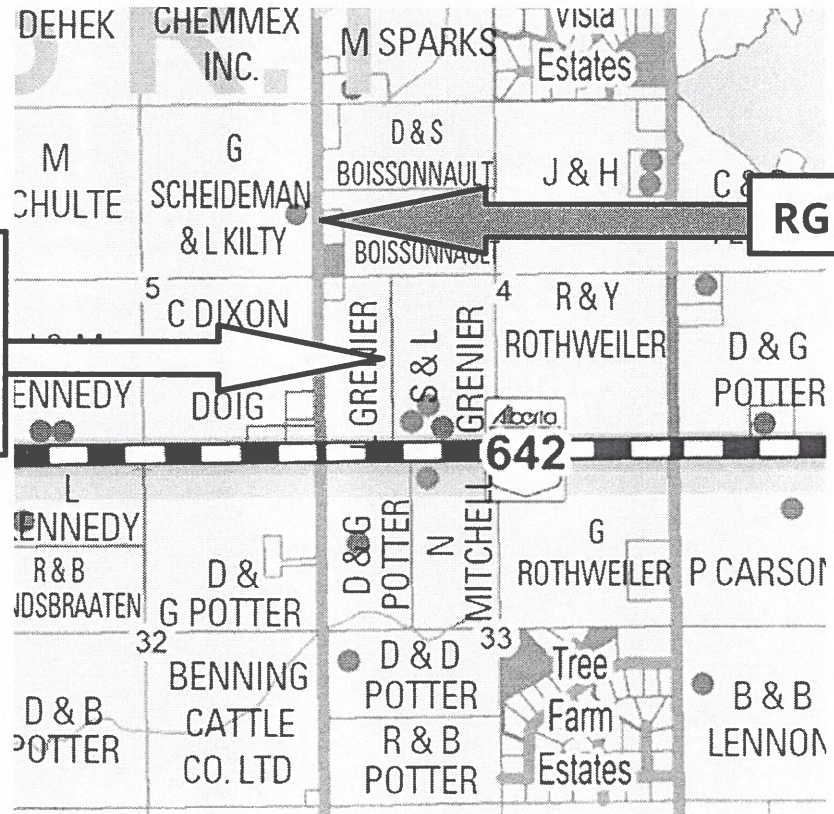
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- 2. Road widening of 5.18 metres (17.0 feet) will be taken on all Range and Township Roads on every application.
- 3. A survey plan is not required until a decision on the proposed application has been made and a decision letter with conditions has been issued.
- 4. To avoid unnecessary costs, do not have a surveyor complete the survey documentation prior to the decision from the Development Authority.

109

LOCATION SKETCH  
LAC STE. ANNE COUNTY  
SUBDIVISION APPLICATION 022SUB2023

**022SUB2023**  
**SW 04-56-01 W5M**  
**Shabada, Blake**



**RGE RD 14**

130



LAC STE. ANNE COUNTY

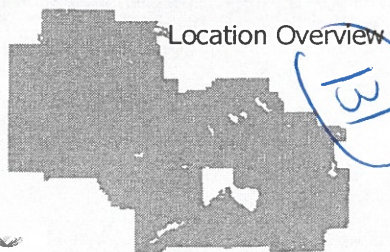
# Proposed Subdivision Lac Ste. Anne County

## 022SUB2023

### November 27, 2023



- Proposed Parcel
- Proposed or Existing Approach
- Land Parcels
- Setbacks Area 40m
- No Mowing or Grazing 40m
- Pipeline Right-Of-Ways STATUS**
- Abandoned Line
- Operating Line
- Other Line Status
- Setbacks From Watercourse (40 meters)
- Wells
- Amalgamated Lot Line



Location Overview

SW 4-56-1-W5

022SUB2023

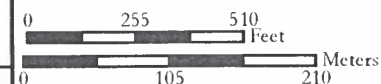
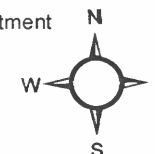
Shabada, Blake

2023

All dimensions to be verified by an Alberta Land Surveyor.  
ECE boundaries to be determined by field survey of stream bank.

Coordinate System: NAD 1983 10TM AEP Forest

LSACGIS Department





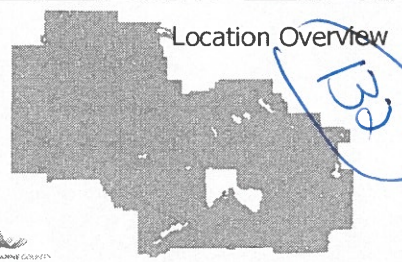
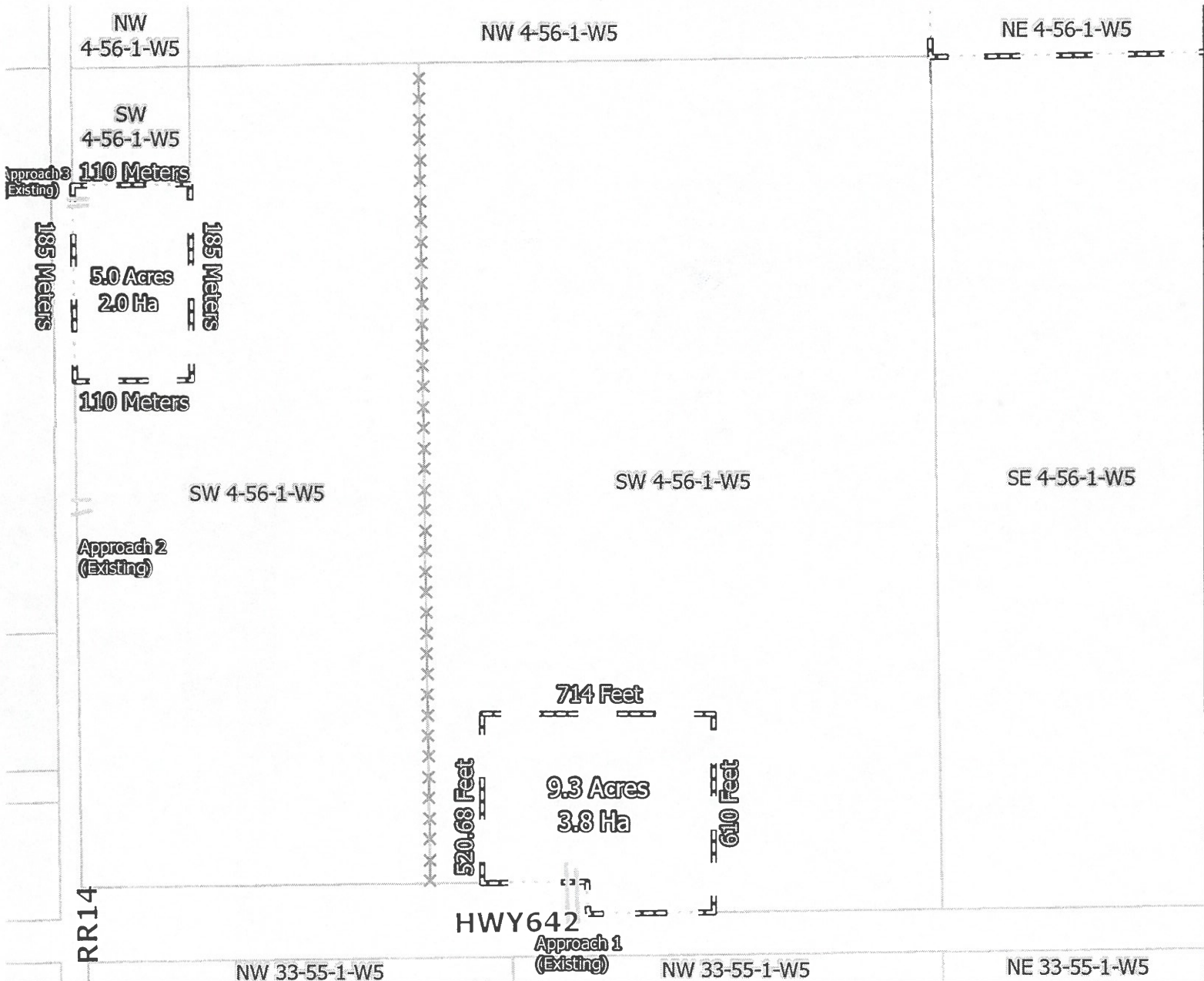
LAC STE. ANNE COUNTY

# Proposed Subdivision Lac Ste. Anne County

## 022SUB2023

### November 27, 2023

- Proposed Parcel
- Proposed or Existing Approach
- Land Parcels
- Setbacks Area 40m
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- Pipeline Right-Of-Ways**
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- Abandoned Line
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- Other Line Status
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- Wells
- Amalgamated Lot Line



Location Overview

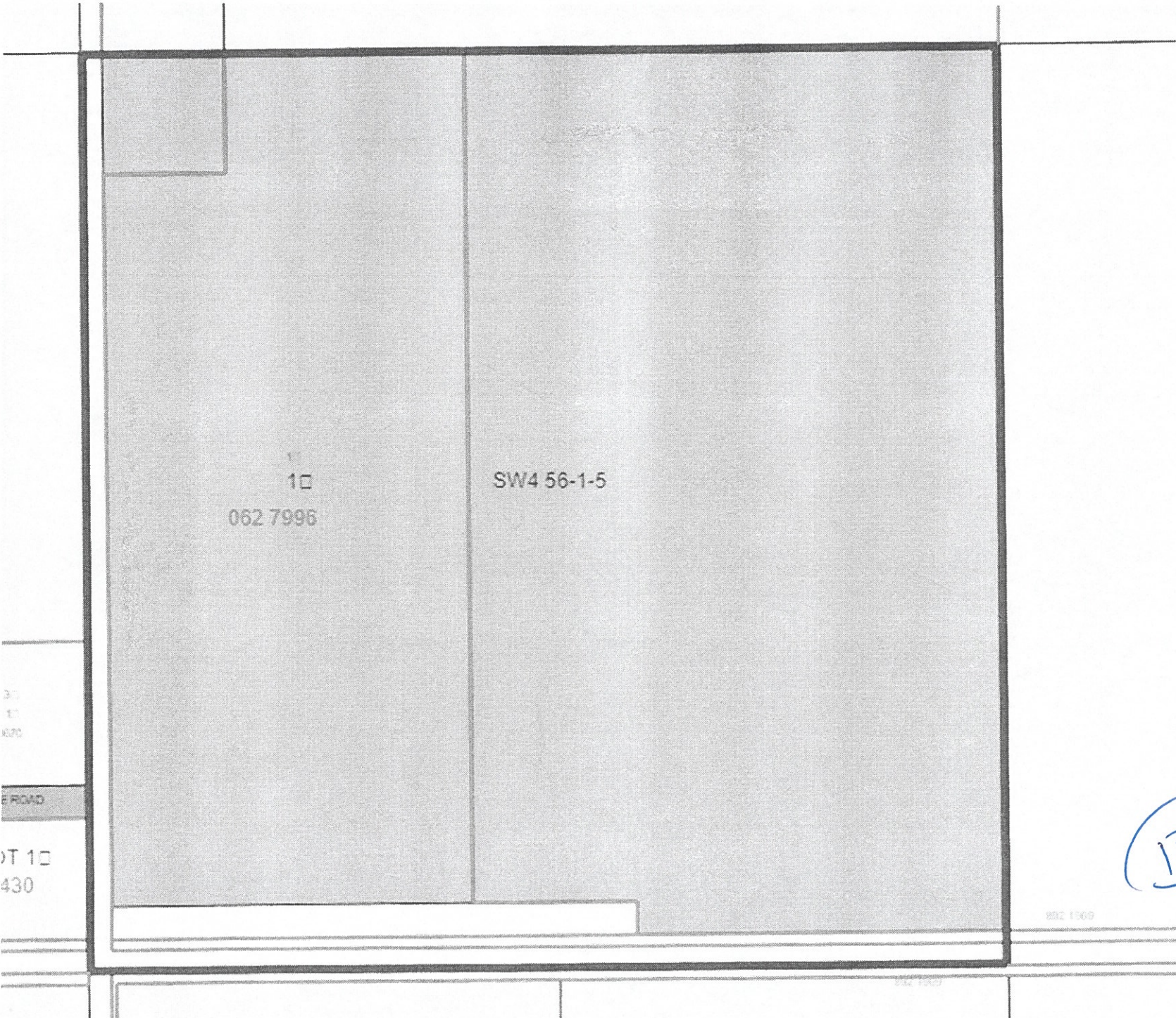
139

SW 4-56-1-W5	022SUB2023
Shabada, Blake	2023

All dimensions to be verified by an Alberta Land Surveyor.  
ECE boundaries to be determined by field survey of stream bank.

Coordinate System: NAD 1983 10TMAEP Forest

LSACGIS Department



062 7996  
1□

SW4 56-1-5

30  
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E ROAD

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430

133



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Flays*

AR113106

Dear Chief Elected Officials:

Since 2022, Municipal Affairs has been working with the Assessment Model Review Stakeholder Steering Committee consisting of industry representatives and municipal partners, such as Alberta Municipalities and Rural Municipalities of Alberta. The committee was tasked with designing an engagement process that will assist in updating the regulated property assessment models in a fair and transparent manner. I am now carefully considering the committee's proposed engagement plan.

As you are aware, in 2020, a number of tax incentives were put in place when Alberta's previous review of regulated property assessment was paused. A three-year property tax holiday on new wells and pipelines was introduced to promote new investment and economic activity in the energy sector. This tax holiday will end, as planned, after the 2024 municipal tax year. The Well Drilling Equipment Tax was also eliminated, and there are no plans to reinstate it.

Two assessment-based measures to support the viability of mature oil and gas assets were also implemented at that time: the continuation of the 35 per cent assessment reduction for shallow gas wells and pipelines (first introduced in 2019), and additional depreciation adjustments for lower-producing wells. These two measures were intended as a bridge to the implementation of new assessment models and will therefore be extended until the Assessment Model Review is completed and the regulated assessment models for wells are updated.

Thank you for continuing to work in partnership with the province. I look forward to sharing more information in early 2024 regarding further engagement on the Assessment Model Review.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta

134



# ASVA response to Minister McIver Re: LGFF Capital Allocation Formula

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**From:** ASVA Exec Director summervillages@gmail.com

**To:** Kathy Krawchuk (execdirector@asva.ca) execdirector@asva.ca

**Cc:** Mike Pashak mike.pashak@shaw.ca

**Date:** Wed, Jan 3, 2024, 3:15 PM

Minister McIver - Letter response to LGFF Allocation Factor announcement (3jan24).pdf  
224 KB

Good afternoon,

Please see the email message below from ASVA's President, Mike Pashak, thank you.

**Dear Members,**

Happy New Year. Hope everyone enjoyed their Christmas season and the great winter weather we are having.

Attached you will find a letter to Minister McIver outlining the ASVA's concerns with the LGFF Capital Allocation formula and more specifically Base funding. Please share this information with all of your Council before January 12, which is 5 days before the ABmunis LGFF Town Hall. We will keep you up-to-date on any response we receive from the Minister's office. The ASVA is currently putting together speaking points and background information on the points made in the letter to the Minister for your use as needed. Our goal is to share that information with you in the next week or so.

The LGFF Capital Allocation program also introduced some new rules and changes from the old MSI program. In our initial review of the guidelines, we identified the following areas as possible concerns for Summer Villages:

> **Clause 5a.** Funds are still able to be carried forward for five years. However, time extensions will no longer be permitted and any unspent amount will be reduced from future LGFF allocations

> **Section 6.** Although not new this section may become more important as Summer Villages determine how Section 12 - Project Eligibility Restrictions may impact them.

> **Section 7** discusses Asset Management planning and the need for a municipality to answer whether they have one or not.

> **Clause 8g, Maximum Project Commitment Limit.** The ASVA is working with Municipal Affairs to understand how

this and borrowing clauses might impact Summer Villages. We will provide updates as the information comes to us.

> Section 12, Project Eligibility Restrictions. Two new measures are introduced that could impact the amount of LGFF received. This section also discusses core infrastructure, asset condition assessment, and asset management plan. It discusses the interplay between those items and eligibility restrictions.

There is still lots of work to do to fully understand the new LGFF program and the ASVA will continue to help Members through the process. If you have any specific areas that you would like ASVA to focus on, please send them to me and the Executive Director.

Regards,

**Mike Pashak**

President

Association of Summer Villages of Alberta

(403) 620-1543

[mike.pashak@shaw.ca](mailto:mike.pashak@shaw.ca)

**Kathy Krawchuk**

Executive Director

Association of Summer Villages of Alberta

780-236-5456

[execdirector@asva.ca](mailto:execdirector@asva.ca)

[www.asva.ca](http://www.asva.ca)

---



January 3, 2024

Honourable Ric McIver,  
Minister, Municipal Affairs

RE: LGFF Capital Funding Allocation Formula

The Association of Summer Villages of Alberta (“ASVA”), representing all 51 Summer Village municipalities in Alberta, would like to thank the Government of Alberta for their work on the LGFF allocation factors. This was important work to ensure the continued viability and sustainability of municipalities in Alberta.

While the ASVA agrees with the majority of the LGFF Capital allocation factors and recognize how they can support the growth pressures a municipality faces and their infrastructure needs, the ASVA is deeply disappointed with the amount of Base funding for Summer Villages. In the recent LGFF allocation factors announcement, all municipalities were given \$150,000 Base funding except Summer Villages that were given \$60,000 Base funding. While all other municipalities received a 36 percent increase in Base funding, the Summer Villages saw a 5 percent decrease in their Base funding. Base funding provides 80% of the total LGFF funding for Summer Villages and is the reason why the ASVA is so disappointed.

The LGFF Capital Funding Allocation Formula Fact Sheet stated that, ***“The base amount was set at a lower level for summer villages because they generally tend to provide fewer year-round services and have less infrastructure than similarly-sized villages.”*** This sentence fails to recognize how Summer Villages have changed. Over the last five years the ASVA has met with various Ministers, MLAs, and Municipal Affairs staff to share how Summer Villages have changed and how that change is driving new demands and needs for infrastructure that is similar to all urban municipalities. Some of that infrastructure is also required to support lake health and address environmental concerns for Alberta’s recreational lakes. It is disappointing that the information shared did not influence the outcome of the new LGFF allocation factors.

Summer Villages are no longer just seasonal communities. They are now vibrant year-round communities that have grown as fast and faster than many of the larger municipalities in Alberta. Fifty percent have grown faster than the average mid-sized city and twenty five percent have grown faster than the top three fastest growing cities in Alberta. That growth has resulted in demands for more year-round urban like infrastructure such as roads and bridges, water and wastewater systems, recreational facilities, stormwater drainage systems, municipal buildings and Broadband. Without sufficient Base funding, Summer Villages will not meet the demands or needs of their residents.

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Association of  
**SUMMER VILLAGES**  
OF ALBERTA

It is also disappointing that the ASVA did not receive recognition for providing options and information on how the LGFF allocation factors could be structured to the benefit of all municipalities. The ASVA presented an option that would have provided additional support to the largest and fastest growing Summer Villages, which are similar in size to regular Villages. Today, 33 percent of the Summer Villages are larger than the average regular Village and 85 percent are larger than the smallest regular Village. The largest Summer Village is larger than 90 percent of regular Villages. Having a Base fund for Summer Villages that is so significantly less than regular Villages is unfair and may impact the viability of Summer Villages.

The LGFF Capital Funding Allocation Formula Fact Sheet stated that, ***“The LGFF allocation formula for other [non-charter] local governments is a fair and equitable distribution of funding, in recognition of the varying needs of different local governments. The formula is aimed at supporting all types of local governments, ranging from small summer villages to large cities, urban communities with rapidly growing populations...”***

Under the MSI / BMTG program, Base funding for Summer Villages was \$63,000 and 57 percent of what all other municipalities received. Under the new LGFF program, Summer Villages receive \$60,000 and only 40 percent of what all other municipalities receive. In addition to this reduction and from an overall perspective, the largest and fastest growing Summer Villages are seeing reductions to their overall LGFF capital allocation as compared to the last six years under the MSI/BMTG program. On average this group of Summer Villages is experiencing a 10 percent reduction in total funding with some experiencing as much as a 28 percent reduction in total funding.

When comparing smaller Villages to larger Summer Villages, the ASVA found that the two groups are similar in the factors that drive LGFF allocations. Each group has similar amounts of TCA, TCA Amortization expense, and length of Roads. What is different is that the larger Summer Villages tend to have double the population of smaller regular Villages. More importantly what is different is that these Summer Villages receive \$90,000 less in Base funding even though they are growing faster, they have more people to provide services to, and they have similar amounts of assets to manage and maintain.

Given all of the above points, it is hard to understand how Base funding as it is structured under LGFF can be seen as fair and equitable for Summer Villages.

Moving forward there are three items that the Government of Alberta could consider; changing the title of Summer Villages, inclusion of Temporary Residents in the Population count for LGFF allocations, and amendments to the Education property Tax that allow Summer Villages to retain more funding for local projects.

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Association of  
**SUMMER VILLAGES**  
OF ALBERTA

The title Summer Village no longer reflects the nature of these municipalities. As stated before, Summer Villages have changed and are now year-round communities with year-round infrastructure needs. While Summer Villages are fiercely proud of their history, independence and title, perhaps a title change would act as a catalyst to shift other people's perceptions of Summer Villages.

In 2024, the new Municipal Census Regulation will allow municipalities to conduct their own census. The regulation identifies a Temporary Resident as one that spends the night on Census Day in that dwelling which is not their main residence, and who has a main residence elsewhere in Canada. The Government of Alberta should consider including the Temporary Resident count in the total population count used for LGFF allocations. The inclusion of this count would better represent the actual number of people that a Summer Village must provide infrastructure for and services to.

The final option for consideration is the work that Municipal Affairs has been asked to do in reviewing the feasibility of amending the Education Property Tax to assist municipalities with retaining more funding for local priorities. The ASVA recognizes that this is a shared responsibility between other Ministries. During this review, if there is still a strong belief that Summer Villages provide fewer year round services then this belief should be applied to the recovery of the Education Property Tax. An alternative would be to collect the Education Property Tax on a per capita basis. Since population count features prominently in the LGFF allocation factors it may make sense that it carries over to the Education Property Tax recovery. The ASVA looks forward to providing additional comments as this review proceeds.

Thank you in advance for considering our comments.

Regards,

Mike Pashak  
President,  
Association of Summer Villages of Alberta (ASVA)  
(403) 620-1543  
mike.pashak@shaw.ca

CC:

Honourable Danielle Smith, Premier - premier@gov.ab.ca

Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors -  
Innisfail.Sylvanlake@assembly.ab.ca

Honourable Nate Horner, Minister of Finance - Drumheller.Stettler@assembly.ab.ca

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Association of  
**SUMMER VILLAGES**  
OF ALBERTA

Honourable Jason Nixon, Minister of Seniors, Community and Social Services -  
Rimbey.Rockymountainhouse.Sundre@assembly.ab.ca

Honourable Rick Wilson, Minister of Indigenous Relations - Maskwacis.Wetaskiwin@assembly.ab.ca

Shane Getson, MLA & Government Whip - Lacsteanne.Parkland@assembly.ab.ca

Scott Cyr, MLA - Bonnyville.Coldlake.StPaul@assembly.ab.ca

Glenn van Dijken, MLA - Athabasca.Barrhead.Westlock@assembly.ab.ca

Sarah Elmeligi, MLA - Banff.Kananaskis@assembly.ab.ca

Jennifer Johnson, MLA - Lacombe.Ponoka@assembly.ca

Alex Puddifant, Chief of Staff, Municipal Affairs – alexander.puddifant@gov.ab.ca

Brandy Cox, Deputy Minister, Municipal Affairs – brandy.cox@gov.ab.ca

Ethan Bayne, ADM, Municipal Assessment and Grants - ethan.bayne@gov.ab.ca

Tyler Gandam, President, ABmunis – tyler.gandam@wetaskiwin.ca

Paul McLauchlin, President, RMA – pmclauchlin@RMAAlberta.com

Kathy Krawchuk, Executive Director, ASVA – execdirector@asva.ca



Box 8,  
Alberta Beach, AB T0E 0A0  
Phone: 780-967-0271  
Fax: 780-967-0431  
Email:  
[svsouthview@outlook.com](mailto:svsouthview@outlook.com)

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January 3, 2024

Lac Ste. Anne County  
Town of Onway  
Town of Mayerthorpe  
Village of Alberta Beach  
Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands,  
Sunrise Beach, Sunset Point, Val Quentin, West Cove, and Yellowstone

**RE: Summer Village of South View Byelection Results and Organizational Meeting**

The Summer Village of South View held a byelection on December 16, 2023 to fill two vacancies on Council. Garth Ward and Colleen Richardson were declared elected and were sworn in on December 21, 2023 at an organizational meeting of Council.

Sandi Benford remains Mayor and Garth Ward has been appointed as Deputy Mayor. Summer Village of South View Council Organization Chart, which includes committee appointments, is attached for your information.

Please don't hesitate to contact me if you require any further information at 780-967-0271 or [svsouthview@outlook.com](mailto:svsouthview@outlook.com).

Sincerely,

Angela Duncan  
Assistant CAO  
Summer Village of South View

Encl: Council Organizational Chart

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Summer Village of South View  
 Council Organizational Chart

Updated Dec 21, 2023

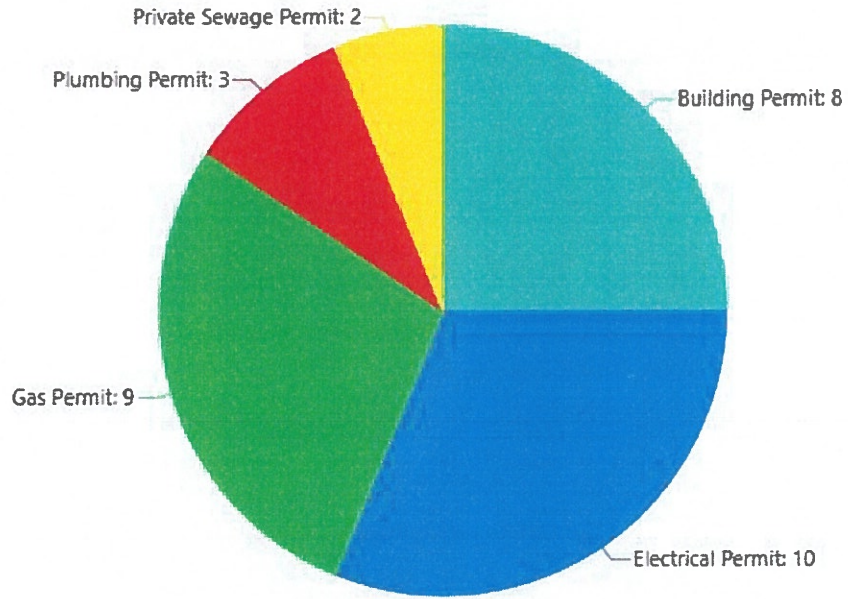
	Rep
	Alternate

	Name	Position	Public Email	Public Phone
	Sandi Benford	Mayor	svsouthview@outlook.com	780-967-0271
	Garth Ward	Deputy Mayor	svsouthview@outlook.com	780-967-0271
	Colleen Richardson	Councillor	svsouthview@outlook.com	780-967-0271
Public Works Supervisor				
Highway 43 East Waste Commission				
Summer Villages of Lac Ste. Anne County East (all of Council to attend - rep to vote)				
Darwell Sewage Lagoon Committee & Darwell Regional Waste Water Line				
Lake Isle Aquatic Management Society				
Yellowhead Regional Library				
Family and Community Support Services (FCSS)				
Regional Emergency Services				
Flowering Rush Abatement Project				

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Summer Village of Sunrise Beach – 2023 Issued Safety Codes Permits



Building Permit - 25.0%    Electrical Permit - 31.3%    Gas Permit - 28.1%  
Plumbing Permit - 9.4%    Private Sewage Permit - 6.3%

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## FW: AB Munis Small Communities Committee- First meeting December 6

Wildwillow Enterprises <angela@wildwillowenterprises.com>

Tue 10/31/2023 8:58 AM

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

FYI...

I am on ABmunis Small Communities Committee.

Angela

**From:** Kylie Hill <Kylie@abmunis.ca>

**Sent:** Monday, October 30, 2023 3:31 PM

**To:** dreid <dreid@eidnet.org>; renjgiesbrecht@gmail.com; mayor@bowisland.com; evelynnekobes@gmail.com; jeff.bourne@delburne.ca; councillorunderwood@wembley.ca; melanie.gnyp@kananaskisid.ca; cao@berwyn.ca; Carla Kenney <carla@clive.ca>; Wildwillow Enterprises <angela@wildwillowenterprises.com>

**Cc:** Rachel de Vos (she/her) <Rachel@abmunis.ca>; Nadine Conklin <Nadine@abmunis.ca>; Rosa Bruno <Rosa@abmunis.ca>

**Subject:** AB Munis Small Communities Committee- First meeting December 6

Good afternoon,

I am pleased to inform you that Alberta Municipalities' (ABmunis) Board of Directors has approved your appointment to ABmunis Small Communities Committee for the 2023-24 term. The following persons are appointed to the Committee:

Role Type	Position	First Name	Last Name	Municipality
Chair	Deputy Mayor	Deborah	Reid-Mickler	Village of Duchess
Vice Chair	Mayor	Ren	Giesbrecht	Summer Village of West Cove
Elected Official	Mayor	Gordon	Reynolds	Town of Bow Island
Elected Official	Councillor	Evelynne	Kobes	Town of Smoky Lake
Elected Official	Councillor	Jeff	Bourne	Village of Delburne
Elected Official	Councillor	Anna	Underwood	Town of Wembley
Elected Official	Councillor	Melanie	Gnyp	Kananaskis Improvement District (KID)
Municipal Administrator	CAO	Matthew	Norburn	Village of Berwyn
Municipal Administrator	CAO	Carla	Kenney	Village of Clive
Municipal Administrator	Assistant CAO	Angela	Duncan	Summer Village of South View

I am the secretariat to the Small Communities Committee so you will primarily communicate with me regarding Committee business. You will be contacted by a member of our Governance team in the next week with details regarding your participation. Since our first meeting is quickly approaching, I wanted to give you all advanced notice. Our first meeting is:

Wednesday, December 6 from 9:00 a.m. – 3:00 p.m. in Edmonton

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You will also receive a calendar invite from me for that date. You can expect more information from us by next week.

Thank you and I look forward to working with you over the next year!  
**Kylie Hill** | Policy Analyst

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[E: Kylie@abmunis.ca](mailto:Kylie@abmunis.ca)

Edmonton, AB T6E 6E6

[Toll Free: 310-MUNI](tel:310-MUNI) | [877-421-6644](tel:877-421-6644) | [www.abmunis.ca](http://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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## FW: Water presentation

Wildwillow Enterprises <angela@wildwillowenterprises.com>

Thu 12/7/2023 10:45 AM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Dwight Moskalyk <ddm@kronprinzconsulting.ca>;  
tori wildwillowenterprises.com <tori@wildwillowenterprises.com>; Summer Village Office  
<administration@wildwillowenterprises.com>; West Cove Admin <svwestcove@outlook.com>

📎 1 attachments (1 MB)

2023\_11\_Drought Management Alberta Environment Presentation.pdf;

Hello all,

At the ABmunis small communities committee yesterday we were discussing water policy, which is a particular point of interest for me. Anyways, we all know that we are having troubles with water levels in our area and our elected officials get a lot of feedback from residents about lake levels. Attached is a presentation from Alberta Environment that fairly clearly outlines the dire situation that Alberta is in. All things considered, we are fairing better than most.

Feel free to pass along to your Councils, if you feel it appropriate.

Have a great day,

Angela

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**From:** Kris Samraj <Kris@abmunis.ca>  
**Sent:** Wednesday, December 6, 2023 11:07 AM  
**To:** Wildwillow Enterprises <angela@wildwillowenterprises.com>  
**Subject:** RE: Water presentation

Hi Angela,

Here is the total presentation we heard last week. Alberta Environment didn't put any restrictions on use of the slides.

Kris.

**Kris Samraj** | Policy Analyst

---

D: [780.431.4531](tel:780.431.4531) | E: [Kris@abmunis.ca](mailto:Kris@abmunis.ca)  
300, 8616 51 Ave NW Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-  
6644 | [www.abmunis.ca](http://www.abmunis.ca)



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# Overview: Drought Risk and Management

One on One Stakeholder Meeting

ADM Stacey Smythe  
Alberta Environment and Protected Areas  
November 2023



Alberta

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# Agenda

1. Importance of Water in Alberta
2. Current Situation
3. Drought Risk
4. Drought Management

# Importance of Water in Alberta

Water is essential for:



Municipal water supply

Drinking water supply and wastewater dilution



Agriculture

Farmers and ranchers, agri-business, feedlots



Industrial /Commercial business

Oil and gas, power plants, factories and plants, small businesses that use water, etc...



Aquatic environment

Fish and other aquatic life



Meeting inter-provincial water apportionment obligations

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# Current Situation

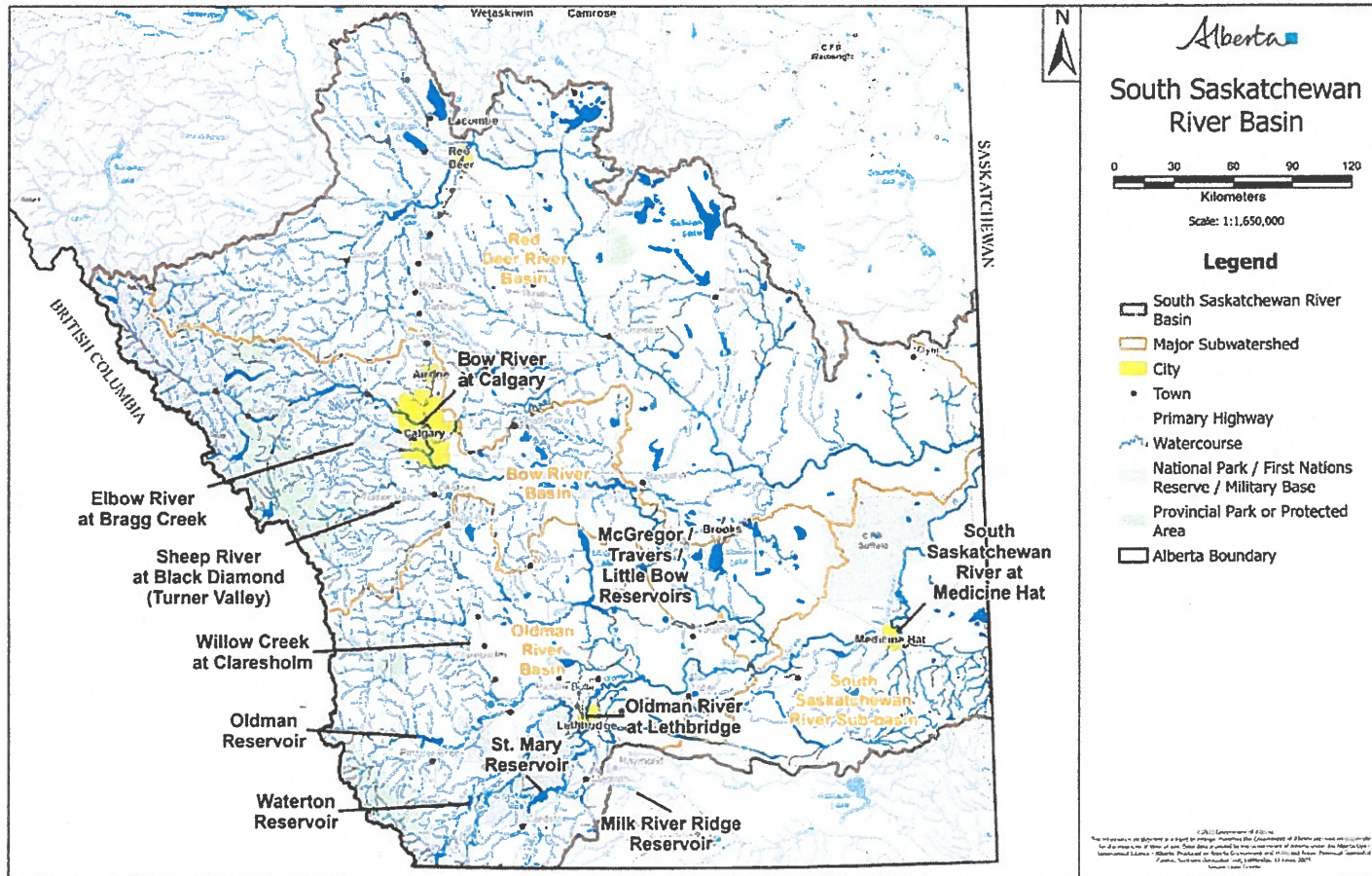
- Basins in critical water shortage condition due to low rainfall and high temperatures (over the summer):
  - Milk River and Oldman River basins.
  - South Saskatchewan River basin.
  - Bow River basin.
  - Red Deer and North Saskatchewan River basins.
  - Tributaries to the Peace, Athabasca, and Hay Rivers.



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# South Saskatchewan River Basin



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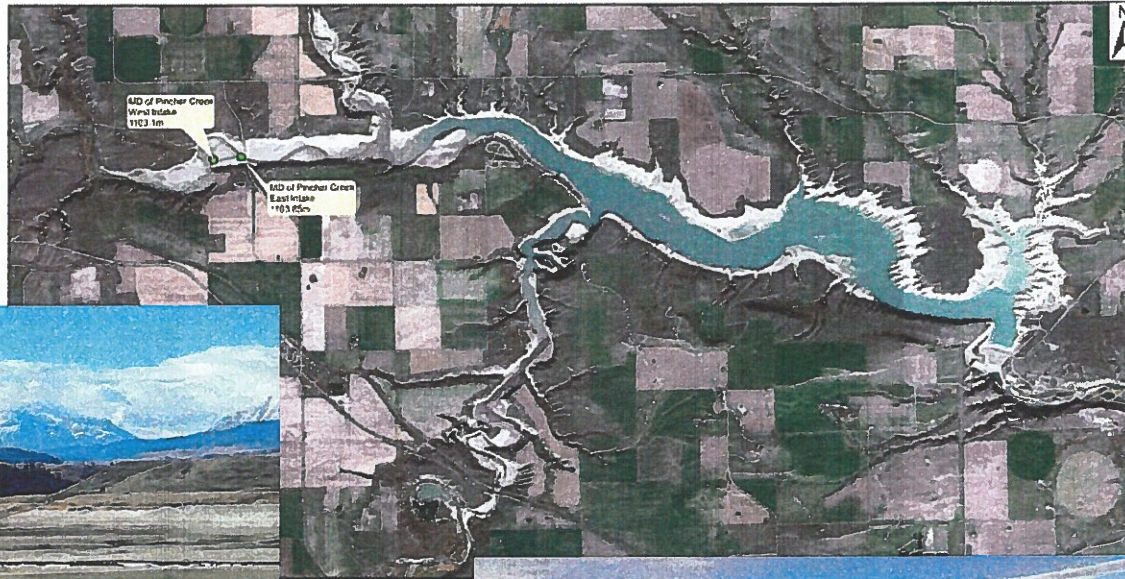
# River Flows and Reservoirs: Current vs. Normal

As of November 14, 2023:

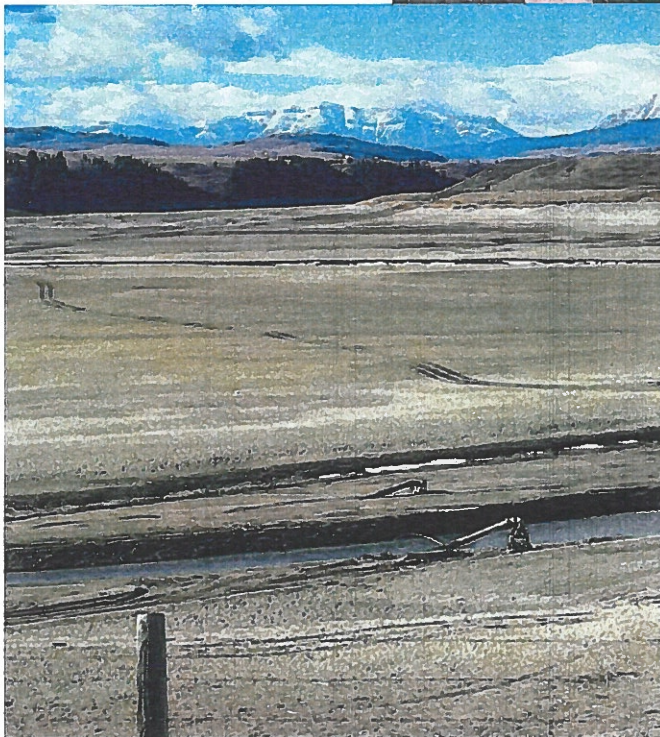
- Bow River at Calgary - lowest since 2000.
- Oldman River at Lethbridge - third lowest since 2000.
- South Saskatchewan River at Medicine Hat - second lowest since 2000.
- Water storage at Oldman Reservoir is at 26% and holding.
  - Normal at this time of year is 62-80%.
- Storage at St. Mary Reservoir is at 9.4% and holding.
  - Normal at this time of year is 41-70%.

# Oldman Reservoir

Cowley drinking water intakes



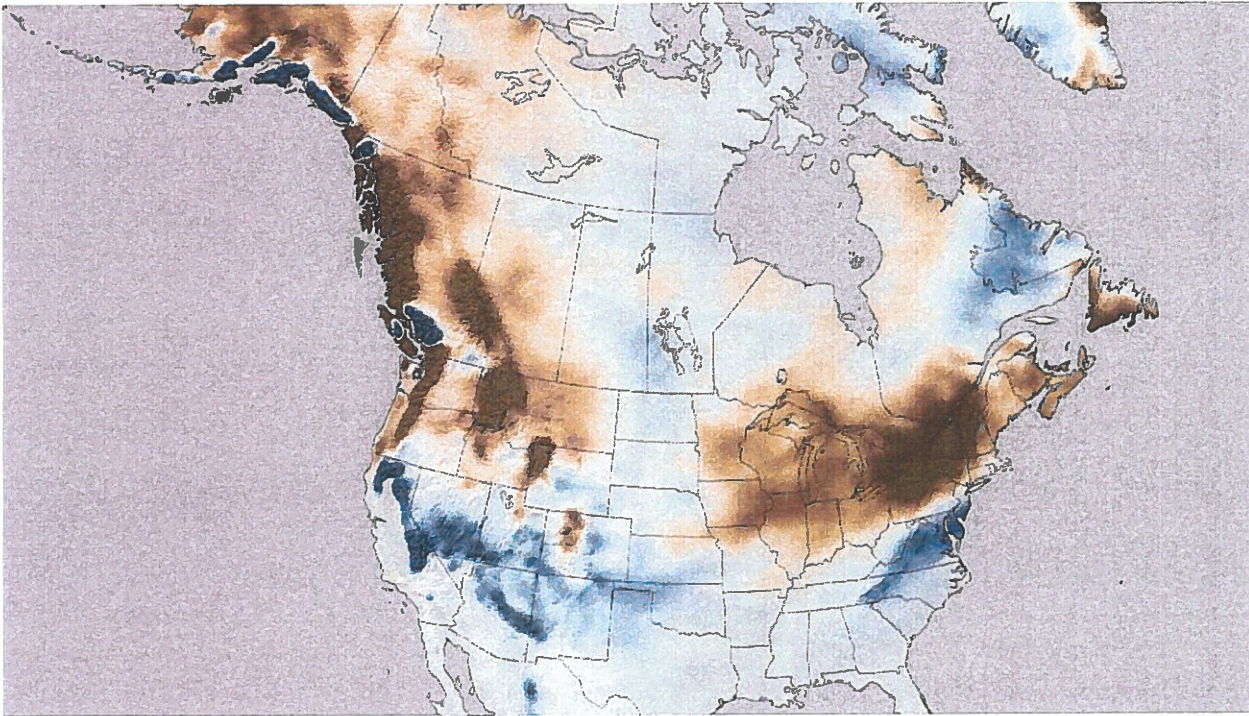
Boat launch at provincial recreation area



# Drought Risk: Long Range Forecast

- Oct-Nov-Dec forecast for Alberta (from ECCC)
  - >70% chance of a strong El Nino winter (warm and dry)
  - 40-60% chance of above normal temperatures
  - Minimal precipitation and snowpack forecast\* (\*but hard to predict)
- Without significant precipitation, spring water levels are expected to be dire
  - “Insurance” from reservoirs used this year
- **Approach → Plan for extreme drought, hope for snow and rain**

# Drought Risk: Predicted El Niño Effects

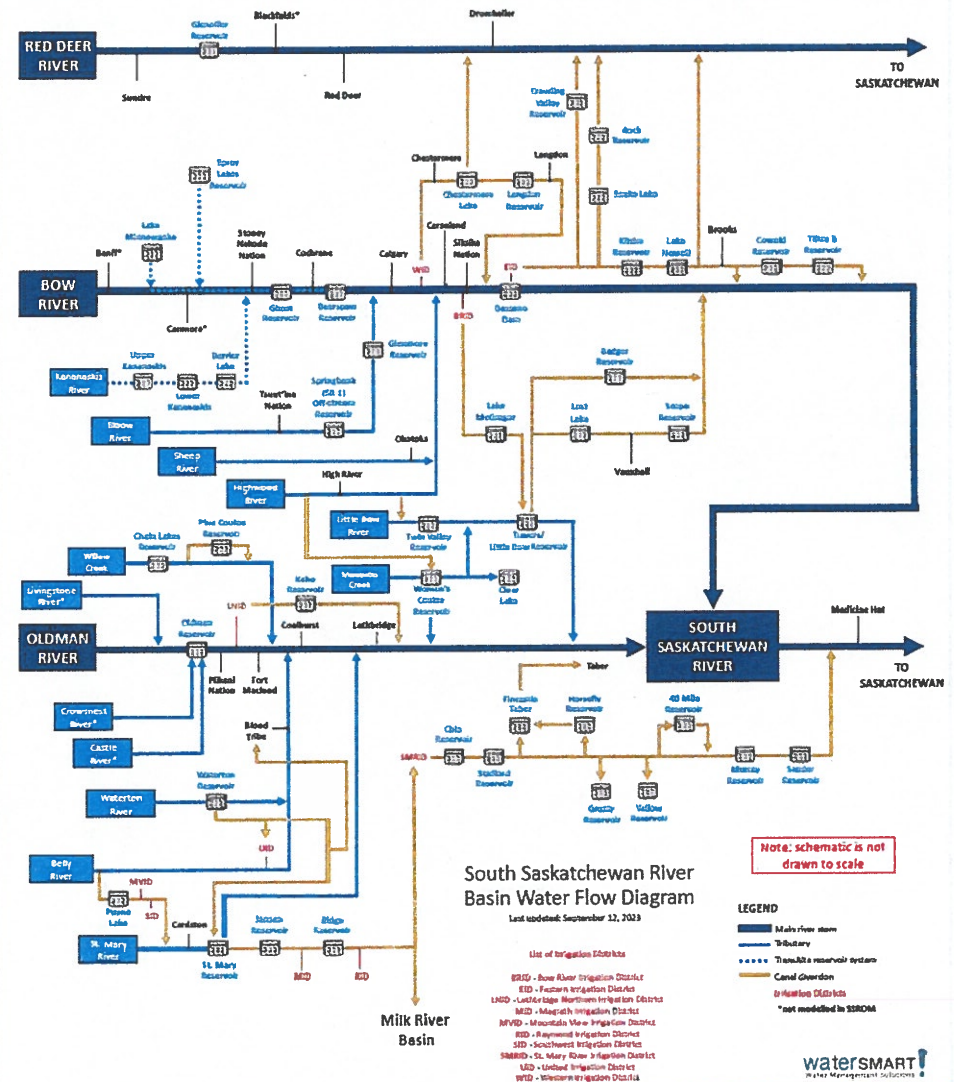


Snowfall during all stronger El Niño winters (January-March) compared to the 1991-2020 average. Blues indicate more snow than average; browns indicate less snow than average.

# Drought Management is Complicated

- Network of interconnected rivers, water reservoirs and canals, intakes and outflows.
- Currently uses a priority system set by licence seniority (First in Time, First in Right).
- FITFIR will not effectively prioritize water based on need in a wide scale drought.
- Provincial agreement to send 50% of natural flow in the SSR to Saskatchewan

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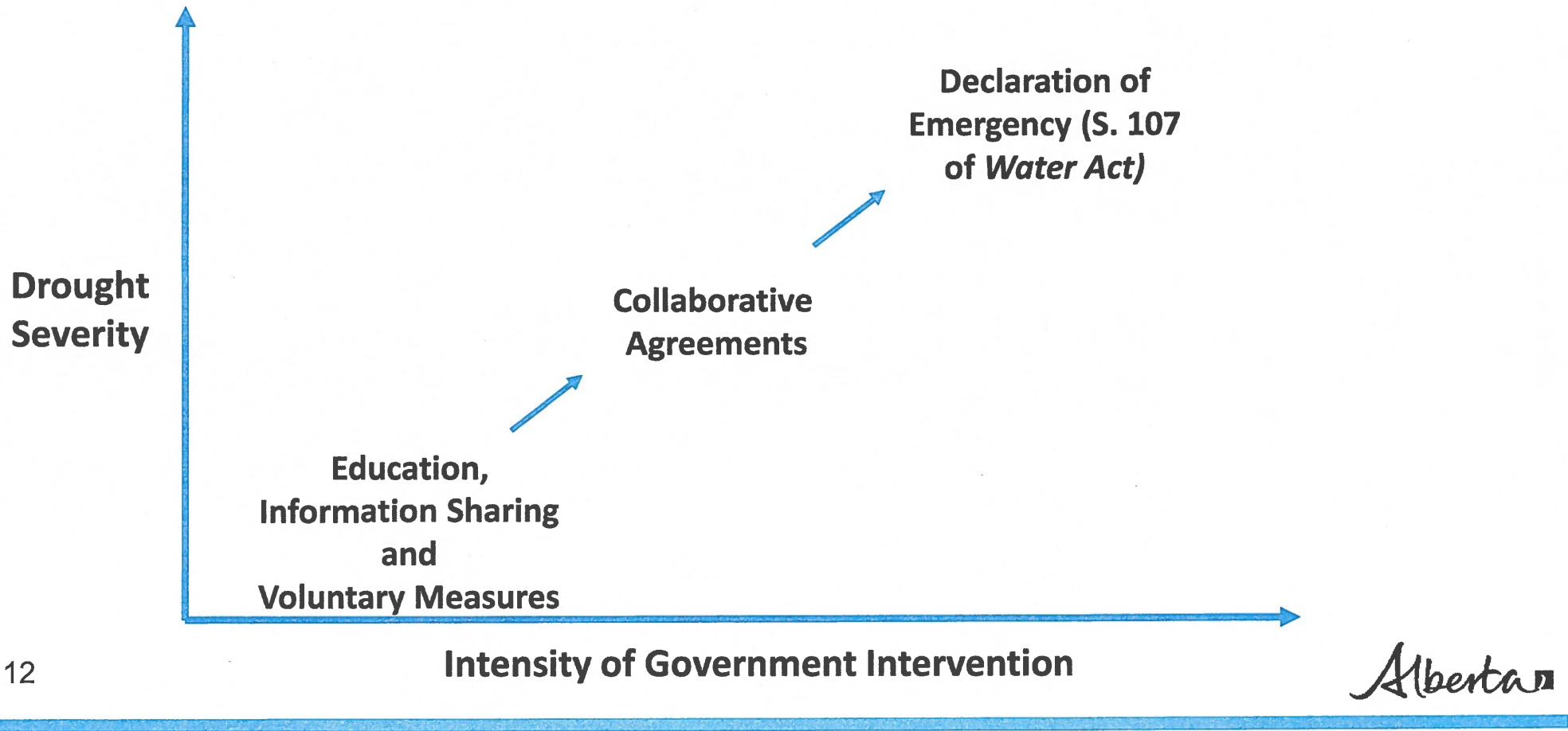


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# Impacts

- EPA is actively communicating with licence holders regarding the situation. Many are expressing concerns about the situation into Spring 2024.
- Some licence holders have been asked to stop taking water due to low river levels. EPA is working with these licence holders to find alternative water sources.
  - Examples: Glencoe neighbourhood near Calgary  
Canadian Fertilizer near Medicine Hat  
Willow Creek farmers and irrigators
- The situation is having **economic and community impacts.**

# Drought Management Tools



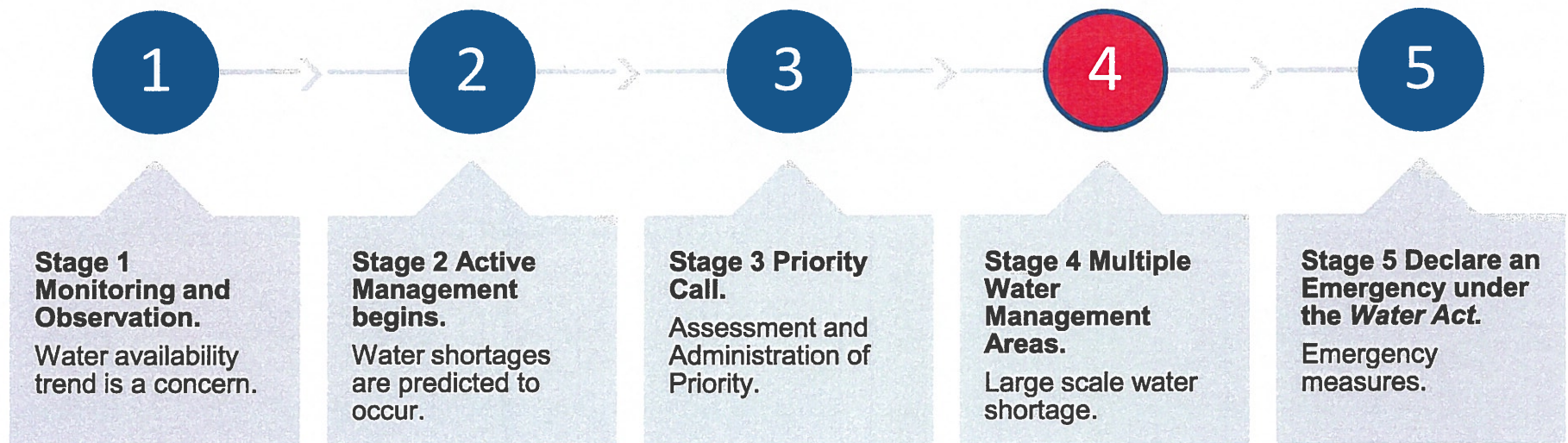


# Drought – Key Elements and Timeline



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# Drought Management



# GOA Drought Response Activities

Focused teams have been established to develop:

- Operational preparedness and advanced planning for 2024
- Assessing Alberta's apportionment commitments
- Developing process to enable regulatory drought tools
- Prioritizing monitoring needs to enhance predictive modeling
- Determining the impact that low flows in rivers combined with effluent discharges have on water quality
- Reviewing the provinces Instream Objectives and Water Conservation Objectives

## How Can You Help?

- What are the opportunities to work through this together?
- What information, activities, plans do you have underway to manage drought?
- How can we leverage this information?

<https://www.alberta.ca/drought>

# Questions/Advice?



Crowsnest River at Hwy 3

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