

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday, June 28th, 2019 – commencing at 9:00 a.m.

1. Call to order

2. Agenda a) Friday, June 24th, 2019 Regular Council Meeting

3. Minutes: a) Friday, May 31st, 2019 Regular Council Meeting

p1-5

4. Delegations: a) 9:05 a.m. Justin Quintal – discuss sheds and rv's on his lot at #9 Aspen Avenue. The Summer Village has issued a stop order (attached). Development Officer Tony Sonnleitner will also be present (*direction as given at meeting time*)

p6-10

5. Bylaws: a) Bylaw 293-2019, a to prohibit other persons from providing electric distribution service within the legal boundaries of the municipality. Further to Council direction at our last meeting, attached is the noted bylaw with respect to FortisAlberta's franchise agreement. Administration is requesting all reading of this bylaw (*approve all four readings of bylaw 293-2019*).

p11-13

6. Business: a) Summer Village Policies – previously Council reviewed and approved what we refer to as “common policies” as part of our bylaw and policy review project. We are now bringing before you what we refer to as “unique policies” for your review and consideration. Where applicable we have attached the existing policy as well:

p14
p16-17
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p25-34
p35-38

- compost collection site
- consent agreements
- council remuneration and expense reimbursement
- rental
- tangible capital assets
- culvert

Further to discussion at our last meeting:
-fire ban declaration

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

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday, June 28th, 2019 – commencing at 9:00 a.m.

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- b) Alberta Municipal Affairs – June 14th, 2019 email and attached letter on Key Priorities & Liquor Consumption in Municipal Parks. I do not believe we want to allow liquor consumption in our parks simply because of the enforcement that would go with it (*discussion and direction at meeting time*)

p 45-47

- c) Summer Villages of Lac Ste. Anne County East – further to their June 1st, 2019 meeting, attached is the information with respect to a request that Ross Haven brought forward to revisit the membership requisition calculations. Currently the annual requisition is prorated based on lot count, but two other options would be equalized assessment or population count – or combination of any of them. The SVLSACE requested all summer villages discuss this at their next respective Council meeting and be prepared to vote on it at the next SVLSACE meeting in October (*direction as given by Council at meeting time*)

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- d) National Drowning Prevention Charity – please refer to their June 4th, 2019 email requesting the Mayor proclaim July 21-27th, 2019 as National Drowning Prevention Week (*that the Mayor so proclaim*)

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- e) Association of Summer Villages of Alberta – please refer to the attached save the date for their 2019 Annual Conference and AGM scheduled for October 17th and 18th, 2019 at the Executive Royal Hotel in Leduc. Registration is \$240.00/person and in the past the Summer Village has contributed a donation item for their silent auction (*authorize attendance and donate _____ to their silent auction*)

p 50

- f) S.V. of Val Quentin – invite to their 4th annual Picnic in the Park scheduled for Saturday July 13th, 2019 from noon to 4:00 p.m. (*authorize attendance or accept for information*)

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- g) Shane Getson, MLA Lac Ste. Anne-Parkland – invite to his constituency office grand opening scheduled for Saturday, June 29th, 2019 from 11:00 a.m. to 2:00 p.m. in Onoway (*authorize attendance or accept for information*)

h)

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday, June 28th, 2019 – commencing at 9:00 a.m.

i)

j)

7. Financial a) Income & Expense Statement – as of May 31st, 2019 (to be distributed to Council at meeting time)
8. Councillors' Reports
a) Mayor Poulin
b) Deputy Mayor Turnbull
c) Councillor Horne
9. Administration Reports
p52
p53
a) Development Officer's Report
b) Public Works Report
c) Poppy Place tax recovery properties update
d) Lake weed cutting update
e) Flowering Rush project update
f) MR enforcement update
g) Organizational Meeting (July or August)
10. Information and Correspondence
p54-58 a) STOPORDER – 9 Aspen Avenue
b) 19DP04-31 – development of a "show lot" including installation of a parking pad, grass, 12' x 12' accessory building, and the temporary utilization of the site during the summer of 2019 for pt SW 3-54-5-W5M
p59-62
c) Community Peace Officer report for May 2019
p63-65 d) Yellowhead Regional Library – YRL Board Executive Committee Highlights May 13, 2019
p66-67 e) Alberta Ombudsman – June 14th, 2019 letter and attachments on their role and services
p68-71 f)
11. Open Floor Discussion with Gallery (15 minute time limit)

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday, June 28th, 2019 – commencing at 9:00 a.m.

12. Closed Meeting (if required) – (x 2)

13. Adjournment

Next Meetings:

- July 26th, 2019 – Regular Council Meeting 9:00 a.m.
- August 30th, 2019 – Regular Council Meeting 9:00 a.m.
- September 27th, 2019 – Regular Council Meeting 9:00 a.m.
- October 17th & 18th, 2019 – ASVA Conference in Edmonton
- October 25th, 2019 – Regular Council Meeting 9:00 a.m.

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, MAY 31, 2019
FALLIS COMMUNITY HALL

	PRESENT	<p>Mayor: Bernie Poulin Deputy Mayor: Liz Turnbull Councillor: Graeme Horne</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (CAO) Heather Luhtala, Assistant CAO</p> <p>Public Works: Dan Golka, Public Works Manager - ABSENT</p> <p>Delegations: 9:08 a.m. - Tony Sonnleitner, Development Officer – To discuss the following matters: -Alder Avenue Walkway -MR Enforcements -other enforcement matters (RV's, unsightly)</p> <p>Public at Large: 5</p>
1.	CALL TO ORDER	Mayor Poulin called the meeting to order at 9:00 a.m.
2.	AGENDA	
	62-19	<p>MOVED by Councillor Horne that the May 31, 2019 agenda be approved with the following addition:</p> <p>-Summer 2019 Municipal Leaders' Caucus - Thursday, June 6, 2019 in Fort Saskatchewan</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES	
	63-19 ...1818	<p>MOVED by Deputy Mayor Turnbull that the minutes of the April 26, 2019 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	DELEGATION	Deferred to later in meeting.
5.	BYLAWS	
	64-19	<p>MOVED by Mayor Poulin that Bylaw 291-2019 being a Bylaw to establish an Assessment Review Board for the Summer Village of Silver Sands, be given 1st reading.</p> <p style="text-align: right;">CARRIED</p>
	65-19	<p>MOVED by Councillor Horne that Bylaw 291-2019 be given second reading.</p> <p style="text-align: right;">CARRIED</p>



**SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, MAY 31, 2019
FALLIS COMMUNITY HALL**

66-19		<p>MOVED by Deputy Mayor Turnbull that Bylaw 291-2019 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
67-19		<p>MOVED by Councillor Horne that Bylaw 291-2019 be given third and final reading.</p> <p style="text-align: right;">CARRIED</p>
68-19		<p>MOVED by Deputy Mayor Turnbull that the fee for filing an Assessment Complaint be set at \$50.00 (fifty dollars).</p> <p style="text-align: right;">CARRIED</p>
69-19		<p>MOVED by Deputy Mayor Turnbull that the following individuals be appointed as assessment review board members for 2019: Tanya Missikewitz, Reanne Kronewitt-Springer, Wayne Borle, Gina Fowler (Chair), Mike Primeau (Clerk).</p> <p style="text-align: right;">CARRIED</p>
70-19		<p>MOVED by Deputy Mayor Turnbull that Bylaw 292-2019 being a Bylaw to establish the Designated Officer Position for Assessment Review Board Clerk (Mike Primeau) for the Summer Village of Silver Sands, be given 1st reading.</p> <p style="text-align: right;">CARRIED</p>
71-19		<p>MOVED by Mayor Poulin that Bylaw 292-2019 be given second reading.</p> <p style="text-align: right;">CARRIED</p>
72-19		<p>MOVED by Deputy Mayor Turnbull that Bylaw 292-2019 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
73-19		<p>MOVED by Deputy Mayor Turnbull that Bylaw 292-2019 be given third and final reading.</p> <p style="text-align: right;">CARRIED</p>
6. 74-19		<p>DELEGATION 9:08 a.m. – Tony Sonleitner, Development Officer – to discuss the following matters: -Alder Avenue Walkway, -MR Enforcements, -other enforcement matters (RV's, unsightly)</p> <p>MOVED by Mayor Poulin that Administration proceed with relocating the existing walkway between Lot 16 & 17 to the easterly boundary of Lot 17 where the existing drainage swale is located on Alder Avenue.</p> <p style="text-align: right;">CARRIED</p>

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, MAY 31, 2019
FALLIS COMMUNITY HALL

	7577575-19		MOVED by Deputy Mayor Turnbull that a public hearing with respect to relocating the existing walkway between Lot 16 & 17 to the easterly boundary of Lot 17 where the existing drainage swale is located on Alder Avenue be scheduled for Friday, July 26, 2019 at 10:00 a.m. CARRIED
	76-19		MOVED by Mayor Poulin that in keeping with Council's philosophy of preserving and protecting the municipal reserve areas within the Summer Village, Administration proceed with enforcement of the unauthorized use of the reserve areas, the removal of all chattels and encroachments located on the reserve areas and specifically reserve Lot R6 on Willow Avenue. CARRIED
		BUSINESS	
	77-19		Tony Sonnleitner left the meeting at 9:46 a.m. MOVED by Deputy Mayor Turnbull that Council accept for information the discussion with respect to Lake Weed Cutting notification process for 2019. CARRIED
	78-19		MOVED by Mayor Poulin that as the Summer Village of Silver Sands currently has Franchise Agreement with Fortis Alberta, Administration proceed with preparing a bylaw which grants Fortis Alberta exclusivity to provide electrical services within the Summer Village. CARRIED
	79-19		MOVED by Councillor Horne that the Summer Village of Silver Sands hire the services of Lisa Cahoon and Pintail Environmental Consulting Inc. to act as the lead consultant on the Flowering Rush Abatement Project. CARRIED
	80-19		MOVED by Deputy Mayor Turnbull that Council and Administration be authorized to attend the Summer 2019 Municipal Leaders' Caucus schedule for Thursday, June 6, 2019 in Fort Saskatchewan. CARRIED
7.	81-19	FINANCIAL	MOVED by Councillor Horne that the Income and Expense Statements as at April 30, 2019 be accepted for information a presented. CARRIED
8.	82-19	COUNCIL REPORTS	MOVED by Mayor Poulin that administration review the Summer Village's Fire Ban Declaration Order process. CARRIED

(3)

**SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, MAY 31, 2019
FALLIS COMMUNITY HALL**

	83-19	MOVED by Councillor Horne that the verbal Council reports be accepted for information as presented. CARRIED
9.	ADMIN & PUBLIC WORKS REPORTS	
	84-19	MOVED by Deputy Mayor Turnbull that the written Public Works report be accepted for information. CARRIED
	85-19	MOVED by Deputy Mayor Turnbull that the verbal and written Administration reports be accepted for information. CARRIED
10.	CORRESPONDENCE	
	86-19	MOVED by Councillor Horne that the following correspondence be accepted for information: a) Government of Alberta – direct deposit of \$292.00 on May 3 rd , 2019 for fines distribution b) Community Peace Officer Report – for April 2019. c) Town of Onoway – FCSS Funding letter to be completed and returned by Administration prior to December 31 st , 2019 CARRIED
11.	OPEN FLOOR WITH GALLERY	
	87-19	MOVED by Mayor Poulin that Council accept for information the open-floor discussion with the gallery. CARRIED
12.	CLOSED MEETING	
13.	NEXT MEETING(S)	The next Council meetings have been scheduled for: -Friday, June 28, 2019 at 9:00 a.m. – Regular Meeting -Friday, July 26, 2019 at 9:00 a.m. – Regular & Organizational Meeting & Public Hearing
14.	ADJOURNMENT	The meeting adjourned at 11:12 a.m.

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SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, MAY 31, 2019
FALLIS COMMUNITY HALL

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

UNAPPROVED



Summer Village of Silver Sands

STOP ORDER

June 5, 2019

- Registered Mail
- On site
- Hand delivery

██████████
██████████
██████████
██████████

Dear Sir:

RE: PLAN 223 MC, BLOCK 3, LOT 9 : 9 Aspen Avenue (the "Lands")

In my capacity as Development Officer I hereby issue this Stop Order pursuant to Section 645 of the Municipal Government Act, and Section 3.9 of the Summer Village of Silver Sands Land Use Bylaw 256-2015, with respect to the aforementioned lands.

The Municipality's Land Use Bylaw 256-2015 states:

1. SECTION 3.1 CONTROL OF DEVELOPMENT

No development other than that designated in Section 3.2 of this Bylaw shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.

2. SECTION 1.9 DEFINITIONS OR MEANINGS

"ACCESSORY BUILDING" - means a building which is separate from the principal building on the parcel where both are located and which the Development Officer decides is incidental to that of the principal building, and includes garages, boathouses and guest houses.

"PRINCIPAL USE" - means the primary purpose, in the opinion of the Development Authority, for which a building or parcel is used. There shall be no more than one principal use on each parcel unless specifically permitted otherwise in the Bylaw.

3. SECTION 4.18 RECREATIONAL VEHICLES AND TEMPORARY LIVING ACCOMMODATIONS

6



Summer Village of Silver Sands

- (1) A maximum of one (1) Recreation vehicle, holiday trailer, motor home, camper or tent trailer may be situated and occupied on a residential parcel provided that it:
 - (a) is located within a required parking stall or on the site in a manner satisfactory to the Development Officer, and
 - (b) is occupied for no longer than 90 days during a calendar year where on-site access to an approved sewage collection system is present; and
- (2) At no time are recreation vehicles to be used as a permanent place of residence.
- (3) Notwithstanding the foregoing, a recreation vehicle may be maintained on a site during periods of dwelling construction for a maximum of one (1) year, where approved by the Development Authority.
- (4) A maximum of one (1) unoccupied recreational vehicle may be kept on a developed parcel for storage purposes where the same is kept in a neat and tidy condition and in a location that respects the privacy and appearance of neighbouring properties.
- (5) At no time may a person store any derelict recreation vehicle on a property. Dereliction may be assessed by inoperability, immobility, excessive rust, decay or damage, fluid leaks, abandonment, lack of registration, or any or all of these.

4. 5.2 R1A – RESIDENTIAL – SINGLE FAMILY CLASS “A”

(1) General Purpose of District

This district is generally intended to accommodate single detached dwellings and modular homes, and associated uses on small lots.

Further, Part 17 of the Municipal Government Act and Section 3.9 of the Summer Village of Silver Sands Land Use Bylaw 256-2015 allow a Development Officer to issue a Stop Order where a development or use of land or buildings does not comply with the Municipal Government Act, the Land Use Bylaw, a development permit or a subdivision approval.

At present, given that:

1. The construction of two (2) Accessory Buildings, shed and deck, have been undertaken on the Lands without application for development permit approval, and Development Authority approval has not been granted for the development undertaken on the Lands; and
2. The placement of a Recreational Vehicle has been undertaken on the Lands; where:
 - (a) The Recreational Vehicle has not been located within a required parking stall or on the site in a manner satisfactory to the Development Officer; and
 - (b) Development Authority approval has neither been applied for, nor approved, for the placement of the Recreational Vehicle.





Summer Village of Silver Sands

Photographs of the two (2) Accessory Buildings, shed and deck, and the Recreational Vehicle are attached to, and form part of, the reason why the developments are deemed to contravene the provisions of the Summer Village of Silver Sands Land Use Bylaw 256-2015, as amended.

Accordingly, you are hereby ordered to stop the unauthorized development on the aforementioned Lands, and the buildings thereon, and comply with the Land Use Bylaw by:

1. Removing the Accessory Buildings, Shed and Deck, and the Recreational Vehicle as depicted in the attached photographs and restoring the property to its former condition by 4:30 pm on Friday June 28, 2019.

You are hereby advised that you have the right to appeal this Order to the Subdivision and Development Appeal Board. If you wish to exercise this right then written notice of appeal, accompanied by a statement of grounds for appeal and an appeal fee in the amount of \$150.00, must be received by the Clerk of the Subdivision and Development Appeal Board within twenty one (21) days of your receipt of this letter. The Notice of Appeal should be directed to:

Clerk of the Subdivision & Development Appeal Board
Summer Village of Silver Sands
Box 8
Alberta Beach, Alberta T0E 0A0
(587) 873-5765

Please be advised that, should you fail to comply with this Stop Order the Municipality has the authority, pursuant to Section 646 of the Municipal Government Act, to enter onto the Lands and take any action necessary to carry out the terms of this Order. The authority granted to the Summer Village also includes the right to charge the costs and expenses incurred in carrying out this Stop Order to the tax roll for the Lands pursuant to Section 553(1)(h.1) of the Municipal Government Act.

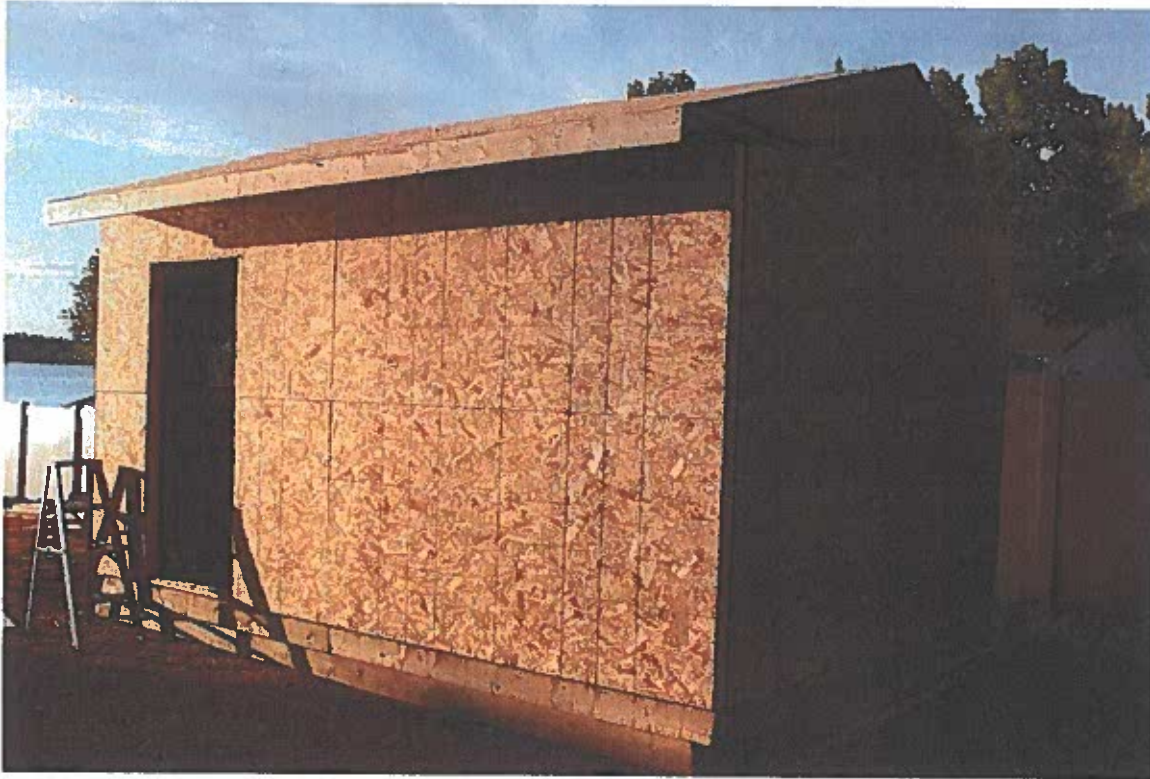
YOURS TRULY,

SUMMER VILLAGE OF SILVER SANDS
Per:

TONY SONNLEITNER, Development Officer
Attachments – Photograph of the referenced development

Summer Village of Silver Sands

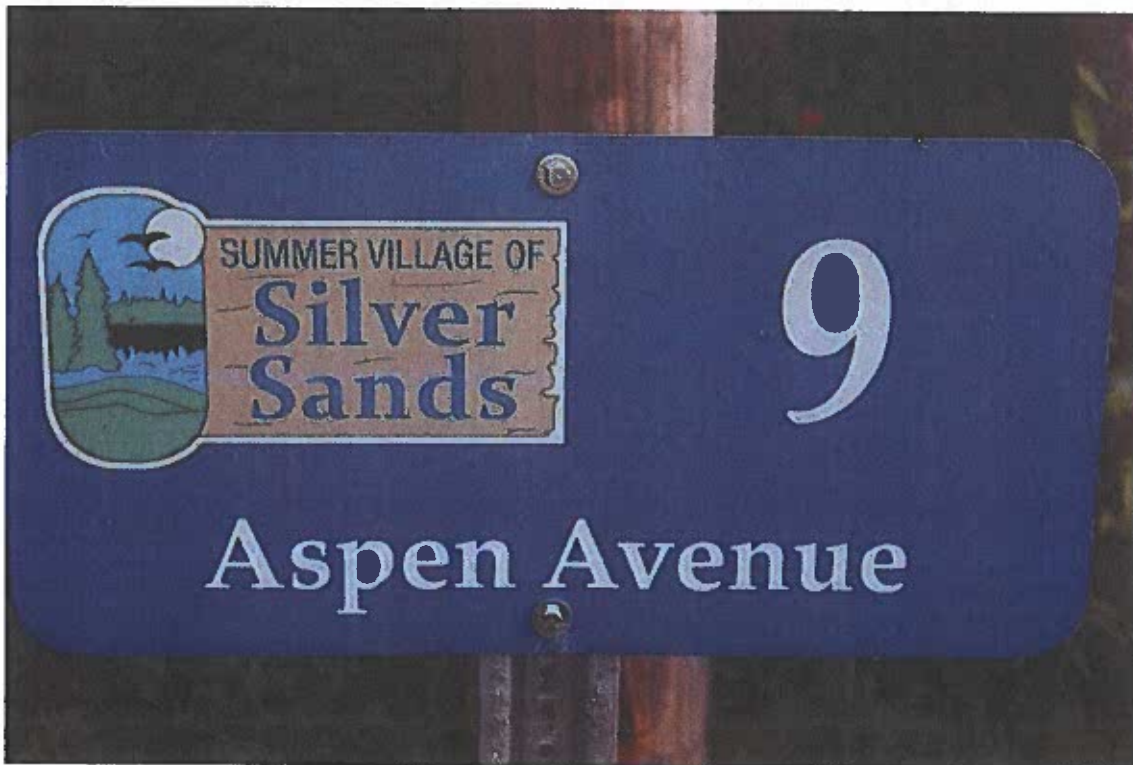
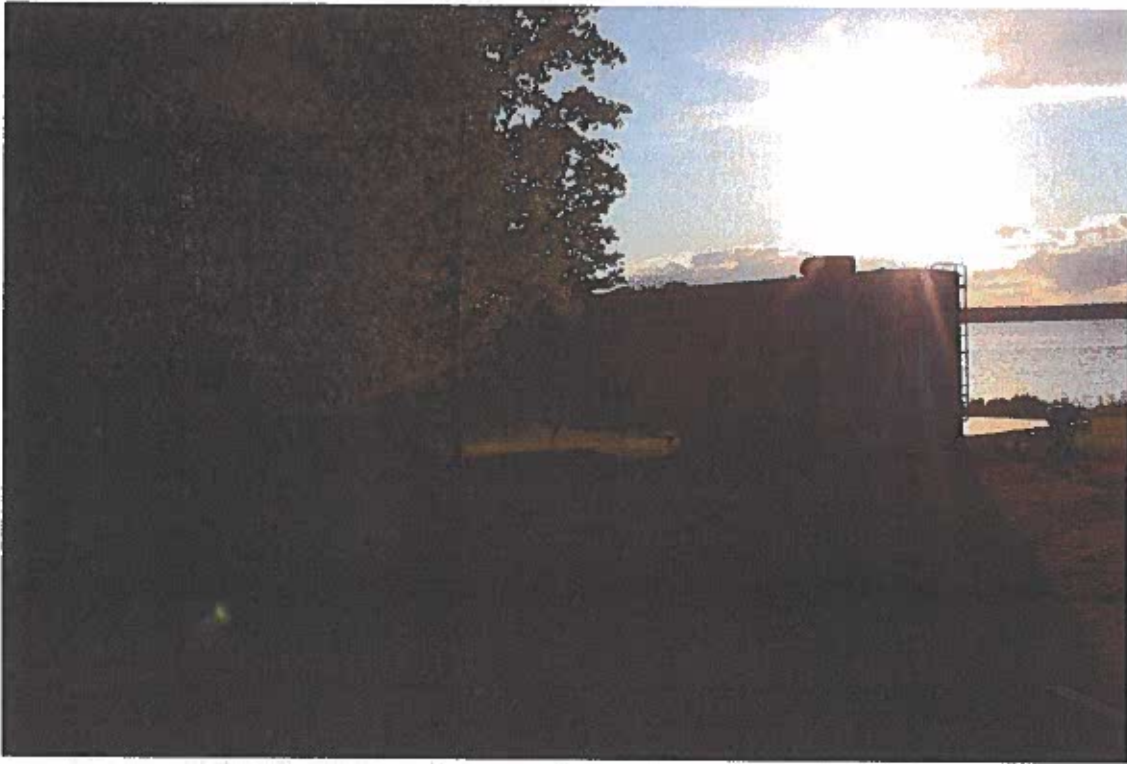
Photograph of the subject Lands, taken by the Development Officer, Plan 223 MC, Block 3, Lot 9 : 9 Aspen Avenue, on June 4, 2019.





Summer Village of Silver Sands

Photograph of the subject Lands, taken by the Development Officer, Plan 223 MC, Block 3, Lot 9 : 9 Aspen Avenue, on June 4, 2019, Continued.



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**A BYLAW TO PROHIBIT OTHER PERSONS FROM PROVIDING
ELECTRIC DISTRIBUTION SERVICE WITHIN THE LEGAL BOUNDARIES
OF THE MUNICIPALITY**

WHEREAS, pursuant to section 45 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the "**Municipal Government Act**"), and as authorized by Municipal Bylaw 2013/04, 2013, **Summer Village of Silver Sands** (the "**Municipality**") has entered into an Electric Distribution Franchise Agreement with FortisAlberta Inc. (the "**Franchise Agreement**");

WHEREAS, pursuant to the terms of the Franchise Agreement, FortisAlberta Inc. (such party and its successors and permitted assigns hereinafter referred to as "**FortisAlberta**") has been granted the exclusive right to provide electric distribution service within the legal boundaries of the Municipality as altered from time to time (the "**Municipal Franchise Area**") for the term of such agreement;

WHEREAS, the Municipality may, upon the expiration of the Franchise Agreement and subject to the terms of the *Municipal Government Act*, enter into a subsequent or replacement agreement with FortisAlberta or a third party (either such party the "**Subsequent Franchisee**") which grants such Subsequent Franchisee the exclusive right to provide electric distribution service within the Municipal Franchise Area for the term of such agreement (any such agreement or replacement thereof a "**Subsequent Franchise Agreement**");

WHEREAS, the legal boundaries of the Municipality may be altered from time to time after the date this Bylaw is passed, due to municipal annexations or for other reasons;

AND WHEREAS, pursuant to Section 46 of the *Municipal Government Act*, and for the duration of any Franchise Agreement or Subsequent Franchise Agreement (any such agreement an "**Exclusive Franchise Agreement**"), the Municipality wishes to prohibit any person other than FortisAlberta or the Subsequent Franchisee, as the case may be (such party the "**Exclusive Franchisee**"), from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area;

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

Short Title

1. This Bylaw may be referred to as the "**Prohibiting Other Persons From Providing Electric Distribution Service within Municipal Franchise Area Bylaw**"

Prohibiting Other Persons

2. For the duration of any Exclusive Franchise Agreement, any person other than the Exclusive Franchisee shall be prohibited from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area.

Municipal Government Act RSA 2000 Chapter M-26

Section 45

3. If, prior to the date that this Bylaw is passed:
- (a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurred and resulted in the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and
 - (b) the service area of such rural electrification association was subsequently altered by Decision 22164-D01-2018 or any other decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area;
- then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90th) day following the date that this Bylaw is passed.

4. If:
- (a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurs after (or occurred prior to) the date that this Bylaw is passed and results in (or resulted in) the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and
 - (b) the service area of such rural electrification association is subsequently altered by any decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area (any such alteration, a "**Service Area Alteration**");

then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90th) day following the date of such Service Area Alteration.

Effective Date

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

Read a first time on this 28th day of June, 2019.

Read a second time on this 28th day of June, 2019.

Unanimous Consent to proceed to third reading on this 28th day of June, 2019.

Read a third and final time on this 28th day of June, 2019.

Signed this 28th day of June, 2019.



**Municipal Government Act RSA 2000 Chapter M-26
Section 45**

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

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Summer Village of Silver Sands Administrative Policy

Number	Title			
A-ENV-COMP-1	Compost Collection Site			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

POLICY STATEMENT

The Summer Village of Silver Sands would like to act in a professional and environmentally responsible manner in respect to access and use of the Silver Sands Compost Collection Site.

PURPOSE

For the benefit of Silver Sands residents/property owners, the Summer Village has designated a site to collect leaves, grass clippings, lake weeds, brush and branches.

RELATED INFORMATION

All other materials including lumber, plywood, tree trunks, tree roots and stumps, and wood chips must be taken to the regional landfill site for disposal.

RESPONSIBILITIES

1. Full access annually during business hours.
2. Only residents/property owners of Silver Sands are allowed to use the compost collection site for residential use, no commercial use.
3. Acceptable Materials are as follows:
 - Leaves
 - Grass Clippings
 - Lake Weeds
 - Brush
 - Branches

Revisions:

Resolution Number	MM/DD/YY



Summer Village of Silver Sands

Council Policy

Number	Title			
C-PLA-CONS-1	Consent Agreements			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

Council recognizes that there may be occasion(s) where it may be necessary and of benefit to both the municipality and the property owner to allow a property owner reasonable and/or limited work to be done on the municipal reserve properties. However, it is important to ensure that the municipality is aware of the works and has given approval and it is important for the person doing the work to realize their responsibilities as well in terms of liability.

Policy Statement

When members of the public request to do improvements on municipal property there needs to be a clear understanding of responsibilities. To ensure that all parties are clear on who is responsible for what, a Consent Agreement must be entered into between the member of the public and the municipality, such Consent Agreement form being attached to this policy.

Standards

1. Any work done on public property by members of the public at large **must** have prior written approval from Council and/or Administration. Sample form attached to final page of this document.
2. The consent agreement form will clearly outline the scope and location of the work to be done. Specifically, the nature of the work, the time frame for the work, the physical location of the work and the person or persons doing the work must be listed.
3. The Consent Agreement will clearly indicate that the member of the public is responsible for any injuries that they may receive or for any liability claim for damages to other properties that may arise from the works.
4. The Consent Agreement must be signed by both the applicant and the municipal representative and, preferably, should be kept on the site of the work being done.

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Summer Village of Silver Sands Council Policy

Consent Agreement:

Between

The Summer Village of Silver Sands

of the first part

and

of the second part

1. _____ (the applicant) has made a proposal to do the following works on municipal property: (provide a detailed explanation):

2. The time frame for the work is as follows: _____
3. The applicant agrees that all cost related to this work shall be borne by the applicant.
4. The applicant agrees that they accept full liability for any injury or damage that may be caused by these works.
5. The applicant agrees to ensure that all work is done in a safe and workman like manner.
6. The applicant agrees to adhere to all municipal bylaws related to noise and disturbance of the public at large.
7. The applicant agrees to notify the municipal office of any change in the proposed plan or timeline prior to commencement.

Municipal Address of Applicant: _____

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____

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Summer Village of Silver Sands Council Policy

Name of Municipal Representative: _____

Signature of Municipal Representative: _____ Date: _____

(Office Use) Tax Roll #: _____

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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:		Resolution No:	
	Date:		Date:	

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.

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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 | \$ 25.00 |

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:

- \$ 0.55 per kilometer

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.



LEGISLATIVE POLICY

I-001

COUNCIL REMUNERATION

Authorization: Council Resolution – October 26, 2018

Policy: 1-001

1. The Mayor and Council Members will be reimbursed for time spent on municipal business at the following rates:
 - o Regular Council meetings: \$ 75.00 per meeting
 - o Committee Meetings as appointed: \$ 75.00 per meeting
 - o Full Day Meetings (minimum 4 hours): \$125.00
 - o Monthly Stipend for time spent dealing with residents regarding municipal business: \$ 75.00
 - o Conference Call reimbursement: \$ 25.00 per hour

 2. Expense forms must be filled out and signed by each member of Council prior to reimbursement. Expense forms are to be submitted on at least a quarterly basis.
-

Background:

Council feels that it is important to recognize the contribution of time made by Council members, therefore this policy was established to ensure that Council members are reimbursed for attending to municipal business. It is also important to have policy in one place for immediate reference by Council and by staff.

Date Effective: October 26, 2018

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PERSONNEL POLICY

II-001

EXPENSE REIMBURSEMENT POLICY

Authorization: Council Resolution – September 28, 2018

Policy: II-001

1. Employees and elected officials who attend Council approved conventions, seminars, or meetings held out of town, shall be reimbursed for transportation, food, lodging, and other related expenses.
 2. When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be \$0.55 per kilometer.
 3. Unless additional costs are approved by Council, meals will be reimbursed as per receipts provided to a maximum of:
 - \$15.00 for breakfast;
 - \$20.00 for lunch;
 - \$30.00 for dinner.
 4. Other incidentals, such as parking fees, etc. that are bona fide expenses, will be paid on receipt.
 5. Reasonable rates for lodging will be paid upon receipts being provided with the expense claim.
-

Background:

Council does not wish any employee or elected official to be “out of pocket” for expenses incurred as a result of attending municipal business, but also wishes to ensure that expenses are within reason.

Date Effective: September 28, 2018

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Summer Village of Silver Sands

Administrative Policy

Number	Title		
A-REC-RENT-1	Rental Policy		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

The Summer Village of Silver Sands has various recreational items which Council wishes to make available to residents of the Summer Village of Silver Sands through a rental agreement process. The Summer Village of Silver Sands has a Quonset building which does not have proper cooking, cleaning or bathroom facilities, and as it is a place of business where Summer Village equipment and tools are stored and cannot easily be secured, and because of property and liability insurance reasons, this facility will not be rented out to the general public.

Policy Statement

The Summer Village has in its possession various recreational items such as chairs, tables and picnic tables. As these items were purchased by the Summer Village through tax and/or grant revenue, Council is of the opinion that rental of these items should be made available to Summer Village residents.

Standards

1. A rental agreement must be completed and executed prior to accessing the items, and this rental agreement will include the renters name, village address, contact number, pickup and return dates/times and the items which they wish the rent. A \$200.00 cash damage deposit will have to be submitted along with the completed rental agreement. This damage deposit will be returned if the rented items are returned in good order.
2. The rental fee will be \$25.00/day for any tables, chairs, picnic tables.
3. All items must be picked up and returned to the Summer Village Public Works Quonset by the renter and this must be arranged 2 days in advance with the Public Works department.
4. Items may be rented for 2 consecutive days. A rental request of more than 2 consecutive days must be approved by Council before the items will be released.
5. The rental fee may be waived if two or more Council members agree to waive the fee. The damage deposit will not be waived.

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Summer Village of Silver Sands Administrative Policy

RENTAL AGREEMENT

Name

Mailing Address

Phone Number / Silver Sands Municipal Address

The Renter Agrees (please initial):

_____ To provide the Summer Village with a \$200.00 cash damage deposit which is to be returned if the rented items are returned on time and in good order.

_____ To a rental fee of \$25.00/day for any tables, chairs, picnic tables unless the rental fee is otherwise waived by Council in writing.

_____ That all items must be picked up and returned to the Summer Village Public Works Quonset by the renter and this must be arranged 2 days in advance with the Public Works department.

_____ That the items may be rented for 2 consecutive days. A rental request of more than 2 consecutive days must be approved by Council before the items will be released.

Date(s) of event(s)

Description of event

For the Renter (print name & sign)

For the S.V. Silver Sands (print name & sign)

Date

Date

Witness (print name & sign)

Witness (print name & sign)

Date

Date

ADMINISTRATION POLICY

IV-001

RECREATIONAL ITEMS RENTAL POLICY

Authorization: Council Resolution – 177-08 December 2'08

Policy:

The Summer Village of Silver Sands has various recreational items which Council wishes to make available to residents of the Summer Village of Silver Sands through a rental agreement process.

A rental agreement must be completed and executed prior to accessing the items, and this rental agreement will include the renters name, village address, contact number, pickup and return dates/times and the items which they wish the rent. A \$200.00 cash damage deposit will have to be submitted along with the completed rental agreement. This damage deposit will be returned if the rented items are returned in good order.

The rental fee will be \$25.00/day for any tables, chairs, picnic tables.

All items must be picked up and returned to Rainbow Palace by the renter, and this must be arranged 2 days in advance with the Public Works department.

Items may be rented for 2 consecutive days. A rental request of more than 2 consecutive days must be approved by Council before the items will be released.

The rental fee may be waived if two or more Council members agree to waive the fee. The damage deposit will not be waived.

Background:

The Summer Village has in its possession various recreational items such as chairs, tables and picnic tables. As these items were purchased by the Summer Village through tax and/or grant revenue, Council is of the opinion that rental of these items should be made available to Summer Village residents.

Date Effective: December 2nd, 2008

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ADMINISTRATION POLICY

IV-002

NON RENTAL POLICY - RAINBOW PALACE

Authorization: Council Resolution - 120-10 June 14, 2010

Policy:

The Summer Village of Silver Sands has a Quonset building known as Rainbow Palace. As this facility does not have proper cooking, cleaning or bathroom facilities, and as it is a place of business where Summer Village equipment and tools are stored and cannot easily be secured, and because of property and liability insurance reasons, this facility will not be rented out to the general public.

Date Effective: June 14th, 2010

(24)



Summer Village of Silver Sands

Administrative Policy

Number	Title			
A-FIN-CAP-1 (III-001)	Tangible Capital Assets			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

RESPONSIBILITY:

C.A.O.

PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

The policy is in accordance with the Public Sector Accounting Board (PSAB) 3150.

SCOPE:

This policy applies to the Summer Village and future boards and commissions, agencies and other organizations that will fall within the reporting entity of the Summer Village of Silver Sands.

DEFINITIONS:

Tangible Capital Assets:

Assets having physical substance that:

- a) are used on a continuing basis in the Summer Village's operations.
- b) have useful lives extending beyond one year.



Summer Village of Silver Sands Administrative Policy

- c) are not held for re-sale in the ordinary course of operations.

Betterments:

Subsequent expenditures on tangible capital assets that:

- a) increase previously physical output or service capacity;
- b) lower associated operating costs;
- c) extend the useful life of the asset; or
- d) improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Group Assets:

Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable willing parties who are under no compulsion to act.

POLICY STATEMENTS:

Capitalization:

Tangible capital assets should be capitalized (recorded in the fixed assets sub-ledger) according to the following thresholds:

- a) all land;
- b) all buildings;
- c) all roads;

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Summer Village of Silver Sands

Administrative Policy

- d) engineered structures (will include the following Minor Classes: Water Systems, Wastewater Systems, Storm Systems, Electrical Systems and Marine Structures) with a unit cost of \$5,000 or greater;
- e) all others with a unit cost of \$1,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold.

Categories:

A category of assets is a grouping of assets of a similar nature or function in the Village's operations. The following major asset classes shall be used:

- Land;
- Buildings;
- Land Improvements (including sewer, water);
- Engineered Structures (including roads, bridges);
- Machinery and Equipment;
- Vehicles;
- Communication networks;
- Computer systems (hardware and software)

Valuation:

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its location and condition for use.

1.1 Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all the non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trader discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purpose price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

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Summer Village of Silver Sands

Administrative Policy

1.2 Acquired, Constructed or Developed Assets

Cost includes all cost directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally shorter of the asset's physical, technological, commercial or legal life.

Generally, the Summer Village uses a straight – line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. See Schedule "A".

Disposal:



Summer Village of Silver Sands

Administrative Policy

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the asset registers and accounting records recording a loss/gain on disposal will be adjusted.

SCHEDULE "A"

The following table shows classes, capitalization thresholds, amortization method and useful life to be used:

Major Asset Class	Minor Asset Class	Capitalization Threshold	Amortization Method	Useful Life	Review Schedule
Land		All land will be recorded	N/A	N/A	N/A
Land Improvements	Parking lot – Gravel, playground structures	\$1,000	Straight Line	15 years 10 years	Every 3 years
Buildings Engineered Structures	Roadway System		Straight Line		Every 5 years
	Arterial/Coll - Hot Mix	\$1,000		20 years	
	Arterial/Coll – Cold Mix	\$1,000		10 years	
	Lanes/Alleys – Gravel	\$1,000		15 years	
	Lanes/Alleys – Chip Seal	\$1,000		10 years	
	Road Signs	\$1,000	15 years		
	Water System	\$1,000	Straight Line	50 years	Every 5 years
	Distribution Mains				
	Wastewater System (none at this time)	\$1,000	Straight Line		Every 5 years
	Storm System	\$1,000	Straight Line		Every 5 years
Machinery & Equipment	Office Furniture	\$1,000	Straight Line	20 years	Every 3 years
	Photocopier	\$1,000		5 years	Every 3 years
	Computer Systems		Straight Line		
	Hardware	\$1,000		5 years	Every 3 years
	Software	\$1,000		10 years	Every 3 years
	Tool, Shop & Garage Equipment	\$1,000		10 years	Every 3 years
Vehicles	None at this time	\$1,000	Straight Line		Every 3 years

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Summer Village of Silver Sands Administrative Policy

Revisions:

Resolution Number	MM/DD/YY

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SUMMER VILLAGE OF SILVER SANDS
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. III-001

RESPONSIBILITY:

C.A.O.

APPROVED BY COUNCIL:

DATE: December 2nd, 2008

PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

The policy is in accordance with the Public Sector Accounting Board (PSAB) 3150.

SCOPE:

This policy applies to the Summer Village and future boards and commissions, agencies and other organizations that will fall within the reporting entity of the Summer Village.

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SUMMER VILLAGE OF SILVER SANDS
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. III-001

POLICY STATEMENTS:

Capitalization:

Tangible capital assets should be capitalized (recorded in the fixed assets sub-ledger) according to the following thresholds:

- a) all land;
- b) all buildings;
- c) engineered structures (built assets such as roads, bridges, sewers, water, transit, parks, etc.) with a unit cost of \$10,000 or greater;
- d) all others with a unit cost of \$2,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold.

Categories:

A category of assets is a grouping of assets of a similar nature or function in the Summer Village's operations. The following list of categories shall be used:

- land;
- buildings;
- equipment;
- roads;
- water;
- sewer;
- bridges;
- communication networks;
- motor vehicles;
- furniture and fixtures;
- computer systems (hardware and software)

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SUMMER VILLAGE OF SILVER SANDS
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. III-001

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally shorter of the asset's physical, technological, commercial or legal life.

Generally, the Summer Village uses a straight – line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. See Schedule "A".

Disposal:

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the asset registers and accounting records recording a loss/gain on disposal will be adjusted.

SUMMER VILLAGE OF SILVER SANDS
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. III-001

SCHEDULE "A"

The following table shows classes, capitalization thresholds, amortization method and useful life to be used:

Major Asset Class	Minor Asset Class	Capitalization Threshold	Amortization Method	Useful Life	Review Schedule
Land		All land will be recorded.	N/A	N/A	N/A
Land Improvements	Parking lot –Gravel, Playground Structures	\$1,000.00	Straight Line	15 Years 10 Years	Every 3 years
Buildings	None at this time	All buildings will be recorded	Straight Line		Every 5 Years
Engineered Structures	Roadway System, Arterial/Coll – Hot mix, Cold mix Lanes/Alleys – Gravel, Chip seal Road Signs	\$1,000.00 \$1,000.00	Straight Line	20 Years 10 Years 15 Years 10 Years 15 Years	Every 5 Years
	Water System Distribution Mains	\$1,000.00	Straight Line	50 Years	Every 5 Years
	Wastewater System None at this time	\$1,000.00	Straight Line		Every 5 Years
	Storm System	\$1,000.00	Straight Line		Every 5 Years
Machinery & Equipment	Office Furniture Office Furniture- Photo Copier Computer Systems Hardware Software Tools, Shop & Garage Equipment	\$1,000.00	Straight Line	20 Years 5 Years 5 Years 10 Years 10 Years	Every 3 Years
Vehicles	None at this time	\$1,000.00	Straight Line		Every 3 Years
Cultural & Historical		N/A	N/A	N/A	N/A



Summer Village of Silver Sands Council Policy

Number	Title		
C-ENV-CUL-1	Culvert Policy		
Approval	Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

To establish the responsibility and size for culverts to ensure proper and adequate drainage throughout the ditching system in the Summer Village. Each residential driveway is required to have a proper culvert installed to aid in the removal of water away from the property.

Policy Statement

The Summer Village of Silver Sands recognizes the need to establish a culvert policy as culverts are an integral part of the Summer Village's overall drainage system.

Responsibility

No person shall obstruct any drainage ditch or impede the flow of water within the Summer Village of Silver Sands.

No person shall install any culvert within the Summer Village of Silver Sands without authorization of the municipality.

Culvert Sizes and Installation

All driveways into residential properties shall have a culvert of 12" (300 mm) in diameter and shall be 20' (6 m) in length excepting those streets designated as main drainage routes where culvert sizes and lengths are to be determined by the municipality.

Installation must be at the direction of the Summer Village so as to retain proper grade level and drainage and is to be undertaken by an experienced contractor on behalf of the resident. An Approach Installation Application must be completed and is attached as Schedule "A".

Policy Notes

Requests for the purchase of culverts, replacement culverts and/or culverts for additional approaches or extensions to existing approaches must be made in writing to Council and will be authorized at Council's discretion.

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Summer Village of Silver Sands Council Policy

Schedule "A"



APPLICATION FOR APPROACH CONSTRUCTION

SUMMER VILLAGE OF SILVER SANDS
Box 8 Alberta Beach, AB T0E 0A0
T 587.873.5765 F 780.967.0431
E administration@wildwillowenterprises.com

Proposed Approach Location			
Plan	Block	Lot	Municipal Address

Applicant/Landowner Information	
Applicant Name: _____	Registered Owner Name(s) (if different from applicant): _____
Mailing Address: _____	Mailing Address: _____
City, Prov.: _____ Postal Code: _____	City, Prov.: _____ Postal Code: _____
Ph: _____ Cell: _____	Ph: _____ Cell: _____
Email: _____	Email: _____

Reason for Changing Existing Approach or Requesting New Approach

<input type="checkbox"/> New Approach <input type="checkbox"/> Existing Approach

Authorization
I hereby make application to construction an approach in accordance with the attached plan, Summer Village of Silver Sands Engineering Design Standards (latest version), and at the location shown on the sketch plan on reverse of this form.
Date of Application _____ Signature of Applicant _____

FOR SUMMER VILLAGE USE ONLY – Application Approval		
APPLICATION NO.: _____		
Date Approved (yyyy-mm-dd) _____	Name of SV of Silver Sands Representative _____	Signature _____
SPECIAL PROVISIONS: _____		

FINAL INSPECTION ACCEPTED		
Date Approved (yyyy-mm-dd) _____	Name of SV of Silver Sands Representative _____	Signature _____

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of this information may be directed to the Freedom of Information & Protection of Privacy (FOIP) Coordinator, Summer Village of Silver Sands, Box 8, Alberta Beach, AB T0E 0A0 (587-873-5765).

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Summer Village of Silver Sands Council Policy

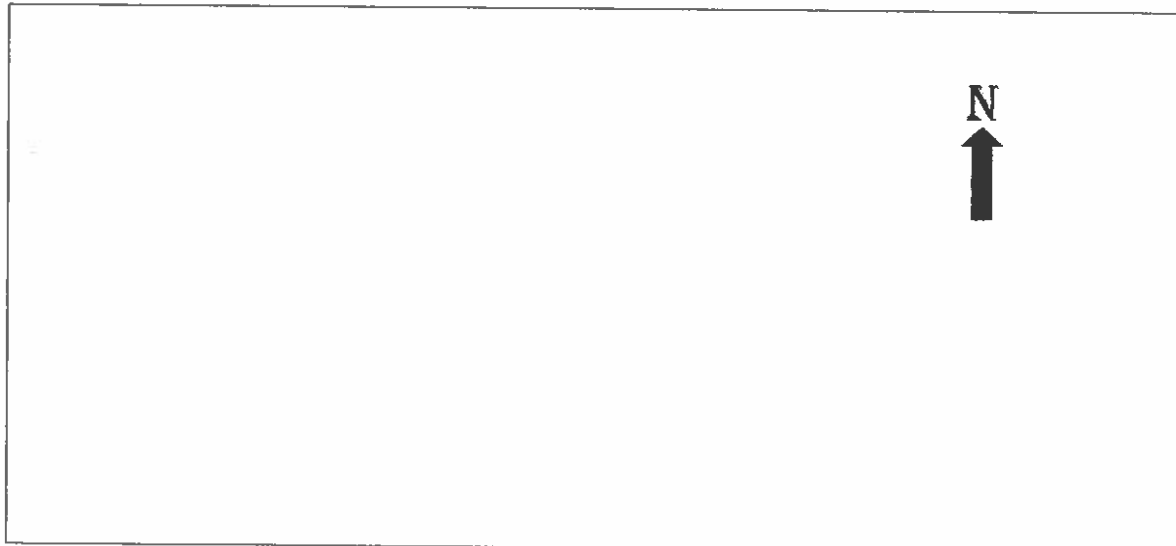
Notes:

1. Each parcel of land can have one approach for access as per Summer Village policy. An additional approach is subject to approval by the Summer Village and will be constructed by the owner at their own cost.
2. Approaches shall be constructed to Summer Village Policy and Engineering Design Standards drawings.
3. All approaches shall meet or exceed Summer Village of Silver Sands Engineering Design Standards. Please attach schematic / drawing of approach indicating the manner in which it is to be constructed.
4. Applicant to notify the Summer Village of Silver Sands when approach is complete and ready for inspection.
5. Proposed new approach locations should be inspected prior to construction to verify spacing and sightlines.
6. Applicant to contact Alberta One Call and locate all utilities prior to construction.

The Sketch Plan should indicate the following:

- Location of proposed Approach, dimensioned from the closest property corner
- Boundaries of the land parcel including dimensions
- All drainage courses
- All roads adjacent to the parcel labeled
- Location of any existing approach(es) (residential, field, or industrial) on both sides of the road
- North arrow for orientation

Please indicate proposed location by placing flagged stakes at both sides of the intended approach if on site meeting with Summer Village of Silver Sands representative is not possible.



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A BY-LAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE PROVINCE OF ALBERTA TO CONTROL AND REGULATE THE DRAINAGE WITHIN THE SUMMER VILLAGE OF SILVER SANDS.

WHEREAS, the Council of the Summer Village of Silver Sands, in the province of Alberta pursuant to the provisions of the Municipal Government Act, Chapter M-26, Section 177, R.S.A. 1980, and amendments thereto, deems it necessary to provide a by-law to control and regulate drainage within the limits of the Summer Village of Silver Sands, and

WHEREAS, the Council of the Summer Village of Silver Sands deems it necessary to control and regulate the size, length, and grade level of culverts installed in the Summer Village of Silver Sands.

NOW THEREFORE, The Council of the Summer Village of Silver Sands in the province of Alberta enacts as follows:

1. No person or persons shall obstruct any drainage ditch or impede the flow of water within the Summer Village of Silver Sands.
2. All driveways into residential properties shall have a culvert of 12 inches (300mm) in diameter and shall be 20 feet (6m) in length, excepting those streets designated as main drainage routes, culvert sizes and lengths are to be determined by the Development Officer.
3. All culverts shall be installed at the direction of the Summer Village of Silver Sands so as to retain proper grade level and drainage within the Village.
4. No person or persons shall install any culvert within the Summer Village of Silver Sands without authorization of the Development Officer.
5. No person or persons shall pump, discharge or drain any water, effluent, sewage or liquid of any type into a drainage ditch within the limits of the Summer Village of Silver Sands, without the authorization of the Development Officer.
6. That this bylaw shall come into effect upon the passing thereof.

READ A FIRST TIME, this 16 day of Dec 19.89

READ A SECOND TIME, this 16 day of Dec 19.89

READ A THIRD TIME, this 10th day of March 1990.

Norman K. McLeod
Mayor

M. H. [Signature]
Municipal Administrator

(seal)

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Wendy Wildman

From: municipalservicesandlegislation@gov.ab.ca
Sent: June 14, 2019 8:59 AM
To: Wendy Wildman
Subject: Minister of Municipal Affairs Letter on Key Priorities & Liquor Consumption in Municipal Parks
Attachments: Attachment 1_News Release_ Liquor Rules Relaxed.pdf; Attachment 2_Regulations on Liquor Consumption in Municipal Parks.pdf; Letter from Minister Madu - June 14 2019.pdf

Sending on behalf of Minister of Municipal Affairs Kaycee Madu

Please find enclosed a letter with attachments from Minister Madu on key priorities and commitments, including specific information on liquor consumption in municipal parks.

No hard copy to follow.

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Liquor ban quashed and rules relaxed

May 16, 2019 [Media inquiries](#)

Liquor constraints will be relaxed in Alberta starting this May long weekend.

Premier Jason Kenney and Environment and Parks Minister Jason Nixon are pushing back against the excesses of the nanny state and the 'War on Fun.' Beginning this May long weekend, the liquor ban imposed on eight remaining provincial parks will be lifted. Moving forward, this government is committed to remove unnecessary red tape for festival organizers hosting events in municipalities and provincial parks. Relaxed liquor regulations will also extend to select provincial park day use area picnic sites later this summer.

"It's time to lift prohibition-era restrictions around liquor consumption in Alberta and give responsible adults the freedom to act responsibly. This is part of our plan to take bold, decisive steps to reduce regulatory burden on business and not-for-profit festival organizations. We will take Alberta from being the most over-regulated to the freest economy in Canada."

Jason Kenney, Premier

Alberta Gaming, Liquor and Cannabis regulations have been clarified to allow event organizers the flexibility to serve drinks where they see fit on festival grounds. Albertans will be able to responsibly enjoy the environment festival organizers wish to create. The same strategy is being applied to festivals and events in provincial parks by making approvals for liquor licences less restrictive.

This May long weekend, the liquor ban will be lifted at Aspen Beach, Miquelon Lake, Garner Lake, Dillberry Lake, Pigeon Lake, Whitney Lakes, Jarvis Bay and Wabamun provincial parks. There is no ban in place in Alberta Parks' other

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provincial campgrounds.

Historically, there has been a liquor ban only over the May long weekend and only in select provincial parks.

“The vast majority of Albertans who enjoy our provincial parks do so responsibly. We should not punish the majority of responsible campers through liquor bans because of the past behaviour of a few bad characters.”

Jason Nixon, Minister of Environment and Parks

Rules and regulations around quiet times, excessive noise and appropriate behaviour continue to be in place and will be enforced as they are in Alberta Parks' other campgrounds. Enforcement staff will shift their focus from enforcing the previous liquor ban to addressing negative behaviour. Liquor consumption in provincial campgrounds is restricted to adults and in campsites only.

Relaxing liquor constraints in municipalities and provincial parks is a commitment under government's Red Tape Reduction strategy and a change to make the lives of Albertans better.

Regulations on liquor consumption in Municipal parks

Additional information for Alberta municipalities

Overview

Alberta's *Gaming, Liquor and Cannabis Act* provides park owners, including municipalities, with the flexibility to enable public consumption of alcohol under certain conditions. In essence, these conditions enable a municipality to designate picnic areas where alcohol and food can be consumed together.

Provisions of the Act

The specific provisions in the Act are set out below:

Public place

- 89 (1) Except as provided in this Act, no person may use or consume liquor in a public place or any place other than a residence, temporary residence, licensed premises or a place or class of place prescribed in the regulations where liquor may be used or consumed.
- (2) Despite subsection (1), a person may consume liquor with food in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that
- (a) states that a person may consume liquor with food in the designated picnic area,
 - (b) sets out the designated picnic area, and
 - (c) sets out the hours when liquor may be consumed with food.
- (3) A person must stop consuming liquor in a designated picnic area if a peace officer on reasonable and probable grounds believes that the person is intoxicated or is not consuming food while consuming liquor in a designated picnic area and the peace officer.

Most municipalities address these situations within local bylaws governing municipal parks. The Government of Alberta encourages all municipalities to evaluate whether more relaxed provisions regarding alcohol consumption in municipal parks make sense for your community, and if so to consider making changes to your policies and bylaws to implement these changes.



ALBERTA
MUNICIPAL AFFAIRS

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

AR97300

June 14, 2019

TO ALL ALBERTA MAYORS, REEVES AND COUNCILS:

Within the past several weeks, I have been blessed with two tremendously important honours. Firstly, on April 16, the people of Edmonton-South West entrusted me to represent them in the Legislative Assembly for the next four years as the MLA for Edmonton-South West. Secondly, on April 30, Premier Kenney appointed me as the Minister of Municipal Affairs, with a mandate to work with all of you in returning jobs and prosperity to our great province.

I am humbled and honoured by these opportunities, and I am looking forward to meeting many of you over the coming months, hearing about what matters to you and your communities, and working with you to achieve our shared objectives.

You will likely understand that much of my focus, and that of my Cabinet colleagues, will be on delivering the many important commitments we have made to Albertans during the recent election campaign. As Minister of Municipal Affairs, some of my key priorities will include:

- Working with the Minister of Finance to deliver on the municipal funding amounts promised for this year, and to work with your municipal associations to develop a long-term municipal funding program;
- Working with the Solicitor General to engage municipalities in discussions on the province's funding formula for police services, including any burden imposed on local law enforcement resulting from the federal legalization of cannabis;
- Cutting provincial regulation and paperwork for Alberta municipalities, so you can pass those savings on to your local taxpayers; and

.../2

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- Working with municipalities to attract investment and create jobs through measures such as facilitating pre-approved industrial zones and enabling municipal property tax incentives.

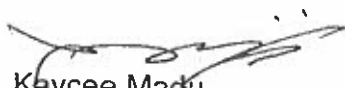
There are a number of other priorities we will be working on over the coming months, but this gives you a sense of the work I expect to do in partnership with you.

Before I close, I want to draw to your attention recent action the Government of Alberta has taken to make it easier for responsible adults to drink alcohol in provincial parks. These changes came into effect just in time for the recent May long weekend, and the feedback received so far has been overwhelmingly positive.

I would like to encourage you as municipal leaders to follow the province's lead in reducing unnecessary regulation in your own municipal parks. Through your local bylaws, you already have authority under the *Gaming, Liquor and Cannabis Act* to enable responsible alcohol consumption within your parks. More detail on this initiative is available in the documents attached to this letter.

As we move forward, we have much work ahead of us. I am excited about the opportunities for us to work together to restore jobs and prosperity to Alberta, and I am genuinely looking forward to meeting and working with all of you.

Sincerely,



Kaycee Madu
Minister

Attachments:

1. Copy of GOA News Release on Liquor Rules
2. Additional Information for Alberta Municipalities

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Summer Village of Ross Haven

Box 70, Site 19, RR 1, Gunn, AB., T0E 1A0
Phone (780) 999-6654 Fax 1-866- 363-3342
Email: cao@rosshaven.ca

March 9, 2019

Dwight Moskalyk, Administrator
SVLSACE
PO Box 8
Alberta Beach, AB
T0E 0A0

Dear Mr. Moskalyk:

Re: Apportionment of the Membership Requisition Allocations

During the February 23rd, 2019 regular meeting of the Summer Villages of Lac Ste. Anne County East, our Mayor, Louis Belland, expressed a desire to have the manner by which the Membership Requisition Allocations are calculated be reviewed. He noted that the ability to vote on all matters, including those that would indebted a specific municipality, are on the one community, one vote basis; where the apportionment of the requisition is per capita based.

Please accept this letter as a formal request to have this matter placed upon the meeting agenda for the next regular meeting of the SVLSACE.

If you require additional clarification, or to discuss the matter, please contact me directly at (780) 999-6654.

Regards,

Tony Sonleitner, CAO, Summer Village of Ross Haven

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SVLSACE Requisition Allotment Calculation Options (Presented for June 1st, 2019 Meeting)

OPTION A - LOT COUNT (TOTAL)

Summer Village	Lot Count (Total)	% Lot Count (Total)	\$ of 10,000 Budget
Summer Village of Birch Cove	76	3.09%	\$309
Summer Village of Castle Island	19	0.77%	\$77
Summer Village of Nakamun Park	191	7.76%	\$776
Summer Village of Ross Haven	243	9.87%	\$987
Summer Village of Sandy Beach	357	14.51%	\$1,451
Summer Village of Silver Sands	359	14.59%	\$1,459
Summer Village of South View	136	5.53%	\$553
Summer Village of Sunrise Beach	198	8.05%	\$805
Summer Village of Sunset Point	200	8.13%	\$813
Summer Village of Val Quentin	202	8.21%	\$821
Summer Village of West Cove	304	12.35%	\$1,235
Summer Village of Yellowstone	176	7.15%	\$715
Total	2461	100.00%	\$10,000

OPTION B RESIDENCES (BASED ON ANNUAL SIR)

Summer Village	Residences (Total, 2017 SIR)	% Residences (Total, 2017 SIR)	\$ of \$10,000 Budget
Summer Village of Birch Cove	61	2.94%	\$294
Summer Village of Castle Island	19	0.92%	\$92
Summer Village of Nakamun Park	147	7.09%	\$709
Summer Village of Ross Haven	160	7.72%	\$772
Summer Village of Sandy Beach	280	13.51%	\$1,351
Summer Village of Silver Sands	236	11.39%	\$1,139
Summer Village of South View	96	4.63%	\$463
Summer Village of Sunrise Beach	144	6.95%	\$695
Summer Village of Sunset Point	364	17.57%	\$1,757
Summer Village of Val Quentin	178	8.59%	\$859
Summer Village of West Cove	239	11.53%	\$1,153
Summer Village of Yellowstone	148	7.14%	\$714
Total	2072	100.00%	\$10,000

OPTION C - ASSESSMENT (TOTAL)

Summer Village	Assessment (Total)	% Assessment (Total)	\$ of \$10,000 Budget
Summer Village of Birch Cove	12,024,885	2.68%	\$268
Summer Village of Castle Island	12,011,484	2.68%	\$268
Summer Village of Nakamun Park	33,027,146	7.37%	\$737
Summer Village of Ross Haven	58,991,283	13.16%	\$1,316
Summer Village of Sandy Beach	39,664,359	8.85%	\$885
Summer Village of Silver Sands	53,501,927	11.94%	\$1,194
Summer Village of South View	18,041,037	4.03%	\$403
Summer Village of Sunrise Beach	22,445,602	5.01%	\$501
Summer Village of Sunset Point	64,179,878	14.32%	\$1,432
Summer Village of Val Quentin	48,443,511	10.81%	\$1,081
Summer Village of West Cove	50,761,731	11.33%	\$1,133
Summer Village of Yellowstone	35,116,506	7.83%	\$783
Total	448209349	100.00%	\$10,000

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OPTION D - ASSESSMENT (RESIDENTIAL)

Summer Village	Assessment (Residential)	% Assessment (Residential)	\$ of \$10,000 Budget
Summer Village of Birch Cove	\$11,976,145	2.69%	\$269
Summer Village of Castle Island	\$11,999,264	2.70%	\$270
Summer Village of Nakamun Park	\$32,892,136	7.39%	\$739
Summer Village of Ross Haven	\$58,534,273	13.15%	\$1,315
Summer Village of Sandy Beach	\$39,077,129	8.78%	\$878
Summer Village of Silver Sands	\$52,460,807	11.79%	\$1,179
Summer Village of South View	\$17,925,517	4.03%	\$403
Summer Village of Sunrise Beach	\$22,303,062	5.01%	\$501
Summer Village of Sunset Point	\$64,012,058	14.38%	\$1,438
Summer Village of Val Quentin	\$48,290,331	10.85%	\$1,085
Summer Village of West Cove	\$50,565,121	11.36%	\$1,136
Summer Village of Yellowstone	\$34,970,726	7.86%	\$786
Total	\$445,006,569	100.00%	\$10,000

OPTION E - POPULATION (BASED ON ANNUAL SIR)

Summer Village	Population (2017 SIR)	% Population	\$ of \$10,000 Budget
Summer Village of Birch Cove	45	2.71%	\$271
Summer Village of Castle Island	10	0.60%	\$60
Summer Village of Nakamun Park	96	5.79%	\$579
Summer Village of Ross Haven	160	9.65%	\$965
Summer Village of Sandy Beach	278	16.77%	\$1,677
Summer Village of Silver Sands	160	9.65%	\$965
Summer Village of South View	67	4.04%	\$404
Summer Village of Sunrise Beach	135	8.14%	\$814
Summer Village of Sunset Point	169	10.19%	\$1,019
Summer Village of Val Quentin	252	15.20%	\$1,520
Summer Village of West Cove	149	8.99%	\$899
Summer Village of Yellowstone	137	8.26%	\$826
Total	1658	100.00%	\$10,000

SUMMARY OF OPTION A - E

Summer Village	A Lot Count	B Residences	C Assessment (Total)	D Assessment (Res.)	E Population	Current Rate (2019)
Summer Village of Birch Cove	\$309	\$294	\$268	\$269	\$271	\$302
Summer Village of Castle Island	\$77	\$92	\$268	\$270	\$60	\$74
Summer Village of Nakamun Park	\$776	\$709	\$737	\$739	\$579	\$743
Summer Village of Ross Haven	\$987	\$772	\$1,316	\$1,315	\$965	\$948
Summer Village of Sandy Beach	\$1,451	\$1,351	\$885	\$878	\$1,677	\$1,389
Summer Village of Silver Sands	\$1,459	\$1,139	\$1,194	\$1,179	\$965	\$1,420
Summer Village of South View	\$553	\$463	\$403	\$403	\$404	\$538
Summer Village of Sunrise Beach	\$805	\$695	\$501	\$501	\$814	\$797
Summer Village of Sunset Point	\$813	\$1,757	\$1,432	\$1,438	\$1,019	\$1,075
Summer Village of Val Quentin	\$821	\$859	\$1,081	\$1,085	\$1,520	\$797
Summer Village of West Cove	\$1,235	\$1,153	\$1,133	\$1,136	\$899	\$1,215
Summer Village of Yellowstone	\$715	\$714	\$783	\$786	\$826	\$704

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Fw: NDPW Proclamation

From: Julianna Matson <juliannaM@lifesaving.org>
Date: June 4, 2019 at 3:00:18 PM MDT
To: "lwestamand@gmail.com" <lwestamand@gmail.com>
Subject: NDPW Proclamation

Dear His Worship Larry St.Amand,
On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 21-27, 2019 as NATIONAL DROWNING PREVENTION WEEK in your Municipality.
The Lifesaving Society designates the third week in July as National Drowning Prevention Week (NDPW) to focus community and media attention on the drowning problem and drowning prevention.
Here is a link to the [proclamation template](#) as well as a [supporting letter](#) for your reference. We would be truly grateful for your support in this important national education initiative. If you have any questions, please don't hesitate to call me directly.
Warmest regards,

Julianna Matson, BSc
Drowning Prevention Coordinator
Lifesaving Society Alberta and Northwest Territories

13123-156 Street | Edmonton, AB | T5V 1V2 | Canada
Tel: 780 415 1755 | Fax: 780 427 9334
E-mail: juliannam@lifesaving.org | Web: www.lifesaving.org

Canada's Drowning Prevention Charity



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IMAGINE
the possibilities

SAVE-THE-DATE

OCTOBER 17TH – 18TH, 2019
Thursday – Friday

**2019 ASVA ANNUAL
CONFERENCE & AGM**

- Meet the new Ministers of AEP and Municipal Affairs (tbc)
- MSI – an update on the future of MSI from Municipal Affairs
- Lake Management Plans: Successes and Challenges – Pigeon Lake and Sylvan Lake
- Social Media
- Fishing Workbook Discussion
- Lac Ste Anne Regional Emergency Management Approach
- Panel Discussion on the Focus of ASVA Services vs Budget
- Indigenous Peoples
- SV Project Panel on Wastewater
- WPAC lake planning with summer villages
- And more

Venue

Executive Royal Hotel
8450 Sparrow Dr,
LEDUC, AB T9E 7G4

**Advocacy
Communication
Education**

BOOK NOW!

Share your issues and solutions
& get great ideas from others!

2 Day Conference

\$240

(online registration
available in mid July)

Call Executive Royal
Hotel Leduc now at
780-986-1840
to book your
accommodations!

[Deadline October 2nd]

Ask for the ASVA
Group Booking

Discounted Rooms
starting from only ~~394.00~~

**ASSOCIATION OF
SUMMER VILLAGES OF
ALBERTA**

www.asva.ca



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A decorative border of tropical leaves in green, orange, and blue surrounds a central black circle. The leaves include large monstera leaves and smaller palm-like fronds.

SAVE THE DATE

Summer Village of Val Quentin 4th Annual

Picnic in the Park

Noon to 4 PM

Cantin Park Gazebo

Saturday, July 13, 2019

Bring the family and your lawn chairs
and enjoy an afternoon of entertainment
and fun!

Visit with your neighbors
Enjoy the sounds of Trace Jordan
Community BBQ – Hot Dogs, Beverages
Watermelon, Cupcakes, Chips!
Face Painting
Games
Demonstrations and MORE!

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Constituency office mailing address and email:

#18, 4708 Lac Ste. Anne Trail, North

P.O. Box 248, Onoway PO

Onoway, AB T0E 1V0

LacSteAnne.Parkland@assembly.ab.ca

Telephone # - pending

Lac Ste. Anne-Parkland
SHANE GETSON, MLA

GRAND OPENING

CONSTITUENCY OFFICE

Saturday, June 29, 2019

11 am—2 pm

Onoway Heritage Centre

4708 Lac Ste. Anne Trail, N. Onoway

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Summer Village of Silver Sands

Report to Council

Meeting: June 28, 2019 - Regular Council Meeting

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

Comments:

Development Permits:

19DP04-31 Short Legal: SW 3-54-5-W5M : TITTLE 182 263 747 +2 (the "Lands")

DEVELOPMENT OF A "SHOW LOT", INCLUDING INSTALLATION OF A PARKING PAD, GRASS, 12' X 12' ACCESSORY BUILDING, AND THE TEMPORARY UTILIZATION OF THE SIT DURING THE SUMMER OF 2019

19DP05-31 Plan 223 MC, Block 5, Lot 10 : 10 Poplar Avenue

Construction of a Deck (37.2 sq. m.)

Letters of Compliance:

19COMP13-31 Plan 2941 MC, Block 2, Lot 10 : 10 Hazel Avenue

19COMP14-31 Plan 223 MC, Block 7, Lot 14 : 14 Birch Avenue

Development Matters:

Enforcement Order:

Plan 223 MC, Block 3, Lot 9 : 9 Aspen Avenue

1. The construction of two (2) Accessory Buildings, shed and deck, have been undertaken on the Lands without application for development permit approval, and Development Authority approval has not been granted for the development undertaken on the Lands; and
2. The placement of a Recreational Vehicle has been undertaken on the Lands; where:

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Wendy Wildman

From: Dan Golka <sspublicworks@wildwillowenterprises.com>
Sent: June 24, 2019 12:15 AM
To: Wendy Wildman
Subject: Public Works Report for June 28 2019 SVSS Council Meeting

Hi Wendy, Public Works Report for June 23, 2019 SVSS Council Meeting

1. Large Bin Clean up on June 8 well attended. Total of 8 bins total. (4) bins mixed household (2) Bins of metal (1) Bin of clean wood (1) Bin of mattress s chargeable item \$184.00 collected (GFL s fee for disposal) Very successful event! Thank you to residents who helped out with unloading and placing items into bins, it helped keep the waiting time down to a minimum. GFL was great to work with from dispatch to the drivers made for successful event! Feedback from couple residents were why (no branches and why no cement)
2. Crack sealing completed by Allspec on GCR and SSDR (\$ 4541.25) approximately \$ 500.00 under budget
3. Grass cutting. Mother nature not helping this year with grass cutting as lots of areas too wet to get in with large JD mower. Public works will be using weed eaters and push mowers to tackle these areas. Have purchased a new push f w a mower to replace old one. Summer S T E P student to start July 2, 2019 !
4. Pot holes on side streets. Have completed a couple streets so far Bay Dr and Hillside cres, will be moving to other streets soon as stops raining
5. Compost area behind the Quonset has been getting lots of use with grass clippings and lake weeds dropped off as well as compost dirt been picked up. Unfortunately still finding grass clippings and leaves dumped behind property owners onto village reserves!
6. Side streets and ditches over the summer Public works will be trimming and removing brush and branches to help with drainage and sightlines.

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Summer Village of Silver Sands

STOP ORDER

June 5, 2019

- Registered Mail
- On site
- Hand delivery

254 2000
100 000

Dear Sir:

RE: PLAN 223 MC, BLOCK 3, LOT 9 : 9 Aspen Avenue (the "Lands")

In my capacity as Development Officer I hereby issue this Stop Order pursuant to Section 645 of the Municipal Government Act, and Section 3.9 of the Summer Village of Silver Sands Land Use Bylaw 256-2015, with respect to the aforementioned lands.

The Municipality's Land Use Bylaw 256-2015 states:

1. SECTION 3.1 CONTROL OF DEVELOPMENT

No development other than that designated in Section 3.2 of this Bylaw shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.

2. SECTION 1.9 DEFINITIONS OR MEANINGS

"ACCESSORY BUILDING" - means a building which is separate from the principal building on the parcel where both are located and which the Development Officer decides is incidental to that of the principal building, and includes garages, boathouses and guest houses.

"PRINCIPAL USE" - means the primary purpose, in the opinion of the Development Authority, for which a building or parcel is used. There shall be no more than one principal use on each parcel unless specifically permitted otherwise in the Bylaw.

3. SECTION 4.18 RECREATIONAL VEHICLES AND TEMPORARY LIVING ACCOMMODATIONS

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Summer Village of Silver Sands

- (1) A maximum of one (1) Recreation vehicle, holiday trailer, motor home, camper or tent trailer may be situated and occupied on a residential parcel provided that it:
 - (a) is located within a required parking stall or on the site in a manner satisfactory to the Development Officer, and
 - (b) is occupied for no longer than 90 days during a calendar year where on-site access to an approved sewage collection system is present; and
- (2) At no time are recreation vehicles to be used as a permanent place of residence.
- (3) Notwithstanding the foregoing, a recreation vehicle may be maintained on a site during periods of dwelling construction for a maximum of one (1) year, where approved by the Development Authority.
- (4) A maximum of one (1) unoccupied recreational vehicle may be kept on a developed parcel for storage purposes where the same is kept in a neat and tidy condition and in a location that respects the privacy and appearance of neighbouring properties.
- (5) At no time may a person store any derelict recreation vehicle on a property. Dereliction may be assessed by inoperability, immobility, excessive rust, decay or damage, fluid leaks, abandonment, lack of registration, or any or all of these.

4. 5.2 R1A – RESIDENTIAL – SINGLE FAMILY CLASS “A”

(1) General Purpose of District

This district is generally intended to accommodate single detached dwellings and modular homes, and associated uses on small lots.

Further, Part 17 of the Municipal Government Act and Section 3.9 of the Summer Village of Silver Sands Land Use Bylaw 256-2015 allow a Development Officer to issue a Stop Order where a development or use of land or buildings does not comply with the Municipal Government Act, the Land Use Bylaw, a development permit or a subdivision approval.

At present, given that:

1. The construction of two (2) Accessory Buildings, shed and deck, have been undertaken on the Lands without application for development permit approval, and Development Authority approval has not been granted for the development undertaken on the Lands; and
2. The placement of a Recreational Vehicle has been undertaken on the Lands; where:
 - (a) The Recreational Vehicle has not been located within a required parking stall or on the site in a manner satisfactory to the Development Officer; and
 - (b) Development Authority approval has neither been applied for, nor approved, for the placement of the Recreational Vehicle.

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Summer Village of Silver Sands

Photographs of the two (2) Accessory Buildings, shed and deck, and the Recreational Vehicle are attached to, and form part of, the reason why the developments are deemed to contravene the provisions of the Summer Village of Silver Sands Land Use Bylaw 256-2015, as amended.

Accordingly, you are hereby ordered to stop the unauthorized development on the aforementioned Lands, and the buildings thereon, and comply with the Land Use Bylaw by:

1. Removing the Accessory Buildings, Shed and Deck, and the Recreational Vehicle as depicted in the attached photographs and restoring the property to its former condition by 4:30 pm on Friday June 28, 2019.

You are hereby advised that you have the right to appeal this Order to the Subdivision and Development Appeal Board. If you wish to exercise this right then written notice of appeal, accompanied by a statement of grounds for appeal and an appeal fee in the amount of \$150.00, must be received by the Clerk of the Subdivision and Development Appeal Board within twenty one (21) days of your receipt of this letter. The Notice of Appeal should be directed to:

Clerk of the Subdivision & Development Appeal Board
Summer Village of Silver Sands
Box 8
Alberta Beach, Alberta T0E 0A0
(587) 873-5765

Please be advised that, should you fail to comply with this Stop Order the Municipality has the authority, pursuant to Section 646 of the Municipal Government Act, to enter onto the Lands and take any action necessary to carry out the terms of this Order. The authority granted to the Summer Village also includes the right to charge the costs and expenses incurred in carrying out this Stop Order to the tax roll for the Lands pursuant to Section 553(1)(h.1) of the Municipal Government Act.

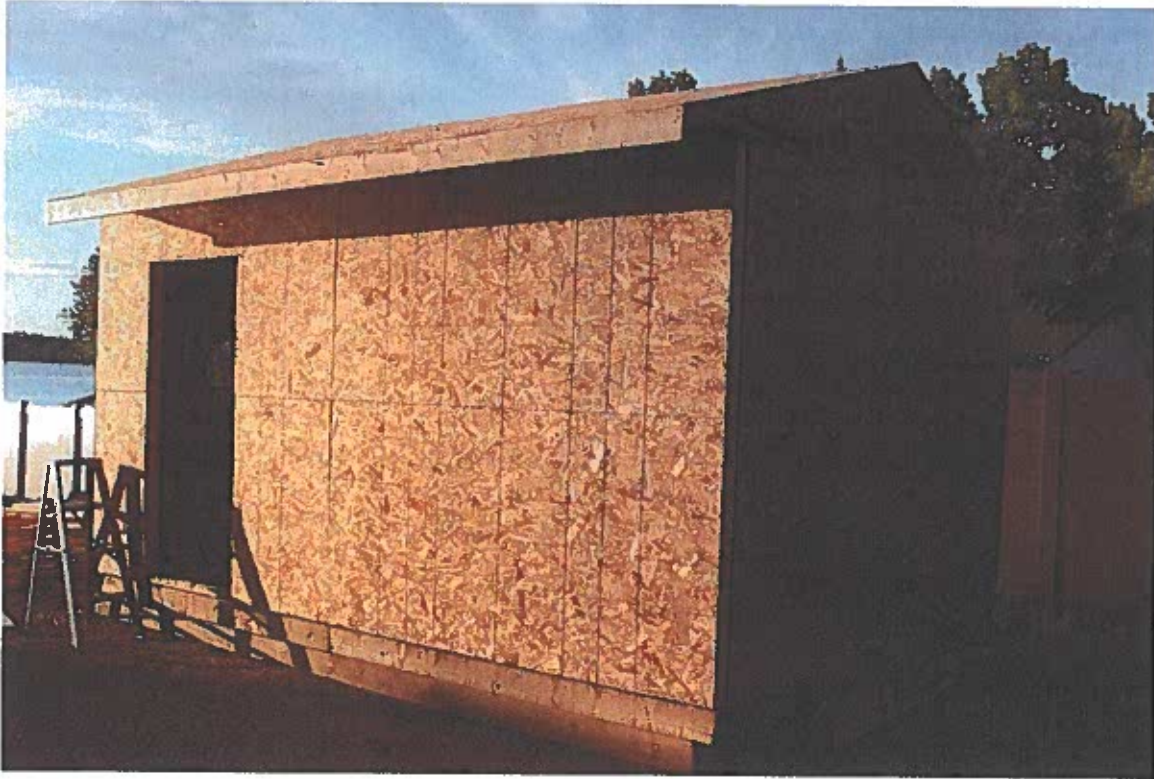
YOURS TRULY,

SUMMER VILLAGE OF SILVER SANDS
Per:

TONY SONNLEITNER, Development Officer
Attachments – Photograph of the referenced development

Summer Village of Silver Sands

Photograph of the subject Lands, taken by the Development Officer, Plan 223 MC, Block 3, Lot 9 : 9 Aspen Avenue, on June 4, 2019.





Summer Village of Silver Sands

Photograph of the subject Lands, taken by the Development Officer, Plan 223 MC, Block 3, Lot 9 : 9 Aspen Avenue, on June 4, 2019, Continued.



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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

April 26, 2019

File: 19DP04-31

Re: Development Permit Application No. 19DP04-31
Short Legal: SW 3-54-5-W5M : TITLE 182 263 747 +2 (the "Lands")
DC – Direct Control : Summer Village of Silver Sands

Preamble: The Council for the Summer Village of Silver Sands, at their regular meeting of April 26, 2019, review, considered, and approved an application for the development of a "Show Lot", including installation of a parking pad, grass, 12' X 12' accessory building, and the temporary utilization of the site during the Summer of 2019. The Lands are districted DC – Direct Control; where the Council of the Summer Village is the Development Authority.

APPROVAL OF DEVELOPMENT PERMIT

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

DEVELOPMENT OF A "SHOW LOT", INCLUDING INSTALLATION OF A PARKING PAD, GRASS, 12' X 12' ACCESSORY BUILDING, AND THE TEMPORARY UTILIZATION OF THE SITE DURING THE SUMMER OF 2019

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. at (780) 454-5048.

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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 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 sketch 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- Applicant is responsible for grading the site of the proposed development to ensure that surface runoff water does not discharge from the site to an adjacent property.



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

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

Date Application Deemed Complete **April 2, 2019**

Date of Decision

April 26, 2019

Effective Date of Permit

April 26, 2019

Signature of Development Officer

Tony Sonnleitner, Development Officer, Summer Village of Silver Sands

cc Municipal Administrator, Summer Village of Silver Sands
Municipal Assessment Services Group Inc. = Ian Ferguson : email ianferguson@shaw.ca

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IMPORTANT NOTES

1. The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.
2. 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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Town of Mayerthorpe

Report Range : 2019/05/01 0000 to 2019/05/31 2359 **Report Title :** SILVER SANDS DAILY EVENTS

5/10/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/10 1330 DAWN, DWIGHT
2019/05/10 1500 TOWN OF MAYERTHORPE

GENERAL PATROL
SILVER SANDS
SUMMER VILLAGE
PATROL VILLAGE MONITORING HOMES, LITTLE BIT OF TRAFFIC TODAY BUT EVERYONE FOLLOWING SPEEDS.

5/17/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/17 1800 DAWN, DWIGHT
2019/05/17 1930 TOWN OF MAYERTHORPE

GENERAL PATROL
SILVER SANDS
SUMMER VILLAGE
A FEW MORE PEOPLE OUT CAMPING FOR THE WEEKEND HERE, BUT TRAFFIC VERY MINIMAL

5/18/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/18 2100 DAWN, DWIGHT
2019/05/18 2230

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TOWN OF MAYERTHORPE

GENERAL PATROL
SILVER SANDS
SUMMER VILLAGE

RECEIVED COMPLAINT FROM RESIDENT BY EMAIL PREVIOUS NIGHT, BUT IT DID NOT COME THROUGH CORRECTLY AND WAS MISSING INFORMATION. GOT CALLS EARLY IN THE A.M. AND THEY LEFT MESSAGE FROM C/N AT LOT 7, 8, 9 ON PINE CRES ABOUT A PARKING COMPLAINT AGAIN FROM SUBJECTS AT LOT 10. RCMP WERE CALLED AND THEY DEALT WITH SITUATION AS I DID NOT START TILL AFTERNOON. WE WILL ISSUE TICKETS AGAIN IF THEY ARE BLOCKING APPROACH. WE CURRENTLY STILL HAVE OUTSTANDING TICKETS WITH A SUBJECT FROM LOT 10.

5/22/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/22 0930 DAWN, DWIGHT
2019/05/22 1130

TOWN OF MAYERTHORPE

COMPLAINT-PARKING
SILVER SANDS
10 PINE CRES

INITIAL COMPLAINT FROM OTHER RESIDENT ON PINE CRES ABOUT LOT 10 AND PARKING ISSUES AGAIN, DOG FECES, AND GENERAL UNSIGHTLY. WENT TO PROPERTY WITH TONY TO SPEAK WITH OCCUPANTS, BUT RESIDENTS NOT HOME SO I WILL FOLLOW UP FURTHER ON ANOTHER PATROL OF VILLAGE. BEFORE VISITING THIS RESIDENCE TONY AND I ALSO STOPPED AT 15 BAY DRIVE FOR UNSIGHTLY AND 32 HILLSIDE CRES, BOTH ISSUES OF UNSIGHTLY

5/30/2019

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2019/05/30 1400 DAWN, DWIGHT
2019/05/30 1530

TOWN OF MAYERTHORPE

GENERAL PATROL
SILVER SANDS
SUMMER VILLAGE

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PATROL OF VILLAGE, CHECKED FOR FURTHER PARKING ISSUES ON PINE CRESC. BUT ALL WAS GOOD. TOOK PICTURES FOR ADMINISTRATION ABOUT PREVIOUS CONCERNS ON POPPY CRESC, FIRST RESIDENCE ON LEFT DOES APPEAR TO BE MAKING SHEDS AS A BUSINESS, 3 OF THE SAME STYLE SHED ON PROPERTY IN DIFFERENT STAGES OF COMPLETION. PROPERTY ACROSS FROM THAT HAS HAD A LOT OF LEVELING WORK DONE AND FULL GRAVEL PLACEMENT THROUGHOUT PROPERTY, TO MAKE IT NICE FOR A CAMPGROUND SETTING, PICS ALSO TAKEN AND SENT IN AN EMAIL TO ADMINISTRATION, WHICH SHOWS 2 FULLY ENCLOSED CARGO TRAILERS ON THE LEFT AND 2 CAMPERS LINED IN A ROW ON THE RIGHT SIDE, EACH BEING AT LEAST 30 FEET LONG AND SET UP. IN BETWEEN THAT IS A FIRE PIT SET UP AND HAD A COUPLE PEOPLE AROUND IT AT THE TIME (NO FIRE). IT APPEARS THAT GRANDPARENTS, THEIR SON, AND HIS 3 KIDS WERE ON SITE AND CAMPING.

2019/05/30 1600

DAWN, DWIGHT

2019/05/30 1630

TOWN OF MAYERTHORPE

ADMIN-FIELD

SILVER SANDS

LAC STE ANNE COUNTY

WORK ON NOTES AND EMAIL

Total Events: 6

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YRL Board Executive Committee Highlights

May 13, 2019

Infrastructure Expenditures

- The infrastructure grant expenditures are almost finished with the following completed:
 - LED lights installed inside and out.
 - New hot water tank.
 - Boiler system updated.
 - Shipping, receiving and dock areas fully remodeled.
 - Bibliographic Services staff desks moved; new cubicle dividers installed.
 - Energy-efficient windows and semi-private roller blinds installed throughout.
 - Boardroom carpet replaced, and additional network and power installed.
 - Soffits and landscape curbing replaced.
 - Washrooms refurbished.
- Pending projects include paving/more curb work and construction of the garage.
 - The garage quotes and holdback were higher than anticipated.
 - The projects will come in close to the granted budget amount; however, there may be some unforeseen costs related to the final two activities.
- The committee approved a capital reserves expenditure not to exceed \$20,000 to cover any cost overages associated with the infrastructure improvements.

Staff Request

- After being in-camera, the committee approved a one year leave without pay request.

Draft 2020 Budget Direction

- Administration is preparing the draft 2020 budget with projections for 2021 and 2022.
- The first draft will be presented to the committee in August and again in early September, if modifications are needed, before going to the board for information in late September and for approval in November.

Organizational Review – Dr. Margaret Law

- Dr. Law provided her background and the process she will use for the review.
- The final report, including findings, resulting recommendations and implementation guidelines, will be presented to the committee in August and the board in September.

Advocacy

- Board Chair Hendrik Smit contacted the board chair and CEO/director of the other 15 libraries (nodes) that comprise the Alberta Provincial Public Library Network.
 - A one-page library advocacy document was created for use provincially.

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- o A welcome letter from the 16 library node board chairs was sent to the Honourable Kaycee Madu, Minister of Municipal Affairs.
- The Alberta Library (TAL) is presenting an advocacy webinar this month.
 - o A recording of the webinar will be available online afterward.

Annual Review: Policy Manual & Emergency Response and Business Continuity Plan

- The policy manual and emergency plan reviews were postponed as revisions may be proposed in the organizational review recommendations.

2019-2021 Plan of Service Workplan Status

- The managers and chair updated the workplan status action items and provided a summary of meetings/events attended.

Financial Statements

- The first quarter statements were reviewed; there were no anomalies.

New YRL Website

- Client Services Librarian Jocie Wilson gave a demonstration of the new YRL website that will be launching soon.

2019 MEETING AND CONFERENCE DATES

YRL Board Meeting.....	10:00 to 1:00, Monday, June 17
YRL Board Executive Committee Meeting	10:00 to 1:00, Monday, Aug. 26
YRL Board Executive Committee Meeting	10:00 to 1:00, Monday, Sept. 9
<u>YRL Conference</u> , River Cree Resort & Casino	9:00 to 4:15, Friday, Sept. 20

Registration is now open! The early bird deadline is Friday, June 14.



#NOFILTER
THE POWER OF LIBRARIES

RIVER CREE RESORT & CASINO, SEPT. 20/19

YRL Board Meeting.....	10:00 to 1:00, Monday, Sept. 30
YRL Board Organizational Meeting.....	10:00 to 1:00, Monday, Nov. 25
YRL Board Executive Committee Meeting	10:00 to 1:00, Monday, Dec. 16

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June 14, 2019

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

Dear Ms. Wildman:

As you may know, the Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*. It is our aim to promote fairness through education and awareness, and by fostering collaborative working relationships with local governments and the people affected by its decisions.

We have revised our printed media and we would like to keep you informed. The information may be of assistance to you and your staff in referring individuals to our office.

Enclosed are copies of our brochures and a poster. It would be appreciated if you would display these items in a public area to provide an awareness of our services. Should you require additional brochures or posters, please email us at info@ombudsman.ab.ca.

Sincerely,

A handwritten signature in cursive script that reads 'Marianne Ryan'.

Marianne Ryan
Alberta Ombudsman

Note: Any materials prepared as a result of a complaint submitted to the Ombudsman, including the complaint itself, and any material produced by the Ombudsman, such as this letter, cannot be used in any other proceedings, including before a board or court. This applies whether you or the Ombudsman have possession of any of these materials.

ACH/lja
Enclosures

www.ombudsman.ab.ca

Calgary: 801 - 6 Avenue SW, Suite 2560 Calgary, AB T2P 3W2 | P: 403.297.6185 F: 403.297.5121
Edmonton: 9925 - 109 Street NW, Suite 700 Edmonton, AB T5K 2J8 | P: 780.427.2756 F: 780.427.2759

Toll free: 1.888.455.2756 | Email: info@ombudsman.ab.ca

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We are here to help.



The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

■ ■ Your voice
of fairness.

Integrity. Respect. Accountability. Independence.

We can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

If you have a complaint about an administrative decision that you feel is unfair and you have exhausted all available avenues of review or appeal, contact us.

www.ombudsman.ab.ca

Email: info@ombudsman.ab.ca
Twitter: @AB_Ombudsman
Toll Free: 1.888.455.2756

Edmonton
9925 - 109 Street NW, Suite 700
Edmonton, Alberta T5K 2J8
Phone: 780.427.2756

Calgary
801 - 6 Avenue SW, Suite 2560
Calgary, Alberta T2P 3W2
Phone: 403.297.6185

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The Alberta Ombudsman is the office of last resort. If you have completed all available appeals and exhausted all available reviews, you may register a complaint with our office.

www.ombudsman.ab.ca

Our Jurisdiction

The Ombudsman can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

The Ombudsman cannot investigate:

- Decisions made by the Federal government
- Members of the Legislative Assembly
- Federal or municipal police forces
- Decisions made by universities or schools
- Decisions made by the courts
- Private businesses or private matters

Making a Complaint

HERE'S HOW

- 1 Complete our online complaint form at www.ombudsman.ab.ca or submit your complaint in writing should you not have access to the internet
- 2 Provide specific information about your complaint, your name and contact information (address, telephone number, email, etc.)
- 3 Identify in your complaint the name of the department, agency or organization you are complaining about; include names and titles of the individuals you have dealt with
- 4 Explain what you have done to resolve the problem and why you feel you were treated unfairly
- 5 Describe the result or outcome that you seek
- 6 Provide a copy of the final decision or latest correspondence you received to help us understand your complaint

Complaint Received

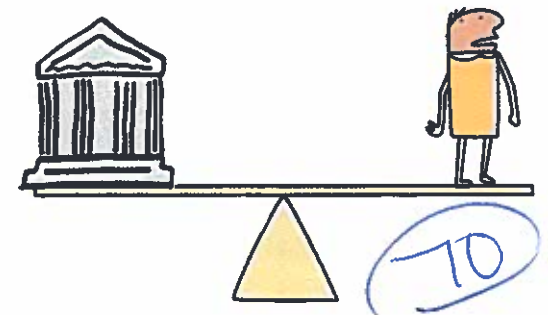
Once the complaint has been received, the Ombudsman will review the information and determine if an investigation is warranted.

If your complaint is accepted, we will:

- Contact you and discuss your complaint
- Contact the department, agency, or designated professional organization and provide them an opportunity to respond
- Advise of the outcome of any investigation to the appropriate department, agency, or designated professional organization involved and
- Provide you with a letter explaining the final outcome of our investigation

The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

If you are unsure if your complaint falls within the Ombudsman's jurisdiction, please contact us for further information. The Ombudsman is open, approachable and responsive to questions and concerns of Albertans seeking our assistance.



Our Mission

The Alberta Ombudsman provides oversight to ensure fair treatment through independent investigations, recommendations and education for all Albertans.

Our Values

Integrity. Respect. Accountability. Independence.

We also value a working environment that embraces diversity, fosters personal and professional growth, collaboration and innovation.

Our Role

The Ombudsman:

- Is an independent Officer of the Legislative Assembly
- Does not report to any Minister, Executive Council or other individual
- Provides impartial and objective, third-party oversight
- Makes recommendations to improve decisions and/or decision-making processes



Get in Touch

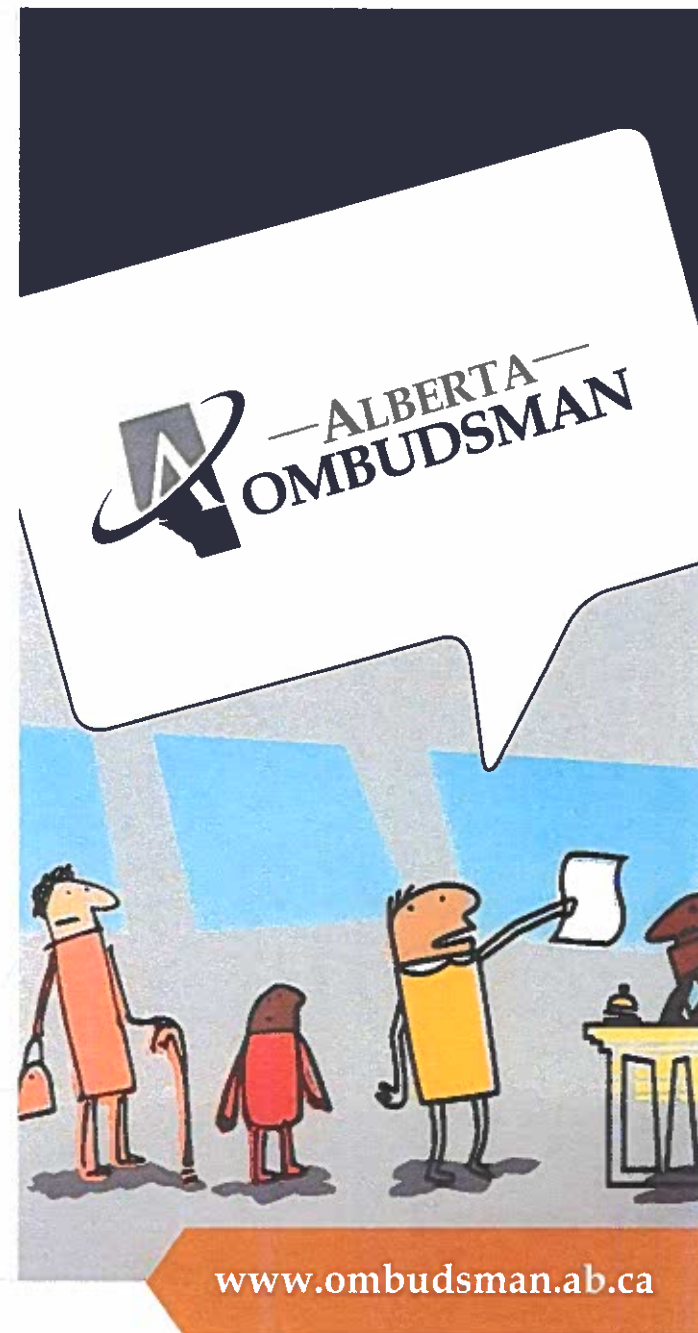
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■ ■ Your voice
of *fairness.*