

# SUMMER VILLAGE OF SOUTH VIEW

## AGENDA

Regular Council Meeting at the Onoway Civic Centre, held on  
Wednesday, September 11<sup>th</sup>, 2019 commencing at 9:30 a.m.

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1. Call to Order
  
2. Agenda: a) September 11<sup>th</sup>, 2019 Regular Council Meeting Agenda
  
3. Minutes: a) July 17<sup>th</sup>, 2019 Organizational Meeting  
p1-5  
pb-9 July 17<sup>th</sup>, 2019 Regular Council Meeting Minutes
  
4. Appointments: a) 10:30 a.m. – Michelle Gallagher, Dave Higgins, Jane Dauphinee, Diane Burtnik (discuss park reserve designation matter)
  
5. Bylaws: a)
  
6. Business: a) Police Costing Funding model – further to the September 6<sup>th</sup>, 2019 webinar, attached is a follow-up email on this subject. Based on the example given during the webinar, South View could potentially be facing a \$2,271 to \$10,549 funding range for police service, annually (30% population & 70% equalized assessment – 15% cost recovery to 70% cost recovery range) (*discussion and direction at meeting time*)  
p10-53  
  
b) EQUUS – August 20<sup>th</sup>, 2019 letter to their customer advising of the change in service provider from EQUUS to Fortis. This has all come about as the Summer Village has a franchise agreement with Fortis, the Alberta Utilities Commission decision regarding properties serviced by EQUUS that are within the Fortis franchise area, and the bylaw recently approved by South View Council regarding this matter. It appears there may only be one customer within this area that is affected by this matter (*accept for information unless Council has some other direction they wish to go on this matter*)  
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- c) Morrison Hershfield Introduction Engineering Services – please see the attached September 6<sup>th</sup>, 2019 email from the noted company and sharing background to the services they can offer our Summer Village. *(accept for information or some other direction as given by Council at meeting time)*

d)

e)

f)

- 7. Financial
  - a) Income and Expense Statement – as of July 31, 2019 (to be distributed at meeting time)

- 8. Council Reports
  - a) Mayor Benford
  - b) Deputy Mayor Johnson
  - c) Councillor Ward

- 9. Chief Administrator's Report
  - Municipal Accountability Program Update (Aug. 6 final submission to AMA and their August 21 response)
  - 2019 Grant funding allocations report

p80-97  
p98-102

- 10. Information and Correspondence
  - a) Development Permit 19-07: approval for a retaining wall at the front of 9922-101 Avenue

p93-94

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- |           |    |  |
|-----------|----|--|
| p 95-96   | b) | Development Permit 19-08: approval of a shed to cover an RV and a deck at 86 Lakeview Avenue   |
| p 97-98   | c) | Development Permit 19-09: approval for a two story cabin at 131 Lakeview Avenue  |
| p 99-100  | d) | Development Permit 19-10: approval of over height fence for 9922 – 101 Avenue  |
| p 101-102 | e) | Development Permit 19-11: approval for resurfacing existing deck and addition to deck space and privacy wall at 218 Oscar Wikstrom Drive   |
| p 103-104 | f) | Development Permit 19-12: removal of garage door and inserting wall and window at 222 Oscar Wikstrom Drive   |
| p 105-109 | g) | Community Peace Officer Reports for June and July 2019   |
| p 110     | h) | Summer Village of Yellowstone Organizational Meeting Results – Brenda Shewaga is Mayor and Don Bauer is Deputy Mayor   |
| p 111     | i) | Summer Village of Sunset Point Organizational Meeting Results – Richard Martin is Mayor and Ann Morrison is Deputy Mayor   |
| p 112     | j) | Lac Ste. Anne County/Alberta Beach news release on water level mitigation options  |
| p 113     | k) | Alberta Municipal Affairs – August 15 <sup>th</sup> , 2019 letter on 2019 Grant funding allocations  |
| p 114-123 | l) | Office of the Information and Privacy Commission of Alberta – August 21 <sup>st</sup> , 2019 letter advising of the extension to complete the review to May 22 <sup>nd</sup> , 2020. |
| p 124-127 | m) | Yellowhead Regional Library – August 23 <sup>rd</sup> , 2019 letter on 2020 per capita increase from \$4.39 per capita to \$4.46 per capita  |
| p 128-131 | n) | Town of Peace River August 4 <sup>th</sup> , 2019 email and background to their recent GST Audit   |
|           | o) |  |

11. Closed Meeting Session (Third Party Personal Privacy – FOIPP Act Section 17)

12. Next meeting:

13. Adjournment

# **SUMMER VILLAGE OF SOUTH VIEW**

## **AGENDA**

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Wednesday, September 11<sup>th</sup>, 2019 commencing at 9:30 a.m.

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### Upcoming Meetings:

- October 16<sup>th</sup>, 2019

SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
WEDNESDAY, JULY 17, 2019  
TOWN OF ONOWAY COUNCIL CHAMBERS

PRESENT:            Sandi Benford            -            Councillor  
                         Brian Johnson            -            Councillor  
                         Garth Ward                -            Councillor  
  
                         Wendy Wildman            -            Chief Administrative Officer (CAO)  
                         Heather Luhtala            -            Assistant CAO

**1.    CALL TO ORDER**

The meeting was called to order at 9:35 a.m. by Chief Administrative Officer, Wendy Wildman.

Motion #104-19

**MOVED** by Councillor Benford that the Agenda be approved with the following amendments:

Addition under Appointments:  
-Flowering Rush ACP Project

Deletion under Appointments:  
-Yellowhead Rural Crime Watch  
-Disaster Services Director & Joint Emergency Management Committee

Deletion under Remuneration:  
-"air card"

**CARRIED**

**2.    NOMINATIONS**

a) Mayor:

Chairman Wildman called for nominations for the position of Mayor.

Councillor Johnson nominated Councillor Benford for Mayor.

Chairman Wildman called for nominations for the position of Mayor a second time - None

Chairman Wildman called for nominations for the position of Mayor a third time – None.

Motion #105-19

**MOVED** by Councillor Ward that nominations for the position of Mayor cease.

**CARRIED**

Councillor Benford was declared Mayor, was administered the Oath of Office for the position of Mayor and assumed the Chair.

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WEDNESDAY, JULY 17, 2019  
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b) Deputy Mayor:

Mayor Benford called for nominations for the position of Deputy Mayor.

Councillor Ward nominated Councillor Johnson for Deputy Mayor.

Mayor Benford called for nominations for the position of Deputy Mayor a second time - None

Mayor Benford called for nominations for the position of Deputy Mayor a third time – None.

Motion #106-19

**MOVED** by Councillor Ward that nominations for the position of Deputy Mayor cease.

**CARRIED**

Councillor Johnson was declared Deputy Mayor and was administered the Oath of Office for the position of Deputy Mayor.

**3. APPOINTMENTS**

Motion #107-19

**MOVED** by Councillor Ward that the following committee appointments and confirmations be approved:

- a) Public Works Supervisor
  - Sandi Benford with Garth Ward as alternate.
- b) Member to Highway 43 East Waste Commission
  - Brian Johnson with Sandi Benford as alternate.
- c) Representative to Summer Villages of Lac Ste. Anne County East
  - Garth Ward with Sandi Benford as alternate.  
(all Council to attend, rep to vote)
- d) Member to Darwell Sewage Lagoon Committee/Regional Wastewater Line
  - Garth Ward with Brian Johnson as alternate.
- e) Lake Isle Aquatic Management Society
  - Sandi Benford with Garth Ward as alternate.
- f) Yellowhead Regional Library
  - Sandi Benford with Garth Ward as alternate.
- g) Family and Community Support Services (FCSS)
  - Sandi Benford with Brian Johnson as alternate.

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- h) Regional Emergency Services
  - Sandi Benford with Brian Johnson as alternate.
- i) Chief Administrative Officer
  - Wendy Wildman, Wildwillow Enterprises Inc.
- j) Auditor
  - Auditor Appointment – Seniuk & Company
- k) Solicitor
  - Patriot Law Group Onoway
- l) Assessor
  - Municipal Assessment Services Group – Dan Kanuka
- m) Development Authority
  - Diane Burtnick - Development Officer
- n) Subdivision & Development Appeal Board
  - as per agreement with Milestone Municipal Services
- o) Planning Authority
  - Jane Dauphinee – Municipal Planning Services
- p) Municipal Planning Commission
  - All of Council
- q) FOIP Coordinator
  - Wendy Wildman, Wildwillow Enterprises Inc.
- r) Community Peace Officer
  - Town of Mayerthorpe Community Peace Officer Services Agreement – (Dwight Dawn)
- s) Flowering Rush ACP Project
  - Sandi Benford with Garth Ward as alternate.

**CARRIED**

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SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
WEDNESDAY, JULY 17, 2019  
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**4. FINANCIAL**

Motion #108-19

**MOVED** by Councillor Ward that the following financial information be confirmed:

- a) Signing Authority, all of the Council and the Chief Administrative Officer and the Assistant Chief Administrative Officer
  - Two signatures are required
  - One signature to be any member of Council (Sandi Benford, Garth Ward, Brian Johnson)
  - One signature to be the Chief Administrative Officer, Wendy Wildman or the Assistant Chief Administrative Officer, Heather Luhtala
- b) Banking Authority – ATB Financial.
- c) Council Remuneration Policy – Policy 1-01.
- d) Expense Reimbursement Policy – Policy 3-01.

**CARRIED**

**5. MEETING DATES**

- a. Regular Meeting Day

Motion #109-19

**MOVED** by Deputy Mayor Johnson that regular Council meetings be scheduled on a date as set by Council recognizing that work schedules and other circumstances need to be accommodated, information to be posted on the Summer Village website.

**CARRIED**

- b. Regular Meeting Time

Motion #110-19

**MOVED** by Councillor Ward that regular meetings of Council commence at a time as set by Council recognizing that work schedules and other circumstances need to be accommodated, information to be posted on the Summer Village website in accordance with Policy C-COU-MTG-1 Notification of Council and Committee Meetings.

**CARRIED**

- c. Regular Meeting Location

Motion #111-19

**MOVED** Deputy Mayor Johnson that the regular meetings of Council take place at the Town of Onoway Council Chambers located at 4812-51 Street, Onoway, AB.

**CARRIED**

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SUMMER VILLAGE OF SOUTH VIEW  
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6. **MUNICIPAL OFFICE LOCATION**

Motion #112-19

**MOVED** by Mayor Benford that the named municipal office location be confirmed as 4808-51 Street, Onoway, Alberta.

**CARRIED**

7. **ADJOURNMENT**

Mayor Benford declared the meeting adjourned at 9:45 a.m.

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Mayor, Sandi Benford

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Chief Administrative Officer

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SUMMER VILLAGE OF SOUTH VEW  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, JULY 17, 2019  
TOWN OF ONOWAY COUNCIL CHAMBERS

PRESENT: Council: Mayor Sandi Benford  
Deputy Mayor Brian Johnson  
Councillor Garth Ward

Administration: Wendy Wildman, Chief Administrative Officer  
Heather Luhtala, Assistant Chief Administrative Officer

Appointments: n/a

Public at Large: 0

|    | MOTION #                 |  |
|----|--------------------------|--|
| 1. | <b>CALL TO ORDER</b>     | Mayor Benford called the meeting to order at 9:45 a.m.   |
| 2. | <b>AGENDA</b><br>113-19  | <b>MOVED</b> by Councillor Ward that the July 17, 2019 Agenda be approved as presented.<br><b>CARRIED</b>  |
| 3. | <b>MINUTES</b><br>114-19 | <b>MOVED</b> by Councillor Ward that the minutes of the June 19, 2019 Regular Council Meeting be approved as presented.<br><b>CARRIED</b>  |
| 4. | <b>APPOINTMENTS</b>      | n/a  |
| 5. | <b>BYLAWS</b><br>115-19  | <b>MOVED</b> by Councillor Ward that Bylaw 211-2019 being a Bylaw for the purpose of prohibiting electrical distribution service within the municipal boundaries be given 1 <sup>st</sup> reading.<br><b>CARRIED</b> |
|    | 116-19                   | <b>MOVED</b> by Mayor Benford that Bylaw 211-2019 be given second reading.<br><b>CARRIED</b>   |
|    | 117-19                   | <b>MOVED</b> by Deputy Mayor Johnson that Bylaw 211-2019 be considered for third reading.<br><b>CARRIED UNANIMOUSLY</b>  |
|    | 118-19                   | <b>MOVED</b> by Councillor Ward that Bylaw 211-2019 be given third and final reading.<br><b>CARRIED</b>  |

(b)

SUMMER VILLAGE OF SOUTH VEW  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, JULY 17, 2019  
TOWN OF ONOWAY COUNCIL CHAMBERS

|           |   |   |
|-----------|---|---|
|           | <p>119-19</p> <p>120-19</p> <p>121-19</p> <p>122-19</p> | <p><b>MOVED</b> by Councillor Ward that Bylaw 212-2019 being a Bylaw to establish the position of designated officer for the position of clerk of the Subdivision and Development Appeal Board be given 1<sup>st</sup> reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Benford that Bylaw 212-2019 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Johnson that Bylaw 212-2019 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>MOVED</b> by Councillor Ward that Bylaw 212-2019 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
|           |   |   |
| <p>6.</p> | <p><b>BUSINESS</b></p> <p>123-19</p> <p>124-19</p>      | <p><b>Councillor Ward exited the meeting at 9:47 a.m. citing a pecuniary interest as he owns property adjacent to Lot P Plan 2647KS.</b></p> <p><b>MOVED</b> by Deputy Mayor Johnson that Administration set up a meeting with Alberta Environment and the Summer Village Planner to further discuss the Lot P Plan 2647KS Park Reserve Designation.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Councillor Ward returned to the meeting at 10:05 a.m.</b></p> <p><b>MOVED</b> by Mayor Benford that the following draft policies for the Summer Village be approved as presented and that the existing polices where applicable be rescinded:</p> <ol style="list-style-type: none"> <li>1. A-TRA-PARK-1 Municipal &amp; Park Reserve Use</li> <li>2. C-COU-REM-1 Council Remuneration &amp; Expense Reimbursement</li> <li>3. C-ENV-CUL-1 Culvert Policy</li> <li>4. C-FIN-AMO-1 Tangible Capital Assets Policy</li> <li>5. C-FIN-DON-1 Donations Requests</li> <li>6. C-PLA-CONS-1 Consent Agreements</li> <li>7. C-PLA-DISC-1 Discretionary Use Agreements</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> |



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|           |                                  |   |
|-----------|----------------------------------|---|
|           | 125-19                           | <b>MOVED</b> by Councillor Ward that Council approve the Draft Safety Codes Quality Management Plan for the Summer Village of South View as presented.<br><br><b>CARRIED</b>  |
|           | 126-19                           | <b>MOVED</b> by Councillor Ward that Council accept for information the invite to the Summer Village of Val Quentin 4 <sup>th</sup> Annual Picnic held on July 13, 2019.<br><br><b>CARRIED</b>  |
|           | 127-19                           | <b>MOVED</b> by Deputy Mayor Johnson that Council accept for information the invite to the grand opening of the constituency office for Lac Ste. Anne-Parkland MLA Hon. Shane Getson.<br><br><b>CARRIED</b>   |
|           | 128-19                           | <b>MOVED</b> by Councillor Ward that Council and Administration be authorized to attend the 2019 Alberta Urban Municipality Association Convention and Trade Show scheduled for September 25-27, 2019 in Edmonton, Alberta.<br><br><b>CARRIED</b>   |
| <b>7.</b> | <b>FINANCIAL</b><br>129-19       | <b>MOVED</b> by Mayor Benford that Council accept for information the income and expense analysis report ending June 30, 2019.<br><br><b>CARRIED</b>  |
| <b>8.</b> | <b>COUNCIL REPORTS</b><br>130-19 | <b>MOVED</b> by Councillor Ward that administration proceed with arranging for the inspection of all outdoor privies throughout the Summer Village and give consideration to include the inspection of all holding tanks in conjunction with Silver Sands, project to be scheduled in 2020.<br><br><b>CARRIED</b> |
|           | 131-19                           | <b>MOVED</b> by Councillor Ward that Council accept for information the verbal Council reports as presented.<br><br><b>CARRIED</b>  |
| <b>9.</b> | <b>CAO REPORT</b><br>132-19      | <b>MOVED</b> by Councillor Ward that Council accept for information the verbal Chief Administrative Officer's report as presented.<br><br><b>CARRIED</b>  |

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SUMMER VILLAGE OF SOUTH VEW  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, JULY 17, 2019  
TOWN OF ONOWAY COUNCIL CHAMBERS

|            |   |   |
|------------|---|---|
| <b>10.</b> | <b>INFORMATION AND CORRESPONDENCE</b><br>133-19 | <p><b>MOVED</b> by Deputy Mayor Johnson that the following information and correspondence be accepted:</p> <p>a) Government of Alberta – July 2nd, 2019 direct deposit of \$804.00 for third quarter FCSS funding</p> <p>b) Alberta Ombudsman – June 14th, 2019 letter and information on this service</p> <p style="text-align: right;"><b>CARRIED</b></p> |
| <b>11.</b> | <b>CLOSED MEETING</b>                           | n/a   |
| <b>12.</b> | <b>NEXT MEETING</b><br>134-19                   | <p><b>MOVED</b> by Mayor Benford that the August 2019 Regular Council Meeting be cancelled and that the next Regular Council meeting be scheduled for Wednesday, September 11, 2019 at 9:30 a.m. (review of the Land Use Bylaw to follow the regular meeting).</p> <p style="text-align: right;"><b>CARRIED</b></p>   |
| <b>13.</b> | <b>ADJOURNMENT</b>                              | The meeting adjourned at 11:34 a.m.   |

\_\_\_\_\_  
Mayor, Sandi Benford

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

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## Wendy Wildman

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**From:** JSG PSD Engagement <JSG.PSDEngagement@gov.ab.ca>  
**Sent:** September 6, 2019 4:27 PM  
**Cc:** Jessica Thomson (SOLGEN); Rachel Melnychuk; Lisa Gagnier  
**Subject:** Police Costing Model Webinar - Webinar Link and Updated Meeting Materials  
**Attachments:** 2019.09.06\_Police Funding PPT Final.pdf; Example Calculation Sheet.pdf; 2019.09.03\_PCM Backgrounder.pdf; Police Costing Model Further Definitions.pdf

**Importance:** High

Good afternoon,

Thank you for your participation in the webinar, as promised please find attached:

1. The updated version of the PowerPoint presentation that was displayed during the webinar
2. An example calculation sheet
3. Backgrounder document that was previously circulated
4. Further Definitions – based on feedback we received we bolstered the explanation of a few concepts

The link to the survey: <https://extranet.gov.ab.ca/opinio6//s?s=46524>

As a reminder, you have until October 15, 2019 to complete the survey.

The link to the recording of the webinar from September 6, 2019:

[https://zoom.us/recording/share/Sb2M1ZPrSIRmwxWe7vfecMn83\\_b8FR3h0AiPnObqBPCwlumekTziMw](https://zoom.us/recording/share/Sb2M1ZPrSIRmwxWe7vfecMn83_b8FR3h0AiPnObqBPCwlumekTziMw)

For those who have asked specific questions around calculations for your municipality, we will endeavour to get back to you as soon as possible.

Thank you again.

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# Police Cost Model Review

Engagement Webinar

September 6, 2019



*Alberta*



2

*Alberta*





# Introduction



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Alberta

## Agenda

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1. Discuss engagement process
2. Review background to engagement
3. Share police costing model
  - a) Base Cost Distribution
  - b) Modifiers
  - c) Examples
4. Provincial Comparisons
5. Next Steps
  - a) Written submissions

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Alberta

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# Process

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## Timelines



- Kick-off meeting focusing on the police costing model meeting
- Review alternative models
- Form template for in-depth responses

- Review Bill 158
- Meeting focusing on police enforcement of cannabis legalization
- Form template for in-depth responses

Sharing of findings from the analysis of meetings and form submissions.

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## Outcome of Engagement

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### Part 1: Police Costing

- Development of a future police costing model which will consider the input gathered from the most relevant stakeholders.
- For the government to develop proposed legislative amendments for the *Police Act* that will reflect the considerations of municipalities in a new police funding model.

### Part 2: Cannabis Enforcement

- Compilation of information that can direct the future of the MCTP or alternative funding support for the enforcement of cannabis legalization.

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## Principles of Engagement

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- **Transparency** - Intent and processes will be clear and transparent. Stakeholders will understand the consultation process and how their input will affect policy decisions and drafting of legislation.
- **Communication** - Accurate, consistent and timely communication and information sharing with stakeholders in order to avoid confusion or raise false expectations.
- **Follow up** – Reporting back and sharing the results of consultation and how the input was used to inform the legislation.
- **Evaluation** – Consultation sessions with stakeholders will be evaluated against these principles for the purposes of continuous improvement.

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# Invited Stakeholders

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Alberta

# Background

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## Background

### MLA Policing Review Committee

- Struck in 2000.
- Report for stakeholder comments released in 2002.

### Stakeholder Input

- AUMA and RMA provide input through their Police Task Force to the government.
- Task Force submits a new proposal for equitable police funding.

### Recommendations

- Task Force recommends **population threshold** to pay rises from 2,000 to 5,000.
- Task Force recommends creation of a **per capita grant** for municipalities.

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Alberta

## Background

### Government Response

- Population threshold was raised in 2005 to over 5,000.
- Ministry of Solicitor General recommends a \$16 per capita grant.

### Municipal Policing Assistance Grant (MPAG)

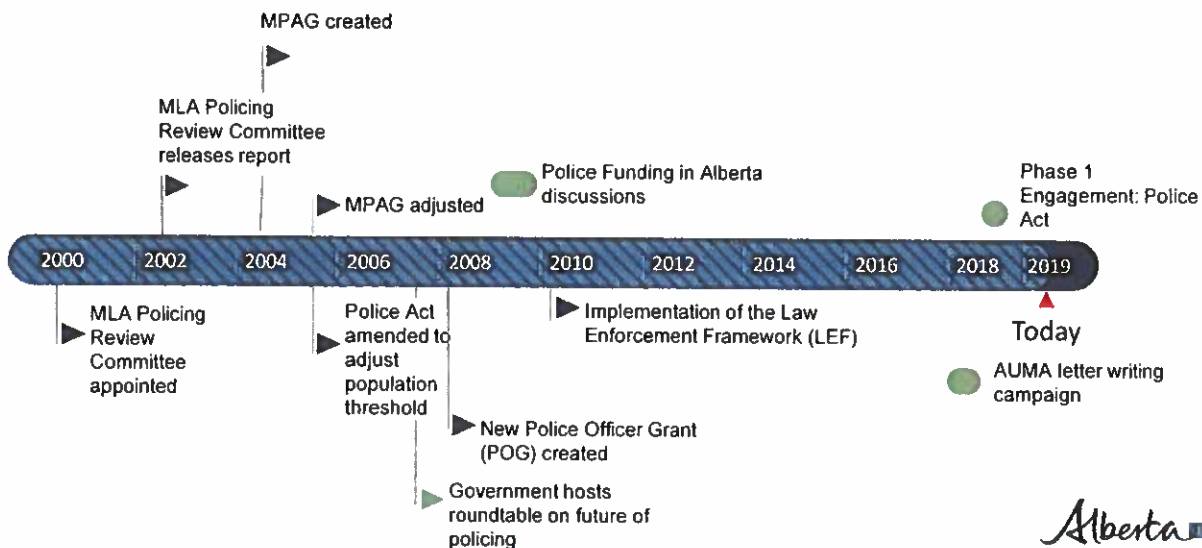
- Grant created in 2004 and adjusted in 2005.
- Towns and cities with populations between 5,000 and 20,000 would now receive a \$200,000 base payment and an \$8 per capita grant.
- Municipalities between 20,000 and 100,000 would receive a \$100,000 base payment and a \$14 per capita grant.
- Cities over 100,000 would continue to receive the \$16 per capita grant.

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Alberta

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## Background



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## Background

- The ***Police Act*** requires municipalities with populations over 5,000 to provide police services in their communities.
- Under the **Provincial Police Service Agreement (PPSA)**, policing is provided at no direct cost to all municipalities (municipal districts regardless of population, and to towns, villages and summer villages with populations of 5,000 or less) as per the ***Police Act***.

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# Proposed Cost Model

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## Currently

- 291 municipalities do not directly pay for policing through their municipal taxes.
- This is approximately 20% of the Alberta population.

## Proposal

- These communities would begin paying a percentage of their frontline policing costs.
- In 2018/19, the cost of frontline policing was \$232.5 million

Frontline policing is considered to include: general duty, traffic, and general investigative section and accounts for 62% of all police positions.

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# Base Cost Distribution

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## Base Cost Distribution

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Equalized Assessment



$$\frac{\text{Muni EA}}{\text{Total EA (291 munis)}} \times \text{Cost} \times 70\% = \text{Weighted EA}$$

Population



$$\frac{\text{Muni Pop}}{\text{Total Pop (291 munis)}} \times \text{Cost} \times 30\% = \text{Weighted Pop}$$

18



19

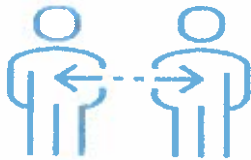
# The Modifiers

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## Shadow Population

- Subsidy received if recognized and reported to Municipal Affairs



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## Calculation – 2 Steps

1. Shadow pop / muni pop = value up to max 5% subsidy
2. % subsidy x cost = Dollar Subsidy



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## Crime Severity Index

- Subsidy received if above rural municipal average



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## Calculation – 3 Steps

1. Muni CSI (3 yr. avg.) – Total CSI average (291 munis) = Muni CSI points above avg
2. Muni CSI points above avg x 0.05% (CSI subsidy per point) = % Subsidy
3. % subsidy x cost = Dollar Subsidy

## Examples

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## Range of Cost Recovery Options

| Police Costing Model (PCM) Options               |                     |                            |                           |   |                                 |                 |
|--|---------------------|----------------------------|---------------------------|---|---------------------------------|-----------------|
| Weighting  | 30%                 | 70%                        |                           | 0.05% per Municipal CSI point above average | 5%                              |                 |
| Cost Recovery Options - Frontline Policing Costs | Population affected | Total Equalized Assessment | Total Share Policing Cost | CSI Subsidy given                           | Shadow Population Subsidy given | Municipal Costs |
| 15%  | 765,780             | \$293,162,459,917          | \$34,900,000              | \$1,015,167                                 | \$203,263                       | \$33,681,570    |
| 30%  | 765,780             | \$293,162,459,917          | \$69,800,000              | \$2,030,334                                 | \$406,526                       | \$67,363,141    |
| 40%  | 765,780             | \$293,162,459,917          | \$93,000,000              | \$2,705,172                                 | \$541,646                       | \$89,753,182    |
| 50%  | 765,780             | \$293,162,459,917          | \$116,300,000             | \$3,382,920                                 | \$677,349                       | \$112,239,731   |
| 60%  | 765,780             | \$293,162,459,917          | \$139,500,000             | \$4,057,758                                 | \$812,469                       | \$134,629,772   |
| 70%  | 765,780             | \$293,162,459,917          | \$162,800,000             | \$4,735,506                                 | \$948,172                       | \$157,116,322   |

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Alberta

## 15% Cost Recovery

- Large specialized municipality:
    - Population: 36,072
    - Equalized Assessment: \$42,670,899,320
    - Share of policing costs: \$4,049,067
      - 0.74% of municipal property tax
    - Would receive both subsidies:
      - 3 year average CSI is 465.21 which is 349.96 points above municipal average of 115.25
        - Subsidy is \$708,512
      - Shadow population is 36,678 – receives maximum 5% subsidy
        - Subsidy is \$202,453
    - The total cost recovery would be \$4,049,067 – \$708,512 – \$202,453 =
- \$3,138,101.**

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Alberta

## 15% Cost Recovery

---

- Mid-sized Municipal District:
  - Population: 7,869
  - Equalized Assessment: \$2,044,554,084
  - Share of policing costs: \$277,966
    - 1.54% of municipal property tax
  - Is not eligible for any subsidies
  - The total cost recovery would be **\$277,966**.

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## 15% Cost Recovery

---

- Small Summer Village:
  - Population: 73
  - Equalized Assessment: \$16,108,372
  - Share of policing costs: \$2,340
    - 3.45% of municipal property tax
  - Would receive one subsidy:
    - 3 year average CSI is 174.55 which is 59.30 points above municipal average of 115.25
      - Subsidy is \$69
  - The total cost recovery would be  $\$2,340 - \$69 = \$2,271$ .

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## 70% Cost Recovery

---

- Large specialized municipality:
  - Population: 36,072
  - Equalized Assessment: \$42,670,899,320
  - Share of policing costs: \$18,887,911
    - 3.45% of municipal property tax
  - Would receive both subsidies:
    - 3 year average CSI is 465.21 which is 349.96 points above municipal average of 115.25
      - Subsidy is \$3,305,036
    - Shadow population is 36,678 – receives maximum 5% subsidy
      - Subsidy is \$944,396
  - The total cost recovery would be \$18,887,911 – \$3,305,036 – \$944,396 = **\$14,638,479.**

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## 70% Cost Recovery

---

- Medium-sized Municipal District:
  - Population: 7,869
  - Equalized Assessment: \$2,044,554,084
  - Share of policing costs: \$1,296,642
    - 7.19% of municipal property tax
  - Is not eligible for any subsidies
  - The total cost recovery would be **\$1,296,642.**

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## 70% Cost Recovery

---

- Small Summer Village:
  - Population: 73
  - Equalized Assessment: \$16,108,372
  - Share of policing costs: \$10,918
    - 16.09% of municipal property tax
  - Would receive one subsidy:
    - 3 year average CSI is 174.55 which is 59.30 points above municipal average of 115.25
      - Subsidy is \$324
  - The total cost recovery would be  $\$10,918 - \$324 = \$10,549$ .

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## If money were reinvested, we have heard...

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- Service delivery improvements
  - Local input into RCMP priorities
- Public safety platform priorities
- Address rural crime


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# Provincial Comparisons

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## Provincial Comparisons

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**BC**

- Municipalities with populations over 5,000 pay for policing through their municipal tax.
- Municipalities with under 5,000 persons have tax rates set to recover a portion of the costs.

**SK**

- Costs of policing distributed by formula in legislation among all municipalities. This includes rural municipalities with under 5,000 population.

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# Guiding Questions

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## Guiding Questions



### Pros and Cons

1. What are the benefits of the model presented?
2. What are the pitfalls to the model presented?



### Cost Recovery

1. What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?



### Impacts

1. What do you anticipate as challenges for implementing the model?
2. What impact to addressing rural crime would you anticipate this costing model having?

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Alberta

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Questions?



*Alberta*

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# Example Calculation Sheet – Police Cost Model

Scenario: If province were to distribute 15% of the costs of frontline policing = \$34.9M

## BASE MODEL

Muni population x \$34.9M x 30% = **Weighted population cost**  
Total population

Muni equalized assessment x \$34.9M x 70% = **Weighted equalized assessment cost**  
Total equalized assessment

**Weighted population cost + Weighted equalized assessment cost = TOTAL SHARE POLICING COST**

## MODIFIERS

Crime Severity Index (CSI)

Muni CSI 3 year average - Total CSI average = **Muni CSI points above average**

**Muni CSI points above average** x 0.05% (subsidy per muni CSI point > average) = **CSI % subsidy**

**CSI % subsidy** x TOTAL SHARE POLICING COST = CSI DOLLAR SUBSIDY

Shadow Population

Muni shadow population = **Shadow pop % subsidy (max 5%)**

Muni population

**Shadow pop % subsidy** x TOTAL SHARE POLICING COST = SHADOW POP DOLLAR SUBSIDY

## YEARLY COST TO MUNICIPALITY

= TOTAL SHARE POLICING COST - CSI DOLLAR SUBSIDY - SHADOW POP DOLLAR SUBSIDY



Municipality A: Large specialized municipality

|                                    |                    |   |
|------------------------------------|--------------------|---|
| Weighted population cost           | \$493,188          | = $\frac{36,072}{765,780} \times 34.9M \times 30\%$                 |
| Weighted equalized assessment cost | \$3,555,878        | = $\frac{42,670,899,320}{293,162,459,917} \times 34.9M \times 70\%$ |
| <b>TOTAL SHARE POLICING COST</b>   | \$4,049,067        | = 493,188 + 3,555,878   |
| Muni CSI points above avg          | 349.96             | = 465.21 (muni) – 115.25 (prov)                                     |
| CSI % subsidy                      | 17.5%              | = 349.96 x 0.0005   |
| CSI DOLLAR SUBSIDY                 | \$708,512*         | = 17.5% x 4,049,067 (*rounding difference)                          |
| Shadow pop % subsidy               | 5%                 | = $\frac{36,678}{36,072} = 1.01$ (max 0.05)                         |
| SHADOW POP DOLLAR SUBSIDY          | \$202,453          | = 5% x 4,049,067  |
| <b>YEARLY COST TO MUNICIPALITY</b> | <b>\$3,138,102</b> | = 4,049,067 - 708,512 - 202,453                                     |

Municipality B: Mid-sized municipal district

|                                    |                  |  |
|------------------------------------|------------------|--|
| Weighted population cost           | \$107,588        | = $\frac{7,869}{765,780} \times 34.9M \times 30\%$                 |
| Weighted equalized assessment cost | \$170,378        | = $\frac{2,044,554,084}{293,162,459,917} \times 34.9M \times 70\%$ |
| <b>TOTAL SHARE POLICING COST</b>   | \$277,966        | = 107,588 + 170,378  |
| Muni CSI points above avg          | 0                | = 76.35 (muni) – 115.25 (prov)                                     |
| CSI % subsidy                      | 0%               | = 0 x 0.0005   |
| CSI DOLLAR SUBSIDY                 | \$0              | = 0% x 277,966   |
| Shadow pop % subsidy               | 0%               | = none reported  |
| SHADOW POP DOLLAR SUBSIDY          | \$0              | = 0% x 277,966   |
| <b>YEARLY COST TO MUNICIPALITY</b> | <b>\$277,966</b> | = 277,966 - 0 - 0  |

Municipality C: Small summer village

|                                    |                |   |
|------------------------------------|----------------|---|
| Weighted population cost           | \$988          | = $\frac{73}{765,780} \times 34.9M \times 30\%$                 |
| Weighted equalized assessment cost | \$1,342        | = $\frac{16,108,372}{293,162,459,917} \times 34.9M \times 70\%$ |
| <b>TOTAL SHARE POLICING COST</b>   | \$2,340        | = 988 + 1,342   |
| Muni CSI points above avg          | 59.30          | = 174.55 (muni) – 115.25 (prov)                                 |
| CSI % subsidy                      | 3%             | = 59.30 x 0.0005  |
| CSI DOLLAR SUBSIDY                 | \$69*          | = 3% x 2,340 (*rounding difference)                             |
| Shadow pop % subsidy               | 0%             | = none reported   |
| SHADOW POP DOLLAR SUBSIDY          | \$0            | = 0% x 2,340  |
| <b>YEARLY COST TO MUNICIPALITY</b> | <b>\$2,271</b> | = 2,340 - 69 - 0  |

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# Police Costing Model Engagement

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Backgrounder

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# Introduction

The police costing model has a large impact on the lives of Albertans. In communities and municipalities that help pay for their police services, their tax-payers pay for cost increases. Changes in the costing model guides local budget deliberations and may affect police services.

Over the past decade, stakeholders told Alberta Justice and Solicitor General that the police costing model needs revision. The current approach is 15 years old. It has been adjusted since 2004, but there have been no large-scale changes. But policing has evolved. The costing model needs to address those changes and keep pace with current and future needs. To modernize the cost model, the ministry wants to hear from you as elected and administrative municipal leaders, and from the groups that represent you: the Alberta Urban Municipalities Association and Rural Municipalities Association.

This engagement process will gather your input on how a new police costing model would fit for communities across Alberta. We are counting on you, our partners. You are the experts on the needs of your local communities. With your help, this will be a thorough and effective review, so the new model helps your communities and police services thrive together.

This backgrounder provides context around the police costing model. Please get in touch with the engagement team ([JSG.PSDEngagement@gov.ab.ca](mailto:JSG.PSDEngagement@gov.ab.ca)) if there are any errors, omissions, or aspects that are unclear.

## Guiding Questions for this review:

- What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?
- What aspects of the proposed costing model do you feel would reflect the needs of your community?
- What will not work in the proposed costing model?
- What ability do communities and municipalities have to be agile in their budgets for policing costs?
- What kind of timeline would be ideal for implementation of a new model?
- What impact will a new costing model have on communities?
- What do you anticipate as challenges for implementing the model?
- What impact to addressing rural crime would you anticipate this costing model having?
  - What other impacts might a new cost model have?

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The engagement will focus on broad questions about funding for police services to identify the most important factors for communities in a model.

## What is *not* being reviewed?

This review will focus only on the development and implementation of a proposed new cost model. Other issues related to policing costs and the *Police Act* will not specifically be addressed. This includes:

- *Police Act* issues unrelated to policing costs;
- Municipal Policing Assistance Grants (MPAG);
- Police Officer Grants (POG);
- First Nations Policing; and
- Enhanced policing for Metis Settlements.

First Nations Policing and enhanced policing for Metis Settlements will not be affected by a new costing model.

## Ways to participate

The review team will host two kick-off meetings. The first one will focus on policing costs and will take place on September 5, 2019. AUMA and RMA will be invited to meet with the ministers of Justice and Solicitor General and Municipal Affairs to discuss the purpose of this engagement and the ways in which stakeholders can participate.

A webinar will share information on a police costing model with elected and administrative leaders from all municipalities on (date). Stakeholders will have until October 15, 2019 to provide written feedback on the police costing model via an online survey.

A second kick-off meeting will focus on costs incurred related to enforcing the legalization of cannabis. AUMA, RMA, and the Metis Settlements General Council will be invited to attend that meeting on September 24, 2019.

The first week of October, a second webinar will provide information on the input being gathered for this engagement to municipal and Metis Settlements leaders (elected and administrative). Municipal and Metis Settlement representatives will then have until November 1, 2019 to provide feedback via an online survey.

A separate backgrounder will be made available to those invited to participate in the cannabis enforcement portion of the engagement. This backgrounder **only** addresses information pertinent to the police costing model.

After all information is gathered, stakeholders will be invited to participate in a wrap-up session where the results will be shared. **The date of this wrap-up is still to be determined.**

The engagement team is happy to hear from you at any time. Contact us at **[JSG.PSDEngagement@gov.ab.ca](mailto:JSG.PSDEngagement@gov.ab.ca)**.

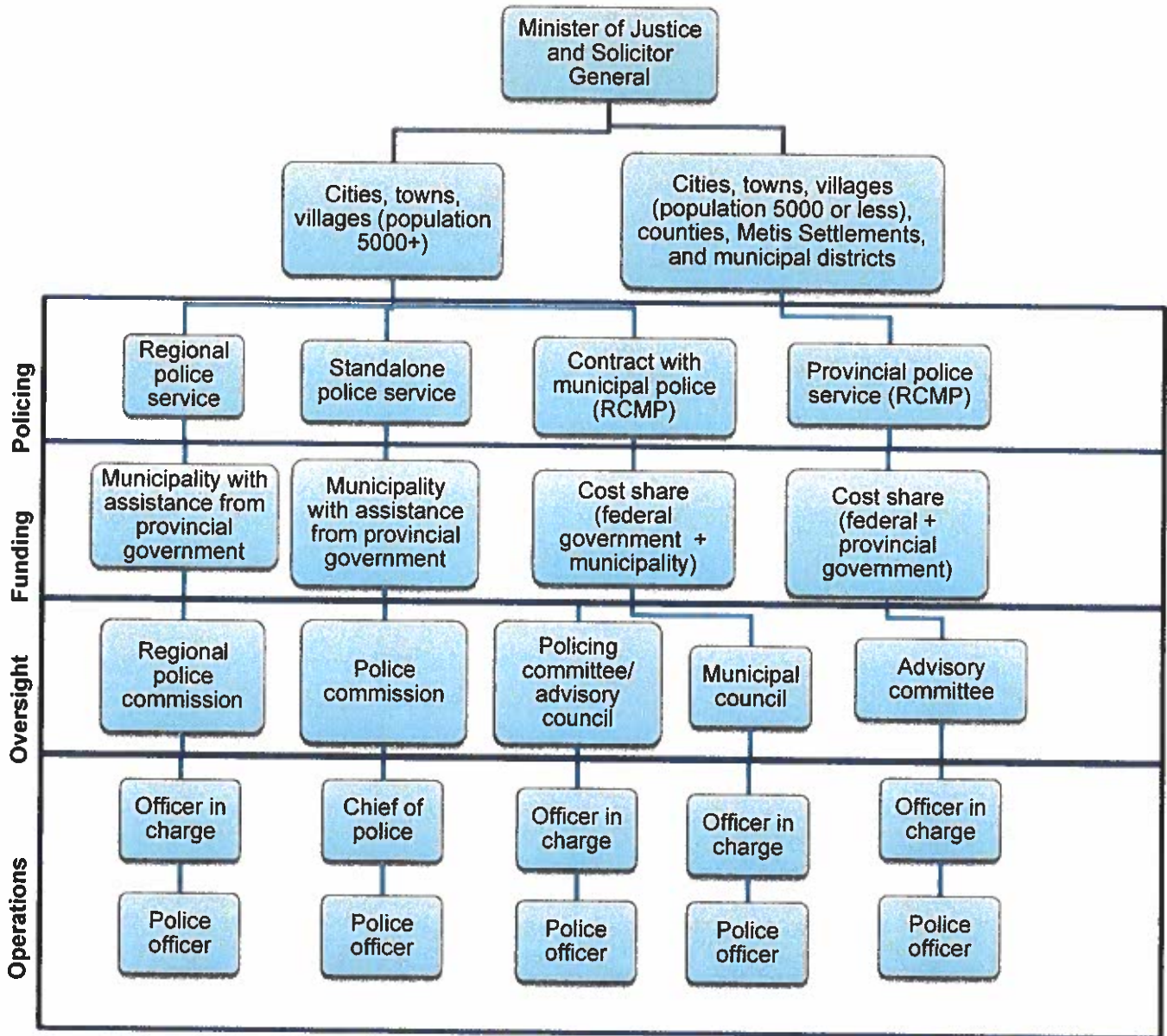
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# Policing Models

This chart provides an overview of policing in Alberta as outlined in the current *Police Act*.

**Chart 1: Policing Models Flow Chart**





**Provincial policing:** As per the Alberta *Police Act*, under the Provincial Police Service Agreement (PPSA), the province provides policing at no direct cost to all rural municipalities (towns with a population of 5,000 or fewer, Metis Settlements and all municipal districts/counties regardless of population). Alberta contracts the RCMP as its provincial police service.

**Municipal policing:** Urban municipalities with a population greater than 5,000 are responsible for their own policing. They can opt for one of the following options:

- Establish a stand-alone municipal police service.
- Pay the federal government, the Alberta government or another municipality to deliver police services, often under a policing agreement. Most municipalities contract their police services directly from the RCMP through a Municipal Police Service Agreement.
- Two or more municipalities enter into a contract to establish a regional police service.

**First Nations policing:** First Nations are policed by the RCMP provincial police service (PPS) unless another arrangement is made under the *Police Act* of Alberta. The First Nations Policing Program (FNPP) provides First Nations with two other such arrangements in Alberta:

1. Tripartite agreement (e.g. stand-alone police service like Blood Tribe Police)
2. Community tripartite agreement that provides enhanced policing in addition to the core policing provided by the PPS.

**Metis Settlements:** Indigenous Relations funding provides an enhanced level of policing service to each of the eight Metis Settlements, with one RCMP officer dedicated to each location.

# History of Cost Model Engagements

The following provides a brief overview of the previous discussions that have taken place with regards to the police costing model. It is important to address the historical process of reviewing the police costing structure, as it has contributed to the design of the proposed model.

## Discussions and the Law Enforcement Framework

- **2009:** Several engagements were held with AUMA, RMA, and other stakeholders. These discussions were referred to as "Police Funding in Alberta – Continuing the Discussion." In response, a Policing Task Force was created that consulted with AUMA members through a workshop and survey at the annual AUMA convention. A subsequent survey to all AUMA members asked about policing funding options and special circumstances that affect police resources.
- **2010:** Engagements with the RMA and AUMA on the Law Enforcement Framework raised issues on the flexibility and equity of the costing model. The framework was released the same year and incorporated prior input, but did not include a costing model.
- **2012:** The RMA report "Funding Options for Law Enforcement Services in Alberta", was received. It proposed six potential options for funding. The ministry completed a review of the report and principles for consideration. RMA's preferred vision was to maintain the status quo, but identified a Base plus Modifier model as their second choice.
- **2013 to 2017:** The ministry communicated with AUMA and RMA to explore community views on factors to include in a new police-costing model. The ministry put out a request for proposals to develop an analytical tool that would show the effects of the factors being considered, and how each factor impacts municipal policing costs. Due to budget constraints, the request for proposals was cancelled and no contract was awarded.
- **2018:** Police costing was the topic of a letter writing campaign from AUMA members.

## Police Funding and the 2018/2019 *Police Act* Review

- The first phase of the *Police Act* review occurred between June 2018 and March 2019, to gather stakeholder perspectives on topics related to the *Police Act* and Police Service Regulation. Engagement occurred through roundtable discussions, a survey to police officers, a survey to administrative and elected officials from municipalities and Indigenous communities, in-person discussions with Indigenous communities, and written submissions. While the roundtable discussions focused on distinct topics, police funding was often mentioned. Stakeholders emphasized the necessity for a multi-factor police-funding model and policing grants that better reflect the needs of different-sized municipalities.

Written submissions also contained sections on police funding:

#### RCMP Submission

- RCMP K-Division highlighted the need for consistent commitments for funding and the benefits of multi-year funding agreements.

#### Rural Municipalities Association Submission

The RMA suggested that much more engagement was needed on funding police services. They wanted several factors to be considered in the development of a funding model:

- Ability to pay – focusing on equating fairness only with equal cost contributions is inappropriate as all municipalities have different needs, ability to pay, and service level expectations;
- Clarify costs of policing – recognize that saying some municipalities do not pay for policing is inaccurate. They contend that all pay, but in different ways.
- MPAG and POG should be considered in evaluating various costing models.
- Costs for policing should be linked to service levels; funding should be directed where it is needed; efficiency, effectiveness, and police-community collaboration should be encouraged; all police-related costs should be recognized; and funds should remain where they are collected.

#### Alberta Urban Municipalities Association Submission

The AUMA stated that the *Police Act* should specify a new, more equitable police costing model where all municipalities contribute directly to the costs of policing. The new model should consider both the demand for services in a municipality, as well as the municipality's ability to pay. Specifically, the AUMA believes that a costing model should be:

Equitable:

- All Albertans are entitled to receive police services.
- Police should treat all Albertans equitably.
- All Albertans should contribute to the costs of policing.
- Police governance and oversight should be equitable and universal.

Responsive:

- Police must be responsive to the needs of Albertans.
- Police must be responsive to changing legislative and social environments.

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- Police should have the flexibility to adjust to regional differences.
- Policing must be appropriately resourced to fulfill its responsibilities.

AUMA's suggested principles for an equitable police costing model are:

- A fair, flexible, and equitable model should be developed that:
  - Ensures the level of provincial funding is sufficient to meet standard levels of service.
  - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
  - Recognizes the unique needs of each municipality.
  - Recognizes the ability of a municipality to pay for services.
- The model should encourage efficiencies by:
  - Using other mechanisms to address municipal capacity issues.
  - Encouraging regional policing models.
- The transition to a new model should:
  - Ensure an adequate impact assessment analysis is completed.
  - Ensure that effective education and engagement mechanisms are available to Alberta's municipalities.
  - Allow for an adequate notice period.
  - Revenues created from the new model should be reinvested in public safety.
  - Ensure any revenue collected from an "everyone pays" model is returned to the municipalities that generated the revenue for the protection of public safety.
  - Ensure fine revenues stay in the municipalities in which they are generated.
  - Paying directly for policing should enable municipalities to participate meaningfully in police oversight, e.g. setting local policing priorities.

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# Current Funding for Police Services

## Municipal Policing Assistance Grant

The Municipal Policing Assistance Grant eases the financial burden on towns and cities responsible for their own policing. The funds are for:

- Police operating and administration costs, including manpower costs
- Kit and clothing, equipment, police vehicles, etc.
- Governance- and oversight-related initiatives by police commissions and policing committees. Funding is provided to municipalities based on the following payment formulas:

| Population of municipality | Payment thresholds                          |
|----------------------------|---|
| 5,001 to 16,666            | \$200,000 base payment + \$8.00 per capita  |
| 16,667 to 50,000           | \$100,000 base payment + \$14.00 per capita |
| Over 50,000                | \$16.00 per capita                          |

## Police Officer Grant

The Police Officer Grant applies to municipalities that were responsible for their own policing before 2008. Municipalities had added 300 police officers. Each eligible municipality receives \$100,000 per position, per year.

## Distribution of fine revenues

Traffic violations generate most provincial statute fine revenues. Fine revenues are returned to either the province or the municipality whose police service levied the fine.

Under the *Fuel Tax Act*, *Gaming and Liquor Act*, *Tobacco Tax Act* and *Weed Control Act*, revenue from a conviction for an offence that occurred in a city, town, village, municipal district or Metis Settlement or First Nation reserve goes to that community.

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## The *Police Act*

Funding provisions are mentioned in the following areas of the *Police Act*:

- Section 4(1) states that municipalities and communities with a population under 5,000 will receive general policing services provided by the provincial police services at no direct cost to the town, village, summer village, municipal district or Metis settlement.
- Section 4(5) states that municipalities and communities with a population over 5,000 will enter into an agreement or establish their own police services in their area.
- Section 5(4) states that when a town, village or summer village attains a population that is greater than 5000, that municipality shall assume responsibility for providing its policing services on April 1 in the 2nd year following the year of the population increase
- Section 6 states that the population for municipalities and communities will be determined in accordance with the *Municipal Government Act*.
- Section 29 (1) states that commissions with the chief of police are able to prepare an annual budget for police services.

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# Proposed Costing Model

The following provides a brief overview of the proposed model. This section can be used for reference when completing the survey.

## Communities with Populations under 5,000

Currently 291 municipalities do not directly pay for policing through their municipal taxes. These communities account for one-fifth (20 per cent) of Alberta's population. Under the proposed costing model, these communities would begin paying a percentage of their frontline policing costs. Frontline policing refers to general duty, traffic, and general investigations, which are about 62 per cent of all policing positions. In 2018-2019, the cost of frontline policing was \$232.5 million.

## Cost Distribution

The proposed costing model distributes costs based on two factors: equalized assessment and population. Equalized assessment would look at the annually calculated assessment value for the municipality to determine the relative resources to pay. The assessment value will be weighted at 70 per cent to determine part of the base cost distribution – the costs to a municipality prior to applying the subsidies.

Using the most recent municipal or federal census data, as reported to the Ministry of Municipal Affairs, population would account for 30 per cent of the base cost distribution.

## Cost Modifiers

### *Shadow Population*

These often are workers who generally live and pay property taxes outside of a community or municipality and are not included in local census data on which per capita funding is based. But when in the community they use the same municipal resources and infrastructure as primary residents. A shadow population cost modifier would enable a subsidy for frontline policing. To receive a maximum five per cent subsidy, a shadow population would need to be recognized and officially reported to Municipal Affairs.

### *Crime Severity Index*

This measure analyzes changes in police-reported crime rates across the country, and is tracked and reported to Statistics Canada annually. The index allows the ability to track changes in the volume of police-reported crime each year, in the volume of particular offences, and their relative seriousness. More serious offences have a greater impact on the index, which allows comparisons across municipalities. The crime severity index rural municipal average would be calculated and used as a baseline measure. A community with a higher crime severity index than the baseline would be eligible for a subsidy of 0.05 per cent per index point.

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## Examples of the Cost Model

| Police Costing Model (PCM) Options                        |                        |                               |                              |  |                                       |                      |
|---|------------------------|-------------------------------|------------------------------|--|---------------------------------------|----------------------|
| Weighting   | 30%                    | 70%                           |                              | 0.05% per<br>Municipal CSI<br>point above<br>average | 5%                                    |                      |
| Cost Recovery<br>Options -<br>Frontline<br>Policing Costs | Population<br>affected | Total Equalized<br>Assessment | Total Share<br>Policing Cost | CSI Subsidy<br>given                                 | Shadow<br>Population<br>Subsidy given | Revenue<br>Generated |
| 15%   | 765,780                | \$293,162,459,917             | \$34,900,000                 | \$1,015,167  | \$203,263                             | \$33,681,570         |
| 30%   | 765,780                | \$293,162,459,917             | \$69,800,000                 | \$2,030,334  | \$406,526                             | \$67,363,141         |
| 40%   | 765,780                | \$293,162,459,917             | \$93,000,000                 | \$2,705,172  | \$541,646                             | \$89,753,182         |
| 50%   | 765,780                | \$293,162,459,917             | \$116,300,000                | \$3,382,920  | \$677,349                             | \$112,239,731        |
| 60%   | 765,780                | \$293,162,459,917             | \$139,500,000                | \$4,057,758  | \$812,469                             | \$134,629,772        |
| 70%   | 765,780                | \$293,162,459,917             | \$162,800,000                | \$4,735,506  | \$948,172                             | \$157,116,322        |

Source:

Alberta Municipal Affairs, Municipal Services Branch, 2018 Official Population List

Alberta Municipal Affairs, Municipal Financial and Statistical Data, 2018 Equalized Assessment

Statistics Canada, Canadian Centre for Justice Statistics, CSI Weighted 2015-17 file

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If a 15 per cent cost recovery model is implemented:

- Municipality A would be responsible for \$4,049,067 of policing costs or 0.74 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$708,512) and shadow population (minus \$202,453). The total cost recovery would be \$3,138,101 as revenue to the province.
- Municipality B would be responsible for \$277,966 of policing costs or 1.54 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$277,966 as revenue to the province.

If the cost recovery was maximized to 70 per cent:

- Municipality A would be responsible for \$18,887,911 of policing costs or 3.45 per cent of its municipal property tax (excluding education). This figure would be adjusted for subsidies for CSI (minus \$3,305,036) and shadow population (minus \$944,396). The total cost recovery would be \$14,638,479 as revenue to the province.
- Municipality B would be responsible for \$1,296,642 of policing costs or 7.19 per cent of its municipal property tax (excluding education). Municipality B would not qualify for any subsidies. The total cost recovery would be \$1,296,642 as revenue to the province.

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# Jurisdictional Scan

The comparisons below highlight the police costing models in use by provinces that recover the cost of police services. The most current cross-Canada review found that British Columbia (BC), Saskatchewan (SK), Ontario, Quebec, New Brunswick, and Nova Scotia all required every municipality to pay a portion of its policing costs. It is important to note:

- In BC, there is a police tax: municipalities over 5,000 people pay for most of their police costs directly through their municipal taxes. In municipalities under 5,000 people, and in rural areas, the BC government sets tax rates to recover a portion of police costs. These tax rates are based on provincially set tax ratios.
- In SK, the costs of policing are distributed in accordance with a formula prescribed in the regulations among all municipalities and "specified municipalities" (rural and those under 500 population) that receive policing services from the RCMP. This includes municipalities with populations less than 5,000.

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## British Columbia

|   |  |
|---|--|
| Population cut off for provincial funding for police services                                   | 5,000                                    |
| Provincial contribution share for municipalities below the above population threshold           | 70%                                      |
| Provincial support for municipalities that do not receive dedicated funding for police services | Receives all revenues from traffic fines |
| Amount of traffic fine revenue that municipalities receive                                      | See above                                |

## Saskatchewan

|   |  |
|---|--|
| Population cut off for provincial funding for police services                                   | 5,000  |
| Provincial contribution share for municipalities below the above population threshold           | 70%<br><br>Cost recovery in Saskatchewan is based on population in the rural municipality. The amount invoiced to rural municipalities increases based on the percentage increase of overall policing costs each year. |
| Provincial support for municipalities that do not receive dedicated funding for police services | None   |
| Amount of traffic fine revenue that municipalities receive                                      | 75% only for municipalities in Saskatchewan with stand-alone independent police services. This does not apply to most cities policed by PPSA.  |



## Manitoba

|  |  |
|--|--|
| <b>Population cut off for provincial funding for police services</b>                                   | <b>3 categories:</b><br>750 – 1,499;<br>1,499 – 5,000; and<br><br>Over 5,000   |
| <b>Provincial contribution share for municipalities below the above population threshold</b>           | 70%<br><br>The Province of Manitoba provides per capita grants to municipalities. These grants are not dedicated to policing, but the same population threshold applies to those that receive large grants and pay for policing. |
| <b>Provincial support for municipalities that do not receive dedicated funding for police services</b> | Per capita grant (similar to the MPAG)   |
| <b>Amount of traffic fine revenue that municipalities receive</b>                                      | 30%<br><br>If the municipality (in Manitoba) pays for its own policing (stand-alone police service) it is allowed to keep a percentage of provincial fine revenue (estimated at 30%).  |



## Ontario

|  |  |
|--|--|
| <b>Population cut off for provincial funding for police services</b>                                   | <b>No population cut-off</b>   |
| <b>Provincial contribution share for municipalities below the above population threshold</b>           | None. There is a sliding scale for rural and small communities:<br>Low of 5% (\$150 < policing costs/household < \$750)<br>to a<br>High of 75% (policing costs/household > \$750). |
| <b>Provincial support for municipalities that do not receive dedicated funding for police services</b> | Receives all revenues from traffic fines.  |
| <b>Amount of traffic fine revenue that municipalities receive</b>                                      | See above.   |

## Nova Scotia

|  |   |
|--|---|
| <b>Population cut off for provincial funding for police services</b>                                   | <b>None</b>   |
| <b>Provincial contribution share for municipalities below the above population threshold</b>           | <b>65%</b>  |
| <b>Provincial support for municipalities that do not receive dedicated funding for police services</b> | <b>None.</b>  |
| <b>Amount of traffic fine revenue that municipalities receive</b>                                      | Traffic fine revenue goes to the jurisdiction paying for the officer (either a municipality or the province). The province retains victim surcharges and court costs. |

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## Quebec

|  |   |
|--|---|
| <b>Population cut off for provincial funding for police services</b>                                   | <b>50,000</b><br><br>Provincial legislation in Quebec defined the level of police services provided to municipalities according to population with benchmarks set at: less than 100,000 (level 1);<br><br>100 000 to 199,999 (level 2);<br><br>200,000 to 499,999 (level 3);<br><br>500,000 to 999 999 (level 4);<br><br>1 000 000 or more (level 5). |
| <b>Provincial contribution share for municipalities below the above population threshold</b>           | <b>47% + refund</b><br><br>The province pays 47% of the amount of basic police service to communities who are policed by the provincial police service. If the contribution of a regional municipality exceeds 80% of its budget, the municipality can receive a refund for the amount over the 80% budget allocation.                                |
| <b>Provincial support for municipalities that do not receive dedicated funding for police services</b> | None  |
| <b>Amount of traffic fine revenue that municipalities receive</b>                                      | Revenue goes to provincial revenue fund   |

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# Glossary

The **crime severity index** is a measure that is tracked and reported to Statistics Canada annually. It analyzes changes in police-reported crime rates across the country. The report allows changes to be tracked in the volume of police-reported crime each year, in the volume of particular offences, and in the relative seriousness of offences compared to other offences. More serious offences have a greater impact on the index, which allows comparisons of municipal crime levels.

**Legislation** is a law enacted by a governing body, including both proclaimed acts, amendments and regulations. It does not include agreements or memorandums of understanding. The *Police Act* has associated regulations, which include: the Police Service Regulation and the Exempted Areas Police Service Agreements Regulation.

A **modifier** is an element that can be taken into consideration to adjust the base price of a service. The amount of the modifier is based on the base price of the service.

The **Municipal Policing Assistance Grant (MPAG)** helps municipalities ensure adequate and effective policing and police oversight, implement provincial policing initiatives and enhance policing services. Municipalities with a population over 5,000 that provide their own municipal police services are eligible. The grant is issued each year and no application is required.

A **municipality** is a city, town, village, summer village, specialized municipality or municipal district and includes a Metis Settlement.

**Police commissions** provide oversight of policing to stand-alone police services, and govern municipal police services.

**Police officers** are responsible for enforcing federal, provincial, and municipal laws, protecting life and property, preventing crime, and keeping the peace. They have a broad range of duties and roles, of which law enforcement is a major part. Police officers investigate occurrences of crime, arrest offenders and bring them before the criminal justice system. They also provide a variety of community services including: crime prevention, educational programs, help locating missing persons, dealing with lost property, traffic control, victim assistance and collision investigation.

The **Police Officer Grant** provides annual funding to municipalities that added police officers between 2008 and 2011. It helps cover the cost of policing and promoting safe and secure communities. Each municipality receives \$100,000 per position, per year. Municipalities with a population over 5,000 that provide their own municipal police services are eligible.



A **shadow population** is made up of workers who live outside of a community or municipality. Because they are not included in the population count, they do not contribute to per capita funding calculations. Shadow populations may only be present seasonally (e.g., transient workers), when they use the resources and infrastructure of the community or municipality as if they were primary residents.

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Currently 291 municipalities do not directly pay for policing through their municipal taxes. These communities account for one-fifth (20 per cent) of Alberta's population. Under the proposed costing model, these communities would begin paying a percentage of their frontline policing costs. Frontline policing refers to general duty, traffic, and general investigations, which are about 62 per cent of all policing positions. In 2018-2019, the cost of frontline policing was \$232.5 million.

#### Cost Distribution

The proposed costing model distributes costs based on two factors: equalized assessment and population. Equalized assessment would look at the annually calculated assessment value for the municipality to determine the relative resources to pay. The assessment value will be weighted at 70 per cent to determine part of the base cost distribution – the costs to a municipality prior to applying the subsidies.

Using the most recent municipal or federal census data, as reported to the Ministry of Municipal Affairs, population would account for 30 per cent of the base cost distribution.

#### Cost Modifiers

##### *Shadow Population*

These often are workers who generally live and pay property taxes outside of a community or municipality and are not included in local census data on which per capita funding is based. But when in the community they use the same municipal resources and infrastructure as primary residents. A shadow population cost modifier would enable a subsidy for frontline policing. To receive a maximum five per cent subsidy, a shadow population would need to be recognized and officially reported to Municipal Affairs.

##### *Crime Severity Index*

This measure analyzes changes in police-reported crime rates across the country, and is tracked and reported to Statistics Canada annually. The index allows the ability to track changes in the volume of police-reported crime each year, in the volume of particular offences, and their relative seriousness. More serious offences have a greater impact on the index, which allows comparisons across municipalities. *The crime severity index rural municipal average would be calculated and used as a baseline measure. A community with a higher crime severity index than the baseline would be eligible for a subsidy of 0.05 per cent per index point.*

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August 20, 2019

RECEIVED  
INNOVATION  
AUG 21 2019

Dear [redacted]

**Re: Alberta Utilities Commission Decision Affecting Your EQUUS Distribution Service at NW-10-54-5-5 / EQUUS Acct: 10139.02**

In 2017, you were notified of an Application in which FortisAlberta Inc. (FortisAlberta) was requesting the Alberta Utilities Commission (AUC) to order the transfer of your service from EQUUS to FortisAlberta due to annexation. This meant affected EQUUS members like you would have to surrender their membership without your consent. That request was successful. What follows is information important to you to inform you about what to expect in the coming months as a result of this decision.

In Decision 22164-D01-2018, the AUC ruled that existing EQUUS members in an affected municipality may continue to be served by EQUUS unless and until the municipality passes a by-law forcing the EQUUS members in the municipality to take electric distribution service from FortisAlberta. If no such by-law is passed, EQUUS could have continued to serve you until you either chose to transfer to FortisAlberta; you changed your service; you sold or transferred your land; or until EQUUS could no longer serve you for business or operational reasons. This decision has been upheld through successive appeals advanced by EQUUS earlier this year.

Regrettably, your municipality has made the decision to pass a by-law requiring you to transfer your electric distribution service and to become a FortisAlberta customer on or before October 28, 2019, despite the alternative options above. This unilateral decision by your municipality took away your right of choice and results in the forced surrender of your membership in EQUUS and all of your rights and benefits that membership affords you.

FortisAlberta is owned by a multinational utility company whose purpose is to make a profit for their shareholders. EQUUS, as a not-for-profit co-operative, exists to provide the highest level of personalized service to you, our member, and keep our rates as low and stable as possible. We support the local economy and our employees live and operate in those communities we serve. Most importantly, as a member of EQUUS, you have a voice in this organization and the decisions made.

While we strongly disagree with the decisions of both the AUC and your municipality, EQUUS meets or exceeds all legislative and regulatory requirements throughout Alberta, and this is no exception. Accordingly, you should expect to hear from one of our staff in the coming days to arrange the transfer of your service to FortisAlberta. We will schedule a time with you to exchange your meter and will work to minimize disruption in service during this transition.

If you disagree with the decision made by your municipality to pass a by-law removing your choice, we encourage you, as a ratepayer, to contact your municipality and let your voice be heard.

Kind Regards,

Charlene Glazer  
Regulatory and Compliance Leader

cc Summer Village of Southview

**Main Office**

Box 6199, 5803 42 Street  
Innisfail, Alberta T4G 1S8  
Toll-free: 1.888.211.4011

**North Area Office**

Box 1178, 4804 41 Street  
Onoway, Alberta T0E 1V0  
Toll-free: 1.888.627.4011

**Central Area Office**

Box 6199, 5803 42 Street  
Innisfail, Alberta T4G 1S8  
Toll-free: 1.877.527.4011

**South Area Office**

Box 1657, 3 Alberta Road  
Claresholm, Alberta T0L 0T0  
Toll-free: 1.888.565.5445



## Wendy Wildman

---

**From:** administration@wildwillowenterprises.com  
**Sent:** September 6, 2019 6:22 PM  
**To:** Wendy Wildman  
**Subject:** [FWD: Morrison Hershfield Introduction - Engineering Services]  
**Attachments:** MH Alberta Introduction Brochure.pdf; MH- Introduction Summer Village of Yellowstone.pdf

Wendy, this came to all Summer Villages.

**H.**

**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: Morrison Hershfield Introduction - Engineering Services

From: Chad Newton <CNewton@morrisonhershfield.com>

Date: Fri, September 06, 2019 4:03 pm

To: "administration@wildwillowenterprises.com"

<administration@wildwillowenterprises.com>

Wendy Wildman,

The purpose of this letter is to introduce our company Morrison Hershfield to the Summer Village of Yellowstone. Morrison Hershfield is an employee-owned full-service consulting, engineering, and management firm. Founded in 1946, we deliver complete, cost-effective, clear and innovative solutions for both horizontal and vertical infrastructure. Solutions are offered to clients in the Infrastructure, Transportation, Environmental, Land Development, Buildings, Solid Waste and Water / Wastewater sectors.

Our professional engineers and PMI certified project managers in our Edmonton and Calgary offices are ready to help you succeed on any engineering or construction projects. If you want your project delivery experience to be backed by extraordinary talent and systems, make us your first call.

The enclosed brochure highlights some of our projects where we demonstrated strong collaboration between our disciplines and our client to achieve the best project results possible. Over 91% of our business comes from satisfied repeat-clients. It is the relationship our staff develops with our clients that lets us respond to changes during the project very quickly and ensures a project delivery on time and on budget.

One thing that is difficult to convey in written words is the sense of our culture and community. We understand that it is important that the Summer Village grows in a manner that reflects its current values and characteristics. Whether you need water and sewer upgrades, road and sidewalk rehabilitation, support with infrastructure planning, waste management, environmental assessments, or any other engineering projects, you will benefit from the knowledge of our

engineers and their experience gained during project work in other Alberta Municipalities.

Our goal is to support the Summer Village of Yellowstone to meet its future strategic priorities, ensure we help plan for the future, build and develop a sustainable and prosperous community, and create a place you are proud to call home.

Please share the enclosed documentation with your Council and administration. In addition, don't hesitate to contact me if you have any questions or projects you would like to discuss.

Sincerely,  
Morrison Hershfield Limited

Chad Newton

**Chad Newton MBA, PMP, Principal**

PM Department Manager West, Senior Project Manager  
[cnewton@morrisonhershfield.com](mailto:cnewton@morrisonhershfield.com)



**MORRISON HERSHFIELD**  
*People • Culture • Capabilities*

Suite 300, 1603 – 91 Street SW | Edmonton, AB T6X 0W8  
Dir: 780 483 5200 x1042229 | Cell: 780 909 2423 | Fax: 780 484 3883  
[morrisonhershfield.com](http://morrisonhershfield.com)

**Did you know?** I will be at the **AUMA Conference and AMSC Tradeshow on Sept. 25-26<sup>th</sup>.**

Let's connect to discuss how Morrison Hershfield's engineering solutions can benefit your community. **Find out more [here](#).**

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MORRISON HERSHFIELD

September 6, 2019

**Summer Village of South View**

4808-51 Street

Box 8

Alberta Beach, AB T0E 0A0

**Wendy Wildman** [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

Re: Morrison Hershfield Introduction

The purpose of this letter is to introduce our company Morrison Hershfield to the Summer Village of South View. Morrison Hershfield is an employee-owned full-service consulting, engineering, and management firm. Founded in 1946, we deliver complete, cost-effective, clear and innovative solutions for both horizontal and vertical infrastructure. Solutions are offered to clients in the Infrastructure, Transportation, Environmental, Land Development, Buildings, Solid Waste and Water / Wastewater sectors.

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Please share the enclosed documentation with your Council and administration. In addition, don't hesitate to contact me if you have any questions or projects you would like to discuss.

Sincerely,  
Morrison Hershfield Limited

Chad Newton MBA, PMP  
Principal and Senior Project Manager





MORRISON HERSHFIELD

*People • Culture • Capabilities*

Your First Call for  
ENGINEERING SOLUTIONS  
That Make a Difference.



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*“Working with Morrison Hershfield has been a pleasure. The insights and advice we received have resulted in a better outcome to our subdivision process than we would have had with any of the other company we contacted for guidance. I cannot recommend our project manager highly enough for his professional conduct and expert knowledge on our specific application. I would recommend Morrison Hershfield to anyone!”*

*- Property Management Client*

*February, 2019*

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# OPTIMIZE your municipal projects with multidisciplinary engineering services that save you time and money.

OUR CLIENTS BENEFIT from a well-organized nimble team that exceeds expectations during planning and produces designs for effective engineering solutions in the Alberta market.

Benefits you can expect from working with Morrison Hershfield:

- ▶ **RESPONSIVE** - Requests and deliverables are addressed on time in adherence to schedule and budget.
- ▶ **INNOVATIVE** - Solutions provided by our subject matter experts address your unique project challenges.
- ▶ **ONE STOP SHOP** - Integrated multidisciplinary teams work together to offer economical designs that reduce overall costs.
- ▶ **INVESTED** - Our employee owned business culture allows us to attract and retain the best talent who are invested in the success of our clients' projects.
- ▶ **SAFE & THOROUGH** - Designs address owners' functional and constructability requirements, while meeting public safety and regulatory requirements.
- ▶ **THE RIGHT FIT** - Just the right amount of engineering is applied to meet your project needs while minimizing costs where possible. Our goal is to deliver solutions correctly the first time, regardless of geography.
- ▶ **CUSTOMER SERVICE-FOCUSED** - Over 90% of our business comes from recurring clients. Our anonymous client satisfaction survey allows us to correct any concerns before the project is completed.



CUSTOMER SOLUTION  
PROVIDERS



PROBLEM  
SOLVERS



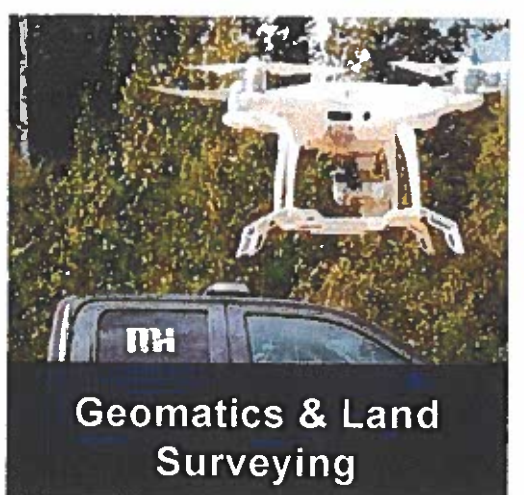
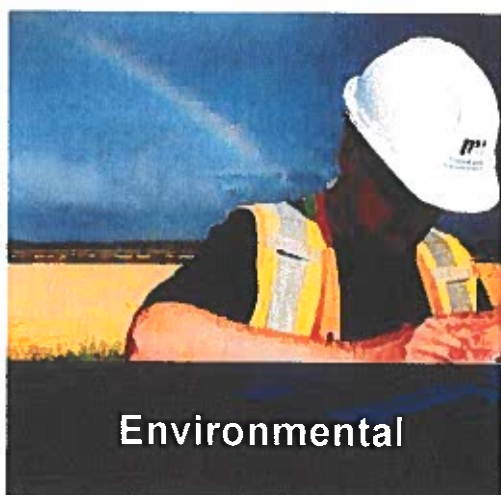
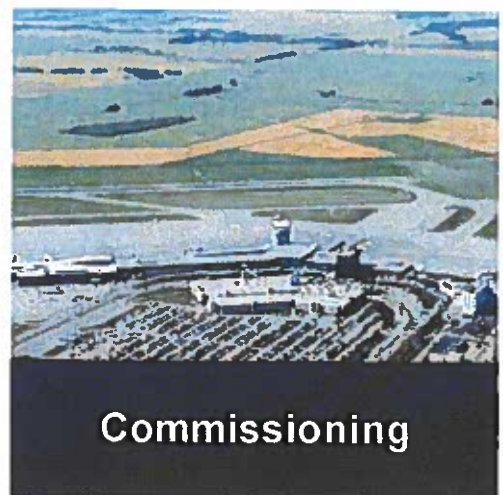
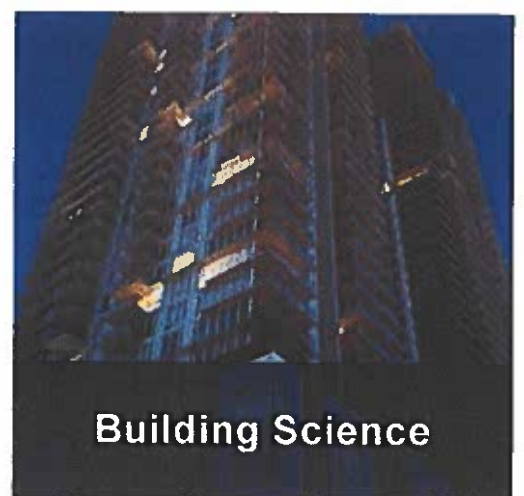
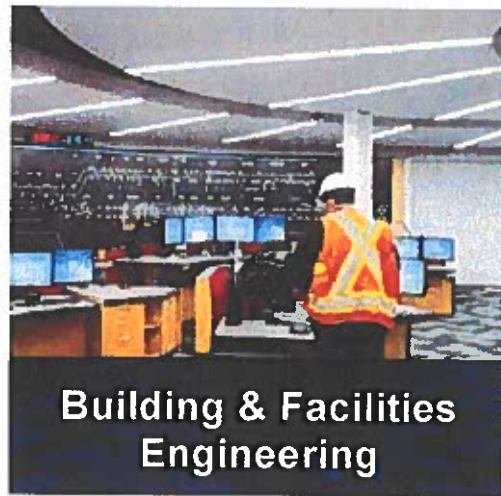
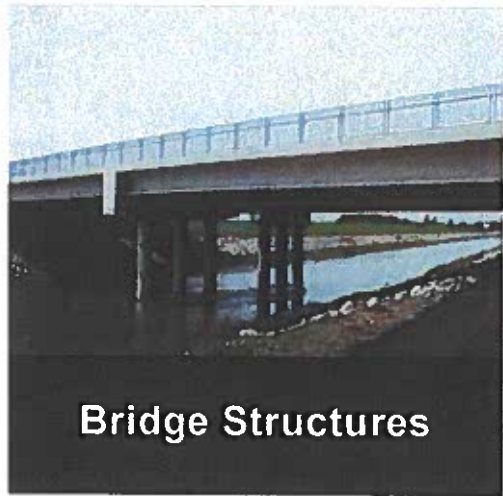
PARTNERS WITH  
OUR CLIENTS

60



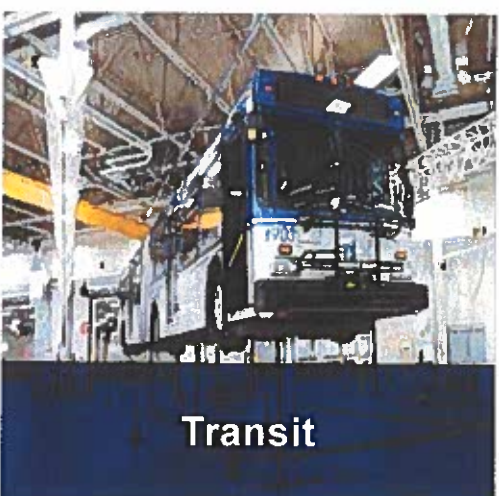
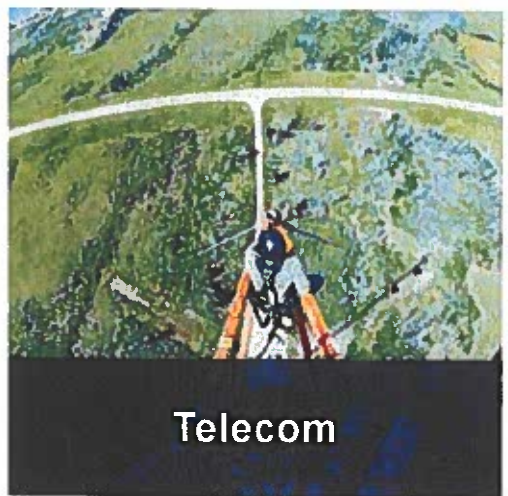
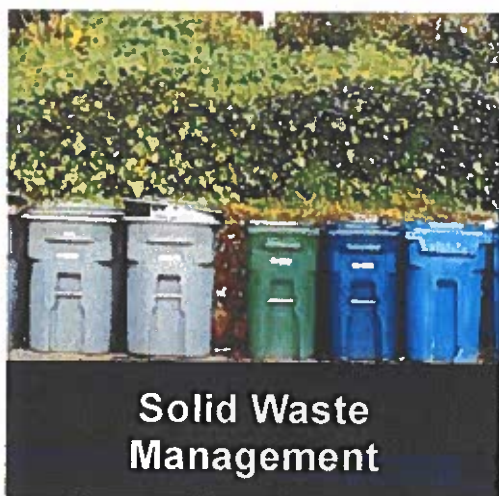
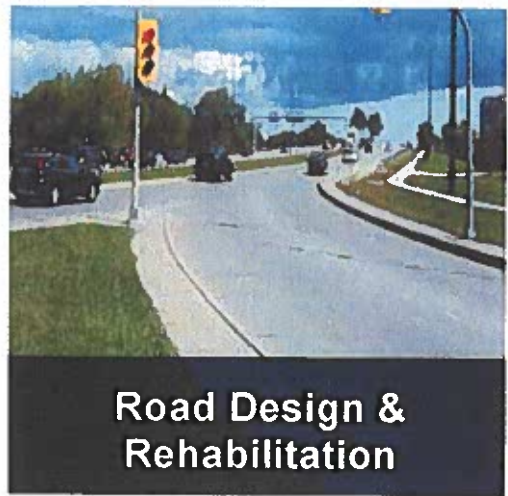
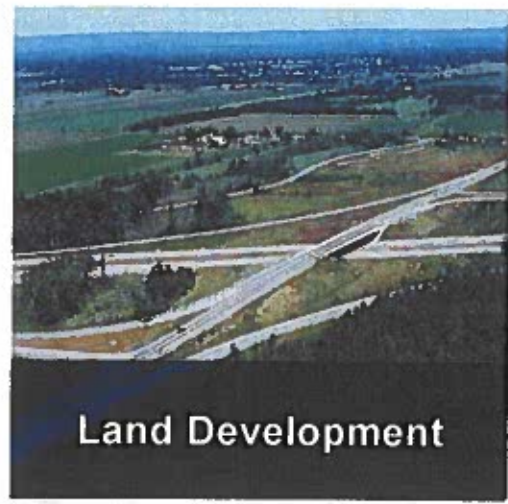
# DEFINED by Innovation and Teamwork.

OUR CLIENTS EXPECT peace of mind and quality work. You can rely on Morrison Hershfield's unique combination of people, culture, capabilities and client knowledge to result in the quality solutions you are looking for. Some of the services we provide are:



61



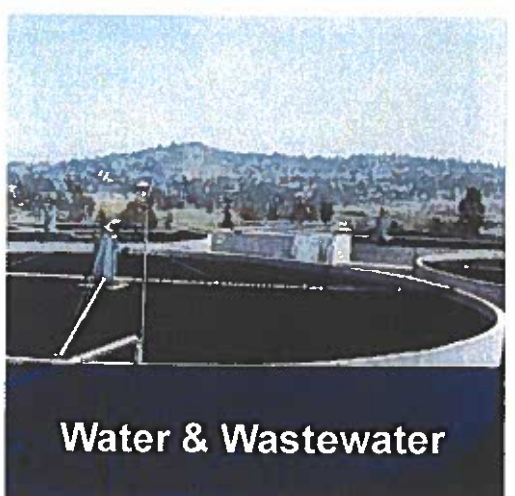


## ASSET TYPES

---

- Bridges
- Buildings
- Critical Facilities
- Roads & Highways
- Sports Facilities
- Telecom
- Transit
- Underground Infrastructure
- Water & Wastewater

We focus on delivering unique approaches to your project, delivered on time and on budget.

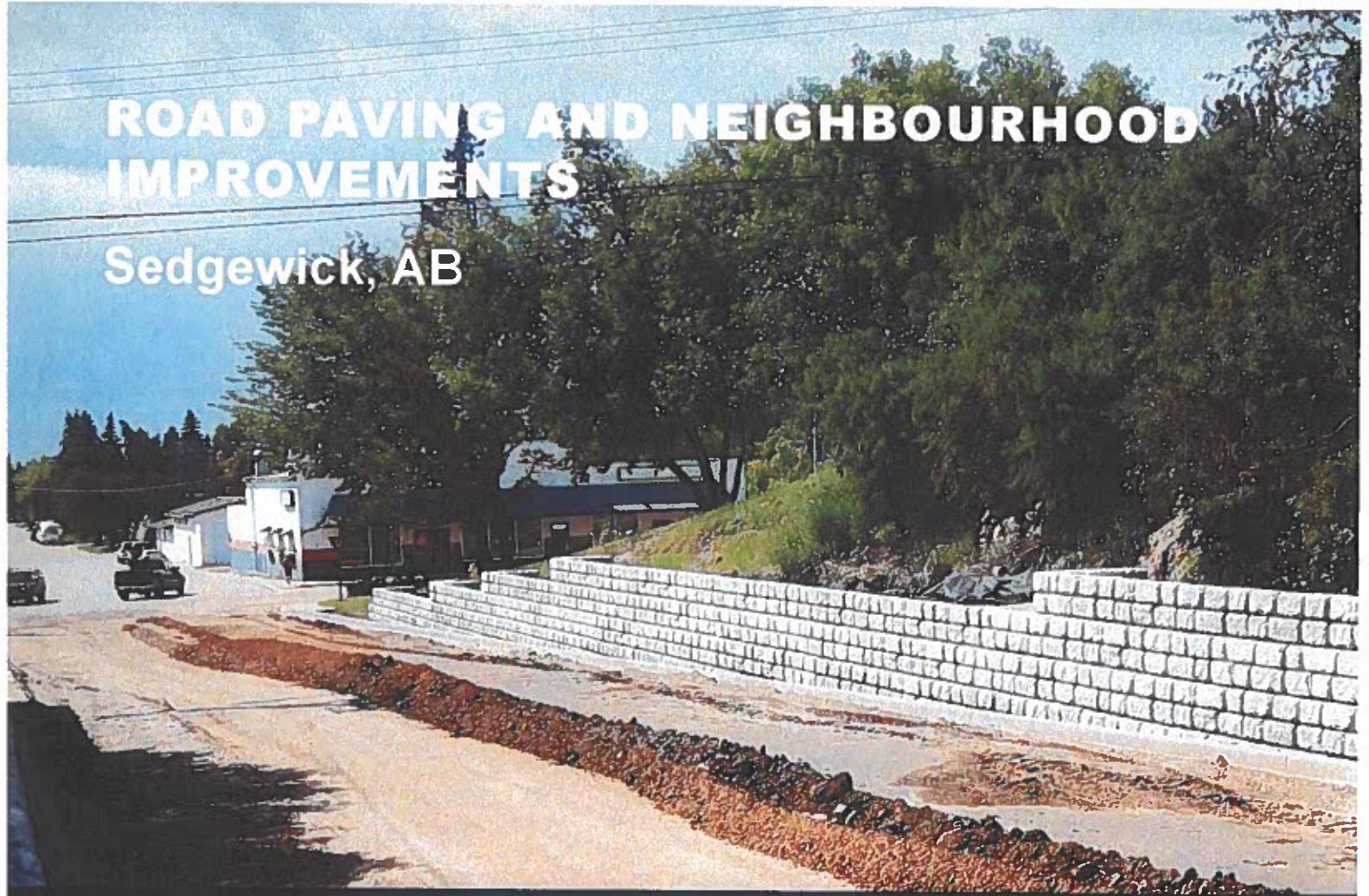


62



# ROAD PAVING AND NEIGHBOURHOOD IMPROVEMENTS

Sedgewick, AB



**ROAD &  
SURFACE WORKS**

**2.1 KM  
ROADWAY**

**BASE REPAIR  
& WATER  
MANAGEMENT**

**PRIME  
CONSULTANT**

The Road Paving and Neighborhood improvements were completed to supporting long-term viability of Sedgewick and revitalize to support growth and development. The project included all road design, geotechnical engineering, equipment, labour and materials to supply aggregate, adjust moisture content, mix and spread granular to meet required lift line, grades and repair base as required. In addition, the project included neighborhood improvements such as rolled face curbs, gutters, retaining walls, swales for water management and final paving.

63



# SOLID WASTE MANAGEMENT & LANDFILL OPTIMIZATION

Wetaskiwin, AB

SOLID WASTE  
MANAGEMENT

10 YEAR  
LANDFILL LIFESPAN  
INCREASE

12K  
POPULATION

25 YEAR  
STRATEGIC  
FRAMEWORK

The City of Wetaskiwin's integrated solid waste system includes weekly garbage collection, a recycling drop-off centre and a landfill with lined and unlined cells. Morrison Hershfield developed a solid waste management master plan and landfill development plan to establish a strategic direction for waste management. The approach looked at overall waste and recyclables collection, identified disposal options, established sensible diversion targets and provided suggestions for maximizing recycling and diversion with an airspace optimization scenario that would increase the landfill's lifespan for over 10 years and result in significant long-term cost savings.

64



# BIGSTONE CREE NATION LANDFILL & INDIGENOUS SERVICES CANADA

Wabasca, AB



**DESIGN &  
CONSTRUCTION**

**STAKEHOLDER  
CONSENSUS  
BUILDING**

**SIMPLIFIED  
LANDFILL  
APPROACH**

**AFFORDABLE  
OPERATIONS  
BUDGET**

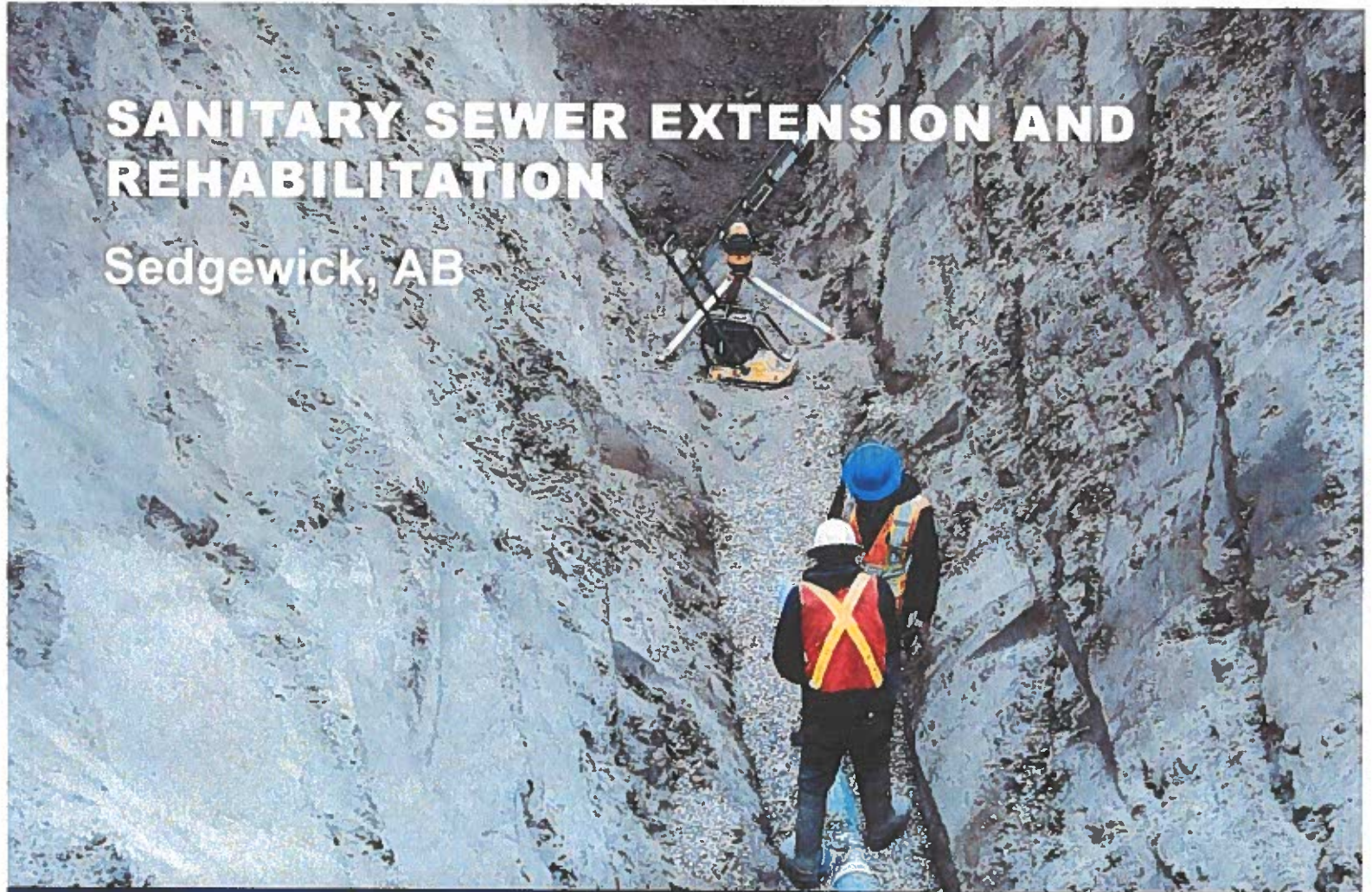
Bigstone Cree Nation & Indigenous Services Canada contracted Morrison Hershfield to provide engineering services for the siting, design and construction of a new landfill. The scope of work also included engineering items not explicitly stated in the RFP, such as electrical design, hydrogeological investigation and the design of a new drop-off and recycling area to meet community needs. Morrison Hershfield prepared a simplified operations manual tailored to Bigstone Cree Nation's available resources.

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# SANITARY SEWER EXTENSION AND REHABILITATION

Sedgewick, AB



**SANITARY  
INFRASTRUCTURE  
ENGINEERING**

**2.1 KM  
200 MM VTC  
SANITARY PIPE**

**25  
1200 MM  
MANHOLES**

**3-PHASE  
REPLACEMENT**

The existing deteriorating sanitary sewer system required replaced and was viewed a critical health and safety issue by the council of Sedgewick. The Sanitary Sewer project included the design of a new sanitary service which include the removal and disposal of existing sanitary services and the supply of all labour, materials, services and incidentals for the new service. The three phased sanitary services replacement included 2080m of sanitary pipe, manholes, deep utility crossing, service crossings and CCTV inspections as required.

10/10



# LAGOON ASSESSMENT & REPAIR

Sandy Beach, AB



WATER &  
WASTEWATER

**3-STAGE**  
EVAPORATIVE  
LAGOON

**45+ M<sup>3</sup>**  
CELL VOLUME

**2.5M**  
GALLONS/YEAR

The existing wastewater disposal system included a three-stage evaporative lagoon commissioned in 1993. The liquid level in the lagoon was higher than the allowable limit and was on the verge of draining into neighbouring waterways. Morrison Hershfield did the condition assessment of the lagoon, engaging Alberta Environment Protection (AEP) to obtain approval for emergency release, and completed the rehabilitation design of the lagoon to ensure it meets the needs of the Summer Village.

67



# SOLID WASTE COLLECTIONS SUPPORT

Wetaskiwin, AB



**SOLID WASTE  
MANAGEMENT**

**FINANCIAL  
MODELING**

**ANALYSIS OF  
NEW SERVICES**

**LEAN  
APPROACH**

The City of Wetaskiwin currently provides curbside garbage collection to its residents. Morrison Hershfield completed a full financial analysis of the City's solid waste system and determined how they could introduce recyclables and organics collection streams without increasing user fees. The City is currently exploring options to increase service based on Morrison Hershfield's analysis.

68



# STORMWATER MASTER PLAN

Hardisty, AB

**STORMWATER  
MANAGEMENT**

**81.5 HA  
SITE**

**0.7-1.0 L/S/HA  
CONTROL RATE  
OVER 24 HOURS**

**1:100 YEAR  
STORM DESIGN**

In order to support development in the south end of the town while maintaining the natural drainage patterns, the town required the development of a Stormwater Management (SWM) Plan. The existing storm drainage system was assessed for deficiencies and a SWM Plan was proposed to ensure no flooding occurred for future development. Morrison Hershfield provided a full report detailing the design criteria, existing conditions, suggested improvements and cost estimates. As a result, the town was able to explore opportunities for new developments in the area.

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# EROSION PROTECTION AND SEDIMENT CONTROL

PORT MOODY, BC

EROSION CONTROL  
AND SEDIMENT  
PROTECTION

1.12 HA  
SITE

GRANT  
FUNDING  
SUPPORT

MINISTRY OF  
ENVIRONMENT  
APPROVAL

From the 1950's to 2002 the land was used for landfilling and as a result, is now heavily vegetated with a history of slope failures, erosion, sediment and slumping on the steeper slopes. Morrison Hershfield designed improvements that would protect the site and control sediment. The design included quarry rock to protect the creek, a turf reinforcement mat, replacement of existing culverts, an emergency spillway and an environmentally friendly erosion control product called a scour stop. In addition Morrison Hershfield tendered the work, provided on-going quality assurance throughout construction, and assisted the City with a successful grant application for funds to construct the improvements and the closure works.

10



# BORDEN PARK NATURAL SWIM EXPERIENCE

Edmonton, AB



**BUILDING  
& FACILITIES  
ENGINEERING**

**\$12M  
CONSTRUCTION  
VALUE**

**ELECTRICAL  
SERVICES**

**LEED  
CERTIFIED**

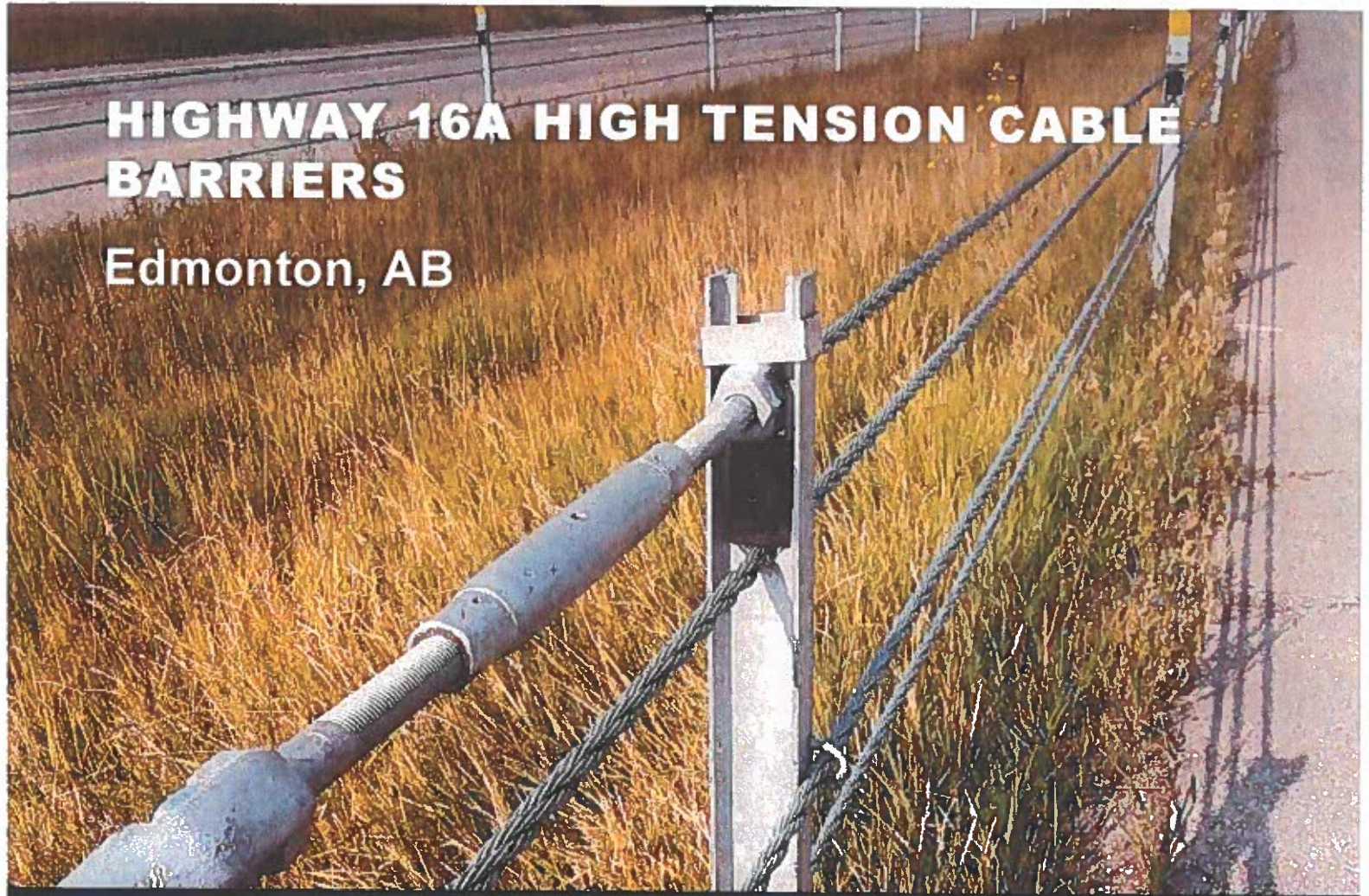
The Natural Swim Experience is an artificially created ecological system in which the properties of natural water are optimized for its bathers' health. Morrison Hershfield provided electrical engineering for the project which involved the decommissioning and removal of the existing swimming pool and complete renovations to the existing Heritage Protected Amenities Building to accommodate the new year-round pool. The project was completed in accordance with LEED certification to create a sustainable swim experience in one of Edmonton's most historic parks.

71



# HIGHWAY 16A HIGH TENSION CABLE BARRIERS

Edmonton, AB



**ROAD DESIGN &  
REHABILITATION**

**31,040  
VEHICLES/DAY**

**\$1.2M  
CONSTRUCTION  
VALUE**

**10 KM  
HIGHWAY  
BARRIERS**

A high tension cable barrier (HTCB) was installed on Highway 16A as a way to reduce cross-median collisions while allowing for ease of maintenance operations within the narrow median. Morrison Hershfield provided the design services to the 10 km section of highway. The new HTCB is aesthetically compatible and provides a higher level of safety for motorists.

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# THICKWOOD MEDICAL CENTRE

Fort McMurray AB

THICKWOOD MEDICAL CENTRE

BUILDING  
SCIENCE

**\$1.6M**  
CONSTRUCTION  
COST

**30+ YEAR OLD**  
BUILDING  
RENOVATION

**PRIME**  
CONSULTANT

The medical centre required a complete building envelope redesign and replacement in order to address water and air leakage at windows, and modernize and improve the aesthetic. Morrison Hershfield was retained as the prime consultant to redesign the exterior envelope and remediate mold associated with the previous faulty envelope. The renovation was completed while the fully occupied health care facility remained operational.

13



# SITE INVESTIGATION SERVICES FOR NEW ORCHARDS SCHOOL

Ellerslie, AB

GEOMATICS &  
LAND  
SURVEYING

4.6 HA  
PLOT

OPENING  
2020

TOPOGRAPHIC  
SURVEY

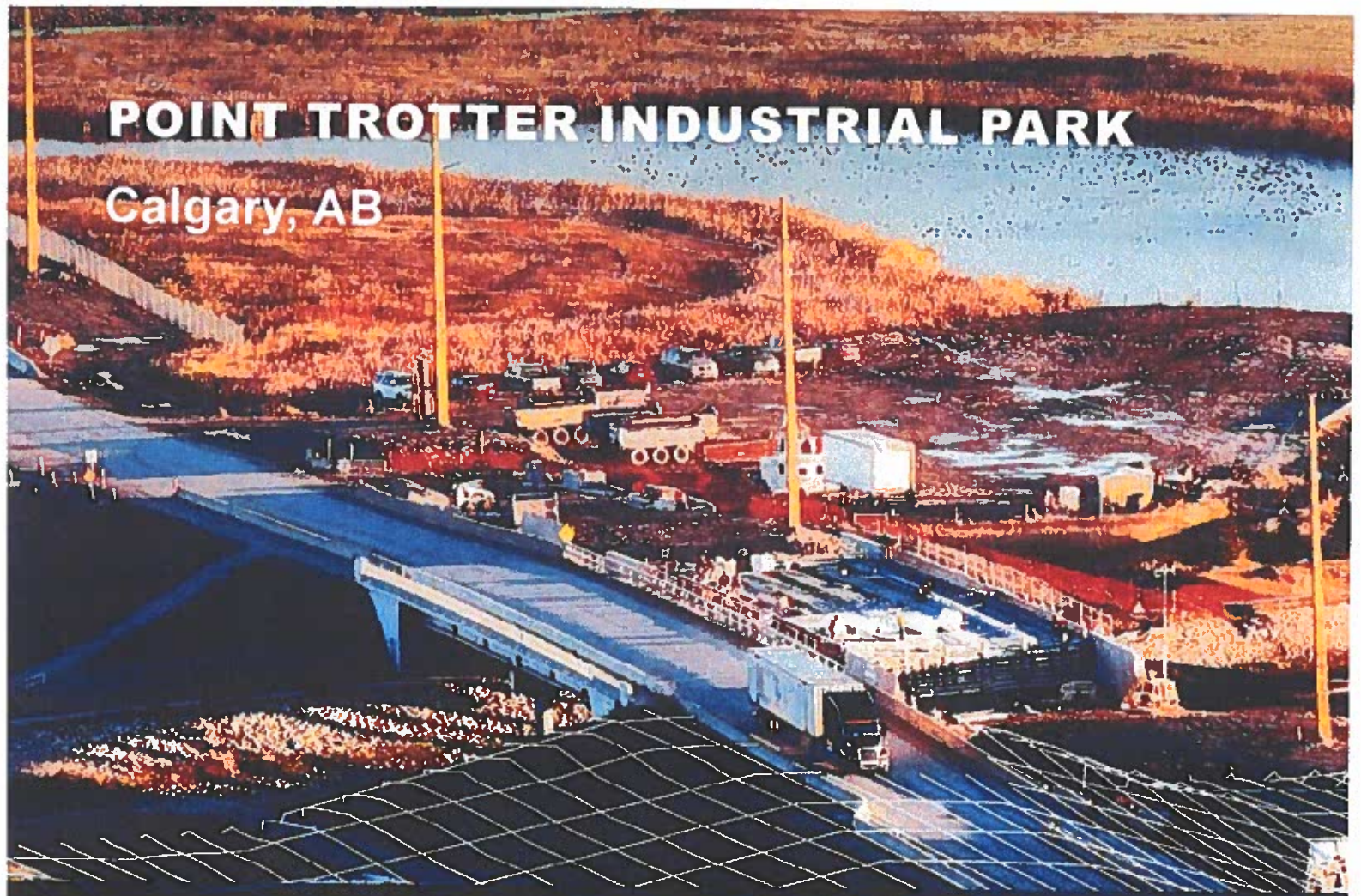
Morrison Hershfield was retained on behalf of Edmonton Catholic Schools to perform a site investigation for a new school including a complete topographic survey of the school footprint and surrounding surface features. The survey was supplemented with air photos and contour plans as required, which were made available from the municipal authority and other data vaults such as AltaLIS. The in-house geomatics services were able to improve project efficiency for our client.

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# POINT TROTTER INDUSTRIAL PARK

Calgary, AB



LAND  
DEVELOPMENT

**\$81M+**  
CONSTRUCTION  
VALUE

**200 LOT**  
DEVELOPMENT

**400**  
ACRES

As the prime engineering consultant for this 300-acre, 200 lot, two-phase land development, Morrison Hershfield designed all infrastructure including road network, earthworks, deep utilities and landscaping. Major design components included a legal survey, stormwater management, stripping and grading strategy and electrical distribution and transmission main relocation. Morrison Hershfield offered value-added solutions to the client by allowing quick design iterations at minimal cost.

IS



# PEACE RIVER COOP WATERLINE

Peace River, AB



**WATER &  
WASTEWATER**

**200M<sup>3</sup>/DAY  
CO-OP WATERLINE**

**3-PHASE  
PROJECT**

**PRIME  
CONSULTANT**

Alberta Infrastructure wanted to explore more cost effective options to move to the water system from a water treatment plant on site to a co-op water line. Morrison Hershfield provided a feasibility study, detailed design and construction administration in this three-phase venture. The team provided project management, while delivering solutions that decommissioned the water treatment plant and connected it to the Shaftesbury Co-op Waterline, a much less costly alternative for the client with less liability.

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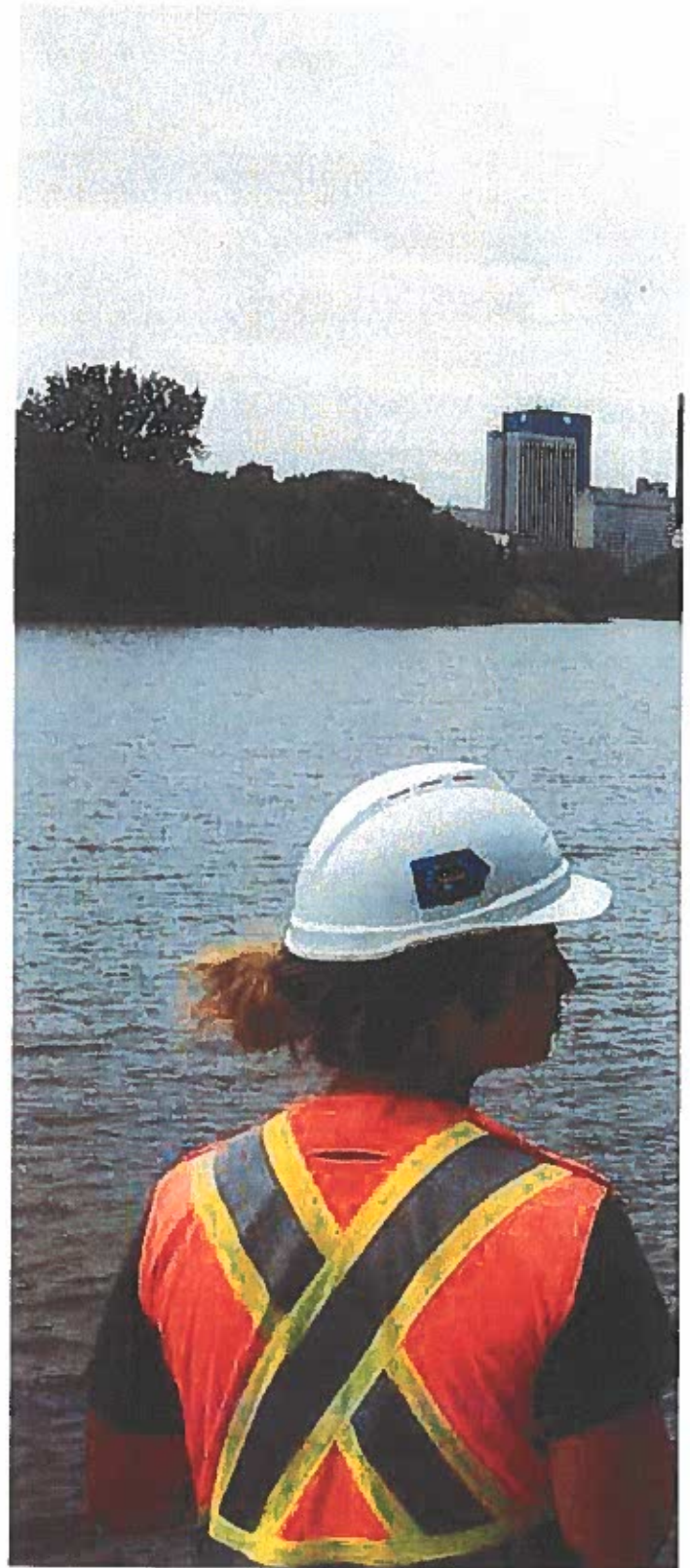


FOUNDED on technical excellence and ethics.

OUR RICH HISTORY of projects provides an exposure to emerging trends in process and design technologies spanning different industry sectors, keeping us ahead of the curve. We regularly adapt and integrate these technologies into solutions for our clients. **Our passion to build and design our projects right the first time is recognized throughout the industry and in our communities.**



▲ Platinum Elite status in ReNew Canada's list of top 100 Infrastructure Projects for Canada in 2019 with involvement in 29 of the 100 biggest public sector infrastructure projects under development in the country.



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# 70+

Years in Business  
Serving Canada

# 1000+

Number of Full Time,  
In-house Employees

# 100%

Employee Ownership

# 90%

Annual Revenue from  
Repeat Clients

# 22

Offices Across  
North America and India

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**WE ARE A MARKET LEADING** engineering firm delivering innovative, cost effective and technically sophisticated solutions for both horizontal and vertical infrastructures. We are anchored by highly responsive technical and solution experts, thought leaders and high performing employees across North America. Our highly focused approach to the clients and markets we serve ensures that we deliver the value our clients demand.

When our founders established this consulting practice in 1946, they set the highest standards of ethics, technical excellence and customer service. These high standards have become the hallmark of Morrison Hershfield. We continue to be guided by our values of integrity, accountability and mutual respect, and believe in continuous improvement, quality and teamwork.

**Contact:** Chad Newton MBA, PMP, Principal  
PM Department Manager West, Senior Project Manager  
cnewton@morrisonhershfield.com  
1-780-483-5200 x 1042229

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MORRISON HERSHFIELD

*People • Culture • Capabilities*

[morrisonhershfield.com](http://morrisonhershfield.com)



SV  
Agenda

**Deputy Minister**  
18th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

AR94659

August 21, 2019

Ms. Wendy Wildman  
Chief Administrative Officer  
Summer Village of South View  
PO Box 8  
Alberta Beach AB T0E 0A0

Dear Ms. Wildman:

Thank you for your letter of August 6, 2019, regarding the completion of all non-compliant items identified in the Municipal Accountability Program (MAP) report for the Summer Village of South View.

I commend the summer village for moving forward and addressing these items in a timely manner. As such, I am pleased to advise you the Summer Village of South View 2018 MAP review has been completed to the satisfaction of the Minister.

On behalf of Municipal Affairs, I wish the summer village all the best for the future.

Sincerely,



Meryl Whittaker  
Deputy Minister

cc: Honourable Kaycee Madu, Minister of Municipal Affairs

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Box 8, Alberta Beach, Alberta T0E 0A0  
Phone: 587-873-5765 Fax: 780-967-0431  
Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

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August 6, 2019

Alberta Municipal Affairs  
18<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
EDMONTON, AB T5J 4L4

**Attn: Meryl Whittaker, Deputy Minister**

Dear Ms. Whittaker:

**Re: Summer Village of South View Municipal Accountability Review Report**

In reference to the above noted, please accept this letter as the final update to the progress of the legislative gaps remaining on this report being the requirements of Assessment Review Boards and the establishment of a Subdivision and Development Appeal Board.

Enclosed is the final updated report as well as copies of the noted bylaws and minutes for your records.

If there are any further questions or concerns, please do not hesitate to contact the undersigned.

Yours truly,

Wendy Wildman  
Chief Administrative Officer  
Summer Village of South View

/ww

c.c. Council  
Heather Luhtala

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## **Summer Village of South View MAP Review response – August 2019**

(summary report due prior to September 14, 2019)

### Legislative Gaps Identified and Municipality Follow Up

1. Procedures & Documentation for closed meetings

-we are aware of the legislation and will ensure that the motion to close the meeting and the reason for closing the meeting will both be done while the public is still in attendance.

2. Requirements to have only one acting deputy mayor

-we are aware of the legislation and have had an organizational meeting since the date of this report. Council has appointed only one Deputy Mayor at their August 20, 2018 Organizational Meeting.

3. Requirement to notify the public of electronic meetings

-we are aware of the legislation and will post the information on the Summer Village's website prior to the meeting when we are aware that a Councillor(s) will be attending the meeting via electronic communication.

4. Authority to act by resolution or bylaw

-we are aware of the legislation and will work with Council to ensure all decisions of Council, including direction to the CAO be formalized through a Council resolution or bylaw in an open public meeting with a quorum present.

5. Requirement to vote

-we are aware of the legislation and have advised Council that each vote on a resolution must be visibly demonstrated and visible to the public.

6. Requirement of assessment review boards

-at the Summer Village's June 2019 Council meeting, Bylaw 209-2019 for the purpose of Establishing Assessment Review Boards and Bylaw 210-2019 for the purpose of appointing a designated officer for the Assessment Review Board clerk were passed. Motion 88-19 appoints and names the Assessment Review Board members, chair and clerk.

Copies of the noted bylaws and minutes are included.

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7. Certify date of mailing tax notices

-we are aware of the legislation and have put the information on the Summer Village's Website. The notice is below:

"This is certification under Sections 310(4) & 336(1) of the *Municipal Government Act* that assessment and tax notices were mailed to all property owners in the Summer Village of South View on May 13, 2019.

Wendy Wildman, Chief Administrative Officer"

8. Establishment of a Subdivision and Development Appeal Board

-at the Summer Village's January 2019 meeting, Bylaw 204-2018 for the purpose of Establishing a Subdivision and Development Appeal Board was passed. Motion 7-19 approves an agreement with Milestone Municipal Services for Subdivision and Development Appeal Board Services as well as appoints and names the board members and clerk.

-at the Summer Village's July 2019 meeting, Bylaw 212-2019, for the purpose of establishing the position of designated officer for the position of clerk of the Subdivision and Development Appeal Board was passed.

Copies of the noted bylaws and minutes are included.

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**Municipal Government Act RSA 2000 Chapter M-26**

**Part 11 Assessment Review Boards**

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**BEING A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW IN THE  
PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING ONE OR MORE  
ASSESSMENT REVIEW BOARDS AND THE APPOINTMENT OF AN  
ASSESSMENT REVIEW BOARD CLERK**

---

**WHEREAS** Section 454 of the Municipal Government Act requires Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board; and

**WHEREAS** Section 456 of the Municipal Government Act requires Council to appoint a designated officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the Summer Village of South View;

**NOW THEREFORE**, the Council for the Summer Village of South View, in the Province of Alberta, duly assembled enacts as follows:

**Definitions**

1. In this Bylaw, unless the context otherwise requires, the following definitions apply;

- a) "Assessment Review Boards" (ARB) means either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB);
- b) "Assessment Clerk" means an individual appointed pursuant to Section 456 of the Municipal Government Act who is accredited by the Municipal Government Board to act as the Clerk of Assessment Review Boards for the Summer Village of South View;
- c) "County" means Lac Ste. Anne County contracted by the Summer Village of South View to provide a full ARB administration services;
- d) "Composite Assessment Review Board" (CARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (2) of the Municipal Government Act;
- e) "Council" means the duly elected Council of the Summer Village of South View;
- f) "Local Assessment Review Board" (LARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (1) of the Municipal Government Act;
- g) "Summer Village" means the Summer Village of South View;

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**Municipal Government Act RSA 2000 Chapter M-26**

**Part 11 Assessment Review Boards**

- h) "Municipal Government Act" means the Municipal Government Act, RSA 2000, c M-26; and
- i) "Panelist" means an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints and who will be appointed to the Assessment Review Boards.

**Establishment of Boards**

- 2. Council hereby establishes the following boards:
  - a) Local Assessment Review Board; and
  - b) Composite Assessment Review Board

**Duties**

- 3. The Assessment Review Boards shall carry out all duties and responsibilities as set out in the Municipal Government Act and its regulations.

**Appointments of Board Members, Chair and Assessment Clerk**

- 4. Annually Council will appoint the list of Panelists, the names of the Chair of the LARB and CARB and the name of the Assessment Clerk provided to the Summer Village Council by the County.
- 5. All Panelists and Assessment Clerk serve at the pleasure of Council and may be removed by resolution of Council where, in the opinion of Council, removal is warranted.

**Fees and Expenses**

- 6. Compensation payable to the County for its performance including Annual fees, Hearing fees, Panelist fees and Assessment Clerk fees will be outlined in a Memorandum of Agreement between the County and the Summer Village.

**Filing a Complaint**

- 7. Upon receipt of an assessment complaint, the Summer Village shall provide to the County a completed Assessment Review Board Complaint form and supporting documentation in a timely manner.
- 8. A complaint must be accompanied by the appropriate fee as established by resolution of Council.

**BYLAW NO. 209-2019**

**Municipal Government Act RSA 2000 Chapter M-26  
Part 11 Assessment Review Boards**

**Rescind Bylaw**

THAT Bylaw 166, a Bylaw of the Summer Village of South View to Establish one or more Assessment Review Boards is hereby rescinded with the passing of this bylaw.

**Effective Date**

THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 19<sup>th</sup> day of June, 2019.

Read a second time on this 19<sup>th</sup> day of June, 2019.

Unanimous Consent to proceed to third reading on this 19<sup>th</sup> day of June, 2019.

Read a third and final time on this 19<sup>th</sup> day of June, 2019.

Signed this 19<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
Mayor, Sandi Benford

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





**Municipal Government Act RSA 2000 Chapter M-26**  
**Section 210, Designated Officer**  
**Section 456, Appoint Assessment Review Board Clerk**

---

**A BYLAW OF THE MUNICIPALITY OF SOUTH VIEW, IN THE PROVINCE OF ALBERTA,  
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

---

**WHEREAS**, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

**AND WHEREAS**, pursuant to section 456 of the *Municipal Government Act*, the council of a municipality must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality.

**NOW THEREFORE**, the Council of the Summer Village of South View, in the Province of Alberta, duly assembled, enacts as follows:

1. The Assessment Review Board Clerk is the designated officer for the purpose of the following sections of the *Municipal Government Act*:
  - i) section 456(1) – Duties of the Clerk of the Assessment Review Board
  - ii) section 461 & 462 – Assessment Complaints
  - iii) section 469(1) – Notice of Decision of the Assessment Review Board
  - iv) section 483 – Decision Admissible on Appeal
2. That as the Summer Village has entered into an agreement with Lac Ste. Anne County for the provision of Assessment Review Board services within the Summer Village, Mike Primeau be appointed Assessment Review Board Clerk for the Summer Village of South View.
3. That this bylaw is effective upon the date of its third and final reading.
4. That bylaw 236 – Assessment Complaints Designated Officer - be rescinded.

THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 19<sup>th</sup> day of June, 2019.

Read a second time on this 19<sup>th</sup> day of June, 2019.

Unanimous Consent to proceed to third reading on this 19<sup>th</sup> day of June, 2019.

Read a third and final time on this 19<sup>th</sup> day of June, 2019.

Signed this 19<sup>th</sup> day of June, 2019.

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**BYLAW NO. 210-2019**

**Municipal Government Act RSA 2000 Chapter M-26  
Section 210, Designated Officer  
Section 456, Appoint Assessment Review Board Clerk**

Sandi Benford  
Mayor, Sandi Benford

Wendy Wildman  
Chief Administrative Officer, Wendy Wildman

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SUMMER VILLAGE OF SOUTH VEW  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, JUNE 19, 2019  
TOWN OF ONOWAY COUNCIL CHAMBERS

|       |   |                            |
|-------|---|----------------------------|
| 80-19 | <b>MOVED</b> by Councillor Ward that Bylaw 209-2019 be given second reading.  | <b>CARRIED</b>             |
| 81-19 | <b>MOVED</b> by Councillor Ward that Bylaw 209-2019 be considered for third reading.  | <b>CARRIED UNANIMOUSLY</b> |
| 82-19 | <b>MOVED</b> by Councillor Ward that Bylaw 209-2019 be given third and final reading.   | <b>CARRIED</b>             |
| 83-19 | <b>MOVED</b> by Councillor Ward that Bylaw 210-2019 being a Bylaw to establish the position of designated officer for the position of clerk of the Assessment Review Board be given 1 <sup>st</sup> reading.                      | <b>CARRIED</b>             |
| 84-19 | <b>MOVED</b> by Councillor Ward that Bylaw 210-2019 be given second reading.  | <b>CARRIED</b>             |
| 85-19 | <b>MOVED</b> by Councillor Ward that Bylaw 210-2019 be considered for third reading.  | <b>CARRIED UNANIMOUSLY</b> |
| 86-19 | <b>MOVED</b> by Councillor Ward that Bylaw 210-2019 be given third and final reading.   | <b>CARRIED</b>             |
| 87-19 | <b>MOVED</b> by Councillor Ward that the fee for filing as Assessment Complaint be set at \$50.00 (fifty dollars).  | <b>CARRIED</b>             |
| 88-19 | <b>MOVED</b> by Councillor Ward that the following individuals be appointed as assessment review board members for 2019:<br>Tanya Missikewitz, Reanne Kronewitt-Springer, Wayne Borle, Gina Fowler (Chair), Mike Primeau (Clerk). | <b>CARRIED</b>             |
| 89-19 | <b>MOVED</b> by Councillor Ward that Bylaw 208-2019 being a Bylaw to cancel a portion of Plan 4772KS Block 4 Lot 1 & 2 to be established as a single new lot known as Lot 1A be given first reading.                              | <b>CARRIED</b>             |
| 90-19 | <b>MOVED</b> by Councillor Ward that Bylaw 208-2019 be given second reading.  | <b>CARRIED</b>             |

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**A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE  
PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AND  
DEVELOPMENT APPEAL BOARD.**

---

**WHEREAS** the *Municipal Government Act* section 627 provides that a council must establish a subdivision and development appeal board;

**AND WHEREAS** the *Municipal Government Act* section 628 details what must be included in any bylaw or agreement providing for the establishment and function of a subdivision and development appeal board and its administrative components;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the *Municipal Government Act* by entering into an agreement to procure subdivision and development appeal board services,

**NOW THEREFORE** the Municipal Council of the Summer Village of South View, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. TITLE**

1.1. This Bylaw may be cited as the "Subdivision and Development Appeal Board Bylaw".

**2. ESTABLISHMENT**

2.1. That a board known as the Subdivision and Development Appeal Board (SDAB) of the Summer Village of South View, hereinafter called the "Board" is hereby established;

- a) The Summer Village of South View shall appoint a minimum of three (3) members to the Board by resolution of Council;
- b) No person who is a Development Officer or a member of a Municipal Planning Commission shall be appointed to act as a member of the Board;
- c) Each Board Member and the Clerk of the SDAB shall be appointed for a term not to exceed three (3) years and may be re-appointed upon the expiry of its members; more than one clerk may be appointed;
- d) Any vacancy caused by the death, retirement or resignation of a member shall be filled by resolution of Council; and
- e) A member shall not be disbanded or discharged without cause.

2.2. There must be three (3) members of the Board to constitute a quorum for the making of all decisions and for doing any action required or permitted to be done by the Board.

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- 2.3. A decision of the Board shall be made only by those members present at a meeting duly convened.
- 2.4. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the Board.
- 2.5. The Board shall hold such meetings as are necessary to fulfill the Board's responsibility.
- 2.6. Hearings on appeals filed will be held at a location established by the Clerk.
- 2.7. The Summer Village of South View will compensate the board members and clerk.
- 2.8. The Clerk shall prepare and maintain a record of written minutes of the business transacted at all meetings of the Board, copies of which shall be regularly filed with the Council of the Summer Village of South View.
- 2.9. On or before January 1st each year the municipality must submit an annual report to the province containing information on the number of SDAB clerks and members they have appointed, and those who have completed and enrolled in the required SDAB training.
- 2.10. A member of any SDAB must not participate in a hearing unless the member has successfully completed a training program.
- 2.11. SDAB members must take a refresher course every three (3) years to stay current on appeal matters (such as changes in law, planning and/or administration).
- 2.12. Council must appoint one or more clerks. Clerks of an SDAB must be appointed as a designated officer, and they are not eligible for appointment if the training requirements are not successfully met.
- 2.13. Board members and clerks are required to undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. All

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SDAB members and clerks must successfully complete the SDAB training as approved by the Minister by April 1, 2019.

- 2.14. The SDAB Clerk administers and oversees the scheduling and recording of SDAB hearings. The training requirements and qualifications for SDAB clerks differ from the training requirements for SDAB members based on their different roles. SDAB clerks must take a refresher on the SDAB training every three (3) years to stay current with the roles and responsibilities of the position.
- 2.15. The rates for remuneration, traveling and other expenses of the Board Member and Clerk shall be the rates agreed to in the corresponding service agreement, as negotiated from time to time.
- 2.16. The Board shall elect a Chairman from the Board members in attendance at any required meeting.
- 2.17. The election of Chairman shall occur at the beginning of each meeting.

### **3. FUNCTION AND OPERATION**

- 3.1. The Board shall hear appeals where a Development Authority or Subdivision Authority or Development Officer or Council:
  - a) refuses or fails to issue a development permit to a person within 40 days of receipt of the application;
  - b) issues a development permit subject to conditions;
  - c) issues an order under section 645 of the Municipal Government Act; or
  - d) issues a decision on a subdivision application.
- 3.2. The Board shall hear appeals from any other person affected by an order, decisions on subdivision and development applications of a Development or Subdivision Authority or development permit of a Development Officer.
- 3.3. The Board Secretary or a duly appointed officer of the Summer Village of South View shall give at least five (5) working days notice in writing of the public hearing to:
  - a) the appellant;

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- b) the Development or Subdivision Authority from whose order, decision or development permit the appeal is made; and
  - c) those owners required to be notified under the Land Use Bylaw and any other person that the Board Secretary or a duly appointed officer of the Summer Village of South View considers to be affected by the appeal and should be notified.
- 3.4. In determining an appeal, the Board:
- a) shall comply with any regional plan, statutory plan, and subject to clause (c), any land use bylaw or land use regulations in effect and must have regard to but is not bound by the subdivision and development regulations;
  - b) may confirm, revoke or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order, decision of its own; and
  - c) notwithstanding the development permit, that the proposed development does not comply with the land use bylaw or land use regulations if, in its opinion:
    - (i) the proposed development would not:
      - a. unduly interfere with the amenities of the neighborhood; or
      - b. materially interfere with or affect the use, enjoyment or value of neighboring properties; and
    - (ii) the proposed development or subdivision does not conflict with the use prescribed for that land or building in the Land Use Bylaw or Land Use regulations, as the case may be.
- 3.5. The Board shall give its decision in writing together with reasons for the decision within fifteen (15) working days of the conclusion of the hearing.

**4. GENERAL**

- 4.1. Each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 4.2. This Bylaw rescinds any previous bylaw referencing the establishment of a subdivision and development appeal board in and for the Summer Village of South View, and shall come into full force when it receives THIRD and FINAL reading and is duly signed.

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**5. COMING INTO FORCE**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

**READ** a first time this 16th day of January 2019.

**READ** a second time this 16th day of January 2019.

**UNANIMOUS CONSENT** to proceed to third reading this 16th day of January 2019.

**READ** a third and final time this 16th day of January 2019.

**SIGNED** this 16th day of January 2019.



Mayor, Sandi Benford



Chief Administrative Officer, Wendy Wildman

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**SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, JANUARY 16, 2019  
TOWN OF ONOWAY COUNCIL CHAMBERS**

|           |                 |  |
|-----------|-----------------|--|
| <b>6.</b> | <b>BUSINESS</b> |  |
|           | 7-19            | <p><b>MOVED</b> by Deputy Mayor Johnson that Council approve the agreement between the Summer Village of South View and Emily House/Milestone Municipal Services for the provision of Subdivision and Development Appeal Board services and authorize its execution, and appoint Emily House and Cathy McCartney as clerks and Denis Meier, Rainbow Williams, Don Dobing and John Roznicki as board members of the Subdivision and Development Appeal Board.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |
|           | 8-19            | <p><b>MOVED</b> by Councillor Ward that the following polices be approved as presented and that the existing polices where applicable be rescinded:</p> <ol style="list-style-type: none"> <li>1. A-ADM-INF-1: Dissemination of Information to the Public (<i>will rescind policy 3-02</i>)</li> <li>2. A-COM-DIS-1: Landowner Disputes Resolution (<i>will rescind policy 7-01</i>)</li> <li>3. A-FIN-TAX-1: Tax Recovery Fees (<i>will rescind policy 2-01</i>)</li> <li>4. A-FIN-TAX-2: Tax Roll Address Change (<i>will rescind policy 2-05</i>)</li> <li>5. A-HUM-COD-1: Human Resources Code of Conduct</li> <li>6. A-HUM-CON-1: Contractor</li> <li>7. C-PRO-ENF-1: Bylaw Enforcement Policy (<i>will rescind policy 4-01</i>)</li> <li>8. A-PRO-FIRE-1: Fire Ban Declaration Policy</li> <li>9. A-REC-PLAY-1: Playground Equipment</li> <li>10. A-TRA-INSP-1: Road Inspection and Maintenance Policy (<i>will rescind policy 5-01</i>)</li> <li>11. C-CAO-PERF-1: Chief Administrative Officer Performance Evaluation</li> <li>12. C-COU-MTG-1: Notification of Council and Committee Meetings (<i>will rescind policy 1-02</i>)</li> <li>13. C-COU-PAR-1: Public Participation Policy (<i>will rescind policy 9-01</i>)</li> <li>14. C-COU-POL-1: Council and Administration Policy Development</li> <li>15. C-FIN-BUD-1: Expenditures not included in Annual Budgets</li> <li>16. C-FIN-DCA-1: Disposal of Capital Assets</li> <li>17. C-FIN-PUR-1: Purchasing Policy (<i>will rescind policy 2-02</i>)</li> <li>18. C-FIN-RES-1: Restricted Surplus &amp; Reserves</li> <li>19. C-FIN-TEN-1: Tendering Policy (<i>will rescind policy 2-06</i>)</li> <li>20. C-HUM-REC-1: Recruitment (<i>will rescind policy 3-03</i>)</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p> |
|           | 9-19            | <p><b>MOVED</b> by Deputy Mayor Johnson that Policy 1-03 - Partial Plan Cancellation Bylaw - be rescinded.</p> <p style="text-align: right;"><b>CARRIED</b></p>  |

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Municipal Government Act RSA 2000 Chapter M-26

Section 210, Designated Officer

Section 627.1, Appoint Subdivision and Development Appeal Board Clerk

---

**A BYLAW OF THE MUNICIPALITY OF SOUTH VIEW, IN THE PROVINCE OF ALBERTA,  
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

---

**WHEREAS**, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

**AND WHEREAS**, pursuant to section 627.1 of the *Municipal Government Act*, the council of a municipality must appoint a designated officer to act as the clerk of the Subdivision and Development Appeal Board having jurisdiction in the municipality.

**NOW THEREFORE**, the Council of the Summer Village of South View, in the Province of Alberta, duly assembled, enacts as follows:

1. The Subdivision and Development Appeal Board Clerk is the designated officer for the purpose of the following section of the *Municipal Government Act*:

627.1(1) A council that establishes a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board.

2. That as the Summer Village has entered into an agreement with Milestone Municipal Services for the provision of Subdivision and Development Appeal Board services within the Summer Village, Emily House and Cathy McCartney be appointed Subdivision and Development Appeal Board Clerks for the Summer Village of South View.
3. THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 17<sup>th</sup> day of July, 2019.

Read a second time on this 17<sup>th</sup> day of July, 2019.

Unanimous Consent to proceed to third reading on this 17<sup>th</sup> day of July, 2019.

Read a third and final time on this 17<sup>th</sup> day of July, 2019.

Signed this 17<sup>th</sup> day of July, 2019.



BYLAW NO. 212-2019

Municipal Government Act RSA 2000 Chapter M-26  
Section 210, Designated Officer  
Section 627.1, Appoint Subdivision and Development Appeal Board Clerk

Sandi Benford  
Mayor, Sandi Benford

Wendy Wildman  
Chief Administrative Officer, Wendy Wildman

BYLAW NO. 212-2019

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## South View

| Year | Description  |     | Amount         |
|------|--|-----|----------------|
| 2019 | MSI-Capital Allocation   | \$  | 67,649         |
| 2018 | MSI-Capital Allocation (includes the March 2018 Allocation just announced and the BMTG Allocation) | \$  | 84,164         |
| 2019 | MSI-Operating Allocation   | \$  | 8,452          |
| 2018 | MSI-Operating Allocation   | \$  | 8,155          |
| 2019 | Gas Tax Fund Allocation  | \$  | 17,571         |
| 2018 | Gas Tax Fund Allocation  | \$  | 8,695          |
| 2019 | Total 2019 Allocations   | \$  | 93,672         |
| 2018 | Total 2018 Allocations   | \$  | <u>101,014</u> |
|      | Funding Difference from 2018   | -\$ | 7,342          |

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SV  
Agenda

**Summer Village of South View Grant Funding Report**

Updated: August 2019

| <u>Grant Program</u>  | <u>Year</u>    | <u>Allocation</u> | <u>Dollars Received</u> | <u>Dollars Spent/To Be Spent</u> | <u>Grant Carried Forward</u> | <u>Interest Earned/Applied Carried Forward</u> | <u>Projects/Current Projects</u>                            |
|---|----------------|-------------------|-------------------------|----------------------------------|------------------------------|--|---|
| MSI - O   | 2007 Operating | 765.00            | 765.00                  | 765.00                           | -                            | 12.01  | 2008 Rural Crime Watch \$300 / Drainage Work \$9,283 - O    |
|   | 2008 Operating | 8,818.00          | 8,818.00                | 8,818.00                         | -                            | 150.61   | 2008 Rural Crime Watch \$300 / Drainage Work \$9,283 - O    |
|   | 2009 Operating | 9,373.00          | 9,373.00                | 9,373.00                         | -                            | (162.62)                                       | 2009 Admin/Office Transition \$9,373 - O                    |
|   | 2010 Operating | 10,787.00         | 10,787.00               | 10,787.00                        | -                            |  | 2010-Application submitted to offset MSP Package.(\$10,787) |
|   | 2011 Operating | 10,783.00         | 10,783.00               | 10,783.00                        | -                            |  | 2011 - Offset MSP Package \$10,783                          |
|   | 2012 Operating | 10,750.00         | 10,750.00               | 10,750.00                        | -                            |  | 2012 - Offset MSP Package \$10,750                          |
|   | 2013 Operating | 9,268.00          | 9,268.00                | 9,268.00                         | -                            |  | 2013 - Offset MSP Package                                   |
|   | 2014 Operating | 6,841.00          | 6,841.00                | 6,841.00                         | -                            |  | 2014 - Offset Emergency Services                            |
|   | 2015 Operating | 8,322.00          | 8,322.00                | 8,322.00                         | -                            |  | 2015 - Offset Emergency Services                            |
|   | 2016 Operating | 6,849.00          | 6,849.00                | 6,849.00                         | -                            |  | 2016 - Offset Emergency Services                            |
|   | 2017 Operating | 6,841.00          | 6,841.00                | 6,841.00                         | -                            |  | 2017 - Offset Emergency Services                            |
|   | 2018 Operating | 8,155.00          | 8,155.00                | 8,155.00                         | -                            |  | 2018 - Offset Emergency Services                            |
|   | 2019 Operating | 8,452.00          |                         |                                  |                              |  | 2019 - No Spending Plan Required                            |
| <b>Total MSI - O Grant &amp; Interest Dollars Available</b> |                | <b>\$</b>         | <b>8,452.00</b>         | <b>\$</b>                        | <b>-</b>                     | <b>\$</b>                                      | <b>-</b>  |

2008-2015 - Funds may be carried over one year - 2015 - 30 Million SFE Due May 1st

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| <u>Grant Program</u> | <u>Year</u>         | <u>Allocation</u> | <u>Dollars Received</u> | <u>Dollars Spent/To Be Spent</u> | <u>Grant Carried Forward</u> | <u>Interest Earned/Applied Carried Forward</u> | <u>Projects/Current Projects</u>   |
|----------------------|---------------------|-------------------|-------------------------|----------------------------------|------------------------------|--|--|
| MSI - C              | 2007 Capital        | 6,287.00          | 6,287.00                | -                                | 6,287.00                     | 98.68  |  |
| SFE'S DUE<br>1ST     | MAY                 |                   |                         |                                  |                              |  |  |
|                      | 2008 Capital        | 21,305.00         | 21,305.00               | -                                | 27,592.00                    | 869.28   |  |
|                      | 2009 Capital        | 17,971.00         | 8,986.00                | 27,592.00                        | 8,986.00                     | (967.96)                                       | 2009 East Entrance Oiling Project Actual Cost \$41,503.53-(Joint LSA)(MSI-C \$28,559.96)(AMIP \$12,943.57)   |
|                      |                     |                   | 8,985.00                | 17,971.00                        | -                            | 38.04  | 2009 Cold Mix Project Actual Costs \$131,237.60 (AMIP \$85,446.60)(MSI-C \$17,971)(SIP \$3,651)(NDCC \$24,169)   |
|                      | 2010 Capital        | 70,550.00         | 70,550.00               | -                                | 70,550.00                    |  | 2010/2011 Road Project Area 1 - 102 Ave & 99 St Area 3 - Lake Street and 102 Ave Area 4 - 101 Ave and 101 St \$204,429.35(SIP \$23,666/FGTF \$22,818/AMIP \$17,494.31/MSI-C 2010 & 2011 \$140,451.04) - Sandi to get updated #'s from Border - Add Playground Drainage and Patching. |
|                      | 2011 Capital        | 71,363.00         | 71,363.00               | 97,407.05                        | 44,505.95                    | (38.04)  | Project Signage Grant Applied for for the roadwork/Application Approved for \$1,500 - Approved for use for Temporary Signage, received quote for sign from RnR, cost installed is \$545.00, installation date is September 23rd.   |
|                      |                     |                   |                         |                                  | 44,505.95                    |  |  |
|                      | 2012 Capital        | 72,201.00         | 72,201.00               | 42,507.36                        | 74,199.59                    | 484.84   | 2012 Paving Project - MSI-C 116,706.95 / BMTG 23,666.00 / FGTF 22,818.00 = \$163,190.95 - Actual Project Costs = \$88,991.36   |
|                      | 2013 Capital        | 69,394.00         | 69,394.00               |                                  | 143,593.59                   | 524.47   | 2013 Paving Project - MSI-C 144,078.43 / Total Budgeted Project Costs \$166,020.43 / Road Project not done in 2013 / 2013 Application - Boat Launch Upgrades \$20,000 for 2014 Project   |
|                      | 2014 Capital        | 73,645.00         | 73,645.00               | 85,652.34                        | 131,586.25                   | (1,009.31)                                     | 2014 Make application for drainage plan and implementation for park - waiting for 2014 Application forms to become available on website  |
|                      | 2014 BMTG Component | 10,533.00         | 10,533.00               |                                  | 142,119.25                   | 1,185.58                                       | 2014 Road Paving Project - \$95,334  |



| <u>Grant Program</u>  | <u>Year</u>            | <u>Allocation</u> | <u>Dollars Received</u> | <u>Dollars Spent/To Be Spent</u> | <u>Grant Carried Forward</u> | <u>Interest Earned/Applied Carried Forward</u> | <u>Projects/Current Projects</u>   |
|---|------------------------|-------------------|-------------------------|----------------------------------|------------------------------|--|--|
| MSI-C Cont'd  |                        |                   |                         |                                  |                              |  | 2015 Road Paving (\$1,985 + 149,236.85) (actual) / Boat Launch estimated \$20,000 / Park Project \$24,000 / Recognition Park Project \$10,000                                |
|   | March 2015 Allocation  | 8,942.00          | 8,942.00                | 131,922.27                       | 19,138.98                    | (1,185.58)                                     | <b>Amended Boat Launch Application to \$40,000 - Actual 2015 costs \$20,419.15</b>   |
|   | 2015 Capital           | 62,379.00         | 62,379.00               | 20,419.15                        | 61,098.83                    | 222.41   | <b>Recognition Park costs to date \$550.24</b>   |
|   | 2015 BMTG Component    | 10,533.00         | 10,533.00               | 550.24                           | 71,081.59                    |  | <b>2016 Application for Municipal Addressing Signs - \$20,000 (12,259.52 - complete)</b>   |
|   | 2016 MSI-Capital       | 80,946.00         | 80,946.00               | 10,407.50                        | 141,620.09                   | 592.32   | <b>10,407.50 - ongoing)(total expenses to date are \$35,884)</b>   |
|   |                        |                   |                         | 12,259.52                        | 129,360.57                   |  | <b>2017/2016 Application for cost-share entrance road \$9,600 each (total project \$19,200) - 2017 amended application for hotmix paving cost-share - \$80,000 (\$2,515)</b> |
|   |                        |                   |                         | 3,030.00                         | 126,330.57                   |  | <b>2016 Application for Road Paving \$30,000 (\$3,030 - ongoing)</b>   |
|   | 2017 MSI-Capital       | 80,303.00         | 40,152.00               |                                  | 166,482.57                   |  | <b>2016 Application for Road Paving \$30,000 (\$3,030 - ongoing) / 2017 (\$2,515 - delayed)</b>  |
|   |                        |                   |                         | 2,515.00                         | 163,967.57                   |  | <b>2017 - Waste Bin Pad Project - Approved \$22,000</b>  |
|   |                        |                   |                         | 23,403.84                        | 140,563.73                   |  | <b>2017 - Add \$25,000 to Boat Launch Extension Project (Total Accepted by MSI-C \$65,000)</b>   |
|   |                        |                   |                         | 10,573.50                        | 129,990.23                   |  | <b>2017 - Recognition Park Project - \$4,225</b>   |
|   |                        |                   |                         | 4,225.00                         | 125,765.23                   |  | <b>2017 - Park Drainage Project - \$7,380</b>  |
|   |                        |                   |                         | 7,380.00                         | 118,385.23                   |  | <b>2017 - Joint Entrance Road Project with LSA County - \$67650.17</b>   |
|   |                        |                   |                         | 67,650.17                        | 50,735.06                    | 489.48   | <b>2018 - Recognition Park Project - \$2,814.93</b>  |
|   | March 2018 MSI-Capital | 14,405.00         |                         | 2,814.93                         | 47,920.13                    | 280.72   |  |
|   | 2018 MSI-Capital       | 69,759.00         |                         |                                  |                              |  |  |
|   | 2019 MSI-Capital       | 67,649.00         |                         |                                  |                              |  | 2019 -   |
| <b>Total MSI - C Grant &amp; Interest Dollars Available</b> |                        |                   | <b>\$ 241,469.06</b>    |                                  | <b>\$ 47,920.13</b>          | <b>\$ 1,584.93</b>                             |  |

2008-2016 - Funds must be spent within 5 years of the allocation year  
SFE Due May 1st - Funding expires 2021

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| <u>Grant Program</u>  | <u>Year</u> | <u>Allocation</u>   | <u>Dollars Received</u> | <u>Dollars Spent/To Be Spent</u> | <u>Grant Carried Forward</u> | <u>Interest Earned/Applied Carried Forward</u> | <u>Projects/Current Projects</u> |
|---|-------------|---------------------|-------------------------|----------------------------------|------------------------------|--|----------------------------------|
| GTF   | GTF - 2014  | 9,130.00            | 9,130.00                |                                  | 9,130.00                     |  | 2015 Road Paving Project         |
|   | GTF - 2015  | 8,984.00            | 8,984.00                | 18,114.00                        | -                            |  |                                  |
|   | GTF - 2016  | 9,097.00            |                         |                                  |                              |  |                                  |
|   | GTF - 2017  | 9,111.00            |                         |                                  |                              |  | SFE Done                         |
|   | GTF - 2018  | 8,695.00            |                         |                                  |                              |  | SFE Done                         |
|   | GTF - 2019  | 17,571.00           |                         |                                  |                              |  |                                  |
| <b>Total NDCC/FGTF Grant &amp; Interest Dollars Available</b> |             | <b>\$ 44,474.00</b> |                         |                                  | <b>\$ -</b>                  | <b>-</b>                                       |                                  |

2010-2013 - ust be spend by March of 2014 - NEW EXTENSION TO DECMEBER 31/14 - New agreement for 2014-2024  
SFE Due June 30th

|   |      |                     |            |            |                     |               |   |
|---|------|---------------------|------------|------------|---------------------|---------------|---|
| ACP Grant<br>December 31, 2019<br>DUE                   | 2016 | 250,000.00          | 250,000.00 | 37,953.00  |                     |               | Regional Bylaw & Policy Review - Approved -<br>has been coded to an "in-trust" account L292 |
|   |      |                     |            |            | 212,047.00          |               |   |
|   |      |                     |            |            |                     | 212,047.00    |   |
|   | 2017 |                     |            | 160,943.50 | 51,103.50           | 352.33        | 2017 Expenses Total \$160,943.50  |
|   | 2018 |                     |            | 10,000.00  | 41,103.50           | 237.79        | 2018 Expenses Total \$10,000.00   |
| <b>Total ACP Grant &amp; Interest Dollars Available</b> |      | <b>\$ 41,693.62</b> |            |            | <b>\$ 41,103.50</b> | <b>590.12</b> |   |

Applied for Extenstion to April 30, 2021

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Box 8, Alberta Beach, Alberta T0E 0A0  
Phone: 587-873-5765 Fax: 780-967-0431  
Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

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## PERMITTED USE DEVELOPMENT PERMIT

July 3, 2019

File #: 19-07

101 Avenue  
Box 120

Carol J. [unclear]

RE: 9922 – 101 Avenue  
Lot 14 & 15, Block 4, Plan 4772 KS  
Summer Village of South View

YOUR APPLICATION FOR: a retaining wall at the front of the property at Plan 4772 KS, Block 4, Lot 14 & 15, Municipal Address 9922 – 101 Avenue was considered by the Development Officer and approved subject to the following conditions:

### General Conditions for All Development Permits:

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from the Inspection Group Inc. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, directed into an existing water body (i.e. a lake or stream) or public drainage system (i.e. a municipal ditch).
5. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.

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6. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
7. The Applicant must obtain Summer Village approval for all approaches required for the proposed development.
8. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
9. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw #179.
10. All arrears that may be owed by the Applicant to the Municipality to be paid in full.
11. All work must be completed within 12 months of the date of the approval of the Development Permit.

#### PERMIT NOTES

1. The applicant shall comply with the Alberta Safety Codes Act by obtaining the necessary building, plumbing, electrical, gas and private sewage permits from the Inspections Group Inc.
2. The applicant shall comply with the Alberta Fire Code.

Date of issue: July 3, 2019

Effective Date: July 24, 2019 (21 days)

An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board no later than fourteen (14) days after the notice of decision. The appeal should be directed to this office, and must include a statement of the grounds for the appeal.

If you wish to appeal the decision of the Development Officer you may do so by completing a form available from the:

Summer Village of South View  
Box 8  
Alberta Beach, AB T0E 0A0  
(780) 819-3681

Please don't hesitate to contact me if you have any questions or concerns regarding the development permit and conditions.

Signature of Development Officer: \_\_\_\_\_  
Diane Burtnick, Development Officer

cc: Wendy Wildman, Municipal Administrator, S V of South View  
Dan Kanuka – SV Assessor

**THIS IS NOT A BUILDING PERMIT – You must apply for a building, electrical or any other permits required from: The Inspections Group Inc.**

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Box 8, Alberta Beach, Alberta T0E 0A0  
Phone: 587-873-5765 Fax: 780-967-0431  
Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

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## PERMITTED USE DEVELOPMENT PERMIT

July 15, 2019

File #: 19-08



RE: 86 Lakeview Avenue  
Lot 16 German Canadian Campground  
Summer Village of South View

YOUR APPLICATION FOR: a shed to cover an RV as well as a deck at Lot 16, Municipal Address 86 Lakeview Avenue was considered by the Development Officer and approved subject to the following conditions:

### General Conditions for All Development Permits:

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from the Inspection Group Inc. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, directed into an existing water body (i.e. a lake or stream) or public drainage system (i.e. a municipal ditch).
5. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.



6. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
7. The Applicant must obtain Summer Village approval for all approaches required for the proposed development.
8. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
9. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw #179.
10. All arrears that may be owed by the Applicant to the Municipality to be paid in full.
11. All work must be completed within 12 months of the date of the approval of the Development Permit.

**PERMIT NOTES**

1. The applicant shall comply with the Alberta Safety Codes Act by obtaining the necessary building, plumbing, electrical, gas and private sewage permits from the Inspections Group Inc.
2. The applicant shall comply with the Alberta Fire Code.

Date of issue: July 15, 2019

Effective Date: August 5, 2019 (21 days)

An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board no later than fourteen (14) days after the notice of decision. The appeal should be directed to this office and must include a statement of the grounds for the appeal.

If you wish to appeal the decision of the Development Officer you may do so by completing a form available from the:

Summer Village of South View  
Box 8  
Alberta Beach, AB T0E 0A0  
(780) 819-3681

Please don't hesitate to contact me if you have any questions or concerns regarding the development permit and conditions.

Signature of Development Officer: \_\_\_\_\_  
Diane Burtnick, Development Officer

cc: Wendy Wildman, Municipal Administrator, S V of South View  
Dan Kanuka – SV Assessor

**THIS IS NOT A BUILDING PERMIT – You must apply for a building, electrical or any other permits required from: The Inspections Group Inc.**

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Box 8, Alberta Beach, Alberta T0E 0A0  
Phone: 587-873-5765 Fax: 780-967-0431  
Email: administration@wildwillowenterprises.com

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## PERMITTED USE DEVELOPMENT PERMIT

July 17, 2019

File #: 19-09

Development Officer  
Municipal Administration  
251

Dear \_\_\_\_\_

RE: 131 Lakeview Avenue  
Lot 10, Block 4, Plan 6524 KS  
Summer Village of South View

YOUR APPLICATION FOR: **two story cabin total of 1134 sq.ft.** at Plan **6524 KS, Block 4, Lot 10,** Municipal Address **131 Lakeview Avenue** was considered by the Development Officer and approved subject to the following conditions:

### General Conditions for All Development Permits:

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from the Inspection Group Inc. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, directed into an existing water body (i.e. a lake or stream) or public drainage system (i.e. a municipal ditch).
5. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.

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6. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
7. The Applicant must obtain Summer Village approval for all approaches required for the proposed development.
8. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
9. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw #179.
10. All arrears that may be owed by the Applicant to the Municipality to be paid in full.
11. All exterior work must be completed within 12 months of the date of the approval of the Development Permit.

**PERMIT NOTES**

1. The applicant shall comply with the Alberta Safety Codes Act and the Alberta Fire Code by obtaining the necessary building, plumbing, electrical, gas and private sewage permits from the Inspections Group Inc.

Date of issue: July 17, 2019

Effective Date: August 7, 2019 (21 days)

An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board no later than fourteen (14) days after the notice of decision. The appeal should be directed to this office, and must include a statement of the grounds for the appeal.

If you wish to appeal the decision of the Development Officer you may do so by completing a form available from the:

Summer Village of South View  
Box 8  
Alberta Beach, AB T0E 0A0  
(780) 819-3681

Please don't hesitate to contact me if you have any questions or concerns regarding the development permit and conditions.

Signature of Development Officer: \_\_\_\_\_  
Diane Burtnick, Development Officer

cc: Wendy Wildman, Municipal Administrator, S V of South View  
Dan Kanuka – SV Assessor  
Davindra Singh – Land Owner

**THIS IS NOT A BUILDING PERMIT – You must apply for a building, electrical or any other permits required from: The Inspections Group Inc.**

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Box 8, Alberta Beach, Alberta T0E 0A0  
Phone: 587-873-5765 Fax: 780-967-0431  
Email: administration@wildwillowenterprises.com

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## PERMITTED USE DEVELOPMENT PERMIT

July 31, 2019

File #: 19-10

Attention:

RE: 9922 – 101 Avenue  
Lot 14 & 15, Block 4, Plan 4772 KS  
Summer Village of South View

YOUR APPLICATION FOR: an over height fence of 4' with lattice above at the front of the property at Plan 4772 KS, Block 4, Lot 14 & 15, Municipal Address 9922 – 101 Avenue was considered by the Development Officer and approved subject to the following conditions:

### General Conditions for All Development Permits:

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from the Inspection Group Inc. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, directed into an existing water body (i.e. a lake or stream) or public drainage system (i.e. a municipal ditch).
5. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.

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6. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
7. The Applicant must obtain Summer Village approval for all approaches required for the proposed development.
8. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
9. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw #179.
10. All arrears that may be owed by the Applicant to the Municipality to be paid in full.
11. All work must be completed within 12 months of the date of the approval of the Development Permit.

**PERMIT NOTES**

1. The applicant shall comply with the Alberta Safety Codes Act by obtaining the necessary building, plumbing, electrical, gas and private sewage permits from the Inspections Group Inc.
2. The applicant shall comply with the Alberta Fire Code.

Date of issue: July 31, 2019

Effective Date: August 21, 2019 (21 days)

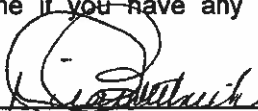
An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board no later than fourteen (14) days after the notice of decision. The appeal should be directed to this office and must include a statement of the grounds for the appeal.

If you wish to appeal the decision of the Development Officer you may do so by completing a form available from the:

Summer Village of South View  
Box 8  
Alberta Beach, AB T0E 0A0  
(780) 819-3681

Please don't hesitate to contact me if you have any questions or concerns regarding the development permit and conditions.

Signature of Development Officer: \_\_\_\_\_



Diane Burtnick, Development Officer

cc: Wendy Wildman, Municipal Administrator, S V of South View  
Dan Kanuka – SV Assessor

**THIS IS NOT A BUILDING PERMIT – You must apply for a building, electrical or any other permits required from: The Inspections Group Inc.**





Box 8, Alberta Beach, Alberta T0E 0A0  
Phone: 587-873-5765 Fax: 780-967-0431  
Email: administration@wildwillowenterprises.com

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## PERMITTED USE DEVELOPMENT PERMIT

July 31, 2019

File #: 19-11

Attention: .....

RE: 218 Oscar Wikstrom Dr  
Lot 3, Block 3, Plan 2647 KS  
Summer Village of South View

YOUR APPLICATION FOR: resurfacing existing deck with an addition of 12' X 22' deck space with a privacy wall at west end of deck at Plan 2647 KS, Block 3, Lot 3, Municipal Address 218 Oscar Wikstrom Dr. was considered by the Development Officer and approved subject to the following conditions:

### General Conditions for All Development Permits:

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from the Inspection Group Inc. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, directed into an existing water body (i.e. a lake or stream) or public drainage system (i.e. a municipal ditch).
5. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.

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6. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
7. The Applicant must obtain Summer Village approval for all approaches required for the proposed development.
8. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
9. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw #179.
10. All arrears that may be owed by the Applicant to the Municipality to be paid in full.
11. All work must be completed within 12 months of the date of the approval of the Development Permit.

#### **PERMIT NOTES**

1. The applicant shall comply with the Alberta Safety Codes Act by obtaining the necessary building, plumbing, electrical, gas and private sewage permits from the Inspections Group Inc.
2. The applicant shall comply with the Alberta Fire Code.

Date of issue: July 31, 2019

Effective Date: August 21, 2019 (21 days)

An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board no later than fourteen (14) days after the notice of decision. The appeal should be directed to this office and must include a statement of the grounds for the appeal.

If you wish to appeal the decision of the Development Officer you may do so by completing a form available from the:

Summer Village of South View  
Box 8  
Alberta Beach, AB T0E 0A0  
(780) 819-3681

Please don't hesitate to contact me if you have any questions or concerns regarding the development permit and conditions.

Signature of Development Officer:

  
\_\_\_\_\_

Diane Burtnick, Development Officer

cc: Wendy Wildman, Municipal Administrator, S V of South View  
Dan Kanuka – SV Assessor

**THIS IS NOT A BUILDING PERMIT – You must apply for a building, electrical or any other permits required from: The Inspections Group Inc.**

10d



SV  
Agenda

Box 8, Alberta Beach, Alberta T0E 0A0  
Phone: 587-873-5765 Fax: 780-967-0431  
Email: administration@wildwillowenterprises.com

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## PERMITTED USE DEVELOPMENT PERMIT

August 16, 2019

File #: 19-12

Attention:

RE: 222 Oscar Wikstrom Dr  
Lot 4, Block 3, Plan 2647 KS  
Summer Village of South View

**YOUR APPLICATION FOR:** removal of garage floor and inserting wall and window, with Tyvek and siding to complete the exterior at Plan 2647 KS, Block 3, Lot 4, Municipal Address 222 Oscar Wikstrom Dr. was considered by the Development Officer and approved subject to the following conditions:

### General Conditions for All Development Permits:

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from the Inspection Group Inc. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, directed into an existing water body (i.e. a lake or stream) or public drainage system (i.e. a municipal ditch).
5. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.

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6. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).
7. The Applicant must obtain Summer Village approval for all approaches required for the proposed development.
8. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
9. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw #179.
10. All arrears that may be owed by the Applicant to the Municipality to be paid in full.
11. All work must be completed within 12 months of the date of the approval of the Development Permit.

**PERMIT NOTES**

1. The applicant shall comply with the Alberta Safety Codes Act by obtaining the necessary building, plumbing, electrical, gas and private sewage permits from the Inspections Group Inc.
2. The applicant shall comply with the Alberta Fire Code.

Date of issue: August 16, 2019

Effective Date: September 6, 2019 (21 days)

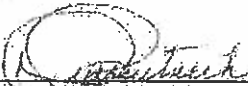
An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board no later than fourteen (14) days after the notice of decision. The appeal should be directed to this office and must include a statement of the grounds for the appeal.

If you wish to appeal the decision of the Development Officer you may do so by completing a form available from the:

Summer Village of South View  
Box 8  
Alberta Beach, AB T0E 0A0  
(780) 819-3681

Please don't hesitate to contact me if you have any questions or concerns regarding the development permit and conditions.

Signature of Development Officer:



Diane Burtnick, Development Officer

cc: Wendy Wildman, Municipal Administrator, S V of South View  
Dan Kanuka – SV Assessor

**THIS IS NOT A BUILDING PERMIT – You must apply for a building, electrical or any other permits required from: The Inspections Group Inc.**

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**Town of Mayerthorpe**

**Report Range :** 2019/06/01 0000 to 2019/06/30 2359 **Report Title :** SOUTHVIEW DAILY EVENTS

6/8/2019

**TOWN OF MAYERTHORPE**

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/06/08 1200 DAWN, DWIGHT

2019/06/08 1330 TOWN OF MAYERTHORPE

GENERAL PATROL  
SOUTHVIEW  
SUMMER VILLAGE

GENERAL PATROL OF SUMMER VILLAGE, ALONG WITH RADAR ON OSKAR WIKSTROM, A BIT OF TRAFFIC BUT STILL QUIET, RAIN SUNSHINE AND CLOUD TODAY KEEPING THINGS QUIET

6/11/2019

**TOWN OF MAYERTHORPE**

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/06/11 1057 MCDOWELL, MADDY

2019/06/11 1059 TOWN OF MAYERTHORPE

REPORT WRITING (CITATIONREPORT)  
SOUTHVIEW  
PATROL VEH PARKED OSKAR WIKSTROM DRIVE FACING E/B  
Working on a Citation Report # A95320525R

6/14/2019

**TOWN OF MAYERTHORPE**

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/06/14 1330 DAWN, DWIGHT

2019/06/14 1500

105

TOWN OF MAYERTHORPE

GENERAL PATROL  
SOUTHVIEW  
SUMMER VILLAGE

PATROLLED VILLAGE, PRETTY QUIET AFTERNOON, ONLY A COUPLE VEHICLES THAT WERE NOT SPEEDING.

---

6/22/2019

TOWN OF MAYERTHORPE

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/06/22 1930      DAWN, DWIGHT

2019/06/22 2100

TOWN OF MAYERTHORPE

GENERAL PATROL  
SOUTHVIEW  
SUMMER VILLAGE

PATROLLED VILLAGE, LOTS OF FOLKS OUT AT THE COTTAGES BUT EVERYONE BEING QUIET, NO TRAFFIC EXCEPT MOTORCYCLE WHICH I STOPPED FOR NOT WEARING A HELMET AND CHARGED PERSON. HE WAS QUITE CONFRONTATIONAL ABOUT THE HELMET LAW

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6/30/2019

TOWN OF MAYERTHORPE

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/06/30 1230      DAWN, DWIGHT

2019/06/30 1400

TOWN OF MAYERTHORPE

GENERAL PATROL  
SOUTHVIEW  
SUMMER VILLAGE

PATROL SUMMER VILLAGE, ONLY NICE DAY OF THE WEEKEND, AND IT SHOWED, LOTS OF PEOPLE OUT TODAY, WALKING, KIDS PLAYING. ISSUED SPEEDING TICKET. FOR 45 IN THE 30.

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Total Events: 5

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# Town of Mayerthorpe

Report Range : 2019/07/01 0000 to 2019/07/31 2359 Report Title : SOUTHVIEW DAILY EVENTS

7/6/2019

## TOWN OF MAYERTHORPE

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/07/06 1530 DAWN, DWIGHT  
2019/07/06 1700 TOWN OF MAYERTHORPE

GENERAL PATROL  
SOUTHVIEW  
SUMMER VILLAGE

PATROL SUMMER VILLAGE, SPOKE WITH SANDY AS SHE WAS WALKING HER DOG. DEFINITELY A MORE QUIET DAY WITH THE WEATHER A LOT MORE CLOUDY AND DAMP TODAY. A FEW FOLKS OUT BUT QUIETER.

7/11/2019

## TOWN OF MAYERTHORPE

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/07/11 1500 DAWN, DWIGHT  
2019/07/11 1630 TOWN OF MAYERTHORPE

GENERAL PATROL  
SOUTHVIEW  
SUMMER VILLAGE

PATROL VILLAGE AND CHECK RESIDENCES WITH HANDHELD RADAR ON MAIN ROAD, ONLY 3 VEH'S AND ALL 3 GOING SPEED LIMIT AND UNDER

7/15/2019

## TOWN OF MAYERTHORPE

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/07/15 1319 MCDOWELL, MADDY  
2019/07/15 1323

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TOWN OF MAYERTHORPE

REPORT WRITING (CITATIONREPORT)  
SOUTHVIEW  
MAIN ROAD THROUGH SUMMER VILLAGE FACING E/B  
Working on a Citation Report # A95320536R

2019/07/15 1328 MCDOWELL, MADDY  
2019/07/15 1331

TOWN OF MAYERTHORPE

REPORT WRITING (CITATIONREPORT)  
SOUTHVIEW  
E/B OSKAR WIKSTROM DR  
Working on a Citation Report # A95320540R

7/20/2019

TOWN OF MAYERTHORPE

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/07/20 1930 DAWN, DWIGHT  
2019/07/20 2100

TOWN OF MAYERTHORPE

GENERAL PATROL  
SOUTHVIEW  
SUMMER VILLAGE

PATROLLED VILLAGE MOSTLY. LOTS OF PEOPLE OUT AT THE COTTAGE AND ON THE LAKE, VERY LITTLE TRAFFIC, EXCEPT FOR THE FOOT TRAFFIC. A FEW GATHERINGS BUT NO LOUD MUSIC

7/26/2019

TOWN OF MAYERTHORPE

| Events:   |                 |
|-----------|-----------------|
| Date/Time | Officer         |
|           | Backup Officers |
|           | Group           |
| Event     |                 |
| Location  |                 |

2019/07/26 1100 DAWN, DWIGHT  
2019/07/26 1230

TOWN OF MAYERTHORPE

GENERAL PATROL  
SOUTHVIEW  
SUMMER VILLAGE

PATROLLED THE VILLAGE ROADS AND SPOKE WITH RESIDENT AT WEST END OF VILLAGE ON WIKSTROM. VERY QUIET ON SUCH A BEAUTIFUL DAY TODAY, BUT NO TRAFFIC EXCEPT FOR 2 VEH'S SO JUST MAINLY PATROL AROUND AND SOME RADAR ON WIKSTROM, BUT ONLY ONE VEH.

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Total Events: 6

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## Wendy Wildman

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**From:** administration@wildwillowenterprises.com  
**Sent:** August 25, 2019 10:16 AM  
**To:** lsac@lsac.ca; Sunset Point; Mayerthorpe CAO; Nakamun Park; Rosshaven CAO; Wendy Wildman; d.evans@valquentin.ca; administration@wildwillowenterprises.com; d.evans@birchcove.ca; svsunrisebeach@wildwillowenterprises.com; Alberta Beach; Sandy Beach; West Cove Admin; Summer of  
**Subject:** Summer Village of Yellowstone Organization Meeting Update

Please be advised that at the August 16<sup>th</sup>, 2019 Organizational Meeting for the Summer Village of Yellowstone, Council organized as follows:

Brenda Shewaga, Mayor  
Don Bauer, Deputy Mayor  
Russ Purdy, Councillor

All other appointments remained unchanged.

Thank you,

**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](http://www.wildwillowenterprises.com)  
**Email:** [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

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Info.

**Wendy Wildman**

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**From:** Matthew Ferris <office@sunsetpoint.ca>  
**Sent:** August 12, 2019 8:58 PM  
**To:** aboffice@albertabeach.com; 'Dennis Evans'  
**Cc:** 'Wendy Wildman'; cao@rosshaven.ca; cao@svnakamun.com  
**Subject:** organizational changes

Please be advised that effective August 9 th 2019 Richard Martin was appointed as Mayor and Ann Morrison has been appointed Deputy Mayor for the summer village of sunset point.

Matthew Ferris  
Chief Administrative Officer  
Summer Village of Sunset Point  
PO Box 596  
Alberta Beach, AB  
T0E 0A0

Email: [office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)  
Telephone (NEW): (780) 665-5866  
Website: [www.sunsetpoint.ca](http://www.sunsetpoint.ca)

11/1





LAC STE. ANNE COUNTY  
AND VILLAGE OF ALBERTA BEACH  
WEIGH WATER LEVEL MITIGATION OPTIONS

## Municipalities work together to safeguard public infrastructure and landowner assets.

**Sangudo, Alberta, Friday, July 26, 2019** – Representatives from Lac Ste. Anne County and the Village of Alberta Beach have met with Lac Ste. Anne-Parkland MLA Shane Getson regarding lake level of Lac Ste. Anne. During this meeting the possibility of lowering the lake level to a reasonable degree while not adversely affecting any neighboring municipalities.

While dialogue regarding the lake level continues, Lac Ste. Anne County has committed at this point to assess Sturgeon River via helicopter from Lake Isle to the County's east boundaries. The purpose of this aerial survey would be an attempt to identify the blockage issues affecting agricultural land, County infrastructure and lakefront properties.

Once Sturgeon River has been assessed, the County will propose measures to help increase its flow. Prior to any decisions made, the County will work closely with Alberta Environment and affected landowners to determine appropriate actions. The MD shall be considerate of all stakeholders involved when making decisions.

At this time the County has determined that the so-called weir at the mouth of Sturgeon River on the east end of lac Ste. Anne is not a cause or contributor of the high water level.

"I urge people to keep in mind that County resources have been severely depleted due to the widespread demand we have had to address in recent months," commented Lac Ste. Anne County Reeve Joe Blakeman. "We are working extremely hard to safeguard millions of dollars in County infrastructure and agricultural land. The County is doing its utmost to respond to these events as they occur, but we have no control over the environmental factors that are the root cause of situations like this."

Affected landowners are thanked for their patience and understanding as the County continues to work to find an equitable solution.

-30-

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**Media contact:**  
**Joe Blakeman | Reeve**  
Lac Ste. Anne County  
TEL 780.918.1916  
[jblakeman@LSAC.ca](mailto:jblakeman@LSAC.ca)

**Media contact:**  
**Jim Benedict | Mayor**  
Village of Alberta Beach  
TEL 780.924.3181  
[jimbenedictalbertabeach@gmail.com](mailto:jimbenedictalbertabeach@gmail.com)

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

AR98072

August 15, 2019

Her Worship Sandra Benford  
Mayor  
Summer Village of South View  
PO Box 8  
Alberta Beach AB T0E 0A0

Dear Mayor Benford,

As per the email sent on August 14, I am pleased to confirm \$597 million in Municipal Sustainability Initiative (MSI) funding and \$473 million in federal Gas Tax Fund (GTF) funding is now available for municipalities and Metis Settlements. GTF funding includes the one-time payment of \$229.5 million announced by Canada in March 2019. I am confident this additional funding will enable you to build stronger communities and better meet your infrastructure priorities.

For the Summer Village of South View:

- The **interim 2019 MSI capital allocation is \$67,649**. This includes \$58,594 in MSI capital funding and \$9,055 in Basic Municipal Transportation Grant funding.
- The **interim 2019 MSI operating allocation is \$8,452**.
- The **2019 GTF allocation is \$17,571**. This includes \$8,672 as a result of the one time funding top-up and \$8,899 in 2019-20 GTF funding.

MSI and GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [alberta.ca/municipalities-funding.aspx](http://alberta.ca/municipalities-funding.aspx).

I look forward to the continued partnership between Alberta's municipalities and Metis Settlements, our government, and Government of Canada.

Yours very truly,

Kaycee Madu  
Minister

cc: Wendy Wildman, Chief Administrative Officer, Summer Village of South View

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Office of the Information and  
Privacy Commissioner of Alberta

RECEIVED  
AUG 21 2019

August 21, 2019

**Regular Mail**

Edmonton, AB

**Xpresspost**

Ms. Wendy Wildman  
FOIP Contact  
Summer Village of South View  
PO Box 8  
Alberta Beach, AB T0E 0A0

Dear Parties:

**RE: Case File #008851: Confirmation of Inquiry  
Extension of Completion Date  
Exchange of Information  
Information Required from the Respondent  
Options for the Parties**

I have agreed to hold an inquiry into the matter relating to case file #008851. A Notice of Inquiry that will set out the issues for the inquiry and a schedule of dates for the written submissions of the parties will be issued in due course.

**Extension of Completion Date**

In order to allow sufficient time for this inquiry to be conducted, I am extending the time for completing the review of this matter. The anticipated completion date is now May 22, 2020.

**Exchange of information**

Parties must generally provide copies to one another of the information they submit for consideration in this inquiry. The contact information shown below is the current address for service this office has for the parties. It will be included on the Notice of Inquiry. If the information is not correct, please complete a *Change of Contact and Address for Service* form that is available on the Forms page on the OIPC web site.

**Applicant**

**Respondent's Agent**  
Summer Village of South View  
c/o Ms. Michelle Gallagher  
Patriot Law Group  
Box 885  
5016 Lac Ste. Anne Trail South  
Onoway, AB T0E 1V0

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PH: 780-967-2550 x 12  
FAX: 780-967-2447  
EMAIL: m.gallagher@patriotlaw.com  
Your file: 17-0701

### Information Required from the Respondent

Under the FOIP Act, I am required to notify any party I determine is affected by the inquiry, including when their information appears in the records at issue. Accordingly, I require that the Respondent provide this office with a **copy** of the records currently at issue in this inquiry to enable determination of affected parties. [Note: this requirement need not be met if the Respondent provided a copy of the records at the mediation/investigation stage which is still a current version, and notifies this office that this is the case by the date the records are otherwise due.] The copy may be either an electronic copy provided by secure email or on a CD or USB device, or a paper copy. The preferred format for these copies is a numbered, unredacted version that identifies the redactions (for example, by highlighting or outlining). Where this is not practicable, the Commissioner may accept both a redacted and an unredacted version. In either case, the section numbers of the Act that were applied are to be noted on the page adjacent to each redaction. I require receipt of these records no later than **20 calendar days from the date of this letter**.

If solicitor-client privilege is being asserted over any or all of the records at issue, the Respondent is not required to provide copies of these records.

The Respondent may provide the names of parties (and contact information where possible) that it believes will be affected by the outcome of the inquiry. The Respondent should provide this information when it submits the records at issue.

### Options for the Parties

Although this matter is now at inquiry, the following options remain open to the parties:

- the Respondent may release additional information that was requested by the Applicant. If the Respondent chooses to do so, it should provide my office with a copy of the letter to the Applicant (or a separate letter) identifying what has been released.
- the Applicant may narrow the issues, or the number of records that remain at issue. If the Applicant no longer requires adjudication of one or more of the issues or no longer wishes to proceed with an inquiry, they should notify the Registrar of Inquiries as soon as possible.

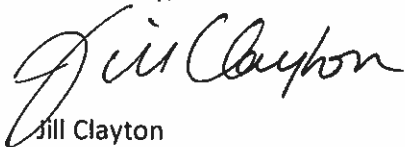
Information regarding the inquiry process, including information about the exchange of inquiry-related documentation, is available on the OIPC web site at [www.oipc.ab.ca](http://www.oipc.ab.ca). See also the attached *Inquiry Procedures* document. You may also contact the Adjudication Unit with general questions on the inquiry

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process by calling 780-422-6860 or 1-888-878-4044 within Alberta or by sending an email to registrar@oipc.ab.ca.

Yours truly,



Jill Clayton  
Information and Privacy Commissioner

cc Ms. Michelle Gallagher, Patriot Law Group [File #: 17-0701]

Enclosure:

*Inquiry Procedures*

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## Adjudication: Inquiry Procedures

In this document, "Commissioner" means the Commissioner or the Commissioner's delegated Adjudicator.

These procedures support the inquiry process for inquiries under the *Freedom of Information and Protection of Privacy Act*, the *Health Information Act* and the *Personal Information Protection Act*.

### Address for Service/Contact Information

All parties, including the party who asked for the inquiry, must provide a current address for service to the Commissioner to be used for the exchange of written inquiry submissions and correspondence. Parties (other than Unrepresented Undisclosed Parties) must also provide a current address for service to each other for this purpose.

A current address for service may include a post office box number or work address, or the contact information of the party's agent. All parties must also provide *written* notice, as outlined above, of any *changes to their address for service*. Parties are encouraged to use the *Change of Contact and/or Address for Service* form available on the OIPC website.

If the initiating party fails to provide a current address for service or fails to give notice of changes to the address for service, the Commissioner will decide whether to proceed with the inquiry.

### Exchange of Written Inquiry Submissions and Correspondence

The Commissioner does not generally exchange written inquiry submissions or correspondence on behalf of the parties to an inquiry; parties are responsible for exchanging their own written inquiry submissions with the other parties named in the Notice of Inquiry. (Instructions for providing submissions for parties who are unrepresented and undisclosed parties are provided in the Notice of Inquiry.)

Detailed instructions for the numbers and format of copies of submissions and to whom they are to be sent are provided in the Notice of Inquiry.

**It is the parties' responsibility to give notice to the Commissioner and the other parties of any communication requirements for individuals with disabilities. The OIPC has a disability accommodation policy posted on its website.**

### Manner of Conveying Electronic Inquiry Submissions

When sending submissions containing sensitive personal information, parties may wish to consider that email is not necessarily secure unless it is password-protected, and they may wish to consider other means for providing submissions in electronic form, for example, by way of a CD or USB device.

## Sequence for Exchange of Written Inquiry Submissions

The Notice of Inquiry sets out the sequence for exchanging written inquiry submissions, as well as the due dates for the submissions.

Usually, the party who requested the inquiry will provide the first written submission (to the Commissioner and the other parties named in the Notice of Inquiry), approximately three to four weeks after the date of the Notice of Inquiry. After receiving that party's written inquiry submission, the other parties must next provide their written inquiry submissions to the Commissioner and to each other. (The sequence may be adjusted for specific circumstances; parties will be notified in such cases.)

The party who requested the inquiry may then rebut the other parties' written inquiry submissions, after which the other parties may rebut that party's rebuttal submission.

The Commissioner may also ask for further written inquiry submissions.

If the party who requested the inquiry fails to provide the party's written inquiry submission to the Commissioner and to the other parties by the scheduled deadline, the Commissioner will decide whether to proceed with the inquiry.

## Request for Variation of Inquiry Procedures, including Time Extensions

Variations to inquiry procedures include (but are not limited to):

- Requests for a time extension to the due date set out in the Notice of Inquiry for providing a submission;
- Requests to provide an additional or extra written inquiry submission;
- Requests to provide all or part of a submission *in camera*;
- Requests to vary from the normal submission exchange procedure;
- Requests to re-open inquiries that were discontinued by the Commissioner; and
- Other non-standard circumstances or processes.

Forms are available on our website at [www.oipc.ab.ca](http://www.oipc.ab.ca) for the following types of requests:

- Extensions of time for providing submissions or additional submissions;
- *In camera* submissions.

If a party cannot access the website, the party may call the OIPC at (780) 422-6860 or toll free at 1-888-878-4044 to request a copy by email or regular mail.

Parties are encouraged to use these forms when making requests for those variations, as the forms set out additional instructions for making the variation requests.

A party who wants to vary the inquiry procedures must make a written request to the Commissioner. This written request must:

- include detailed reasons for the request (reasons include why the variation is required for the requesting party to meaningfully participate in the inquiry);

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- in the case of requests for time extensions or for submitting additional submissions outside the scheduled deadlines,
  - a. be copied to other parties named in the Notice of Inquiry,
  - b. inform the other named parties that they have three business days to object to the variation request,
  - c. indicate in the request to the Commissioner that other named parties have been copied on the request as required above, and have been informed of the opportunity to object.

The requesting party may contact the other party or parties to seek their agreement to the variation. If they agree, written evidence of that agreement should be presented to the Commissioner together with the request for the variation.

If a notified party **objects to the variation** (either in its entirety, or the length of time to provide a submission or additional submission) the other party **must provide its reasons for objecting** within three business days. Reasons should explain how the variation would negatively affect the objecting party's ability to participate in the inquiry. The objection **must** be copied to the parties named in the Notice of Inquiry.

The Commissioner will then decide whether to allow or refuse an extension of time to provide a submission or additional submission; this decision will be communicated in writing to all parties named in the Notice of Inquiry.

Without limiting the Commissioner, the Commissioner may vary the notification requirements set out above in circumstances such as:

- when there are unrepresented undisclosed affected parties; or
- where circumstances otherwise warrant.

## Correspondence with the OIPC

It is not sufficient to speak to the Registrar of Inquiries when providing information or requesting action on the part of the OIPC that affects the outcome of an Inquiry. All such information or requests must be provided in writing.

During an inquiry, parties are asked to refrain from contacting or sending correspondence directly to the Commissioner. All communications, whether generally or in response to a specific request, should be sent to the Registrar of Inquiries, who will ensure it is logged and forwarded correctly.

Whenever necessary, the OIPC will use couriers that allow tracking, with reasonable certainty, when and to whom the items were delivered.

## Further Information Regarding Inquiry Procedures:

Further information can be found in the following documents:

- *Resources>A>Adjudication: Preparing Records at Issue and Indexes of Records*



- *Resources>A>Adjudication: Preparing Submissions for an Inquiry*
- *Resources>P>Privilege Practice Note*

Procedural information is prepared by the Office of the Information and Privacy Commissioner to assist persons in participating in processes under the legislation. This information does not constitute an order under the Act and is not binding on the Commissioner. It is intended as informational only. Copies of all procedural documents are available on the Office's website at [www.oipc.ab.ca](http://www.oipc.ab.ca).

[www.oipc.ab.ca](http://www.oipc.ab.ca)

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## Adjudication: Preparing Records at Issue for Affected Party Determination

In this document, "Commissioner" means the Commissioner or the Commissioner's delegated Adjudicator.

In cases in which the Records at Issue may include the personal or business information of Third Parties, the Respondent may be asked to provide a copy of the withheld or redacted records to the Commissioner once an Inquiry has been confirmed. The purpose is to enable the Commissioner to review the records prior to issuing the Notice of Inquiry to determine whether to name affected parties. (This requirement does not apply to documents over which solicitor-client privilege, litigation privilege, or informer privilege is being claimed.)

The copy may be in electronic form (by way of a secured email or a CD or USB device) if practicable, or in printed paper form. [Note: this requirement need not be met if the Respondent provided a copy of the records at the mediation/investigation stage which is still a current version, and notifies this office that this is the case by the date the records are otherwise due.]

The Commissioner accepts the records "in camera"; they are not provided to other parties.

Records at issue **must**:

- **Reflect all redacting decisions made regarding the records**

If the Respondent decides to release more information following mediation/investigation, the records/information at issue will consist only of records/information still being withheld.

- **Be a copy of the records at issue, rather than originals**

A Respondent must keep its own set of records at issue so that it can make submissions or respond to questions.

- **Indicate the information that has been withheld or redacted, and under what provision**

With respect to redactions, the preferred format is unredacted versions that identify the redactions (for example, by highlighting or outlining). Where this is not practicable, the Commissioner may accept both redacted and unredacted versions (in which case one copy of each version is required, preferably in electronic form).

The section numbers of the Act (exceptions to disclosure) that are being relied on are to be noted on the page adjacent to each redaction.

Blank pages of records withheld in their entirety need not be provided where there are large numbers of such pages, or where all the records are withheld, but it must be made clear how many such records there are, and which section of the Act is being applied to each page.

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If a Respondent is proposing to disclose information but a third party objects to its disclosure, then this information should be labeled “third party objection”.

- **Reflect only those redaction decisions that have been or are being communicated in a response to a requestor**

If a Respondent has made a decision to apply a particular exception provision and has communicated this decision to the requestor, then the notation as to which exception was applied should refer to only that provision.

If a Respondent makes a subsequent decision to withhold the records/information under additional provisions or for additional reasons, it must first communicate this decision to the requestor, before providing the records to this Office. The records that are provided should indicate on each page (whether redacted in part or in full) that information has been redacted under a different provision or for another reason than was stated in its initial response to the requestor. If records were already provided earlier, it is necessary to send new copies only of pages on which there are changes.

- **Be numbered, consistently with the numbering on records provided to third parties and to the requestor**

If redacted or blank pages provided to a third party or to a requestor have different numbers than those provided to the Commissioner for the inquiry, it may be difficult or impossible to identify the records to which the parties are referring in their submissions at the inquiry.

- **Be legible**

The records should be reviewed to ensure the copies can be read, to the fullest extent possible.

## Record Preparation Checklist

- Are the records numbered?
- Is the numbering consistent, such that the numbers on the records are the same as those on records provided previously to the requestor or a third party?
- Are the records legible? If the records are in electronic form, can they be opened?
- Are all redaction decisions, including recent ones, clearly indicated on the records?
- Has the requestor been told about all the redactions documented on the records?
- Has a set of records been kept for the Respondent’s use in the inquiry?

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**[www.oipc.ab.ca](http://www.oipc.ab.ca)**

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Yellowhead Regional Library

August 23, 2019

Dear Municipal Administrators and School Division Superintendents:

On March 4, 2019, the Yellowhead Regional Library (YRL) Board of Trustees approved a motion to increase the membership levies by two per cent effective January 1, 2020 and by one and one half per cent effective January 1, 2021.

**Municipalities**—\$4.39 per capita in 2020 and \$4.46 per capita in 2021.

**School Divisions**—\$14.23 per student in 2020 and \$14.44 per student in 2021.

Included for your file and records are the revised YRL Master Membership Agreement *Parties to the Agreement* and *System Levy* sections (Schedules A and C respectively). I have also included a 10-year chart of Alberta's regional library system membership levies for municipalities.

Thank you for your continued support of strong library service.

If you have any questions or would like more information, please email me ([chair@yrl.ab.ca](mailto:chair@yrl.ab.ca)) or contact YRL Director Karla Palichuk ([kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003, extension 226).

Yours truly,

A handwritten signature in black ink, appearing to read 'H. Smit', written in a cursive style.

Hendrik Smit, Chair  
Yellowhead Regional Library

Enclosures

Copy: YRL Board Trustees

RECEIVED  
Aug. 29/19

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## YRL Master Membership Agreement

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### Schedule "A"

The following municipalities are Parties to this Agreement:

|                                   |                                |
|-----------------------------------|--------------------------------|
| Brazeau County                    | Summer Village of Sunset Point |
| City of Beaumont                  | Summer Village of Val Quentin  |
| City of Leduc                     | Summer Village of West Cove    |
| City of Spruce Grove              | Summer Village of Yellowstone  |
| City of Wetaskiwin                | Town of Barrhead               |
| County of Barrhead No. 11         | Town of Calmar                 |
| County of Wetaskiwin No. 10       | Town of Devon                  |
| Lac Ste. Anne County              | Town of Drayton Valley         |
| Leduc County                      | Town of Edson                  |
| Municipality of Jasper            | Town of Hinton                 |
| Parkland County                   | Town of Mayerthorpe            |
| Summer Village of Birch Cove      | Town of Millet                 |
| Summer Village of Castle Island   | Town of Onoway                 |
| Summer Village of Crystal Springs | Town of Stony Plain            |
| Summer Village of Grandview       | Town of Swan Hills             |
| Summer Village of Kapasiwin       | Town of Thorsby                |
| Summer Village of Lakeview        | Town of Westlock               |
| Summer Village of Ma-Me-O Beach   | Town of Whitecourt             |
| Summer Village of Nakamun Park    | Village of Alberta Beach       |
| Summer Village of Norris Beach    | Village of Breton              |
| Summer Village of Poplar Bay      | Village of Clyde               |
| Summer Village of Ross Haven      | Village of Spring Lake         |
| Summer Village of Seba Beach      | Village of Wabamun             |
| Summer Village of Silver Beach    | Village of Warburg             |
| Summer Village of Silver Sands    | Westlock County                |
| Summer Village of South View      | Woodlands County               |
| Summer Village of Sunrise Beach   | Yellowhead County              |

The following School Divisions are Parties to this Agreement:

Northern Gateway Regional Division No. 10  
Pembina Hills Regional Division No. 7  
Wetaskiwin Regional Division No. 11

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# YRL Master Membership Agreement

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## Schedule "C"

### **System Levy:**

The Yellowhead Regional Library system levy shall be as follows:

|                       |   |
|-----------------------|---|
| For municipalities:   | \$4.30 per capita in 2010 to 2019 inclusive<br>\$4.39 per capita in 2020<br>\$4.46 per capita in 2021       |
| For school divisions: | \$13.95 per student in 2010 to 2019 inclusive<br>\$14.23 per student in 2020<br>\$14.44 per student in 2021 |

Thereafter, unless this Agreement is amended, the last applicable levy referred to above will continue to apply plus any increases agreed to by the YRL Board which increase, on a percentage basis, may not exceed the cost of the increased percentage of the cost of living index applicable to the Province of Alberta, as calculated by Statistics Canada, in any given year.

For greater certainty, but not so as to restrict the generality of the foregoing:

- (a) In the event that a cost of living index increase is not applied in any given year, any subsequent cost of living index increase will be limited to the most recent annual increase (i.e. no accumulation of annual increases); and
- (b) YRL may seek such other increases as they deem appropriate, but subject to any requirements of this Agreement (s.18 amendments), or the Act (membership approval).

### **General:**

Each municipal and school division Member, respectively, shall pay the amounts required by the above to the YRL Board, unless such amounts are subject to increase in accordance with the amending procedure provided for in this Agreement, in which case, the increased amounts shall be paid.

Parties shall make two equal instalments on January 1st and July 1st of each year.

### **Goods and Services Tax:**

GST is payable by the municipal or intermunicipal library board or the school division on the allotment amount only.



Alberta's Regional Library Systems  
Membership Levies

August 2019

|  | 2009          | 2014          | 2019          | 2020          | 2021          |
|--|---------------|---------------|---------------|---------------|---------------|
| Chinook Arch Regional Library System, Lethbridge | \$5.09        | \$6.99        | \$8.01        | \$8.01        | \$8.01        |
| Marigold Library System, Strathmore              | \$4.50        | \$5.25        | \$6.06        | TBC           | TBC           |
| Northern Lights Library System, Elk Point        | \$4.08        | \$4.87        | \$8.14        | TBC           | TBC           |
| Parkland Regional Library, Lacombe               | \$4.03        | \$7.50        | \$8.25        | TBC           | TBC           |
| Peace Library System, Grande Prairie             | \$3.15        | \$5.50        | \$6.37        | TBC           | TBC           |
| Shortgrass Library System, Medicine Hat          | \$4.27        | \$4.80        | \$5.12        | TBC           | TBC           |
| <b>Yellowhead Regional Library</b>               | <b>\$4.30</b> | <b>\$4.30</b> | <b>\$4.30</b> | <b>\$4.39</b> | <b>\$4.46</b> |

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## Wendy Wildman

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**From:** Ruth McCuaig <rmccuaig@peacriver.ca> on behalf of Christopher Parker <cparker@peacriver.ca>  
**Sent:** August 4, 2019 4:10 PM  
**To:** mmerritt@olds.ca; cao@onoway.ca; cao@townofoyen.com; Christopher Parker; info@townofopenhold.ca; keith@picturebutte.ca; cao@pinchercreek.ca; albert.flootman@ponoka.ca; cao@townofprovost.ca; dfletcher@rainbowlake.ca; kurtispratt@raymond.ca; ArlosC@redcliff.ca; cao@redwater.ca; lori@rimbey.com; dkrause@rockymtnhouse.com; cao@sedgewick.ca; dmin@sexsmith.ca; brian@slavelake.ca; cao@smokylake.ca; cao@townofspiritrivier.ca; kheyman@town.stpaul.ab.ca; candice.greig@stavely.ca; gswitenky@stettler.net; t.goulden@stonyplain.com; jthackray@strathmore.ca; linda.n@sundre.com; cao@townofswanhills.com; wferris@sylvanlake.ca; cao@taber.ca  
**Subject:** GST Status of Intermunicipal Cost Sharing Agreements  
**Attachments:** 2019 08 05 Letter from Town of Peace River re GST Audit.pdf; 2019 08 04 Town of Peace River Briefing Document re GST Audit.pdf

Good afternoon,

The Town of Peace River recently received a finding from CRA that GST was payable on Intermunicipal cost sharing agreements.

We believe this finding has serious implications for all municipalities and ask that you consider bringing the attached letter to your Council in support of our request to have this finding reviewed.

Also provided is a more detailed briefing note on the specifics of the audit should you wish to access the information.

In addition to the demand to remit past taxes, this finding potentially affects all existing cost share agreements as well as ICFs.

Please do not hesitate to contact us if you require any further information.

Thank you for your support on this matter.

**Christopher J. Parker, CLGM**

Town of Peace River | Chief Administrative Officer

PEACE RIVER



1919 - 2019

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a Century

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August 5, 2019

File: 12/120

Municipalities of Alberta

Re: Town of Peace River GST Audit Concern

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Colleague,

In May 2019, following a routine GST audit, the Town of Peace River was advised by the Canada Revenue Agency (CRA) that our intermunicipal cost sharing agreements were assessed as being subject to Federal Goods and Services Tax (GST). The Town's third-party auditing firm, MNP, appealed the ruling, but CRA maintained that the agreements are taxable and subsequently issued a demand letter for over \$600,000.

The Town is extremely concerned by the implications of this ruling and the effect it will have on *all* Alberta municipalities, particularly on Intermunicipal Collaboration Frameworks. Municipal Affairs has contacted Town administration and shares our concerns on this issue.

On direction from Council, the Town has contacted FCM, AUMA, RMA, and NADC. FCM concurs that this finding has serious implications for all municipalities nationwide and has submitted our case to an independent tax lawyer for legal review. In addition, the Town is working with AUMA on an Emergency Resolution to be presented in September. Finally, we are engaging in a concerted advocacy campaign with Provincial and Federal elected officials, along with prospective Federal candidates. We believe it is critical that this re-interpretation be reviewed, and the tax status of cost-sharing agreements be clarified.

The Town requests that your Council join us in our advocacy effort. We invite you to contact AUMA, FCM or any other advocacy body who may be able to assist in having this ruling reconsidered. We further ask you to consider contacting your respective MLAs and MPs, along with any other official or candidate who can press for a reconsideration of this ruling.

Thank you for your attention to this very serious matter.

Sincerely,

A handwritten signature in cursive script that reads "Christopher J. Parker".

Christopher J. Parker, CLGM, CAO  
THE TOWN OF PEACE RIVER



A handwritten number "109" enclosed in a blue circle.



## TOWN OF PEACE RIVER Briefing Document

TOWN OF  
PEACE RIVER  
ALBERTA

**Presenter:** Mayor and Council, Town of Peace River  
**Topic:** GST Audit Review

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### **Background**

On March 4, 2019 the Town of Peace River underwent our routine GST/PSB (Public Service Body) Audit. The Town's previous audit was conducted in 2011.

On May 3, Canada Revenue Agency (CRA) released their results which assessed GST on "a supply of a right to enter, to have access to, or to use property of the government, municipality, or other body". CRA ruled that the "town supplied a right to use the municipal property to other municipalities through the use of cost-sharing agreements." The amount of the reassessment was \$609,571.41.

To be clear: the cost-sharing agreements in question have been in place since at least 2002. The specific agreement examined in 2019 was the same agreement in place during the audit in 2011. However, in the recent audit, CRA reinterpreted the questions of 'supply', 'public purpose' and 'third party benefit' with respect to cost-sharing agreements.

Town of Peace River facilities have a flat payment scale which does not discriminate on the basis of residence. No passes, rights of use or access are provided as a result of these contributions and the agreements are specifically worded towards regional benefit.

### Appeal and Review

The Town appealed the initial ruling and on July 16, we were told the ruling was upheld. Interest on the outstanding amount has been accruing since April 25, and on July 22, the Town was notified by CRA that the case has proceeded to collections. On direction from our Council, the Town will be continuing the appeal process with CRA. This could take up to a year.

### Concerns

This ruling – a reinterpreting of CRA bulletin on GST for Grants and Subsidies - has set a number of precedents which will be problematic for municipalities:

1. An auditor is now permitted to 'parse' an existing agreement to justify a finding even if the remainder of the agreement contradicts that finding.
2. Municipalities are no longer able to rely on the GST/HST Technical Information Bulletin B-067 with respect to determining supply as it relates to on-going programs of financial support.
3. It is no longer clear which cost-share items may be now assessed as supply. Furthermore, transactions not contained within the cost-share agreement are being assessed as though they were. Examples drawn from the Town's case include:
  - a. A \$3000 contribution to Canada Day Fireworks. This item is not part of the cost sharing agreement and no direct benefit was provided to the grantor.

- b. \$4000 in contributions to the Healthcare Attraction and Retention Committee. Again, not part of any cost-sharing agreement and any supply provided by this group falls within the public interest.
  - c. 50% of the salary of an RCMP Liaison Officer – not subject to any cost sharing agreement.
  - d. \$8,000,000 in donations to the capital costs of constructing a new regional multiplex. In addition to not being subject to the cost-share agreement, the contributions did not confer a supply of access to any property or service made by the municipality. This item was the most frustrating (and most costly) as the Town has been requesting funding for four years and the only time the Federal government acknowledged this project was to tax it.
4. The required ICF Agreements will now have to include a tax provision. Given the lack of consistency in how the regulation is being applied, this could prove extremely challenging in terms of determining which services should be considered supply. Municipalities must be prepared to have a future auditor reinterpret the agreements yet again. The cost of reversing any collection or remitting will create a substantial economic burden.

Our Council has passed the following Motions:

*MOTION-19-07-261 Councillor Good moved that the Town contact AUMA and FCM to get legal advice and proceed as recommended.*

*MOTION CARRIED*

*MOTION-19-07-262 Councillor Needham moved that the Town consider undertaking some political advocacy work to raise awareness of the issue both Federally and Provincially across all party lines.*

*MOTION CARRIED*

#### Action

The Town has submitted this issue to FCM, AUMA, NADC, RMA, and Municipal Affairs. All of these bodies are extremely concerned about the precedent represented in this ruling. FCM is seeking an independent legal review of the issue and is considering intervenor status. AUMA is assisting the Town in preparing an Emergency Resolution to be presented in September.

In addition, the Town is actively engaging Provincial and Federal officials as well as prospective Federal candidates on this matter.



Christopher J. Parker, CLGM, CAO  
THE TOWN OF PEACE RIVER