

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday, November 26th, 2021 at 9:00 a.m. at Onoway Council Chambers and via zoom (recent AHS restrictions)

The public may also participate via zoom

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

1. Call to order
2. Agenda a) Friday, November 26th, 2021 Regular Council Meeting
(approve agenda as is, or with amendments (additions or deletions))
3. Minutes: p1-4 a) Friday, October 22nd, 2021 Regular Council Meeting
(approve minutes as is, or with amendments)
4. Delegations: a) 9:05 a.m. – Fire Chief Ives – Onoway Regional Fire Services
- Fire Department Presentation on current status and future goals of the fire services *(accept presentation for information, or some other direction as given by Council at meeting time)*
b) 10:00 a.m. – local Director of Emergency Management Dennis Woolsey to discuss various matters related to emergency management *(accept discussion and presentation for information, or some other direction as given by Council at meeting time)*
p5-34
5. Public Hearings: n/a
6. Bylaws: a) Bylaw 322-2021 – Short-Term Borrowing Bylaw – in order to establish an operating line of credit for interim financing in the event of a local emergency or to cover unforeseen urgent operating expenditures not included in the operating budget, an annual bylaw authorizing the borrowing needs to be in place. This similar bylaw was passed in November of 2020 which established the operating line of credit for the 2021 year. The terms of Bylaw 322-2021 will be from the date of passing to December 31st, 2022. *(give 1st reading as presented or amended, give 2nd reading as presented or amended, give unanimous consent to consider 3rd reading as presented or amended, give 3rd and final reading as presented or amended – or some other direction as given by Council at meeting time)*
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7. Business:
- a) Council Remuneration & Expense Reimbursement Policy C-COU-REM-1 - the current policy is attached for review along with a Council remuneration comparison report with information from other municipalities. Further to the July organizational meeting – Council requested this be brought back to the November meeting for further review and discussion. *(direction as given by Council at meeting time)*
- p38-40
- b) Capital Region Assessment Services Commission – new agreement to continue to provide Assessment Review Board services from 2022 to 2024. Fees are higher than the previous agreement, but as Silver Sands is a member of the Commission and we are unaware of any other service provider at this time, we do recommend approving this agreement. *(approve the Capital Region Assessment Services Commission agreement to provide Assessment Review Board Services for the period 2022 to 2024 and authorize execution, or some other direction as given by Council at meeting time)*
- p41-51
- c) Darwell Lagoon Commission – please refer to the undated letter received from Commission Chair Joe Blakeman inviting Council to a December 9th, 2021 meeting to discuss Phase C Lake Isle. As this is going to be a very important project going forward, I would suggest an open-ended motion authorizing attendance of all of Council and Administration to attend future meetings when appropriate be in order *(that all of Council and Administration be authorized to attend upcoming Darwell Lagoon Commission meetings when deemed necessary for all to do so)*
- p52
- d) Alberta Justice and Solicitor General – undated letter from Minister Kaycee Madu announcing the release of the Alberta Provincial Police Service Transition Study completed by PricewaterhouseCoopers (PwC) Canada and inviting Council and Administration to participate in further engagement session *(accept letter and report for information and authorize Council and Administration to participate in upcoming engagement sessions, or some other direction as given by Council at meeting time)*
- p53-58

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e) January 2022 Council meeting – this meeting is scheduled for January 28th, 2022, with a couple of Councillors away at that time, I am requesting discussion on possibly changing the date to February. I recognize Council is able to attend virtually but the potential of poor connectivity of any two members at the time of the meeting may put the ability to hold the meeting in jeopardy (*direction as given by Council at meeting time*)

p60
f) Stu Condie – resident email dated November 22, 2021 with respect to the Telus Tower that was erected on a Portion of NW 03-54-05 W5M East of Silver Sands Drive at the intersection of Alder Drive and the lack of service it provides to the west end of Silver Sands – (*direction as given by Council at meeting time*)

p61-72
g) Municipal Planning Services (MPS) – Land Use Bylaw (LUB) project update – attached is a draft resident newsletter and survey for the upcoming land use bylaw project. The purpose of the newsletter is to provide residents with information about the project, explain what the LUB is, and provide links to the online survey and the project website. The online survey is designed to provide MPS with background information about the Summer Village and residents. A dedicated website for the LUB project is being created by MPS will be reviewed by Council prior to launch. Final version of the documents will be prepared if there is any feedback from Council after reviewing (*direction as given by Council at meeting time*)

p73-74
h) Lac Ste. Anne County – please see attached email from Matt Ferris with respect to participating in an Alberta Community Partnership grant application to conduct studies necessary to mitigate the nuisance grounds/landfills that are no longer in use. As Silver Sands has one of these I would suggest consideration be given to participating in this initiative (*that the Summer Village of Silver Sands participate in an Alberta Community Partnership Application with Lac Ste. Anne County to conduct studies necessary to mitigate old*

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nuisance grounds/landfill sites, or some other direction as given by Council at meeting time)

i)

j)

k)

8. Financial a) Income & Expense Statement – as of October 31, 2021
(new look – 4-column report)

9. Councillors' Reports
- a) Mayor
 - b) Deputy Mayor
 - c) Councillor

10. Administration Reports
- a) Public Works Report
 - b) Development Officer's Report
 - c) MSI Capital allocations for 2022 (reduced from \$113,677 to \$46,098)
 - d) MSI project acceptance report
 - e) Alder Ave Subdivision endorsement
 - f) SS Golf Course Development subdivision granted a one year extension (Nov. 21, 2022)

11. Information and Correspondence

a) Development Permits:

- i) 21DP13-31 – for construction of a deck (23.4 sq. m) at 4 Alder Avenue
- ii) 21DP14-31 – for demolition of an existing accessory building (soft-shelled Quonset), construction of an accessory building/"metal clad" Quonset (297.3 sq. m) at SW 3-54-5-W5M
- iii) 21DP15-31 – for construction of an accessory building (carport – 53.5 sq m) at 20 Spruce Crescent

b) Community Peace Officer Reports for October 2021

c) Congratulatory letters to Mayor and Council:

-November 7th letter from Shane Getson, MLA Lac Ste. Anne/Parkland

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- p100
p101
d)
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e)
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f)
g)
h)
- November 9th letter from Premier Jason Kenney
 - November 10th letter from Ric McIver Minister of Municipal Affairs
 - Association of Summer Villages of Alberta – October 27th, 2021 letter from Present, Mike Pashak, thanking members for their support in his re-election as President
 - Alberta Beach 2021 Organizational Meeting results
 - Town of Onoway 2021 Organizational Meeting results
 - Safety Codes Council – Municipal Accreditation certificates for Electrical, Gas, Plumbing along with the Summer Village's Quality Management Plan

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

13. Closed Meeting (if required) n/a

14. Adjournment

Next Meetings:

- January 28th, 2022 – Regular Council Meeting
- February 25th, 2022 - Regular Council Meeting
- March 25th, 2022 - Regular Council Meeting
- April 29th, 2022 - Regular Council Meeting
- May – No Council Meeting per Motion 130-21
- June 24th, 2022 - Regular Council Meeting
- July 29th, 2022 - Regular Council Meeting
- August 26th, 2022 - Regular Council Meeting
- September 30th, 2022 - Regular Council Meeting.
- October 28th, 2022 - Regular Council Meeting
- November 25th, 2022 - Regular Council Meeting
- December – No Council Meeting per Motion 130-21

**SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, OCTOBER 22ND, 2021
MEETING WAS HELD IN PERSON AND VIA ZOOM**

	PRESENT	<p>Mayor: Bernie Poulin (in person) Deputy Mayor: Liz Turnbull (via zoom) Councillor: Graeme Horne (via zoom)</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (CAO) (in person) Heather Luhtala, Assistant CAO (via zoom) Tony Sonnleitner, Development Officer (via zoom)</p> <p>Public Works: Dustin Uhlman (in person)</p> <p>Delegation(s): 0</p> <p>Public at Large: 1 (via zoom)</p>
1.	CALL TO ORDER	Mayor Poulin called the meeting to order at 9:00 a.m.
2.	AGENDA	
	199-21	<p>MOVED by Deputy Mayor Turnbull that the October 22, 2021 agenda be approved with the following:</p> <p>Add under #7 Business: Item b) Development Permit Application under the Direct Control District – 5-5-54-3-SW</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES	
	200-21	<p>MOVED by Councillor Horne that the minutes of the September 24, 2021 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	DELEGATION(S)	n/a
5.	PUBLIC HEARING	n/a
6.	BYLAWS	
	201-21	<p>Bylaw 321-2021 – A Bylaw for the purpose of cancelling a portion of Plan 223MC</p> <p>MOVED by Deputy Mayor Turnbull that Bylaw 321-2021, being a bylaw for the purpose of cancelling a portion of Plan 223MC to consolidate Lots 3 and 4 Block 6 in Summer Village of Silver Sands be given first reading.</p> <p style="text-align: right;">CARRIED</p>



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	202-21	MOVED by Councillor Horne that Bylaw 321-2021 be given second reading. CARRIED
	203-21	MOVED by Mayor Poulin that Bylaw 321-2021 be considered for third reading. CARRIED UNANIMOUSLY
	204-21	MOVED by Councillor Horne that Bylaw 321-2021 be given third and final reading. CARRIED
	BUSINESS	
7.	205-21	MOVED by Deputy Mayor Turnbull that the Fortis Franchise Fee for the Summer Village of Silver Sands for the 2022 year be set at 3% (2021 was set at 3%). CARRIED
	206-21	MOVED by Mayor Poulin that development permit application (21DP14-31) under the Direct Control District located at 5-5-54-3-SW to demolish an existing accessory building (soft-shelled Quonset), and construct an accessory building being a "metal-clad" Quonset (297.3 sq. m.) be approved subject to the following conditions: 1- All municipal taxes must be paid. 2- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer. 3- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Contact: Inspections Group Inc. (780) 454-5048. 4- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property. 5- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners. 6- The improvements take place in accordance with the sketches submitted as part of the permit application. 7- Access construction and location shall be to the satisfaction of the Public Works Supervisor for the Summer Village of Silver Sands. Please contact the

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		<p>Public Works Supervisor or his designate through the Municipal Office at (587) 873-5765 prior to undertaking any works upon the municipal roadway.</p> <p>8- All improvements shall be completed within twelve (12) months of the effective date of the permit.</p> <p>9- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.</p> <p>10- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.</p> <p style="text-align: right;">CARRIED</p>
8.	FINANCIAL 207-21	<p>MOVED by Deputy Mayor Turnbull that the income and expense report as of September 30th, 2021 be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
9.	COUNCIL REPORTS 208-21	<p>MOVED by Councillor Horne that the Council reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
10.	ADMINISTRATION & PUBLIC WORKS REPORTS 209-21	<p>MOVED by Councillor Horne that the Administration and the Public Works reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
11.	CORRESPONDENCE 210-21	<p>MOVED by Deputy Mayor Turnbull that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> a) 21DP12-31 – for construction of four recreational vehicle sites and installation of our sewage holding tank at SW 3-54-5-W5M b) Community Peace Officer Reports for September 2021 c) Alberta Government Statement of Direct Deposit:

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		<ul style="list-style-type: none"> - September 23rd, 2021 in the amount of \$42,886.00 for Gas Tax Funds - October 7th, 2021 in the amount of \$56,838.00 for Municipal Sustainability Initiative Capital fund - October 7th, 2021 in the amount of \$438.00 representing October FCSS payment <p>d) FortisAlberta – September 30th, 2021 letter on proposed FortisAlberta 2022 Distribution rates and October 6th, 2021 letter on maximum investment level for rate 31 street lighting</p> <p>e) Alberta Community Partnership (ACP) Grant – October 18th, 2021 Letter advising the requested time extension to December 31, 2023 for the Flowering Rush Project has been approved</p> <p style="text-align: right;">CARRIED</p>
12.	OPEN GALLERY	n/a
13.	CLOSED MEETING	n/a
14.	NEXT MEETING(S)	The next Council meeting is scheduled for Friday, November 26, 2021 at 9:00 a.m.
15.	ADJOURNMENT	The meeting adjourned at 9:52 a.m.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

(4)

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

Subject: Re: SV Silver Sands Emergency Management

From: "Joseph B Poulin" <berniepoulin@icloud.com>

Date: 11/15/21 7:51 am

To: "Dennis Woolsey" <dww0421@gmail.com>

Cc: "Liz Turnbull" <lizturnbull@telusmail.net>, "Graeme Horne" <GraemeHorne@mail.com>, "Wendy" <administration@wildwillowenterprises.com>

Dennis

We can add you to the Nov26 Council meeting which will be by Zoom if that works for you
Bernie

Sent from my iPhone

> On Nov 14, 2021, at 11:25 PM, Dennis Woolsey <dww0421@gmail.com> wrote:

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> Council:

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>> It has been some time since I reported anything on Emergency Management to Council. Largely because there has been nothing significant to report and agency meetings have been few and far between.

>

>> Our next SVREM agency meeting is in less than two weeks (Nov. 24). At the meeting we will be discussing a number of things relative to current happenings including work that is being done on Evacuation Plans and Emergency Social Services (ESS) plans for each summer village. Janice and Marlene asked me to develop an ESS plan template for the SVREM agency and each summer village to use. I have attached the Silver Sands draft for your information. I have also modified the Evacuation Plan they supplied for use by our summer village. It is also attached.

>>

>> A couple of weeks ago Janice and Marlene hosted a meeting of all of the Fire Chiefs of the region (Mayorthorpe, Lac Ste. Anne County and Onoway) to begin a dialogue with them on potential First Responder practices with summer villages. It was quite a good meeting and will reported on at our upcoming SVREM agency meeting. They asked that I join them so I had the pleasure of getting a read on our fire first responders knowledge and expectations for dealing with incidents with our summer villages. It was quite a good and informative meeting.

>>

>> The last document is a draft of the SV Bylaw that Janie/Marlene want each SV Council to adopt. This one is the Val Quentin draft that needs to be modified for our use. I started to do it but since I received it in a non-word format it has shifted everything so that it will be a lengthy process to correct in Word. I will have Janice send me a word document to change for Council if all the agency's SV's agree it needs to be adopted by each Council. In the meantime you can give it a look and see what you think.

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>> I will report on the Agency meeting after the 24th.

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>> Dennis

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Summer Village of

Emergency Social Services

Emergency Social Services (ESS) oversees the human impact of emergency response. Specifically, ESS is responsible for securing the essential needs of food, shelter and clothing for evacuees and response workers in an emergency. ESS may also be involved as needed to provide or assist in the delivery additional services such as the evacuation, re-entry and recovery phases of a disaster.

ESS Plan

The ESS Plan clearly defines roles, responsibilities, guidelines and procedures to follow in the event of an emergency impacting the S.V. Specifically, the plan details:

- Activation, deactivation, and post-deactivation procedures for the ESS Plan including different response stages according to the magnitude of the emergency;
- Procedures for evacuation, re-entry and recovery (Evacuation Plan is normally a separate detailed plan for evacuating summer village residents in an emergency);
- Guidelines for reception centres and volunteer centres, including designated and back-up locations;
- The provision of primary services to affected individuals, including emergency food, lodging, and clothing;
- The provision of specialized services to affected individuals, including transportation, personal services, and other services;
- Procedures for managing volunteers;
- Communication procedures for establishing and maintaining the flow of information within the agency and to everyone involved;
- An organizational structure that combines both the S.V.'s leadership role in ESS response and the integral role of assisting agencies;
- The roles, responsibilities, and job descriptions of ESS personnel and assisting agencies; and
- Protocols for ensuring that the ESS Plan remains up-to-date.

Appendices

The appendices are a toolkit of resources invaluable in an emergency. The appendices contain:

- ESS personnel and assisting agency contact lists including after-hours contact information;
- Lists of designated and back-up ESS facilities with facility contacts;
- Lists of ESS logistical resources for the Summer Village, assisting agencies, and commercial suppliers.

Introducing the ESS Plan

The Emergency Social Services Plan derives its authority from the Summer Village Municipal Emergency Management Plan.

Under the Alberta Emergency Management Act, local authorities are responsible for their own emergency response unless the provincial government assumes control. Local authorities are required to prepare their own emergency plans. They must also establish and maintain a municipal emergency management agency charged with responding to emergencies.

Part of an overarching regional plan

A serious emergency could strike at any time and any place. Such an emergency would significantly impact the Region in many ways. To mitigate these effects, the Director of Emergency Management or designate would initiate an emergency response according to the guidelines set out in the Municipal Emergency Management Plan.

Understanding Emergency Social Services

Emergency social services are those services provided on a short-term basis to preserve the emotional and physical well-being of evacuees and response workers in emergency situations. ESS provides for essential needs such as emergency food, lodging, clothing, transportation, and personal services. ESS may also coordinate volunteers in an emergency response through the Volunteer/Staff Management Unit Coordinator.

When emergency social services are called for, the Summer Village moves quickly to mobilize its resources and will be operational in a matter of hours. In the event of a large disaster response, however, response time might be longer. Individuals and organizations should be prepared to be self-sufficient for 72 hours or more. ESS is generally available for a maximum of 72 hours. During these first 72 hours evacuees should immediately plan their next steps by contacting their insurance agents, families, and friends or accessing other possible resources. Should further assistance be required, only under extenuating circumstances, a request by the Incident Commander or DEM is sent through the local Emergency Operations Centre (EOC) to the provincial or territorial ESS organization (in Alberta it's Alberta Emergency Management Agency) authorizing an extension of the services. For this reason, it is critical that individuals and organizations prepare their own emergency response plans.

ESS Response

Emergency Social Services are provided to both evacuees and response workers.

Stage 1 Reception Centre (centre location is: Primary – Summer Village Quonset)

Secondary – Fallis Hall



A temporary shelter where evacuees receive referrals to service providers and services such as first aid, comfort food, and family reunification.

May allow for limited temporary lodging until more permanent lodging can be secured.

Also, provides as a Volunteer Centre for securing, training and hosting volunteer resources.

ESS coordinates with assisting agencies and local businesses for delivery of the following temporary services to affected residents:

- Family Reunification
- Food
- Clothing
- Lodging
- Transportation
- Personal services: example: Medical

Activating the ESS Plan

4.1 Activation Stages

Depending on the magnitude of the emergency, the ESS Plan may be activated.

No Activation

The ESS Plan will not be activated if the Director of Emergency Management (DEM) sees no need to call on ESS. This would occur when individuals can address their own personal needs by relying on family, friends, insurance providers, or community organizations. In such cases, emergency responders, the individuals concerned, and/or community organizations can respond to the event without further support.

ESS Activation Responsibilities

ESS provides short-term temporary services for individuals and families affected by disasters so they can begin to plan their next steps following a disaster. Services may be provided on a site for small-scale events, or at a Reception Centre facility for a larger response and may include:

- Food
- Family Reunification
- Referrals
- Pet Care Assistance
- Evacuation
- Clothing
- Child Care

- Recovery
- Lodging/Housing
- Emotional Support
- Volunteer Services
- Recreation
- Re-entry
- Translation Services
- Transportation

Post-Deactivation

Recovery Stage

The ESS Plan provides for the temporary needs of people during the response stage to an emergency. During the ensuing recovery stage, ESS personnel may continue to attend to the ongoing needs of individuals. These ongoing needs may include shelter and clothing for displaced persons. The Long-Term accommodations, when activated by the ESS Incident Commander, will assist with most of those needs during the recovery stage. The ESS Incident Commander must ensure the continuity of services as the service provider shifts from ESS to regional agencies.

In addition, volunteers will often continue to be invaluable during the recovery stage and cleanup of a disaster. For this reason, the volunteer management component of ESS can continue after the plan has been deactivated.

ESS Structure and Services

Overview

Depending on the emergency and the level of assistance required, ESS will:

- Utilize an Incident Command Structure
- Prepare for and assist in an area evacuation
- Activate the necessary facilities, including reception centers and volunteer centers
- Provide primary services including emergency food, clothing, and lodging
- Provide specialized services including transportation, mental health support, pet care, and other services, as necessary
- Maintain the flow of information to all individuals involved
- Work with the EOC Operations Section Chief to coordinate and deliver Re-entry and Recovery Phases if required.

Evacuation Procedures (follow Evacuation Plan if adopted by Council)

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Step 1: Evacuation preparations

- The ESS Incident Commander consults with the appropriate Director in the planning and implementation of an order to evacuate an area or region.
- The ESS Incident Commander will determine which facility will be used as the reception centre.
- The ESS Incident Commander will then follow the procedures for activating a reception centre.

Step 2: Evacuation

- Once the reception centre facility is identified, the EOC will communicate the order to evacuate.
- The Police Service and/or volunteers will communicate the evacuation notice to residents in the area, if necessary.
- Evacuation notices will be distributed to all residents in the affected areas.
- All personnel/volunteers assigned to notify residents of evacuation or impending evacuation will be given an orientation and training by the Volunteer/Staff Management Unit Coordinator on how and what to communicate with evacuated residents.
- Personnel/volunteers delivering evacuation notices will identify those homes/individuals who may require assistance to evacuate, or who have special circumstances to consider while evacuating (e.g., functional limitations, illness/medical needs, pet care needs, etc.)
- The appropriate Branch Director will coordinate/provide transportation to those who do not have a means of transport to the reception centre.

Step 3: Registration at Reception Centre

Evacuees who arrive at the reception centre will need to be registered by the Volunteers. The reception centre is a service site where ESS will assist the evacuees with their essential needs.

ESS Facilities

ESS facilities will be activated, as needed, to coordinate and deliver emergency social services.

1. Reception Centre(s)

A reception centre is any safe gathering place where individuals may obtain information and receive assistance. All evacuated citizens should register at the reception centre. Reception

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centres may offer all primary and specialized services. Typically, individuals will receive referrals to obtain services, such as meals and lodging, from commercial suppliers.

Reception centres must also include a quiet, private area for reception centre staff. In this room, staff and volunteers can receive up-to-date information, food, refreshments, and respite.

It is very important that ESS responders each have a personal preparedness plan. When the ESS plan and team have been activated, it is necessary to activate one's personal preparedness plan to ensure needs are addressed, such as those related to family, pets, home, work, etc. Once your personal response plan for you and your family has been activated and your needs have been taken care of, you can feel confident that you can report to the Reception Centre and focus on the disaster response and the tasks at hand.

ESS Structure and Services

Reception Centre Activation

The Incident Commander/Logistics Chief will contact the facility contact person to arrange to open the facility and will ensure that any necessary start-up supplies are delivered to the facility.

Once you have been called out, there are a number of things you need to do before proceeding to the Reception Centre:

- Communicate with your family and employer — tell them that the ESS plan has been activated and how you will maintain contact with them
- Dress casual and in layers— wear appropriate clothes for the job, season, and work
- Take your grab and go bag
- Take a cell or smart phone if you have one, wall/vehicle charger, and contact lists
- Bring ID — vest, hat, t-shirt, jacket, name tag, photo ID card (local and provincial or territorial).
- Bring DEM Kit (also Logistic Chief Kit or kit provided for your SVEMA discipline).

Reception Centre Set-Up

Depending on many variables, including the size of the disaster and response expected, the entire facility may or may not need to be set-up. The ESS Incident Commander along with the Planning Section Chief will determine clear actions for the first operational period such as the services and set-up required. The ESS leadership team identifies services to be provided, equipment, supplies, and a floor plan suitable for the response. Each coordinator or supervisor is responsible for ensuring the set-up of his or her required workstations.

One-Stop Reception Centre

When evacuees come to a Reception Centre, they are greeted by a Meeter and Greeter who will assess their needs and send them to the appropriate station in the Reception Centre.

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If an evacuee or family requires registration and referrals (food, lodging, and/or clothing), a Meeter and Greeter will send them to Registration and Referrals, who will register them on the ESS File — Registration and Services Record and complete the appropriate ESS Referral Forms as needed. One responder, for Registration and Referrals, completes both the Registration and Referrals functions at one station or one stop.

If the evacuee or family does not require any assistance with food, lodging, and/or clothing, and only needs to register, then the Meeter and Greeter may send them to the Registration Only station. Registration is an express line, which can fast-track evacuees who only need to register.

BRANCH DIRECTOR **** Read This Entire Checklist Before Taking Action

Reports to: ESS Operations Section Chief (Reception Centre Manager)

Responsibilities:

1. Ensure that the following specialized services are arranged for and carried out at the Reception Centre as required:
 - Child Care
 - Multicultural and Translation
 - Pet Care
 - Recreation
 - Transportation
 - Search & Reply
 - Psychological First Aid/ Emotional Support
2. Oversee the functioning of Services.

Activation Phase:

- o Check in with Volunteer/Staff. Obtain identification.
- o Determine resource needs, such as people, computers, phones, checklist copies, and other reference documents.
- o Obtain equipment, supplies and required forms.
- o Establish and maintain ESS Position Log to list the actions taken during the shift.
- o Ensure workers are given a checklist for their respective functions.

Operational Phase:

- o Maintain communication with assigned supervisor.
- o Ensure that all Volunteer/Staff sign Registration Form and understand the daily sign-in/ sign-out procedures.
- o Brief next shift and identify outstanding action items or issues.

Deactivation Phase:

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- Complete all required forms, reports, and other documentation.
- Submit required list of borrowed equipment, personnel and hours worked

EVACUATION PLAN

DRAFT - 10-8-2021

The primary purpose of the Evacuation Plan is to protect the citizens of the Summer Village of Silver Sands in an emergency situation. The plan outlines a process to provide a prompt and coordinated response/recovery to emergencies within the geographical boundaries of the Summer Village and make arrangements for extraordinary measures to protect its people, property, environment and economy.

Disasters or large scale emergencies can happen suddenly, causing normal functioning of a community to become overwhelmed. To prepare for such a potential event the Summer Village of Silver Sands has established emergency response procedures to provide guidelines for an effective response.

Comprehensive and integrated emergency management is a shared responsibility between all levels of government (municipal, provincial and federal), the private sector, non-governmental organizations and individual citizens.

EVACUATION STAGES:

STAGE 1 - EVACUATION ALERT: The purpose of the Evacuation Alert is to inform the community of a potential or current threat which could lead to an Evacuation Order. An Evacuation Alert allows for the affected population to begin preparations to evacuate (fueling vehicles, gathering documents, preparing food and water, gathering pets/supplies) whilst providing them with information regarding the evacuation. This may be an appropriate time to consider implementing the evacuation process of vulnerable populations.

The alert should be structured to provide timely and accurate information; an Evacuation Alert should contain the following as a minimum:

- The issuing authority (Director of Emergency Manager/Regional Director of Emergency Management in consultation with the Incident Commander and Mayor/Council.
- The reason for the Alert, including a description of the hazard
- Anticipated duration of the Evacuation
- The areas under Alert, with as much detail as possible (the use of street and highway names with geographic references can provide clarity EG: All residences located in East SS north of Golf Course Road)
- Recommended evacuation routes and identification of all closed routes
- Location of reception centres
- What personal belongings to prepare and take (identification (with street address - not just mailing address, medication, etc.) and limitation on luggage, etc.
- Where to get additional information (websites, radio, etc.)

STAGE 2 - EVACUATION ORDER: When an Evacuation Order is issued, the impacted population must leave the specified area immediately. An Evacuation Order will provide the same information as the Evacuation Alert and will include the fact that this is a mandatory

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Evacuation Order. The Evacuation Order should be structured to provide timely and accurate information and consist of the same minimum items as an Alert as well as:

Plan in place to conduct a sweep of the evacuation area to ensure that all those at risk are aware of the need to evacuate. (door to door campaign)

STAGE 3 - EVACUATION RESCIND: The decision to rescind an Evacuation Alert or Order should occur when the Director of Emergency Management, in consultation with the Incident Commander and member of Council, determines it is safe to return (emergency no longer exists, public services are all operating and in place). Conflict may occur between the evacuees' desire to return to their homes as soon as possible and the emergency management agency's need to delay the return until the evacuated area is declared safe and can adequately support the returning population.

The rescind message will provide the similar level of detail as the Evacuation Alert and Order, but as a minimum will include:

- The issuing authority
- The areas under Rescind with as much detail as possible (the use of street and highway names with geographic references can provide clarity)
- Specific timings for return
- Details of a phased return, if applicable
- Recommended return routes and identification of closed routes
- Where to get additional information (websites, radio, etc)
- Information Officer communicates Evacuation Order Rescind to residents (by same methods of issuing order)

DECISION TO EVACUATE:

The order to evacuate a community is recognised as one of the most difficult decisions a local authority is likely to face. It occurs when the Director of Emergency Management or the Regional Director of Emergency Management, in consultation with the Incident Commander and local council, decides that the risk to the community is high or the community can no longer provide the necessities of life. (food, water, shelter) The decision should be based on an assessment of the threat to life and the impact (or anticipated impact) of an event. Determining whether an evacuation is both necessary and possible involves a comprehensive effort to identify and consider both the hazard and community circumstances. It may require officials to balance potentially costly, hazardous, or unnecessary evacuation against possibility of loss of life due to delayed order.

An important planning consideration when making the decision to evacuate, is the early identification of indicators and triggers. Indicators are information based on intelligence and predictions (predicted rainfall or snow melt). Triggers are predetermined decision points that may be related to the hazard, or other measurable indicators (such as water levels during a flood). Some of the considerations that need to be addressed when determining whether or not an evacuation is necessary reflect the main planning considerations and include, but are not limited to:

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Areas/facilities are at risk and require evacuation ❖ Where will the communities be evacuated to
Population size and demographics
Evacuation route(s) availability and capacity

The availability of transportation resources
The time of year, day of the week, and time of day (night?)

Time to physically evacuate.
A simple formula can help to identify pre-determined triggers:

Time required to notify the community (drafting, confirmation)

PLUS Time required to mobilize the community (prep/vulnerable population)

PLUS Time required to physically conduct the evacuation (phased/routes)

PLUS 120 MINUTES

EQUALS Trigger point for evacuation

COMMUNICATION PROCESS:

Director of Emergency Management receives information of an emergency event (this may be from First Responders, residents, social media, etc)
DEM assesses the level of the event and if it is felt that the risk to the community is high or the community can no longer provide the necessities of life, discusses with the Incident Commander and Council the need for an Evacuation Alert or Order.

If Evacuation process is required, DEM will contact the Regional Director of Emergency Management to advise and update situation

DEM/R-DEM contacts AEMA Field Officers **Mark Pickford 780-999-3812 John Swist 780-289-3874**

EVACUATION ALERT: DEM/R-DEM will work with Information Officer to issue Evacuation Alert, the Information Officer in conjunction with DEM/R-DEM prepares the following:

Submit messaging to Alberta Emergency Alert

**Alberta.emergency.Alert@gov.ab.ca mark.pickford@gov.ab.ca
john.swist@gov.ab.ca**

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Submit messaging thru Allnet
Submit messaging thru Facebook
Submit messaging thru Website
DEM-R-DEM communicates to Command Staff and Mutual Aid Partners to be on standby

Dennis Evans 780 446 1426 Roger Montpellier 780 490 9341 Roger Montpellier 780 490 9341

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EVACUATION ORDER:

DEM/R-DEM contacts Mayor (or 2 council members in their absence) to Declare a State of Local Emergency

Information Officer works with DEM to complete SOLE/have appropriately signed/submit to AEMA **mark.pickford@gov.ab.ca john.swist@gov.ab.ca**

Information Officer in conjunction with DEM-R-DEM prepares the following: Submit messaging to Alberta Emergency Alert and field officers

Submit messaging thru Allnet Submit messaging thru Facebook Submit messaging thru Website

**Alberta.emergency.Alert@gov.ab.ca mark.pickford@gov.ab.ca
john.swist@gov.ab.ca**

Dennis Evans 780 446 1426 Roger Montpellier 780 490 9341 Roger Montpellier 780 490 9341

NOTE: IF MEDIA CONTACTS THE SUMMER VILLAGE ALL COMMUNICATIONS ARE GIVEN BY THE MAYOR (IN CONSULTATION WITH THE INFORMATION OFFICER)

DEM/R-DEM activates public works/volunteers to report to stations DEM/R-DEM activates applicable Command Staff

DEM/R-DEM activates Operations Chief to contact Emergency Social Services and Reception Centre Staff to inform public works/volunteers to report to designated stations DEM/R-DEM contacts Mutual Aid Partners to update, and discuss potential of standby support for mutual aid

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MUSTER POINTS:

Assembly points are short-term locations where people can assemble for registration, family reunifications and/or transportation to another location. This can also be a point to ensure that people do not return to the evacuated area.

Pandemic precautions (if applicable) must be maintained whenever possible. Alberta Health Service and Alberta Government mandates and protocols must be followed (Mask, Sanitizer, Family Bubbles, Physical Distancing, Vaccinated vs unvaccinated)

LOCATIONS:

Cantin Park 63 Street - 50 Ave (Ste Anne Trail)

ON-SITE COORDINATOR:

Volunteers who will stay at the designated Muster Point to offer assistance, keep people calm and informed and manage transportation. If possible start the registration process for evacuees and pets to speed up the process at the Reception Centre.

_____ NAME

_____ NAME

RECEPTION CENTRES:

LOCAL SITE:

Alberta Beach Seniors Centre

5012 49 Av, Alberta Beach, AB T0E 0A0

Email: onerown1@xplornet.ca

Onoway Heritage Centre

_____ EMERGENCY PHONE NUMBER

_____ EMERGENCY PHONE NUMBER

Bob Clarke

Hazel Bourke

780-967-3640 780-924-3636

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780-967-1015

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4708 Lac St Anne Trail Onoway AB

Sunset Point Christian Camp Nicole Fortin 780-231-5716 Sunset Drive Sunset Point AB

NOTE: See the Emergency Social Service Plan for details/requirements once evacuees reach the Reception Centre.

EVACUATION ROUTES:

The majority of evacuee movements will take place on roadways and highways, in both personal vehicles and transit vehicles; however consideration should also be given to alternative methods (boat/snowmobile), especially in locations with a single or limited exit route.

Lac Ste Anne Trail - Eastbound and Westbound 60 Street - Southbound

Range Road - Mission **(TBC) ROUTE CLEARING:**

It is imperative to keep designated routes free and clear for both Emergency vehicles and evacuee evacuation.

CONSTRUCTION ASSISTANCE (road clearing/chainsaws/roadblock supplies/etc)

Tim Hay Trucking

COMPANY

Alan Krause Contracting

COMPANY

Kevin Taylor Coyote Backfill & Skidsteer

COMPANY

COMPANY

Tim

CONTACT

20

AI

CONTACT CONTACT

(780) 967-5849

PHONE NBR

(780) 924-3066

PHONE NBR

780 720 9072

PHONE NBR

PHONE NBR

CONTACT

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DOOR TO DOOR CAMPAIGN/SECURITY:
COORDINATOR: _____ **PH:**

When a Mandatory Evacuation Order is issued, the impacted residents should leave the area immediately. For most emergency events the first responders (Fire/RCMP/local police) will be involved with managing the incident, therefore will **NOT** be available to assist in a door to door campaign to ensure that those at risk are aware of the need to evacuate and assist as required and to ensure that residents are evacuating their premises.

Pandemic precautions (when applicable) must be maintained whenever possible. Alberta Health Service and Alberta Government mandates and protocols must be followed (Mask, Sanitizer, Family Bubbles, Physical Distancing, Vaccinated vs unvaccinated)

Green painters tape should be placed across the door of each residence that has been confirmed as being evacuated to prevent duplication of services.

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Yellow painters tape will be put on each door with instructions to contact the Coordinator at the phone number above for assistance when the residence has been inspected during the sweep and **NO ONE was found at home at the time.**

HINT: when recruiting volunteers to assist in this process, keep in mind service groups such as Cadets, Church Groups, Lions Club, etc.

_____ NAME

_____ NAME

_____ NAME

_____ NAME

_____ NAME

_____ NAME

_____ PHONE NUMBER

_____ PHONE NUMBER

_____ PHONE NUMBER

_____ PHONE NUMBER

_____ PHONE NUMBER

_____ PHONE NUMBER

_____ GROUP

_____ GROUP

_____ GROUP

_____ GROUP

_____ GROUP

_____ GROUP

TRANSPORTATION:

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Transportation considerations may be required to transport residents from Muster Points to Reception Centres. There may also be a requirement for transportation from the Reception Centre to Hotel accommodations in the event of a longer evacuation period. Once the Evacuation Order has been rescinded, residents will need to be returned to their homes.

Pandemic precautions (if applicable) must be maintained whenever possible. Alberta Health Service and Alberta Government mandates and protocols must be followed (Mask, Sanitizer, Family Bubbles, Physical Distancing, Vaccinated vs unvaccinated)

Transportation Services

East End Bus Lorna Porter School Buses
Snowmobile Club Alan Christiansen

Muster Point Traffic Management:

_____ NAME

_____ NAME

Volunteers (cars/boats/etc)

_____ NAME

_____ NAME

780-905-3934

780-714-9473

_____ PHONE NUMBER

_____ PHONE NUMBER

_____ PHONE NUMBER

_____ PHONE NUMBER

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_____ NAME

EMERGENCY CONTACT INFORMATION

_____ PHONE NUMBER

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SERVICE

DEM
Deputy DEM R-DEM
R-Deputy DEM AEMA Field Officer AEMA Field Officer Mayor
Deputy Mayor Councillor
CAO

Utilities:

Alberta Energy Regulator Alberta First
Electric
Energy & Environmental Gas

Internet
National Energy Board Porta Potties
Propane
Public Works
Sewer
Solid Waste Removal Sour Gas
Waste Water
Well Services

PROVIDER

SV-REMP SV-REMP AEMA AEMA

CONTACT NAME

JANICE CHRISTENSEN MARLENE WALSH MARK PICKFORD JOHN SWIST

PHONE NUMBER

780-924-3195 780-668-3182 780-999-3812 780-289-3874

780-642-9310 1-800-242-3447

1-800-222-6514 1-800-899-1265

780-778-2088 780-924-2442

Underground Utilities

HSE Integrated Service
Blakeman Well Services Joe Blakeman

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EMERGENCY EVACUATION PAYMENT GUIDELINES: (Effective the beginning of the 2021 Disaster Season)

1. Payments will be issued only when a mandatory evacuation is issued and the emergency is uninsurable:
 1. Payment amount would be \$625/adult
 2. Dependents under the age of 18 would be eligible for \$300.00
 3. Alberta has no conditions on how the money is spent or require receipts
2. Mandatory Evacuation exceeds seven (7) days
3. Event is uninsurable, such as overland flooding
Insurable events include sewer backup, fire, wind, earthquakes, snow/hail/ice storms
4. Notwithstanding criteria above, consideration on a case-by-case basis when:
 1. Environmental circumstances create a greater urgency and public safety risks
 2. Affected community is unable to provide necessities of life for evacuees

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Bylaw No. 258-17

A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FOLLOWING: A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY TO PROVIDE FOR EMERGENCY MANAGEMENT FOR THE SILVER SANDS SUMMER VILLAGE AND SUMMER VILLAGES THAT ARE PARTNER OF THIS BYLAW.

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

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

AND WHEREAS the Ste. Anne Summer Villages Councils wish to enter into a regional emergency management partnership with each other for the purpose of integrated emergency management planning and operations;

NOW THEREFORE, the Councils of the Ste. Anne Summer Villages, in the province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the Ste. Anne Summer Villages Regional Emergency Management Bylaw.
2. In this Bylaw:
 1. "Act" means the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*.
 2. "Councils" means the Council of all participating Ste. Anne Summer Villages.
 3. "Municipality" means Val Quentin as referenced in this Bylaw.
 - d. "Municipalities" means Summer Villages as referenced in this Bylaw.
 - e. "Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property **as outlined in DRP Guidelines.**

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f. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.

g. "Director of Emergency Management" means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality.

h. **"Deputy Director of Emergency Management" means an individual appointed by resolution of Council responsible for assisting with the preparation and coordination of emergency plans and programs for the Municipality. The DDEM provides support to and in the absence of the Director of Emergency Management.**

i. "Ste. Anne Summer Villages" refers to the following municipalities:

- i. Summer Village of Birch Cove
- ii. Summer Village of Nakamun
- iii. Summer Village of Ross Haven
- iv. Summer Village of Sandy Beach
- v. Summer Village of Silver Sands
- vi. Summer Village of Southview
- vii. Summer Village of Sunrise Beach
- viii. Summer Village of Sunset Point
- ix. Summer Village of Val Quentin
- x. Summer Village of West Cove
- xi. Summer Village of Yellowstone

j. "Ste. Anne Summer Villages Regional Emergency Advisory Committee" means the committee established under this Bylaw and comprised of a member of Council, **or designate**, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.

k. "Ste. Anne Summer Villages Regional Emergency Management Agency" means the agency established under this Bylaw and comprised of the Directors/**Deputy Directors** of Emergency Management, **or designate**, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.

l. "Ste. Anne Summer Villages Regional Emergency Management Partnership" means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs in compliance with **(LAEMR) Local Authority Emergency Management Regulation.**

m. "Ste. Anne Summer Villages Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Ste. Anne Summer Villages Regional Emergency Management **Partnership** to coordinate response to an emergency or disaster within the combined geographic boundaries of the Summer Villages that are partners of this Bylaw.

n. "Minister" means the Minister responsible for the Emergency Management Act.

3. There is hereby established a Ste. Anne Summer Village Regional Emergency Advisory Committee to advise the Council of the Summer Village of Val Quentin on the development of emergency plans and programs.

4. There is hereby established a Ste. Anne Summer Village Regional Emergency Management Agency to act as the agent of the Council of the Summer Village of Val Quentin to carry out its statutory powers and obligations under the Act.

5. The Council of the Summer Village of Val Quentin shall:

a. by resolution, appoint one (1) of its **Council** members to serve on the Ste. Anne Summer Village Regional Emergency Advisory Committee;

b. provide for the payment of expenses of the Summer Village of Val Quentin **partner** in the Ste. Anne Summer Village Regional Emergency Advisory Committee;

c. by resolution, on the recommendation of the Ste. Anne Summer Village Regional Emergency Advisory Committee, appoint a Director of Emergency Management and a **Deputy Director of Emergency Management** for the Summer Village of Val Quentin; (CAO?)

d. ensure that emergency plans and programs are prepared to address potential emergencies or disasters within the geographical regions of the partners of this Bylaw;

e. endorse Ste. Anne Summer Village's emergency plans and programs that are approved by the Ste. Anne Summer Village Regional Emergency Advisory Committee; and



f. review the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs **by the end of October annually (in preparation for January Audit).**

6. Each partner Summer Village Council may:

a. by Bylaw borrow, levy, expropriate and expend, without the consent of the electors, all sums required for the operation of the Ste. Anne Summer Village Regional Emergency Management Agency; and

b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

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

adopt policies as required for the effective and efficient operation of the Regional Emergency Management Agency

b. at the first meeting of the year, elect from the **partnership** a chairperson, vice-chairperson and treasurer.

c. establish a quorum of a minimum of 9 voting **partnership** members and a majority vote for all decisions

d. schedule a minimum of one meeting per year or more frequently at the call of the chairperson or a majority of the committee members.

e. review the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of **October annually in preparation for the January audit.**

f. advise each partner Summer Village Council on the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs **by the end of October annually. Plan will be reviewed and adopted and returned to the SVREMP team.**

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- g. review and approve the workplan and budget submitted by the Regional Emergency Management agency; the workplan and budget shall then be forwarded to each municipality for approval. **DISCUSSION: SPENDING LIMITS**
- h. **maintain reserve funds at 10% per year up to a maximum of \$10,000**
- i. **participate in Risk Assessments for Hazard Identification**

8. The Ste. Anne Summer Villages Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:

- a. a Director of Emergency Management from each partner Summer Village; **and/or**
- b. a Deputy Director of Emergency Management; **and/or**
- c. a Chief Administration Officer

9. In addition, the following public and private organizations may be invited to provide representative(s) to the Ste. Anne Summer Villages Regional Emergency Management Agency:

- . the Fire Chief, or designate;
- a. the Summer Village's Communications Officer (Information Officer), or designate; **(confirm which summer villages have CO or IO)**
- b. the Summer Village's Operations Department Manager, or designate;
- c. the Summer Village's Planning and Development Manager, or designate; **(for c and d is this the Public Works person)**
- e. representative(s) from law enforcement;
- f. the School Division Superintendent, or designate;
- g. representative(s) from Alberta Health Services;

h. representative(s) from adjacent municipalities which have entered into mutual aid agreements with the Municipality;

i. representative(s) from local industry or industrial associations;

j. representative(s) from Alberta Municipal Affairs, Alberta Emergency Management Agency; and

k. any other **non governmental organization (NGO)**, agency or organization that, in the opinion of the Ste. Anne Regional Emergency Management Agency, may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan.

10. **In collaboration with the RDEM/RDDEM** the Ste. Anne Regional Emergency Management Agency shall:

- a. establish a quorum of a minimum of 9 voting members and a majority vote for all discussions
- i. each Summer Village partner holds the power of 1 vote
- ii. in the event that 1 member represents more than one partner, they will have one vote per municipality

- b. act on behalf of the partnership to carry out the statutory powers and obligations under Section 11.2 (2) and Section 24 (1) of the Emergency Management Act and the Local Authority Emergency Management Regulation; this does not include the authority to declare, renew or terminate the SOLE.

- c. assist in the preparation and coordination of the Ste. Anne Summer Villages Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Partnership;

- d. report on the **Agency** workplan activity status to the Regional Advisory Committee at a minimum of once per year, including an update on the review of the Regional Emergency Management plan

- e. ensure that a Regional Director of Emergency Management and a Deputy Director of Emergency Management is designated **by Councils** under the Ste. Anne Summer Villages Regional Emergency Management Plan to act, on behalf of the Ste. Anne Summer Villages Regional Emergency Management Agency;

- f. implement the concept and principles of the Incident Command System
- g. coordinate all emergency services and other resources used in an emergency; and/or
- h. the **CAO** is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c) in the absence of a **DEM/DDEM**

11. The Summer Village of Val Quentin's power to declare, terminate or renew a **SOLE (SOLE) at the local level**, under the Act, the powers specified in Section 13 of this Bylaw, and the requirements specified in Section 16 of this Bylaw, are hereby delegated to the Ste. Anne Summer Village Regional Emergency Advisory Committee. **In collaboration with the local level DEM/DDEM**, the Ste. Anne Summer Village Regional Emergency Advisory Committee (minimum two representatives) may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a SOLE within the geographic boundaries of the partners in this Bylaw.

12. When a SOLE is declared, the person or persons making the declaration shall: **(CONFIRM WHO - DEM/INFORMATION OFFICER)?**

a. ensure that the declaration identifies the nature of the emergency and the area of the Ste. Anne Summer Villages in which it exists;

b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and

c. **forward a copy of the declaration to the AEMA Field Officers. The Mayor and/or Advisory Committee Chairperson forwards a copy to the Minister forthwith.**

13. Subject to Section 14, when a **SOLE** is declared, the person or persons making the declaration may:

. **cause the Ste. Anne Summer Villages Regional Emergency Management Plan or any related plans or programs to be put into operation; Discussion**

a. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

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

d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or

e. the Minister cancels the SOLE.

15. When a declaration of a SOLE has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

16. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a SOLE.

17. This amended Bylaw shall take effect on the day of final passing thereof.

Introduced and given first reading on this day of

Given second reading on this day of

Given third and final reading on this day of

Municipal Borrowing Bylaw

**BEING A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE
PROVINCE OF ALBERTA, FOR THE PURPOSE SPECIFIED IN SECTION 256 OF
THE MUNICIPAL GOVERNMENT ACT
BYLAW NO. 322-2021**

WHEREAS the Council of the Summer Village of Silver Sands (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of an operating Line of Credit for interim financing in the event of a local emergency or to cover unforeseen urgent operating expenditures not included in the operating budget over the period from the date of this Bylaw through to December 31, 2022.

NOW THEREFORE pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB") up to the principal sum of \$150,000.00 repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The borrowing is a line of credit repayable on demand and the Corporation is required to pay accrued interest monthly.
3. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - (a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - (b) as security for any money borrowed from ATB
 - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.

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4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are: Taxes, Reserves, Grants
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw comes into force on the final passing thereof.

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the __26th__ day of __November__ 2021 at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

THIS Municipal Borrowing Bylaw, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally-equivalent means.

READ a first time this __26th__ day of __November__, 2021.

READ a second time this __26th__ day of __November__, 2021.

UNANIMOUS CONSENT to proceed to third reading this __26th__ day of __November__, 2021.

READ a third and final time this __26th__ day of __November__, 2021.

SIGNED this __26th__ day of __November__, 2021.

WITNESS our hands and the seal of the Corporation this __26th__ day of __November__, 2021.

BYLAW NO. 322-2021

Municipal Government Act RSA 2000 Chapter M-26
Section 256 Borrowing Bylaw

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

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Summer Village of Silver Sands

Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Reimbursement			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	124-20	Resolution No:	101-19
	Date:	August 27-20	Date:	June 28-19

Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on Summer Village business.

Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on Summer Village Council.

Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of Silver Sands.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by Council on an annual basis and may or may not be applied to Council base pay and/or meeting rates at the discretion of Council.
5. Remuneration, travel and meals shall be paid in accordance with the amounts and rates approved at the annual organizational meeting or as amended by Council motion from time to time and as shown in Schedule "A".
6. Other Items – actual receipted cost. May include incidentals such as parking, use of public transportation, etc.
7. Monthly Incurred Expense Reimbursements – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
8. Reimbursement amounts shall be reviewed annually.



Summer Village of Silver Sands Council Policy

Schedule "A"

Honorariums

- | | |
|--|-----------|
| 1. Council Meetings | \$ 75.00 |
| 2. Committee Meetings as appointed | \$ 75.00 |
| 3. Full Day Meetings/Conferences/Seminars (4 hours minimum) | \$ 125.00 |
| 4. Monthly Stipend for time spent dealing with residents on municipal business | \$ 75.00 |
| 5. Conference Call Meeting | \$ 75.00 |

Meal Expenses

When travelling on Summer Village business a claim can be made for meal allowances as per receipts provided to a maximum of:

\$ 15.00 for breakfast

\$ 20.00 for lunch

\$ 30.00 for dinner

Mileage Expenses

When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be:

(to align with CRA Mileage Rates)

Accommodation Expense

When travelling on Summer Village business the actual cost of the accommodation may be claimed upon receipts being provided.

Incidental Expenses

Other incidentals such as telephone calls and parking will be paid upon receipts being provided.

June 2021

Municipality	Population	Honorarium Councillor	Honorarium Deputy Mayor	Honorarium Mayor	Council Meetings	Committee Meetings	Full Day Meetings	Conference Call Meetings	Webinars/Virtual Meetings	Monthly Expense Reimbursement	Mileage Rate	Meal Allowance
S.V. Silver Sands	160	n/a	n/a	n/a	\$ 75.00	\$ 75.00	\$ 125.00	\$ 75.00	Not specified	\$ 75.00	\$ 0.59	B/L/D \$15/\$20/\$30
S.V. South View	67	n/a	n/a	n/a	\$ 75.00	\$ 75.00	\$ 150.00	\$25/hour up to \$75.00	Not specified	\$ 140.00	\$ 0.60	B/L/D \$15/\$20/\$25
S.V. Yellowstone	137	\$2,400 Annual	\$2,400 Annual	\$2,600 Annual	\$ -	\$ 75.00	\$ 125.00	Not specified	Not specified	\$ 200.00	\$ 0.50	Full reimbursements with receipts
S.V. Nakamun Park	96	n/a	n/a	n/a	\$ 100.00	\$ 100.00	\$ 150.00	\$ 100.00	Not specified	\$ 50.00	\$ 0.58	B/L/D \$15/\$20/\$30
S.V. Sunrise Beach	135	n/a	n/a	n/a	\$ 150.00	\$ 150.00	\$ 200.00	Not specified	Not specified	\$ -	\$ 0.55	B/L/D \$15/\$20/\$30
S.V. Ross Haven	160	n/a	n/a	n/a	\$ 100.00	\$ 100.00	\$ 200.00	\$ 100.00	Not specified	\$ -	\$ 0.59	Full reimbursements with receipts
S.V. West Cove	149	n/a	n/a	n/a	\$ 150.00	\$ 150.00	\$ 150.00	\$ 25.00	\$50/hour to a max of \$150	\$ -	\$ 0.60	Full reimbursements with receipts
S.V. Island Lake	228	n/a	n/a	n/a	\$ 150.00	\$100 annually	\$ 100.00	\$50 half day/\$100 full day	\$50 half day/\$100 full day	\$ 50.00	\$ 0.53	Full reimbursements with receipts
Alberta Beach (Village)	1018	\$725 Monthly	\$750 Monthly	\$825 Monthly	\$75 half day/\$125 full day	\$25 Committee Chairpeson Fee	\$ 125.00	Not specified	Not specified	\$ 100.00	\$ 0.58	Not specified
Town of Onoway	1029	n/a	n/a	n/a	\$ 175.00	\$25/hr to a max \$175/day	\$ 175.00	\$25/hr to a max \$175/day	\$25/hr to a max \$175/day	\$400 Mayor / \$250 Councillors / \$20 for Ipad data	CRA Rates	CRA Rates

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

Subject: CRASC ARB AGREEMENT 2022-2024 - MEMBER

From: Richard Barham <richard.barham@crasc.ca>

Date: Wed, November 10, 2021 3:05 pm

To: undisclosed-recipients: ;

Dear CRASC ARB MEMBER:

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to continue to provide Assessment Review Board Services to your municipality(ies) for the years 2022-2024, along with an important explanatory letter.

Please open and follow the instructions in the letter.

The more significant changes in the new agreement are shown below:

Para 4d Responsibility for providing hearing facilities

Para 5 Changes in fees

Schedule "A", Para 2 Changes in fees

Thank you for your attention to this matter and we look forward to serving your ARB needs for a further 3 year term.

Regards,

Richard Barham

--

Richard Barham

Finance Officer

Capital Region Assessment Services Commission (CRASC)

11810 Kingsway Avenue

Edmonton, AB T5G 0X5

Tel: 780 482 1451

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Capital Region Assessment Services Commission



**MEMBER
MEMORANDUM OF AGREEMENT
2022 - 2024**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

1 January 2022

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MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the "Commission")

and

(the "Member")

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Member;

AND WHEREAS the Commission and the Member have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Member;

NOW THEREFORE the Commission and the Member agree as follows:

1. DEFINITIONS

- a. "Board" means the Board of Directors of the Capital Region Assessment Services Commission.
- b. "Commission" means the Capital Region Assessment Services Commission.
- c. "Fiscal Year" means 1st of January to 31st of December.
- d. "Member" and "Municipality" mean a municipal authority listed in the Appendix to Alberta Regulation 77/96, as amended from time to time.
- e. "Panellist" means an individual who is accredited by the Alberta Land & Property Rights Tribunal ("LPRT") to hear Assessment Complaints.

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- f. **“Assessment Review Board”** and **“ARB”** mean either the Local Assessment Review Board (**“LARB”**) or the Composite Assessment Review Board (**“CARB”**).
- g. **“Assessment Clerk”** means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.
- h. **“Term”** means the term of this agreement as set forth in Section 2.

2. **TERM**

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Member to the Commission.

3. **OBLIGATIONS of the COMMISSION**

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a. receiving Complaint forms from the Member, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panellist pool sufficient to respond to the Member’s requirements for Assessment Review Board hearings.
- c. annually providing the Member with:
 - i. a list of Commission approved Panellists from which the Commission can draw to fill its hearing needs;
 - ii. the name of the chair of the LARB and CARB;
 - iii. the name of the Assessment Clerk of the LARB and CARB.
- d. apprising the Member of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.

- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Member informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Member appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensuring that the Panellists are current with respect to Assessment Review Board hearing information.

Panellist Nominations:

From time to time the Commission will contact Members seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Member's nominee, the Commission will contact the Member's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

4. OBLIGATIONS of the MEMBER

The Member will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. annually appointing to the LARB and CARB the list of Commission Panellists, the name of the chair and the name of the Assessment Clerk, provided to the Member by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*

- b. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Member.
- c. for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Member and that the complaint was received within the deadline for submission of complaints.
- d. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Member will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Member for the applicable fees and expenses listed in Schedule "A" and the Member will pay those invoices in a timely manner.

Should the Board change the fees in Schedule "A", the Member has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Member being informed of the change(s).

6. MEMBER INFORMATION

All Member information relating to the Assessment Review Board complaints is deemed the property of the Member.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Member information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Member in writing, to disclose or make known the knowledge.

Where Member information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Member information.

7. TERMINATION

A Member shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Member.

8. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

9. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

10. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

11. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

12. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION: CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____, 202
Authorized Signature Name Date

THE MEMBER: _____
Name of Member

Per: _____, 202
Authorized Signature Name Date

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SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2022 to 31 December 2024.

FEES and EXPENSES

The compensation payable by the Member to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Member - Per Fiscal Year

- a. Core fee of \$400, plus;
- b. Per parcel fee of \$0.15, based on the number of Member's parcels on file with the Commission as at 1 January of each year of the agreement.

2. Hearing Fees - Per Hearing Day or Part Day

Assessment Review Board Hearing Fees are chargeable to the Member for each hearing day or part day and depend on the services provided to the Member for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:**
 - \$800 for each LARB hearing day or part day.
 - \$800 for each CARB hearing day or part day.
- b. **Panellist:**
 - \$175 per Panellist for each hearing day or part day and associated travel time that do not exceed four (4) hours.
 - \$300 per Panellist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.
 - \$450 per Panellist for each hearing day or part day and associated travel time that exceed eight (8) hours.

- c. **Presiding Officer:** \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours.

\$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.

- d. **Assessment Clerk:** \$800 for each hearing day or part day where the Commission provides an Assessment Clerk.

3. **Hearing Expenses**

Travel and subsistence expenses are chargeable to the Member for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

MEMBER'S SERVICE ADDRESS

The Member's address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City _____

Postal Code _____

Telephone: _____

Email: _____

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DARWELL LAGOON COMMISSION

Box 219

Sangudo, Alberta T0E 2A0

Phone: (780) 785-3411 or 1-866-880-5722

Mr. Poulin
Mayor
Summer Village of Silver Sands
Box 8
Alberta Beach, AB
T0E 1V0

e-mail: berniepoulin@icloud.com

Dear Mr. Poulin:

Re: Darwell Transmission Line Phase C – Lake Isle

The Darwell Lagoon Commission has been reviewing and evaluating the potential of a wastewater collection and transmission system that may serve the Summer Villages and various subdivisions within Lac Ste. Anne County around Lake Isle. The Commission invites you and your Council to an information meeting to review the concepts developed to date, potential costs of the systems, potential grants for the system, potential costs to the end user (your residents), and a potential "path forward" for any project.

The information meeting will be held Thursday, December 9, 2021, at 9:30 am in the Lac Ste. Anne County Council Chambers in Sangudo. This will be a lengthy discussion meeting and lunch will be bought in for the participants. Please confirm your list of attendees with Trinity Hides via email thides@lsac.ca or telephone (780)785-3411.

Respectfully,



Joe Blakeman
Chair
Darwell Lagoon Commission

Cc: Darwell Lagoon Commission
JD/th





ALBERTA
JUSTICE AND SOLICITOR GENERAL

Office of the Minister
M.A. Edmonton - South West

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.

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In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing jsg.appstransitionstudy@gov.ab.ca.

Yours very truly,



Kaycee Madt, QC
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs

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Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study Secretariat

Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC's Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Engagement Registration

Dates (2022)	Time	Location ¹	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297

¹ Addresses will be provided when available.



January 10	2:00pm to 4:30pm	Fort Saskatchewan	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077
January 11	8:30am to 11:00am	St. Albert	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797
January 11	2:00pm to 4:30pm	Stony Plain	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767
January 12	9:00am to 11:30am	Westlock	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257
January 12	2:00pm to 4:30pm	Athabasca	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407
January 13	8:30am to 11:00am	Ft. McMurray	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107
January 24	8:30am to 11:00am	Okotoks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847
January 25	8:30am to 11:00am	Claresholm	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757
January 25	2:00pm to 4:30pm	Pincher Creek	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747
January 26	2:00pm to 4:30pm	Lethbridge	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827
January 27	8:30am to 11:00am	Medicine Hat	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807
January 27	2:00pm to 4:30pm	Brooks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797
January 28	8:30am to 11:00am	Strathmore	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467
February 7	8:30am to 11:00am	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987
February 7	2:00pm to 4:30pm	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617

Last Updated: November 5, 2021

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February 8	8:30am to 11:00am	Rocky Mountain House	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877
February 9	8:30am to 11:00am	Stettler	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497
February 9	2:00pm to 4:30pm	Hanna	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947
February 10	8:30am to 11:00am	Airdrie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347
February 10	2:00pm to 4:30pm	Olds	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257
February 28	8:30am to 11:00am	Leduc	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157
February 28	2:00pm to 4:30pm	Ponoka	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557
March 1	8:30am to 11:00am	Camrose	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877
March 1	2:00pm to 4:30pm	Wainwright	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567
March 2	8:30am to 11:00am	Vermillion	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737
March 3	8:30am to 11:00am	Bonnyville	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957
March 4	2:00pm to 4:30pm	Smoky Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347
March 7	8:30am to 11:00am	Slave Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357
March 8	2:00pm to 4:30pm	Peace River	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837
March 9	2:00pm to 4:30pm	High Level	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707

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Last Updated: November 5, 2021

March 14	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127
March 15	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347
March 16	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227
March 17	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097
March 18	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007
March 28	8:30am to 11:00am	Whitecourt	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677
March 28	2:00pm to 4:30pm	Valleyview	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057
March 29	2:00pm to 4:30pm	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767
March 30	8:30am to 11:00am	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497
March 31	8:30am to 11:00am	Edson	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777
March 31	2:00pm to 4:30pm	Drayton Valley	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487
April 1	2:00pm to 4:30pm	Edmonton	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317

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Last Updated: November 5, 2021

cao@onoway.ca

From: administration@wildwillowenterprises.com
Sent: November 16, 2021 11:41 AM
To: Liz Turnbull; Joseph Poulin; Graeme & Sherry Horne; Graeme Horne
Subject: FWD: Engagement Invitation for APPS Transition Study
Attachments: 4835 MA.pdf; Instructions - MA.pdf

Council please see attached letter regarding the Alberta Provincial Police Service Transition Study.

Thank you,

Heather Luhtala,
Asst. CAO
S.V. of South View ([Sign Up for South View Connect Today!](#))
S.V. of Silver Sands ([Sign Up for Silver Sands Connect Today!](#))
S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))
Phone: 587-873-5765
Fax: 780-967-0431
Website: www.wildwillowenterprises.com
Email: administration@wildwillowenterprises.com

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

Subject: Engagement Invitation for APPS Transition Study
From: "Ministry of Justice" <ministryofjustice@gov.ab.ca>
Date: 11/16/21 10:43 am
To: "Ministry of Justice" <ministryofjustice@gov.ab.ca>
Cc: "MA Minister" <Minister.MunicipalAffairs@gov.ab.ca>, "Douglas Morgan" <Douglas.Morgan@gov.ab.ca>, "Dennis Cooley" <Dennis.Cooley@gov.ab.ca>

Dear Mayor/ Reeve and Council:

Please find the attached letter from Honourable Kaycee Madu QC, Minister of Justice and Solicitor General.

Regards,

Office of the Minister of
Justice and Solicitor General

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cao@onoway.ca

From: administration@wildwillowenterprises.com
Sent: November 22, 2021 9:01 AM
To: Wendy Wildman
Subject: SILVER SANDS AGENDA ITEM FWD: Cell Service

Wendy, see email from Silver Sands Resident, Stu Condi, for November meeting agenda.

Thank you,

Heather Luhtala,
Asst. CAO
S.V. of South View ([Sign Up for South View Connect Today!](#))
S.V. of Silver Sands ([Sign Up for Silver Sands Connect Today!](#))
S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))
Phone: 587-873-5765
Fax: 780-967-0431
Website: www.wildwillowenterprises.com
Email: administration@wildwillowenterprises.com

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

Subject: Cell Service
From: "Stu Condie" <>
Date: 11/22/21 6:10 am
To: "administration@wildwillowenterprises.com" <administration@wildwillowenterprises.com>

Good day,

I'm writing this in regards to the cell coverage (or lack there of) in the West Side of the Summer Village.

When we purchased our lot last year to build on, we were excited to find out a Telus Tower would be built in the village also. Although our service was virtually non-existent (still is), we were expecting the service to improve after the tower went up.

I enquired earlier about when I could expect it to be activated, and was informed it already was!? In Poppy Place and everything west, we have ZERO signal. I have to go out on the lake or walk up the road to get service. With the tower being less than 2km from my home, I don't understand how that is possible/acceptable. Telus' response was apparently we live too far away? Is the expectation to need a tower every 2 blocks? Even at the turn to go to the East Village/Golf Course, only 2 bars. I'm lucky to get 1 on a good day on my street.

Is it a tower height issue? Why would it be built so low in a heavily treed area? What is the plan to get service to the rest of the Village? East side full service, West side gets nothing.... Seems like a giant waste of money and an eyesore only to get service for 50% of the Summer Village. Was this planned or thought out at all by Telus? Am I expected to buy a cell booster and antenna at my own expense? This situation is extremely frustrating and I truly feel Telus/Silver Sands dropped the ball when planning this tower.

Please bring this up at the next town council meeting, I would like to know if there's a plan to improve the situation or are we just going to be told we're out of luck?

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From: Allison Rosland <a.rosland@munplan.ab.ca>
Sent: November 22, 2021 3:28 PM
To: Heather Luhtala - Summer Village Office
Cc: Jane Dauphinee; Brad Macdonald; cao@onoway.ca
Subject: Silver Sands - Newsletter and Survey
Attachments: Silver Sands LUB Newsletter 1 - Draft - 19 Nov 2021.pdf; Silver Sands LUB - Survey 1 Draft - 19 Nov 2021.pdf

Hi Heather,

Please find attached the draft resident newsletter and survey for the upcoming land use bylaw project. The purpose of the newsletter is to provide residents with information about the project, explain what the LUB is, and provide links to the online survey and the project website. The online survey is designed to provide us with background information about the Summer Village and residents. I have exported the survey questions from Survey Monkey so it is easier for Council to review as part of their agenda package.

Please include the documents for Council for information and as a project update at the Council meeting and please let us know if there is any feedback that Council has. Regarding the project website, Brad is creating a dedicated website for the LUB project and he will follow up with you early this week to provide the password so that Council can view the website before we launch it.

Thereafter, I will prepare the final version of the newsletter and coordinate with you to have the newsletter mailed out to residents.

Please let me know if you have any questions. Thank you!

ALLISON ROSLAND BScChE MPLAN
Planner



p: 780.486.1991
e: a.rosland@munplan.ab.ca
a: #206, 17511 - 107 Ave NW
Edmonton, AB T5S 1E5
www.munplan.ab.ca

COVID-19:

To proactively protect our staff, families, and clients from the spread of COVID-19 we are limiting visitors to our office. Please note that during this time, members of our staff will be working from our office and remotely as the need arises. Although we may not be in the office at the moment, our email and voice messages will be checked regularly. Thank you. We appreciate your understanding as we all work together to protect the health of our communities.

Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is unauthorized. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments. Thank you.

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Summer Village of SILVER SANDS



Land Use Bylaw Newsletter #1 | December 2021

HELLO!

In Summer 2021, the Summer Village of Silver Sands Council engaged Municipal Planning Services (MPS) to assist with the preparation of a new Land Use Bylaw (LUB).

The purpose of **Newsletter #1** is to provide residents with background information about the project and outline the opportunities for community members to get involved.

WHAT IS A LUB?

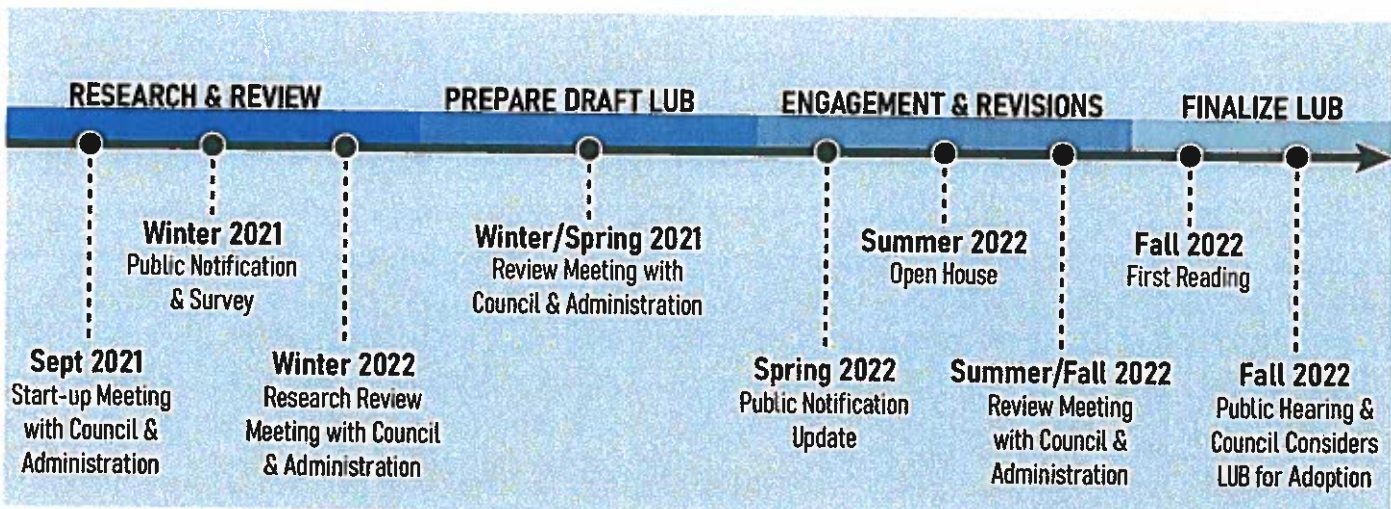
A **Land Use Bylaw** is one document among a number of different planning “tools” available to municipalities in Alberta. The *Municipal Government Act* (MGA) gives municipalities the authority to adopt plans and bylaws to guide current and future land use and development. Every municipality in Alberta is required to have a **Land Use Bylaw**.

A **Land Use Bylaw** establishes regulations to control the way land is used and developed. It divides a municipality into different ‘districts’ (or ‘zones’) and identifies what uses are either permitted or discretionary for each district.

A **Land Use Bylaw** also includes procedures for submitting, processing, and deciding upon subdivision and development applications. For some specific land use activities, land use regulations are included to provide further clarity on how these activities may be developed in the municipality.

The broad purpose of a **Land Use Bylaw** is to separate uses that might conflict with each other and to protect property owners and residents from uses that may negatively impact the use and enjoyment of their property.

PROJECT TIMELINE



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HOW CAN YOU GET INVOLVED?

You will have multiple opportunities to contribute your feedback during the project. Once the draft LUB is prepared, it will be available on the Summer Village website for community members to review and provide feedback.

Online Survey

Please help us better understand your community and what you envision for the future by completing the **Online Survey by December 20th, 2021** using the link below. This will also be on the LUB Project Website (see below).

www.surveymonkey.com/r/SilverSandsLUB

LUB Project Website

There is a dedicated **Project Website** to provide information and updates for the project. The website will host all newsletters, surveys, draft versions of the new LUB, and updates about the project progress. If you would like to be notified when there is an update posted, please visit the website to sign up for the project newsletter or send MPS an email and we will add your email to the distribution list.

www.silversandslub.ca



Open House

An **Open House** will be held in the summer of 2022 to provide community members the opportunity to learn about the draft LUB and provide feedback to the project team. Details regarding the format and scheduling of the **Open House** will follow next year.

What We Heard Report

After the **Open House**, MPS will compile and summarize all the information and responses received in-person and on-line from community members into a **What We Heard Report**. The report will be posted on the LUB project website for community members to review and shared with the Summer Village Council.

CONTACT THE PROJECT TEAM

If you have any questions or comments please do not hesitate to contact MPS.

Allison Rosland, Planner

✉ a.rosland@munplan.ab.ca

☎ 780.486.1991

📍 #206, 17511 107 Ave NW | Edmonton, AB | T5E 1S5



MUNICIPAL PLANNING SERVICES

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Summer Village of Silver Sands Land Use Bylaw Survey

Please fill out this survey to help us better understand your community. It is estimated to take 5 to 8 minutes.

Your privacy is important to us. Your responses to the survey will be anonymous and any information you provide will not be provided to any other business, organization or individual.

We encourage you to answer all questions in the survey so that we can gather as much representation from community members as possible.

If you have any issues accessing or completing the survey, please contact Municipal Planning Services at a.rosland@munplan.ab.ca.

Summer Village of Silver Sands Land Use Bylaw Survey

Demographics

1. How long have you owned your property at the Summer Village?

- Less than 1 year
- 1-5 years
- 6-10 years
- More than 10 years

2. Do you reside permanently or seasonally at the Summer Village?

- Permanently (year round)
- Seasonally

3. If you reside SEASONALLY, how many days do you spend at the Summer Village each season?

Winter

Spring

Summer

Fall

4. If you reside at the Summer Village PERMANENTLY, for how many years have you lived year round at the lake?

- Less than 1 year
- 1-5 years
- 6-10 years
- More than 10 years
- N/A - I do not live at the lake permanently

5. If you are not a permanent resident, are you considering moving to the Summer Village permanently in the future (for example, after retirement)?

- Not likely
- Somewhat likely
- Quite likely
- Certainly
- Not sure
- N/A - I already live at the lake permanently

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6. What are the approximate ages of the home owners? Check all that apply.

18-29

50-59

30-39

60-69

40-49

70 and over

7. When you are residing at your property in the Summer Village, how many people normally reside at your household? Check the boxes that apply.

1 adult

1 child

2 adults

2 children

3 adults

3 children

4 or more adults

4 or more children

8. What type of property do you own at the Summer Village?

Lakeside Lot (adjacent to the lakeshore)

Back Lot

9. Do you have a single detached dwelling (house) on your lot?

Yes

No

bb

Summer Village of Silver Sands Land Use Bylaw Survey

Lake Use

10. How do you perceive the use of the lake (including beach areas and surface activities such as swimming, boating, etc) on an average WEEKDAY in the summer?

- Under used
- Adequately used
- Overused
- Not sure

11. How do you perceive the use of the lake (including beach areas and surface activities such as swimming, boating, etc) on an average WEEKEND in the summer?

- Under used
- Adequately used
- Overused
- Not sure

12. Do you participate in recreational activities at the Summer Village during the WINTER? Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Ice fishing | <input type="checkbox"/> Resting and relaxing |
| <input type="checkbox"/> Snowmobiling | <input type="checkbox"/> Skating |
| <input type="checkbox"/> Cross-country skiing | <input type="checkbox"/> N/A - I do not participate in recreational activities at the Summer Village in the winter |
| <input type="checkbox"/> Snowshoeing | |

Summer Village of Silver Sands Land Use Bylaw Survey

Development and Wastewater Systems

Water quality is an important indicator of lake and watershed health. Development and construction activities near the lake can impact the stability of the bank and shoreline and contribute to erosion issues. Stormwater runoff and wastewater (grey water, black water) can contribute nutrients (such as phosphorus) to the lake, which impact water quality and can lead to blue-green algae growth. Understanding how development occurs and how runoff and wastewater are managed are important so that we can identify ways to minimize negative impacts on water quality.

13. How do you perceive the level of redevelopment occurring in the Summer Village?

- Too much redevelopment
- The amount of redevelopment is fine
- There could be more redevelopment
- Not sure

14. *Permeable surfaces* (natural vegetation, grass, shrubs, etc.) help prevent runoff from directly entering lake by absorbing the water whereas *non-permeable surfaces* (concrete, asphalt, water shedding paving materials, etc.) do not.

Do you think the amount of *non-permeable surfaces* on residential lots should be limited so that there are more *permeable surfaces*? This would apply to new development or redevelopment of residential lots.

- Yes
- No
- Not Sure

15. Trees, shrubs and other types of vegetation help reduce runoff and erosion. Should there be a requirement to include trees and shrubs in landscaping plans?

- Yes
- No
- Not Sure

16. Should there be requirements to follow when removing healthy trees? (This would not apply to dead or hazardous trees).

- Yes
- No
- Maybe, depending on the specific requirements
- Not sure

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17. What kind of private sewage disposal system (PSDS) do you use on your lot?

- Septic field
- Septic mound
- Holding tank
- Pit toilet or porta-potty
- None

18. If you use a pit toilet or porta-potty, it is connected to a holding tank?

- Yes
- No

19. How do you dispose of grey water? (Note: grey water is wastewater from non-toilet plumbing systems such as sinks, washing machines, kitchens, showers, etc.)

- Into the PSDS
- Into a separate holding tank
- On to the ground

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Summer Village of Silver Sands Land Use Bylaw Survey

Recreational Vehicles

20. How many recreational vehicles (RVs) do you regularly have on your lot?

0

3

1

More than 3

2

21. On a summer long weekend, what is the maximum number of temporary RVs (guests) on your lot?

1 additional

2 additional

3 additional

more than 3 additional

22. If you have an RV on your lot, do you use any of the following? Check all that apply.

Connection to a power hook-up

Connection to your wastewater system (private sewage disposal system)

Dedicated parking stall

N/A – I do not store an RV on my lot

Summer Village of Silver Sands Land Use Bylaw Survey

Environment

23. Do you experience any flooding of your property at the Summer Village?

- | | |
|---|---|
| <input type="radio"/> Yes - more than once per year | <input type="radio"/> Yes - once every 5-10 years |
| <input type="radio"/> Yes - about once per year | <input type="radio"/> Yes - once every 10-20 years |
| <input type="radio"/> Yes - once every 1-5 years | <input type="radio"/> No, I do not experience flooding on my property |

24. How is surface water managed on your property at the Summer Village? Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Drains to the lake | <input type="checkbox"/> Drains to adjacent reserve parcel |
| <input type="checkbox"/> Absorbs into the ground | <input type="checkbox"/> Rain garden or other stormwater management installation |
| <input type="checkbox"/> Drains to a road or ditch | <input type="checkbox"/> Other |

25. Do you experience any ice damage on your property at the Summer Village?

- | | |
|---|--|
| <input type="radio"/> Yes - every year | <input type="radio"/> Yes - once every 10-20 years |
| <input type="radio"/> Yes - once every 1-5 years | <input type="radio"/> No I do not experience ice damage on my property |
| <input type="radio"/> Yes - once every 5-10 years | |

26. Do you know of any hazard lands or areas in the Summer Village? Select all that apply.

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> I am not sure if there are any hazard lands | <input type="checkbox"/> Steep slopes |
| <input type="checkbox"/> There are not any hazard lands | <input type="checkbox"/> Erosion |
| <input type="checkbox"/> High water table | <input type="checkbox"/> Wetlands |
| <input type="checkbox"/> Springs | <input type="checkbox"/> Flooding |
| <input type="checkbox"/> Watercourse inlets/outlets | <input type="checkbox"/> Ice damage |

Summer Village of Silver Sands Land Use Bylaw Survey

Other Comments

27. Do you have additional feedback? Please let us know any other comments or questions you have.

28. Would you like to receive more information about this project electronically? If so, please provide us with your name and email address (We will only send you information about the project).

Your privacy is important to us. Any information you provide will not be provided to any other business, organization or individual. After the project is complete our records of your personal contact information will be destroyed.

First and Last Name

Email Address

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cao@onoway.ca

From: administration@wildwillowenterprises.com
Sent: November 22, 2021 1:54 PM
To: Wendy Wildman
Subject: FWD: ACP Grant
Attachments: Nuisance_Properties.pdf

Heather Luhtala,
Asst. CAO

S.V. of South View ([Sign Up for South View Connect Today!](#))
S.V. of Silver Sands ([Sign Up for Silver Sands Connect Today!](#))
S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))
Phone: 587-873-5765
Fax: 780-967-0431
Website: www.wildwillowenterprises.com
Email: administration@wildwillowenterprises.com

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

Subject: ACP Grant
From: "Matthew Ferris" <mferris@lsac.ca>
Date: 9/23/21 2:39 pm
To: "Summer Village of West Cove" <svwestcove@outlook.com>, "cao@onoway.ca" <cao@onoway.ca>, "Summer Village of Silver Sands" <administration@wildwillowenterprises.com>, "Village of Alberta Beach" <aboffice@albertabeach.com>

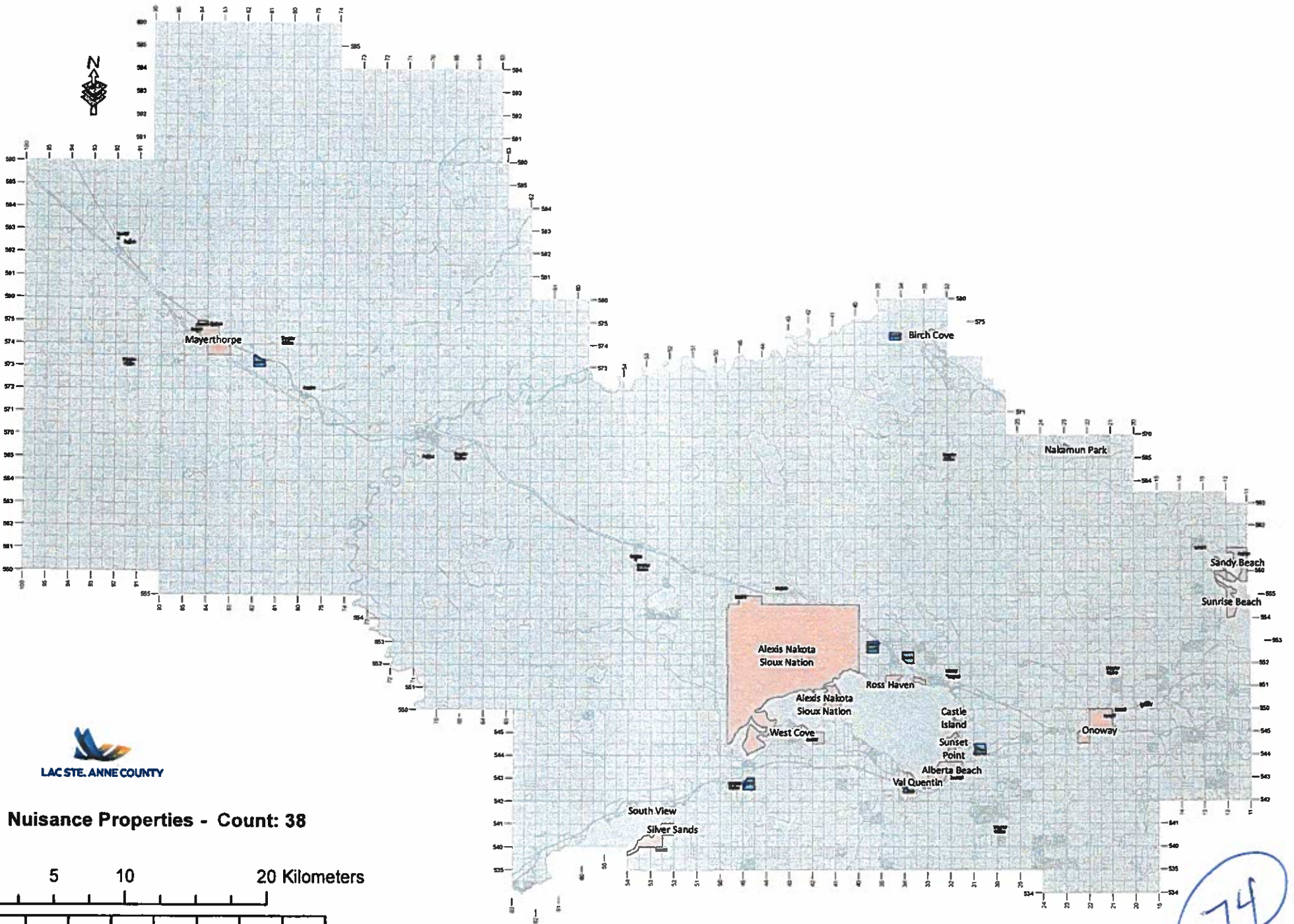
Over the last couple of years LSAC has experienced more and more problems with old nuisance grounds and the restrictions associated with them. We have flagged nuisance grounds either previously or currently owned and operated by your municipalities or ourself that negatively impact development within our jurisdiction. Lac Ste. Anne County is wondering if you would be willing to jointly apply for an ACP grant where we seek funding to conduct the studies necessary to mitigate the nuisance grounds. In our experience the studies and reports can typically run between \$35-80k per site. That being said we are willing to apply for a single ACP application but are also willing to partner with each of your municipalities on separate ones should you desire to.

Matthew Ferris

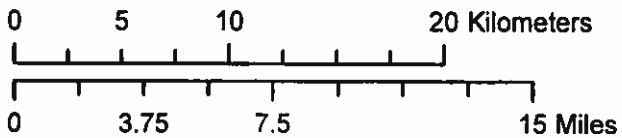
Manager of Planning & Development

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

PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | WEBSITE: lsac.ca



Nuisance Properties - Count: 38



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Public Works Report

SVSS Council Meeting November 26, 2021

Update from October 22, 2021 Council Meeting

1. Still had some complaints about beavers on village property between Birch and Spruce. We will wait until spring and see what happens. The trees they cut down are cut up and removed.

New Items

1. Drainage Project for Aspen is completed except for installation of steam lines. They should be back within a week or so to install them. There will be some landscaping work in the spring to finish off the project. It went fairly well.
2. Rented the minihoe and completed the drainage ditch that required moving on Alder, as per the meeting on November 1st. Also was able to clear the drainage at Aspen from the new section to the walking bridge. Was unable to reshape the road on Hazel due to the snowfall; will plan to do that in the spring.
3. Plow and sander are installed and sander is repaired as snow plowing has commenced.
4. Can we put a reminder on the website or in paper about the snow bylaw, since it is now snow season? Can I put a "Check Snow Bylaw on Website" on the bulletin board?

TS

Summer Village of Silver Sands

Report to Council

Meeting: November 26, 2021 - Regular Council Meeting

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

Development Permits: None

21DP14-31 SW 3-54-5-W5M (the "Lands")

DEMOLITION OF AN EXISTING ACCESSORY BUILDING (SOFT-SHELLED QUONSET), CONSTRUCTION OF AN ACCESSORY BUILDING / "METAL CLAD" QUONSET (297.3 SQ. M.).

21DP15-31 Plan 223 MC, Block 6, Lot 20 : 20 Spruce Crescent (the "Lands")

CONSTRUCTION OF AN ACCESSORY BUILDING (CARPORT – 53.5 SQ. M.).

Enforcement:

Stop Order Plan 2941 MC, Block 4, Lot 26

The placement of a Sea Can has been undertaken upon the Lands without Development Authority approval.

Regards,

Tony Sonnleitner, Development Officer

Attached are the estimated grant funding numbers for MSI for 2022 and 2023 for Silver Sands.

MSI-Capital is estimated to be funded at 40.6% of the 2021 allocation (*Silver Sands' 2021 allocation - \$113,677*). **This is quite a decrease to the capital funding.**

MSI-Operating will be funded at the same level as 2021 year over the next two years. (*Silver Sands' 2021 allocation - \$8,561*).

Municipal Affairs has stated that the numbers provided will not be adjusted from one year to the next, however, are still subject to legislative and ministerial approval.

Thanks,

Heather Luhtala,
Asst. CAO

S.V. of South View ([Sign Up for South View Connect Today!](#))
S.V. of Silver Sands ([Sign Up for Silver Sands Connect Today!](#))
S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))

Phone: 587-873-5765

Fax: 780-967-0431

Website: www.wildwillowenterprises.com

Email: administration@wildwillowenterprises.com

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Silver Sands

2022 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description	Amount
2022	MSI-Capital Allocation	\$ 46,098.00
2022	MSI-Operating Allocation	\$ 8,561.00
2022	Total	\$ 54,659.00

2023 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description	Amount
2023	MSI-Capital Allocation	\$ 46,098.00
2023	MSI-Operating Allocation	\$ 8,561.00
2023	Total	\$ 54,659.00

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SUMMER VILLAGE OF SILVER SANDS

Accepted

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
CAP-14208	Aspen Avenue Storm Water Drainage Upgrades	Sep 28, 2021	Sep 28, 2021	Oct 29, 2021	\$70,000	\$70,000
CAP-7989	Storm Water Drainage Upgrades	Nov 16, 2020	Nov 16, 2020	Dec 8, 2020	\$170,000	\$170,000
Number of Projects:	2			Total:	\$240,000	\$240,000

 Amendment requested on an accepted project.

Note:
- "Accepted" values reflect amounts on the financial grid as Accepted by the Minister of Municipal Affairs.





November 5, 2021



OUR FILE NUMBER: 20-R-160
YOUR FILE NUMBER: 19C0252

Attn: Ryan Simpson
Hagen Surveys (1982) Ltd.
8929 – 20 St.
Edmonton, AB T6P 1K8

Dear Ryan:

RE: Plan of Survey
Lot 17, Blk. 1, Plan 223MC & Lot R1 Plan 223MC - Summer Village of Silver Sands

The above-noted Plan of Survey was approved on November 5, 2021, in accordance with Section 657 of the Municipal Government Act, R.S.A. 2000, as amended. The approval is valid for one (1) year.

The approval sheet is forwarded herewith.

Please be advised that your subdivision cannot be realized until you have had this approved Plan of Survey registered at a Land Titles Office (in Edmonton at 10365 - 97 Street).

Please contact me at 780-486-1991 or j.dauphinee@munplan.ab.ca for any clarification.

Sincerely,



Jane Dauphinee B.A. | M.Plan | RPP | MCIP
Principal/ Senior Planner
Municipal Planning Services (2009) Ltd.

cc: - Summer Village of Silver Sands

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November 22, 2021

OUR FILE NUMBER: 19-R-047



Lindsey Trufyn
Aplin Martin
606, 10117 Jasper Ave
Edmonton, AB T5J 1W8

Dear Sir/Madam:

RE: Time Extension respecting Proposed Subdivision
Pt. NE 3-54-5-W5 & W ½ 3-54-5-W5
Summer Village of Silver sands

Further to your request, and per the delegation of such responsibility by the Council of the Summer Village of Silver Sands, a time extension has been approved pursuant to Section 657(6)(a) of the Municipal Government Act. You will now have until November 21, 2022 to comply with Section 657(1) of the Municipal Government Act.

Any further extension request must include our file number, the reason for the request, the length of time requested, the land's legal description, and the municipality.

Please contact me at 780-486-1991 for any clarification.

Yours truly,

Shelly Barrett for Jane Dauphinee

Shelly Barrett for Jane Dauphinee
Municipal Planning Services (2009) Ltd.

cc: Summer Village of Silver Sands
1847371 Alberta Ltd

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Development Services
for the
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

August 27, 2021

File: 21DP13-31



**Re: Development Permit Application No. 21DP13-31
Plan 223 MC, Block 1, Lot 4 : 4 Alder Avenue (the "Lands")
R1A – Residential : Summer Village of Silver Sands**

APPROVAL OF DEVELOPMENT PERMIT

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

CONSTRUCTION OF A DECK (23.4 SQ. M.)

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

- 1- All municipal taxes must be paid.
- 2- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer
- 3- The applicant shall display for no less than twenty-one (21) days after the permit is issued the enclosed notice. The notice is to be posted immediately adjacent to the blue Municipal Address sign in such a fashion as to be visible by the public.
- 4- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 5- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 6- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 7- **The improvements take place in accordance with the plans and sketch submitted as part of the permit application.**


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Development Services
for the
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

- 8- All improvements shall be completed within twelve (12) months of the effective date of the permit.
- 9- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 10- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

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

Date Application Deemed Complete	August 27, 2021
Date of Decision	_____
Effective Date of Permit	August 27, 2021
Signature of Development Officer	September 25, 2021
	

Tony Sonleitner, Development Officer, Summer Village of Silver Sands

cc Wendy Wildman - Municipal Administrator, Summer Village of Silver Sands
Assessor - Mike Krim – Tanmar Consulting Inc. : mike@tanmarconsulting.com

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

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

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





Development Services
for the

Summer Village of Silver Sands

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

NOTE:

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision & Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

IMPORTANT NOTES

1. Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.
2. Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Clerk of the Subdivision & Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.
3. This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.
4. The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.
 - a. This is not a Building Permit and, where required by any regulation, a Building Permit, and all other permits in connection with this development, shall also be obtained from:

SA



Development Services
for the

Summer Village of Silver Sands

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

The Inspections Group Inc.
Edmonton Office

12010 - 111 Avenue NW

Edmonton, Alberta T5G 0E6

E-mail: questions@inspectionsgroup.com

Phone: 780 454-5048

Fax: 780 454-5222

Toll Free Ph: 1 866 554-5048

Toll Free Fax: 1 866 454-5222

6. A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.
- (a) Water and sewage systems are under the jurisdiction of the Inspections Group Inc. (780) 454-5048 or 1-866-554-5048.
 - (b) Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.
 - (c) All plans submitted for the construction or alteration of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.

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Development Services
for the

Summer Village of Silver Sands

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

Public Notice

DEVELOPMENT APPLICATION NUMBER: 21DP13-31

APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit for this property, Plan 223 MC, Block 1, Lot 4 : 4 Alder Avenue, with regard to the following:

CONSTRUCTION OF A DECK (23.4 SQ. M.)

has been **CONDITIONALLY APPROVED** by the Development Officer.

Any person who objects to the proposed use of the parcel may deliver to the Clerk of the Subdivision and Development Appeal Board a written statement of their objection to such use indicating the following:


1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Clerk of the Subdivision and Development Appeal Board by no later than **4:30 pm on September 17, 2021.**

Statements of concern with regard to this development permit should be addressed to:

Summer Village of Silver Sands
Box 8
Alberta Beach, Alberta, T0E 0A0
Attention: Clerk of the Subdivision and Development Appeal Board

Should you have any questions please contact the Development Officer at (780) 718-5479

Date Application Deemed Complete	August 27, 2021
Date of Decision	_____
Effective Date of Permit	August 27, 2021
Signature of Development Officer	September 25, 2021
	

Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.

Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT



Development Services
for the

Summer Village of Silver Sands

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

October 22, 2021

File: 21DP14-31



**Re: Development Permit Application No. 21DP14-31
SW 3-54-5-W5M (the "Lands")
DC – Direct Control District : Summer Village of Silver Sands**

Preamble: The Council for the Summer Village of Silver Sands, at their regular meeting of October 22, 2021 (Motion #206-21) carried a motion to conditionally approved Development Permit Application 21DP14-31. The approval provides for the demolition of the existing soft-shelled Quonset, construction of a "steel-clad" Quonset (16'H X 40'W X 80'L).

APPROVAL OF DEVELOPMENT PERMIT

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

DEMOLITION OF AN EXISTING ACCESSORY BUILDING (SOFT-SHELLED QUONSET), CONSTRUCTION OF AN ACCESSORY BUILDING / "METAL CLAD" QUONSET (297.3 SQ. M.)

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

- 1- All municipal taxes must be paid.
- 2- The applicant provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer.
- 3- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Contact: Inspections Group Inc. (780) 454-5048.
- 4- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 5- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes, and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.

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Development Services
for the
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

- 6- The improvements take place in accordance with the sketches submitted as part of the permit application.
- 7- Access construction and location shall be to the satisfaction of the Public Works Supervisor for the Summer Village of Silver Sands. **Please contact the Public Works Supervisor or his designate through the Municipal Office at (587) 873-5765 prior to undertaking any works upon the municipal roadway.**
- 8- All improvements shall be completed within twelve (12) months of the effective date of the permit.
- 9- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 10- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.
- 11- Requirement for added privacy screening to the entrance gate to the satisfaction of the Development Officer.

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

Date Application Deemed Complete **October 22, 2021**

Date of Decision

October 22, 2021

Effective Date of Permit

October 22, 2021

Signature of Development Officer

Tony Sonleitner, Development Officer, Summer Village of Silver Sands

cc Wendy Wildman - Municipal Administrator, Summer Village of Silver Sands
Assessor - Mike Krim - Tanmar Consulting Inc. : mike@tanmarconsulting.com

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Development Services
for the

Summer Village of Silver Sands

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

NOTE:

1. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*
2. The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.
 - a. This is not a Building Permit and, where required by any regulation, a Building Permit, and all other permits in connection with this development, shall also be obtained from:

The Inspections Group Inc.
Edmonton Office
12010 - 111 Avenue NW
Edmonton, Alberta T5G 0E6
E-mail: questions@inspectionsgroup.com
Phone: 780 454-5048
Fax: 780 454-5222
Toll Free Ph: 1 866 554-5048
Toll Free Fax: 1 866 454-5222

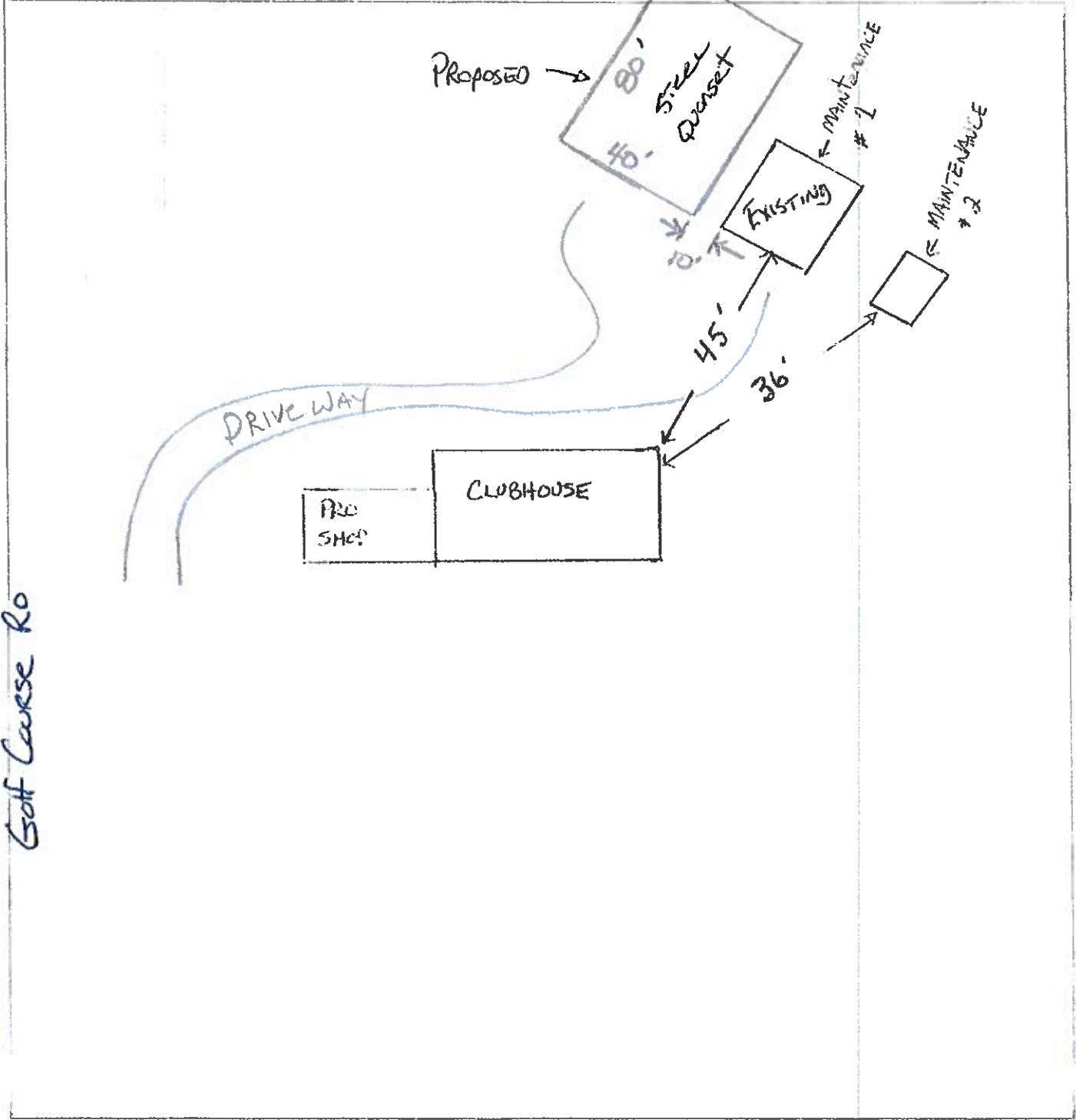
3. A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.
 - (a) Water and sewage systems are under the jurisdiction of the Inspections Group Inc. (780) 454-5048 or 1-866-554-5048.
 - (b) Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.
 - (c) All plans submitted for the construction or alteration of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.

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SITE PLAN

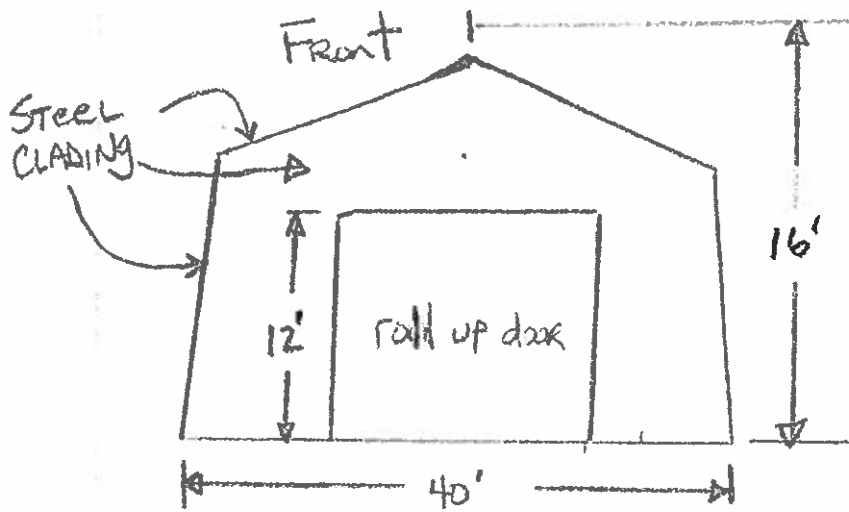
DIAGRAM

- Show relative positions of buildings and significant features.
- Indicate separation distances between structures.

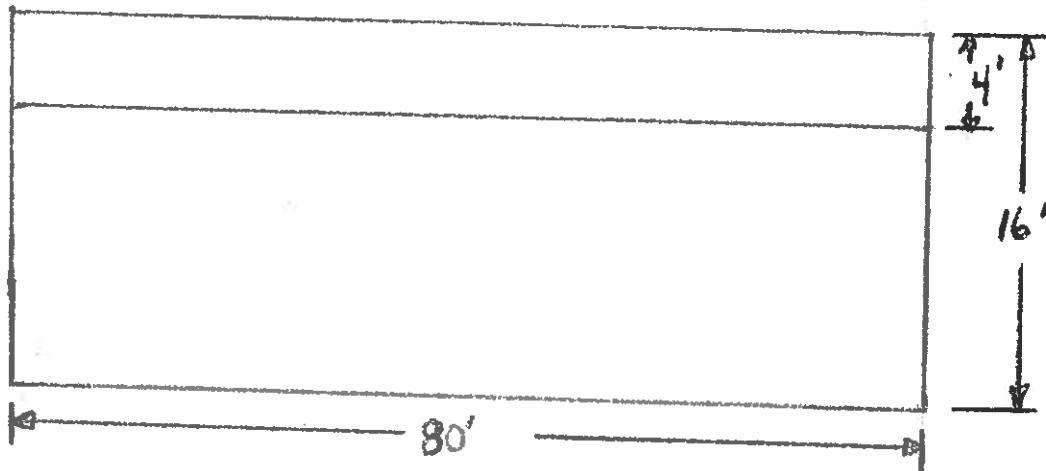


90"

EXTERIOR ELEVATION



SIDE



INTERIOR FLOOR PLAN IS WIDE OPEN
NO SITE SERVICING, GRADING IS EXISTING
LANDSCAPING IS EXISTING
EASEMENTS + UTILITY RIGHT OF WAYS N/A

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Development Services
for the

Summer Village of Silver Sands

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

November 2, 2021

File: 21DP15-31

**Re: Development Permit Application No. 21DP15-31
Plan 223 MC, Block 6, Lot 20 : 20 Spruce Crescent (the "Lands")
R1A – Residential : Summer Village of Silver Sands**

APPROVAL OF DEVELOPMENT PERMIT

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

CONSTRUCTION OF AN ACCESSORY BUILDING (CARPORT – 53.5 SQ. M.)

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

- 1- All municipal taxes must be paid.
- 2- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer
- 3- The applicant shall display for no less than twenty-one (21) days after the permit is issued the enclosed notice. The notice is to be posted immediately adjacent to the blue Municipal Address sign in such a fashion as to be visible by the public.
- 4- Two (2) Off-Street parking spaces must be provided on site.
- 5- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 6- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 8- **The improvements take place in accordance with the plans and sketch submitted as part of the permit application, INCLUDING:**
 - **Rear Yard setback shall be a minimum of 1.0 metre;**

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Development Services
for the

Summer Village of Silver Sands

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

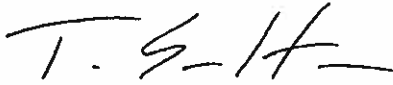
- **Side Yard setbacks shall be a minimum of 1.2 metres (or greater distance as required under the Alberta Safety Codes Act;**
- **Front Yard setback shall be behind the frontline of the Principal Residential Building; and**
- **Maximum Height shall not exceed the height of the main building.**

9- All improvements shall be completed within twelve (12) months of the effective date of the permit.

10- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.

11- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

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

Date Application Deemed Complete	November 2, 2021
Date of Decision	November 2, 2021
Effective Date of Permit	December 1, 2021
Signature of Development Officer	

Tony Sonleitner, Development Officer, Summer Village of Silver Sands

cc Municipal Administrator, Summer Village of Silver Sands
Assessor - mike@tanmarconsulting.com

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

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

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

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Development Services
for the
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

NOTE:

It is strongly recommended that the applicants have a Real Property Report (RPR), prepared and signed by an Alberta Land Surveyor, and submitted to the Development Officer. The RPR should be completed at foundation stage and prior to commencement of framing of the development, for evaluating the compliance of the development against all Land Use regulations relating to the building(s) that are the subject of this development permit application, including the ground floor elevation.

- 1. The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
- 2. The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision & Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
- 3. A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

IMPORTANT NOTES

1. Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.
2. Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Clerk of the Subdivision & Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.
3. This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.

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Development Services
for the

Summer Village of Silver Sands

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

4. The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.
 - a. This is not a Building Permit and, where required by any regulation, a Building Permit, and all other permits in connection with this development, shall also be obtained from:

The Inspections Group Inc.
Edmonton Office
12010 - 111 Avenue NW
Edmonton, Alberta T5G 0E6
E-mail: questions@inspectionsgroup.com
Phone: 780 454-5048
Fax: 780 454-5222
Toll Free Ph: 1 866 554-5048
Toll Free Fax: 1 866 454-5222

6. A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.
 - (a) Water and sewage systems are under the jurisdiction of the Inspections Group Inc. (780) 454-5048 or 1-866-554-5048.
 - (b) Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.
 - (c) All plans submitted for the construction or alteration of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.

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Public Notice

DEVELOPMENT APPLICATION NUMBER: 21DP15-31

APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit for this property, Plan 223 MC, Block 6, Lot 20 : 20 Spruce Crescent, with regard to the following:

CONSTRUCTION OF AN ACCESSORY BUILDING (CARPORT – 53.5 SQ. M.).

has been **CONDITIONALLY APPROVED** by the Development Officer.

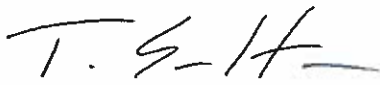
Any person who objects to the proposed use of the parcel may deliver to the Clerk of the Subdivision and Development Appeal Board a written statement of their objection to such use indicating the following:

1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Clerk of the Subdivision and Development Appeal Board by no later than **4:30 pm on November 23, 2021.**

Statements of concern with regard to this development permit should be addressed to:
Summer Village of Silver Sands
Box 8
Alberta Beach, Alberta, T0E 0A0
Attention: Clerk of the Subdivision and Development Appeal Board

Should you have any questions please contact the Development Officer at (780) 718-5479

Date Application Deemed Complete	November 2, 2021
Date of Decision	_____
Effective Date of Permit	November 2, 2021
Signature of Development Officer	December 1, 2021
	 _____

Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.

Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT

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Town of Mayerthorpe

RECEIVED
NOV 09 2021

Report Title : SILVER SANDS DAILY EVENTS
Report Range 10/1/2021 12:00 am to 10/31/2021 11:59 pm

Daily Event Log Report

Date: 2021/10/09

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT
Backup Officer:
Group: TOWN OF MAYERTHORPE
Event Start: 2021/10/09 1600 **Event End:** 2021/10/09 1730
Event: GENERAL PATROL
Location: SILVER SANDS
Specific Location: SUMMER VILLAGE
Notes: RADAR ON MAIN ROAD, THEN PATROLLED ROADS CHECKING SECURITY OF CABINS AND RADAR IN SECTION 2, PRETTY QUIET FOR A THANKSGIVING WEEKEND

Total Group Events: 1 **Total Time on Events:** 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Date: 2021/10/13

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT
Backup Officer:
Group: TOWN OF MAYERTHORPE
Event Start: 2021/10/13 1330 **Event End:** 2021/10/13 1500
Event: GENERAL PATROL
Location: SILVER SANDS
Specific Location: SUMMER VILLAGE
Notes: RADAR ON MAIN ROAD LEADING INTO THE VILLAGE, THEN PATROLLED BOTH SECTIONS CHECKING SECURITY OF HOMES ON PATROL, COOL QUIET DAY TODAY, LITTLE RAIN ON AND OFF SO NOT MUCH ACTIVITY

Total Group Events: 1 **Total Time on Events:** 0 Days 2 Hours 30 Minutes

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Total Events By Date: 1

Date: 2021/10/28

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/10/28 1030

Event End: 2021/10/28 1200

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: PATROLLED SUMMER VILLAGE ROADS CHECKING ON SECURITY OF HOMES, COOL CRISP DAY,
SPOKE WITH BERNIE OUT FOR A WALK, THINGS PRETTY QUIET TODAY TRAFFIC WISE

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 30 Minutes

Total Events By Date: 1

Total Report Events: 3

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LEGISLATIVE ASSEMBLY
ALBERTA

Shane Getson, MLA
Lac Ste. Anne-Parkland

November 7, 2021

Dear Bernie Poulin,

I wanted to take a moment to congratulate you and your council on your election campaign and victory!

It is not without careful consideration that anyone steps forward for public office with the numerous challenges that we are facing as a region, and as a province at this current time, and I sincerely thank you for doing just that, to be there for the electorate.

As the MLA for Lac Ste Anne – Parkland, I truly appreciate the sacrifice you have made to pursue your passion for public service and look forward to working with you in the months ahead. Please do not hesitate to reach out to our office at your earliest available opportunity at either (780) 967-0760 or lacesteanne.parkland@assembly.ab.ca. so that we may arrange a time to meet, and to renew our work together.

Best regards,

Shane Getson, MLA

MLA Lac Ste Anne/Parkland



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

November 9, 2021

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

Dear Mayor Poulin:

On behalf of the Government of Alberta, I would like to offer you sincere congratulations on your recent election as Mayor of the Summer Village of Silver Sands. You are now fortunate to lead a truly great Alberta community!

The Summer Village of Silver Sands and our entire province have been through several challenging years. Our economy still has not fully recovered from the 2015 economic downturn, the impact of which was magnified by last year's global COVID-19 recession and energy price collapse. Despite these challenges, Albertans have continued to demonstrate true resilience, and our province's greatest strength—a deep and abiding entrepreneurial culture.

Thanks in part to the determination of Albertans, we are experiencing a remarkable economic recovery across our province. With historic new investments across our economy, Alberta is now leading Canada in economic and job growth, and we are projected to continue the momentum in 2022. It is critical that we work together to continue this exciting progress so that those who have experienced so much adversity in recent years can fully participate in the current and coming recovery.

I very much look forward to working with you, your administration, and the Summer Village of Silver Sands Council toward this end. Whatever political differences may exist, we all serve the same citizens who broadly share the same aspirations: the opportunity to achieve their potential through a strong economy, in a safe community with a high quality of life. You have my commitment to seek solutions together in a respectful and collaborative way. I am excited to meet with you in the weeks ahead to identify common goals and areas in which we can get real results for your residents, and for all Albertans.

With best of luck for a successful mandate as mayor, I remain

Yours sincerely,


Hon Jason Kenney PC MLA
Premier of Alberta

cc: Honourable Ric McIver, Minister of Municipal Affairs

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR106789

November 10, 2021

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

Dear Mayor Poulin and Council,

Congratulations on your election to office and choosing to serve as an elected official for the Summer Village of Silver Sands.

Our government looks forward to working with you to make life better for Albertans. As our economy recovers, there are many opportunities for us to collaborate on shared priorities like jobs and public safety, and making sure Albertans have access to strong public services they can count on, like transportation, infrastructure, parks and libraries.

It is an honour and privilege to serve Albertans in elected office. As elected officials, we strive to act with integrity, to work openly and transparently, and to actively demonstrate our democratic accountability to Albertans. This is fundamental to our success as stewards in managing the affairs of our offices and in achieving demonstrable results for our communities.

Once again, I extend my congratulations and thanks for your willingness to participate in our democratic process and for your commitment to Albertans. I wish you all the best in this new term of office, and look forward to meeting and working with you to provide good government, improve our communities, and faithfully serve the needs of Albertans.

Sincerely,

Ric McIver
Minister

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Association of
SUMMER VILLAGES
OF ALBERTA

October 27, 2021

ATTN: Council Members
Summer Villages of Alberta

RE: Nomination to the AUMA Board of Directors

I am very grateful to be able to return for my 2nd term to serve as your President of the Association of Summer Villages of Alberta (ASVA) and look forward to advocating on behalf of all our great Summer Villages, in this capacity.

In order to serve you more effectively, the ASVA Board has found it advantageous to have the ASVA President sit on the AUMA Board of Directors. At the last ASVA Board meeting, a resolution was passed supporting my nomination as the Summer Villages representative on the AUMA Board and directing that a letter be written to all Summer Villages requesting support of this nomination. This greatly aides in ensuring Summer Villages receive the timely information from the AUMA on emerging issues and more importantly that we have a voice at the table, one that represents *all* Summer Villages (as all 51 are members of the ASVA).

For those of you who are attending the upcoming AUMA convention, I graciously request your support as your Summer Villages representative on the AUMA Board of Directors.

Sincerely,

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA

Mike Pashak
President

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Alberta Beach

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

October 20, 2021

Re: Alberta Beach Organizational Meeting

Council of Alberta Beach held their Organizational Meeting on October 19th, 2021. The results of their Organizational Meeting are as follows;

Mayor.....	Bud Love
Deputy Mayor.....	Angela Duncan
Councillor.....	Debbie Durocher
Councillor.....	Tara Elwood
Councillor.....	Daryl Weber

Committee Appointments:

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

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Town of Onoway
Councillors' Committee Appointments for 2021-2022

Mayor	L. Kwasny
Deputy Mayor	L. Johnson
Appointments to Quasi-judicial Boards	
Assessment Review Board	Contracted to Capital Region Assessment Services Corp.
Subdivision & Development Appeal Board	Contracted to Milestone Municipal Services
Appointments to Statutory Committees	
Municipal Planning Committee - Councillors	All Councillors
Subdivision Authority	All Councillors
Appointments to Regional Service Commissions	
Capital Regional Assessment Services Commission	R. Murray (Alternate R. Winterford)
Highway 43 East Solid Waste Commission	L. Kwasny (Alternate B. Coninx)
WILD Regional Water Commission	B. Coninx (Alternate L. Kwasny)
Appointments to Regional Boards	
East End Bus Society	R. Winterford (Alternate R. Murray)
Yellowhead East Community Futures	R. Murray (Alternate L. Johnson)
Lac Ste. Ann Foundation	L. Kwasny
Yellowhead Regional Library Board	R. Winterford
Economic Development Committee/ Partnership Committee	R. Winterford & B. Coninx (Alt. R. Murray)
Community Policing Advisory Committee (CPAC)	R. Murray (Alternate L. Kwasny)
Onoway Regional Medical Clinic/Physician Recruitment Retention Committee	L. Johnson (Alternate R. Winterford)
North Saskatchewan Watershed Alliance	L. Kwasny (Tech Committee J. Madge)
Regional Emergency Services Committee/ Fire Services	L. Kwasny (Alternate B. Coninx) & CAO
Emergency Management & Disaster Services Committee	L. Johnson & B. Coninx

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Councillors' Committee Appointments for 2021-2022

Revenue & Cost Sharing Study Committee	R. Winterford(Alt B. Coninx) & CAO
Appointments to Local Boards	
Onoway and District Chamber of Commerce	R. Winterford (Alternate L. Johnson)
Onoway Public Library Board	L. Johnson & R. Winterford
Region 1 Recreation and FCSS Board	Council as a Whole
Onoway Facility Enhancement Association (OFEA/Community Hall)	R. Winterford (Alternate L. Johnson)
Onoway & District Agricultural Society(ODAS/Arena)	B. Coninx (Alternate L. Johnson)
Onoway Beautification Committee	R. Winterford (Alternate B. Coninx)
Onoway & District Historical Guild	L. Johnson (Alternate R. Murray)
Regional Wastewater Line Committee	L. Kwasny (Alt. L. Johnson)
Onoway Ball Diamonds Committee	B. Coninx, R. Winterford & W. Wildman (D. Mudge alt for W. Wildman)
Miscellaneous Council Appointments	
Inter-municipal Development Plan Negotiating Committee	R. Winterford (Alternate B. Coninx)
Highway 43 Functional Planning Study - Technical Review Committee	L. Kwasny (Alternate L. Johnson)
Onoway Interagency Committee	R. Winterford (Alternate R. Murray)

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

Subject: RE: M000301 - Update Application - Approved
From: "Accreditation" <Accreditation@safetycodes.ab.ca>
Date: 11/5/21 2:18 pm
To: "administration@wildwillowenterprises.com" <administration@wildwillowenterprises.com>
Cc: "Peter Thomas" <Peter.Thomas@safetycodes.ab.ca>, "Accreditation" <Accreditation@safetycodes.ab.ca>

Good afternoon Victoria,

The Order of Accreditation for the Gas discipline sent earlier today contained an error.

Please find the revised document attached.

With best regards,

Accreditation Department

Safety Codes Council | safetycodes.ab.ca

Toll-free 1-888-413-0099

From: Accreditation
Sent: Friday, November 5, 2021 10:52 AM
To: administration@wildwillowenterprises.com
Cc: Accreditation <Accreditation@safetycodes.ab.ca>; Peter Thomas <Peter.Thomas@safetycodes.ab.ca>
Subject: M000301 - Update Application - Approved

Good morning Victoria,

Please see the attached document in response to a submitted Update Application on Council Connect.

With best regards,

Accreditation Department

Safety Codes Council | safetycodes.ab.ca

Toll-free 1-888-413-0099

Confidentiality Notice: This e-mail may contain confidential and privileged material for the sole use of the intended recipient(s). Any review, use, distribution or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender by reply e-mail or telephone and delete all copies of this message.

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**Safety
Codes
Council**

Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
it is hereby ordered that

Summer Village of Silver Sands

Accreditation No. M000301
Order of Accreditation No. 1294

Having satisfied the terms and conditions
of the Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for the discipline of

Electrical

Consisting of all parts of the
CSA C22.1-18 Canadian Electrical Code (24th Edition)
as amended from time to time

Accredited Date: November 6, 2000

Issued Date: November 5, 2021



Peter Thomas
Administrator of Accreditation

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**Safety
Codes
Council**

Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
It is hereby ordered that

Summer Village of Silver Sands

Accreditation No. M000301
Order of Accreditation No. 1295

Having satisfied the terms and conditions of the
Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for the discipline of

Gas

Consisting of all parts of the
CAN/CSA-B149.1-15 Natural Gas and Propane Installation Code,
CAN/CSA-B149.2-15 Propane Storage and Handling Code, and
CAN/CSA-B108-18 Natural Gas Fuelling Stations Installation Code
as amended from time to time.

Excluding the
CAN/CSA-B149.5-15 Installation Code for Propane Fuel Systems and Tanks on Highway
Vehicles,
CSA-B109-17 Natural Gas for Vehicles Installation Code and
CAN/CSA-B149.3-15 Code for the Field Approval of Fuel Related Components on
Appliances and Equipment.
as amended from time to time

Accredited Date: November 6, 2000

Issued Date: November 5, 2021



Peter Thomas
Administrator of Accreditation

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**Safety
Codes
Council**

Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
It is hereby ordered that

Summer Village of Silver Sands

Accreditation No. M000301
Order of Accreditation No. 1296

Having satisfied the terms and conditions of the
Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for the discipline of

Plumbing

Consisting of all parts of the
National Plumbing Code of Canada 2015, and
Alberta Private Sewage Systems Standard of Practice 2015
as amended from time to time

Accredited Date: November 6, 2000

Issued Date: November 5, 2021



Peter Thomas
Administrator of Accreditation

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**Safety
Codes
Council**

Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
it is hereby Ordered that

Summer Village Silver Sands

Accreditation No. M000301
Order of Accreditation No. 1293

Having satisfied the terms and conditions
of the Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for the discipline of

Building

Consisting of all parts of the
National Building Code – 2019 Alberta Edition, and
the National Energy Code of Canada for Buildings 2017 as amended from time to time.

Accredited Date: November 6, 2000

Issued Date: November 5, 2021



Peter Thomas
Administrator of Accreditation

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November 5, 2021

Victoria Message
QMP Manager
Summer Village of Silver Sands
PO Box 8
Alberta Beach AB T0E 0A0

Dear Victoria Message:

**Re: Update Application - Quality Management Plan
Summer Village of Silver Sands- M000301**

The revised and updated Quality Management Plan (QMP) as submitted by the Summer Village of Silver Sands has been approved. Enclosed is a copy for your records.

This QMP outlines the terms and conditions that the Summer Village of Silver Sands has agreed to meet in the administration of the *Safety Codes Act* in the building, electrical, gas and plumbing disciplines. Please make a copy of the QMP available to your staff and any contracted accredited agencies so that they are familiar with its requirements and can ensure compliance to it. When the Safety Codes Council (Council) audits this accreditation, it will be looking to find assurance that the organization is meeting the requirements in its QMP.

Also enclosed with this letter, are revised orders of accreditation for the building, electrical, gas and plumbing disciplines.

Should the QMP need to be revised or updated in the future, the Summer Village of Silver Sands must submit another application in Council Connect that seeks the approval of the Administrator of Accreditation. The QMP cannot be altered and implemented without this approval.

As a final point, if the organization's SCOs, or the SCOs of its contracted agency, issue an order or a variance, it must be registered with the Administrator of Accreditation at the Council within ten (10) days of issuance. A portable document format (pdf) of the order and variance can be sent to the email listed below.

A handwritten signature in blue ink, consisting of three vertical lines of varying heights enclosed within an oval shape.



Safety Codes Council

Should you have any questions, please do not hesitate to call the Accreditation Department toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,

Peter Thomas
Administrator of Accreditation

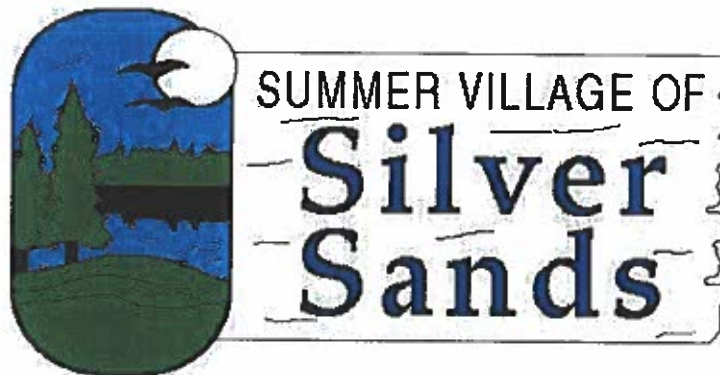
Encl: Quality Management Plan and Building, Electrical, Gas & Plumbing Orders of Accreditation

SM

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Summer Village of Silver Sands

Quality Management Plan



QMP Version: June 2020 v1.4

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Summer Village of Silver Sands

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation.



Peter Thomas
Administrator of Accreditation

November 5, 2021

Date



**Safety
Codes
Council**

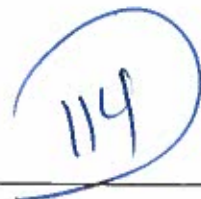


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Schedule A - Scope and Administration

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1.0 Scope of Accreditation

The *Summer Village of Silver Sands*, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Building

- All parts of the:
 - National Building Code – 2019 Alberta Edition; and
 - National Energy Code of Canada for Buildings 2017.
- Or

1.2 Electrical

- All parts of the:
 - CSA C22.1-18 Canadian Electrical Code (24th Edition).

1.3 Gas

- All parts of the:
 - CAN/CSA-B149.1-15 Natural Gas and Propane Installation Code,
 - CAN/CSA-B149.2-15 Propane Storage and Handling Code, and
 - CAN/CSA-B108-18 Natural Gas Fuelling Stations Installation Code.
- Excluding the:
- CAN/CSA-B149.5-15 Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles,
 - CSA-B109-17 Natural Gas for Vehicles Installation Code; and
 - CAN/CSAB149.3-15 Code for the Field Approval of Fuel-Related Components on Appliances and Equipment.

1.4 Plumbing

- All parts of the:
 - National Plumbing Code of Canada 2015, and
 - Alberta Private Sewage Systems Standard of Practice 2015

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2.0 Quality Management Plan Administration

Summer Village of Silver Sands

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively and administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

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

2.1.2 Contracted Accredited Agency

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

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

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Summer Village of Silver Sands

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

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

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

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

2.2.3 Declaration of Status

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

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

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Summer Village of Silver Sands

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

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

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

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Summer Village of Silver Sands

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

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

2.6 Records

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

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

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All such files and records, electronic or hardcopy, will be available at the Council's request.

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

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

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2.11 Cancellation of Accreditation

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

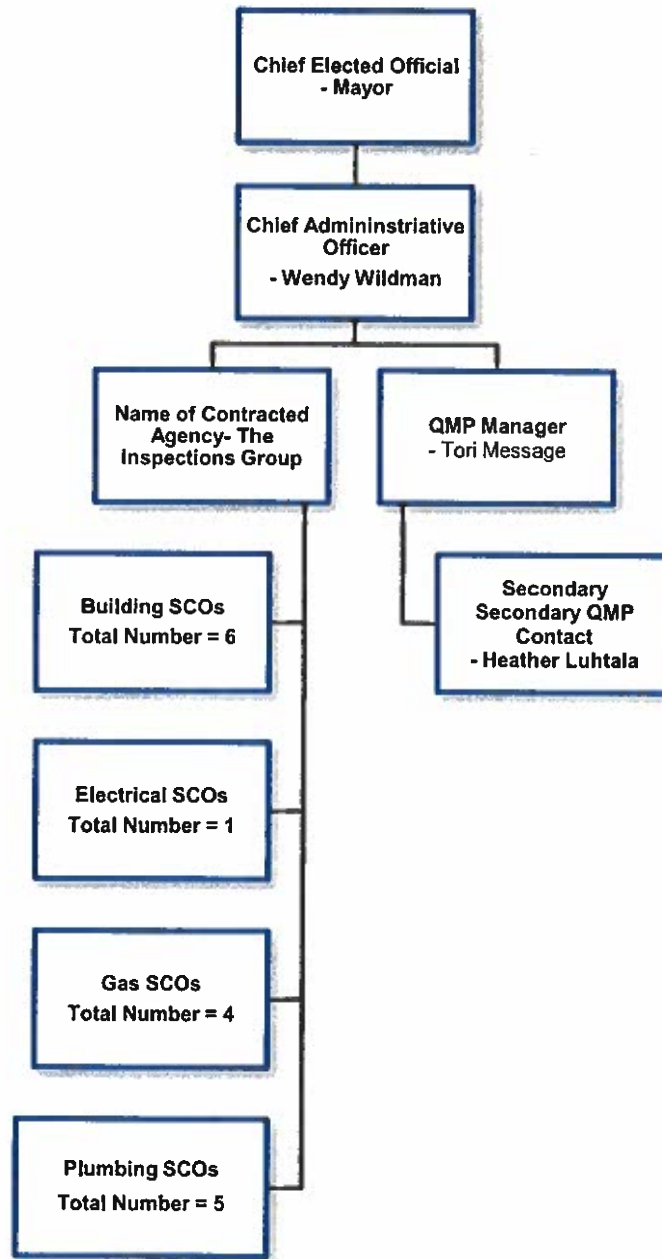
The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

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2.12 Organizational Chart



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

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2.13 Municipal Agreement – New Accreditation

In accordance with Municipal Council Resolution # 176-21 of the *Summer Village of Silver Sands* hereby provides agreement and signature to this QMP.

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



Signature – Chief Administrative Officer

Wendy Wildman

Name

August 27th, 2021

Date

administration@wildwillowenterprises.com

Email Address

587-873-5765

Phone Number



Signature Chief Elected Official

Bernie Poulin

Name

August 27th, 2021

Date

2.14 QMP Manager Information

Tori Message

QMP Manager Name

Box 8
Alberta Beach, AB T0E 0A0

Mailing Address

tori@wildwillowenterprises.com

Email Address

QMP Manager

Title

587-873-5765

Phone Number

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.



Schedule B - Operational Requirements

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3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

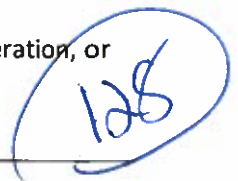
3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

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

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and



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- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

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

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

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

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have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 30 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

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

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

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

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

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

- owner;
- contractor, if applicable;
- the Council; and

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- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

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

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

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undertaking;

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

3.7.3 Terms and Conditions of Permit

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

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

3.7.4 Annual Permits

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

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

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

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

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- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

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

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

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3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality’s accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

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A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

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

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

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

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When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

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

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Schedule C - Technical Discipline Service Delivery Standards

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4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

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

4.1.2 Construction Document Review

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

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

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

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

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4.1.4 Building Site-Inspections

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

Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within one (1) year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> o at any stage OR o within one (1) year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> o complete foundation prior to backfill AND o solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR o building envelope including insulation and vapour barrier prior to drywall AND o final inspection, including HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> o complete foundation prior to backfill AND o solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR o building envelope including insulation and vapour barrier prior to drywall AND o final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> o complete foundation prior to backfill AND o building envelope and HVAC rough-in OR o framing, structure, and building envelop prior to insulation and vapour barrier AND o final inspection, including HVAC completion within two (2) years of permit issuance

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Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage <li style="text-align: center;">OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ *foundation <li style="text-align: center;">OR ○ *framing, structure <li style="text-align: center;">OR ○ *HVAC rough-in <li style="text-align: center;">OR ○ *fire suppression systems <li style="text-align: center;">OR ○ *fire alarm system <li style="text-align: center;">OR ○ *HVAC completion <li style="text-align: center;">OR ○ *interior partitioning <li style="text-align: center;">OR ○ Medical Gas rough-in <li style="text-align: center;">AND ○ *final inspection within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation <li style="text-align: center;">OR ○ *framing, structure <li style="text-align: center;">OR ○ *HVAC rough-in <li style="text-align: center;">OR ○ *fire suppression systems <li style="text-align: center;">OR ○ *fire alarm system <li style="text-align: center;">OR ○ *HVAC completion <li style="text-align: center;">OR ○ *interior partitioning <li style="text-align: center;">OR ○ Medical Gas rough-in <li style="text-align: center;">AND ○ *final inspection within two (2) years of permit issuance

* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

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

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final inspection within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

* **NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

4.1.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. **Single Family Manufactured Home, Ready-to-Move; or Mobile Home** siting will consist of a foundation **AND** final inspection within 180 days of permit issuance.
3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.

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4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

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4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

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

4.2.3 Electrical Installation Site-Inspections

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

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

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4.3 Gas

4.3.1 Gas Permits

The Municipality will issue Gas Permits.

4.3.2 Construction Document Review

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

4.3.3 Gas Installation Site-Inspections

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

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance

4.3.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

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

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

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4.4 Plumbing

4.4.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.4.2 Construction Document Review

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

4.4.3 Plumbing Installation Site-Inspections

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

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with more than 5 fixtures	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures or less	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with more than 5 fixtures	2	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering within 180 days of permit issuance AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures or less	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within yone (1) year of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> ○ one (1) site inspection prior to covering.

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4.4.4 Permits for Private Sewage Disposal Systems

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

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

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

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

4.4.5 Private Sewage Disposal System Site Inspections

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

4.4.6 Miscellaneous Plumbing Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

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