

**SUMMER VILLAGE OF SILVER SANDS
AGENDA**

Friday, February 8th, 2019 – commencing at 1:00 p.m.

1. Call to order
2. Agenda a) Friday, February 8th, 2019 Regular Council Meeting
3. Minutes: *p 1-4* a) Friday, December 21st, 2018 Regular Council Meeting
4. Delegations: a) 1:05 p.m. – Mike Krim, Assessor under contract through Capital Region Assessment Services Commission.
5. Bylaws: n/a
6. Business:
 - a) 2019 Interim Operating Budget – at the first meeting of each calendar year Council must pass an Interim Operating Budget to ensure the municipality is able to carry on with its financial requirements until such time as the 2019 Operating and Capital Budget is approved. *(that a 2019 Interim Operating Budget be approved at ½ of the 2018 Approved Operating and Capital Budget, and that this 2019 Interim Operating Budget cease to have any force and effect once the 2019 Operating and Capital Budget is approved)*
 - b) Silver Sands Draft Policies – further to previous conversations and emails, attached are the proposed new policies for the Summer Village. These policies were originally drafted by the consultant working on our bylaw and policy project, and these policies were emailed to Council previously for your review and changes. We are requesting consideration to approve these policies as presented or with amendments. We have attached the existing policies were applicable, these will be rescinded once our new policy is approved.
 1. A-ADM-INF-1 Dissemination of Information to the Public
 2. A-COM-DIS-1 Landowner Disputes Resolution (will rescind policy V-003)
 3. A-FIN-TAX-1 Tax Recovery Fees
 4. A-FIN-TAX-2 Tax Roll Address Change
 5. A-SUM-COD-1 Human Resources Code of Conduct
 6. A-HUM-CON-1 Contractor
 7. C-PRO-ENF-1 Bylaw Enforcement

*p 5
p 6-7
p 8
p 9
p 10-12
p 13
p 14*

**SUMMER VILLAGE OF SILVER SANDS
AGENDA**

Friday, February 8th, 2019 – commencing at 1:00 p.m.

- | | |
|---------|--|
| p 15 | 8. A-PRO-FIRE-1 Fire Ban Declaration |
| p 16 | 9. A-REC-PLAY-1 Playground Equipment |
| p 17 | 10. A-TRA-INSP-1 Road Inspection and Maintenance Policy |
| p 18 | 11. C-CAO-PERF-1 Chief Administrative Officer Performance Evaluation |
| p 19 | 12. C-COU-MTG-1 Notification of Council and Committee Meetings |
| p 20-30 | 13. C-COU-PAR-1 Public Participation Policy (will rescind policy VI-001) |
| p 31-33 | 14. C-COU-POL-1 Council and Administration Policy Development |
| p 34 | 15. C-FIN-BUD-1 Expenditures not included in Annual Budgets |
| p 35 | 16. C-FIN-DCA-1 Disposal of Capital Assets |
| p 36 | 17. C-FIN-PUR-1 Purchasing |
| p 37-38 | 18. C-FIN-RES-1 Restricted Surplus and Reserves |
| p 39-40 | 19. C-FIN-TEN-1 Tendering |
| p 41-42 | 20. C-HUM-REC-1 Recruitment |

(approve policies as presented or with amendments, or some other direction as given by Council at meeting time)

- c) Subdivision and Development Appeal Board – at previous meetings Council approved the agreement with Emily House and Milestone Municipal Services. The last requirement now is for Council to appoint the clerks and board members, as noted in the attached December 28th, 2018 email from Emily House *(that Emily House and Cathy McCartney be appointed as clerks of the Subdivision and Development Appeal Board, and Denis Meier, Rainbow Williams, Don Dobing and John Roznicki be appointed as board members of the Subdivision and Development Appeal Board)*

- d) 2019 Family and Community Support Services (FCSS) grant funding – attached is a report showing where Silver Sands FCSS funds went in 2018. Onoway (who administers our FCSS funds on our behalf) is asking where Council would like to see your 2019 funds go *(direction as given by Council at meeting time)*

**SUMMER VILLAGE OF SILVER SANDS
AGENDA**

Friday, February 8th, 2019 – commencing at 1:00 p.m.

- p46-52
- e) Audit Engagement Letter – please refer to the attached audit engagement from Seniuk & Company for completion of the Summer Village's 2018 Financial Audit. Council does see this letter every year, and must approve same. *(approve engagement letter and authorize its execution)*

- f) Draft 2019 Operating and Capital Budget – to be distributed at meeting time, this will be our first look at our draft 2019 budget, with 2018 actual expenses updated to include the last batch of accounts payable. We will review this budget in detail at meeting time, and continue to review it at each meeting until it is approved in April *(accept the draft 2019 budget for information)*

- p53-56
- g) Rural High Speed Internet – further to Deputy Mayor's January 31st, 2019 email with respect to Rural Connectivity, recently the Federal Government has announced some federal funding to increase high-speed broadband coverage in rural Canada. I would recommend a letter be forwarded to our Member of Parliament requesting money be invested in the Yellowhead Region, specifically within Lac Ste. Anne County boundaries. *(that the Summer Village forward a letter to MP Jim Eglinski requestong a pilot project for rural high-speed broadband coverage be considered, whereby investment will increase coverage to all communities within Lac Ste. Anne County boundaries, or some other direction as given by Council at meeting time)*

- p57-61
- h) Public Participation Plan – further to the public participation policy that was approved by Council, as part of this policy Council needs to approve a public participation plan. Attached is a proposed plan for review *(approve public participation plan as presented or with amendments, or defer for changes or more information, or some other direction as given by Council at meeting time)*

i)

**SUMMER VILLAGE OF SILVER SANDS
AGENDA**

Friday, February 8th, 2019 – commencing at 1:00 p.m.

j)

k)

7. Financial a) Income & Expense Statement – as of December 31, 2018 (to be distributed to Council at meeting time)
8. Councillors' Reports
a) Mayor Poulin
b) Deputy Mayor Turnbull
c) Councillor Horne
9. Administration Reports
a) Development Officer's Report
b) Public Works Report
c) Public Auction update – agreement in place
d) Waste Service update – Tuesday's biweekly winter/weekly summer
e) Flowering Rush Abatement Program – January 28th letter from AMA announcing approval of our grant application in the amount of \$198,500
f) Canada Day Celebration – January 18th letter advising we have been approved for \$600 for our celebration
g) AEMA Certificates 1-100 Introduction to Incident Command System and Basic Emergency Management Course: both courses successfully completed by Bernie Poulin, Liz Turnbull, Heather Luhtala and Wendy Wildman
10. Information and Correspondence
a) Reynolds Mirth Richards and Farmer – December 28th, 2018 letter confirming Bernie Poulin and Liz Turnbull have successfully completed their Subdivision and Development Appeal Board Member Training in accordance with the MGA.
b) Community Peace Officer Reports – for December.
c) Direct Deposit – January 4th, 2019 – 2019 first quarter FCSS funds in the amount of \$1,646.00.
d) Association of Summer Villages of Alberta – January 7th, 2019 letter on what the ASVA has been doing on members behalf.
e) Canada Radio-television and Telecommunication Commission – December 28th, 2018 letter in response to Mayor Poulin's December 14th, 2018 letter
f) Ag for Life – January 2019 letter requesting financial assistance for their rural safety program
g) Association of Summer Villages of Alberta – please refer to the January 30th, 2019 email sharing information on their ASVA Provincial Election Strategy

p 62
p 63

p 64-65

p 66

p 67-74

p 75

p 76

p 77

p 78-81

p 82-83

p 84-85

p 86-93

**SUMMER VILLAGE OF SILVER SANDS
AGENDA**

Friday, February 8th, 2019 – commencing at 1:00 p.m.

- p94-95 h) Alberta Municipal Affairs – January 15th, 2019 letter on submissions for their annual Minister's Awards of Municipal Excellence
- p96-97 i) Alberta Urban Municipalities Association/Alberta Municipal Services Corporation – January 9th, 2019 letter on 2019 Annual Membership Renewal
- h)

11. Open Floor Discussion with Gallery (15 minute time limit)

12. Closed Meeting (if required) – n/a

13. Adjournment

Next Meetings:

- February 23rd, 2019 – SVLSACE Meeting 9:00 a.m. (Fallis Hall, SS host)
- March 29th, 2019 – Regular Council Meeting 9:00 a.m.
- April 26th, 2019 – Regular Council Meeting 9:00 a.m.
- May 31st, 2019 – Regular Council Meeting 9:00 a.m.

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, DECEMBER 21, 2018
FALLIS COMMUNITY HALL

	PRESENT	<p>Mayor: Bernie Poulin Deputy Mayor: Liz Turnbull Councillor: Graeme Horne - Via Teleconference</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (CAO) Heather Luhtala, Assistant CAO</p> <p>Public Works: Dan Golka, Public Works Manager</p> <p>Delegations: n/a</p> <p>Public at Large: 0</p>
1.	CALL TO ORDER	Mayor Poulin called the meeting to order at 9:01 a.m.
2.	AGENDA	
	237-18	<p>MOVED by Deputy Mayor Turnbull that the December 21, 2018 agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES	
	_238-18	<p>MOVED by Councillor Horne that the minutes of the November 30, 2018 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	DELEGATIONS	n/a
5.	BYLAWS	
	_239-18	<p>MOVED by Deputy Mayor Turnbull that Bylaw 289-2018 being a bylaw for the establishment of a Subdivision and Development Appeal Board be given 1st reading.</p> <p style="text-align: right;">CARRIED</p>
	240-18	<p>MOVED by Councillor Horne that Bylaw 289-2018 be given 2nd reading.</p> <p style="text-align: right;">CARRIED</p>
	241-18	<p>MOVED by Deputy Mayor Turnbull that Bylaw 289-2018 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, DECEMBER 21, 2018
FALLIS COMMUNITY HALL

	242-18		MOVED by Deputy Mayor Turnbull that Bylaw 289-2018 be given third and final reading. CARRIED
6.		BUSINESS	
	243-18		MOVED by Deputy Mayor Turnbull that Council approve the agreement between the Summer Village of Silver Sands and Emily House of Milestone Municipal Services for the provision of Subdivision and Development Appeal Board Services and authorize execution of the agreement. CARRIED
	244-18		MOVED by Deputy Mayor Turnbull that Council allocate \$500.00 in the 2019 budget for flowering rush containment and monitoring, funds to be forwarded to LILSA. CARRIED
	245-18		MOVED by Deputy Mayor Turnbull that the Summer Village of Silver Sands contract to GFL Environmental for weekly summer waste pickup and bi-weekly winter waste pickup and obtain an 8-yard locking bin for blue-bag recycling with monthly pick-up for the 2019 year at a total estimated cost of \$32,558. CARRIED
	246-18		MOVED by Mayor Poulin that Administration be authorized to attend the Brownlee LLP (February 14, 2019) and Reynolds Mirth Richards Farmer LLP (February 15, 2019) Municipal Law Seminars AND THAT Mayor Poulin be authorized to attend the Reynolds Mirth Richards Farmer LLP seminar. CARRIED
	247-18		MOVED by Deputy Mayor Turnbull that Summer Village representation at the Northern Gateway Public Schools Alberta Rural Education Symposium be referred to the Summer Villages of Lac Ste. Anne County East group for consideration in sending a representative. CARRIED
7.		FINANCIAL	
	248-18		MOVED by Councillor Horne that the Income and Expense Statements as at November 30, 2018 be accepted for information. CARRIED
8.		COUNCIL REPORTS	
	249-18		MOVED by Councillor Horne that the verbal Council reports be accepted for information. CARRIED

②

**SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, DECEMBER 21, 2018
FALLIS COMMUNITY HALL**

9.	ADMIN & PUBLIC WORKS REPORTS	
	250-18	MOVED by Deputy Mayor Turnbull that Administration offer for sale by tender the unused equipment items that are currently being stored in the Summer Village Quonset, items to be offered for sale in the spring of 2019. CARRIED
	251-18	MOVED by Mayor Poulin that the verbal Administration report be accepted for information. CARRIED
	252-18	MOVED by Mayor Poulin that the verbal Public Works reports be accepted for information. CARRIED
10.	INFORMATION / CORRESPONDENCE	
	253-18	MOVED by Councillor Horne that the following Information and Correspondence be accepted for information: a) Alberta Summer Village Association – thank-you for our donation to their 2018 silent auction b) Community Peace Officer Reports – for November c) Alberta Municipal Affairs – letter introducing new legislation, the City Charters Fiscal Framework Act d) Yellowhead Regional Library – December 10, 2018 Board Executive Committee Highlights CARRIED
11.	OPEN FLOOR WITH GALLERY	n/a
12.	CLOSED MEETING	n/a
13.	NEXT MEETING(S)	The next Regular Council meeting has been scheduled for: -Friday, January 25, 2019 at 9:00 a.m.
14.	ADJOURNMENT	The meeting adjourned at 9:38 a.m.

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, DECEMBER 21, 2018
FALLIS COMMUNITY HALL

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

UNAPPROVED

4



Summer Village of Silver Sands

Council Policy

Number	Title		
A-ADM-INF-1	Dissemination of Information to the Public		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To provide confidentiality guidelines to Council and staff.

Policy Statement

1. Summer Village Minutes, Bylaws and Financial Statements are considered to be public property. The charge for copies of these documents for the public shall be as per the Summer Village's Fees and Charges Bylaw.
2. All information other than that contained in the Minutes, Bylaws and Financial Statements (i.e. Summer Village business, salaries of individual employees and personnel matters) shall be confidential unless otherwise specified by the CAO.
3. Copies of all Minutes and Bylaws shall be posted to the Summer Village's website.
4. Although Summer Village policies, as contained in the Policy Manual, are considered to be public knowledge, all comments regarding these policies shall be restricted to the Mayor, Councillors and the Chief Administrative Officer.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

5



Summer Village of Silver Sands

Administrative Policy

Number	Title		
A-COM-DIS-1	Landowner Disputes Resolution		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

The Summer Village is a small municipality with limited financial resources that need to be spent responsibly with a view to the best interests of the municipality as a whole

Policy Statement

The Summer Village shall be focused on enforcement or intervention with residents only where there is an issue that interests or affects the municipality, directly or indirectly

Standards

1. Examples of where the Summer Village's interests may be at issue include, but are not limited to, where there is a violation of a municipal bylaw, including the land use bylaw, or where there are some other circumstances which would permit the Summer Village to intervene pursuant to the Municipal Government Act, or another statute; and
2. The Summer Village should not subsidize disputes between landowners where no Summer Village interests are involved
3. The Summer Village shall develop and enforce bylaws that support good neighbor etiquette as needed.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

6

New Policy is A-COM-DIS-1

Summer Village of Silver Sands

Existing

LEGISLATIVE POLICY

V-003

MUNICIPAL INVOLVEMENT IN LANDOWNER DISPUTES

Authorization: Council Resolution 20 - 16

February 5th, 2016

Policy:

1. The Summer Village is a small municipality with limited financial resources that need to be spent responsibly with a view to the best interests of the municipality as a whole;
2. The Summer Village should be focused on enforcement or intervention with residents only where there is an issue that interests or affects the municipality, directly or indirectly;
3. Examples of where the Summer Village's interests may be at issue include, but are not limited to, where there is a violation of a municipal bylaw, including the land use bylaw, or where there is some other circumstances which would permit the Summer Village to intervene pursuant to the Municipal Government Act, or another statute; and
4. The Summer Village should not subsidize disputes between landowners where no Summer Village interests are involved.

Background:

The issue of involvement in disputes between landowners has recently arisen. Council felt that this prompted the need for a Summer Village policy on this issue.

Date Effective: February 5th, 2016

①



Summer Village of Silver Sands Administrative Policy

Number	Title		
A-FIN-TAX-1	Tax Recovery Fees		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

This policy is established to ensure that the municipality is reimbursed for its administration costs prior to the removal of the Tax Recovery Notifications.

Policy Statement

- Whenever Tax Recovery Notifications are to be registered with Land Titles against a property for non-payment of taxes, the minimum charge to be applied against the tax roll shall be \$50.00 plus \$5.00 for each interested party on title plus related expenses or the actual costs, whichever is greater.
- The Tax Recovery Notification shall not be discharged until the taxes and the tax recovery charges have been paid in full.

Revisions:

Resolution Number	MM/DD/YY

4



Summer Village of Silver Sands

Administrative Policy

Number	Title			
A-FIN-TAX-2	Tax Roll Address Change			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

The Alberta Land Titles Act specifically states in Section 48 that an owner or mortgagee of land shall deliver to the Registrar a memorandum in writing of some address to which all notices shall be mailed. It also required the owner or mortgagee to notify the Registrar of any change in his address. Therefore, Council is simply upholding the Land Titles Act.

If no change of mailing address is given to the Alberta Land Titles office then a caveat or lien can be placed against the property without the knowledge of the property owner. If a change of mailing address is supplied to the Alberta Land Titles office then all notifications will be sent to the owner.

Policy Statement

When owners' of property have a mailing address change and notify the municipal office of this change, administration staff shall advise the property owner of the requirement to notify the Alberta Land Titles office of same.

Standards

1. Municipal Staff shall request in writing any mailing address changes as requested by a property owner.
2. At the discretion of the Chief Administrative Officer or his/her designate, municipal staff may add the requested information to the official tax roll to ensure timely delivery of municipal information to the resident.
3. When a property owner's mailing address or ownership change comes from Alberta Land Titles Office, the office staff shall change the information on the official tax roll.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

9



Summer Village of Silver Sands

Administrative Policy

Number	Title			
A-HUM-COD-1	Human Resources Code of Conduct			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

POLICY STATEMENT

To create, provide and maintain an equitable, positive, safe and rewarding work environment for all employees.

PURPOSE

1. To promote and maintain a harmonious and co-operative relationship between the Summer Village and Employees.
2. To document personnel practices and policies of the Summer Village.
3. To ensure there is a clear understanding of the terms, conditions and requirements governing employment with the Summer Village.
4. To provide for the safety and welfare of the Employees, the economy of operation, protection of the property and welfare of the public and the Summer Village.
5. To provide a fair and effective system of personnel administration.
6. To assist the Summer Village in providing quality service to the ratepayers and residents of the Summer Village.

PRINCIPLES

2.1 Employee Hiring

1. Council shall manage and conduct the hiring process for the position of Chief Administrative Officer (CAO).
2. The CAO is responsible for recruitment and hiring of all Employees and contractors that report to the CAO and termination of all employees and contractors.
3. Department Managers are responsible for recruitment and hiring of their department Employees with the CAO endorsement.
4. Equal opportunity for employment will be provided to all qualified candidates.
5. Job offers shall be contingent on the applicant's agreement to the offer, acknowledgement of the Summer Village policies, successful reference and background checks, and any other condition applicable to the position that are required of the Employee. (i.e. criminal record check, driver's abstract). Relatives of Employees or Council may be considered for employment with the Summer Village provided they:
 - have made application for employment through the regular process;

10



Summer Village of Silver Sands

Administrative Policy

- have been considered in accordance with established employment policies and procedures;
 - possess the necessary qualifications;
 - are considered to be the most suitable candidate;
 - are not supervised by, or work directly with, their immediate family member (spouse, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law, adopted, half, and step members).
6. All documentation required for a new Employee must be completed and submitted prior to the Employee beginning employment.
 7. Offer letters will include any terms and conditions of employment.

2.2 Orientation

1. Employee orientation will be provided, and will include review of Summer Village policies, rules and regulations, and other job-specific information designed to assist the Employee in their duties.
2. Adolescent and young workers (18 and under) will be provided with further orientation, if required as per *Alberta Employment Standards Code*.

2.3 Probationary Period

1. A new Employee will be on Probationary Period for six (6) months. This period and any extensions should be referred to as the "Probationary Period".
2. The Summer Village, without notice or payment in lieu of notice, may terminate employment during the Probationary Period.
3. An Employee who is promoted or is selected for employment via an internal transfer may serve a six (6) month Probationary Period before appointment is made permanent at the discretion of the CAO. In the event the Employee is not successful in the new position after Probationary Period, and their old position has been filled, the Employee may be terminated by way of reasonable notice or payment in lieu thereof as required by law.
4. The CAO may extend Probationary Period an additional three (3) months if warranted or required.

2.4 Performance Management

1. The Summer Village is committed to continuous Employee performance management and development.
2. All Employees and Department Managers may be subject to annual performance reviews at the discretion of the CAO.



Summer Village of Silver Sands

Administrative Policy

- Ongoing Employee performance reviews are based on a calendar year of January 1 to December 31.

2.5 Ending Employment

- Termination of employment may take place upon the initiation of either the Summer Village or the Employee.
- Termination by the Summer Village of Employee will be consistent with the Alberta Employment Standards Code.

2.6 Personnel Record Documentation

- Individual personnel files shall be established on all Employees and kept up to date and maintained by the CAO or designate as part of the payroll records. Personnel files shall be reviewed every year to ensure up-to-date information and records are on file (i.e. certification, tax forms, etc.).
- An Employee's file shall be established at the date of employment and permanently retained by the Summer Village as per the Summer Village retention policy. Each Employee's individual personnel file shall contain all pertinent documents relating to the Employee's status and job performance.
- Employees have access to their own personnel files, with the exception of confidential reference letters. It is the responsibility of the Summer Village to ensure that personnel records contain all current Employee development information.
- No Employee other than the CAO or Department Manager of the Employee shall be permitted to examine any personnel file other than their own.
- Any release of information will be provided only with the expressed written consent of the Employee and in compliance with the Alberta Freedom of Information and Privacy Act.

Revisions:

Resolution Number	MM/DD/YY

12



Summer Village of Silver Sands

Administrative Policy

Number	Title		
A-HUM-CON-1	Contractor		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

POLICY STATEMENT

To create, provide and maintain an equitable, positive, and safe work environment for all contractors.

PURPOSE

1. To promote and maintain a harmonious and co-operative relationship between the Summer Village and the Contractor.
2. To ensure there is a clear understanding of the terms, conditions and requirements of a Contractor within the Summer Village of Silver Sands.
3. To assist the Summer Village of Silver Sands in providing quality service to the ratepayers and residents of the Summer Village.

PRINCIPLES

2.1 Contractor Hiring

1. The CAO is responsible for recruitment of all Contractor's.
2. All contract opportunities will be conducted through an open and competitive process prior to awarding contracts, or as determined by the CAO reflective of the scope of the project.
3. Equal opportunity for contractors will be provided to all qualified candidates.
4. Contract offers shall be contingent on the contractor's agreement to the offer, and acknowledgement of company policies. Relatives of Employees or Council may be considered for Contract with the Summer Village provided they:
 - possess the necessary qualifications;
 - are considered to be the most suitable candidate;
 - are not supervised by their family member.

Revisions:

Resolution Number	MM/DD/YY

13



Summer Village of Silver Sands

Council Policy

Number	Title			
C-PRO-ENF-1	Bylaw Enforcement Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

Council recognizes the need to ensure that bylaws are enforced, but must balance that with the fiscal restraints under which the municipality must operate.

Policy Statement

The Summer Village of Silver Sands will ensure that the bylaws of the municipality are enforced in an equitable and consistent manner, treating all residents fairly. As the municipality only has a Bylaw Enforcement Officer on a part-time basis, the bylaws will be enforced to the best ability of the Bylaw Enforcement Officer within that time constraint.

Standards

1. The Bylaw Enforcement Officer shall also be the Animal Control Officer.
2. The Bylaw Enforcement Officer shall have a phone number that shall be made available to the public.
3. The Bylaw Enforcement Officer shall provide the municipal office with a monthly report on all bylaw enforcement actions taken.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

14



Summer Village of Silver Sands

Administrative Policy

Number	Title			
A-PRO-FIRE-1	Fire Ban Declaration Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To address a concern with regard to the declaration of fire bans.

Policy Statement

In consideration of public safety, and in recognition that the Summer Village of Silver Sands contracts fire services from Onoway Regional Fire Services, a fire ban shall be applied upon recommendation of the fire chief and in consultation with Council and the fire ban status of neighbouring Lac Ste. Anne County.

Responsibilities

Fire Chief to provide recommendations and CAO to issue as required.

Legal References: MGA Part 5 & 6

Cross References:

Revisions:

Resolution Number	MM/DD/YY

15



Summer Village of Silver Sands

Administrative Policy

Number	Title		
A-REC-PLAY-1	Playground Equipment		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

POLICY STATEMENT

The Summer Village of Silver Sands shall inspect and repair all playground equipment located within the Summer Village boundaries which are located on municipal property on a yearly basis.

PURPOSE

The Summer Village of Silver Sands has deemed it necessary to provide the users of the playground equipment a safe environment and lessen the likelihood of personal harm.

RELATED INFORMATION

The Summer Village of Silver Sands, upon inspection, having found a defective or worn part, may elect to repair the equipment or remove it from service until such time that it can be returned to service.

RESPONSIBILITIES

It will be the responsibility of the Chief Administrative Officer to ensure completion of an annual inspection and identified concerns are followed up on.

Revisions:

Resolution Number	MM/DD/YY

16



Summer Village of Silver Sands

Administrative Policy

Number	Title		
A-TRA-INSP-1	Road Inspection and Maintenance Policy		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To provide guidelines to Council and staff with respect to roads under the direction, management and control of the municipality.

Policy Statement

The Summer Village of Silver Sands will ensure that the roads under the direction, management and control of the municipality are kept in a reasonable state of repair insofar as the municipality's financial and human resources will allow.

Standards

- Roads within the Summer Village will be inspected on a semi-annual basis. Items to be considered in these inspections are:
 - Potholes
 - Frost boils
 - Cracks
 - Obscured intersections
 - Condition of traffic control signs
 - Visibility of traffic control signs
 - Maintaining grade and level of both paved and gravel roads

Revisions:

Resolution Number	MM/DD/YY

17



Summer Village of Silver Sands

Council Policy

Number	Title			
C-CAO-PERF-1	Chief Administrative Officer Performance Evaluation			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To outline the Annual Performance Evaluation of the Chief Administrative Officer.

Policy Statement

The Summer Village of Silver Sands shall implement best practices in the governance function.

Principles

1. The Summer Village of Silver Sands is committed to following good governance principles and practices.
2. Council will complete an Annual Performance Evaluation for the Chief Administrative Officer.
3. The Annual Evaluation is to be completed by all of Council and the Mayor.
4. Once the Annual Performance Evaluation is completed, there will be a meeting between the Mayor, and/or Council and Chief Administrative Officer to discuss the Annual Evaluation (all of Council and/or additional administration may be included if deemed appropriate).

Revisions:

Resolution Number	MM/DD/YY

18



Summer Village of Silver Sands

Council Policy

Number	Title		
C-COU-MTG-1	Notification of Council and Committee Meetings		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To outline the length of notice to be given to the public and Council on Council and Committee meetings.

Policy Statement

The Summer Village of Silver Sands shall implement best practices in the governance function.

Principles

1. The Municipal Government Act, Chapter M26.1 of the Statutes of Alberta requires that 24-hours notice be given to Council and the public of all Council meetings and meetings of committees of Council.
2. Special Council meetings may be held with less than 24-hours notice if at least 2/3 of the whole Council agrees to this, in writing, before the beginning of the meeting.
3. Notice of a Council or Council Committee meeting is deemed to have been given to a Councillor or member of a Council Committee if the notice is delivered either in person to an adult person at the Councillor's or member's home or place of business or delivered digitally provided that it has been acknowledged as received by the individual.
4. Notice of a Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
5. Any changes in date or time of Council or Council Committee meetings will be advertised by the posting of a notice on the Summer Village's website.

Revisions:

Resolution Number	MM/DD/YY

19



Summer Village of Silver Sands Council Policy

Number	Title		
C-COU-PAR-1	Public Participation Policy		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.



Summer Village of Silver Sands Council Policy

DEFINITIONS

1. **“Chief Administrative Officer”** means the chief administrative officer of the Municipality or their delegate, abbreviated “CAO”.
2. **“Council”** means the elected representatives of the Municipality.
3. **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
4. **“Municipality”** means the Summer Village of Silver Sands.
5. **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
6. **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
7. **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail- in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

POLICY RESPONSIBILITIES

1. Council Responsibilities

(a) Council shall:

- i review and approve Public Participation Plans as drafted by the CAO at



Summer Village of Silver Sands Council Policy

the direction of Council;

- i. consider input obtained through Public Participation; and
- ii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- iii. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

2. Administration Responsibilities

(b) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. Consider and advise Council regarding timing, resources and engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

II. PUBLIC PARTICIPATION OPPORTUNITIES

(c) CAO shall develop and implement, as directed by Council, a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;
- iii. when identifying Council priorities;
- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council.

22



Summer Village of Silver Sands Council Policy

POLICY EXPECTATIONS

1. Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

2. Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

PUBLIC PARTICIPATION PLANS

- (a) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:

23



Summer Village of Silver Sands Council Policy

- i. the nature of the matter for which Public Participation is being sought;
- ii. the impact of the matter on Municipal Stakeholders;
- iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- iv. the timing of the decision and time required to gather input;
- v. what information is required, if any, to participate; and
- vi. available resources and reasonable costs.

(b) Public Participation Plans will, at minimum, include the following:

- vii. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
- viii. identification of which Public Participation Tools will be utilized;
- ix. timelines for participation;
- x. information about how input will be used;
- xi. the location of information required, if any, to inform the specific Public Participation.

REPORTING AND EVALUATION

(a) Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.

(b) The report shall include, at minimum, the following:

- i. an overview of the Public Participation Plan and how it was developed;
- ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
- iii. a summary of the input obtained; and
- iv. may include recommendations for future Public Participation Plans.

24



Summer Village of Silver Sands Council Policy

(c) Reports shall be provided to Council for review.

Legal References: MGA 216.1, 230, 606, 692

Cross References: International Association for Public Participation

Attachment: Public Participation Spectrum

Revisions:

Resolution Number	MM/DD/YY

25

New Policy is C-cou-par-1

Summer Village of Silver Sands

POLICY

Existing VI-001

Authorization: Council Motion #147-18 Date: August 10, 2018

Policy: Public Participation

I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

26

Summer Village of Silver Sands

Existing

III. DEFINITIONS

- 1) **"Chief Administrative Officer"** means the chief administrative officer of the Municipality or their delegate, abbreviated "CAO".
- 2) **"Municipal Stakeholders"** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) **"Municipality"** means the Summer Village of Silver Sands.
- 4) **"Public Participation"** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) **"Public Participation Plan"** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) **"Public Participation Tools"** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

IV. POLICY RESPONSIBILITIES

1) Council Responsibilities

- (a) Council shall:
 - i review and approve Public Participation Plans as drafted by the CAO at the direction of Council;
 - ii consider input obtained through Public Participation; and
 - iii review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

27

Summer Village of Silver Sands

EXISTING

- iv. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

2) Administration Responsibilities

(a) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. consider timing, resources and engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

V. PUBLIC PARTICIPATION OPPORTUNITIES

(b) CAO shall develop and implement a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;
- iii. when identifying Council priorities;
- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council.

VI. POLICY EXPECTATIONS

1) Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

28

Summer Village of Silver Sands

Existing

2) Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

VII. PUBLIC PARTICIPATION PLANS

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. the nature of the matter for which Public Participation is being sought;
 - ii. the impact of the matter on Municipal Stakeholders;
 - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. the timing of the decision and time required to gather input;
 - v. what information is required, if any, to participate; and
 - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
 - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - ii. identification of which Public Participation Tools will be utilized;
 - iii. timelines for participation;
 - iv. information about how input will be used;
 - v. the location of information required, if any, to inform the

29

Summer Village of Silver Sands

specific Public Participation.

Existing

VIII. REPORTING AND EVALUATION

- a. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
 - i. an overview of the Public Participation Plan and how it was developed;
 - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

30



Summer Village of Silver Sands

Council Policy

Number	Title		
C-COU-POL-1	Council and Administrative Policy Development		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To establish a consistent approach, through an established format, pre-determined codification system, and clearly articulated definitions for Council Policy and Administrative Policy development in the Summer Village of Silver Sands.

Policy Statement

This Council policy shall establish a consistent approach to, and philosophical framework for, the development of Council Policies and Administrative Policies.

Responsibilities

Council policies shall address issues within the realm of governance. The CAO, in accordance with the direction and intent of the CAO Bylaw shall determine which policy issues should be brought to Council for approval as Council policies, those that should be shared with Council for information, and those that shall remain strictly within the purview of administration to develop, approve, implement and monitor.

Standards

1. Policies shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Summer Village bylaws.
2. Council policies and Administrative policies shall be developed and implemented according to this policy.
3. Policies shall be developed using a common format comprising:
 - a. **Purpose** – the purpose explains the underlying issue or need that resulted in the formulation of the policy. The purpose statement shall be in the form of an infinitive: that is, the first word shall be, "To".
 - b. **Policy Statement** – two types of policies are contemplated by this policy: Council policies, which are approved by Council; and Administrative policies, which are approved by the



Summer Village of Silver Sands

Council Policy

- CAO. In both instances, the policy statement is a philosophically based statement, which is goal oriented and establishes directions or parameter for the future.
- c. **Definitions** – definitions may be inserted after the policy statement whenever terms in the policy statement require further explanation for clarity.
 - d. **Responsibilities** – this section shall determine which entities within the Summer Village of Silver Sands are responsible for the development, approval, implementation, and evaluation of the effectiveness of the policy. This may include the delegation of responsibilities to the CAO, or designate, or to Council committees.
 - e. **Standards** – Standards further define the framework and/or establish parameters within which the policy is to be implemented. Standards are clear concise statements that define in more precise terms what is required relative to the policy direction. Standards may include statements that are mandatory in nature; that is, they may include the terms, “shall” or “will”. In interpreting policies and standards, the terms, “shall” and “will” are to be read as mandatory and the term “may” is to be reads as permissive.
 - f. **Administrative Procedures** – the CAO or designate is responsible for developing the specific implementation steps required to operationalize a policy. Administrative procedures shall not be subject to Council approval but shall be available to the Council for information at the time of policy approval and thereafter whenever relevant issues arise. The Council expects that administrative procedures will be developed by obtaining the necessary technical advice, affected stakeholder input, and legal opinions.
 - g. **Approvals** – approvals shall signify the approval that has occurred on the policy by the CAO.
 - h. **Approved** – for Council policies, this shall include the resolution number and date on which final approval was given by Council. For Administrative policies, all of the dates on which the CAO reviewed and approved changes to the policy would be stated.
 - i. **Revised** – this section provides a tracking system of the dates on which revisions to the policy were approved. For Council policies, there would be a reference to the resolution number and date of approval of any revision. For Administrative policies, all of the dates on which the CAO reviewed and approved changes to the policy would be stated.
 - j. **Legal References** – legal references shall refer to any statutes or other legal authorities relevant to the policy. Legal references shall appear at the end of the policy.
 - k. **Cross References** – cross references shall refer to any relevant bylaws, collective agreements, Council policies, or Administrative policies that may be referenced in the implementation of the policy. These shall be placed at the end of the policy.
 - l. **Page Numbers** – page numbers shall appear in the bottom right of each page and be identified in the format of, “Page 1 of 2, Page 2 of 2”. In order to clearly separate



Summer Village of Silver Sands

Council Policy

administrative procedures from policy, a new series of numbering shall begin on the first page of the administrative procedures and shall follow the pattern of, "Page 1 of 2, Page 2 of 2".

4. The development and review of policies shall allow for the participation of affected groups or individuals that the Council or CAO considers appropriate to the policy decision being contemplated. In the event of an emergent or other situation where it is in the best interests of the Summer Village to do so, the Council or CAO may take immediate action on a policy matter, or act in an ad hoc manner as appropriate in the absence of any specific policy that precisely addresses the situation at hand.
5. The CAO or designate shall review policies periodically to ensure that they continue to be relevant, current and support the achievement of desired results.
6. The Council delegates responsibility for effective policy implementation and evaluation to the CAO.

Legal References: MGA Part 5 & 6

Cross References:

Revisions:

Resolution Number	MM/DD/YY

33



Summer Village of Silver Sands

Council Policy

Number	Title			
C-FIN-BUD-1	Expenditures not included in Annual Budgets			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

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

Policy Statement

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

Standards

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

Legal References: MGA 248(2)

Revisions:

Resolution Number	MM/DD/YY

341



Summer Village of Silver Sands Council Policy

Number	Title			
C-FIN-DCA-1	Disposal of Capital Assets			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To ensure that the municipality receives fair value and that there is equal opportunity for everyone who may be interested in purchasing capital assets when they are sold.

Policy Statement

1. The disposal of any capital asset must have the approval of Council as a whole prior to any action being taken to dispose of the asset.
2. Any capital asset, which is being disposed of, shall be advertised and tendered or sold at public auction in a platform as determined by the CAO.
3. Offers to purchase capital assets must be made in writing to the Municipal office and must be received by the office prior to the closing time and date stated in the advertising.

Legal References: MGA Part 5 & 6

Cross References:

Revisions:

Resolution Number	MM/DD/YY

35



Summer Village of Silver Sands

Council Policy

Number	Title			
C-FIN-PUR-1	Purchasing Policy			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To provide clarity and direction for the procurement of goods and services.

Policy Statement

1. Once Council has approved the annual operating and capital budgets, administration shall have the authority to purchase appropriate supplies or contracted work within that category's budgeted amount.
2. Two members of Council may approve expenses of an emergency nature which are not included in the annual budget.
3. Staff shall always attempt to obtain the best supplies or work for the least dollars. Purchases shall, however, be from reputable firms that supply a guarantee or warranty where applicable.

Legal References: MGA 208(i) & 248(1)

Revisions:

Resolution Number	MM/DD/YY

36



Summer Village of Silver Sands

Council Policy

Number	Title		
C-FIN-RES-1	Restricted Surplus & Reserves		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To assist the Summer Village in being financially secure. As per Auditor recommendation, the municipality's goal will be to have the equivalent of at least one year's operating funds as the amount of total reserves/unrestricted surplus collected.

Policy Statement

The Summer Village of Silver Sands recognizes the need to maintain and manage the reserve funds that:

1. Minimize the financial exposure of the municipality from unanticipated fluctuations in operating activities.
2. Maintain and improve the Summer Village's working capital requirements.
3. Provide for future operating and capital requirements.
4. Address the overall current and future initiatives of the Summer Village.

Standards

1. Reserves are established to meet specific circumstances that have a reasonable likelihood of being realized.
2. The requirement for each reserve and their amounts will be reviewed annually.
3. All reserves, as allocated, will be fully funded.
4. Operating Reserves:
 - a. The purpose of maintaining operating reserves is to:
 - i. Meet unexpected operational needs of the Summer Village (this may relate to changes in either operating revenues or operating expenditures); and
 - ii. Smooth out the unpredictable nature of certain expenditures (i.e. weather driven expenditures).
5. Capital Reserves:
 - a. The purpose of Capital Reserves is to:
 - i. Establish a systematic method of capital equipment/infrastructure replacements that emphasizes the long-term annual expense of equipment/infrastructure rather than sporadic expenditures for equipment; and

37



Summer Village of Silver Sands

Council Policy

- ii. Encourage long-term planning for new capital needs and a systematic method of financing for those needs.

Legal References: MGA 244

Revisions:

Resolution Number	MM/DD/YY

36



Summer Village of Silver Sands

Council Policy

Number	Title		
C-FIN-TEN-1	Tendering Policy		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To provide clarity and direction for the procurement of goods and services, giving consideration to in-house expertise and fiscal constraints under which the municipality must operate.

Policy Statement

- The Summer Village of Silver Sands recognizes the need to obtain the best service for the best value, as it relates to best practices within the municipality. The Summer Village may utilize a tender process (open or invitational), a request for proposal (RFP) (open or invitational) or a request for quote (RFQ) (open or invitational) for capital or operational projects depending on the project scope and as agreed by Council, the Chief Administrative Officer or both.
- If the project that is to be tendered, proposed or quoted is of a significant dollar value, the Summer Village may contract outside sources to prepare, evaluate and provide a recommendation(s).
- When a tender, RFP, or RFQ is requested, the tender, RFP or RFQ is to be received at the Summer Village municipal office location in a sealed envelope and will remain sealed until the end of the period set out for receipt of documents.
- Once the period for submission is closed, the Chief Administrative Officer will open all sealed documents in the presence of **at least one other person** – administrative staff, Public Works Foreman and/or a member of Council.
- For submission to Council, the Chief Administrative Officer will present the information from the tender, proposal or quote documents in a spread sheet format which will provide the following information:
 - Name of firm submitting tender
 - Value of the tender by the submitting firm

The original documents will be made available at the Council meeting should Council feel that they require additional information.

39



Summer Village of Silver Sands

Council Policy

6. A decision shall be made by Council or the Chief Administrative Officer (however directed by Council) based on the information provided – spread sheet document and review of the original form if necessary. Evaluation of the bids may consider the submitted price, delivery, servicing, the capacity of the supplier to meet the requirements of the project and any other criteria relevant to the project. No questions should be asked of those who submitted tenders if they are present.

Legal References: MGA Section 207 & 248(1)

Revisions:

Resolution Number	MM/DD/YY

40



Summer Village of Silver Sands

Council Policy

Number	Title			
C-HUM-REC-1	Recruitment			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

To provide the Summer Village with terms and conditions around the recruitment of permanent and temporary staff.

Policy Statement

1. Recruitment of all Summer Village personnel is to be centralized through the office of the Chief Administrative Officer.
2. The Chief Administrative Officer is responsible for ensuring that the general statement of recruitment is adhered to. In the event of a conflict, the Mayor and one other member of Council will review the issue prior to an offer of employment being made.
3. Family member means spouse, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law, adopted, half, and step members.
4. Family members of Council may be employed in temporary positions if the Summer Village has employed them in the past, if they have the required experience, or if they had been employed before the Council member was elected.
5. No person may be hired for a position if that position is under the direct supervision of an immediate family member.
6. Family members of Council, the Chief Administrative Officer and Department Heads are ineligible for permanent employment with the Summer Village.
7. The official offer of employment will be generated from the Summer Village municipal office only. The official personnel file for all staff hired will be held in the Summer Village municipal office.

41



Summer Village of Silver Sands

Council Policy

8. All permanent and temporary positions of three months duration or longer will have a probationary period set at six months. The Chief Administrative Officer may grant one extension of the probationary period. The extension may not exceed the length of the original probationary period.
9. Should the conditions of this policy conflict with the requirements of a Federal (e.g. SEED) or Provincial (e.g. STEP) employment programs, the requirements of this employment program will supersede the conditions of this policy.
10. Notwithstanding anything else stated in the policy, if, after a diligent search for candidates to fill the positions, there are no other viable candidates then the Chief Administrative Officer may hire a member of a Council member's family, but there is to be no direct supervision or direction from the Council member to that employee.

Legal References:

Revisions:

Resolution Number	MM/DD/YY

42

Wendy Wildman

From: Emily House <emily@springlakealberta.com>
Sent: December 28, 2018 12:27 PM
To: 'Wendy Wildman'
Subject: RE: town of Onoway - SDAB agreement

Hi Wendy.

Thank you so much.

I am away until January 10th so I will forward a fully executed copy for your records along with an invoice for the annual fee.

The pool that I currently have is:

Clerks
Emily House
Cathy McCartney

Board Members
Denis Meier
Rainbow Williams
Don Dobing
John Roznicki

I have four people taking the Board Member Course in January so I will forward their names as soon as I receive their certificates.

Thanks so much. Happy New Year.

-Emily

Emily House
Chief Administrative Officer

Phone: (780) 963-4211
Fax: (780) 963-4620
www.springlakealberta.com

From: Wendy Wildman <cao@onoway.ca>
Sent: December 28, 2018 12:10 PM
To: 'Emily HOUSE' <emily@milestonemunicipalservices.ca>; emily@springlakealberta.com
Cc: 'Debbie Giroux' <debbie@onoway.ca>; administration@wildwillowenterprises.com
Subject: town of Onoway - SDAB agreement

Emily – attached is the noted agreement, which was approved at our Dec. 20 Council meeting.

Please return one fully executed copy for our records.

43

[FWD: Silver Sands, West Cove, South View]

----- Original Message -----

Subject: Silver Sands, West Cove, South View
From: "Shelley Vaughan" <shelley@onoway.ca>
Date: Mon, January 07, 2019 12:54 pm
To: <administration@wildwillowenterprises.com>

Hi Everyone - please see attached a copy of your FCSS contributions for 2018. FCSS Funding for 2019 is the same as 2018. I ask that you begin conversations as to where you would like to spend your FCSS Dollars this upcoming year. If I receive any applications (as I will be putting an ad in the Newspaper) I will forward.

If you have any questions please contact me at 780-967-5338.

Thanks
Shelley Vaughan
Administrative Assistant
Town of Onoway

Your message is ready to be sent with the following file or link attachments:

2018 FCSS Silver Sands Westcove South View allocations

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

44

2018 FCSS Allocations (Silver Sands/West Cove/South View) June

Town	Silver Sands	West Cove	South View
East End Bus - Seniors in Motion (2)	\$ 281.00	\$ 221.00	\$ 500.00
Darwell Library Reading Program	\$ 500.00		\$ 500.00
Darwell Library		\$ 1,372.00	\$ 500.00
Picnic	\$ 300.00		\$ 300.00
Darwell Ag Board			
West Cove Days		\$ 2,000.00	
Food Bank	\$ 500.00		\$ 500.00
Darwell School	\$ 500.00		\$ 1,000.00
Portable Information Sign			
Community Sign (South View)			
West Cove Community League		\$ 2,000.00	
Silver Sands Fire Sign	\$ 2,216.45		
Silver Sands Picnic			
Silver Sands Summer Village Project			
Meals on Wheels (Darwell)	\$ 500.00		
Darwell School (2 nd cheque run)	\$795.55		\$ 427.25
TOTAL	\$ 5,593.00	\$ 5,593.00	\$ 3,727.25
TOTAL FCSS Money Left to Spend	\$ -	\$ -	\$ -
TOTAL FCSS MONEY AVAILABLE:	\$ 5,593.00	\$ 5,593.00	\$ 3,727.25
TOTAL FCSS Money to spend for Silver Sands, West Cove, South View			\$ 14,913.25
MINUS total spent from Silver Sands, West Cove, South View			\$ 14,913.25
TOTAL Available FCSS Money left from Silver Sands, West Cove, South View			\$ -

45



January 4, 2019

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

Attention: Ms. Wendy Wildman, CAO

Dear Ms. Wildman:

Re: Engagement letter

You have requested that we audit the consolidated financial statements of Summer Village of Silver Sands, which comprise the consolidated statement of financial position as at December 31, 2018 and future years (unless terminated in writing), and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, as well as a summary of significant accounting policies and other explanatory information.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the consolidated financial statements.

Our Responsibilities

We will conduct our audit of Summer Village of Silver Sands in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance as to whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence of the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.

We may also communicate other matters identified during the audit that, in our opinion, are of sufficient importance to merit management's attention.

Form and Content of the Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Members of Council of Summer Village of Silver Sands

4/6

We have audited the accompanying consolidated financial statements of Summer Village of Silver Sands, which comprise the consolidated statement of financial position as at December 31, 2018, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the consolidated Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Summer Village of Silver Sands as at December 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

If we conclude that a modification to our opinion on the consolidated financial statements is necessary, we will discuss the reasons with you in advance.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they are responsible for:

- a) The preparation and fair presentation of the consolidated financial statements in accordance with the Canadian public sector accounting standards;
- b) Such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error; and
- c) Providing us with:
 - i) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
 - ii) Access to all information of which management is aware that is relevant to the preparation of the consolidated financial statements, such as records, documentation and other matters; and
 - iii) Additional information that we may request from management for the purpose of the audit.

As part of our audit process:

47

- a) We will make inquiries of management about the representations contained in the consolidated financial statements. At the conclusion of the audit, we will request from management written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b) We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Summer Village of Silver Sands unless:

- We have been specifically authorized with prior consent;
- We have been ordered or expressly authorized by law or by the *Code of Professional Conduct/Code of Ethics*; or
- The information requested is (or enters into) public domain.

In performing our services, we will send messages and documents electronically. You acknowledge that electronic communication carries the possibility of inadvertent misdirection, interception or non-delivery of confidential material, or infection by a virus. If you do not consent to our use of electronic communications, please notify us in writing.

We do not accept responsibility and will not be liable for any damage or loss caused in connection with the interception or corruption of an electronic communication.

Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- a) You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- b) We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the consolidated financial statements and the issuance of our audit opinion are solely for the use of Summer Village of Silver Sands and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these consolidated financial statements, and we accept no responsibility for their use by any third party.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us.

If you require our consent in this regard, management agrees to provide, on a timely basis, a draft of the other information for our review prior to the issuance of the audit report.

48

Reproduction of Auditor's Engagement Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized consolidated financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that you and your employees will prepare certain schedules and locate specified documents for our use before our engagement is planned to commence. The requested schedules and documents are as follows:

- a) Schedules and analyses; and
- b) Other specified documents.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or withdraw from the engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our firm, constitute confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide for your own use certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any damage or loss incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm's policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, the audit engagement does not contemplate the provision of specific accounting advice or opinions, or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement.

Other Services

In addition to the audit services referred to above we will, as allowed by the *Code of Professional Conduct /Code of Ethics*, prepare your charity returns and other special reports as required. Management will provide the information necessary to complete these returns/reports and will file them with the appropriate authorities on a timely basis.

49

Governing Legislation

This engagement letter is subject to and governed by the laws of the Province of Alberta. The Province of Alberta will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that:

- a) Any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation; and
- b) You will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement.

Any mediation initiated as a result of this engagement shall be administered within the Province of Alberta. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Indemnity

Summer Village of Silver Sands hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents or employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of (or in consequence of):

- a) The breach by Summer Village of Silver Sands or its directors, officers, agents or employees of any of the covenants made by Summer Village of Silver Sands herein including, without restricting the generality of the foregoing, the misuse of or the unauthorized dissemination of our engagement report, or the consolidated financial statements in reference to which the engagement report is issued or any other work product made available to you by our firm.
- b) The services performed by us pursuant to this engagement unless and to the extent that such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of our firm. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your Municipality.

Time Frames

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by Summer Village of Silver Sands of its obligations.

Fees at Regular Billing Rate

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable GST, and are due when rendered. Fees for any additional services will be established separately.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.50% per month or 18.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

30

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Communications

In connection with this engagement, we may communicate with you or others via telephone, facsimile, post, courier and email transmission. As all communications can be intercepted or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from: communications, including any consequential, incidental, direct or indirect; special damages, such as loss of revenues or anticipated profits; or disclosure or communication of confidential or proprietary information.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party not less than 30 calendar days before the effective date of termination. If early termination takes place, Summer Village of Silver Sands shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the consolidated financial statements, we may withdraw from the audit before issuing an auditor's report or we may disclaim an opinion on the consolidated financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Municipality of its obligations.

Consequential Loss

Our firm and its partners, officers or employees will not be responsible for any consequential loss, injury or damages suffered by the client including but not limited to loss of use, earnings and business interruption, or the unauthorized distribution of any confidential document or report prepared by or on behalf of our firm, including the partners, officers or employees of the accounting firm for the exclusive use of the client.

Conclusion

This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

51

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the foregoing terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your Municipality.

Sincerely,

Seniuk & Company

SENIUK AND COMPANY

Acknowledged and agreed to on behalf of Summer Village of Silver Sands by:

Date signed

52

Wendy Wildman

From: Liz Turnbull <lizturnbull@telusmail.net>
Sent: January 31, 2019 5:56 PM
To: Wendy Wildman; Silver Sands Admin
Cc: Bernie Poulin; Graeme Horne
Subject: Rural connectivity

I would like to see added to our next agenda, a discussion of possible actions we could take now that a federal Minister of Rural Affairs has been appointed (not sure I have the title correct). She acknowledged in an interview on the news tonight that full rural accessibility to Internet and all full bandwidth services is essential to the ongoing survival of rural communities in Canada. Perhaps we can capitalize in that to increase political pressure to actually do something about this problem.

Thanks, Liz

Sent from my BlackBerry 10 smartphone on the TELUS network.

53

Wendy Wildman

From: Larry Horncastle, Ec.D., HLM <larry@keystonestrategies.ca>
Sent: January 30, 2019 1:52 PM
To: Mike Primeau; Wendy Wildman; Cindy Suter
Cc: Richard Horncastle, Ec.D.
Subject: High Speed Internet
Attachments: High speed Internet.pdf

Good news! The Minister of Rural Economic Development for the Federal Gov't has been mandated to lead work to increase high-speed broadband coverage in rural Canada and comes with a \$750 Million to make sure broadband is a basic service to the majority of Canadians.

If you know your MP well, or others in Ottawa, maybe you could lobby for the Lac Ste Anne/Onoway region to be a test project to roll out high speed internet.

Maybe this could also be a discussion around the Partnership table

Larry

54

Rural Economic Development Minister to tackle rural broadband internet connectivity



Rural Economic Development Minister Bernadette Jordan will be in charge of bringing high-speed internet to rural parts of Canada, according to her new mandate letter.

The [letter was released](#) on January 29th, 2019 and says she will “lead work to increase high-speed broadband coverage in rural Canada.”

“This includes the rollout of existing investments, programming towards further improvements, and ensuring that investments by the Government of Canada, provincial and territorial partners, and the private sector are co-ordinated to best prepare rural Canada for success in the digital economy,” the letter reads.

The Nova Scotia Liberal Member of Parliament was appointed the role during Prime Minister Justin Trudeau’s cabinet shuffle on January 14th.

Jordan was first elected in 2015 and represents the riding of South Shore-St. Margarets. She is the first woman to represent Nova Scotia

55

as a federal minister.

At the time of her appointment, [Prime Minister Justin Trudeau](#) said her role and ministry will “play a major role in the lives of rural Canadians and their families.”

The creation of the [new rural-focused ministry](#) follows a \$750 million pledge made by the CRTC to ensure that broadband internet is a basic service provided to the majority of Canadians. Specifically, the CRTC aims to use the investment over a five-year period to provide 90 percent of Canadians with access to internet speeds of 50 Mbps and unlimited data allowance.

Image credit: [YouTube](#) (Screenshot)

Source: [Government of Canada](#)

56



PUBLIC PARTICIPATION PLANS

Summer Village of Silver Sands

The purpose of this plan is to outline Council and Administration's plan to engage and encourage public participation with the Summer Village of Silver Sands.

57

Contents

Introduction 2

Public Input 2

 The Purpose of Public Input 2

 Determining When Public Input is Needed 2

 Ways in which the Summer Village Solicits Input 3

Resources 4

DRAFT

58

Introduction

Relationships among people are a critical element of municipal business. This Plan provides some guidance about how the Summer Village can maintain good relationships through appropriate public input regarding decisions made by Council.

It is anticipated that the readers of this document will be:

- a) those in municipal administration who are responsible for integrating public input opportunities into municipal projects and plans,
- b) those on Council who will be making decisions about appropriate public input,
- c) those in municipal administration who will be determining if developers or other proponents have provided for an adequate public input process, and
- d) those who own property within the municipality

Public Input

The Purpose of Public Input

Municipal Councils make decisions in public for the public good. This plan supports the involvement of citizens in these public decisions. The public input is sought after when there is a decision to be made that will impact the residents of the Summer Village. Public input is valuable for decisions that impact residents for three reasons:

1. It helps strengthen the relationship between the council and the citizens of the Summer Village
2. It informs the citizens of the Summer Village, therefore, minimizing complaints and costs caused by last minute changes
3. It leads to better solutions for everyone involved in the Summer Village

Determining When Public Input is Needed

Public input is essential to the municipal decision process. The Municipal Government Act (MGA) has a legal requirement for Council and Council committees to conduct business in public and to ensure the public is notified of certain kind of decisions.

Most of the decisions made by council can be or are enhanced by public input. The few situations where public input is not required are referred to as directive decisions. Directive decisions are those made by a person authorized to do so, and are issued to others simply to inform them the decision has been made. The situations where a directive decision is appropriate are as follows:

1. There is an urgent need to respond immediately (e.g. flood response).
2. A person in authority is acting within their authority (e.g. police carrying out their duties).

3. The decisions are routine and are accepted as part of the municipality's operations (e.g. snow removal after a heavy snowfall).
4. The decisions are dictated by law (e.g. improvements to water treatment plant).
5. The decisions have substantial effect only on those who have already agreed to be affected through some form of contract (e.g. employment, volunteerism, accepting elected office).

In these cases, the municipality is acting within its authority and is expected to implement the decision efficiently. These decisions are posted to the public through the website and the community information signs. The public can also contact the Summer Village's office if they have any questions or concerns about the decisions made.

Public input is necessary when consultative decisions are to be made. These types of decisions usually have one or more of the following characteristics:

1. Public notification and input are required by law (see MGA requirements in the Introduction).
2. The decision is a known concern of other parties, or is likely to have a significant impact on other parties (e.g. a proposed casino).
3. The decision affects society's moral or emotional expectations (e.g. expansion of a recreation centre).
4. The decision affects the "comfort envelope" (lifestyle or habits) of citizens (e.g. road closure affecting how people access the highway).
5. People perceive there are risks associated with the decision (e.g. approving a "half-way" house to support convict rehabilitation).
6. Council or administration requests public input prior to making the decision (e.g. public buildings or open space management).

Consultative decisions are common in municipalities, however, the final decision rests with Council. For consultative decisions, public engagement is required. Ways in which the Summer Village encourages engagement is through surveys, the annual gatherings, council meetings that are open to the public, and annual newsletters.

Ways in Which the Summer Village Solicits Input

During the decision making process, the following questions will aid Council and Administration when determining what manner of public input is required:

- What kind of decision is being made?
- Who is going to be affected?
- How will those affected perceive the matter?

After asking these questions, Council and Administration can determine, choose from the listing above, which way public input is carried out.

60

While the MGA defines the minimum legal requirements for a municipality to provide public notification which are strictly followed, some additional ways that public input is and can be petitioned by the Summer Village are:

- Summer Village website page
- Annual picnics, gatherings, information meetings
- On-line or Paper Surveys
- Community information sign
- Annual newsletters
- Council meetings
- Mail outs

These methods are used to encourage public input from a variety of people who belong to certain demographic groups. This allows for a wide range of input to help Council members come to a decision that can help satisfy the needs of the Municipality.

Resources

Resources are available to help residents develop more informed inputs for decisions regarding the Municipality. The following resources are posted on the Summer Village's website:

- All policies that effect the Summer Village
- All bylaws that effect the Summer Village
- All meeting agendas and minutes from Council meetings
- Contact information for the Summer Village

With the help of these resources, Council and Administration hopes that the public will utilize them to help make better informed inputs.

61

Summer Village of Silver Sands

Report to Council

Meeting: February 8, 2019 - Regular Council Meeting

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

Comments:

Planning and Development matters have continued to be quiet during the month of January 2019. Three applications for Development Authority Approval were received, however; each was deemed incomplete and additional information was requested. No Development Permits were issued and no Enforcement Actions were undertaken.

Regards,

Tony Sonnleitner, Development Officer

62

Wendy Wildman

From: Dan Golka <sspublicworks@wildwillowenterprises.com>
Sent: February 3, 2019 11:51 PM
To: cao@onoway.ca
Subject: Public Works Report for SVSS Council Meeting February 8 2019

Hi Wendy, Public Works Report for SVSS Council Meeting February 8, 2019

1. Snow removal, Grader has been out 4 times. December 26 2018, January 4, 24, and Feb 3 2019 Lots of snow this year, public works has been clearing snow build up from corner sight lines at intersections along 540 and SSSDR. On side streets snow ridges have been pushed back off edge of road onto village property between the street and residents properties. On several streets public works has made snow piles on village property as running out of room where to place the snow.
Public works is suggesting hiring snow removal by loading and hauling snow piles out of village as no suitable snow dump location within the village. Public works has spoken with Carl Schnell and waiting for quote.
2. Property owners clearing snow from their driveways onto Village property drainage ditches in front and across street covering drainage culverts. Some driveways are almost length of the lot long, by 15-20 feet wide that's a lot of extra snow pushed into drainage ditches after each snowfall.
3. Some streets have obstacles placed on village property by residents. These obstacles are planters, barrels, large rocks, wooden posts with name and address signs, hand planted trees that have extended branches out. Some items are 10 to 12 feet onto village property.
Concerns that damage to snow removal equipment or damaging items that are on village property. Long branches sticking out from private property onto village property, with cold weather and snow ridges been pushed back off road onto village property breakage to branches may occur.
4. Fuel tank pump shed, purchased new fuel hose, replaced/ resealed fittings. Purchased spill kit and spill containment tray.
5. Village tractor wiring issues, working on next few days when not plowing or clearing snow. This happened apparently a few years back unfortunately no record of what cause was as dealership changed. Tractor may need to go in for repair.
- 6.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR96073

January 28, 2019

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

Dear Mayor Poulin,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Summer Village of Silver Sands has been approved for a grant of \$198,500 under the Intermunicipal Collaboration component in support of your Flowering Rush - Joint Abatement Strategy project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca.

.../2

64

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Honourable Oneil Carlier, MLA, Whitecourt-Ste. Anne
Mayor Sandra Benford, Summer Village of South View
Mayor Larry St. Amand, Summer Village of West Cove
Reeve Joe Blakeman, Lac Ste. Anne County
Wendy Wildman, Chief Administrative Officer, summer villages of Silver Sands,
South View, and West Cove
Mike Primeau, County Manager, Lac Ste. Anne County

65



Canadian Heritage Patrimoine canadien

January 18, 2019

Mrs. Heather Luhtala
Grant Funding Coordinator
SUMMER VILLAGE OF SILVER SANDS
Post Office Box 8
Alberta Beach, Alberta
T0E 0A0

Title: 1st Annual Canada Day Celebration in Silver Sands

Dear Mrs. Luhtala:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$600 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2019-2020 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives will be in contact with you in the near future to review the terms and conditions related to this funding.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Emmanuelle Sajous
Director General
Major Events, Commemorations and Capital Experience
Canadian Heritage

Canada



bb

Certificate of Completion

This is to certify that

Bernie Poulin

has successfully completed

**I-100 Introduction to
Incident Command System**

23rd of November, 2018 in Alberta



A blue ink handwritten signature, likely of Mark Pickford, written over a horizontal line.

Mark Pickford
Lead ICS Instructor



67

This is to certify that

Bernie Poulin

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

68

Certificate of Completion

This is to certify that

Liz Turnbull

has successfully completed

I-100 Introduction to Incident Command System

23rd of November, 2018 in Alberta



A blue ink handwritten signature, appearing to read "Mark Pickford", written over a horizontal line.

Mark Pickford
Lead ICS Instructor



69

This is to certify that

Liz Turnbull

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

70

Certificate of Completion

This is to certify that

Heather Luhtala

has successfully completed

**I-100 Introduction to
Incident Command System**

23rd of November, 2018 in Alberta



A blue ink handwritten signature, appearing to read "Mark Pickford", written over a horizontal line.

Mark Pickford
Lead ICS Instructor



This is to certify that

Heather Luhtala

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



*Mark Pickford
Instructor*

72

Certificate of Completion

This is to certify that

Wendy Wildman

has successfully completed

**I-100 Introduction to
Incident Command System**

23rd of November, 2018 in Alberta



A blue ink handwritten signature, appearing to read "Mark Pickford", written over a horizontal line.

Mark Pickford
Lead ICS Instructor



73

This is to certify that

Wendy Wildman

Has successfully completed the

**BASIC EMERGENCY MANAGEMENT
COURSE**

This 23rd day of November, 2018



Mark Pickford
Instructor

74



BARRISTERS SOLICITORS

Reynolds
Mirth
Richards
& Farmer LLP

WRITER'S E-MAIL dyoung@rmrf.com

WRITER'S DIRECT PHONE 780.497-3309

OUR FILE 106606-011

December 28, 2018

Delivered by Email to administration@wildwillowenterprises.com

Wendy Wildman, CAO
Summer Village of Silver Sands
PO Box 8
Alberta Beach, AB T0E 0A0

Dear Ms. Wildman:

Re: Subdivision and Development Appeal Board Training

On behalf of Reynolds Mirth Richards & Farmer LLP and ISL Engineering and Land Services Ltd., I confirm that on December 14, 2018, the following individuals successfully completed the Subdivision and Development Appeal Board Member Training in accordance with the requirements of the *Municipal Government Act* and the Subdivision and Development Appeal Board Regulation:

Bernie Poulin; and
Liz Turnbull.

If you have any questions or concerns regarding the above, please contact the writer.

Yours truly,

REYNOLDS MIRTH RICHARDS & FARMER LLP

PER:

DAINA J. YOUNG
DJY/mln
2235823.DOC

TS

Town of Mayerthorpe

Report Range : 2018/12/01 0000 to 2018/12/31 2359 **Report Title :** SILVER SANDS DAILY EVENTS

12/8/2018

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/12/08 1030 DAWN, DWIGHT
2018/12/08 1200 TOWN OF MAYERTHORPE

GENERAL PATROL
SILVER SANDS
SUMMER VILLAGE

PATROL SUMMER VILLAGE AND CHECK ON COMPLAINT FROM DAN AND WENDY OF UNSIGHTLY PROPERTY AT 15 BAY DRIVE. I TOOK 3 PICS OF PROPERTY AND EMAILED TONY, WENDY, AND HEATHER WITH MY OPINION ON THE MATTER

12/20/2018

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	


2018/12/20 1400 DAWN, DWIGHT
2018/12/20 1530 TOWN OF MAYERTHORPE

GENERAL PATROL
SILVER SANDS
SUMMER VILLAGE

JUST PATROLLED THE VILLAGE, LITTLE BIT OF TRAFFIC RUNNING AROUND, RADAR ON MAIN ROAD, BUT SPEEDS WITHIN REASON OF LIMIT

Total Events: 2

76

VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF SILVER SANDS		0000091241	04-Jan-2019	
DEPOSITED AT BANK: 021908989		DEPOSIT NO	DATE	AMOUNT
BRANCH: 08989	ACCOUNT: 893036800	0067953071	08-Jan-2019	\$1,646.00
TOTAL				\$1,646.00
PAYMTEDE D 00811 SUMMER VILLAGE OF SILVER SANDS PO BOX 8 ALBERTA BEACH AB CAN T0E 0A0 				

DEPOSIT NO: 0067953071		DEPOSIT DATE: 08-Jan-2019		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
CT036098	FCSS First Quarter Payment Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	FCSS010119	\$1,646.00	\$1,646.00
DEPOSIT TOTAL				\$1,646.00

JCA3598023-0001621-00811-0001-0001-00

77



Association of
SUMMER VILLAGES
OF ALBERTA

Silver Sands

January 7, 2019

Dear CAO and Councils:

It is that time of year again when we contact you for your continued support of our Association of Summer Villages of Alberta. After a successful 60 years, the Association continues to gain momentum and be recognized as a value-added organization.

January 2019 is an indicator on how we are working hard for our members:

- January 10 – meeting with AUMA Board of Directors to gain their support for summer villages to receive the same MSI funding formula as any other municipality
- January 17 – meeting with AEP Deputy Minister Bev Yee to discuss boat mooring policy, aquatic invasive species, and continued support for the update to our Lake Stewardship Guide
- January 21 – meeting with RMA Board of Directors to gain their support for summer villages to receive the same MSI funding formula as any other municipality

We are waiting to hear back from Minister Shaye Anderson on our request to be included at the table with AUMA and RMA on the MSI discussions.

In addition, we have made some great strides over the last year. Following is a summary of some of the highlights:

Advocacy

The ASVA continues to emphasize that summer villages are sustainable and vibrant. The ASVA Executive (President Peter Pellatt, Vice President Mike Pashak and Executive Director Beverly Smith) have met with the Honourable Shaye Anderson, Minister of Municipal Affairs and DM Brad Pickering. We have discussed the inequitable MSI funding formulae and the required Municipal Performance Indicators, which, by the very nature of our summer villages, we are unable to achieve. As a result of these talks, together with our October resolution on performance indicators, Municipal Affairs have agreed with us and have made changes that addresses our concerns.

We continue to highlight the benefits of shared administration that many summer villages have taken on and our collaborative approach with our adjacent municipalities.

President Peter Pellatt has served on the AUMA Board of Directors for three terms, representing summer villages. President Pellatt was able to influence the MGA decision that summer villages would not lose their summer village status should two or more decide to amalgamate. His role on the AUMA Board has greatly raised the credibility and profile of summer villages throughout the province and we

TS



have been able to have very productive, informative and mutually beneficial exchange of information which was not possible before. President Pellatt is also the Vice Chair of the AUMA Small Communities Committee, which focuses on rural crime, broadband, policing, and other key initiatives affecting these communities, as well as representing summer villages on the AMSC Board.

Additionally, Vice President Mike Pashak, participates on AUMA's Infrastructure and Energy Committee which furthers our influence and connection with other municipalities in the province and the provincial government. Key focus areas are MSI and federal government funding, asset management, and renewable energy.

ASVA continues to work with the Alberta Municipal Data Sharing Partnership (AMDSP) in support of Alberta Health Services being able to better service and locate emergency requirements in summer villages.

Executive Director Beverly Smith also met with ADM Gary Sandberg and was able to encourage the unique offering of grant funding for summer villages and other small municipalities under 500, to complete their Municipal Development Plans.

AEP has agreed that they will support us in the re-write of our Lake Stewardship Guide now with the completion of the MMGA. The ASVA is pleased that we were able to help sponsor the printing of Alberta Environment and Park's new Aquatic Invasive Species Pocket Guide. Directors Marlene Walsh and Brenda Shewaga are connected with Alberta Environmental and Parks (AEP) on their Aquatic Invasive Species (AIS) program.

In 2018, we continued to work on a number of provincial committees and were pleased to be recognized as providing value, along with the AUMA and RMA.

- Municipal Sustainability Strategy Advisory Committee – Director Dennis Evans sits on the provincial committee as the ASVA representative to provide input on viability review and municipal sustainability
- Director Morris Nesdole sits on the Alberta Environment and Park's Fisheries Stakeholder Committee on behalf of ASVA
- Director Pete Langelle represents ASVA on the Septage Variance Transition Working Group
- Executive Director, Beverly Smith is now on the Municipal Affairs' Intermunicipal Relations Team
- President Peter Pellatt is representing the ASVA on the Police Act review

79



Association of
SUMMER VILLAGES
OF ALBERTA

- ASVA Board was invited to the Minister of Municipal Affairs' Joint ASVA / AUMA / RMA workshop to discuss to implementation of the new Municipal Government Act starting with Intermunicipal Collaborative Frameworks (ICFs)
- The ASVA assisted in establishing the Muni 101 and ICF Workshops
- The ASVA Board participated in the review of the Local Authorities Election Act and submitted a response on behalf of the ASVA

Other Advocacy Projects: Nature Alberta is continuing to work with the ASVA and summer villages to undertake a national program called "Love Your Lake" at Lake Wabamun and Lake Isle, to promote healthy lakeside living.

Communication

The updated ASVA website (asva.ca) continues to provide excellent communications for our members and the public at large. We are getting approximately 3,373 page views per week and have been contacted via our website 92 times since it was developed in 2015. Updates on our ongoing projects are posted along with links to our summer village member sites. Our Twitter account (@ASVAAlberta) provides real time news and information clips.

Of great benefit to individual CAOs and Councils is the fan-out email support for information by our ASVA administration. CAOs can get sample bylaws and responses to questions from their fellow CAOs quickly through our Executive Director. As well, the Board Directors, have started a quarterly phone out to CAOs to ensure the ASVA is aware of the concerns and issues of our members.

The Board held a Strategic Planning Session for the Directors to establish a better pathway for our future and to finalize the development of a communication strategy for the ASVA. We are trying to ensure our members and partners are informed as to the importance of the ASVA, to determine how we can meet your needs and to identify what we are accomplishing as an association.

Education

The ASVA's education focus in 2018/2019 is to assist summer villages in implementing the requirements of the new MGA (Orientation Training, Code of Conduct bylaws, Public Participation Policies, MDPs, IDPs, ICFs) and to assist them in understanding their roles and responsibilities on the new cannabis legislation by providing information fact sheets and providing webinars on the topic with the Alberta Cannabis Secretariat.

SD



Association of
SUMMER VILLAGES
OF ALBERTA

The ASVA posts and circulates information regularly on our website and through direct email to our members on a variety of topics including cyanobacteria, aquatic invasive species, training programs on governance and ongoing workshops, webinars and conferences.

We hope you see great value in being a member of the ASVA. Please submit your membership fee to:

Beverly Smith, Executive Director
Association of Summer Villages of Alberta
71 Ravenscrag Crescent
Norglenwold, AB
T4S 1S5

If you have any questions about your invoice, please contact me directly at b.smith@asva.ca or 403-506-2744.

Yours truly,

Beverly Smith
Executive Director, ASVA

81



Conseil de la radiodiffusion et des
télécommunications canadiennes

Canadian Radio-television and
Telecommunications Commission

Ottawa, Canada
K1A 0N2

Reference: 808608
December 28th

Bernie Poulin
PO Box 8
Alberta Beach, AB T0E 0A0

Subject: Your correspondence of December 14th

Dear Bernie Poulin:

Thank you for contacting us about internet and wireless services in the Summer Village of Silver Sands.

In Canada, decisions about what technologies to develop, adopt and market are made by the companies operating in the marketplace. The CRTC does not approve the technologies which support their services, nor does it generally form a view about technology capabilities. Essentially, it takes a "technology neutral" approach to the exercise of its powers wherever possible.

Additionally, services providers are not under the obligation to provide service. It is a business decision by companies as to whether they think it is financially viable to provide service or compete in any community. Each competitor decides what services to offer, where to offer them, and how much to charge. For example, there may be a significant investment in setting up the necessary infrastructure including cabling, towers, receivers, amplifiers and distribution facilities in an area. We would advise you to contact competing providers to make your concerns known and to find out if they have plans to install towers closer to where you reside.

You may also want to contact Innovation, Science and Economic Development Canada (ISED). ISED is the government department responsible for the technical standards of telecommunication and radio communication equipment. You can reach ISED toll free at 1-800-328-6189 or at 1-866-694-8389 (or toll-free TTY at 1-866-694-8389 for hearing-impaired). You can also find locations and additional contact info of the Ministry offices across the country at http://www.ic.gc.ca/eic/site/icgc.nsf/eng/h_07026.html#pageid=E048-H0000

As for our mandate, it is entrusted to us by the Parliament of Canada, and administered through the Minister of Canadian Heritage. It focuses on achieving policy objectives established in the Broadcasting Act, Telecommunications Act and Canada's anti-spam legislation (CASL). Our activities include:

Canada

82

- **Licensing.** We issue, renew and amend broadcasting licences. We also issue licences for international telecommunications services whose networks allow telephone users to make and receive calls outside of Canada.
- **Promoting compliance with regulations.** We promote compliance with the Unsolicited Telecommunications Rules, including the National Do Not Call List, and Canada's anti-spam legislation .
- **Making ownership decisions.** We make decisions on mergers, acquisitions and changes of ownership in the broadcasting sector.
- **Approving tariffs.** We approve tariffs and certain agreements for the telecommunications sector.
- **Encouraging competition.** We encourage competition in telecommunications markets to ensure that Canadians have a choice of innovative and affordable services.
- **Providing information.** We respond to requests for information and concerns about broadcasting and telecommunications issues.

Sincerely,

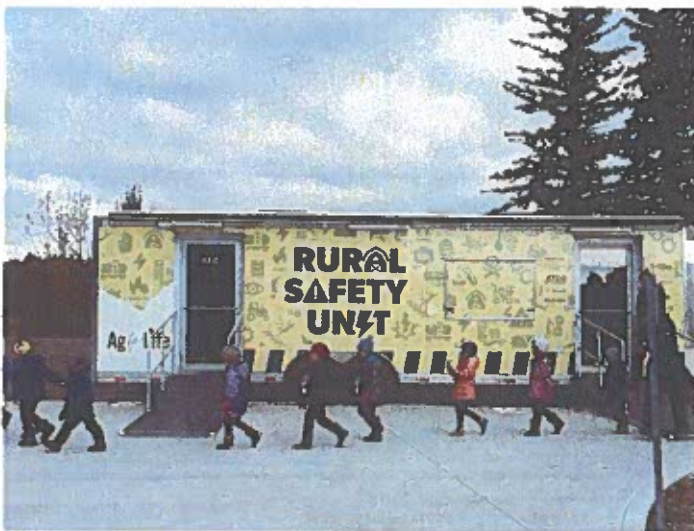


Valérie Lavallée
Client Services
Telephone: 1-877-249-2782
Telephone for TTY users: 1-877-909-2782
Fax: 819-994-0218

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

Dear Mr. Poulin,

As elected council for your Municipal District, Agriculture for Life (Ag for Life) knows you have a strong vested interest in ensuring rural Alberta communities remain safe. Since 2011, Ag for Life has played a vital role in educating Albertans about rural and farm safety and we are asking for your support in keeping our state-of-the-art Rural Safety Unit on the road as we work to build a culture of safety among Alberta's youngest residents and their families.



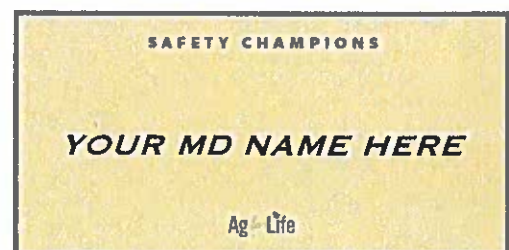
Making Safety Stick

Ag for Life's Rural Safety Unit helps to educate, encourage and promote safety on the farm, ranch and rural areas with a long-term goal of reducing the number of injuries and fatalities.

The mobile unit, filled with interactive, digital and mechanical safety learning stations, is aimed at rural grade 4 to 12 students, volunteers, teachers, young farm workers and farm families, who live on, work, play, or visit farms and ranches. Learning stations are themed around topics like *hazard identification, large equipment safety, and chemical safety.*

As part of our Bumper Sticker campaign, we are asking that you help make safety stick in rural Alberta communities by making a donation of \$1,500. Your support will ensure the Rural Safety Unit continues to deliver high quality safety education across the province in 2019.

In recognition of your support, a bumper sticker (sample pictured right) with your MD's name will be placed on the outside of the mobile unit under our Safety Champions wall showcasing your commitment to safety to the rest of the province.



Let's Connect

It would be a pleasure to have your municipality partner with Ag for Life on this initiative. We sincerely thank you for your consideration.

LUREE WILLIAMSON

Chief Executive Officer

CELL 403 862 5688

EMAIL lwilliamson@agricultureforlife.ca

LAURA HUDSON

Fund Development Manager

CELL 403 862 4542

EMAIL lhudson@agricultureforlife.ca

84





HELP MAKE SAFETY STICK

Your donation of \$1,500 will help Ag for Life reach more Albertans with critical rural safety programming. On behalf of rural communities across Alberta, we thank you! To make your donation please complete this form and send by mail to:

32 Priddis Creek Drive Foothills, AB T0L 1W2

Name: _____

MD Name (to be printed on sticker): _____

Email: _____

Address: _____

Payment (\$1,500): Cash Credit Cheque

Name on card

Card number

Expiry date

Security code

Zip/Postal code

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

65

Wendy Wildman

From: administration@wildwillowenterprises.com
Sent: January 30, 2019 12:17 PM
To: Liz Turnbull; Bernie Poulin; Graeme & Sherry Horne; Graeme Horne; Garth Ward; Sandi Benford; Brian Johnson; Russ Purdy; Brenda Shewaga; Don Bauer
Cc: Wendy Wildman
Subject: [FWD: ASVA Provincial Election Strategy]
Attachments: ASVA Election Strategy Jan 30 19.pdf

Councillors, please see information from the ASVA regarding their Provincial Election Strategy.

Thanks,

Heather Luhtala,
Asst. CAO
S.V. of South View
S.V. of Silver Sands
S.V. of Yellowstone
Phone: 587-873-5765
Fax: 780-967-0431
Website: www.wildwillowenterprises.com
Email: administration@wildwillowenterprises.com

----- Original Message -----

Subject: ASVA Provincial Election Strategy
From: ASVA Smith <summervillages@gmail.com>
Date: Wed, January 30, 2019 11:20 am
To: undisclosed-recipients;;

Dear CAO and Councils:

The ASVA Board of Directors is taking a more deliberate approach to the upcoming Provincial Elections to properly position the ASVA. As such, we have developed an ASVA Provincial Election Strategy. It includes, at the end of the strategy, an up-to-date list of candidates who are running (as of Jan 30th) so that you will know who to contact in your constituency.

This strategy was approved at the January 21st Board of Directors meeting. We will be following up with the items mentioned in the strategy in the upcoming weeks and months.

Please provide this information to your Councils. If you have any questions or comments, please let me know.

Beverly Smith, BES, MBA-PM
Executive Director, ASVA
b.smith@asva.ca
www.asva.ca
403-506-2744





BRIEFING NOTE ASVA'S PROVINCIAL ELECTION STRATEGY

DATE:

January 16, 2019

TOPIC:

ASVA's Provincial Election Strategy

BACKGROUND:

It is now known that the Throne Speech will be held March 18, 2019 with the expectation that the government will drop the writ shortly after. Elections therefore are expected to be held in April or May.

As of Jan. 10, the United Conservative Party (UCP) led all provincial parties with 79 confirmed candidates out of 87 electoral ridings. The Alberta Party was in second with 54 and the governing NDP was in third with 34. The Alberta Liberal Party and Green Party were tied with seven confirmed candidates, while Derek Fildebrandt's Freedom Conservative Party had one.

PROVINCIAL ELECTION STRATEGY

The ASVA's objective in the upcoming election is to ensure that all political parties are aware of the value of the ASVA as a municipal association and the viability of summer villages in Alberta.

Our role, as the ASVA, is to inform all political parties that:

1. The ASVA is one of three municipal organizations in Alberta along with the AUMA and RMA.
2. The ASVA is here for the long term and that we have been in existence for 60 years.
3. Summer villages are viable, collaborative with their adjacent municipalities and are paying their own way.
4. MSI Base Level funding - Summer villages are no longer seasonal municipalities and that we need to be treated like any other municipalities from a funding perspective (including infrastructure funding).
5. Lake Stewards - Summer villages play an important stewardship role in relation to our adjacent lakes and waterbodies as per Alberta's Water for Life program.
6. Safe Communities – ASVA is concerned with rural/urban interface of crime and enforcement, and the need for an updated approach to policing and bylaw enforcement.

Our strategy must be two-fold:

1. One happening immediately prior to the election
2. One happening immediately after the election

PRIOR TO THE ELECTION

To undertake a strategy, we must rely on all Board Directors and our members to send out our message to all parties in the Alberta Legislature.

87

BRIEFING NOTE
ASVA'S PROVINCIAL ELECTION STRATEGY

Strategy

1. Build support within the government and opposition by:
 - a. Attending engagement sessions/opportunities such as political rallies, etc.
 - b. Meeting with your MLA especially if they are anticipated to play a major role in their party
 - c. Provide a template to our members for providing feedback back to the ASVA on what they heard and/or responses from their meetings so that we can adjust our strategy
2. Provide a script/key messages and potential questions to all of our members so that they can also engage in the above (2a., 2b., 2.c.) and attend local candidate forums
3. ASVA to write to the leader of each party's official office giving them a fact sheet on the ASVA and Summer Villages and our key messages. We should also ask them to confirm their support for our organization and summer villages in Alberta
4. Template letters for summer villages to send to their MLAs
5. Sample news releases for summer villages to send to their local newspapers.

FOLLOWING THE ELECTION

1. Send a handwritten card of congratulations to the winning party and their ministers
2. Have the ASVA Executive meet with all key cabinet ministers and repeat the key messages
3. Follow up on the party support (and promises – if any)

Attached is the Candidate List from the Alberta Counsel as of December 18, 2018.

BRIEFING NOTE
ASVA'S PROVINCIAL ELECTION STRATEGY

UPDATED LIST OF NOMINATED CANDIDATES

(Current as of January 30, 2019)

A more detailed analysis, including win probabilities and swing ridings, to follow in an upcoming issue.

Please contact Alberta Counsel for candidate contact information.

Constituency	NDP	UCP	ABP	Liberal	Other
	45/87	79/87	62/87	14/87	
Airdrie-Cochrane	Steven Durrell	Peter Guthrie			
Airdrie-East		Angela Pitt	Alexandra Luterbach		
Athabasca-Barrhead-Westlock	Colin Piquette	Glenn van Dijken			
Banff-Kananaskis	Cam Westhead	Miranda Rosin	Brenda Stanton		
Bonnyville-Cold Lake-St. Paul	Kari Whan	Dave Hanson	Glenn Anderson		
Brooks-Medicine Hat		Michaela Glasgo	Jim Black		
Calgary-Acadia		Tyler Shandro	Lana Bentley	Lorrissa Good	
Calgary-Beddington		Randy Kerr	Karen McPherson		
Calgary-Bow	Deborah Drever	Demetrios Nicolaides	Paul Godard		
Calgary-Buffalo	Joe Ceci	Tom Olsen	Omar Masood		
Calgary-Cross	Ricardo Miranda	Mickey Amery		Naser Al Kukhan	
Calgary-Currie	Brian Malkinson	Nicholas Milliken	Lindsay Luhnau	Joshua Codd	
Calgary-East	Cecar Cala	Peter Singh	Gar Gar		William Carnegie

89

BRIEFING NOTE
ASVA'S PROVINCIAL ELECTION STRATEGY

Calgary-Edgemont	Julia Hayter	Prasad Panda	Joanne Gui		
Calgary-Elbow	Janet Eremenko	Doug Schweitzer	Greg Clark		
Calgary-Falconridge	Parmeet Singh	Devinder Toor		Deepak Sharma	
Calgary-Fish Creek		Richard Gotfried			
Calgary-Foothills	Sameena Arif	Jason Luan	Jennifer Wyness		
Calgary-Glenmore	Jordan Stein	Whitney Issik	Scott Appleby		Allie Tulick (Green)
Calgary-Hays	Tom Tomblin	Ric McIver	Chris Newell		
Calgary-Klein	Craig Coolahan	Jeremy Nixon	Kara Levis		
Calgary-Lougheed		Jason Kenney	Rachel Timmermans		
Calgary-McCall	Irfan Sabir	Jasraj Singh Hallan			
Calgary-Mountain View	Kathleen Ganley	Caylan Ford	Angela Kokott	David Khan	Thana Boonlert (Green)
Calgary-North	Kelly Mandryk			Saliha Haq	
Calgary-North East	Gurbachan Brar	Rajan Sawhney	Nate Pike	Gul Khan	
Calgary-North West		Sonya Savage	Andrew Bradley		
Calgary-Peigan	Joseph Pimlott	Tanya Fir	Ron Reinhold		
Calgary-Shaw	Graham Sucha	Rebecca Schulz	Bronson Ha		John Daly (Green)
Calgary-South East		Eva Kiryakos	Rick Fraser		
Calgary-Varsity	Anne McGrath	Jason Copping	Beth Barberree		Cheryle Chagnon-Greyeyes (Green)
Calgary-West		Mike Ellis	Frank Penkala		

90

BRIEFING NOTE
ASVA'S PROVINCIAL ELECTION STRATEGY

Camrose	Morgan Bamford	Jackie Lovely	Kevin Smook		
Cardston-Siksika		Jospeh Schow			
Central Peace-Notley	Marg McCuaig-Boyd	Todd Loewen			
Chestermere-Strathmore		Leela Aheer			Derek Fildebrandt (FCP)
Cypress-Medicine Hat	Peter Mueller	Drew Barnes			
Drayton Valley-Devon	Kieren Quirke	Mark Smith	Ronald Brochu		Steve Goodman (FCP)
Drumheller-Stettler		Nathan Horner	Mark Nikota		
Edmonton-Beverly-Clareview	Deron Bilous	David Egan	Jeff Walters		
Edmonton-Castle Downs	Nicole Goehring	Ed Ammar	Moe Rahall		
Edmonton-City Centre	David Shepherd	Lily Le	Bob Philip		Chris Alders (Green)
Edmonton-Decore		Karen Principe	Ali Haymour		
Edmonton-Ellerslie	Rod Loyola				
Edmonton-Glenora	Sarah Hoffman	Marjorie Newman	Glen Tickner		
Edmonton-Gold Bar	Marlin Schmidt	David Dorward	Diana Ly		
Edmonton-Highlands-Norwood	Janis Irwin		Tish Prouse		Valerie Keefe (FCP)
Edmonton-Manning	Heather Sweet	Harjinder Grewal	Manwar Khan		
Edmonton-McClung	Lorne Dach	Laurie Mozenson	Stephen Mandel		
Edmonton-Meadows			Amrit Matharu		

BRIEFING NOTE
ASVA'S PROVINCIAL ELECTION STRATEGY

Edmonton-Millwoods	Christina Gray		Anju Sharma	Abdi Bakal	
Edmonton-North West	David Eggen	Ali Eltayeb	Judy Kim-Meneen	Brandon Teixeira	
Edmonton-Riverview	Lori Sigurdson	Kara Barker	Katherine O'Neill		
Edmonton-Rutherford	Richard Feehan	Hannah Presakarchuk	Aisha Rauf		
Edmonton-South	Thomas Dang	Tunde Obasan	Pramod Kumar		
Edmonton-South West	John Archer	Kaycee Madu	Mo Elsalhy		
Edmonton-Strathcona	Rachel Notley	Jovita Mendita			
Edmonton-West Henday	Jon Carson	Nicole Williams	Winston Leung	Leah McRorie	
Edmonton-Whitemud	Rakhi Pancholi	Elizabeth Hughes	Jonathan Dai		
Fort McMurray-Lac La Biche		Laila Goodridge			
Fort McMurray-Wood Buffalo		Tany Yao			
Fort Saskatchewan-Vegreville	Jessica Littlewod	Jackie Armstrong	Marvin Olsen		Rebecca Trotter (Green)
Grande Prairie		Tracy Allard	Grant Berg		
Grande Prairie-Wapiti		Travis Toews	Jason Jones		
Highwood	Eric Overland	RJ Sigurdson			
Innisfail-Sylvan Lake		Devin Dreeshen			
Lac Ste. Anne-Parkland	Oneil Carlier	Shane Getson	Don McCargar		
Lacombe-Ponoka		Ron Orr	Myles Chykerda		
Leduc-Beaumont	Shaye Anderson	Brad Rutherford	Robb Connelly		Gel Poitias
Lesser Slave Lake	Danielle Larivee	Pat Rehn			
Lethbridge-East	Maria Fitzpatrick			Devon Hargreaves	





BRIEFING NOTE
ASVA'S PROVINCIAL ELECTION STRATEGY

Lethbridge-West	Shannon Phillips	Karri Flatla		Patricia Chizek	
Livingstone-Macleod		Roger Reid	Tim Meech	Dylin Hauser	
Maskwacis-Wetaskiwin	Bruce Hinkley	Richard Wilson	Sherry Greene		
Morinville-St. Albert	Shawna Gawreluck	Dale Nally	Neil Korotash		Cass Romyn (Green)
Olds-Didsbury-Three Hills		Nathan Cooper	Chase Brown		
Peace River		Daniel Williams			
Red Deer-North	Kim Schreiner	Adriana LaGrange	Paul Hardy		
Red Deer-South	Barb Miller		Ryan McDougal		
Rimbey-Rocky Mountain House-Sundre		Jason Nixon			Joe Anglin (FCP)
Sherwood Park	Annie McKitrick	Jordan Walker	Sue Timanson		
Spruce Grove-Stony Plain	Erin Babcock	Searle Turton	Ivan Boles		
St. Albert	Marie Renaud	Jeff Wedman			Cameron Jefferies (Green)
Strathcona-Sherwood Park	Moira Vane	Nate Glubish	Dave Quest		
Taber-Warner		Grant Hunter			
Vermilion-Lloydminster-Wainwright		Garth Rowswell			Matthew Powell (FCP)
West Yellowhead	Eric Rosendahl	Martin Long	Kristie Gomuwka	Zack Seizmagraff	

93



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR96051

January 15, 2019

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

Dear Mayor Poulin,

I am pleased to invite the Summer Village of Silver Sands to provide submissions for the 18th annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and, if chosen by the review committee, one award for outstanding achievement:

- Innovation – Recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta (municipalities with a population of less than 500,000);
- Partnership - Recognizes a leading municipal practice involving consultation, co-ordination and co-operation with other municipalities, jurisdictions or organizations (municipalities with a population of less than 500,000);
- Safe Communities – Recognizes a leading practice focused on making municipalities safer through prevention and enforcement (municipalities with a population of less than 500,000);
- Smaller Municipalities – Recognizes an innovative practice developed by communities with less than 3,000 residents;
- Larger Municipalities – Recognizes an innovative and creative practice of larger municipalities with populations of 500,000 or greater that have a substantial resource base and who can partner with departments within the municipality's control; and
- Outstanding Achievement – Recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practice in Alberta. This award, if chosen by the review committee, recognizes the best submission from the other categories.

.../2

94

- 2 -

Further details regarding eligibility and submission requirements may be found on the Municipal Excellence Awards webpage at www.municipalaffairs.gov.ab.ca/1595. The deadline for submission is March 29, 2019.

Should you have any questions regarding the Municipal Excellence Awards, please contact the Municipal Excellence Team, at 780-427-2225, or by email at menet@gov.ab.ca.

I encourage you to share your success stories, and look forward to celebrating these successes with your communities.

Sincerely,



Shaye Anderson
Minister of Municipal Affairs

95



January 8, 2019

Ms. Wendy Wildman
Chief Administrative Officer - Summer Village of Silver Sands
PO Box 8
Alberta Beach, AB T0E 0A0

Hello Ms. Wildman:

2019 Annual Membership Renewal

Greetings from the dedicated team at the Alberta Urban Municipalities Association (AUMA). Please find enclosed your 2019 AUMA membership invoice. The invoice is based on the 2018 population list provided by Alberta Municipal Affairs. AUMA has not increased membership fees for the past two years and this year, we have modestly increased our fees by 2%.

AUMA is Alberta's largest municipal government network and we exist because of our member municipalities. The collective power of our members enables us to support your municipality as it builds a thriving community. And we do that through our advocacy and municipal-focused business services.

Advocacy Services

Your membership helps unify the municipal voice, capturing the attention of all orders of government. Over the past year, we worked hard to advocate the key issues affecting Alberta municipalities, including:

- Stable and predictable infrastructure funding through the replacement of the Municipal Sustainability Initiative (MSI).
- A fair share of cannabis tax revenue to support municipal costs associated with legalization.
- A comprehensive review of the Police Act to better address crime and policing resources.

During 2019's provincial election, we will engage and energize members to ensure all political parties hear our unified voice. This is a terrific opportunity for our provincial partners to understand the role and value of Alberta's municipalities.

Business Services

AUMA's business services help sustain the advocacy activities we conduct for our members. Similar to unifying the municipal voice, our business services use the combined purchasing power of our members to address municipal needs. Our focus is on tailored and specialized services for our membership. As a result, here are just some of the benefits we are able to offer our members like you:

- **Reduced Premiums.** Subscribers to our member-owned insurance reciprocal will see a reduction in premiums in 2019 when other insurance provider premiums are increasing.
- **Save on Energy.** Our complimentary assessments of customer energy bills has identified over \$400,000 in combined potential savings related to distribution and transmission (D&T) charges.
- **Get Expert Advice.** Subscribers to our Employee Benefits program receive access to e2r® Solutions which provides *free* expert advice on human resources issues such as employment and labour law.
- **Grow Your Money.** We recently partnered with the Government Financial Officers Association (GFOA) of Alberta and CIBC to offer a pooled high interest savings account program with a market-leading interest rate and no fees. *Enclosed is more information on this brand new program.*

If you have any questions or would like to talk about our member-focused services, please call us at **310-AUMA (2862)** or e-mail us at **clientdevelopment@auma.ca**. We thank you for your continued commitment to AUMA, and we look forward to working with you in 2019.

Yours truly,

A handwritten signature in black ink, appearing to read 'Dan Rude', with a long horizontal flourish extending to the right.

Dan Rude, AUMA CEO

97