

# SUMMER VILLAGE OF SILVER SANDS

## AGENDA

Friday, October 28, 2022 at Fallis Community Hall and Via Zoom  
Commencing at 9:00 a.m.

(As per bylaw 286-2018 Council and/or Council Committee meetings may not be  
filmed or voice recorded.)

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1. Call to order

Treaty 6 Territory Land Acknowledgement

The Summer Village of Silver Sands acknowledges we are on Treaty 6 Territory: The ancestral and traditional territory of the Cree, Dene, Blackfoot, Saulteau, Nakota Sioux as well as the Metis. We acknowledge the many First Nations, Metis and Inuit peoples whose footsteps have marked these lands for generations.

2. Agenda

- a) Friday, October 28<sup>th</sup>, 2022 Regular Council Meeting  
(approve agenda as is, or with amendments additions or deletions)

3. Minutes:

p 1-41

- a) Friday, September 30<sup>th</sup>, 2022 Regular Council Meeting  
(approve minutes as is, or with amendments)

4. Delegations:

p 6-12

- a) 9:05 a.m. - Samantha McLean & Tim Roth, The Inspections Group – to discuss the Draft Fee Schedule which adds an Extension fee and a Variance fee – via Zoom.

(approve fee schedule, or some other direction as given by Council at meeting time)

- b) 9:30 a.m. - Tony Sonnleitner, Development Officer, To review untidy/unsightly/bylaw infraction listing.

p 13-22

(direction as given by Council at meeting time)

5. Public Hearings:

n/a

6. Bylaws:

p 14-27

- a) Bylaw 328-2022 - Council & Council Committee Procedural Bylaw

This bylaw before you includes a new item under Section 50 which is the section that deals with the business intended to be dealt with and stated in the agenda in a following order. The new item which will be #2 is the Treaty 6 Territory Land

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Acknowledgement. This Bylaw will rescind the previous Bylaw 317-2021.

*(Give 1<sup>st</sup> reading to Bylaw 328-2022 as is or as amended  
Give 2<sup>nd</sup> reading to Bylaw 328-2022 as is or as amended  
Give unanimous consent to consider third reading of Bylaw 328-2022 as is or as amended  
Give 3<sup>rd</sup> and final reading to Bylaw 328-2022 as is or as amended)*

- p 28-34
- b) Bylaw 260-2016 – Fire Bylaw  
Further to the last Council meeting there was discussion on including a clause in the Fire Bylaw respecting prohibiting the discharge of fireworks in the Summer Village. The bylaw before you is what is currently in place and is here for further discussion of Council. Included is a recommendation from Administration respecting this initiative.

*(direction as given by Council at meeting time)*

- p 35-40
- c) Bylaw 329-2022 - a bylaw for the purpose of cancelling a portion of plan 223 MC and consolidating Lots 24 and 25, Block 1, Plan 223 MC into one new entitled Lot 24A, Block 1, Plan 223 MC. The Development Officer's report on this proposed consolidation is also attached.

*(give 1<sup>st</sup> reading to Bylaw 329-2022 as is or as amended)  
(give 2<sup>nd</sup> reading to Bylaw 329-2022 as is or as amended)  
(give unanimous consent to consider third reading to Bylaw 329-2022 as is or as amended)  
(give third and final reading to Bylaw 329-2022 as is or as amended)*

*(or some other direction as given by Council at meeting time)*

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7. Business: a) Lac Ste. Anne County – Joint Use Infrastructure Capital and Maintenance Cost Share Request – This was before Council at the September meeting and was tabled to provide Council time to consider joint use options with Lac Ste. Anne County. The letter dated September 22, 2022 from Greg Edwards, General Manager of Infrastructure and Planning stated that Lac Ste. Anne County is currently in the process of updating and planning their ongoing maintenance and capital improvement plans and wishes to engage in conversations with Silver Sands on the possibilities of cost sharing works and projects as there is infrastructure that is shared/utilized and enjoyed by both municipalities. While the Council currently does not have any capital improvement project suggestion for Silver Sands, they are inquiring if the Summer Village has any suggestions and to bring them forward for their consideration. The County is also reaching out to see if any of their other services can be of use to the Summer Village. Once Council provides some ideas for discussion, Administration will proceed with inviting Lac Ste. Anne County to the November Council meeting.

p41-42

*(direction as given by Council at meeting time)*

- b) New Municipal Office Location – further to the requirement under section 204 of the *Municipal Government Act*, A Council must name a place as its municipal office. As the office has now relocated, we will require a motion naming same.

*(that the municipal office location be confirmed as 2317 Township Road 545, Lac Ste. Anne County)*

- c) Fortis Franchise Fee for 2023 – each year Council is provided the information with respect to your Fortis franchise fee and Council sets what the franchise fee will be for the subsequent calendar year. Currently your fee is set at 3%, and the cap on fees is 20%. If Council chooses to leave your fee at 3% the estimated revenue generated in 2023 is \$5,530.00, for example, if Council was to consider an

p43-50

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increase to 5%, the estimated revenue generated would be \$9,217.00. A list showing the % fee for other urban municipalities is attached, along with all sorts of other information

*(that the Fortis Franchise Fee for the Summer Village of Silver Sands for the 2022 year be set at \_\_\_\_\_%)*

- PSI-58
- d) Alberta Municipal Affairs Municipal Indicator Reporting – please find attached the noted report for the Summer Village of Silver Sands. You will note we triggered one benchmark indicator – the municipality’s lack of interest in running for office in the last municipal election. An explanation of these municipal indicators as prepared by Alberta Municipal Affairs is attached, as well as the required response that was submitted back to Alberta Municipal Affairs by Administration.

*(that the Municipal Indicator Reporting as provided by Alberta Municipal Affairs for the Summer Village of Silver Sands be acknowledged and accepted for information, along with South View’s reply to the Department)*

- e) New Post Office Boxes – email from Deputy Mayor Turnbull regarding vandalism at new boxes. Further discussion at meeting time.

*(direction as given by Council at meeting time)*

- f) Summer Village Emergency Management Agency – request from Mayor Poulin. Further discussion at meeting time.

*(direction as given by Council at meeting time)*

- g)

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h)

i)

8. Financial a) Income & Expense Statement – as of September 30, 2022  
(accept for information)
9. Councillors' Reports  
a) Mayor  
b) Deputy Mayor  
c) Councillor
10. Administration Reports  
a) Public Works Report  
b) Land Use Bylaw Review update  
c)
11. Information and Correspondence  
p60 a) Alberta Beach – October 20<sup>th</sup>, 2022 letter on  
Organizational Meeting Results  
p61-63 b) Community Peace Officer Reports for July and September  
c) Summer Village of Val Quentin – notification of new CAO  
p64 d) Marlene Walsh and contact information  
North Saskatchewan Watershed Alliance – September 1<sup>st</sup>,  
p65-73 2022 letter and attachments on \$100 membership and  
Annual Report 2021-2022 Synopsis  
p74-87 e) Yellowhead Regional Library – 2023 Budget Overview  
f) FortisAlberta – September 29<sup>th</sup>, 2022 letter on Proposed  
p88-90 2023 Distribution Rates  
g)
12. Open Floor Discussion with Gallery (15 minute time limit)

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#### 14. Adjournment

##### Next Meetings:

- October 29<sup>th</sup>, 2022 – SVLSACE Meeting at Sandy Beach Hall
- November 25<sup>th</sup>, 2022 - Regular Council Meeting
- December – No Council Meeting per Motion 130-21
- January 27<sup>th</sup>, 2022 – Regular Council Meeting
- February 24<sup>th</sup>, 2022 – Regular Council Meeting

SUMMER VILLAGE OF SILVER SANDS  
REGULAR COUNCIL MEETING MINUTES  
FRIDAY, SEPTEMBER 30, 2022  
HELD IN PERSON AT FALLIS HALL AND VIRTUALLY VIA ZOOM

	<b>PRESENT</b>	<p>Mayor: Bernie Poulin  Deputy Mayor: Liz Turnbull  Councillor: Graeme Horne</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (CAO)  Heather Luhtala, Assistant CAO</p> <p>Public Works: Dustin Uhlman, Public Works Supervisor</p> <p>Attendees: Dave Ives, Fire Chief, Onoway Regional Fire Services</p> <p>Delegation(s): n/a</p> <p>Public at Large: 1 (via zoom), 2 (in person)</p>
1.	<b>CALL TO ORDER</b>	<p>Mayor Poulin called the meeting to order at 9:00 a.m.</p> <p>The Summer Village of Silver Sands acknowledges we are on Treaty 6 Territory: The ancestral and traditional territory of the Cree, Dene, Blackfoot, Saulteau, Nakota Sioux as well as the Metis. We acknowledge the many First Nations, Metis and Inuit peoples whose footsteps have marked these lands for generations.</p> <p>Mayor Poulin acknowledged today as the National Day for Truth and Reconciliation. A day which honours the children who never returned home and Survivors of residential schools, as well as their families and communities. Public commemoration of the tragic and painful history and ongoing impacts of residential schools is a vital component of the reconciliation process. Mayor Poulin called for 2 minutes of silence in recognition of this day and encouraged everyone to take the time to pause and learn something about Canada's history and take part in something related to this day.</p>
2.	<b>AGENDA</b> 163-22	<p><b>MOVED</b> by Councillor Horne that the September 30, 2022 Regular Council Meeting agenda be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b> 164-22	<p><b>MOVED</b> by Deputy Mayor Turnbull that the minutes of the August 26, 2022 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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4.	<b>DELEGATION(S)</b> 165-2022	Dave Ives, Fire Chief, Onoway Regional Fire Services <b>MOVED</b> by Councillor Horne that Council accept for information the verbal presentation from Dave Ives, Fire Chief, Onoway Regional Fire Services.  <p style="text-align: right;"><b>CARRIED</b></p>
5.	<b>PUBLIC HEARING</b>	n/a
6.	<b>BYLAWS</b>	n/a
7.	<b>BUSINESS</b>	
	166-22	<b>MOVED</b> by Councillor Horne that draft policy A-ADM-MR-1 be approved as presented.  <p style="text-align: right;"><b>CARRIED</b></p>
	167-22	<b>MOVED</b> by Deputy Mayor Turnbull that the Summer Village of Silver Sands enter into an agreement with Town of Mayerthorpe for the provision of Community Peace Officer/Bylaw Officer services per the draft contract as provided by Town of Mayerthorpe via email September 8, 2022 AND THAT the Summer Village continue to pursue alternate service options.  <p style="text-align: right;"><b>CARRIED</b></p>
	168-22	<b>MOVED</b> by Deputy Mayor Turnbull that the EOEP Session on Council's Role in Strategic Planning scheduled as 4 sessions over 4 weeks being October 5, October 12, October 19, and October 26 be accepted for information.  <p style="text-align: right;"><b>CARRIED</b></p>
	169-22	<b>MOVED</b> by Mayor Poulin that Council and Administration be authorized to attend the Justice & Solicitor General stakeholder engagement sessions on how a Community Justice Centre could improve access to justice and address the root causes of crime in our communities. The conversations will occur between September and November of 2022.  <p style="text-align: right;"><b>CARRIED</b></p>
	170-22	<b>MOVED</b> by Deputy Mayor Turnbull that the Inspections Group be invited to attend the next Council meeting (virtually) to further discuss the changes to the updated Fee Schedule and clarify terms (extension & variance).  <p style="text-align: right;"><b>CARRIED</b></p>

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	171-22	<b>MOVED</b> by Deputy Mayor Turnbull that Council accept for information the letter from Greg Edwards, General Manager of Infrastructure and Planning for Lac Ste. Anne County dated September 22, 2022 with respect to joint use infrastructure capital and maintenance cost-share request AND THAT this item be brought back to the October meeting to give Council time to consider joint opportunities AND FURTHER THAT the County be invited to the November Council meeting for further discussion on this topic. <b>CARRIED</b>
	172-22	<b>MOVED</b> by Councillor Horne that Council ratify approval of the boat launch gravelling project AND THAT funding for the project in the amount of \$6,541.00 be authorized from the capital road reserve if the amount can not be absorbed within the 2022 approved budget. <b>CARRIED</b>
8.	<b>FINANCIAL</b> 172-22	<b>MOVED</b> by Deputy Mayor Turnbull that Council accept for information the Income and Expense Statement as of August 31, 2022 as presented. <b>CARRIED</b>
9.	<b>COUNCIL REPORTS</b> 173-22	<b>MOVED</b> by Councillor Horne that the Council reports be accepted for information as presented. <b>CARRIED</b>
10.	<b>ADMINISTRATION &amp; PUBLIC WORKS REPORTS</b> 174-22	<b>MOVED</b> by Councillor Horne that the Administration and the Public Works reports be accepted for information as presented. <b>CARRIED</b>
11.	<b>CORRESPONDENCE</b>	n/a
12.	<b>OPEN GALLERY</b> 175-22	<b>MOVED</b> by Deputy Mayor Turnbull that Council accept for information the discussion with the open gallery. <b>CARRIED</b>
13.	<b>CLOSED MEETING</b>	n/a

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<b>14.</b>	<b>NEXT MEETING(S)</b>	The next regular Council meeting is scheduled for Friday, October 28, 2022 at 9:00 a.m. at Fallis Hall.
<b>15.</b>	<b>ADJOURNMENT</b>	The meeting adjourned at 10:18 a.m.

\_\_\_\_\_  
Mayor, Bernie Poulin

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

UNAPPROVED

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### Summer Village of Silver Sands

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## BUILDING PERMIT FEE SCHEDULE

### RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.52 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.41 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.39 per sq. ft. + SCC levy \$157.50 (minimum fee) + SCC levy
<b>Accessory Buildings</b>	
Garages (attached or detached)	(under 624 sq. ft.) \$157.50 + SCC levy
Shops, garages, storage buildings	(over 624 sq. ft.) \$0.39 per sq. ft. + SCC levy
Decks or garden storage sheds	\$0.39 per sq. ft. + SCC levy (min \$131.25 + SCC levy)
Relocation of Home (set-up on basement or foundation)	\$0.39 per sq. ft. + SCC levy (min \$157.50)
Fireplaces (if not included in new construction) (flat rate)	\$105.00 + SCC levy
Demolitions Residential (flat rate)	\$105.00 + SCC levy
Geothermal Heating	\$273.00 + SCC levy

### COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.56 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,560.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$420.00 + SCC levy
Demolitions Commercial (flat rate)	\$157.50 + SCC levy

### MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$367.50 + SCC levy
Basement Development	\$0.39 sq. ft. + SCC levy (min. \$157.50)
Mobile Homes Set-up	\$236.25 + SCC levy
Basement Development (if on foundation)	\$0.39 sq. ft. + SCC levy (min. \$157.50)

**NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!**

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

Supplementary inspections and re-inspections performed in addition to those required under the Summer Village's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

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**Summer Village of Silver Sands**

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**GAS PERMIT FEE SCHEDULE**

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$99.75	10,000	\$99.75	210,000	\$136.50
2	\$105.00	20,000	\$99.75	230,000	\$136.50
3	\$115.50	30,000	\$99.75	250,000	\$147.00
4	\$131.25	40,000	\$99.75	300,000	\$157.50
5	\$141.75	50,000	\$105.00	350,000	\$168.00
6	\$152.25	60,000	\$105.00	400,000	\$178.50
7	\$168.00	70,000	\$105.00	450,000	\$189.00
8	\$183.75	80,000	\$105.00	500,000	\$194.25
9	\$199.50	90,000	\$105.00	550,000	\$199.50
10	\$220.50	100,000	\$110.25	600,000	\$204.75
11	\$225.75	110,000	\$110.25	650,000	\$210.00
12	\$231.00	120,000	\$110.25	700,000	\$215.25
13	\$241.50	130,000	\$110.25	750,000	\$220.50
14	\$252.00	140,000	\$110.25	800,000	\$225.75
15	\$262.50	150,000	\$120.75	850,000	\$231.00
16	\$267.75	160,000	\$120.75	900,000	\$236.25
17	\$273.00	170,000	\$120.75	950,000	\$241.50
18	\$278.25	180,000	\$120.75	1,000,000	\$267.75
19	\$283.50	190,000	\$120.75	1,000,001 to 2,000,000	\$288.75
20	\$288.75	200,000	\$126.00	<b>Over 2,000,000 Add \$6.30 per 100,000 BTU</b>	

**Propane and Small Installations**

- Propane Tank Sets (New or Replacements) \$94.50 per appliance
- Temporary Heat \$94.50 per appliance
- Gas/Propane Cylinder Refill Centers \$299.25 per appliance
- Replacement Commercial or Industrial Appliances (per unit)**
- 1 - 400,000 BTU Input \$152.25 per Unit
- 400,001 - 3,000,000 BTU Input \$236.25 per Unit
- Over 3,000,000 BTU Input \$341.25 per Unit

**NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!**

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When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

Supplementary inspections and re-inspections performed in addition to those required under the Summer Village's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).





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**PLUMBING PERMIT FEE SCHEDULE  
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	21	\$204.75
2	\$105.00	22	\$210.00
3	\$110.25	23	\$215.25
4	\$115.50	24	\$220.50
5	\$120.75	25	\$225.75
6	\$126.00	26	\$231.00
7	\$131.25	27	\$236.25
8	\$136.50	28	\$241.50
9	\$141.75	29	\$246.75
10	\$147.00	30	\$252.00
11	\$152.25	31	\$257.25
12	\$157.50	32	\$262.50
13	\$162.75	33	\$267.75
14	\$168.00	34	\$273.00
15	\$173.25	35	\$278.25
16	\$178.50	36	\$283.50
17	\$183.75	37	\$288.75
18	\$189.00	38	\$294.00
19	\$194.25	39	\$299.25
20	\$199.50	40	\$304.50
<b>Add \$4.20 per fixture over 40</b>			

**PRIVATE SEWAGE PERMITS**

Private Sewage System - \$393.75  
 Holding Tanks - \$157.50

**NOTE:** Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

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**PLUMBING PERMIT FEE SCHEDULE  
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	35	\$288.75	69	\$477.75
2	\$105.00	36	\$294.00	70	\$483.00
3	\$110.25	37	\$299.25	71	\$488.25
4	\$115.50	38	\$304.50	72	\$493.50
5	\$120.75	39	\$309.75	73	\$498.75
6	\$126.00	40	\$315.00	74	\$504.00
7	\$131.25	41	\$320.25	75	\$509.25
8	\$136.50	42	\$325.50	76	\$514.50
9	\$141.75	43	\$330.75	77	\$519.75
10	\$147.00	44	\$336.00	78	\$525.00
11	\$152.25	45	\$341.25	79	\$530.25
12	\$157.50	46	\$346.50	80	\$535.50
13	\$162.75	47	\$351.75	81	\$540.75
14	\$168.00	48	\$357.00	82	\$546.00
15	\$173.25	49	\$362.25	83	\$551.25
16	\$178.50	50	\$367.50	84	\$556.50
17	\$183.75	51	\$372.75	85	\$561.75
18	\$189.00	52	\$378.00	86	\$567.00
19	\$194.25	53	\$383.25	87	\$572.25
20	\$199.50	54	\$388.50	88	\$577.50
21	\$204.75	55	\$393.75	89	\$582.75
22	\$210.00	56	\$399.00	90	\$582.75
23	\$215.25	57	\$404.25	91	\$582.75
24	\$225.75	58	\$409.50	92	\$582.75
25	\$236.25	59	\$414.75	93	\$582.75
26	\$241.50	60	\$420.00	94	\$588.00
27	\$246.75	61	\$425.25	95	\$593.25
28	\$252.00	62	\$430.50	96	\$598.50
29	\$257.25	63	\$441.00	97	\$603.75
30	\$262.50	64	\$446.25	98	\$609.00
31	\$267.75	65	\$451.50	99	\$614.25
32	\$273.00	66	\$462.00	100	\$619.50
33	\$278.25	67	\$467.25	Add \$3.15 each fixture over 100	
34	\$283.50	68	\$472.50		

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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**ELECTRICAL PERMIT FEE SCHEDULE**  
 (For “Other Than” New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$99.75	23,000.01 – 24,000	\$441.00	100,000.01 – 110,000	\$735.00
1,000.01 – 1,500	\$115.50	24,000.01 – 25,000	\$451.50	110,000.01 – 120,000	\$782.25
1,500.01 – 2,000	\$126.00	25,000.01 – 26,000	\$462.00	120,000.01 – 130,000	\$829.50
2,000.01 – 2,500	\$136.50	26,000.01 – 27,000	\$472.50	130,000.01 – 140,000	\$871.50
2,500.01 – 3,000	\$147.00	27,000.01 – 28,000	\$483.00	140,000.01 – 150,000	\$918.75
3,000.01 – 3,500	\$157.50	28,000.01 – 29,000	\$493.50	150,000.01 – 160,000	\$966.00
3,500.01 – 4,000	\$168.00	29,000.01 – 30,000	\$504.00	160,000.01 – 170,000	\$1,008.00
4,000.01 – 4,500	\$178.50	30,000.01 – 31,000	\$514.50	170,000.01 – 180,000	\$1,050.00
4,500.01 – 5,000	\$189.00	31,000.01 – 32,000	\$525.00	180,000.01 – 190,000	\$1,092.00
5,000.01 – 5,500	\$199.50	32,000.01 – 33,000	\$535.50	190,000.01 – 200,000	\$1,134.00
5,500.01 – 6,000	\$210.00	33,000.01 – 34,000	\$540.75	200,000.01 – 210,000	\$1,176.00
6,000.01 – 6,500	\$220.50	34,000.01 – 35,000	\$546.00	210,000.01 – 220,000	\$1,218.00
6,500.01 – 7,000	\$231.00	35,000.01 – 36,000	\$551.25	220,000.01 – 230,000	\$1,260.00
7,000.01 – 7,500	\$241.50	36,000.01 – 37,000	\$556.50	230,000.01 – 240,000	\$1,302.00
7,500.01 – 8,000	\$252.00	37,000.01 – 38,000	\$561.75	240,000.01 – 250,000	\$1,354.50
8,000.01 – 8,500	\$262.50	38,000.01 – 39,000	\$567.00	250,000.01 – 300,000	\$1,449.00
8,500.01 – 9,000	\$273.00	39,000.01 – 40,000	\$572.25	300,000.01 – 350,000	\$1,554.00
9,000.01 – 9,500	\$283.50	40,000.01 – 41,000	\$577.50	350,000.01 – 400,000	\$1,643.25
9,500.01 – 10,000	\$294.00	41,000.01 – 42,000	\$582.75	400,000.01 – 450,000	\$1,748.25
10,000.01 – 11,000	\$304.50	42,000.01 – 43,000	\$588.00	450,000.01 – 500,000	\$1,853.25
11,000.01 – 12,000	\$315.00	43,000.01 – 44,000	\$593.25	500,000.01 – 550,000	\$1,958.25
12,000.01 – 13,000	\$325.50	44,000.01 – 45,000	\$598.50	550,000.01 – 600,000	\$2,063.25
13,000.01 – 14,000	\$336.00	45,000.01 – 46,000	\$603.75	600,000.01 – 650,000	\$2,168.25
14,000.01 – 15,000	\$346.50	46,000.01 – 47,000	\$609.00	650,000.01 – 700,000	\$2,273.25
15,000.01 – 16,000	\$357.00	47,000.01 – 48,000	\$614.25	700,000.01 – 750,000	\$2,378.25
16,000.01 – 17,000	\$367.50	48,000.01 – 49,000	\$619.50	750,000.01 – 800,000	\$2,483.25
17,000.01 – 18,000	\$378.00	49,000.01 – 50,000	\$630.00	800,000.01 – 850,000	\$2,588.25
18,000.01 – 19,000	\$388.50	50,000.01 – 60,000	\$640.50	850,000.01 – 900,000	\$2,693.25
19,000.01 – 20,000	\$399.00	60,000.01 – 70,000	\$651.00	900,000.01 – 950,000	\$2,798.25
20,000.01 – 21,000	\$409.50	70,000.01 – 80,000	\$656.25	950,000.01 – 1,000,000	\$2,903.25
21,000.01 – 22,000	\$420.00	80,000.01 – 90,000	\$661.50	Over \$1,000,000 please contact The Inspections Group Inc.	
22,000.01 – 23,000	\$430.50	90,000.01 – 100,000	\$677.25		

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**ELECTRICAL PERMIT FEE SCHEDULE  
 (For “NEW” Single Family Residential)**

Square Footage	Permit Fee
Up to 1200 square feet	\$168.00
1201 to 1500 square feet	\$194.25
1501 to 2000 square feet	\$220.50
2001 to 2500 square feet	\$246.75
Over 2500 square feet	\$273.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$126.00
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Mobile home connection	\$99.75
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$99.75)
Temporary Service	\$157.50

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**ANNUAL ELECTRICAL PERMIT FEE SCHEDULE**

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$472.50 (maximum 2 hours inspection time thereafter \$99.75 per hour or portion thereof)
\$2,000 to \$5,000	\$472.50 plus \$3.41 each \$105 cost of fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$630 plus \$1.68 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,260 plus \$1.15 each \$100 cost or fraction of \$100 over \$50,000.

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# Summer Village of Silver Sands

Report to Council

**Meeting:** October 28, 2022 - Regular Council Meeting

**Originated By:** Tony Sonnleitner, Development Officer, Summer Village of Silver Sands

**Development Permits:**

**None**

**Letters of Compliance:**

**22COMP26-31 Plan 223 MC, Block 1, Lots 15 and 16 : 15 Alder Avenue**

**Enforcement:**

**Site reviews / action / status -**

**Plan 223 MC; 1; 2A**

**Concern – 5<sup>th</sup> Wheel in front yard**

**Conforms to Development Permit 20DP15-31**



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**Plan 223 MC; 2; 16A**

Concern – 2 RVs not on pads (Front Yard)

Recommendation that a Stop Order be issued for the removal of one of the RVs.



**Plan 223 MC; 3; 19**

Concern – 2 RVs not on site, one with no pad

Lands currently only one RV on the site, thus comply with Development Permit 20DP10-31



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**Plan 223 MC; 6; 21**

Concern – Unfinished Cabin ?? Unsightly/Unsafe

This building predates my DP records. It is recommended that a Stop Order be issued, requiring the building to be completed or removed from the site. The Safety Codes permits have also lapsed.



**Plan 223 MC; 6; 22**

**Plan 223 MC; 6: 23**

Concern – RV with no pad or permit? (It was noted by Council that the RV use on this two lots has been historical, and that such use may be protected under s. 643 of the Act.

Recommendation of an Order for the removal of the RVs. The Development Authority seeks Council direction.

Lot 22



15

Lot 23



**Plan 862 2226; 11; 4**

Concern – RV converted to cabin / Unsightly yard

It would be my recommendation that an Enforcement Order under s. 645 be issued for the removal of the derelict structures and address the overgrown state of the property.



**Plan 223 MC; 7; 12A**

Concern – Shed on roadway

Shed has been removed

(No Picture)

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**Plan 2357 MC; 9; 17**

Concern – Very Unsightly, abandoned site? Safety Concern

Historically, enforcement tags have been sent to this property.

It would be my recommendation that an Enforcement Order under s. 645, be issued against the Lands, and if there is not compliance, the Municipality proceed with the clean up.



**Plan 2357 MC; 10; 8**

Concern – Truck Camper / Abandoned

It would be my recommendation that an Enforcement Order under s. 645 be issued for the removal of the Truck Camper and address the overgrown state of the property.



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**Plan 2357 MC; 10; 10**

Concern – Lands completely overgrown.

Where a Violation Tag under the Untidy and Unsightly Bylaw has been issued against the Lands the Municipality proceed with the clean up.



**Plan 074 0530; 6; 5**

Concern – RV with no parking pad

Recommend: Issuance of a Stop Order for removal of the RV and clean up of the site.



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**Plan 074 0530; 6; 8**

Concern – Unsightly stuff piled up / Oversize shed

It would be my recommendation that an Enforcement Order under s. 645 be issued for the removal of the various chattels and address the overgrown state of the property.



**Plan 074 0530; 6; 17**

Concern – Unsightly shed / living quarters

Issuance of a Stop Order to have the building removed from the site.



**Plan 074 0530; 6; 22**

Concern – RV with no pad

The site has been cleaned and is devoid of RVs.

(No picture)

19



**Plan 2941 MC; 1; 9**

Concern – RV with no pad

There is a dwelling, so RV is compliant. The pad could be improved.



**Plan 2941 MC; 2; 1**

Concern – Abandoned Van, Derelict Cabin

The Development Authority seeks direction of the whole Council as to whether the Van and Dwelling are in such a state requiring removal.



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**Plan 2941 MC; 2; 13**

Concern – RV with no pad, Above ground septic tank

A Stop Order should be issued for the RV, above ground septic tanks do not contravene the legislation.



**Plan 2941 MC; 2; 18**

Concern – RV with no pad, Shed with living quarters?

The Development Authority seeks direction as to the manner by which this building should be addressed. Development Permit has been issued for the RV.



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**Plan 2941 MC; 4; 8**

Concern – 2 RVs 1 Pad

Complies with Bylaw, pad could be improved.

(No Picture)

**Plan 2941 MC; 4; 9**

Concern – 2 RVs 1 Pad

Complies with Bylaw, Development Permit 20DP09-31 in place.

(No Picture)

**Plan 2941 MC; 4; 26**

Concern – C-Can remains on site

Complies with Bylaw, Development Permit 22DP05-31 in place.

(No Picture)

Regards,

Tony Sonnleitner, Development Officer



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

---

**WHEREAS**, the Council of the Summer Village of Silver Sands 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 Silver Sands;

**NOW THEREFORE**, the Council of the Summer Village of Silver Sands 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 Silver Sands.
  - 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 Silver Sands 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) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
  - g) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
  - h) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
  - i) "Meetings" means meetings of Council and Council committees.
  - j) "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;

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**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 Silver Sands' 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 9:00 a.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.

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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 or 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

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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 1:00 p.m. on a business day at least five (5) days immediately preceding 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;

#### **Rules of Order**

46. 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**

47. 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 1:00 p.m. on a business day at least five (5) days before the meeting.



48. 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. two (2) days before the meeting.
49. 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.
50. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
  1. Call to Order
  2. Treaty 6 Territory Land Acknowledgment
  3. Agenda Adoption
  4. Minutes Adoption
  5. Delegations
  6. Public Hearings
  7. Bylaws
  8. Business
  9. Financial
  10. Council Reports
  11. Administration Reports
  12. Information & Correspondence
  13. Open Floor Discussion with Gallery – Total time provision of 15 minutes
  14. Closed Meeting
  15. Adjournment
51. 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.
52. 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**

53. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
54. 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.
55. 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**

- 56. 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.
- 57. Every bylaw shall have three separate and distinct readings.
- 58. 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.
- 59. 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.
- 60. 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.
- 61. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
- 62. 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**

- 63. 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.
- 64. 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

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Council.

65. Unapproved meeting minutes are to be posted on the Summer Village website within 7 business days of the meeting.
66. Approved minutes are to be posted on the Summer Village website within 3 business days of the meeting.
67. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #317-2021 and comes into full force and effect upon third and final reading.

**READ** a first time this 28<sup>th</sup> day of October, 2022.

**READ** a second time this 28<sup>th</sup> day of October, 2022.

**UNANIMOUS CONSENT** to proceed to third reading this 28<sup>th</sup> day of October, 2022.

**READ** a third and final time this 28<sup>th</sup> day of October, 2022.

**SIGNED** this 28<sup>th</sup> day of October, 2022.

---

Mayor, Bernie Poulin

---

Chief Administrative Officer, Wendy Wildman



SUMMER VILLAGE OF SILVER SANDS  
APPENDIX A

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

General duties of Councillors  
153

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

SUMMER VILLAGE OF SILVER SANDS  
APPENDIX B

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

General duties of chief elected official  
154

- (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 SILVER SANDS  
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.

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 SILVER SANDS 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?"



- 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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## Silver Sands Fire Bylaw

Administration is recommending the following changes to the fire bylaw with respect to Council's desire to prohibit the discharge of fireworks within the Summer Village.

### Under Definitions, include:

Fireworks: means an outdoor, low hazard, firework that is designed for recreational use. They include but are not limited to items like Roman candles, sparklers, fountains, multi-shot cakes, volcanoes, mines, and snakes.

### Under Offences, include:

No person shall set off Fireworks within the Municipality of the Summer Village of Silver Sands at any time with the exception of the Summer Village of Silver Sands in recognition of the occasions of the Family Day Picnic and Canada Day.

**BYLAW NO. 260  
SUMMER VILLAGE OF SILVER SANDS**

**Being a Bylaw of the Summer Village of Silver Sands enacted for the prevention or extinguishing of fires, for the preservation of life and property, the protection from injury or destruction of fire, firefighting costs, recovery and penalties.**

---

**WHEREAS** Section 7(e) and (f) of the Municipal Government Act, Chapter M 28 of the Statutes of Alberta 2000, provides that a council may pass bylaws for the safety, health and welfare of people and the protection of people and property, imposition of penalties for offenses, as well as services provided by or on behalf of the municipality as may be considered proper by Council;

**AND WHEREAS** Section 553(1)(G) OF THE Municipal Government Act, being Chapter M-26-1 of the Statutes of Alberta 2000, provides that a Council may pass a bylaw making the owner of a parcel liable for costs and expenses related to the municipality extinguishing fires on the parcel, and unpaid costs and expenses for extinguishing fires on the parcel may be added to the tax roll of that parcel of land;

**AND WHEREAS** the Forest and Prairie Protection Act, R.S.A. 2000 with amendments thereto, grants certain additional powers and responsibilities to Summer Village of Silver Sands, Council may pass bylaws for the prevention of prairies or running fires and the enforcement of the provisions of the Forest and Prairie Protection Act in that behalf;

**AND WHEREAS** the Council of the Summer Village of Silver Sands pursuant to the powers and responsibilities granted to it pursuant to the Municipal Government Act and the Forest and Prairie Protection Act wishes to provide for the prevention, regulation and control of the lighting of fires within Silver Sands and for the preservation of life and property from damage or destruction by fire on the terms hereinafter provided;

**NOW THEREFORE**, the Council of the Summer Village of Silver Sands, duly assembled, enacts as follows:

**PART 1 – NAME OF BYLAW**

1.1 This bylaw may be cited as the "Fire Bylaw".

**Part 11 – DEFINITIONS**

2.1 In this Bylaw:

- (a) "Apparatus" means any vehicle, machinery, device, equipment or material for firefighting, as well as any vehicle used for transporting firefighters or supplies;
- (b) "Council" means the Council of Summer Village of Silver Sands;
- (c) "Department" means a fire department providing coverage to the Summer Village of Silver Sands through a formal agreement with the Town of Onoway and/or any applicable aide agreements;
- (d) "Equipment" means any tools, contrivances, devices or materials used by the Department to combat an incident or other;
- (e) "Fire Control Order" means the banning of outdoor fires and may be implemented by either the Minister or a resolution of Council;

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- (f) "Incident" means a fire or situation where an explosions imminent or any other situation where there is a danger or a possible danger to life or property or both and to which the department has responded;
- (g) "Incinerator Fire" means a fire that is confined within a non-combustible structure, container or barrel with openings covered with a heavy gauge metal screen having a mesh size not larger than 6 millimeters and which is used for the purpose of burning refuse;
- (h) "Manager" means the Chief Administrative Officer or his/her designate
- (i) "Member" means the Department Fire Chief, Deputy Fire Chief and members of the department
- (j) "Minister" means the Minister responsible for enforcing the Forest and Prairie Protection Act;
- (k) "Outdoor Fire" means any other fire other than that defined as a Structure Fire and shall include fires involving humus, soil, farm produce, bush, grass, feed, straw, coal or any fire that has escaped or spread from a building, structure, machine, vehicle or incinerator;
- (l) "Structure Fire" means a fire confined to and within any building, structure, machine or vehicle which will or is likely to cause destruction of or damage to such building, structure, machine or vehicle;

#### PART 111 FIRE CONTROL ORDERS

- (a) The Forest and Prairie Protection Act, Section 21(1), Fire Control Orders, sets out the conditions for the Minister to order suspension or cancellation within any part of Alberta all fire permits or prohibit the lighting or require the extinguishing of a fire set other than under the authority of a permit;
- (b) This bylaw authorizes the council of Summer Village of Silver Sands, by resolution, to impose a Fire Control Order in all or part of the Summer Village of Silver Sands.

#### PART 1V EXEMPTIONS

A Fire Permit is not required under this bylaw for an attended Outdoor Fire that is set for the purposes of cooking or obtaining warmth.

#### PART V RECOVERY OF FIRE FIGHTING COSTS

- (a) Where the Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or incident in the Summer Village of Silver Sands for the purpose of preserving life or property from injury or destruction by fire or other incident on land, including roads within the Summer Village of Silver Sands, including any action taken by the department on a false alarm, the Chief Administrative Officer or his designate may in respect of any costs incurred by the Department in taking such action, if the Chief Administrative Officer or his designate feels that proper grounds for doing so exist, charge any costs so incurred to the owner or occupant of the land, structure or vehicle in respect of which the action was taken.
- (b) The costs and fees to be charged by the Department for services rendered pursuant to this bylaw shall be as shown on Schedule "A" attached and forming part of this bylaw as determined by Council by resolution from time to time.

- (c) In the event that the owner or occupant of any land within the Summer Village of Silver Sands shall feel aggrieved by any action taken by the Chief Administrative Officer or his designate pursuant to Part V(a), such owner or occupant shall have a period of thirty (30) days from the date of mailing of notice of the action taken by the Chief Administrative Officer or his designate to appeal to Council the action taken by the Chief Administrative Officer or his designate and the decision of Council on any such appeal shall be final and binding upon the owner or occupant of the land and shall not be subject to any further appeal.
- (d) In respect of land within the Summer Village of Silver Sands, in the event that the amount levied by the Chief Administrative Officer or his designate is not paid within sixty (60) days after the date of mailing of a notice pursuant to Part V(a), or in the event of an appeal, within sixty (60) days of the date of mailing of the decision of Council on appeal, the amount levied and unpaid shall be charged against the land upon which the fire was extinguished as taxes due and owing in respect of that land.

#### PART V1 OFFENCES

- (a) No person shall light an Outdoor Fire or a Structure Fire unless he is the holder of a subsisting Fire Permit if required under this bylaw.
- (b) No person shall permit an Outdoor Fire or Structure Fire to be lit upon land that is owned or occupied by him or under his control except when such fire is permitted pursuant to this bylaw
- (c) When a fire is lit under the circumstances described in Part V1(b), the owner or occupant of the land or the person having control of the land upon which such fire is lit shall:
  - (i) extinguish the fire immediately;
  - (ii) where he is unable to extinguish the fire immediately, report the fire to the Department.
- (d) No person shall light an Outdoor Fire, a Structure Fire or an Incinerator Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times.
- (e) No person shall conduct any activity that involves the use of fire that might reasonably be expected to cause a fire, unless he exercises reasonable care to prevent the fire from occurring.
- (f) No person shall light an Outdoor Fire when weather conditions are conducive to a fire readily escaping out of control.
- (g) No person shall fail to take reasonable steps to control a fire for the purpose of preventing it from spreading onto land other than his own.
- (h) No person shall deposit, discard or leave any burning matter or substance in a place where it might ignite other matter and result in a fire.

#### PART V11 PENALTIES

- (a) Any person who fails to hold a subsisting Fire Permit when one is required under this bylaw is guilty of an offense and is liable to a fine of \$100.00 on summary conviction for the first offense in any calendar year; to a fine of \$200.00 on summary conviction for the second offense in any calendar year and a fine of \$300.00 on summary conviction for the third and each subsequent offense in a calendar year.
- (b) A person who fails to comply with any provision contained in this bylaw, except for the failure to hold a subsisting Fire Permit which is otherwise

provided for under Part V1(a) of this bylaw, is guilty of an offense and is liable on conviction to a fine of not less than \$250.00 and not more than \$1000.00.

PART V111 SEVERABILITY

- (a) Should any part of this Bylaw be found to have been improperly enacted for any reason, then such section or part shall be regarded as severable from the rest of this Bylaw and this Bylaw remaining after such severance shall be effective and enforceable as if the part found to be improperly enacted had not been enacted as part of this Bylaw.

Notwithstanding any of the preceding conditions, when the "No Open Fires" signs are posted at the entrances to the Summer Village of Silver Sands, no fires of any kind whether they require a permit or not may be ignited within the Summer Village of Silver Sands and any existing fires must be extinguished immediately.

THIS BYLAW SHALL COME INTO FORCE AND EFFECT ON THE FINAL DAY OF THE PASSING THEREOF.

Read a first time this 5th day of February, 2016

Read a second time this 5th day of February, 2016

Read a third time and finally passed this 5th day of February, 2016

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator

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## Schedule "A"

### Fire Bylaw Fee Schedule

<u>Item</u>	<u>Fee</u>
<b>Municipal Fire, Rescue and Decontamination Services</b>	
Fire Engine Unit complete with two (2) NFPA certified firefighters	\$280.00 per hour \$2.50 per kilometer for the fire engine unit (round trip)
Fire Only Rapid Attack Unit complete with Two (2) NFPA certified firefighters	\$190.00 per hour \$2.00 per kilometer for truck (round trip)
<b>Wild Fire Land Suppression System and Standby Services</b>	
Class 2 Engine (on road) with one (1) NFCA Certified Operator	\$190.00 per hour (including travel time) \$2.50 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)
Class 3 Engine (on/off road) with one (1) NFPA Certified Operator	\$140.00 per hour (including travel time) \$2.00 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)
Class 6 Engine (on/off road) with one (1) NFPA Certified Operator	\$110.00 per hour (including travel time) \$2.00 per kilometer for the fire truck (round trip – from base to scene and/or from assignment to assignment)
Tandem Water Truck / Tender (body job) with Operator	\$140.00 per hour (including travel time) \$2.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)
Class 7 Engine (off road) with one NFCA Certified Operator	\$80.00 per hour (including travel time) \$1.50 per kilometer for delivery (from base to scene and /or from assignment to assignment)
Command / Transport Vehicle	\$135.00 per hour
<b>Additional Fees</b>	
Additional firefighters	\$60.00 per hour (each)
Consumables	Cost of the consumable plus 25%
Third party contractors	Cost of the contractor plus 10%
Consulting, Training or Specialty Services to the Town	To be individually quoted

The fire fees will follow the rates in the fire services agreement between the Town of Onoway and the Summer Village of Silver Sands, including annual cost of living adjustments, or as amended by Council resolution from time to time.

## Schedule "A"

### Fire Bylaw Fee Schedule

<u>Item</u>	<u>Fee</u>
<b>Municipal Fire, Rescue and Decontamination Services</b>	
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<b>Additional Fees</b>	
Additional firefighters	\$60.00 per hour (each)
Consumables	Cost of the consumable plus 25%
Third party contractors	Cost of the contractor plus 10%
Consulting, Training or Specialty Services to the Town	To be individually quoted

The fire fees will follow the rates in the fire services agreement between the Town of Onoway and the Summer Village of Silver Sands, including annual cost of living adjustments, or as amended by Council resolution from time to time.



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**A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE  
PROVINCE OF ALBERTA, FOR THE PURPOSE OF CANCELLING A  
PORTION OF PLAN 223 M.C.**

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**BEING A BYLAW FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 223 M.C.**

**WHEREAS** Section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

**AND WHEREAS** the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

**AND WHEREAS** every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

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

1. IT IS HEREBY ORDERED that the lands described as Lots 24 and 25, Block 1, Plan 223 M.C. are to be cancelled from the plan of subdivision of record which is registered in the Land Titles Office for the NORTH Alberta Land Registration District.
2. IT IS FURTHER ORDERED the cancelled lands be established as a single new lot known as Lot 24A, Block 1, Plan 223 M.C.
3. THIS ORDER shall not be effective unless filed by the applicant in the office of the Registrar within NINETY DAYS from the date of this Order.

THE REGISTRAR for NORTH Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his opinion, to give effect to this Order; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in the connection with carrying out this Order shall be borne by the applicant.

READ A FIRST TIME THIS 28<sup>th</sup> DAY OF October, AD 2022.

READ A SECOND TIME THIS 28<sup>th</sup> DAY OF October, AD 2022.

READ A THIRD AND FINAL TIME THIS 28<sup>th</sup> DAY OF October, AD 2022.

SIGNED AND PASSED THIS 28<sup>th</sup> DAY OF October, AD 2022.

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BYLAW NO. 329-2022

Municipal Government Act RSA 2000 Chapter M-26  
Section 658

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Mayor, Bernie Poulin

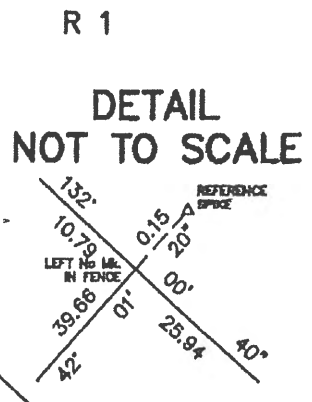
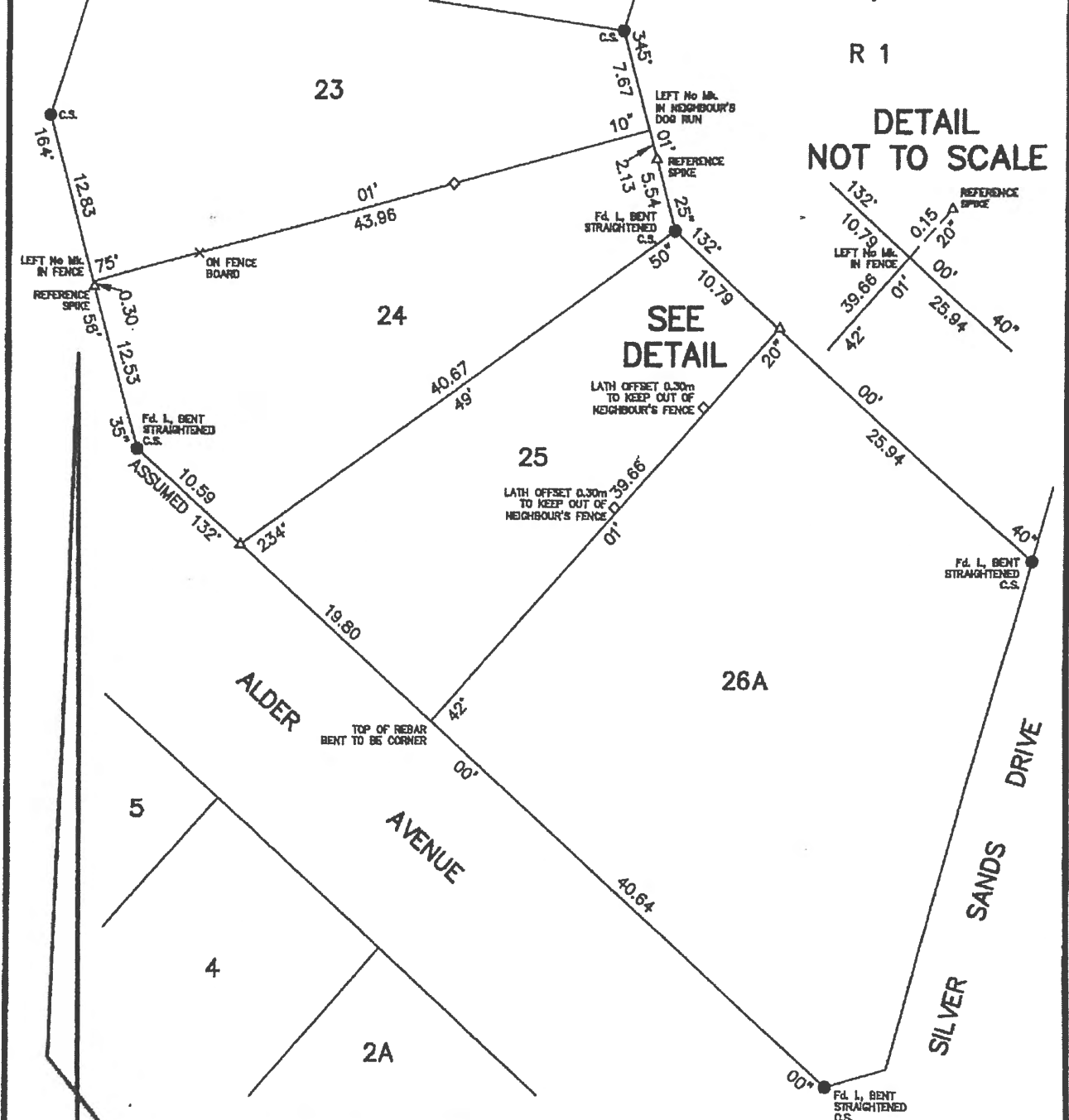
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Chief Administrative Officer, Wendy Wildman

BYLAW NO. 329-2022

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**PLOT PLAN SHOWING  
LOCATION OF PROPERTY CORNERS & PERIMETER LINES  
LOTS 24 & 25 - BLOCK 1 - PLAN 223 M.C.  
24 & 25 ALDER AVENUE - SUMMER VILLAGE OF SILVER SANDS  
SCALE: 1:400 2021 D. WILSON, A.L.S**



<b>NOTES:</b> DISTANCES ARE IN METRES AND DECIMALS THEREOF	
STATUTORY IRON SURVEY POSTS FOUND SHOWN THUS	●
PLANTED SPIKE SHOWN THUS	▲
PLANTED LATH SHOWN THUS	◇
FELT MARK SHOWN THUS	×

<b>DON WILSON SURVEYS LTD.</b>
BOX 4120, BARRHEAD, ALBERTA
T7N 1A1 PHONE: (780) 674-2287
FILE: 21482 DATE: SEPTEMBER 23, 2021

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**DEVELOPMENT OFFICER'S REPORT  
PLAN CANCELLATION BYLAW NO. 329-2022**

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**APPLICANTS / OWNERS: RAW FIVE HOLDINGS LTD.**

**DISTRICT:** R - Residential

**LEGAL DESCRIPTIONS:** Lots 24 & 25, Block 1, Plan 223 MC - #24 and #25 Alder Avenue within the Summer Village of Silver Sands

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**PROPOSAL:**

To cancel, by Bylaw, a portion of Plan 223 MC to allow for the consolidation of Lots 24 & 25, Block 1, Plan 223 MC into one new lot entitled Lot 24A, Block 1, Plan 223 MC.

**REGULATIONS:**

**M.G.A.** Section 658                      Cancellation of plan of subdivision

**COMMENTS:**

The applicants have requested His Worship Mayor and Council's favourable consideration of their application to cancel a portion of Plan 223 MC to allow for the consolidation of the two lots that they own into one within the Summer Village of Silver Sands (See attached application form dated October 10, 2022). The subject lands are Plan 223 MC, Block 1, Lot 24 and Plan 223 MC, Block 1, Lot 25. Lot 24 has a 23.12 m (75.8 ft – irregular angle) frontage on the Municipal Roadway (Alder Avenue), depth of +/- 42.2 m (138.0 ft); and has a northeast boundary with Municipal Reserve Lot R1 measuring 7.67 m (25.2 ft). Lot 25 has a 19.8 m (65.0 ft) frontage on the Municipal Roadway (Alder Avenue), depth of +/- 40.0 m (131.0 ft); and has a northeast boundary with Municipal Reserve Lot R1 measuring 10.79 m (35.4 ft) (See attached Site Map). Both lots are currently vacant save some piles of firewood (See attached photo).

**RECOMMENDATIONS:**

It is the recommendation of the Development Officer that favourable consideration be granted to approve the Plan Cancellation Bylaw No. 329-2022, as requested, to allow for the consolidation of the subject two (2) lots, for the following reasons:

1. The proposal conforms to the requirements of the Land Use Bylaw and does not impinge upon the economic development of the Lands.
2. The proposal satisfies the requirements of Municipal Government Act, RSA 2000, Ch. M-26, Section 658, as amended.
3. It has been typical for His Worship & Council to look favourably upon such applications.

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**PLAN 223 MC, BLOCK 1, LOTS 24 AND 25 : 24 AND 25 ALDER AVENUE, PHOTOGRAPH OF THE SUBJECT LANDS TAKEN BY THE DEVELOPMENT OFFICER ON OCTOBER 20, 2022.**



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## MGA Section 658

## Cancellation of plan of subdivision

### Cancellation of plan of subdivision

658(1) On the application of one or more owners of a parcel of land in a plan of subdivision, a council may by bylaw order the plan cancelled, in whole or in part.

(2) A council may pass a bylaw under subsection (1) only with the consent of

- (a) the owners of the parcel of land in the plan of subdivision,
- (b) every person shown on the certificate of title of the land in the plan of subdivision as having an estate or interest in it, and
- (c) the Crown in right of Alberta, if the plan of subdivision shows a highway or road or other right of way vested in the Crown for which no certificate of title has been issued.

(3) A plan cancellation may not be effected only or primarily for the purpose of disposing of reserves.

(3.1) If all of a plan is cancelled, deferred reserve caveats and environmental reserve easements are also cancelled.

(4) If all reserve land has been cancelled from a plan of subdivision, the resulting parcel of land, if it is subsequently subdivided, may be subject to the provisions of this Part respecting reserves.

(5) If a plan is cancelled in part, a deferred reserve caveat may be placed against the consolidated certificate of title reflecting any reserve land that was cancelled and that will be owing if the parcel is subsequently subdivided.

September 22, 2022

Summer Village of Silver Sands  
Box 8  
Alberta Beach, AB T0E 0A0

Attn: Wendy Wildman, CAO

**Re: Joint Use Infrastructure - Capital and Maintenance Cost-Share Request**

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Lac Ste Anne County is currently in the process of updating and planning our ongoing maintenance and capital improvement plans. As such we wish to engage in conversations with your municipality on the possibilities of cost sharing these works and projects as we have infrastructure that is shared/utilized and enjoyed by both municipalities. We have successfully completed joint projects with a few municipalities in the past in this manner and wish to continue to be better together.

The projects we wish to start a conversation on with your municipality are:

**Capital Improvements**

- County has none to initiate at this time

Lac Ste. Anne County does not currently have any capital suggestions at this time, however, if the Summer Village has any suggestions, please bring them forward for our consideration. By collaboratively upgrading infrastructure all residents will enjoy a safer, more pleasing commute to their destinations and access to infrastructure.

The County is also reaching out to see if any of our other services can be of use to your Municipality. Some examples are as follows.

**Other suggestions – Joint Use Service Considerations**

- OH&S
- CPO & Animal Control
- Weed & Pest Control
- Assessment
- FCSS
- Public Works – Plowing/Sanding/Pot holing/etc.
- Administrative Financial Software

Please advise if Silver Sands is open to further discussion around this proposal. This will allow us to work towards setting and negotiating budgets and cost sharing percentages either for the 2023 season or sometime in the next 5 years. If your Municipality is interested in furthering discussions on any of the above topics under “Other Suggestions”, please indicate with a check mark and return to my attention.

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**LAC STE. ANNE COUNTY**

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In turn, if Silver Sands has any capital improvements or other cost sharing services, they would also like to entertain cost sharing with the County, we would be interested in hearing and discussing them.

If you have any questions or concerns, please reach out to me.

Yours truly,

A handwritten signature in blue ink, appearing to read "G. Edwards".

Greg Edwards, P.Eng.  
General Manager Infrastructure and Planning

Cc: Council – LSAC  
Mike Primeau - LSAC

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**FortisAlberta Franchise Fee Documents/Changes - South View**

Kelsey Nixon <kelsey.nixon@fortisalberta.com>

on behalf of

Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>

Wed 9/28/2022 1:14 PM

To: Summer Village Office <administration@wildwillowenterprises.com>

Cc: Nicole Smith <nicole.smith@fortisalberta.com>

Good afternoon,

**RE: Request Confirmation of Electric Distribution Franchise Fee for 2023**

As part of your Electrical Distribution System Franchise Agreement with FortisAlberta you have the annual ability to either **Increase, decrease, or keep your franchise fee the same, with written notice.**

**IMPORTANT TIMELINES TO ENSURE FRANCHISE FEE CHANGES ARE IMPLEMENTED BY JANUARY 1, 2023.**

1. Review the attached Franchise Fee Calculator and present the recommendations to Council.
2. If Council is proposing an **increase or decrease to your franchise fee**, a resulting impact to the customer's annual billing is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks.** (Please use the sample advertisement that is attached).
2. If **increasing** your franchise fee, it must stay within the current **Franchise Fee Cap of 20%.**
3. Please email clear copies of the following documentation to Kelsey Nixon @ [kelsey.nixon@fortisalberta.com](mailto:kelsey.nixon@fortisalberta.com). The documentation **must be received no later than November 10, 2022.**

**INCLUDE:**

- Copies of **both** advertisements.
  - **Publication dates** for both advertisements.
  - Name & location of newspaper.
4. Any late, inaccurate, or incomplete responses may be subject to late Alberta Utilities Commission (AUC) approvals, which may cause your new franchise fee to be in **effect April 1, 2023.**

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5. If Council decides to keep the current franchise fee you do not have to advertise, but please notify Kelsey Nixon @ [kelsey.nixon@fortisalberta.com](mailto:kelsey.nixon@fortisalberta.com)

### TIPS FOR USING THE FRANCHISE CALCULATOR

Attached you will find the FortisAlberta Franchise Calculator specific to your municipality. The spreadsheet is intended to assist in determining the estimated revenue forecast from your Franchise Fee.

- On the first tab: **Financial Impacts**, you can change the Franchise Fee percentage (**yellow cell**)  
By changing this cell, the spreadsheet will automatically update to reflect your estimated revenue for 2023.



The screenshot shows a spreadsheet interface. At the top, it says "Franchise Fee Calculator Changes:". Below that, a large yellow rectangular area is highlighted, containing the text "Yellow area is to calculate different franchise fee." At the bottom of this yellow area, there is a table with two columns: "2023 Proposed Franchise Percentage" and "0.00%". A blue arrow points to the right side of the yellow area.

- On the second tab: Residential Bill Impacts, you can view the impact to an Average Residential Bill Impact on the second tab by changing cell F21 & F39.

(You will need this information for your advertisement if you are changing your current fee)

- On the third tab: January 2020 to June 2022 you can see how much revenue your municipality has collected over the last two and a half years.

**Please note:** All rate increases/decreases are estimated and have not been approved with the AUC. The Distribution Tariff revenues shown are estimates only, and are subject to change dependent on several factors, including but not limited to fluctuations in the amount of electrical services within the municipality, their electrical consumption increasing or decreasing, and/or changes to Transmission or Distribution rates and riders.

If you have any questions or concerns, please contact me or your Stakeholder Relations Manager.

Thank you,

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**MUNICIPAL FRANCHISE FEE RIDERS**

**Availability:** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

**Price Adjustment:**

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	14%	2022/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	15%	2022/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	13%	2022/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2022/04/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

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Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	13%	2013/01/01	04-0378	Larkspur	3%	2020/04/01
02-0088	Didsbury	17%	2016/01/01	01-0200	Leduc	16%	2014/01/01
02-0091	Drayton Valley	10%	2016/01/01	02-0202	Legal	15%	2021/01/01
03-0093	Duchess	15%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0208	Longview	17%	2017/01/01
03-0096	Edberg	13%	2021/01/01	03-0209	Lougheed	5%	2016/01/01
03-0097	Edgerton	15%	2022/01/01	02-0211	Magrath	10%	2021/01/01
02-0100	Edson	4.75%	2020/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0215	Mayerthorpe	11%	2022/01/01
03-0112	Foremost	7%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0115	Fort Macleod	15%	2018/10/01	02-0218	Milk River	12%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0219	Millet	16%	2019/01/01
02-0124	Gibbons	10%	2013/01/01	03-0220	Milo	20%	2017/01/01
03-0128	Glenwood	5%	2022/04/01	02-0224	Morinville	20%	2013/07/01
04-0129	Golden Days	0%	2017/01/01	04-0230	Nakamun Park	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	02-0232	Nanton	9%	2019/01/01
04-0134	Grandview	0%	2016/01/01	02-0236	Nobleford	0%	2013/10/01
04-0138	Gull Lake	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	9.50%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2014/01/01	02-0240	Onoway	10%	2022/01/01
02-0151	Hinton	11.73%	2022/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	15%	2021/04/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	16%	2022/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	8%	2022/04/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	20%	2022/01/01
04-0187	Kapasiwin	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01

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Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0270	Rockyford	5%	2015/04/01	04-0371	Whispering Hills	5%	2016/10/01
03-0272	Rosemary	14.50%	2020/01/01	02-0350	Whitecourt	3.32%	2021/01/01
04-0273	Ross Haven	0%	2016/01/01	04-0354	Yellowstone	3%	2016/01/01
03-0276	Ryley	3%	2016/01/01				
04-0279	Seba Beach	4%	2014/01/01				
02-0280	Sedgewick	9%	2020/01/01				
04-0283	Silver Sands	3%	2018/01/01				
04-0369	South Baptiste	0%	2005/05/01				
04-0288	South View	3%	2019/01/01				
01-0291	Spruce Grove	20%	2016/01/01				
01-0292	St. Albert	10%	2021/01/01				
03-0295	Standard	0%	2015/01/01				
02-0297	Stavelly	6%	2021/01/01				
03-0300	Stirling	12%	2019/01/01				
02-0301	Stony Plain	20%	2013/01/01				
09-0302	Strathcona County	0%	TBD				
02-0303	Strathmore	20%	2020/07/01				
03-0304	Strome	9%	2022/01/01				
02-0307	Sundre	10%	2020/01/01				
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	15%	2019/01/01				
02-0311	Taber	18%	2020/07/01				
02-0315	Thorsby	20%	2014/01/01				
02-0318	Tofield	5%	2015/01/01				
02-0321	Turner Valley	10%	2017/01/01				
04-0324	Val Quentin	0%	2016/01/01				
02-0326	Vauxhall	8%	2022/01/01				
02-0331	Viking	8%	2013/01/01				
02-0333	Vulcan	20%	2013/10/01				
03-0364	Wabamun	10%	2017/01/01				
02-0335	Wainwright	11%	2020/04/01				
07-0159	Waterton Park	8%	2018/10/01				
03-0338	Warburg	10%	2015/01/01				
03-0339	Warner	5%	2021/01/01				
04-0344	West Cove	0%	2018/01/01				
02-0345	Westlock	14.75%	2022/01/01				
01-0347	Wetaskiwin	13.80%	2020/01/01				

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Market Code	Market	Rate Category	2022 Franchise Fee Revenue to Date	2022 Distribution Fee Revenue to Date	2022 Franchise Fee Revenue to Date Actual	12 Month Termination (ESTIMATE)	12 Month Distribution (ESTIMATE)	12 Month Franchise Fee (ESTIMATE)	2023 Proposed Termination Revenue Change	2023 Proposed Franchise Fee Revenue Change	2023 Termination Revenue (ESTIMATE)	2023 Distribution Revenue (ESTIMATE)	2023 D&E Marketing Proposed (ESTIMATE)	2023 D&E Marketing Fee (ESTIMATE)	2023 Franchise Fee Revenue at Percentage (ESTIMATE)
04-0033	Other Units	11 - Standard Service	28,224	0	0	0	0	0	-0.1%	4,426	0	0	11,000.00	0	0
04-0033	Other Units	21 - Street Units	160	0	0	0	0	0	-0.1%	224	0	0	14,200.00	0	0
04-0033	Other Units	24 - Van Light Service	0	0	0	0	0	0	-0.1%	0	0	0	0	0	0
04-0033	Other Units	41 - Small General Services	864	0	0	0	0	0	-0.2%	4,791	0	0	3,000.00	0	0
			27,248	0	0	0	0	0		14,441	0	0	18,000.00	0	0
<b>2022 Current Franchise Fee</b>			<b>3,072</b>												
<b>2022 Estimated Franchise Fee Revenue if your Franchise Fee remains the same</b>			<b>5,230</b>												
<b>2023 Estimated Franchise Fee Revenue if your Franchise Fee remains the same</b>			<b>5,530</b>												
<b>Franchise Fee Calculator Change:</b>															
<b>Yellow area is to calculate different franchise fee.</b>															
<b>2023 Proposed Franchise Percentage</b>			<b>4.33%</b>												
<b>2023 Proposed Franchise Fee Revenue if your Percentage is changed</b>			<b>5,530</b>												
<b>Difference in Franchise Fees Calculated from 2022 to 2023 with Proposed D&amp;E Rate Changes</b>			<b>0</b>												

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## Advertisement Template

### FRANCHISE FEE INCREASE/DECREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of \_\_\_\_\_ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective **January 1, 2023\***.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (City) (Town) (Village) (Summer Village). This local access fee will be **increased/decreased** from \$\_\_ ( \_\_ %) to \$\_\_ ( \_\_ %) \*\* of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 640 kWh consumption in 30 days.

Questions or concerns should be directed to \_\_\_\_\_ (Name), \_\_\_\_\_ (Position) at (\_\_\_\_) \_\_\_\_\_ (Phone Number).

Thank you.

**\*Your advertisement must include the full date**

**\*\*Your advertisement must have the \$ amount and the % amount**

*These numbers are calculated for you once you enter the proposed change in the Franchise Calculator on the first tab (yellow box); the second tab (Residential Bill Impact) automatically populates with the estimated Residential Bill Impact by dollar & percentage.*

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (Effective Jan. 1, 2020) Distribution Tariff Estimated Rate Final Based on Current % Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.062728	640 kWh	\$40.17
Basic Daily Charge	\$0.8167	30 Days	\$24.50
			\$64.67
Current Franchise Fee	0.00%		\$0.00
	GST 5.0%		\$3.23
			\$67.90
Current Annual Franchise Fee Costs: 50 * 12 = 50			

Proposed Residential Customer Monthly Costs			
Rate 11 (Proposed January 2021 Estimated Distribution Tariff Based on NEW % Franchise Fee			
Delivery Service Charge			
All kWh Delivered*	\$ 0.062756	640 kWh	\$43.24
Basic Daily Charge*	\$ 0.82087	30 Days	\$25.70
			\$68.94
Estimated Proposed Franchise Fee	2.00%		\$1.38
	GST 5.0%		\$3.52
			\$73.92
Proposed Annual Franchise Fee Costs: 53.38 * 12 = \$15.56			
* Includes a simulated Rate charge			

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Please email your 2022-2023 franchise decision by **November 10th, 2022** to Kelsey Nixon.

Kelsey Nixon – Stakeholder Relations Advisor  
780-464-8859  
[kelsey.nixon@fortisalberta.com](mailto:kelsey.nixon@fortisalberta.com)

From:  
Municipality:  
Phone:  
Email:

- No Change
- Increase, From \_\_\_\_\_% to **New Percentage:** \_\_\_\_\_%
- Decrease, From \_\_\_\_\_% to **New Percentage:** \_\_\_\_\_%

Please email Kelsey and include the following attachments if **any** changes are being made to the Franchise Fee:

- Clear copies of **both** advertisements (**ran consecutively for two weeks**).
- Publication dates for **both** advertisements.
- Name & location** of newspaper.

_____ <b>Signature</b>	
_____ <b>Print Name</b>	_____ <b>Title</b>
_____ <b>Municipality</b>	_____ <b>Date</b>

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## 2021 Municipal Indicator Results: Summer Village of Silver Sands (0283)

Municipal Information Services <ma.updates@gov.ab.ca>

Wed 10/5/2022 3:12 PM

To: Summer Village Office <administration@wildwillowenterprises.com>

Cc: Municipal Information Services <ma.updates@gov.ab.ca>

Wendy Wildman  
Chief Administrative Officer  
Summer Village of Silver Sands

Dear Wendy,

Beginning in 2017, Alberta Municipal Affairs began reporting on a new performance measure. This measure identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure was developed in consultation with stakeholders, and 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 with each of the 13 municipal indicators having 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.

While your municipality was deemed not to face potential viability challenges this year, it did not meet the threshold for one or more benchmark indicators. The attached Excel file shows the indicators your municipality did not meet the defined benchmark for in the 2021 financial year.

The benchmarks established by Municipal Affairs for each indicator provide a general indication of acceptable risks. However, a municipality may have unique circumstances or alternative strategies that justify a different result. Therefore, we ask you to complete the attached Excel template to provide your feedback or any explanatory information about your performance on the identified indicator(s). Your responses will be included in the Municipal Indicator Dashboard but will not appear in the Municipal Indicator Results report, as your municipality flagged less than three non-critical indicators.

Municipal indicator results are available on the online Municipal Indicator Dashboard (<https://www.alberta.ca/municipal-indicators.aspx>). The 2021 Municipal Indicator Results report will be released on the open government portal in early 2023 (<https://open.alberta.ca/publications/municipal-indicator-results>).

If you require assistance completing the feedback form, or need information about the future release of indicator results, please call, toll-free at 310-0000, then 780-427-2225, and ask to speak to a member of the Information Services Team or email [ma.updates@gov.ab.ca](mailto:ma.updates@gov.ab.ca).

Thank you,

Gary Sandberg  
Assistant Deputy Minister

Attachments:

2021 Municipal Indicator Result Feedback Form (Excel file)

Municipal Indicator Explanation (PDF file)

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# Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>1 - Audit Outcome</b></p> <p>An audit report in the municipality's audited annual financial statements.</p>	<p>The audit report does not identify a going concern risk or denial of opinion.</p>	<p>The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.</p>	<p>Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.</p>
<p><b>2 - Ministry Intervention</b></p> <p>Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i>, such as a viability review, or where directives were issued pursuant to an inspection.</p>	<p>The municipality was not the subject of a Municipal Affairs intervention.</p>	<p>Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.</p>	<p>Complete Minister-directed processes and actions.</p>

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See the indicator results at [alberta.ca/municipal-indicators.aspx](http://alberta.ca/municipal-indicators.aspx)

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>3 - Tax Base Balance</b></p> <p>The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.</p>	<p>The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.</p>	<p>The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.</p>	<p>Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.</p>
<p><b>4 - Tax Collection Rate</b></p> <p>The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.</p>	<p>The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.</p>	<p>The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.</p>	<p>Review tax collection and recovery policies and processes.</p>
<p><b>5 - Population Change</b></p> <p>The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.</p>	<p>The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.</p>	<p>The population of the municipality is stable or growing.</p>	<p>Consider how services and infrastructure can be scaled down to accommodate reduced demands.</p>

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>6 - Current Ratio</b></p> <p>The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).</p>	<p>The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.</p>	<p>The municipality is able to pay for its current financial obligations using cash or near-cash assets.</p>	<p>Consider increasing revenues or reducing costs to provide additional working capital.</p>
<p><b>7 - Accumulated Surplus/Deficit</b></p> <p>The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).</p>	<p>The municipality has a positive (above zero) surplus.</p> <p>An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i>. Municipalities in a deficit position are required to recover the shortfall in the next year.</p>	<p>The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.</p>	<p>Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.</p>
<p><b>8 - On-Time Financial Reporting</b></p> <p>Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.</p>	<p>The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.</p>	<p>The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.</p>	<p>Consider additional resources to complete year-end accounting on a timely basis.</p>

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See the indicator results at [alberta.ca/municipal-indicators.aspx](http://alberta.ca/municipal-indicators.aspx)

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>9 - Debt to Revenue Percentage</b></p> <p>The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.</p>	<p>The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has maintained reasonable levels of borrowing debt.</p>	<p>Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.</p>
<p><b>10 - Debt Service to Revenue Percentage</b></p> <p>The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.</p>	<p>The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>
<p><b>11 - Investment In Infrastructure</b></p> <p>The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.</p>	<p>The municipality's average capital additions exceed the average amortization (depreciation).</p>	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	<p>Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>

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See the indicator results at [alberta.ca/municipal-indicators.aspx](http://alberta.ca/municipal-indicators.aspx)

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p><b>12 - Infrastructure Age</b></p> <p>The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).</p>	<p>The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.</p>	<p>The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.</p>	<p>Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>
<p><b>13 - Interest in Municipal Office</b></p> <p>The number of candidates running in a municipal election relative to the total number of councillor positions up for election.</p>	<p>The number of candidates exceeded the number of councillor positions.</p>	<p>The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.</p>	<p>Consider increased focus on community engagement.</p>

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See the indicator results at [alberta.ca/municipal-indicators.aspx](https://alberta.ca/municipal-indicators.aspx)

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# 2021 Municipal Indicator Reporting

Summer Village of Silver Sands

The information contained below is presented fairly and is to the best of my knowledge correct.

Name, Title: Wendy Wildman, Chief Administrative Officer

Date: 06-Oct-22

*Alberta* ■

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**Indicator #13 INTEREST IN MUNICIPAL OFFICE**

Municipalities with strong interest in local elections often mean there is a local interest in good governance. Interest in Municipal Office measures the ratio of candidates to total council positions in the most recent election.

**2021 Result**

**Acclaimed**

**Expected Result**

**number of candidates >**

**number of elected positions**

***Summer Village of Silver Sands Response***

As the 3 acclaimed candidates were all incumbents, this indicated to us that the residents were happy with who had been representing them and wanted them to continue. However, as this is not what is assumed by your indicator, administratively, and prior to the next election, we will recommend the municipality hosts, independently or jointly in the region, a municipal and local authorities 101 seminar to engage/invite councillor-minded residents to consider taking the step to run in the next election.

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**Public Works Report**

**SVSS Council Meeting October 28, 2022**

**Update from September 30, 2022 Council Meeting**

1. No Updates

**New Items**

1. Paige is finished for the year. Really hope she would be available to return next year.
2. Boat Launch signage has been removed for the year.
3. Sold culverts removed from old drainage and the pull behind wood chipper.
4. Working on clearing drainage ditches of leaves and general fall housekeeping.

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# Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

October 20, 2022

## Re: Alberta Beach Organizational Meeting

Council of Alberta Beach held their Organizational Meeting on October 18<sup>th</sup>, 2022. The results of their Organizational Meeting are as follows;

Mayor.....	Angela Duncan	angeladuncan@albertabeach.com
Deputy Mayor.....	Tara Elwood	taraelwood@albertabeach.com
Councillor.....	Debbie Durocher	debbiedurocher@albertabeach.com
Councillor.....	Kelly Muir	kellymuir@albertabeach.com
Councillor.....	Daryl Weber	darylweber@albertabeach.com

### Committee Appointments:

- Alberta Beach Ag Society Agriplex Operations – Councillor Muir and Deputy Mayor Elwood as alternate
- Alberta Beach Ag Society Beachwave Park Operations – Councillor Durocher
- Alberta Beach Campground Advisory Committee – Deputy Mayor Elwood and Councillor Muir
- Alberta Beach Inter-municipal Development Plan Steering Committee – Mayor Duncan and Deputy Mayor Elwood
- Alberta Beach Library Board – Deputy Mayor Elwood
- Alberta Beach Museum & Archives – Councillor Durocher
- Alberta Beach Public Works Advisory Committee – Deputy Mayor Elwood and Councillor Muir
- Beachwave Park Stakeholders Committee – Councillor Durocher
- Community Futures Yellowhead East – Councillor Weber and Deputy Mayor Elwood as alternate
- Community Policing Advisory Committee (CPAC) – Deputy Mayor Elwood
- Emergency Advisory Committee – All Council members
- FCSS Trivillage Committee – Mayor Duncan
- Highway 43 East Waste Commission – Councillor Weber and Deputy Mayor Elwood as alternate
- Inter-municipal Collaboration Framework (ICF) Committee – Mayor Duncan and Deputy Mayor Elwood and Councillor Weber as alternate
- Lac Ste. Anne East End Bus – Councillor Weber
- Lac Ste. Anne Foundation – Councillor Weber and Deputy Mayor Elwood as alternate
- Lake Isle and Lac Ste. Anne Water Quality Management Society – Councillor Durocher
- Land Use Bylaw Review Committee – Mayor Duncan and Councillor Durocher
- Municipal Planning Commission – All Council members
- Onoway Regional Fire Services Steering Committee – Deputy Mayor Elwood
- Partners In Progress Committee – Mayor Duncan
- Regional Trail Master Plan Steering Committee – Deputy Mayor Elwood and Councillor Muir
- Ste. Anne Recreational Lake Use Committee (SARLUC) – Councillor Muir and Councillor Weber
- Ste. Anne Regional Municipalities (SARM) Committee – Mayor Duncan and Deputy Mayor Elwood and Councillor Weber as alternate
- Sturgeon River Watershed Alliance – Mayor Duncan
- Trivillage Regional Sewage Service Commission – Mayor Duncan and Councillor Muir
- 1WAG (Watershed Action Group) – Councillor Durocher
- West Inter Lake District (WILD) Water Commission – Mayor Duncan and Councillor Durocher as alternate
- Yellowhead Regional Library Board – Deputy Mayor Elwood and Mayor Duncan as alternate

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## Town of Mayerthorpe

**Report Title :** SILVER SANDS DAILY EVENTS  
**Report Range** 7/1/2022 12:00 am to 7/31/2022 11:59 pm

### Daily Event Log Report

**Date:** 2022/07/16

**Group:** TOWN OF MAYERTHORPE

**Officer:** DAWN, DWIGHT

**Backup Officer:**

**Group:** TOWN OF MAYERTHORPE

**Event Start:** 2022/07/16 1930

**Event End:** 2022/07/16 2100

**Event:** GENERAL PATROL

**Location:** SILVER SANDS

**Specific Location:** SUMMER VILLAGE

**Notes:** PATROLLED VILLAGE WITH POSSIBLE NEW OFFICER CANDIDATE FOR MAYERTHORPE, CHECKED ON A COUPLE PREVIOUS ANIMAL COMPLAINTS TO ENSURE NO DOGS AT LARGE, ALSO PATROLLED VILLAGE ROADWAYS CHECKING ON HOMES, BUSY VILLAGE WITH THE NICE WEATHER

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**Total Events By Date:** 1

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**Total Report Events:** 1

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## Town of Mayerthorpe

Report Title : SILVER SANDS DAILY EVENTS  
Report Range 9/1/2022 12:00 am to 9/30/2022 11:59 pm

### Daily Event Log Report

Date: 2022/09/04

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2022/09/04 0930

Event End: 2022/09/04 1100

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: GENERAL PATROL. CHECK PROPERTIES.

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Date: 2022/09/08

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2022/09/08 1430

Event End: 2022/09/08 1600

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: General patrol. High traffic. Deer in area.

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

ba

Date: 2022/09/23

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2022/09/23 1300

Event End: 2022/09/23 1430

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: GENERAL PATROL. LOW TRAFFIC.

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Date: 2022/09/30

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2022/09/30 1300

Event End: 2022/09/30 1430

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: GENERAL PATROL. LOW TRAFFIC.

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Total Report Events: 4

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# Summer Village of Val Quentin



## CONTACT INFORMATION UPDATE

Please be advised the Summer Village of Val Quentin has appointed a new Municipal Administrator effective today. Please update your contact information to the following:

Mailing Address: Summer Village of Val Quentin  
Box 3115  
Spruce Grove, Alberta  
T7X 3A4

Phone: 780-668-3182

Email: [cao@valquentin.ca](mailto:cao@valquentin.ca)

Thank-you

Marlene Walsh  
Municipal Administrator  
Summer Village of Val Quentin

August 25, 2022

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**Box 3115**  
**Spruce Grove, AB T7X 3A4**  
**Phone: (780)668-3182 Email: [cao@valquentin.ca](mailto:cao@valquentin.ca)**  
**[www.valquentin.ca](http://www.valquentin.ca)**

September 1, 2022

His Worship Bernie Poulin  
Mayor, Summer Village of Silver Sands  
PO Box 8  
Alberta Beach, AB T0E 0A0

Dear Mayor and Council,

Has water and good water management ever not been a priority for the Summer Village of Silver Sands and its residents? Drinking water safety and supply; flooding; drought; storm water; water for growth; water for recreation. Water is a critical element of any municipality's growth and well-being. And yet, managing our water is never simple and clear cut. The challenges we face in one community are connected to our landscape and to all our neighboring communities, which means that our biggest challenge lies in working across communities, industries, and jurisdictions.

Silver Sands is especially important to our watershed because the summer village sits on the shores of Isle Lake, where residents can directly enjoy all the lake has to offer. The lake is fed by water coming from the landscape upstream, which means the health of the lake is dependent in large part of the activities of those beyond Silver Sands. This means that sustainability, an important goal for any municipality, is best achieved at a watershed scale.

For more than 22 years, the North Saskatchewan Watershed Alliance (NSWA) has been building collaborative partnerships to steadily improve how we manage our rivers, wetlands, and lakes, using the best and most applicable science. This important work is accomplished because of the generous support of many municipalities in our watershed, the provincial government, and water utilities.

Last year, Silver Sands was among the more than 40 municipalities who supported the NSWA. This year, we would again ask for the positive consideration by you and your Council in 2023 for a **total contribution of \$100.**

Your contribution goes a long way with the NSWA. We leverage your support at a **ratio of 3 to 1**, meaning NSWA can **leverage your \$1 into \$3 in project grant funding.** NSWA has received over \$3.0 million worth of project grants to support municipalities and local stewardship groups in the last five years for watershed projects.

One of several NSWA focal projects this year is building municipal policy and planning tools to help manage the condition of shorelines, including municipal environmental reserves and other managed spaces. This work builds on a unique geospatial tool developed by the NSWA for assessing the state of riparian areas and was used to assess nearly 17,000 km of shoreline in the North Saskatchewan watershed so far. It also makes use of the NSWA-developed Riparian Web Portal that enables

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landowners of all kinds to see riparian assessment information and showcase their own stewardship efforts. The Riparian Web Portal won a 2022 Emerald Award in the water category.

Attached are some highlights from the 2021-22 NSWA's Annual Report so you can see where we've been, the NSWA Strategic Plan to show you what we are planning, and an invoice to simplify administering your suggested contribution. The full Annual Report and other information is available at [www.nswa.ab.ca](http://www.nswa.ab.ca)

I would be happy to connect with you and your Council to provide more information. Further, the NSWA Executive Director, Scott Millar ([scott.millar@nswa.ab.ca](mailto:scott.millar@nswa.ab.ca)) is also available to present to the Summer Village of Silver Sands and to answer any questions you may have about the NSWA.

Sincerely,

Stephanie Neufeld  
Chair, North Saskatchewan Watershed Alliance

Cc: Chief Administrative Officer

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202 - 9440 49 Street NW  
Edmonton, Alberta  
T6B 2M9

# Invoice

Date	Invoice #
9/01/2022	2023.033

Phone #	587.525.6827
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

# COPY

Invoice To
Summer Village of Silver Sands PO Box 8 Alberta Beach, Alberta T0E 0A0

Description	Amount
Summer Village Contribution January 1 to December 31, 2023 - Funding Request	100.00
Thank you for your support	<b>Total</b> \$100.00

GST/HST No. 890443419

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# ANNUAL REPORT 2021-2022 SYNOPSIS

The NSWA is a not-for-profit organization designated by the Government of Alberta as the Watershed Planning and Advisory Council for the North Saskatchewan watershed.



## WE PLAN

We work with others to integrate land and water planning to improve watershed function.



## WE COLLABORATE

We create opportunities for stakeholders to come together, share resources and explore innovative solutions to watershed management challenges.



## WE SHARE

We provide information about the watershed and create forums for sharing that information.

## Board Governance

The work of the NSWA is guided by a 20 person multi-stakeholder Board of Directors that provides strategic oversight, direction, and advice to the organization.

This past year, the Board developed and approved the 2022-2024 Strategic Plan which identified 3 key priorities for the NSWA that include updating the State of the Watershed assessment, making our collaborative efforts more effective, and leveraging our communication and outreach.

## SUPPORTERS & PARTNERS

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## 40 MUNICIPALITIES

- 14 counties
- 3 cities
- 10 towns
- 2 villages & 11 summer villages



# Highlights of the NSWA's 20 North Saskatchewan

## BASIN-WIDE INITIATIVE

### The Riparian Web Portal

The Riparian Web Portal was officially launched in 2021. This website encourages Albertans to conserve and improve riparian health today for the benefit of future generations.

The Riparian Web Portal:

- Provides access to riparian data and summary tools
- Shares examples of on-the-ground restoration and conservation projects
- Provides links to riparian programs and grants and offers recommendations for best management practices

The Riparian Web Portal won an Emerald Award in 2022 for excellence in the Water category.

To learn more, go to: [www.riparian.info](http://www.riparian.info)



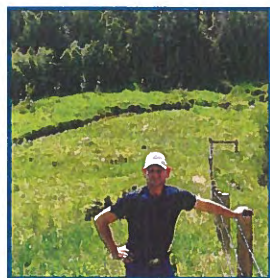
## HEADWATERS ALLIANCE

### Natural Infrastructure Project

The Headwaters Alliance is a partner in the *Modeste Natural Infrastructure Project*.

In 2021, the project team released an interim report on the economics of natural infrastructure and watershed restoration.

Parkland County is taking the study to the next level and developing a *Municipal Hotspot Natural Infrastructure Assessment* to address localized flooding issues with natural infrastructure solutions.



## BASIN-WIDE INITIATIVE

### Lake Stewardship Group Resources

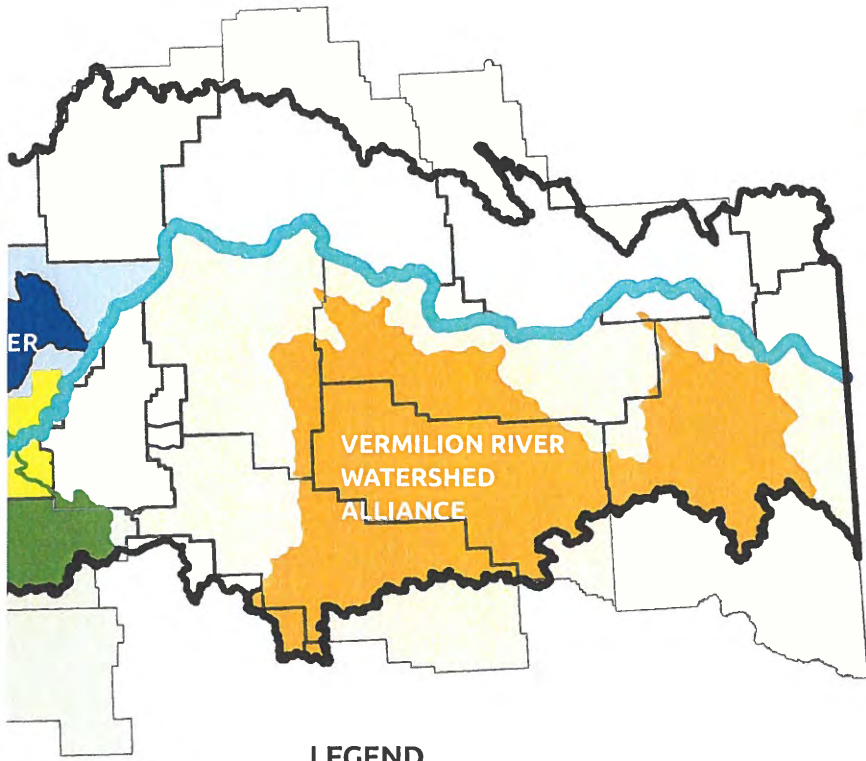
The NSWA has developed lake watershed report summaries for local watershed stewardship groups to use for their communications and education programs.

Lake stewardship activities are delivered by NSWA in partnership with Alberta Environment and Park, Alberta Lake Management Society, and the Land Stewardship Centre.









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# 1-2022 work across the Vermilion Watershed



## LEGEND

-  Counties connected to Headwaters Alliance
-  Counties connected to Sturgeon River Subwatershed
-  Counties connected to Vermilion River Subwatershed
-  North Saskatchewan Watershed
-  North Saskatchewan River
-  Edmonton

## BASIN-WIDE INITIATIVE

### North Saskatchewan River WaterSHED Monitoring Program

By combining and coordinating resources this collaborative partnership has created the North Saskatchewan River's most comprehensive river monitoring program.

The WaterSHED Monitoring Program is a unique partnership between:

- Alberta Environment and Parks
- EPCOR
- North Saskatchewan Watershed Alliance
- City of Edmonton

The first Technical Progress Report for the program was published in 2021 and the data from the project is now available publicly on the DataStream website.



## VERMILION RIVER WATERSHED ALLIANCE

### Water Quality Monitoring

The SAVER Program is a student-led water quality monitoring program for the Vermilion River that is orchestrated through a partnership between the Vermilion River Watershed Alliance and Lakeland College.

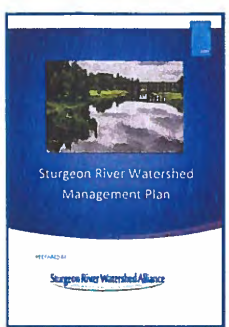
Year-round, continuous monitoring will provide information about:

- Temperature changes due to weather and climate
- Nutrient loads from agricultural and industrial pressures
- Hot spots within the watershed for further investigation and action



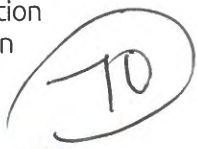
## STURGEON RIVER WATERSHED ALLIANCE

### Watershed Management Plan



The Alliance developed the Sturgeon River Watershed Management Plan to identify watershed outcomes and actions to be addressed over the next 10 years. This plan:

- Uses a watershed approach
- Has clear goals and performance measures
- Supports intermunicipal collaboration and local stewardship
- Encourages work to address knowledge gaps



## Engagement and Knowledge Sharing

As a key resource for information on the North Saskatchewan River watershed, the NSWA strategizes with key stakeholders to focus on important watershed issues. We align and complement our communications with Alberta Environment and Parks, and other watershed organizations to reinforce watershed knowledge and stewardship messages.



6 ONLINE FORUMS  
16 SPEAKERS

850+ People Engaged

300+  
Participants

YouTube



2 SUMMER STUDENTS

16 COMMUNITY EVENTS  
6 SUMMER VILLAGES  
5 SUBWATERSHEDS  
5 LAKES

4000+  
Social Media  
Followers

7 PLAYLISTS  
29 VIDEOS

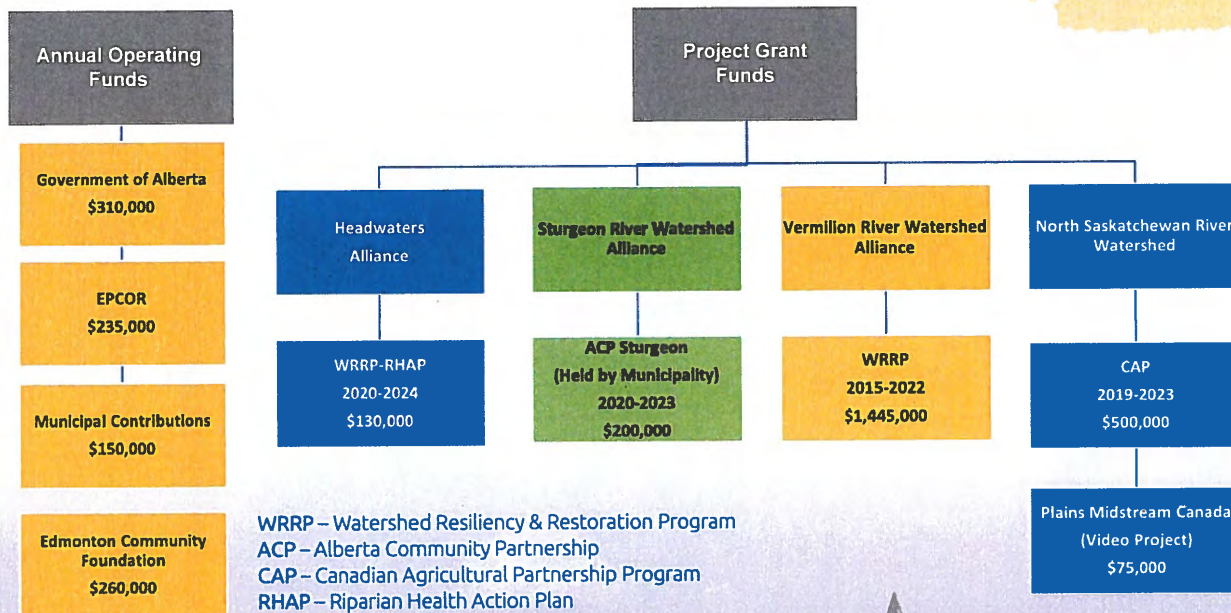
12 NEWSLETTERS  
950  
Subscribers



## Funding Sources

For 22 years, the NSWA has been mobilizing research, partnering on conservation and restoration projects, monitoring water quality, and educating the public about water resources. Over \$3.0 million worth of project grants, or grants for watershed projects have been awarded to the NSWA in the last five years.

For every \$1.00 NSWA receives in operational funding, we generated over \$3.00 in grant funding.



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www.nswa.ab.ca

Twitter: @NorthSaskRiver

Facebook: facebook.com/NorthSaskRiver

Instagram: north\_sask\_river

LinkedIn: North Saskatchewan Watershed Alliance

# NSWA GOALS AND 3-YEAR STRATEGIES

## 1. THE NSWA SUPPORTS COLLABORATIVE PARTNERSHIPS

To achieve this goal, the NSWA will:

**Focus collaborative efforts on partnerships that can most effectively address the directions and actions of the *Integrated Watershed Management Plan*.**

*Description: The NSWA will concentrate its support on partnerships that are most likely to positively impact the ability to protect and improve water quality, water quantity, and the health of the North Saskatchewan River watershed.*

*Rationale: The highest potential to positively affect watershed function and management lies in the ability to combine and leverage the most effective work occurring in the watershed. This work maintains the momentum of the NSWA in using a partnership approach in its work.*

- Subwatershed Alliances (e.g., municipalities, Indigenous communities, NGOs)
- Partner NGOs that support on-the-ground watershed work (e.g., ALUS, Ducks Unlimited, Cows and Fish, AWES, EALT)
- Partner projects (e.g., WaterSHED, IH/CR Surface Water Quality Framework, Watershed Integrity Project)

## 2. THE NSWA IS A LEADER IN WATERSHED PLANNING

To achieve this goal, the NSWA will:

**Complete a 2025 *State of the Watershed* report to provide an update on the watershed health and implementation status of the *Integrated Watershed Management Plan* of the North Saskatchewan River watershed.**

*Description: The NSWA will use the process of updating the *State of the Watershed* report to gather data from new sources, address emerging watershed issues and evaluate the progress of the *Integrated Watershed Management Plan*.*

*Rationale: It has been 20 years since the original *State of North Saskatchewan River Watershed* report was produced. There have been advances in watershed science, monitoring and GIS datasets that would be able to provide a more detailed picture of the NSRW. There is also an opportunity to collect information from new sources such as academia, indigenous communities, municipalities, and citizen science, as well as address emerging issues such as climate change, invasive species and cumulative impacts. This process would also allow for an evaluation of the progress of the IWMP. Been 10 years since IWMP was put together with mixed progress across the plan. Good linkage to the W4L Action Plan.*

- Information from academia, Indigenous communities, municipalities, and citizen science
- Highlight emerging issues such as climate change, invasive species and cumulative impacts
- Use the opportunity to report on the progress of the IWMP

### 3. THE NSWA PROMOTES WATERSHED KNOWLEDGE SHARING

To achieve this goal, the NSWA will:

**Focus and align communications efforts on key stakeholders who have the greatest influence on watershed condition.**

*Rationale: This approach ensures good reach for minimal cost, while also promoting mutual partnership objectives.*

*Description: The NSWA will concentrate its efforts on building relationships with and providing knowledge to those most likely to improve water quality, water quantity, watershed health. The NSWA will combine forces with watershed partners with quality education and knowledge platforms, to maximize the reach of NSWA's knowledge and programming.*

- Align communications with watershed planning partners such as AEP, Alberta Water Council and other WPACS
- Leverage communications from NGO partners such as Alberta Lake Management Society (ALMS), Cows and Fish, Ducks Unlimited, Alternative Land Use Services (ALUS), Agroforestry and Woodlot Extension Society (AWES) and others

### 4. THE NSWA REMAINS A FUNCTIONAL AND SUSTAINABLE ORGANIZATION

To achieve this goal, the NSWA will:

- Seek to broaden and diversify its funding sources.
- Enhance the organization's stability by effectively supporting NSWA staff.
- Provide strong society governance mechanisms and structure.

*Description: The NSWA will address three key areas of the organization to ensure its long-term sustainability and ability to adapt to change.*

*Rationale: To continue to be an effective Watershed Planning and Advisory Council the NSWA must have a strong governance structure, long term funding and committed, qualified staff.*

# 2023 Budget Overview



## Introduction

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Integrated planning is the process that links mission, vision, values and priorities to coordinate and drive all planning and resource allocation operations.

Determining the cost of YRL's routine expenses (organizational commitments and operations) while balancing strategic planning efforts (Plan of Service initiatives) is a part of the annual budget process.

Not all components of the strategy will need more direct funding. Some tasks might need new processes or procedures, as well as a reallocation of resources (staff time).

## Budget Process

---

- Finance assessed organizational commitments, projected interest rates and inflationary increases based on the current situation and average actual expenses over past four years.
- Managers confirmed organizational commitments (license agreements, professional consultation), projected staffing requirements and assessed projects based on operational commitments and strategic priorities.
- Administration reviewed requests and rationale, adjusted budget amounts, and evaluated plans with consideration of the ad-hoc Finance Committee recommendations.
- Budget line items are reviewed as either 'routine' (operational or organizational commitments) and 'strategic' (directly related to the Plan of Service – initiatives, new directions, innovation or strategic direction to move the organization forward).

As an outcome of funding these initiatives, we expect results in quality improvement, growth and gains towards the strategic plan.

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## Strategic Initiatives 2023, Funded from Revenues

---

### 1. Membership support

*Goal 1. Hub for learning and connection – manage and protect systems and IT.*

#### **Direction for 2023**

An area of assessed risk to the YRL and TRAC networks is in the staff side computers. Increased budget allocation permits Technology Services (TS) staff to travel to libraries to assess vulnerabilities, assess and monitor. This is part of a bigger project which could see TS push updates to staff machines (ensuring computer systems are up to date), removing local system administrator authorities (restricting software and malware installation) and removing a real security risk. Vision would be to expand monitoring and maintenance to public computers as resources permit.

### 2. Employee benefits/salaries

*Goal 4. Excellent place to work – attract and retain quality staff.*

#### **Direction for 2023**

Salary line item reflects the compensation philosophy of the Board and includes additional staff for two departments: Library Development Services and Collections and Resource Sharing. The application for the additional staff from these managers will support activities under:

*Goal 1. Hub for learning – actively engage member library staff; member library staff will build skills.*

*Goal 2. Quality information and resources – implement collection development policy, enable patrons to access digital collections; YRL services easy to access.*

Additional staff will either support direct library service or free up staff time so they can focus on more complex work. The recommendation is for the additional staff costs to be attributed against reserves; the reserves were built over time due to savings at the staffing level.

### 3. Insurance

*Goal 4. Excellent place to work – good governance practices in place.*

*Goal 1. Hub for learning – manage and protect systems and IT.*

#### **Direction for 2023**

The increased insurance premium reflects the estimated cost for cybersecurity insurance, based on our current environment. The cost is related to hardware, website development, professional fees and membership support. The overall cost of insurance is in tension with the level of monitoring and network security development.

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## Strategic Initiatives 2023, Funded from Revenues *(continued)*

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### 4. Professional services

*Goal 4. Excellent place to work – involve board in advocacy.*

*Goal 3. Share knowledge and skills – have advocacy strategy in place.*

*Goal 1. Hub for learning – manage and protect systems and IT.*

#### **Direction for 2023:**

Includes continuing to work with Focus Communications on advocacy, marketing and communication strategy, particularly leading into the provincial election, and ties into a YRL and provincial priority regarding operational funding from the province. This is work that otherwise would be done sporadically by administration. The cost of the contract is significantly less than hiring a communications specialist. Other professional services include costs for network, cybersecurity support as well as other organizational commitments including, but not limited to, the auditor.

### 5. Leases and licenses

*Goal 1. Hub for learning – Manage and protect systems and IT.*

#### **Direction for 2023:**

Is related to the need to update, manage and maintain equipment related to network monitoring as a front-line defense against malware attack and continue the password protection resource. This line item includes some organizational commitments.

*Goal 4. Excellent Place to work – Good governance practices.*

#### **Direction for 2023:**

Is to consolidate and improve data tracking systems to receive requests more effectively and efficiently from members, track the solutions and streamline data management and reporting. This will reduce duplication, improve retention of records, and improve data flow.

### 6. Staff travel expenses/recruitment

*Goal 1. Hub for learning – actively engage member library staff.*

*Goal 2. Quality information and resources – YRL services will be easy for member library staff to access.*

*Goal 3. Share knowledge and skills – be innovative.*

*Goal 4. Excellent place to work.*

#### **Direction for 2023:**

Increased outreach to member library staff and an increased physical presence for YRL and library staff. YRL has a policy with regards to professional development and continuing education. Budget line item is reasonable to support staff awareness and development.

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## Strategic Initiatives Funded from Reserves

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### 1. Cybersecurity risk

*Goal 1. Hub for learning – Manage and protect systems and IT.*

*Goal 3. Share knowledge and skills – be innovative.*

#### **Direction for 2023:**

Parkland Regional Library System (PRLS) has identified a possible issue with websites: the base code used to develop the websites has aged significantly and it is time to update the code. Although this seems like the work had just finished, the possible security risk justifies the work. PRLS will take the lead, with YRL and Chinook Arch Regional Library System participating to divide the work. An initial analysis of web traffic/patterns of use has already been conducted. This is a good opportunity for libraries to review, reassess and redesign their websites to maximize and support patrons. Refer to unfunded strategic initiatives below.

## Unfunded Strategic Initiatives 2023

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### 1. Website redevelopment

*Goal 3. Share knowledge and skills – be innovative.*

#### **Resources:**

Digital initiatives and website redevelopment were two areas requested for two additional term staff.

#### **Direction for 2023:**

Rather than adding to the staffing complement, an existing staff person will be reclassified (meets all the criteria and the incumbent is familiar with the work) with no impact to the staffing budget. This will retain a long-serving and talented staff person while giving them the opportunity to grow their skills. No impact to their existing work, which will be maintained as is a good fit with the new strategic initiative.

### 2. DEI initiative

*Goal 4. Excellent place to work – Diversity, equity, inclusion (DEI) strategy in place.*

#### **Resources:**

Administrative staff time.

#### **Direction for 2023:**

There is an association in Alberta, Gateway to Equity, Diversity and Inclusion; which provides support, guidance and resources at no cost. We will be collaborating with them to assess where we are at and to start the process from a procedural and policy perspective. A short training session introducing DEI is completed by Administration and will be evaluated by YRL staff before offering it to board/members.

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## Unfunded Strategic Initiatives 2023 *(continued)*

### 3. Living wage employer

*Goal 4. Excellent place to work – attract and retain qualified staff.*

**Resources:**

Administrative staff time; communication.

**Direction for 2023:**

YRL to be certified as a living wage employer by Alberta Living Wage Network. This provides certification/demonstration that YRL is an ‘excellent place to work’ and could be viewed as a strategic advantage when attracting staff. No/limited cost (\$100) to join. Will also receive current, up-to-date living wage costs for this area which can be used to better assess the value of library services against a benchmark.

### YRL Master Membership Agreement (MMA)

The MMA outlines the services YRL provides. The cost of the services is offset by the levy. For 2023, the services cost YRL 117% of the levy income – the difference comes from the operating grant from the Public Library Services Branch and reserves.

### Yellowhead Regional Library Value

Based on 2023 & 2022 *Budgeted* Amounts

Description	YRL 2023	YRL 2022	Notes
Allotment	\$324,334	\$315,981	Funds moved into a reserve fund for book allotment.
Rural Library Services Grant	\$56,016	\$56,016	Rural Library Services Grant (RLSG)
Software (for computers, ILS, etc.)	\$345,000	\$385,000	Integrated Library System software & other software/licenses provided
Rotating Collections	\$5,250	\$5,000	Enhancements to collections available for libraries to use.
Internet	\$59,000	\$57,000	
eContent (platforms & purchases)	\$230,000	\$235,000	Includes ebooks, emagazines, music, movies.
Cataloging Supplies	\$30,450	\$30,500	Includes but not limited to: laminating, barcodes, labels, cataloging records.
Workshops	\$20,000	\$31,000	Includes but not limited to: conference, and workshops where contracted speakers provide training. Often includes workbooks
Materials Discount @ 33%	\$107,030	\$104,273	Discount negotiated on purchased material enhances the spending power of the book allotment.
SuperNet	\$350,000	\$350,000	Provides secure, dedicated network connection between HQ and the library and the conduit for broadband internet.
<b>Value of direct costs</b>	<b>\$1,527,080</b>	<b>\$1,569,770</b>	
<b>Municipal Levy</b>	<b>\$1,379,406</b>	<b>\$1,316,485</b>	Municipal Levy
<b>% direct return</b>	<b>117%</b>	<b>119%</b>	
<b>Difference between levy &amp; direct return</b>	<b>\$147,674</b>	<b>\$253,285</b>	

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**Yellowhead Regional Library  
Draft 2023 Budget - General Fund**

<b>REVENUE</b>		<b>2020</b>				<b>2021</b>		<b>2022</b>		<b>2023</b>		<b>2022 to 2023</b>	
		<b>\$</b>		<b>\$</b>		<b>\$</b>		<b>\$</b>		<b>\$</b>		<b>VARIANCE</b>	
R1	Additional Allotment	85,000		95,000		95,000		95,000		95,000		-	Additional allotment purchased by member libraries; offset in E16: <i>Purchases - Allotment</i> .
R2	Additional Services	500		500		500		500		500		-	Wild Card Promotions and other incidentals.
R3	Contract Services	78,000		78,000		78,000		78,000		78,000		-	TRAC Central Site Agreement.
R4	Interest	55,000		33,000		17,000		25,000		25,000		8,000.00	Based on projected cashflow for 2022; current high interest rates expected to remain.
R5	Interest GIC							25,000		25,000			Estimate base on 2022 investment of \$1M for 12-months at average annual 2.55 percent; current high interest rates expected to remain.
R6	Local Appropriations	1,288,605		1,316,485		1,354,480		1,379,406		1,379,406		24,926	Based on YRL Board recommendation to increase levy to \$4.54 per capita based on Alberta Treasury Board and Finance municipal (census subdivision) population estimates and known changes.
R7	Non-allotment Sales	210,000		175,000		175,000		200,000		200,000		25,000.00	Prediction for the volume of non-allotment purchases; offset in E5: <i>Purchases - Non-allotment</i> ; reflects trend 2020-2022.
R8	Operating Grant	1,405,640		1,390,506		1,390,506		1,390,506		1,390,506		\$ -	Public Library Services Branch (PLSB) operational funding; based on 2016 population figures; assumption grant remains at \$4.70 per capita; oncludes Library Services Grant paid out to member libraries and offset in E8: <i>Library Grant Disbursements</i> .
R9	Other Grants	26,432		26,432		26,432		26,432		26,432		-	PLSB provides the On-reserve/On-settlement Grant; offset in E13: <i>On-Reserve/On-Settlement Grant</i> .
R10	School Division Levy	154,140		156,392		156,392		156,392		147,278		(9,114.10)	Based on YRL Board recommendation to increase levy to \$14.73 per full-time equivalent student on Alberta Education student population figures; reflects recent trend of relatively stable student populations.
R11	Workshop Revenue	0		17,500		32,450		0		0		(32,450.00)	Received from YRL annual conference in-person attendees to help with costs; conference fees are not expected; offset in E24: <i>Workshops</i> .
<b>TOTAL REVENUE</b>		<b>\$ 3,303,317</b>		<b>\$ 3,288,815</b>		<b>\$ 3,325,760</b>		<b>\$ 3,367,122</b>		<b>\$ 3,367,122</b>		<b>\$ 16,362</b>	

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**Yellowhead Regional Library  
Draft 2023 Budget - General Fund**

**EXPENSES** Part 1

2022 to 2023  
VARIANCE

	2020	2021	2022	2023	2022 to 2023 VARIANCE
E1 Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	\$ 2,200	\$ 2,200	-
E2 Building Maintenance	40,000	42,500	44,000	46,000	2,000.00
E3 Delivery	50,000	42,500	42,500	44,625	2,125.00
E4 Employee Benefits	269,157	279,746	278,235	294,973	16,738.20
E5 Employee Salaries	\$ 1,339,157	\$ 1,404,699	\$ 1,472,050	\$ 1,627,211	\$ 155,161
E6 Insurance	10,700	10,200	10,700	20,000	9,300.00
E7 Leases and Licensing	101,650	108,950	121,200	120,000	(1,200.00)
E8 Library Grant Disbursements	56,016	56,016	56,016	56,016	-
E9 Library Supplies	26,000	30,950	29,000	22,000	(7,000.00)
E10 Membership Support	2,250	2,500	2,500	2,500	-
E11 Memberships	14,000	20,200	20,600	20,600	-
E12 Office Supplies and Equipment	31,900	28,900	27,400	23,000	(4,400.00)
E13 On-Reserve/On-Settlement Grant	0	26,426	26,426	26,426	-
E14 Printing and Promotion	5,000	4,750	4,750	4,750	-

Credit card fees; provision for uncollectable debt; other miscellaneous charges.  
 Non-capital building maintenance (cleaning, mechanical, incidentals); increase due to possible fee increases for cleaning, snow removal and janitorial.  
 Direct non-salary costs of delivery system; increase due to higher fuel prices.  
 Reflects anticipated increase to Canada Pension Plan fees; new salary grid.  
 Reflects known staff changes; estimate of seniority increases based on new approved salary grid; two percent COLA and three new staff positions = \$94,000.  
 Alberta Municipal Services Corporation provides auto, building and liability coverage; cybersecurity insurance.  
 Licensing costs for software and equipment leasing/maintenance (often reactive); ACSJ Fortinet renewal = \$24,000 per year.  
 Funds distributed to designated libraries, as directed; income reflected in Line R1: *Operating Grant*.  
 Processing supplies (barcodes, labels, mylar); incoming shipment charges; decrease based on average 2020-2022.  
 Hot swap inventory and Technology Services staff travel to member libraries (fuel and meals/hotels, if necessary).  
 Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA), The Alberta Library (TAL) and Canadian Urban Libraries' Council (CULC).  
 Office supplies; internal hardware/software; decrease based on average 2020-2022.  
 Offset in Line R9: *Other Grants*.  
 Printing of annual report, plan of service and other communication materials.

**Yellowhead Regional Library  
Draft 2023 Budget - General Fund**

**EXPENSES** Part 2

	2020	2021	2022	2023	2022 to 2023 VARIANCE
E15 Professional Services	105,000	128,000	143,000	137,500	(5,500.00)
E16 Purchases - Allotment	315,981	315,981	333,602	324,334	(9,268.30)
E17 Purchases - HQ Collections	220,000	240,000	222,500	215,000	(7,500.00)
E18 Purchases - Non-allotment	210,000	175,000	175,000	200,000	25,000.00
E19 Staff Professional Development	26,750	17,000	24,137	24,000	(137.00)
E20 Staff Travel Expenses/Recruitment	15,000	8,500	6,000	10,000	4,000.00
E21 Telephone and Utilities	106,500	96,200	96,200	96,200	-
E22 TRAC Expenses	180,000	187,500	197,000	206,000	9,000.00
E23 Trustee Expenses	65,500	27,500	22,500	20,000	(2,500.00)
E24 Workshops	15,500	26,500	20,500	22,000	1,500.00
<b>TOTAL EXPENSES</b>	<b>\$ 3,207,761</b>	<b>\$ 3,282,218</b>	<b>\$ 3,378,016</b>	<b>\$ 3,565,335</b>	<b>\$ 187,319</b>

<b>General Fund: Surplus (Deficiency)</b>	<b>\$ 95,556</b>	<b>\$ 6,597</b>	<b>\$ (52,256)</b>	<b>\$ (198,212)</b>
<b>Revenue Over Expenses</b>				

**Reserve Fund Transfers**

Special Projects Fund - Cybersecurity risk	\$ 90,000
Capital Asset Purchase - New replacement van	\$ 55,000
Capital Asset Purchase - Servers	\$ 30,000
<b>Total Expense</b>	<b>\$ 175,000</b>

**Yellowhead Regional Library  
2023 Budget and 2024-2025 Budget Projections**

<b>REVENUE</b>		<b>2023</b>	<b>2024</b>	<b>2025</b>
R1	Additional Allotment	\$ 95,000	\$ 95,000	\$ 95,000
R2	Additional Services	500	500	500
R3	Contract Services	78,000	78,000	78,000
R4	<i>Deferred Gov't Contributions</i>	<i>160,300</i>	<i>160,300</i>	<i>160,300</i>
R5	Interest	25,000	20,000	20,000
R6	Interest GIC	25,000	25,000	25,000
R7	Local Appropriations	1,379,406	1,406,751	1,434,096
R8	Non-allotment Sales	200,000	204,000	208,000
R9	Operating Grant	1,390,506	1,390,506	1,390,506
R10	Other Grants	26,432	26,432	26,432
R11	School Division Levy	147,278	150,177	153,177
R12	Workshop Revenue	0	0	0
<b>TOTAL REVENUE</b>		<b>\$ 3,527,422</b>	<b>\$ 3,556,667</b>	<b>\$ 3,591,011</b>

<b>EXPENSES</b>				
E1	<i>Amortization of Capital Assets</i>	<i>\$ 222,100</i>	<i>\$ 212,200</i>	<i>\$ 191,000</i>
E2	Bank Charges and Miscellaneous	2,200	2,300	2,500
E3	Building Maintenance	46,000	46,900	47,800
E4	Delivery	44,600	45,500	46,400
E5	Employee Benefits	295,000	300,700	303,700
E6	Employee Salaries	1,627,200	1,643,400	1,659,800
E7	Insurance	20,000	20,400	21,000
E8	Leases and Licenses	120,000	122,500	125,000
E9	Library Grant Disbursement	56,016	56,016	56,016
E10	Library Supplies	22,000	22,500	23,000
E11	Membership Support	2,500	2,550	2,600
E12	Memberships	20,600	21,000	21,500
E13	Office Supplies and Equipment	23,000	23,800	24,300
E14	On-Reserve/On-Settlement Grant	26,426	26,426	26,426
E15	Printing and Promotion	4,750	5,000	5,000
E16	Professional Services	137,500	145,800	149,000
E17	Purchases - Allotment	324,392	326,000	327,600
E18	Purchases - HQ Collections	215,000	219,300	224,000
E19	Purchases - Non-allotment	200,000	204,000	208,000
E20	<i>Special Project Fund</i>	<i>90,000</i>	<i>0</i>	<i>0</i>
E21	Staff Professional Development	24,000	24,500	25,000
E22	Staff Travel Expenses/Recruitment	10,000	10,200	10,400
E23	Telephone and Utilities	96,200	98,200	100,200
E24	TRAC Expenses	206,000	210,200	210,200
E25	Trustee Expenses	20,000	20,500	21,000
E26	Workshops	22,000	22,500	23,000
<b>TOTAL EXPENSES</b>		<b>\$ 3,877,484</b>	<b>\$ 3,832,392</b>	<b>\$ 3,854,442</b>

All Funds: Surplus (Deficiency) Revenue Over Expenses	\$ (350,062)	\$ (275,725)	\$ (263,431)
General Fund: Surplus (Deficiency) Revenue Over Expenses	\$ (198,262)	\$ (223,825)	\$ (232,731)
Reserve Fund Transfer to (from) Operational Contingency Fund	\$ (198,262)	\$ (223,825)	\$ (232,731)
Purchases - Capital Assets	\$ 175,000	\$ 160,000	\$ 34,000

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**YRL 2023 Operating Grant / Library Services Grant / Appropriations**

Municipality	2016 Population	2019 Population	2021 Population Estimates	2021 Population Estimates Jan 14, 2022	2023 Appropriation @ \$4.54 (2021 Pop Est)	Library Services Grant @ \$5.55 (2021 Pop Est)	Allotment @ \$0.75 (2021 Pop Est)	Operating Grant @ \$4.70 (2016 Pop)
ALBERTA BEACH	865	1,018	1,006	1,060	\$4,812.40		\$795.00	\$4,065.50
BARRHEAD	4,432	4,579	4,630	4,523	\$20,534.42		\$3,392.25	\$20,830.40
BARRHEAD NO. 11, COUNTY OF	6,096	6,288	6,446	6,325	\$28,715.50		\$4,743.75	\$28,651.20
BEAUMONT15	17,720	19,236	21,443	21,180	\$96,157.20		\$15,885.00	\$83,284.00
BIRCH COVE	45	45	44	45	\$204.30	250	\$33.75	\$211.50
BRAZEAU COUNTY	7,201	7,771	8,577	7,955	\$36,115.70	39,966	\$5,966.25	\$33,844.70
BRETON	581	574	658	510	\$2,315.40		\$382.50	\$2,730.70
CALMAR	2,101	2,228	2,413	2,465	\$11,191.10		\$1,848.75	\$9,874.70
CASTLE ISLAND	19	10	10	10	\$45.40	105	\$7.50	\$89.30
CLYDE	503	430	381	460	\$2,088.40	2,792	\$345.00	\$2,364.10
CRYSTAL SPRINGS	90	51	55	53	\$240.62	500	\$39.75	\$423.00
DEVON	6,650	6,578	6,698	6,632	\$30,109.28		\$4,974.00	\$31,255.00
DRAYTON VALLEY	7,049	7,235	7,392	6,862	\$31,153.48		\$5,146.50	\$33,130.30
EDSON	8,646	8,414	8,524	8,000	\$36,320.00		\$6,000.00	\$40,636.20
GRANDVIEW	108	114	123	126	\$572.04	599	\$94.50	\$507.60
HINTON	9,640	9,882	10,308	10,077	\$45,749.58		\$7,557.75	\$45,308.00
JASPER, Municipality of	4,584	4,590	4,559	4,201	\$19,072.54		\$3,150.75	\$21,544.80
KAPASIWIN	14	10	10	12	\$54.48	78	\$9.00	\$65.80
LAC STE. ANNE COUNTY	10,260	10,899	10,739	11,077	\$50,289.58		\$8,307.75	\$48,222.00
LAKEVIEW	26	30	33	36	\$163.44	144	\$27.00	\$122.20
LEDUC	30,498	33,032	34,216	34,560	\$156,902.40		\$25,920.00	\$143,340.60
LEDUC COUNTY135	13,524	13,780	12,545	14,219	\$64,554.26		\$10,664.25	\$63,562.80
MA-ME-O BEACH	113	110	119	88	\$399.52	627	\$66.00	\$531.10
MAYERTHORPE	1,398	1,320	1,300	1,139	\$5,171.06		\$854.25	\$6,570.60
MILLET25	2,092	1,945	2,127	1,861	\$8,448.94		\$1,395.75	\$9,832.40
NAKAMUN PARK	36	96	94	96	\$435.84	200	\$72.00	\$169.20
NORRIS BEACH	46	38	42	51	\$231.54	255	\$38.25	\$216.20
ONOWAY	1,039	1,029	1,030	853	\$3,872.62		\$639.75	\$4,883.30
PARKLAND COUNTY	30,568	32,097	32,052	34,182	\$155,186.28		\$25,636.50	\$143,669.60
POPLAR BAY	80	103	112	106	\$481.24	444	\$79.50	\$376.00
ROSS HAVEN	137	160	157	141	\$640.14	760	\$105.75	\$643.90
SEBA BEACH	143	169	185	147	\$667.38		\$110.25	\$672.10
SILVER BEACH	52	65	69	73	\$331.42	289	\$54.75	\$244.40
SILVER SANDS	154	160	157	163	\$740.02	855	\$122.25	\$723.80
SOUTH VIEW	76	67	65	61	\$276.94	422	\$45.75	\$357.20
SPRING LAKE	614	699	793	747	\$3,391.38	3,408	\$560.25	\$2,885.80
SPRUCE GROVE	33,640	35,766	38,951	39,655	\$180,033.70		\$29,741.25	\$158,108.00
STONY PLAIN	16,127	17,842	18,762	18,371	\$83,404.34		\$13,778.25	\$75,796.90
SUNRISE BEACH	149	135	133	139	\$631.06	827	\$104.25	\$700.30
SUNSET POINT	221	169	166	164	\$744.56	1,227	\$123.00	\$1,038.70
SWAN HILLS	1,465	1,301	1,143	1,200	\$5,448.00		\$900.00	\$6,885.50
THORSBY	1,025	1,015	1,036	979	\$4,444.66		\$734.25	\$4,817.50
VAL QUENTIN	157	252	235	270	\$1,225.80	871	\$202.50	\$737.90
WABAMUN	661	682	631	-	\$0.00		\$0.00	\$3,106.70
WARBURG	789	766	844	784	\$3,559.36		\$588.00	\$3,708.30
WEST COVE	121	149	147	178	\$808.12	672	\$133.50	\$568.70
WESTLOCK	5,147	5,101	5,069	4,840	\$21,973.60		\$3,630.00	\$24,190.90
WESTLOCK COUNTY	7,644	7,220	7,109	7,161	\$32,510.94		\$5,370.75	\$35,926.80
WETASKIWIN	12,621	12,655	12,996	12,431	\$56,436.74		\$9,323.25	\$59,318.70
WETASKIWIN COUNTY No.1025	11,181	11,181	11,297	11,662	\$52,945.48		\$8,746.50	\$52,550.70
WHITECOURT45	10,574	10,204	10,234	9,725	\$44,151.50		\$7,293.75	\$49,697.80
WOODLANDS COUNTY45	4,612	4,754	4,686	4,816	\$21,864.64		\$3,612.00	\$21,676.40
YELLOWHEAD COUNTY	10,469	10,995	11,009	11,242	\$51,038.68		\$8,431.50	\$49,204.30
YELLOWSTONE	131	137	135	121	\$549.34	727	\$90.75	\$615.70
<b>TOTALS</b>	<b>283,934</b>	<b>295,176</b>	<b>303,695</b>	<b>303,834</b>	<b>\$1,379,406.36</b>	<b>\$56,016.15</b>	<b>\$227,875.50</b>	<b>\$1,334,489.80</b>

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**YRL 2023 School Divisions @ \$14.73 per Full-Time Equivalent (FTE) Student**

<b>Northern Gateway School Division</b>	<b>Regular</b>	<b>0.5 FTE</b>	<b>Total FTE</b>	<b>2021 Levy @ \$14.73</b>
Darwell School Library	141	19	150.5	\$ 2,216.87
Elmer Elson Elementary School Library	237	50	262	\$ 3,859.26
Grasmere School Library	118	17	126.5	\$ 1,863.35
Hilltop Junior/Senior High School Library	598	0	598	\$ 8,808.54
Mayerthorpe Junior/Senior High School Library	261	0	261	\$ 3,844.53
Onoway Elementary School Library	313	53	339.5	\$ 5,000.84
Onoway Junior/Senior High School Library	483	0	483	\$ 7,114.59
Pat Hardy Primary School Library	222	122	283	\$ 4,168.59
Percy Baxter Middle School Library	356	0	356	\$ 5,243.88
Rich Valley School Library	103	13	109.5	\$ 1,612.94
Sangudo Community School Library	88	13	94.5	\$ 1,391.99
Whitecourt Central Elementary School Library	316	0	316	\$ 4,654.68
<b>Total:</b>	<b>3236</b>	<b>287</b>	<b>3379.5</b>	<b>\$49,780.04</b>

<b>Pembina Hills School Division</b>	<b>Regular</b>	<b>.5 FTE</b>	<b>Total FTE</b>	<b>2021 Levy @ \$14.73</b>
Barrhead Composite High School Library			734	\$ 10,811.82
Busby School Library			100	\$ 1,473.00
Dunstable School Library			47	\$ 692.31
École Barrhead Elementary School Library			524	\$ 7,718.52
École Westlock Elementary School Library			375	\$ 5,523.75
Eleanor Hall School Library			179	\$ 2,636.67
Fort Assiniboine School Library			83	\$ 1,222.59
Neerlandia Public Christian School Library			227	\$ 3,343.71
Pembina North Community School Library			176	\$ 2,592.48
Pibroch Colony School Library			14	\$ 206.22
R.F. Staples Secondary School Library			626	\$ 9,220.98
Sunny Bend Colony School Library			14	\$ 206.22
Swan Hills School Library			178	\$ 2,621.94
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>3277.0</b>	<b>\$ 48,270.21</b>

<b>Wetaskiwin School Division</b>	<b>Regular</b>	<b>.5 FTE</b>	<b>Total FTE</b>	<b>2021 Levy @ \$14.73</b>
Alder Flats Elementary School Library	99	10	104	\$ 1,531.92
Buck Mountain Central School Library	187	0	187	\$ 2,754.51
Centennial School Library	128	21	138.5	\$ 2,040.11
Clear Vista School Library	356	32	372	\$ 5,479.56
Falun Elementary School Library	104	14	111	\$ 1,635.03
Griffiths-Scott School Library	232	42	253	\$ 3,726.69
Gwynne School Library	87	0	87	\$ 1,281.51
Lakedell Elementary School Library	70	5	72.5	\$ 1,067.93
Norwood School Library	204	22	215	\$ 3,166.95
Parkdale School Library	213	18	222	\$ 3,270.06
Pigeon Lake Regional School Library	247	0	247	\$ 3,638.31
Pine Haven Colony School Library	15	1	15.5	\$ 228.32
Pipestone School Library	77	10	82	\$ 1,207.86
Queen Elizabeth School Library	175	22	186	\$ 2,739.78
Silver Creek Colony School Library	12	2	13	\$ 191.49
Wetaskiwin Early Education & Family Wellness Centre	0	48	24	\$ 353.52
Wetaskiwin Composite High School Library	884	125	946.5	\$ 13,941.95
Winfield School Library	59	14	66	\$ 972.18
<b>Total:</b>	<b>3149</b>	<b>386</b>	<b>3342.0</b>	<b>\$ 49,227.66</b>

**SCHOOL TOTALS:**

**6,385.00    673.00    9,998.50    147,277.91**

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**Yellowhead Regional Library  
2022 Fund Reserves**

	Equity in General Fund Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance - December 31, 2021	\$ 181,549	\$ 268,227	\$ 1,017,364	\$ 1,786,223	\$ 3,383,052
Interfund Transfers	-181,549			181,549	-
<b>Balance - 2021 Year End</b>	<b>\$ -</b>	<b>\$ 268,227</b>	<b>\$ 1,017,364</b>	<b>\$ 1,967,772</b>	<b>\$ 3,383,052</b>
<b>Excess of Revenue Over Expenses (to June 30, 2022)</b>	<b>\$ 643,126</b>				
Amortization to June 30, 2022				\$ (59,939)	
Capital asset purchases					
Capital asset disposals					
Special Projects					
Deferred Contribution				\$ 20,103	
Conditional Capital Grant					
On-Reserve/On-Settlement Grant					
<b>Balance - June 30, 2022</b>	<b>\$ 643,126</b>	<b>\$ 228,391</b>	<b>\$ 1,017,364</b>	<b>\$ 1,967,772</b>	<b>\$ 3,986,342</b>

*[Handwritten signature]*  
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## Board Overview and Appointments Fall 2022

### Government Oversight

- The [Alberta Libraries Act](#) requires library systems, like YRL, to be governed by a library system board comprised of appointed trustees from each member municipality and school division.
- The [Alberta Libraries Regulations](#) require library systems to establish an executive committee of not more than 10 persons when the board has more than 20 members.

### Mission Statement

Yellowhead Regional Library (YRL) provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural and recreational needs of their communities.

### Appointments

- Each member municipality and school division may appoint a trustee and alternate. This individual:
  - can be an elected official, library board member or a community member;
  - should strongly believe in, and be committed to, the importance of libraries;
  - should be knowledgeable and skilled in one or more area of governance: advocacy, finance, personnel, policy and/or services.
- As per YRL policy, the Executive Committee comprises five seats from municipalities with over 15,000 in population, four seats apportioned by municipality type, and one school division seat.
  - Trustees must be prepared to stand for and/or elect the Executive Committee.

### Term

- A continuous three-year term (or three sequential one-year terms) is recommended.

### Meetings

- The Board meets four times per year, typically in the last month of each quarter.
  - **Next upcoming Board meetings: October 3 and December 5**
- The Executive Committee meets six times per year, typically once or twice per quarter.
  - **Next upcoming Executive Committee meeting: December 5** (after Board meeting)
- YRL meetings are scheduled on Mondays from 10:00 a.m. to 12:00 p.m.

### Roles and Responsibilities

- The Board approves the annual budget, auditor, audited financial statements and recommendations for modifications to the YRL Master Membership Agreement.
- The Executive Committee frames policy, sets priorities, develops goals and objectives, and employs qualified staff to administer the library.

For additional trustee and board information, please refer to the [YRL website](#) or contact Laurie Haak, Executive Assistant, at [lhaak@yrl.ab.ca](mailto:lhaak@yrl.ab.ca) or 780-962-2003, extension 221.





September 28, 2022

Dear Municipal Administrators and School Division Superintendents:

On behalf of the Yellowhead Regional Library (YRL) Board, I am pleased to enclose a budget overview with the draft 2023 budget and 2024-2024 projections. The YRL Executive Committee reviewed the budget in late August and a motion was carried recommending the YRL Board approve the 2023 budget.

The 2023 budget provides resources to enact YRL's Strategic Plan, in support of your local and school libraries and residents. Helping member libraries to fulfill the needs of their patrons is job number one for us, and its importance is reflected in our 2023-2025 Strategic Plan, which we shared with you in the summer.

YRL Board Meeting Budget reviewed for information	Oct. 3, 10am-12pm
YRL Board Organizational Meeting Trustees vote on budget	Dec. 5, 10am-12pm

Each fall, member municipalities and school divisions appoint representatives (trustees) to the YRL Board, in accordance with the [YRL Master Membership Agreement](#). To assist you, I have included appointment information that I believe you will find relevant and beneficial. Please return the enclosed YRL Board Appointment form following your council/board organizational meeting, whether you appoint a trustee or not.

YRL hosts an orientation for newly appointed and returning trustees and alternates. This session provides the opportunity to learn about YRL's governance and finances, the many services offered to member libraries, and information about the role of Alberta Municipal Affairs Public Library Services Branch.

YRL Trustee & Alternate Orientation <a href="#">Registration required</a>	Jan. 30, 9am-12:30pm
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We look forward to working with your representative to support our continued provision of valued programs and services to our member public and school libraries. If you have feedback or questions, or would like more information or a presentation to your Council or Board, please reach out to me at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003, ext. 226.

Yours truly,

A handwritten signature in blue ink that reads "Karla Palichuk".

Karla Palichuk, Director  
Yellowhead Regional Library

Attachments: 2023 Budget Overview  
Draft 2023 Budget and 2024-2025 Projections  
Board Overview and Appointments  
YRL Board Appointment Form (Word & PDF)

Copies: YRL Trustees and Alternates  
Member Public Library Directors and Managers

A handwritten number "57" inside a hand-drawn circle.



Sept. 29, 2022

**RE: Proposed FortisAlberta 2023 Distribution Rates**

As your electrical distribution provider, FortisAlberta appreciates serving you as a customer and we look forward to continuing our partnership. Within this letter, we are sharing the highlights of our 2023 Proposed Distribution Tariff – comprised of Distribution Rates and Transmission Rates, currently filed with the Alberta Utilities Commission (AUC). While these are not yet approved, we recognize that the information contained here may be helpful for Municipal, Industrial, and Commercial customers for budget planning purposes.

We know how important reliability is to our customers, so we prudently design, build and maintain our distribution network to ensure power is there when needed. The investments we make in our system benefit all customers and ensure continued safe and reliable provision of distribution services regardless of where customers reside in our service territory. All transmission charges, whether increases or decreases, from the Alberta Electric System Operator (AESO) are flowed through (i.e., passed on as is) to customers via the transmission rates. Transmission rates will see a decrease on a forecast basis while distribution rates, which are generally not subject to any true-up (i.e., revision or correction), will see an increase in 2023.

Pending approval of our submission on Sept. 26, 2022, from the AUC under proceeding 27671, following is a summary of the proposed 2023 rate changes, which would become effective Jan. 1, 2023:

1. FortisAlberta has submitted proposed changes to our Distribution Rates and the Transmission Rates.
2. FortisAlberta has proposed adjustments to the AUC for the Maximum Investment Levels, and Fees.

Note: 2023 rates may also be impacted by other applications and fees outside of FortisAlberta's control, including the AESO transmission Rider C, the Balancing Pool Allocation Rider, and Municipal Franchise Fee Riders.

The attached Rate chart(s) illustrate the estimated percentage and monetary changes, from your December 2022 to January 2023 bundled bill from your retailer, for each rate class based on estimated consumption. Please note that these bill and change estimates are valid only for the estimated consumption shown. Actual bill and change will depend on the actual consumption as well as other factors specified above.

We thank you for the opportunity to advise you of these pending updates. We'll be sending additional communications once our 2023 Rates are approved. In the meantime, please feel free to contact your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in blue ink that reads "Dave Hunka".

Dave Hunka  
Manager Municipalities

Handwritten initials "SH" in blue ink, enclosed within a hand-drawn circle.

**FortisAlberta**  
**2023 Proposed Rates**  
**Average Monthly Bill Impacts by Rate Class**  
**Including Energy, Retail, and DT Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2022 Bill	Jan 2023 Bill	\$ Difference	% Change
11	Residential	300 kWh		\$97.89	\$99.63	-\$1.74	1.8%
		640 kWh		\$169.58	\$171.84	-\$2.26	1.3%
		1200 kWh		\$287.68	\$290.79	-\$3.11	1.1%
21	Farm (Breaker) (Closed)	900 kWh	5 kVA	\$126.95	\$130.39	-\$3.45	2.7%
		1,400 kWh	10 kVA	\$426.39	\$431.20	-\$4.81	1.1%
		7,500 kWh	25 kVA	\$1,851.35	\$1,858.69	-\$7.34	0.4%
22	Farm (Demand Metered)	700 kWh	10 kVA	\$310.96	\$317.66	-\$6.70	2.2%
		3,000 kWh	20 kVA	\$892.12	\$901.76	-\$9.64	1.1%
		15,000 kWh	60 kVA	\$3,723.88	\$3,739.73	-\$15.85	0.4%
26	Irrigation (Seasonal Bill)	6,000 kWh	20 kW	\$2,281.39	\$2,266.11	\$15.27	-0.7%
		14,518 kWh	33 kW	\$4,765.38	\$4,685.16	\$80.22	-1.7%
		45,000 kWh	100 kW	\$14,239.40	\$13,997.02	\$239.38	-1.7%
31	Street Lighting (Investment)	5,144 kWh	12,500 W	\$3,397.32	\$3,465.94	-\$68.62	2.0%
33	Street Lighting (Non-Investment)	7,900 kWh	12,000 W	\$2,014.22	\$1,965.81	\$48.41	-2.4%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,267.15	\$2,287.48	-\$20.34	0.9%
<i>Rates 31, 33 and 38 is based on 100 HPS Lights in assorted fixture wattages.</i>							
41	Small General Service	1,083 kWh	5 kW	\$298.95	\$298.80	\$0.15	-0.1%
		2,165 kWh	10 kW	\$560.07	\$558.34	\$1.73	-0.3%
		10,825 kWh	50 kW	\$2,649.04	\$2,634.70	\$14.34	-0.5%
44/45	Oil and Gas Service	2,590 kWh	7.5 kW	\$699.61	\$703.73	-\$4.12	0.6%
		5,179 kWh	15 kW	\$1,334.94	\$1,342.34	-\$7.40	0.6%
		25,895 kWh	75 kW	\$6,417.56	\$6,451.25	-\$33.69	0.5%
61	General Service	32,137 kWh	100 kW	\$5,838.83	\$5,747.53	\$91.30	-1.6%
		63,071 kWh	196 kW	\$11,279.33	\$11,098.56	\$180.77	-1.6%
		482,055 kWh	1500 kW	\$85,970.21	\$84,577.59	\$1,392.62	-1.6%
63	Large General Service	824,585 kWh	2500 kW	\$138,408.5	\$139,949.1	-\$1,540.56	1.1%
		1,529,869 kWh	4638 kW	\$242,263.0	\$244,803.42	-\$2,540.32	1.0%
		3,298,338 kWh	10,000 kW	\$513,065.2	\$518,112.93	-\$5,047.69	1.0%
65	Transmission Connected Service	<i>The Distribution Component will increase from \$44.38971/day to \$46.761747/per day. The Transmission Component is the applicable rate of the AESO.</i>					

**Notes:**

Seasonal Bills

Rate 65 Customers receive a flow through of AESO DTS costs,

For the purposes of bill comparisons, proposed charges are calculated using the simplified method. Actual charges will be calculated in accordance with the proposed rate schedule.

**Riders Included:**

- Municipal Franchise Fee (Average by Rate Class)
- Municipal Assessment Rider (0.79% on July 1, 2022)
- 2022 Base TAR & 2023 Base TAR
- 2022 Q4 QTAR
- 2022 BPAR & 2023 BPAR

**Retail / Energy Price Assumptions:**

Rates 11 thru 45 – October 2021 to September 2022 Average EEAI RRT Rates

Rates 61 & 63 – August 2021 to July 2022 Average EPCOR Default Supply Rates

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## CUSTOMER CONTRIBUTIONS SCHEDULES

**Table 1**  
**Maximum Investment Levels for Distribution Facilities**  
**when the Investment Term is 15 years or more**

Type of Service	Proposed 2023 Maximum Investment Level*
Rate 11 Residential	\$2,776 per service
Rate 11 Residential Development	\$2,776 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$6,297 base investment, plus \$901 per kVA of Peak Demand
Rate 26 Irrigation	\$6,297 base investment, plus \$1002 per kW of Peak Demand
Rate 38 Yard Lighting	\$896 per fixture
Rate 31 Street Lighting (Investment Option)	\$3,241 per fixture
Rate 41 Small General Service	\$6,297 base investment, plus \$1002 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,297 base investment, plus \$1002 per kW of Peak Demand  FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$6,297 base investment, plus \$1002 per kW for the first 150 kW, plus \$125 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$113 per kW of Peak Demand, plus \$124 per metre of Customer Extension

**Notes:**

Maximum investment levels are reduced if the expected Investment Term is less than 15 years.

\*Proposed 2023 Maximum Investment Levels as filed with AUC on Sep. 26, 2022

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