

**SUMMER VILLAGE OF SOUTH VIEW  
AGENDA**

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County  
Public may participate in person or via zoom  
Tuesday, October 15, 2024 at 9:30 a.m.

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1. Call to Order:

2. Treaty 6 Territory Land Acknowledgement

The Summer Village of South View acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries.

3. Agenda:

Pg. 1-6

a) October 15<sup>th</sup>, 2024 Regular Council Meeting Agenda

*(approve agenda as is or with amendments)*

4. Minutes:

Pg. 7-12

a) September 17<sup>th</sup>, 2024 Regular Council Meeting Minutes

*(approve minutes as is or with amendments)*

5. Appointments:

a) 11:00 a.m. – Dwight Moskalyk and Tony Sonnleitner, Land Use Bylaw

Separate  
Cover

Mr. Moskalyk and Mr. Sonnleitner will be joining the meeting at 11:00 a.m. to discuss the Land Use Bylaw Update and get further direction.

*(Direction as provided by Council at meeting time.)*

6. Bylaws:

a) Appointment of new Municipal Assessor and Designated Officer – Assessor Bylaw

Pg. 13-24

It is with sadness that we have learned that our municipal assessor, Dan Kanuka, has passed away; our agreement with Municipal Assessment Services Group (MASG) is still in place. The Municipal Government Act, RSA 200, c M-26, section 284.2(1) requires municipalities to appoint an assessor. MASG has told us that Travis Horne will be taking over Mr. Kanuka's responsibilities. As a result, we need to appoint Travis Horne as our assessor and update our Designated Officer – Assessor Bylaw. Mr. Horne's biography can be found in your agenda

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package along with red-lined and clean versions of the draft Bylaw 248-2024.

*(that Travis Horne be appointed as the municipal assessor for the Summer Village of South View.)*

AND,

*(that Bylaw 248-2024, being a bylaw to establish the position of Designated Officer - Assessor, be read a first time.)*

*(that Bylaw 248-2024, being a bylaw to establish the position of Designated Officer - Assessor, be read a second time.)*

*(that unanimous consent be given to have 3 reading of Bylaw 248-2024 in one sitting.)*

*(that Bylaw 248-2024, being a bylaw to establish the position of Designated Officer - Assessor, be read a third and final time.)*

### b) Animal Control Bylaw 143

Pg. 25-30

Council previously requested that Animal Control Bylaw 143 be added to a future agenda.

*(direction as provided at meeting time.)*

### 7. Business:

#### a) Local & Composite Assessment Review Boards Memorandum of Agreement (MOA) with Capital Region Assessment Services Commission (CRASC)

Pg. 31-41

The Municipal Government Act, RSA 2000, C M-26 section 454 requires all municipalities, to establish local and composite assessment review boards. Our current agreement with CRASC to supply local and composite assessment review boards expires at the end of 2024. In your package is the proposed 2025-2027 MOA with CRASC for local and composite assessment review boards.

*(That the Participant Memorandum of Agreement, 2025-2027, with Capital Region Assessment Services Commission (CRASC) for the supply of Local Assessment Review Boards and Composite Assessment Review Boards by signed and its execution authorized.)*

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### b) 2025 Capital Projects

Pg. 42-49

To help inform the 2025 budget, Administration would like direction from Council regarding 2025 capital projects. The following are included in the current 5-year capital plan (attached):

- Firesmart – Brush & Tree clean up (not MSI/LGFF grant funded), \$5000
- Regional Sewer, \$150,000
- Road Paving – Shared Road with LSAC, \$100,000

Additionally, Council has expressed interest in the following projects for 2025.

- Purchase and installation of new signage (Council passed a motion in August to include this in the budget). Could potentially include fire signage, highway directional signage, garbage bin signage, dog and ATV rules, anything else Council would like to include.
- A new gazebo
- A new paving overlay on Lake View Avenue to rehabilitate the road and further improve drainage.

Further, Administration has obtained information on micro surfacing, which can significantly extend the life of roads at a fraction of the cost of paving. Information is included in your package. We are looking for direction regarding which projects (including scope) Council would like to prioritize.

*(direction as provided by Council at meeting time.)*

### c) Fire Services, Quote from Lac Ste Anne County

No Attachment

Via email, Council has requested Administration reach out to request a quote from Lac Ste Anne County for Fire Services.

*(that information be requested from Lac Ste Anne County regarding pricing, service levels, and a fire contract, to be considered along with the proposal from Fire Rescue International prior to the expiration of the current contract in March 2025.)*

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- d) Alberta Broadband Funding (ABF), Connect Mobility Letter of Support

Pg. 50-54

There is an opportunity to support a project bid, through Connect Mobility, for the next ABF intake on November 8, 2024. If Council is interested in participating, it is recommended that you send a letter of support, attached.

*(that a letter of support, regarding Connect Mobility's Alberta Broadband Funds application, be provided to Connect Mobility.)*

e)

f)

## 8. Financial:

- a) Income and Expense Statement as of September 30, 2024.

Separate  
Cover

*(that Council accept the Income and Expense Statement, as of September 30, 2024, for information.)*

## 9. Council Reports:

- a) Mayor Benford  
b) Deputy Mayor Ward  
c) Councillor Richardson

*(that the Council reports be accepted for information.)*

## 10. Chief Administrator's Report:

- a) Alberta Municipalities Convention, September 25-27  
b) Various Meetings  
    a. October 1 ORFS Regional Meeting  
    b. October 3 Mayor/CAO Fire Meeting  
    c. October 4, 2024 LSAC Regional Municipal Meeting  
c) Insurance Renewal  
d) Mr. James Woslyng Follow-up  
e) Request from Municipal Affairs to do their Carbon Tax Survey  
f) Damage to Garbage Enclosures  
g) Assessment Subclass Bylaw  
h) AED – possible Fortis funding

Pg. 55-68

*(that Council accept the Chief Administrative Officer's Report for information)*



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11. Information and Correspondence:

- Pg. 69 a) Letter from the Darwell Public Library thanking the Summer Village of South View for their contributions.
- Pg. 70-79 b) September 16, 2024 email from the Yellowhead Regional Library Director, Karla Palichuk regarding the Draft 2025 Budget and overview.
- Pg. 80-83 c) Development Permit 24DP05-32 for the demolition of an existing building and construction of a detached dwelling, C/W deck and shed, and installation or utilization of existing water supply and septic system.
- Pg. 84 d) October 2, 2024 letter from Municipal Affairs Minister, Ric McIver, regarding the federal carbon tax's impact on municipalities.
- Pg. 85-86 e) September 2024 Community Peace Officer Report
- Pg. 87-88 f) October 8, 2024 email from Lac Ste Anne County regarding HWY 43 East Waste Commission Recycling List
- g)
- h)

*(that Council accept the above information items for information.)*

12. Open Floor Discussion with Gallery – Total Time Provision of 15 Minutes

13. Closed Meeting Session:

- a) Fire Services

*(Pursuant to section 197(2) of the Municipal Government Act, that Council go into a closed meeting session at \_\_\_\_\_ a.m. to discuss the following: Fire Services– disclosure harmful to business interests of a third party, FOIPP Act Section 16.)*

*(that Council come out of closed meeting at \_\_\_\_\_ a.m.)*

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

14. Next meeting: November 19<sup>th</sup>, 2024

15. Adjournment:

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Upcoming Meetings:

- Regular Council Meeting – November 19, 2024
- Regular Council Meeting – December 17, 2024
- Regular Council Meeting – January 21, 2025

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, SEPTEMBER 17, 2024  
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

PRESENT: Council: Mayor Sandi Benford  
Deputy Mayor Garth Ward  
Councillor Colleen Richardson

Administration: Wendy Wildman, Chief Administrative Officer  
Angela Duncan, Assistant Chief Administrative Officer

Absent:

Appointments: James Wolsyng, Resident (9:32 a.m. until 9:45 a.m.)

Public at Large: 1 – Via Zoom / 0 – In Person

	MOTION #	
1.	<b>CALL TO ORDER</b>	Mayor Benford called the meeting to order at 9:30 a.m.
2.	<b>TREATY 6 TERRITORY LAND ACKNOWLEDGEMENT</b>	The Summer Village of South View acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries.
3.	<b>AGENDA</b> 165-2024	<b>MOVED</b> by Councillor Richardson that the August 19, 2024 Agenda be approved with the following additions: 7.i) Summer Village of Silver Sands Subdivision Referral 24-R-903 7.j) Association of Summer Village of Alberta request for silent auction donations. <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>MINUTES</b> 166-2024  167-2024	<b>MOVED</b> by Mayor Benford that the August 19, 2024 Organizational Council Meeting Minutes be approved as presented. <p style="text-align: right;"><b>CARRIED</b></p> <b>MOVED</b> by Councillor Richardson that the August 19, 2024 Regular Council Meeting Minutes be approved as presented. <p style="text-align: right;"><b>CARRIED</b></p>
5.	<b>APPOINTMENTS</b> 168-2024	<b>MOVED</b> by Mayor Benford that the verbal presentation and discussion with James Woslyng regarding the caveat placed on 42 Hillside Street and refund of development appeal fees be accepted for information and FURTHUR that Mr. Woslyng is asked to provide

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		<p>his request in writing, clearly stating what he is asking for and providing all relevant information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Mr. Woslyng left the meeting at 9:45 a.m.</p>
<b>6.</b>	<b>BYLAWS</b>	
	169-2024	<p><b>MOVED</b> by Mayor Benford that Bylaw 247-2024, being a bylaw for the Establishment and Review of the Bylaw Enforcement Officer Position Within the Municipality, be read a first time, as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	170-2024	<p><b>MOVED</b> by Mayor Benford that Bylaw 247-2024, being a bylaw for the Establishment and Review of the Bylaw Enforcement Officer Position Within the Municipality, be read a second time, as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	171-2024	<p><b>MOVED</b> by Mayor Benford that consent be given to have three readings of Bylaw 247-2024 in one sitting.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>
	172-2024	<p><b>MOVED</b> by Mayor Benford that Bylaw 247-2024, being a bylaw for the Establishment and Review of the Bylaw Enforcement Officer Position Within the Municipality, be read a third and final time, as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	173-2024	<p><b>MOVED</b> by Mayor Benford that the discussion regarding Traffic Bylaw 130 be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	174-2024	<p><b>MOVED</b> by Mayor Benford that correspondence be sent to other summer villages administered by Wildwillow Enterprises Inc. to see if they are interested and willing to share in the costs of having a new fire bylaw drafted by legal counsel.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>7.</b>	<b>BUSINESS</b>	
	175-2024	<p><b>MOVED</b> by Mayor Benford that a policy be developed around procurement, tendering, project management, and communications.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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176-2024	<p><b>MOVED</b> by Councillor Richardson that the installation of a speed bump and jersey barriers and the signage marking them and the culvert extension on Lake View Avenue, be ratified, and that the budget for the Lake View Avenue drainage project be increased to \$100,000 to be funded through the Municipal Sustainability Initiative Grant.</p> <p style="text-align: right;"><b>CARRIED</b></p>
177-2024	<p><b>MOVED</b> by Deputy Mayor Ward that the discussion regarding drainage around 102 Avenue be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
178-2024	<p><b>MOVED</b> by Mayor Benford that the \$1000 in FCSS funding previously committed to the Canada Day BBQ/Community Appreciation be reallocated to the Darwell Public Library and FURTHER that the remaining \$656.98 of FCSS funding be allocated to the Darwell Public Library, for a total FCSS allocation to the Darwell Public Library of \$1656.98.</p> <p style="text-align: right;"><b>CARRIED</b></p>
179-2024	<p><b>MOVED</b> by Councillor Richardson that the Proposed 2025 Budget submitted by the Ste. Anne Summer Villages Regional Emergency Management Partnership be endorsed as presented</p> <p style="text-align: right;"><b>CARRIED</b></p>
180-2024	<p><b>MOVED</b> by Mayor Benford that the Fortis Alberta Franchise fee remain the same at 3% for the 2025 year.</p> <p style="text-align: right;"><b>CARRIED</b></p>
181-2024	<p><b>MOVED</b> by Councillor Richardson that the Memorandum of Agreement between His Majesty in Right of Alberta (Alberta Government) and the Summer Village of South View regarding the Canada Community Building Fund (2024-2034) be signed and its' execution authorized.</p> <p style="text-align: right;"><b>CARRIED</b></p>
182-2024	<p><b>MOVED</b> by Deputy Mayor Garth Ward that the loop at the end of Lake View Avenue be designated as a no parking area and further that the no parking signs placed there be ratified.</p> <p style="text-align: right;"><b>CARRIED</b></p>
183-2024	<p><b>MOVED</b> by Mayor Benford that the Summer Village of South View supports the Summer Village of Silver Sands application for funding under the 2024/2025 Alberta Community Partnership Program intermunicipal collaboration component for Flowering Rush</p>

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	184-2024	Abatement for the 2025, 2026, and 2027 years; FURTHER that the Summer Village of South View agrees to provide an annual \$1000 contribution per year for a total contribution of \$3000; FURTHER that the Summer Village of Silver Sands act as the managing partner of the grant application and funds.  The meeting recessed from 11:14 a.m. until 11:17 a.m.
	185-2024	<b>MOVED</b> by Deputy Mayor Ward that the subdivision referral 24-R-903 from the Summer Village of Silver Sands be accepted for information.  <b>MOVED</b> by Mayor Benford that \$100 be approved to purchase a donation to the Association of Summer Villages of Alberta silent auction.
8.	<b>FINANCIAL</b> 186-2024	<b>MOVED</b> by Councillor Richardson that the Income and Expense Statement, as of August 31, 2024, be accepted for information.
9.	<b>COUNCIL REPORTS</b> 187-2024	<b>MOVED</b> by Mayor Benford that the Council Reports be accepted for information.
10.	<b>CAO REPORT</b> 188-2024	<b>MOVED</b> by Mayor Benford that the Chief Administrators Report, as presented by Chief Administrative Officer Wendy Wildman and Assistant Chief Administrative Officer Angela Duncan, be accepted for information.
11.	<b>INFORMATION AND CORRESPONDENCE</b>	



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TUESDAY, SEPTEMBER 17, 2024  
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

	193-2024	<p><b>MOVED</b> by Mayor Benford that Council come out of closed meeting at 12:33 p.m.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The meeting recessed from 12:33 p.m. until 12:34 p.m.</p>
	194-2024	<p><b>MOVED</b> by Deputy Mayor Garth Ward that the snow removal tender be awarded to P&amp;E Ventures for the 2024/25 season until the end of the 2026/27 season.</p> <p style="text-align: right;"><b>CARRIED</b></p>
14.	<b>NEXT MEETING</b>	<p>The next regular Council meeting is scheduled for Tuesday, October 15, 2024 at 9:30 a.m. in a hybrid format.</p>
15.	<b>ADJOURNMENT</b>	<p>As there was no further business, Mayor Benford adjourned the meeting at 12:35 p.m.</p>

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

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



**BYLAW NO. 2489-2024**  
**SUMMER VILLAGE OF SOUTH VIEW**

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

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

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

1. That the position of Assessor be established to carry out the duties and responsibilities of an assessor as designated in the Municipal Government Act.
2. That as the Summer Village has entered into an agreement with Municipal Assessment Services Group Inc. for the provision of assessment services within the Summer Village, Mr. ~~Dan Kanuka~~ Travis Horne be appointed Assessor for the Summer Village of South View.
3. That this bylaw is effective upon the date of its third and final reading.
4. That bylaw ~~249152~~ be rescinded.

This Bylaw shall come into full force and effect on its final passing.

READ a first time this ~~153<sup>th</sup>~~ -day of ~~October~~ August -20~~1~~24.

READ a second time this ~~153<sup>th</sup>~~ -day of ~~August~~ October- 20~~2~~14.

UNANIMOUSLY CONSENTED TO AND READ a third and final time this ~~135<sup>th</sup>~~ -day of ~~August~~ October— 20~~1~~24.

\_\_\_\_\_  
Mayor, Sandra Benford

|

C.A.O., Wendy Wildman

RECEIVED

**BYLAW NO. 248-2024  
SUMMER VILLAGE OF SOUTH VIEW**

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

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

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

1. That the position of Assessor be established to carry out the duties and responsibilities of an assessor as designated in the Municipal Government Act.
2. That as the Summer Village has entered into an agreement with Municipal Assessment Services Group Inc. for the provision of assessment services within the Summer Village, Mr. Travis Horne be appointed Assessor for the Summer Village of South View.
3. That this bylaw is effective upon the date of its third and final reading.
4. That bylaw 249 (2014) be rescinded.

This Bylaw shall come into full force and effect on its final passing.

READ a first time this 15<sup>th</sup> day of October 2024.

READ a second time this 15<sup>th</sup> day of October 2024.

UNANIMOUSLY CONSENTED TO AND READ a third and final time this 15<sup>th</sup> day of October 2024.

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Mayor, Sandra Benford

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C.A.O., Wendy Wildman



## Travis Horne, AMAA, MAS, AIMA, CRA PApp, LAAS

President | Municipal Assessment Services Group Inc.

Tel 780-939-3310

Direct 825-333-4870

Fax 780-939-3350

Email [Travis.Horne@masg.ca](mailto:Travis.Horne@masg.ca)

10404 - 100 Avenue, Morinville  
Alberta, T8R 1S2, Canada

## Experience

### President

#### Municipal Assessment Services Group Inc.

- Develops and implements comprehensive business strategies that aligned with the company's mission and objectives, resulting in a best in class service offering for existing and potential clients and rate payers.
- Directs operations, ensuring efficiency and effectiveness across all departments and service lines.
- Oversees financial planning, budgeting, and forecasting, leading to improved financial performance with the goal of providing affordable services and client support.
- Builds and nurtures a high-performance team, fostering a culture of collaboration, innovation, and accountability.
- Cultivates and maintains strong relationships with key stakeholders, focusing on clients and their rate payers.
- Identifies and mitigates potential risks, ensuring the client budgets are reliable and ensure their sustainability and long-term success.
- Establishing key performance indicators (KPIs) and metrics to monitor progress and drive continuous improvement.

### Senior Property Tax & Valuation Consultant

#### Leyton Canada Inc. 2022 – 2022

- Prepared and coached the Leyton's clients during an appeal/audit.
- Coordinated client assessments to identify reductions and/or recovery potential, and tax savings.
- Authored technical reports; periodic status updates; and legal analysis.
- Point person for property tax law, regulation, and board/court decisions.



16

## Experience Continued...

### Director, Property Tax Complex

Ryan ULC 2021 - 2022

- Launched Ryan's Saskatchewan office unlocking opportunities for new and existing clients.
- Coordinated the efforts of Senior Managers/Managers, Consultants, Analysts, and Administration researching tax issues, valuations, settlement negotiation, and assessment appeals.

### Revaluation & Assessment Appeal Coordinator

City of Saskatoon 2017 - 2020

- Managed +30 staff, work schedules, staffing needs, pursued third-party resources, and coordinated professional development while planning annual operating and capital budgets.
- Authored the Saskatoon's 2021 model summaries and legal briefs.
- Coordinated the preparation and defense of the Saskatoon Assessment Roll throughout the assessment appeal cycles spanning multiple years from Board of Revision through to the Supreme Court of Canada.
- Engaged and coordinated formal legal proceedings at Saskatchewan Court of Queen's Bench and Court of Appeal through the Saskatoon Solicitors Office.
- Appeared as the advocate or expert witness on all complex and high-risk litigation.

### Assessment Manager

City of Saskatoon 2013 - 2017

- Coordinated and coached eight staff ranging from Assessment Appraisers, Research Officers, to Assessment Technicians in the application of appraisal theory for all types of properties.
- Authored the Saskatoon's 2013, 2017 model summaries and legal briefs.
- Acted on behalf of the Saskatoon City Assessor.
- Prepared annual operating and capital budgets.

### Senior Valuation Assessment Appraiser

City of Saskatoon 2009 - 2012

- Ensured all staff met sensitive deadlines and within legislative timeframes.
- Applied mass appraisal techniques via statistical software for the Non-Residential Land and Warehouse assessments for Saskatoon.
- Presented market trends and analysis to industry stakeholders at both municipal and provincial levels.

### Assessor II

City of Edmonton 2005 - 2009

- Responsible for an assessment portfolio in excess of one billion dollars.





## Education

### **Certificate in Administrative Quasi-Judicial Tribunal**

Johnson Shoyama Graduate School of Public Policy - Saskatoon, SK August 2021 to December 2021

### **Diploma in Assessment & Appraisal**

Lakeland College - Vermilion, AB September 2002 to April 2004

### **Certificate in Real Property Assessment**

University of British Columbia - Vancouver, BC September 2002 to April 2004

## Notable Awards & Achievements

- Presidential Citation, International Association of Assessing Officers, April 2020
- The *most* cited Assessor at the Saskatchewan in Assessment Appeal Committee.
- First Canadian and third person worldwide to achieve the Mass Appraisal Specialist Designation [IAAO].
- Youngest member to achieve the Certified Residential Appraiser Designation [AIC].

## Professional Certifications and Licenses

### Accredited Municipal Assessor of Alberta

Since 2008

Required to legally act as a professional assessor throughout Alberta. "Municipal Assessors Regulation"

- ...An Accredited Municipal Assessor of Alberta may use the title "Accredited Municipal Assessor of Alberta" and the abbreviation "AMAA."

### Certified Residential Appraiser

Since 2006

Required to legally act as a professional appraiser throughout Canada.

- Qualified to undertake any valuation and consulting assignment on dwellings containing not more than four self-contained family housing units or on individual undeveloped residential dwelling sites.



## Professional Certifications and Licenses Continued...

### Mass Appraisal Specialist

Since 2019

- The MAS designation is a reflection of a member's strengths and core competencies of IAAO providing a symbol of professionalism of a member dedicated to practicing mass appraisal.
- The MAS designation recognizes professionalism and competency in a wide range of matters covering mass appraisal theories, techniques, and application. IAAO members use this designation in conjunction with the valuation of a wide range of property types, property appraisal and assessment administration issues and property tax policy statements in accordance with IAAO's commitment to excellence.

### Associate of the Institute of Municipal Assessors

Since 2010

- Granted by the Board of Directors to those who have successfully completed the education program approved by the Board of Directors.
- IMA professional designations have become the industry standard recognized by assessment review bodies, the appraisal community, municipalities, school boards, corporations, and the public.

### Saskatchewan Assessment Appraisers Association License

Since 2009

Required to legally act as a professional assessment appraiser throughout Saskatchewan.  
"The Assessment Appraisers Act"

- ...No person other than a member shall use the title "Licensed Assessment Appraiser of Saskatchewan," the abbreviation "LAAS", or any word, title, or designation, abbreviated or otherwise, to imply that the person is a member.

## Leadership

### Chair, Standard on Data Quality, International Association of Assessing Officers

2019 - Present

Task Forces were established annually to support the mission and commitments of IAAO to carry out the Association's programs or to advise the Board of Directors on a particular matter. Committee members are appointed by the IAAO President<sup>1</sup>.

<sup>1</sup> <https://www.iaao.org/committees/default.aspx?Code=DQS3>



## Leadership Continued...

### Member, Research & Standards Committee, International Association of Assessing Officers

2017 - Present

This committee supports the mission and commitments of IAAO by conceptualizing, organizing, drafting, publishing, and maintaining technical standards of professional practice. These standards address property valuation, property tax administration, and property tax policy and describe desirable models for the profession.

This committee addresses the research needs of IAAO members and engages in research as prioritized and assigned by the IAAO board of directors. The committee focuses on research in property valuation, property tax administration, and property tax policy; identifies current problematic and anticipated issues needing research; and works cooperatively with the other committees and IAAO groups to identify research issues<sup>2</sup>.

### Member, SAAA Discipline Committee, Saskatchewan Assessment Appraiser's Association

2022 - Present

The Discipline Committee hears a formal complaint, as referred from the Professional Conduct Committee, and determines whether the member is guilty of professional misconduct or professional incompetence.

### Founding Member, IAAO U40 Leadership Lab, International Association of Assessing Officers

2017 - Present

For assessment, appraisal, and valuation professionals under forty, the U40 Leadership Lab exists to prompt younger involvement in the International Association of Assessing Officers (IAAO)<sup>3</sup>.

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<sup>2</sup> <https://www.iaao.org/committees/default.aspx?Code=RSRCHSTNDS>

<sup>3</sup> [https://www.iaao.org/wcm/Membership/Under\\_40\\_Leadership\\_Lab\\_/wcm/Membership\\_Content/U40.aspx](https://www.iaao.org/wcm/Membership/Under_40_Leadership_Lab_/wcm/Membership_Content/U40.aspx)





## Publications

### Ryan Talks Tax Podcast | Episode 3 | Property Tax in Alberta, British Columbia, and Saskatchewan

#### [Podcast Link](#) 2021

In Episode 3, the property tax appraisal and assessment process in Alberta, British Columbia, and Saskatchewan are discussed, including the use of mass appraisal and market value techniques, the degree of centralization in each jurisdiction, some of the unintended consequences of various property tax initiatives, and the best approach to minimizing assessment values.

### Standard on Data Quality, International Association of Assessing Officers

#### [IAAO Standard Link](#) 2021

The IAAO Standard on Data Quality defines quality requirements for critical elements of assessment data and provides guidance for meeting those requirements for use in mass appraisal. Assessment data for the purposes of this standard can be separated into property characteristic, economic, and geographic.

This standard addresses quality for both the collection of new inventory and the management of existing inventory. For all types of assessment data, this standard outlines the general requirements for accuracy, currency, consistency, and completeness. Specific local standards should be developed in accordance with this general standard.

### Market Value Assessment in Saskatchewan Handbook, Saskatchewan Assessment Appraiser's Association

#### [Handbook Link](#) 2010

Co-Editor, modifying the source material from Alberta to suit the Saskatchewan assessment system. Complete overhaul of every section in the Alberta Handbook:

Preface	Shopping Centres
Introduction	Special Purpose Properties
Apartments	Strip Commercial Properties
Golf Courses	Warehouses
Grain Elevators	Hotel & Motel
Manufactured Home Communities	Office Buildings
Gas Stations	



## Publications Continued...

### Practicing Assessment in Alberta Handbook – Apartment Guide, Alberta Assessor’s Association

[Handbook Link](#) 2018

Co-Editor, updating the Alberta Multi-Family Handbook.

### Standard on Professional Development, International Association of Assessing Officers

[IAAO Standard Link](#) 2022

IAAO continues at the forefront of assessment in North America and has been expanding its reach to the global community for the last five decades. Because standards form the rules by which North

American assessors perform their duties, they may not be directly applicable to an overseas audience. The standards have been updated to also present the broad principles upon which the rules are based. IAAO believes those principles may be adapted to many differing statutory and regulatory scenarios worldwide.

### Succession Planning Toolkit, International Association of Assessing Officers

[Succession Planning Link](#) 2018

The greatest key to succession planning and to building our future leaders is to provide educational and training opportunities to the professionals we hire. Our field is so unique and interesting, and by providing access to mass appraisal and new technology education, we build the excitement employees feel about what they can learn and accomplish. Training opportunities that also include teaching leadership and communication skills will truly develop our profession’s future administrators.



22

## Assessment Litigation

Defended over 1,000 assessment appeals at the quasi-judicial level. Extensive experience at the Court of Appeal for Saskatchewan [SKCA] as the instructing party. Directly involved with the evidence led at the quasi-judicial bodies and oversight of the solicitors at the SKCA. The nineteen Court of Appeal cases are listed below:

- [\*Brandt Properties Ltd. v Saskatoon \(City\)\*, 2021 SKCA 19](#)
- [\*Saskatoon \(City\) v Victory Majors Investments Corporation\*, 2020 SKCA 59](#)
- [\*Saskatoon \(City\) v 101071855 Saskatchewan Ltd.\*, 2019 SKCA 10](#)
- [\*Saskatoon \(City\) v Victory Majors Investments Corporation\*, 2019 SKCA 51](#)
- [\*Saskatoon \(City\) v West Coast Reduction Ltd.\*, 2019 SKCA 48](#)
- [\*Wal-Mart Canada Corp. v Saskatoon \(City\)\*, 2019 SKCA 20](#)
- [\*Saskatoon \(City\) v Wal-Mart Canada Corp.\*, 2019 SKCA 3](#)
- [\*Saskatoon \(City\) v Walmart Canada Corp.\*, 2018 SKCA 2](#)
- [\*Harvard Property Management Inc. v Saskatoon \(City\)\*, 2017 SKCA 34](#)
- [\*Saskatoon \(City\) v Walmart Canada Corp.\*, 2016 SKCA 123](#)
- [\*Deer Lodge Hotels Ltd. v Saskatoon \(City\)\*, 2016 SKCA 119](#)
- [\*Crombie Property Holdings Limited v Saskatoon \(City\)\*, 2016 SKCA 47](#)
- [\*Dundee Realty Management Corporation v Saskatoon \(City\)\*, 2016 SKCA 49](#)
- [\*Harvard Property Management Inc. v Saskatoon \(City\)\*, 2016 SKCA 48](#)
- [\*Saskatoon \(City\) v Triovest Realty Advisors Inc.\*, 2015 SKCA 126](#)
- [\*Saskatoon \(City\) v Wal-mart Canada\*, 2015 SKCA 125](#)
- [\*Deer Lodge Hotels Ltd. v Saskatoon \(City\)\*, 2015 SKCA 105](#)
- [\*Saskatoon \(City\) v North Ridge Development Corporation\*, 2015 SKCA 13](#)
- [\*Saskatoon \(City\) v North Ridge Development Corporation\*, 2013 SKCA 62](#)





## FOIP

Extensive experience in Freedom of Information & Protection of Privacy legislation including:

- [Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25](#)
  - [Freedom of Information and Protection of Privacy \(Ministerial\) Regulation, Alta Reg 56/2009](#)
  - [Freedom of Information and Protection of Privacy Regulation, Alta Reg 186/2008](#)
- [The Freedom of Information and Protection of Privacy Act, SS 1990-91, c F-22.01](#)
  - [Freedom of Information and Protection of Privacy Regulations, The, RRS c F-22.01 Reg 1](#)
- [The Local Authority Freedom of Information and Protection of Privacy Act, SS 1990-91, c L-27.1](#)
  - [Local Authority Freedom of Information and Protection of Privacy Regulations, RRS c L-27.1 Reg 1](#)

Developed internal and external facing policy and procedures. Acted on behalf of *both* the Municipality and private sector. Notable public requests are below:

- [Audit Files FOI # 2021-034](#)
- [Revaluation FOI # 2021-035](#)
- [Assessor Records FOI # 2021-017](#)



6.b

**BYLAW NO. 143  
SUMMER VILLAGE OF SOUTH VIEW**

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**BEING A BYLAW OF** the Summer Village of South View in the Province of Alberta to govern the control of animals within the municipal boundaries.

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**WHEREAS**, under provisions of Section 7 of the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, the Council may pass By-laws respecting domestic animals and activities in relation to them; and

**WHEREAS**, the Council of the Summer Village of South View deems it in the best interests of animal owners and the public in general for the village to regulate control of animals within its boundaries:

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

**I DEFINITIONS**

1. "Animal" shall mean any domesticated animal, including but not limited to cattle, horses, fowl, sheep or goats.
2. "At large" shall mean off the premises of the owner and not under the immediate, continuous and effective control of a competent person.
3. "Dog" shall mean a male or female of the species over the age of three months and shall include bitch, spayed bitch, male or neutered male.
4. "Animal Control Officer" shall mean any person appointed by the Summer Village to carry out the provisions of this By-law.
5. "Owner" shall mean and include any person owning, possessing, having charge of or control over or harbouring any animal or dog or suffering or permitting any animal or dog to remain about his house or premises.
6. "Run at large" shall mean an animal that is at any place other than the property of the owner or the property of the harbourer, or is not otherwise restrained by a leash held by a person and that leash is attached to a choke chain, collar, or harness, securely holding the animal.
7. "Summer Village" or "Village" means the Summer Village of South View in the Province of Alberta.
8. "Vicious dog" means:
  - (i) any individual dog that when unprovoked inflicts bites or attacks a human being or other animal either on public or private property;
  - (ii) any individual dog with a known propensity, tendency or disposition to attack without provocation, to cause injury or to otherwise endanger the safety of human beings or domestic animals;

25

**BYLAW NO. 143**  
**SUMMER VILLAGE OF SOUTH VIEW**

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- (iii) any individual dog which attacks a human being or domestic animal without provocation;
  - (iv) any individual dog owned or harboured primarily or in part for the purpose of dog fighting or any dog trained for dog fighting;
  - (v) any individual dog which has been found to be a "dangerous dog" upon 3 separate occasions;
  - (vi) no dog shall be deemed "vicious" if it bites, attacks, or menaces a trespasser on the property of its owner provided that such property is posted with warning signs or harms or menaces anyone who has tormented or abused it or is a professionally trained dog for law enforcement or guard duties.
9. "Dangerous dog" shall mean any individual dog which when either unmuzzled, unleashed or unattended by its owner, or a member of its owner's family, in a vicious or terrorizing manner, approaches any person in an apparent attitude of attack upon streets, sidewalks, or any public ground or places.

**II REGULATIONS**

1. No animals, other than cats, dogs and other small pets may be harboured on any property within the Village boundaries.
2. No person or owner shall harbour more than two small pets of one kind of whatever sex and aged six (6) months or more at one and the same time in any house, shelter, room or place within the Village unless a Development Permit for operating a kennel has been sought and obtained from the Village.
3. No person or owner shall permit any dog to run at large within the boundaries of the Village.
4. No person shall remove or attempt to remove any animal or small pet, including a dog from the possession of the Animal Control Officer or the Animal Holding Facility prior to having paid the outstanding fines and fees.
5. No person, whether or not he or she is the owner of a dog or small pet which is being pursued by the Animal Control Officer, shall:
  - (a) interfere with or attempt to obstruct an Animal Control Officer from enforcing the provisions of this By-law;
  - (b) induce any dog, small pet or animal to enter a house or place where it may be safe from capture or otherwise assist the dog, small pet, or animal to escape capture;
  - (c) falsely represent himself as being in control of a dog, so as to establish that the dog is not running at large;
  - (d) unlatch or open the vehicle in which dogs captured for impounding have been placed, so as to allow dogs to escape therefrom.

**BYLAW NO. 143**  
**SUMMER VILLAGE OF SOUTH VIEW**

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6. It shall be the duty of the occupant of any house or premises in or about which any female animal is kept or allowed to remain, to keep such animal housed and confined during the whole period during which the female is in heat.
7. No person shall allow any dog to howl or bark excessively or in a manner to disturb the quiet of any person.
8. No dog shall be allowed to defecate on any public or private property other than the property of its owner. If a dog defecates on any public or private property, the owner shall cause such defecation to be removed immediately.

**III. DETERMINING AN ANIMAL TO BE VICIOUS**

1. The Owner of a Dog, which the Owner has reason to believe to be a Vicious Dog, shall keep such Dog in accordance with the provisions of Section III (3) of this Bylaw
2. If an R.C.M.P Officer, or a Peace Officer, Special Constable or Bylaw Enforcement Officer, appointed by the Council, determines that a Dog is a Vicious Dog, either through personal observation or after an investigation initiated by a complaint, he or she may, in writing:
  - i) inform the Owner that his Dog has been determined to be a Vicious Dog, and
  - ii) require the Owner to keep such Dog in Accordance with the Provisions of Section III (3) of this Bylaw, and
  - iii) inform the Owner that if the Vicious Dog is not kept in accordance with Section III (3) of this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to Schedule "B" of this bylaw.
3. The Owner of a Dog determined to be A Vicious Dog under Section III of this Bylaw shall take the following precautions:
  - i) at all times while a Vicious Dog is on the premises of its Owner, the Owner shall either keep such Dog confined indoors, or confined in a securely enclosed and locked pen, or other structure, constructed to prevent the escape of the Vicious Dog, and capable of preventing the entry of young children;
  - ii) such pen shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of one (1) foot;
  - iii) when any Vicious Dog is off the premises of the owner, the owner shall securely muzzle the Dog and ensure the Dog is restrained by a permitted leash which shall effectively prevent it from attacking or biting a person or other animals;

**BYLAW NO. 143**  
**SUMMER VILLAGE OF SOUTH VIEW**

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- iv) the Owner of a Vicious Dog shall take all necessary steps to ensure that such Dog does not bite, chase or attack any person or other animal, whether the person or animal is on the property of the Owner or not;
- v) the Owner of a Vicious Dog shall not permit such Dog to run at large;

**IV. TICKETS/FINES**

1. An animal control ticket issued to any person contravening any provision of this By-law shall be deemed to be sufficiently served if:
  - (a) served personally on the owner of the animal; or
  - (b) mailed by registered mail to the address of the owner as recorded on the Village tax roll; or
  - (c) left at the residence of the accused in care of a person who appears to be at least 16 years of age.
2. Fines levied for contravention of the By-law are listed in schedule "A" of this By-law.

By-law 136 shall be rescinded on the date of final reading of this By-law.

READ A FIRST TIME, this 23<sup>rd</sup> day of July 2004

READ A SECOND TIME, this 23<sup>rd</sup> day of July 2004

UNANIMOUSLY CONSENTED TO AND READ A THIRD TIME,  
this 23<sup>rd</sup> day of July 2004.

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MAYOR

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MUNICIPAL ADMINISTRATOR



**BYLAW NO. 143  
SUMMER VILLAGE OF SOUTH VIEW**

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**SUMMER VILLAGE OF SOUTH VIEW  
BY-LAW 143**

**SCHEDULE "A"  
FINES**

Fines shall be as follows:

<b><u>I. Infraction</u></b>	<b><u>Section</u></b>	<b><u>1<sup>st</sup> Offence</u></b>	<b><u>2<sup>nd</sup> Offence</u></b>
1. Harboring prohibited animals	(III,1)	\$75.00	\$125.00
2. Having in excess of two pets of the same kind	(III,2)	\$75.00	\$125.00
3. Running at large	(III,3)	\$75.00	\$125.00
4. Removing from custody	(III,4)	\$150.00	\$300.00
5. Interfering with capture	(III,5)	\$150.00	\$300.00
6. Not confining bitch in heat	(III,6)	\$100.00	\$150.00
7. Barking or howling	(III,7)	\$75.00	\$125.00
8. Failure to remove defecation	(III,10)	\$75.00	\$75.00

**II.** If an animal control ticket issued to an owner as a result of an infraction of this By-law is not paid in accordance with the terms of the ticket, an information may be filed and a summons issued and prosecution conducted against such owner for the alleged violation. Court costs will be levied in addition to fines.

**III.** Any person who contravenes any of the provisions of the By-law shall be liable upon summary conviction to a penalty not to exceed \$1000.00 plus costs, or in default of payment, to imprisonment for a period not to exceed 30 days.

**BYLAW NO. 143  
SUMMER VILLAGE OF SOUTH VIEW**

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**SCHEDULE "B"**

		<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
Section III 3 (i)	Failure to confine a Vicious Dog	\$250.00	\$500.00
Section III 3 (iii)	Failure to muzzle or otherwise secure a Vicious Dog when off the premises	\$250.00	\$500.00
Section III 3 (iv)	If a Vicious Dog bites or attacked a person or animal causing injury	\$500.00	\$1,000.00
Section III 3 (v)	Permitting a Vicious Dog to run at large	\$250.00	\$500.00

Any Owner who commits three or more offences listed in this Section will be issued a compulsory court notice, and upon conviction will be subject to a fine of not more than \$2,500.00 and not less than \$500.00.

Office Use Only

7.a

Member or Participant

Municipality: \_\_\_\_\_

Received: \_\_\_\_\_

**PARTICIPANT  
MEMORANDUM OF AGREEMENT  
2025 - 2027**

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

Capital Region Assessment Services Commission



**1 January 2025**

31

# MEMORANDUM OF AGREEMENT

made between

**CAPITAL REGION ASSESSMENT SERVICES COMMISSION**  
(the "Commission")

and

Summer Village of South View  
(the "Participant")

**WHEREAS** the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant.

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

**NOW THEREFORE** the Commission and the Participant agree as follows:

## 1. DEFINITIONS

- a. "Board" means the Board of Directors of the Capital Region Assessment Services Commission.
- b. "Commission" means the Capital Region Assessment Services Commission.
- c. "Fiscal Year" means 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- d. "Participant" and "Municipality" mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.
- e. "Panelist" means an individual who is accredited by the Alberta Land & Property Rights Tribunal ("LPRT") to hear Assessment Complaints.
- f. "Assessment Review Board" and "ARB" mean either the Local Assessment Review Board ("LARB") or the Composite Assessment Review Board ("CARB").
- g. "Assessment Clerk" means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.

- h. "Term" means the term of this agreement as set forth in Section 2.

**2. TERM**

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

**3. OBLIGATIONS of the COMMISSION**

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

- a. receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panelist pool sufficient to respond to the Participant's requirements for Assessment Review Board hearings.
- c. annually providing the Participant with:
  - i. a list of Commission approved Panelists from which the Commission can draw to fill its hearing needs;
  - ii. the name of the chair of the LARB and CARB;
  - iii. the name of the Assessment Clerk of the LARB and CARB.
- d. apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panelists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panelists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panelists to review activities and ensure that the

Panelists are current with respect to Assessment Review Board hearing information.

**Panelist Nominations:**

While it is the policy of the Commission to, wherever possible, draw its pool of panelists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panelists so that an acceptable pool of accredited Panelists can be maintained. The determination of the Panelist pool rests solely with the Commission.

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

**4. OBLIGATIONS of the PARTICIPANT**

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

- a. at the commencement of each year of this agreement (and no later than the 15<sup>th</sup> of February of each year), the Participant will provide to the Commission its total parcel count as at the 1<sup>st</sup> of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing to the LARB and CARB the list of Commission Panelists, the name of the chair and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panelists to sit on Commission administered hearings.*
- c. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: *(IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.)*
  - Assessment Review Board Complaint form
  - Assessment Complaints Agent Authorization form - if appropriate
  - Proof of payment of applicable complaint fee
  - All other documentation provided by the complainant accompanying the ARB Complaint form
  - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint

- Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

## 5. FEES and EXPENSES

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

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

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

## 6. LEGAL EXPENSES

The Assessment Review Board (ARB) is a quasi-judicial board established in accordance with the Municipal Government Act and your municipal bylaw. The Board is independent from your municipality and is comprised of citizen members appointed by Municipal Council.

The ARB makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which includes the right to legal counsel.

In some circumstances the ARB will request legal counsel to support its role in the complaint/hearing/decision writing process; the municipality is solely responsible for the cost to retain sufficient legal services. It is normal protocol for the legal account to be opened in CRASC's name to maintain genuine independence. The legal invoices will then be billed back to the municipality at cost for reimbursement.

**7. PARTICIPANT INFORMATION**

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

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

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

**8. TERMINATION**

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

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

**9. SURVIVAL**

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

**10. NOTICE**

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

**11. ASSIGNMENT**

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



**12. ENTIRE AGREEMENT**

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

**13. AMENDMENTS**

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

OTHER:

**14. Judicial Review of an ARB decision:**

Judicial reviews of the Board's decisions are governed by section 470 of the Municipal Government Act.

If the municipality is considering an application to the Court of King's Bench it is mandatory that legal counsel is consulted. Please note this is beyond the scope of this contract.

The ARB Members and Clerk are not able to offer any legal advice, suggestions, or guidance with respect to such inquiries. The CRASC Clerk may assist in securing legal representation if requested.

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

**THE COMMISSION:** CAPITAL REGION ASSESSMENT SERVICES  
COMMISSION

Per: \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Signature

**THE PARTICIPANT:** Summer Village of South View  
Name of Participant Municipality

Per: \_\_\_\_\_ Name Sandi Benford Date October 15, 2024  
Authorized Signature

## SCHEDULE "A"

### TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2025 to 31 December 2027.

### FEES and EXPENSES

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

#### 1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$900, plus;
- b. Per parcel fee of \$0.35, based on the total number of the Participant's parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

#### 2. Hearing Fees - Per Hearing

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

##### a. Hearing:

\$800 for each LARB hearing

\$800 for each CARB hearing

##### b. Panelist:

\$193 per Panelist for each hearing and associated travel time that do not exceed four (4) hours.

\$330 per Panelist for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$495 per Panelist for each hearing and associated travel time that exceed eight (8) hours.

**c. Presiding Officer:**

\$248 per Presiding Officer for each hearing and associated travel time that do not exceed four (4) hours.

\$440 per Presiding Officer for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$660 per Presiding Officer for each hearing and associated travel time that exceed eight (8) hours.

**d. Assessment Clerk:**

\$800 for each hearing where the Commission provides an Assessment Clerk.

Note: If panel deliberations take place on a date other than the Hearing Date, additional charges will apply as per the hearing rates above.

**3. Hearing Expenses**

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

**4. Judicial Review**

If a complaint is appealed, CRASC offers Clerk Services at a rate of \$125 per hour. This would include but is not limited to responding to "Notice to Obtain Record of Proceedings" and any other administrative tasks that the ARB Clerk has jurisdiction to perform.

**COMMISSION'S SERVICE ADDRESS**

The Commission's address for service of notices is:

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

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

**PARTICIPANT'S SERVICE ADDRESS**

The Participant's address for service of notices is:

Name of municipality Summer Village of South View

Contact name Wendy Wildman<sup>(CAO)</sup> / Angela Duncan (Asst. CAO)

Address 1 Box 8

Address 2 \_\_\_\_\_

City/Province Alberta Beach AB

Postal Code T0E 0A0

Telephone: 780-967-0271

Email: svsouthview@outlook.com

## South View Five-Year Capital Plan

Approved June 18-2024

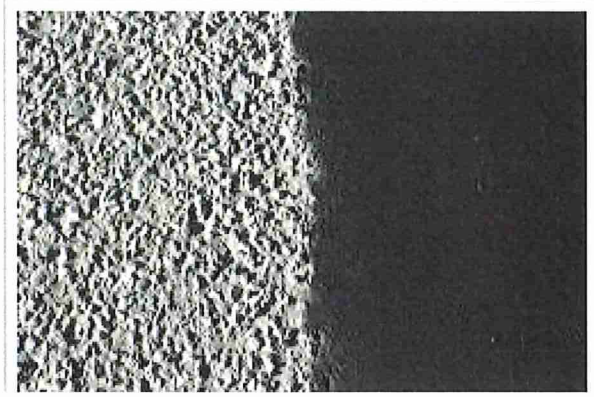
Capital Revenue							
Revenue Source for Capital	Opening	2024	2025	2026	2027	2028	2029
Carry forward from previous year		381,136	303,739	127,691	151,643	225,595	299,547
*MSI - Capital (to 2023) then LGFF replaces (2026-2029 is estimated)	291,775	68,409	69,758	69,758	69,758	69,758	69,758
CCBF (former Gas Tax Fund)(to 2024)(2024-2029 is estimated)	89,361	9,194	9,194	9,194	9,194	9,194	9,194
Debentures							
Taxes							
Reserve Transfers (LUB Update)(trees)		18,215					
Other							
<b>Sub-Total</b>	<b>\$ 381,136</b>	<b>\$ 476,954</b>	<b>\$ 382,691</b>	<b>\$ 206,643</b>	<b>\$ 230,595</b>	<b>\$ 304,547</b>	<b>\$ 378,499</b>

Capital Expenses							
Capital Projects	Opening	2024	2025	2026	2027	2028	2029
<b>Proposed Capital</b>							
Playground Upgrades		\$ 40,000					
WILD Water (Join commission)(53K + 15K)							
Land Use Bylaw Update		\$ 13,215					
Fire Smart (brush/trees)		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Water Suppression Tank							
Regional Sewer			\$ 150,000				
Boat Launch Upgrades		\$ 50,000					
Road Paving (Shared Road with LSA)			\$ 100,000				
Road Rehabilitation - East Access Road				\$ 50,000			
Speed Indicator Sign							
Drainage (2024 Lakeview Ave)		\$ 65,000					
<b>Sub-Total</b>		<b>\$ 173,215</b>	<b>\$ 255,000</b>	<b>\$ 55,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Total Expenses/Commitments</b>		<b>\$ 173,215</b>	<b>\$ 255,000</b>	<b>\$ 55,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

<b>Net Capital Budget</b>	<b>\$ 303,739</b>	<b>\$ 127,691</b>	<b>\$ 151,643</b>	<b>\$ 225,595</b>	<b>\$ 299,547</b>	<b>\$ 373,499</b>
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Deferred Revenue (Carry forward to next year's funding)	\$ 303,739	\$ 127,691	\$ 151,643	\$ 225,595	\$ 299,547	\$ 373,499
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<u>Reserve Accounts</u>	
Operating as at December 31, 2023	\$ 67,503
Capital as at December 31, 2023	95,377
2024 Budgeted Transfers to Reserves	6,028
2024 Budgeted Use of Reserves	- 24,475
<b>Total Reserves</b>	<b>\$ 144,433</b>



## MICRO SURFACING

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Micro-surfacing is one of the fastest growing asphalt maintenance tools utilized across Western Canada. Micro-surfacing is a mixture of polymer modified asphalt emulsion, 100% manufactured aggregate, portland cement, water and liquid additives. The mixture is proportioned according to specifications and laboratory mix design. Micro-surfacing is a quick set, quick traffic system that is able to accept traffic after a short period of time. Traffic is usually able to resume as normal within hours of application, but set times may vary depending on weather and conditions specific to each project.

Micro-surfacing is used for rut filling, longitudinal and transverse crack repair (special spread boxes are used), leveling or scratch course and surfacing of all roadways from urban streets to major highways. This product fills minor surface cavities and corrects weathered, pitted and raveling asphalt surfaces while adding excellent skid resistance and extending the roadway's life cycle.

The 100% manufactured aggregates offer superb physical properties combining durability, wear and an aesthetically pleasing appearance. These aggregates generally come in three distinct groupings: Type 1 (fine), Type 2 (standard) and Type 3 (coarse).

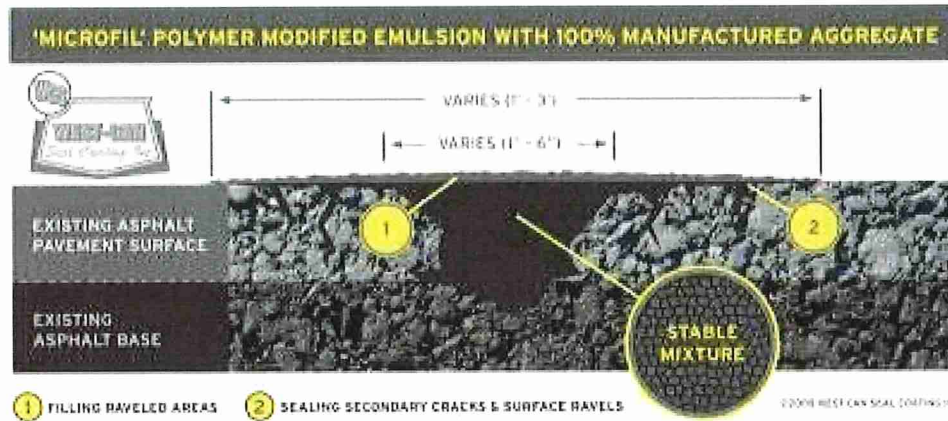
## ADVANTAGES

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- Low resurfacing cost per M2
- No asphalt milling



- No joint cutting or need to adjust utilities
- Fills cracks while providing a leveled surface
- No curb loss reveal
- Minimal traffic disruption
- No fly stone or dust
- Low energy consumption, no blue smoke
- Reduces ponding, eliminating hydroplaning
- Increased skid resistance
- No mechanical compaction
- 100% recyclable



[cansealcoating.com/wp-content/uploads/2017/01/Micro\\_fill.jpg](https://www.west-cansealcoating.com/wp-content/uploads/2017/01/Micro_fill.jpg)

CLICK IMAGES TO ENLARGE

## TYPES OF MICRO-SURFACING

### TYPE 1:

A very fine aggregate that generates maximum crack penetration while sealing residential traffic areas.

### TYPE 2:

The most commonly used aggregate utilized in urban areas, arterial roadways, airports and for "Microfill". Micro-surfacing systems produce many benefits, not only



by improving the physical pavement condition, but also by being a cost effective and financially responsible treatment strategy that preserves past investments in existing asphalt surfaces. Since 2000, West-Can has been a leader in developing the market for urban micro-surfacing.

**TYPE 3 :**

A coarse aggregate that is primarily used in "Rut Fill" applications and highway resurfacing. This aggregate provides superior skid resistance and reduces hydroplaning/ wheel rutting in heavy traffic areas. Since 2000, West-Can has placed thousands of kilometers of Type 3 micro-surfacing on various highways between Manitoba and British Columbia.

**CLICK HERE TO VIEW TYPE I, II, III GRADATION**

**GRADATION FOR TYPE I, II, III** ([https://www.west-cansealcoating.com/wp-](https://www.west-cansealcoating.com/wp-content/uploads/2017/01/Micro_Surfacing_Gradations.jpg)

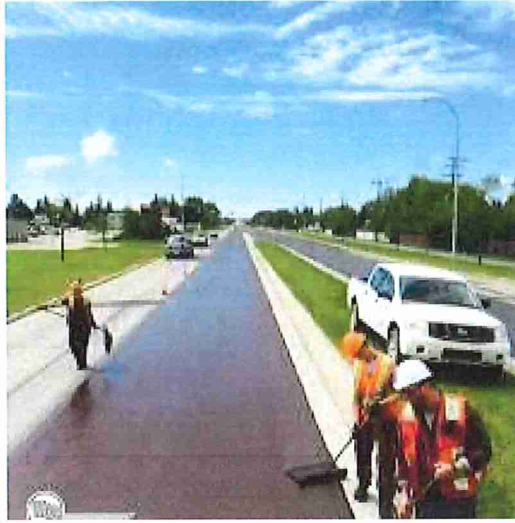
SEIVE SIZE	TYPE I PERCENT PASSING	TYPE II PERCENT PASSING	TYPE III PERCENT PASSING	STOCKPILE TOLERANCE FROM THE MIX DESIGN GRADATION
#10 (2.0 mm)	100	100	100	
#20 (0.85 mm)	100	80 - 100	70 - 90	± 5%
#40 (0.425 mm)	90 - 100	60 - 80	45 - 70	± 5%
#60 (0.25 mm)	80 - 90	45 - 70	25 - 50	± 5%
#100 (150 µm)	40 - 60	20 - 35	15 - 34	± 5%
#200 (75 µm)	25 - 40	10 - 20	10 - 25	± 4%
#425 (100 µm)	10 - 20	10 - 21	7 - 10	± 3%
#600 (105 µm)	10 - 20	5 - 15	5 - 15	± 3%

content/uploads/2017/01/Micro\_Surfacing\_Gradations.jpg)

**VIEW PHOTOS**

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**TYPE 1 & 2 URBAN**



## TYPE 3 HIGHWAY

### RUT FILL

# MICRO-SURFACING **VIDEOS**

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## VIDEOS

Learn more about Micro-Surfacing. Watch Micro-Surfacing being placed in an urban area and on a highway (2nd video).

## Micro-Surfacing Process : Urban



## Micro-Surfacing Highways : Learn More Voice Over



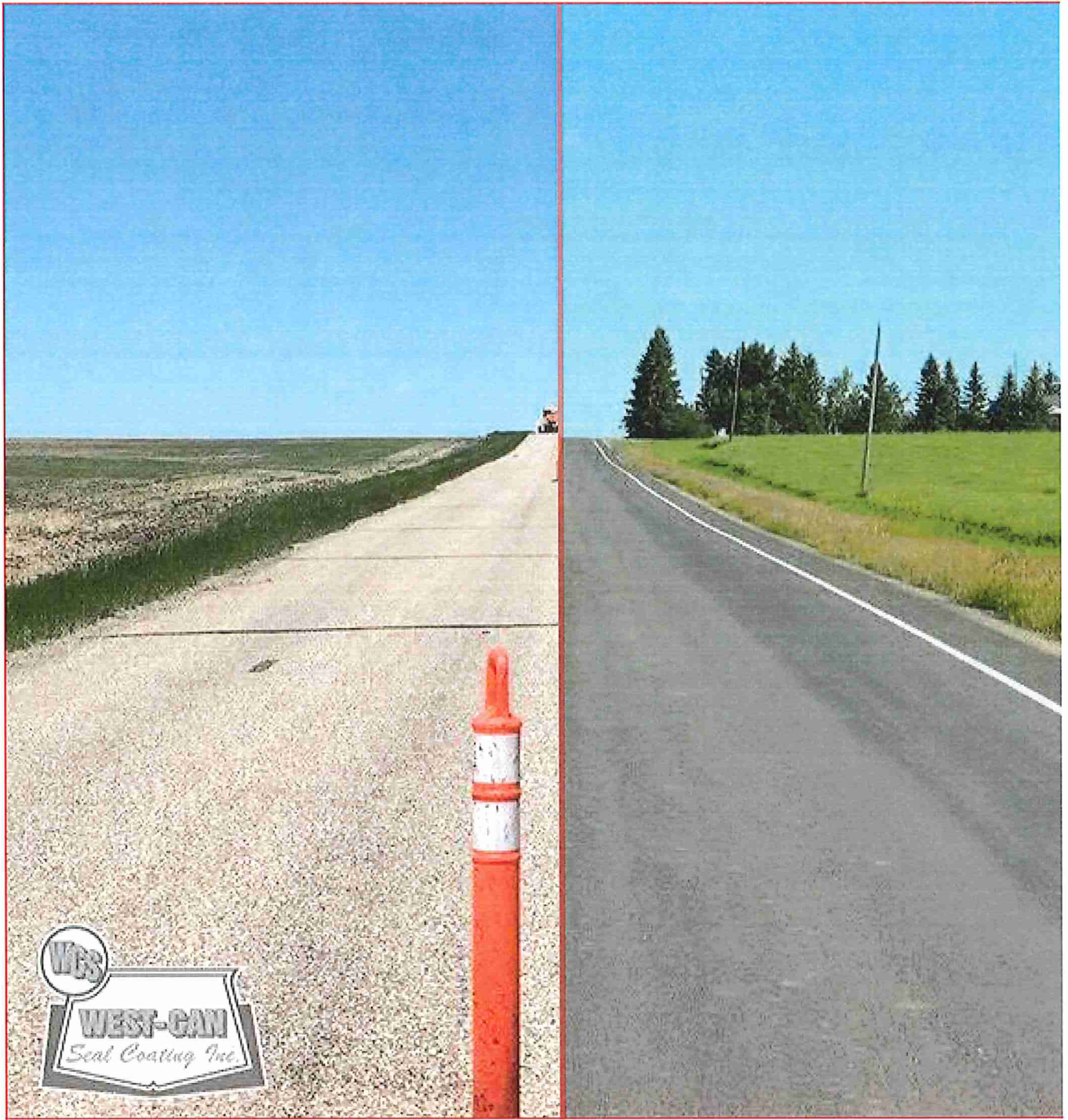
**BEFORE & AFTER PHOTOS . SEE FOR  
YOURSELF**

---

**BEFORE & AFTER 1**



# SLIDE THE INDICATOR LEFT AND RIGHT TO SEE THE BEFORE AND AFTER IMAGES



## BEFORE & AFTER 2

## BEFORE & AFTER 3

## BEFORE & AFTER 4

## BEFORE & AFTER 5

## BEFORE & AFTER 6

## BEFORE & AFTER 7

Micro-surfacing is an economical alternative to road maintenance practices for municipalities and their ratepayers. West-Can Seal Coating is available to consult with the owner in selecting the proper job specific products to meet each roadway's maintenance needs. For additional Micro-Surfacing information or International Slurry Seal Association (ISSA) guidelines please visit [www.slurry.org](http://www.slurry.org) (<http://www.slurry.org/>)

## ADDITIONAL MATERIAL



Review of Micro Surfacing Western Asphalt May 4, 2016 (/wp-content/uploads/2017/01/Review-of-Micro-Surfacing-Western-Asphalt-May-4-2016.pdf)



Pavement Preservation Chart (/wp-content/uploads/2017/01/Pavement-Preservation-Chart.pdf)



Micro Surfacing Brochure (/wp-content/uploads/2017/01/Micro-surfacing-brochure.pdf)

svsouthview@outlook.com

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**From:** ddm@kronprinzconsulting.ca  
**Sent:** October 7, 2024 2:20 PM  
**To:** cao@birchcove.ca; svcastle@telus.net; cao@svnakamun.com; cao@rosshaven.ca; sv sandyb@xplornet.ca; administration@wildwillowenterprises.com; svsouthview@outlook.com; svsunrisebeach@wildwillowenterprises.com; office@sunsetpoint.ca; cao@valquentin.ca; svwestcove@outlook.com; office@svyellowstone.ca  
**Cc:** merle.isaacson@connectmobility.ca  
**Subject:** Connect Mobility - ABF Funding, Project Bid - November 2024  
**Attachments:** 4AE82FAC-D4CF-4EFC-994C-4481419F56A2-L0-001.png; 9A726DC9-0530-4C84-A502-E92220B0190B-L0-001.png; 54507D65-36A5-40CC-B1DF-5ACA6D9D1AEE-L0-001.png; 3342792F-F27F-40BE-A930-207723028AA9-L0-001.png; D0DF2A57-D9C5-4C61-BA8A-79F9E3B0A216-L0-001.png; DA39905C-C778-420D-850C-F7858CD15F56-L0-001.png; Heat Map - Underserved Households in Alberta (1).pdf; Draft - ABF - Letter of Support Template (Oct. 7, 2024).docx

Good afternoon CAOs,

Further to earlier discussion on this matter, we received word last week that several of the communities within the SVLSACE partnership have now been included as "underserved" in the latest UBF/ABF eligibility criteria. Recall that previously communities had been struggling with confirming their eligibility and when we last discussed, Connect Mobility was working to do those verifications for us.

Maps of the underserved areas are attached for reference and the following status of each community is noted:

- Approved- Summer Village Castle Island - 18 Dwellings
- Approved - Summer Village Birch Cove - 61 Dwellings
- Approved - Summer Village Nakamun Park - 151 Dwellings
- Approved - Summer Village Ross Haven - 212 Dwellings
- Partial coverage approved - Summer Village Sandy Beach - 258 Dwellings
- Approved - Summer Village Silver Sands - 234 Dwellings
- Approved - Summer Village South View - 86 Dwellings
- Partial coverage approved - Summer Village Sunrise Beach - 139 Dwellings

Partial coverage approved - Summer Village Sunset Point - 336 Dwellings

Not covered - Summer Village Val Quentin - 160 Dwellings

Approved - Summer Village West Cove - 238 Dwellings

Approved - Summer Village Yellowstone - 149 Dwellings

For the communities listed above there is a opportunity to support a project bid for the next ABF intake (due November 8th, 2024) through Connect Mobility.

For any municipality interested in participating in this latest project application, please return a letter of support on municipal letterhead (template attached for your ease) to Merle (cc'ed to this email) before November 8th, 2024. For any questions on the project itself, please reach out to Merle directly.

Thank you,

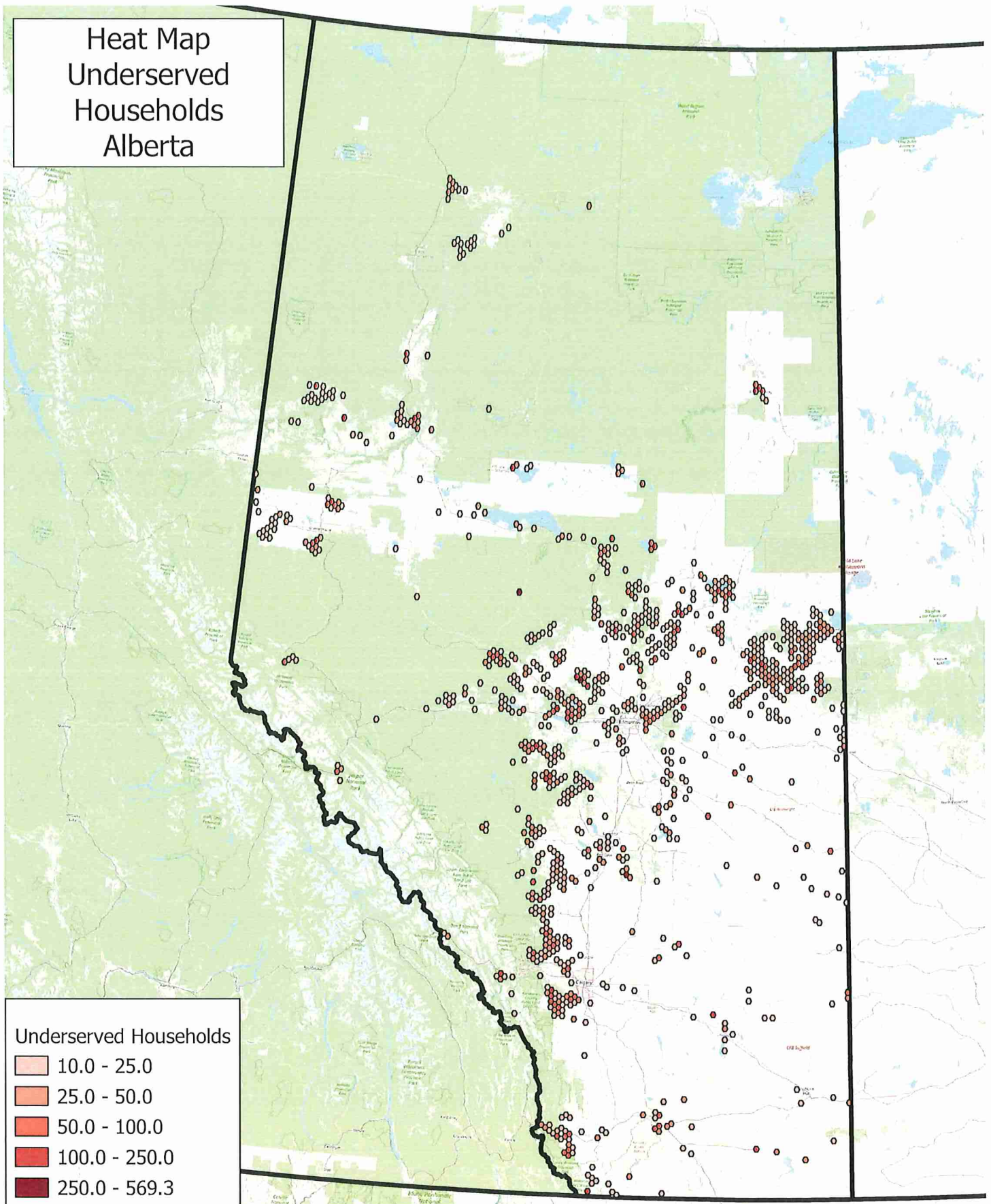
Dwight Darren Moskalyk

Administrator

SVLSACE



# Heat Map Underserved Households Alberta



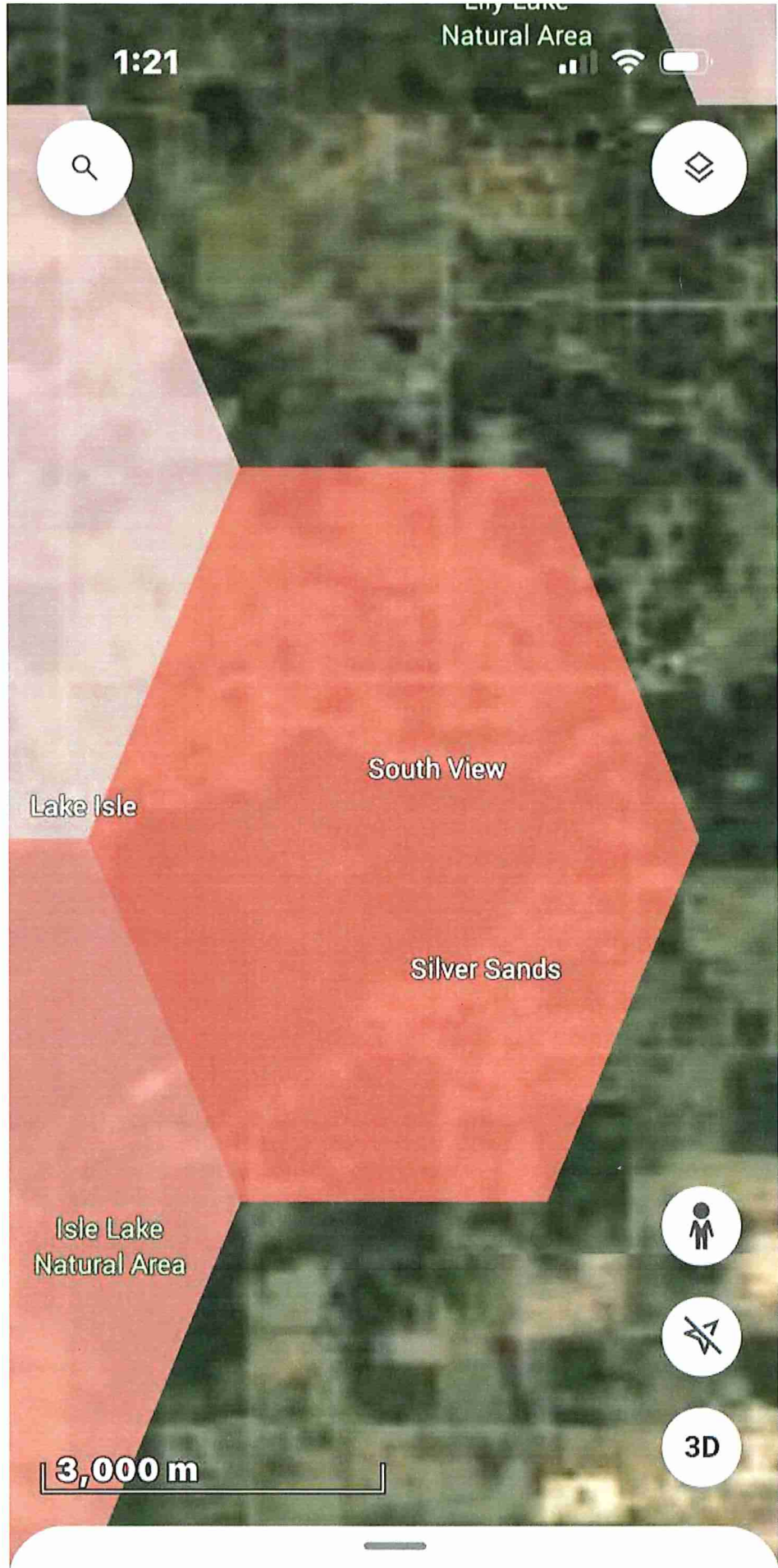
## Underserved Households

- 10.0 - 25.0
- 25.0 - 50.0
- 50.0 - 100.0
- 100.0 - 250.0
- 250.0 - 569.3



This map is based on ISP information as well as Innovation, Science and Economic Development Canada projections. Actual coverage may vary subject to deployment and environmental factors.





1:21

Isle Lake  
Natural Area

Lake Isle

South View

Silver Sands

Isle Lake  
Natural Area

3,000 m

3D

53



Box 8,  
Alberta Beach, AB T0E 0A0  
Phone: 780-967-0271  
Fax: 780-967-0431  
Email:  
svsouthview@outlook.com

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October 7, 2024

Connect Mobility  
c/o Merle Isaacson  
[www.connectmobility.ca](http://www.connectmobility.ca)  
#40, 12204-40th Street S.E.  
Calgary, Alberta T2Z4K6  
Cell: 403-540-0000

Dear Mr. Isaacson,

**Re: Alberta Broadband Fund, Project Bid – November 2024 – Letter of Support**

In reference to the above matter and previous communications on same, the Summer Village of South View is pleased to offer you this letter of support and have our municipality included in your upcoming project bid.

Access to reliable internet is more important than ever. As evidenced in the most recent mapping, our community is underserved by current market providers and the resulting service sits below Universal Broadband Fund standards. The opportunity to partner with Connect Mobility in delivering this service to our community is a priority that our council wholeheartedly supports.

We wish you every success in bidding on this project, and look forward to a successful award in the days ahead. Please keep us abreast of any developments, and do not hesitate to reach out for additional information that may be required of us during the process.

Regards,

Sandi Benford  
Mayor  
Summer Village of South View

Cc: Council, Summer Village of South View  
Chief Administrative Officer

54

CAO Report, October 15, 2024

- a) Alberta Municipalities Convention – Mayor Benford, CAO Wildman, and Assistant CAO Duncan attended the convention. Mayor Benford was presented with a distinguished service award. This has been posted on the website. Asst. There were excellent educational and networking opportunities. Included in your package is a hand out from the Small Communities Session called dusting off the ballot box, in case Council is interested. Asst. CAO Duncan has applied to sit on the ABmunis Small Communities Committee for another year.
- b) Various Meetings
  - a. October 1, ORFS Regional Meeting – All of Council, CAO Wildman, and Asst. CAO Duncan attended. Discussion focused on wrapping up the current fire services. Next meeting is set for November 26 at 1pm.
  - b. October 3, Mayor/CAO Fire Meeting – Mayor Benford, CAO Wildman, and Asst CAO Duncan attended. Purpose of meeting was to discuss areas of disagreement regarding a new fire contract and ensure all communities have what they need to make a decision.
  - c. October 4, Lac Ste Anne County Regional Municipal Meeting – All of Council and CAO Wildman attended. Discussion focused on matters of a regional nature and included presentations from SANG, NGPS, MLA Getson.
- c) Insurance Renewal – 2025 Insurance renewal has been completed.
- d) Mr. James Woslyng Follow-up – on September 24, 2024 a follow-up email was sent to Mr. Woslyng regarding his council presentation, reminding him that he needs to send his request in writing, clearly stating what he is asking for and to provide all relevant information. As of the writing of this report, no response, request, or information has been received. The email is included in your package for information.
- e) Request from Municipal Affairs to do their Carbon Tax Survey – The intent of this survey was to determine the impact of the carbon tax on municipal operations. Council had requested Administration look into completing the survey. After going through the survey, it is primarily for municipalities who heat buildings or have equipment and vehicles. It is not relevant for the Summer Village of South View.
- f) Damage to Garbage Enclosures – Council had asked Administration to have the garbage enclosure by the park fixed. Some of the connectors on the fencing has come apart. Bugs will be picking up parts and fixing the fence.
- g) Assessment Subclass Bylaw – A meeting is set with Legal to discuss this further.
- h) AED – It is possible that there is funding for this through Fortis. To be discussed at the meeting.

# Dusting Off the Ballot Box

Panel Discussion





# TOP TIPS FOR SMALL COMMUNITIES

## PREPARE

- Check in NOW
- Evaluate your CAO
- Plan candidate sessions EARLY!
- Staff trainings

## EXISTING COUNCIL

- Clarify your expectations of each other
- Regular informal check ins
- Agreements on 'supporters'?

## POST ELECTION

- Address the election
- Orientation on 'dynamics'
- Plan for the future (not TOO quickly)

## OTHER TIPS

- Work with your neighbors
- Use resources in your region
- Stay out of toxic environments
- Focus on the future

# Top 10 Pressures on Small Communities

## 1. Personal Relationships with Constituents

In small communities, elected officials often know their constituents personally. This can lead to pressure from friends, neighbors, and family members for favors, influence, or special treatment, making impartial decision-making more difficult.

## 2. Limited Resources

Small communities typically have fewer financial, staff, and infrastructure resources. Elected officials must navigate the challenge of delivering services, maintaining infrastructure, and meeting community expectations with a smaller budget and workforce.

## 3. Dual Roles and Overlapping Responsibilities

Officials in small communities often wear multiple hats, serving on various committees, boards, and even acting as volunteers in the community. This can lead to overextension and burnout as they juggle many roles simultaneously.

## 4. High Visibility and Lack of Anonymity

In small towns, elected officials are constantly in the public eye. They are likely to be approached in casual settings (grocery stores, community events, etc.) with issues or complaints, making it difficult to separate personal time from official duties.

## 5. Expectations for Rapid Responsiveness

Constituents in small communities expect quick and direct responses to their concerns. The close-knit nature of the town means that if residents don't get immediate attention, it can damage trust or create personal tensions.

## 6. Limited Access to Professional Expertise

Small communities often lack access to legal, planning, or governance professionals that larger municipalities may have. Elected officials might need to make decisions with limited advice, increasing the risk of mistakes or misjudgments.

## 7. Pressure to Prioritize Local Interests Over Regional/Provincial/National Issues

Residents of small communities often expect elected officials to focus primarily on hyper-local issues. This can create tension when regional or national regulations and priorities need to be implemented, especially if they seem to conflict with local needs.

## 8. Economic Dependency on Specific Industries or Employers

Many small communities rely heavily on one or two key employers or industries. Elected officials may feel pressure to make decisions that benefit these industries, even if they are not in the broader interest of the community or conflict with long-term sustainability goals.

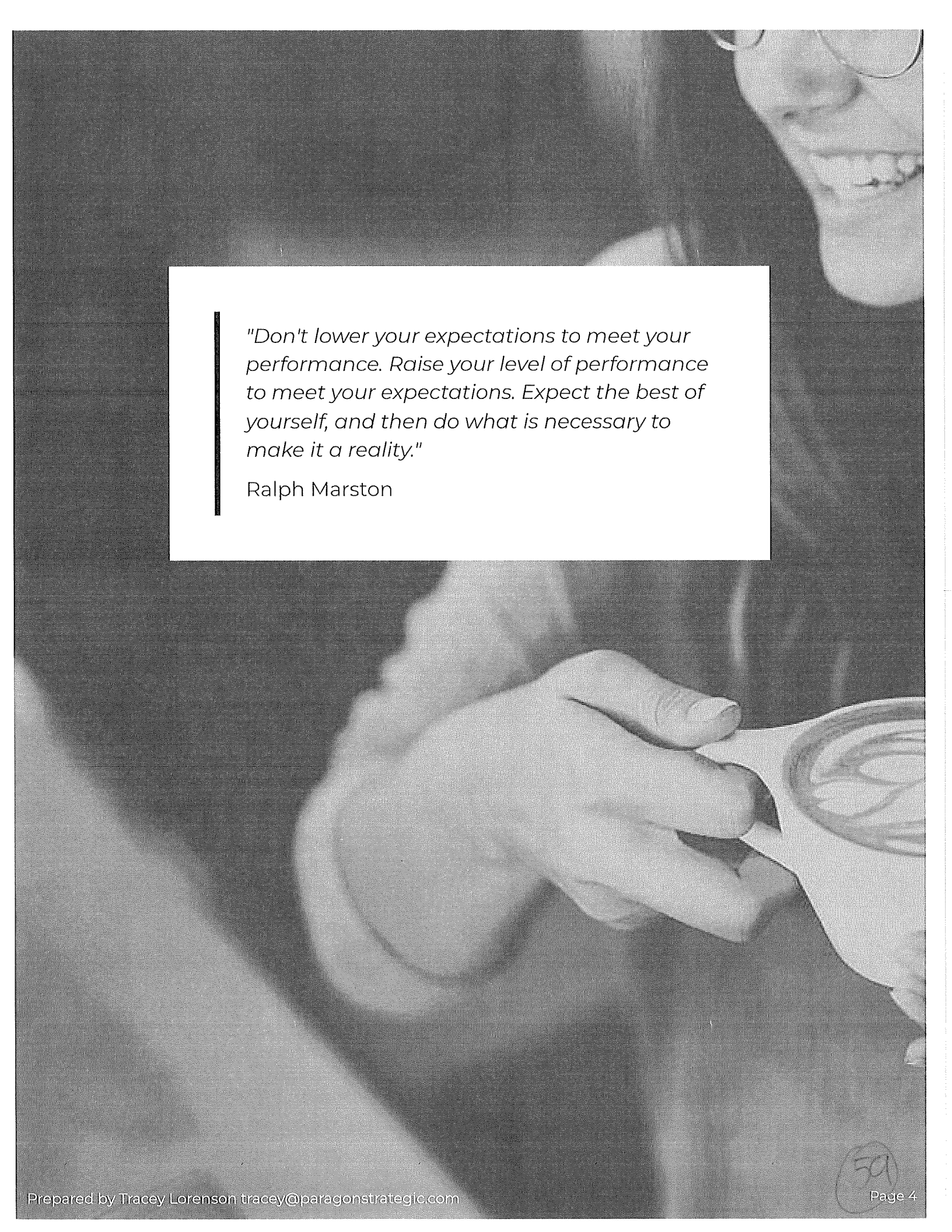
## 9. Intense Public Scrutiny and Rumor Mill

With fewer people in town, news and rumors spread quickly. Minor missteps or controversial decisions are often magnified, and officials may face immediate and intense backlash or criticism, sometimes based on misinformation or misunderstandings.

## 10. Challenges in Attracting and Retaining Talent

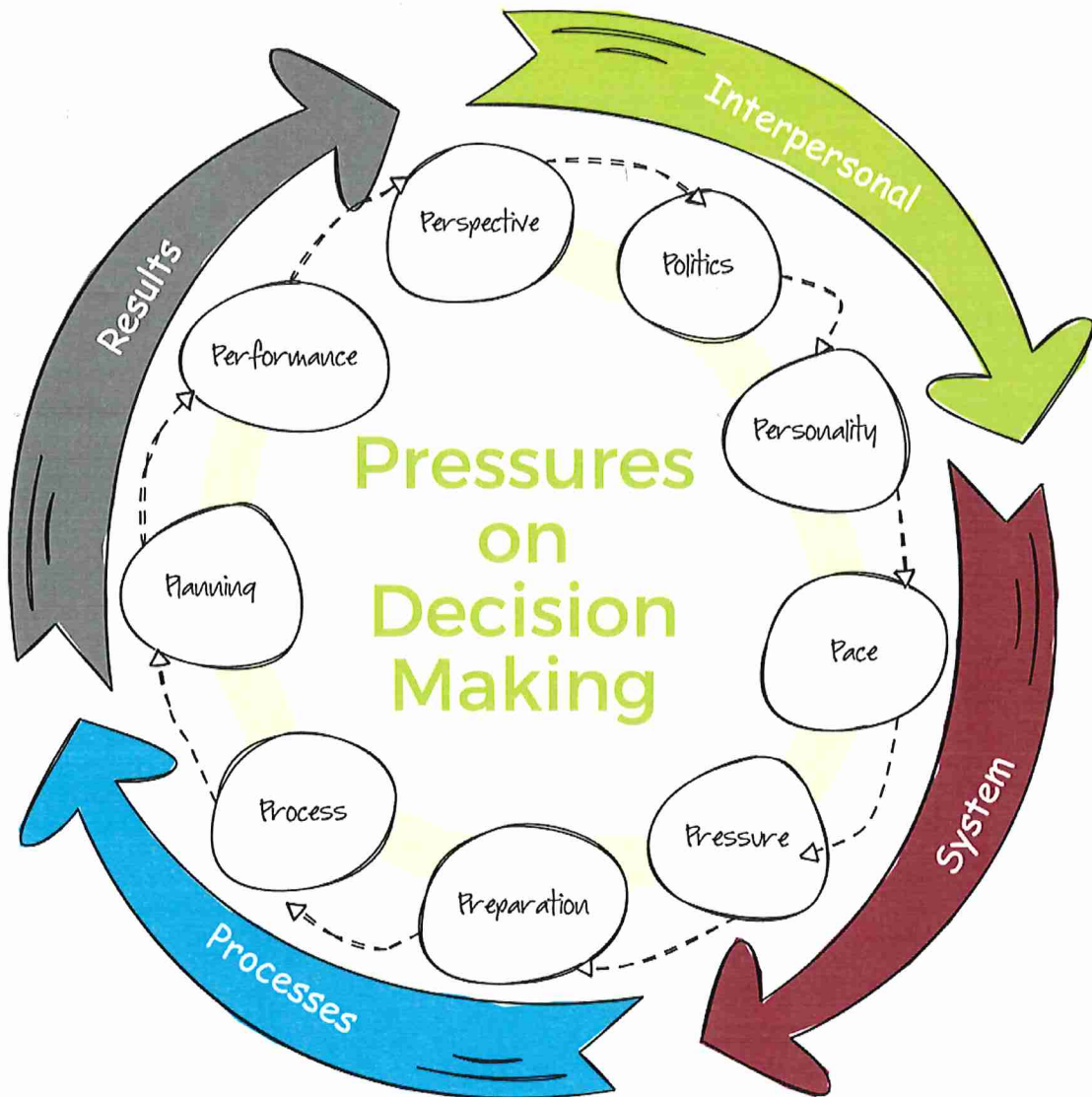
Small communities often struggle to attract or retain talented staff, such as town managers, planners, or other municipal employees. Elected officials may be under pressure to operate with a limited or less experienced workforce, which can hamper effective governance.





*"Don't lower your expectations to meet your performance. Raise your level of performance to meet your expectations. Expect the best of yourself, and then do what is necessary to make it a reality."*

Ralph Marston



Notes



# FIVE BEHAVIORS OF HIGH FUNCTIONING TEAMS



**TRUST ONE ANOTHER** - When team members are genuinely transparent and honest with one another, they are able to build vulnerability-based trust.

**ENGAGE IN CONFLICT AROUND IDEAS** - When there is trust, team members are able to engage in unfiltered, constructive debate of ideas.

**COMMIT TO DECISIONS** - When team members are able to offer opinions and debate ideas, they will be more likely to commit to decisions.

**HOLD ONE ANOTHER ACCOUNTABLE** - When everyone is committed to a clear plan of action, they will be more willing to hold one another accountable.

**FOCUS ON ACHIEVING COLLECTIVE RESULTS** - The ultimate goal of building greater trust, healthy conflict, commitment and accountability is one thing: the achievement of results.

(61)

# Building and Maintaining Trust

Trust around the table, between elected officials and staff and between the organization and the community are all critical to maximize the likelihood of success.

TRADITIONAL VIEW	MODERN VIEW
$S \times E = R$	$(S \times E) T = R$
<i>Where S = Strategy, E = Execution, R = Results and T = Trust</i>	

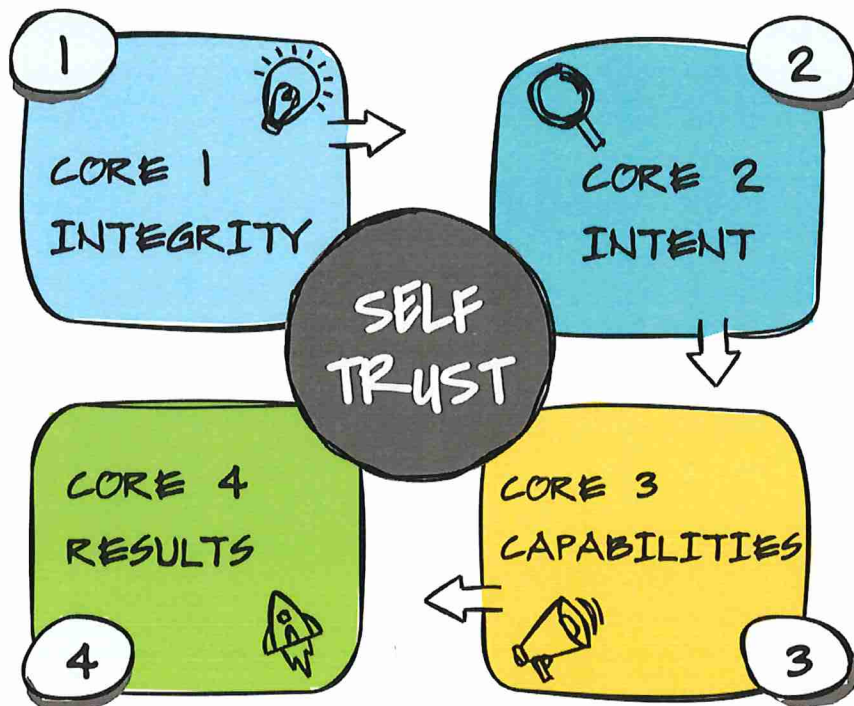
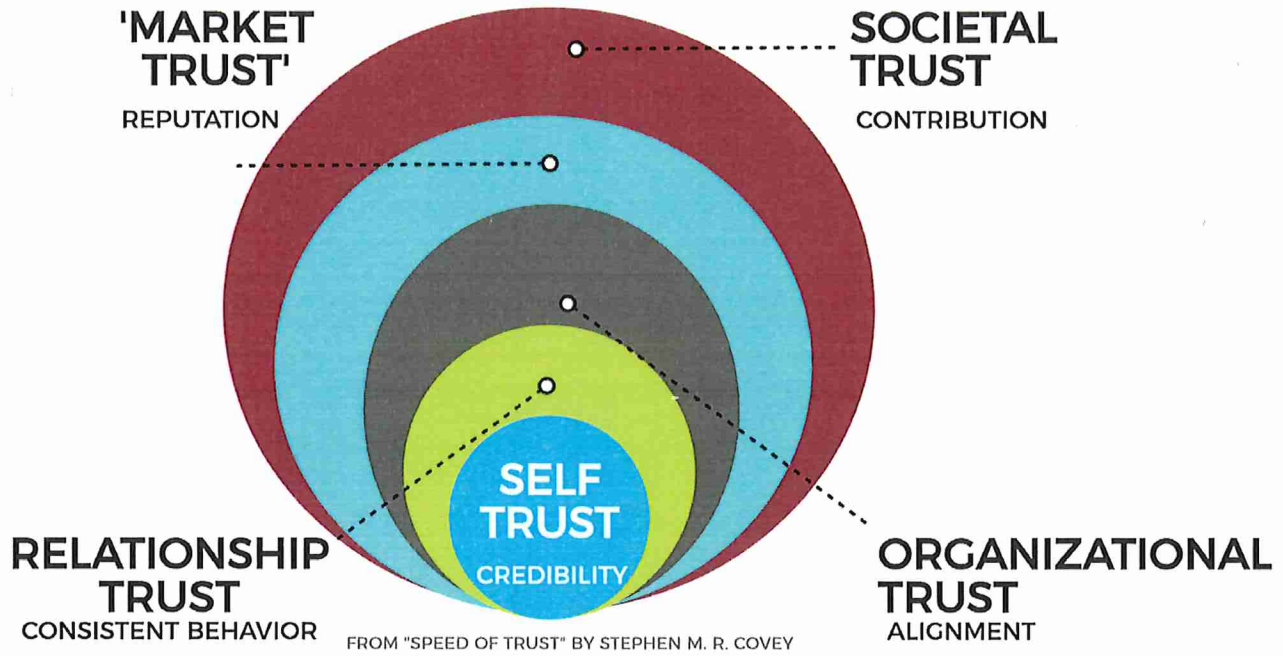
10

*Answer here*

**What behaviors STRENGTHEN trust?**

*Answer here*

# FIVE WAVES OF TRUST



For elected groups to be high functioning - we want to focus on 'relationship trust' but we have profiles that address each level - contact us if you'd like more information.



# RELATIONSHIP BASED TRUST

## 13 Key Behaviors For High Functioning Groups

### CHARACTER

TALK STRAIGHT

DEMONSTRATE RESPECT

CREATE TRANSPARENCY

RIGHT WRONGS

SHOW LOYALTY

### COMPETENCE

DELIVER RESULTS

GET BETTER

CONFRONT REALITY

CLARIFY EXPECTATIONS

PRACTICE ACCOUNTABILITY

### BOTH

LISTEN FIRST

KEEP COMMITMENTS

EXTEND TRUST

FROM: "THE SPEED OF TRUST" STEPHEN M.R. COVEY

# Tracey Lorenson

Paragon Strategic Services Ltd/CivicExcellence

tracey@civicexcellence.com



## Professional Profile

Awarding-winning speaker and consultant, Tracey is known for her humour and candor in helping her clients manage difficult situations. Her warm, energetic style combines her legal and governance training, leadership experience, practical advice and real life examples that resonate with audiences of all levels. With a keen interest in problem solving, Tracey has developed a series of proven techniques that help organizations identify their issues and take action to improve their situation.

Tracey works with elected officials and management teams across the country on leadership training, good governance, strategic planning, accountability, conflict resolution and Council/CAO issues (performance, recruitment).

After practicing workplace law on behalf of public sector clients, Tracey was Executive VP for E-Comm, provider of 911 fire, police and ambulance services for local governments in southern BC. In her current role as the principal in the management consulting firm Paragon Strategic Services Ltd, Tracey works with Boards and Councils to establish strong governance cultures, and assists in resolving conflicts that arise.

Tracey is excited about the success of CivicExcellence's online eLearning community for local government staff and elected officials - CivicExcellence ([www.civicexcellence.com](http://www.civicexcellence.com)) and the launch of her 'good governance' program and coaching for elected leaders and CAOs.

## Credentials

Includes current and past credentials:

- Degree in Law (UBC)
- Designation in Corporate Governance (DeGroote School of Business, McMaster University)
- Certified Human Resource Professional
- Certified Corporate Coach
- LGMA Distinguished Partner Award





If you have any questions or would like any information on how we work with local governments please don't hesitate to contact me.

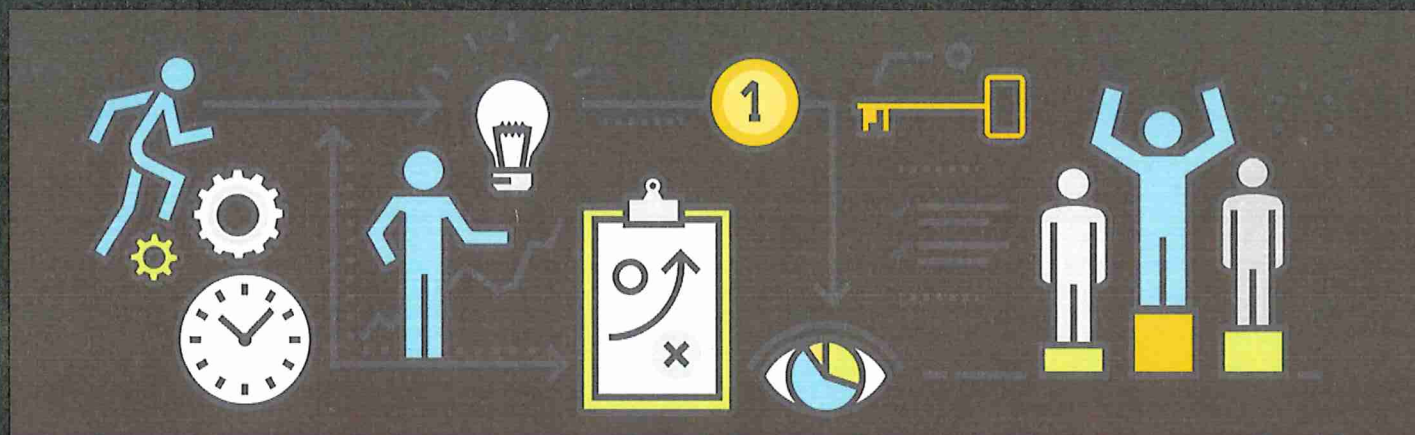
If you click the link below you'll reach our consulting site (Paragon Strategic Services Ltd.) and you can learn more about what we do. Feel free to click the 'chat' icon on our site (bottom right) or email me [tracey@paragonstrategic.com](mailto:tracey@paragonstrategic.com).

Some of the follow up workshops we provide include:

- Council/Board specific trainings with behavioral profiles ("Start with Why", Sphere of Influence/Control)
- Strategic planning focused on aligning elected officials
- Governance check-ins using our proprietary "GovRX" tool and certified in "Five Behaviors of High Functioning Teams"
- Coaching for Mayors/Chairs and/or CAOs
- Conflict training and resolution
- Management and staff trainings (Customer Service, conflict, teambuilding)
- Regional facilitation
- Keynotes

CONTACT US - [www.paragonstrategic.com](http://www.paragonstrategic.com)

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10.d

svsouthview@outlook.com

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**From:** Summer Village of South View  
**Sent:** September 24, 2024 9:01 AM  
**To:** 'James Woslyng'  
**Cc:** wendy wildwillowenterprises.com  
**Subject:** RE: Removal of Caveat from 42 Hillside St

Good morning Mr. Woslyng,

Thankyou for attending the South View Council meeting on September 17. As a reminder, the following motion (168-2024) was made in regard to your verbal presentation:

***MOVED** by Mayor Benford that the verbal presentation and discussion with James Woslyng regarding the caveat placed on 42 Hillside Street and refund of development appeal fees be accepted for information and FURTHUR that Mr. Woslyng is asked to provide his request in writing, clearly stating what he is asking for and providing all relevant information.*

**CARRIED**

If you would like any further follow-up on these matters, we will need your request, including all relevant information, in writing.

Regards,

*Angela Duncan*

Assistant CAO  
Summer Village of South View  
780-967-0271  
<http://www.summervillageofsouthview.com/>

**From:** Summer Village of South View  
**Sent:** September 5, 2024 10:00 AM  
**To:** James Woslyng  
**Cc:** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Tony Sonnleitner <pcm1@telusplanet.net>  
**Subject:** RE: Removal of Caveat from 42 Hillside St

Hello James,

I am happy to place you on the upcoming Council Agenda for September 17 at 9:30 am; you will be near the top of the agenda and your appointment time will be 9:35 am. You are welcome to attend in person or virtually, please let me know what your preference is. Also, please forward me any documentation you would like to have included for Council's consideration. Please note, based on the information you have provided, we do not see a reason to request the Development Officer attend the meeting. If the work noted in the order to remedy/caveat has been completed, the Development Officer will need to attend the site to confirm this for himself before the caveat can be removed. Can you also please specify for me which development appeals you are looking to have refunded?

Thank you,

67

Angela Duncan  
Assistant CAO  
Summer Village of South View  
780-967-0271  
<http://www.summervillageofsouthview.com/>

**From:** James Woslyng <\_\_\_\_\_>  
**Sent:** September 4, 2024 3:15 PM  
**To:** Summer Village of South View <[svsouthview@outlook.com](mailto:svsouthview@outlook.com)>  
**Subject:** Removal of Caveat from 42 Hillside St

PLease place me on the Agenda for the next Council meeting Sept 17/24.To discuss the removal of the Caveat placed on my property at 42 Hillside St. And the refund of Development Appeal Fees paid by me. PLease have the Development officer available for the meeting.Thanks Jim



To the Council members of the Summer Village South View:

The Darwell Public Library Society and library staff would like to offer our sincere gratitude for the contribution the Summer Village of South View makes to our community library each year. The \$1000.00 the library received this year will go towards providing programs and services to our community that will help them to read, discover and connect at the library. Some of the great programs that we have run this year include monthly kids craft for students in grades 2 – 5, monthly Fun Time Friday @ the Library and Dungeons and Dragons for students in grades 6 & 7. For community members of all ages, we had our first ever Seed Sharing Library, started a Bring Your Own Book Club, and continued with Summer Reading Club, and Family Movie events. We are always trying to improve on and increase the number of programs we offer to the community, and we are truly grateful for the funds the Summer Village of South View provide, those funds allow us to continue to run and expand on programs for this community.

With sincere thanks,

Chaddie Langman

Darwell Public Library Manager

svsouthview@outlook.com

---

**From:** Laurie Haak <LHaak@yrl.ab.ca>  
**Sent:** September 16, 2024 2:47 PM  
**Cc:** Karla Palichuk; Wendy Sears  
**Subject:** YRL Draft 2025 Budget and Trustee Appointment Information  
**Attachments:** YRL Draft 2025 Budget.pdf; YRL 2025 Budget Overview.pdf; YRL Board Oversight, Appointments and Meetings - September 2024.pdf; YRL Board Appointments.pdf

*Sending on behalf of Karla Palichuk, YRL Director.*

Dear CAOs and Superintendents,

On behalf of the Yellowhead Regional Library (YRL) Board of Trustees, I am pleased to share the **Draft 2025 Budget and Overview**.

The Executive Committee passed a motion on Sept. 9 recommending the Board approve the budget; the Board of Trustees will meet Oct. 7 to review the draft budget and will vote on it at the Dec. 2 annual organizational meeting.

When appointing a Trustee and Alternate to the YRL Board, please refer to the attached **Board Oversight, Appointments and Meetings document** and return our **Board Appointments form** following your organizational meeting.

We look forward to working with the Trustees to support YRL's continued provision of valued programs and services to member public and school libraries.

Please note, this email and the attachments will be sent for information to YRL Trustees and Public Library Managers.

Thank you and we look forward to hearing your feedback!

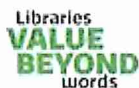
**Karla Palichuk** MLIS MScOP

SHE/HER  
Director

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**Mission Statement** YRL provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural, and recreational needs of their communities.

**Values** Collaboration, Inclusion, Responsiveness, and Value for Investment

### Government Oversight

- The [Alberta Libraries Act](#) requires library systems, like Yellowhead Regional Library (YRL), to be governed by a Board of Trustees comprised of an appointed representative from each member Municipality and School Division.
  - The Board meets four times per year and is responsible for the YRL Master Membership Agreement, annually approving the budget and audited financial statements, and appointing an auditor.
- When there are more than 20 Members, the [Alberta Libraries Regulations](#) require library systems to establish an Executive Committee of not more than 10 Trustees.
  - As per YRL policy, the 10-person Executive Committee comprises five seats from municipalities with a population of more than 15,000 residents, one school division seat, three seats apportioned by municipality type, and one open seat for any YRL Trustees.
  - The Executive Committee meets six times per year and is responsible for framing policy, setting priorities, developing goals and objectives, and employing qualified staff to administer the library.

### Trustee Appointments and Terms

- Each member Municipality and School Division may appoint a Trustee and an Alternate, and these individuals should:
  - Be an elected official, a library board trustee, or a community member.
  - Strongly believe in, and be committed to, the importance of libraries.
  - Be knowledgeable and skilled in one or more areas of governance: advocacy, finance, personnel, policy, and/or services.
  - Be prepared to stand for and/or to elect the Executive Committee.
- A continuous three-year term (or three sequential one-year terms) is recommended.

### Meetings

- Board of Trustees Meeting – **Oct. 7, 10:00 a.m. to 12:00 p.m.**
- Board of Trustees Annual Organizational Meeting – **Dec. 2, 10:00 a.m. to 12:00 p.m.**
- YRL Trustee and Alternate Orientation – **Jan. 27, 2025, 10:00 a.m. to 1:00 p.m.**

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

71

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**Yellowhead Regional Library is a customer-facing,  
customer-focused organization.**

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## Introduction

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

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

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

## Budget Process

- Accounting assessed organizational commitments, projected interest rates and inflationary increases based on the current situation and average actual expenses over the past three years.
- Administration reviewed policies and procedures which impact and influence budget decision or direction.
- Managers confirmed organizational commitments (license agreements, hardware replacement obligations), projected staffing requirements, and assessed projects based on operational commitments and strategic priorities.
- Administration reviewed requests and rationale with the managers, adjusted budget amounts, and evaluated plans with consideration of the ad hoc Finance Committee direction and prior Executive Committee discussions.

## Overview

### Administration

The official population figures for public library services returned to Alberta Municipal Affairs from Alberta Treasury Board and Finance. There is a decrease in the overall population served and despite the slight increase in the Public Library Services Branch (PLSB) per capita rate, the overall impact is a decrease in revenue from the province and in the overall levy amount from the municipalities.

The proposed budget expenditures are aligned with YRL's [current strategic plan](#) to enhance service quality, improve accessibility and foster a supportive work environment. This budget proposal:

72



- Recognizes the need for limited increase in staffing levels to maintain and address consulting needs by member libraries.
- Plans for a significant staffing change by increasing costs for recruitment.
- Addresses professional development needs of staff, including provision of training under the Continuing Education Policy.
- Addressing the continuing education needs of member library staff using a variety of modes.
- Addresses the development needs of YRL board members and municipal library board members.

The salary and benefit lines reflect the compensation philosophy of the Board and includes additional staff for Library Development Services.

A capital expenditure for Administration includes the replacement of furniture to address:

- Ergonomic issues caused by furniture not designed for current work styles.
- Replacement of furniture which has reached/exceeded end-of-life and/or was not designed for technology.

## Collections and Resource Sharing

This department is responsible for acquisitions of print and electronic resources and maintenance of the data to permit use of content by libraries and members of the public. The core activities include acquisitions, cataloguing, processing, interlibrary loan management, vendor relationships, and delivery. The proposed 2025 budget items will:

- Accommodate increases in costs resulting from increased library ordering (ex. second location for Spruce Grove).
- Add additional staffing hours for materials handling due to increases in volume.
- Address changing needs for online databases including resources supporting job seeking, education, and general reference.
- Include software supporting collaboration in virtual workspaces.
- Support the roll-out of a new staff access point for circulation and patron management in cooperation with LDS.
- Support the roll-out of a new discovery layer contracted by TRAC which will update the search-and-find interface for TRAC.

## Library Development Services

This department is responsible for front-line service and support to member libraries. Core activities include but are not limited to answering questions from public and school library staff on general policy, procedure and process, and plan of service supports for public library boards and staff.

73

The budget requests for LDS focus on provision of support and fostering professional development for member library staff who are working in increasingly complex and fast-evolving environments. The proposed 2025 budget items will:

- Through the addition of a contract staff member (supported in part by PLSB grant funds), ensure a needs assessment is conducted with On-Reserve and On-Settlement (OROS) communities, and support member libraries in delivering services to Indigenous communities.
- With the addition of a permanent librarian position, increase support to address complex and evolving member library needs and growing demand for consulting and training services.
- Support the move to evidence-based practices and impact assessment, ensuring continuous improvement and informed decision-making when working with members.
- Build resource offerings for programming, customer service, staff resilience, patron incident reporting and more, which will in turn enhance the overall impact libraries have on their communities.

## Technology Services

This department focuses on the technical support required for libraries to serve their community. This includes but is not limited to servers and network design/support, staff and public access computer support, and wireless access points.

In addition to continued licenses and professional support to maintain network services and address cybersecurity issues, this budget request will:

- Address the need to keep networking equipment for member libraries up to date.
- Includes licenses to roll out the public computer management project.

74

**Yellowhead Regional Library DRAFT 2025 Budget  
General Fund**

REVENUE		2023	2024	2025	VARIANCE	
R1	Additional Allotment	\$ 95,000	\$ 150,000	\$ 180,000	\$ 30,000	Additional allotment purchased by member libraries; offset in Line E17: <i>Purchases - Allotment</i> .
R2	Contract Services	\$ 78,000	\$ 78,000	\$ 85,904	\$ 7,904	TRAC Central Site Agreement.
R3	Interest	\$ 50,000	\$ 145,000	\$ 136,000	\$ (9,000)	Estimate based on average account balances and dropping interest rates.
R4	Local Appropriations	\$ 1,379,406	\$ 1,433,185	\$ 1,430,809	\$ (2,376)	Increased by 2% (\$4.75) per capita on Alberta Municipal Affairs latest official population figures (2023), population drop from 2024 estimates and known changes.
R5	Non-allotment Sales	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	Prediction for the volume of non-allotment purchases; offset in Line E19: <i>Purchases - Non-allotment</i> ; reflects trend experienced over last three years.
R6	Operating Grant	\$ 1,390,506	\$ 1,462,572	\$ 1,465,449	\$ 2,877	Public Library Services Branch (PLSB) operational funding based on 2019 population figures; assumption grant remains at \$4.75 per capita. Includes Library Services Grant paid out to libraries; offset in Line E10: <i>Library Grant Disbursements</i> .
R7	Other Grants	\$ 26,432	\$ 27,726	\$ 31,926	\$ 4,200	PLSB On-Reserve/On-Settlement (OROS) Grant and Canada Summer Jobs Grant. In 2025, these will be offset in Lines E6 and E7 for Indigenous Initiatives Librarian and summer student.
R8	School System Levy	\$ 147,278	\$ 147,761	\$ 156,595	\$ 8,834	Increased by 2% (\$15.40) per full-time equivalent (FTE) student on Alberta Education population figures; reflects recent trend of relatively stable student populations.
R9	Workshop and Conference Revenue	\$ -	\$ 12,000	\$ 12,000	\$ -	Received from workshop and conference attendees; offset in E25: <i>Workshops and Conferences</i> .
<b>TOTAL REVENUE</b>		<b>\$ 3,367,122</b>	<b>\$ 3,656,244</b>	<b>\$ 3,698,683</b>	<b>\$ 42,439</b>	

EXPENSES		2023	2024	2025	VARIANCE	
E1	Bank Charges and Miscellaneous	\$ 2,200	\$ 2,310	\$ 2,780	\$ 470	Credit card fees; increase in bank fees, miscellaneous charges.
E2	Building Maintenance	\$ 46,000	\$ 48,300	\$ 45,000	\$ (3,300)	Non-capital building maintenance including mechanical, cleaning and incidentals; decreased based on the actual expenses incurred in the previous years.
E3	Membership Support	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	Technical fixes/replacement of equipment; includes Technology Services staff travel to member libraries (fuel, meals and, if necessary, hotels).
E4	Delivery	\$ 44,625	\$ 46,856	\$ 50,547	\$ 3,691	Direct non-salary costs of delivery system; increased due to higher fuel prices and maintenance.
E5	Inter-library Loan Expenses			\$ 1,500		Postage for school materials and curriculum support;
E6	Employee Benefits	\$ 294,973	\$ 369,170	\$ 381,763	\$ 12,593	Reflects known Canada Pension Plan increases and one percent cost of living adjustment (COLA) increase.
E7	Employee Salaries	\$ 1,627,211	\$ 1,922,834	\$ 1,931,281	\$ 8,447	Reflects known staff changes and director's contract, estimate of seniority increases, one percent COLA increase, and one additional librarian position.
E8	Insurance	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	Alberta Municipal Services Corporation provides all coverages (auto, building, liability); cyber insurance.
E9	Leases and Licensing	\$ 120,000	\$ 135,000	\$ 188,296	\$ 53,296	Licensing costs for software/equipment leasing and maintenance (often reactive); ACSI Fortinet renewal.
E10	Library Grant Disbursements	\$ 56,016	\$ 60,486	\$ 60,486	\$ -	Funds distributed to designated libraries, as directed; income reflected in Line R6: <i>Operating Grant</i> .

75

**Yellowhead Regional Library DRAFT 2025 Budget  
General Fund**

EXPENSES Part 2		2023	2024	2025	VARIANCE	
E11	Library Supplies and Shipping	\$ 22,000	\$ 25,000	\$ 48,000	\$ 23,000	Processing supplies (mylar, labels, barcodes) and incoming shipment charges; new collections for existing and new libraries and increased drop shipping.
E12	Memberships	\$ 20,600	\$ 20,600	\$ 20,600	\$ -	Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA), The Alberta Library (TAL), and Canadian Urban Libraries Council (CULC).
E13	Office Supplies and Equipment	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	General office supplies and internal hardware/software.
E14	On-Reserve/On-Settlement Grant	\$ 26,426	\$ 27,726	\$ -	\$ (27,726)	In 2025, will go toward Indigenous Initiatives Librarian salary.
E15	Printing and Promotion	\$ 4,750	\$ 5,500	\$ 5,500	\$ -	Printing of annual report, 2026-2030 strategic plan and other communications material; promotional costs for YRL's share of regional library participation in trade shows as needed.
E16	Professional Services	\$ 137,500	\$ 140,500	\$ 189,430	\$ 48,930	Annual audit fee increase; technical support and incidental legal expenses; majority due to ACSI (IT) managed services; one year renewals of FortiGates and FortiSwitches and warranties; communications contract increase based on needs.
E17	Purchases - Allotment	\$ 324,334	\$ 330,000	\$ 350,000	\$ 20,000	Allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment purchased by member libraries that is offset in Line R1: <i>Additional Allotment</i> .
E18	Purchases - HQ Collections	\$ 215,000	\$ 239,250	\$ 268,000	\$ 28,750	New and current online content; majority of renewals are negotiated by TAL on behalf of members.
E19	Purchases - Non-allotment	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	Offset in Line R5: <i>Non-allotment Sales</i> .
E20	Staff Travel Expenses/Recruitment	\$ 10,000	\$ 10,000	\$ 16,500	\$ 6,500	Non-IT staff travel (fuel, meals and, if necessary, hotels) and recruitment-related costs for securing qualified staff.
E21	Staff Professional Development	\$ 24,000	\$ 33,800	\$ 53,200	\$ 19,400	Includes training, technical training and conference attendance; continuing education.
E22	Telephone and Utilities	\$ 96,200	\$ 100,000	\$ 100,175	\$ 175	Off-site data service fees.
E23	TRAC Expenses	\$ 206,000	\$ 200,000	\$ 244,771	\$ 44,771	YRL's share of TRAC budget; reflects capital hardware purchases as well as a new TRACpac discovery layer.
E24	Trustee Expenses	\$ 20,000	\$ 30,000	\$ 33,975	\$ 3,975	Board/Executive meeting costs, advocacy and conference.
E25	Workshops and Conference	\$ 22,000	\$ 22,000	\$ 37,050	\$ 15,050	Stronger Together Conference and in-house workshops; inflation and hosting costs for workshops.
<b>TOTAL EXPENSES</b>		<b>\$ 3,565,335</b>	<b>\$ 4,016,856</b>	<b>\$ 4,274,354</b>	<b>\$ 258,022</b>	

**General Fund: Surplus (Deficiency)**

Revenue Over Expenses	\$ (198,213)	\$ (360,612)	\$ (575,671)
Cost-benefit ratio	105.89%	109.86%	115.56%

**Purchases - Capital Assets**

	2025	Notes
Fortigates & Fortiswitches	\$ 278,000	Five years; next replacement in November 2030
Furniture Replacement	\$ 183,605	
Equipment - Computers	\$ 24,000	Replacing old equipment for staff
	<u>\$ 485,605</u>	

**\*Special Projects**

Cybrarian licenses for public libraries	\$ 25,000	Continuation of 2024 project
<b>Total Funds expense</b>	<u>\$ 510,605</u>	

76



**Yellowhead Regional Library DRAFT 2025 Budget  
2024 Fund Reserves**

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at 2024 Year End	\$ 134,182	\$ 294,751	\$ 781,175	\$ 2,107,787	\$ 96,233	\$ 3,414,128
	\$ (134,182)		\$ 50,000	\$ 64,182	\$ 20,000	
<b>Excess to July 31, 2024</b>						
Revenue Over Expenses	\$ 915,265					
Amortization to July 31, 2024		\$ 153,264				
Capital Asset Purchases* includes building improvement		\$ -	\$ (74,465)			
Capital Asset Disposals		\$ -				
Special Projects						
Deferred Contribution		\$ 93,512				
<b>Balance at July 31, 2024</b>	<b>\$ 915,265</b>	<b>\$ 388,263</b>	<b>\$ 756,710</b>	<b>\$ 2,171,957</b>	<b>\$ 116,233</b>	<b>\$ 4,348,428</b>

Purchases - Capital Assets	Budgeted	Actual cost 2024
Aruba Access Points Replacement	\$ 82,420	\$ 39,690
Boardroom Screen	\$ 10,060.05	\$ 14,144.00
Learning Lab Camera	\$ 3,500.00	\$ 1,747.00
Learning Lab Interactive Whiteboard	\$ 8,775.90	\$ 8,358.00
Laptop mobile lab replacement	\$ 7,000.00	\$ 6,548.65
FortiGate and FortiSwitch for New Library Location <sup>1</sup>	\$ 7,400.00	
Universal Power Supply <sup>1</sup>	\$ 12,000.00	\$ 11,462.84
<sup>1</sup> Unplanned capital assets	\$ 131,155	\$ 81,950.49

77

**Yellowhead Regional Library DRAFT 2025 Budget  
Member Municipal Library Services Grant / Operating Grant / Appropriations / Allotment**

Municipality	2019 Population Estimates	Library Services Grant at \$5.60/ Capita (2019 Pop Est)	Operating Grant at \$4.75/Capita (2019 Pop Est)	2023 Official Populations as of Jan 2024	2025 Appropriation at \$4.75/capita (2023 Official Pop)	Allotment at \$0.75/capita (2023 Official Pop)
ALBERTA BEACH	1,018		\$4,835.50	864	\$4,104.00	\$648.00
BARRHEAD	4,579		\$21,750.25	4,320	\$20,520.00	\$3,240.00
BARRHEAD NO. 11, COUNTY OF	6,288		\$29,868.00	5,877	\$27,915.75	\$4,407.75
BEAUMONT <sup>15</sup>	19,236		\$91,371.00	20,888	\$99,218.00	\$15,666.00
BIRCH COVE	45	252	\$213.75	67	\$318.25	\$50.25
BRAZEAU COUNTY	7,771	43,518	\$36,912.25	7,179	\$34,100.25	\$5,384.25
BRETON	574		\$2,726.50	567	\$2,693.25	\$425.25
CALMAR	2,228		\$10,583.00	2,183	\$10,369.25	\$1,637.25
CASTLE ISLAND	10	56	\$47.50	15	\$71.25	\$11.25
CLYDE	430	2,408	\$2,042.50	415	\$1,971.25	\$311.25
CRYSTAL SPRINGS	51	286	\$242.25	74	\$351.50	\$55.50
DEVON	6,578		\$31,245.50	6,545	\$31,088.75	\$4,908.75
DRAYTON VALLEY	7,235		\$34,366.25	7,291	\$34,632.25	\$5,468.25
EDSON	8,414		\$39,966.50	8,374	\$39,776.50	\$6,280.50
GRANDVIEW <sup>17</sup>	114	638	\$541.50	143	\$679.25	\$107.25
HINTON	9,882		\$46,939.50	9,817	\$46,630.75	\$7,362.75
JASPER, MUNICIPALITY OF	4,590		\$21,802.50	4,738	\$22,505.50	\$3,553.50
KAPASIWIN	10	56	\$47.50	24	\$114.00	\$18.00
LAC STE. ANNE COUNTY	10,899		\$51,770.25	11,300	\$53,675.00	\$8,475.00
LAKEVIEW	30	168	\$142.50	29	\$137.75	\$21.75
LEDUC	33,032		\$156,902.00	36,060	\$171,285.00	\$27,045.00
LEDUC COUNTY <sup>135</sup>	13,780		\$65,455.00	14,416	\$68,476.00	\$10,812.00
MA-ME-O BEACH	110	616	\$522.50	128	\$608.00	\$96.00
MAYERTHORPE	1,320		\$6,270.00	1,343	\$6,379.25	\$1,007.25
MILLET <sup>25</sup>	1,945		\$9,238.75	1,890	\$8,977.50	\$1,417.50
NAKAMUN PARK	96	538	\$456.00	78	\$370.50	\$58.50
NORRIS BEACH	38	213	\$180.50	71	\$337.25	\$53.25
ONOWAY	1,029		\$4,887.75	966	\$4,588.50	\$724.50
PARKLAND COUNTY <sup>57</sup>	32,097		\$152,460.75	32,205	\$152,973.75	\$24,153.75
POPLAR BAY	103	577	\$489.25	113	\$536.75	\$84.75
ROSS HAVEN	160	896	\$760.00	126	\$598.50	\$94.50
SANDY BEACH	278	1,543	\$1,320.50	278	\$1,320.50	\$208.50
SEBA BEACH	169		\$802.75	229	\$1,087.75	\$171.75
SILVER BEACH	65	364	\$308.75	55	\$261.25	\$41.25
SILVER SANDS	160	896	\$760.00	214	\$1,016.50	\$160.50
SOUTH VIEW	67	375	\$318.25	72	\$342.00	\$54.00
SPRING LAKE	699	3,914	\$3,320.25	711	\$3,377.25	\$533.25
SPRUCE GROVE <sup>57</sup>	35,766		\$169,888.50	38,985	\$185,178.75	\$29,238.75
STONY PLAIN	17,842		\$84,749.50	17,993	\$85,466.75	\$13,494.75
SUNRISE BEACH	135	756	\$641.25	153	\$726.75	\$114.75
SUNSET POINT	169	946	\$802.75	257	\$1,220.75	\$192.75
SWAN HILLS	1,301		\$6,179.75	1,201	\$5,704.75	\$900.75
THORSBY	1,015		\$4,821.25	967	\$4,593.25	\$725.25
WABAMUN	682		\$3,239.50	-	-	-
VAL QUENTIN	252	1,411	\$1,197.00	158	\$750.50	\$118.50
WARBURG	766		\$3,638.50	676	\$3,211.00	\$507.00
WEST COVE	149	834	\$707.75	222	\$1,054.50	\$166.50
WESTLOCK	5,101		\$24,229.75	4,921	\$23,374.75	\$3,690.75
WESTLOCK COUNTY	7,220		\$34,295.00	7,186	\$34,133.50	\$5,389.50
WETASKIWIN	12,655		\$60,111.25	12,594	\$59,821.50	\$9,445.50
WETASKIWIN COUNTY NO. 10 <sup>12</sup>	11,181		\$53,109.75	11,217	\$53,280.75	\$8,412.75
WHITECOURT <sup>45</sup>	10,204		\$48,469.00	9,927	\$47,153.25	\$7,445.25
WOODLANDS COUNTY <sup>45</sup>	4,754		\$22,581.50	4,558	\$21,650.50	\$3,418.50
YELLOWHEAD COUNTY	10,995		\$52,226.25	10,426	\$49,523.50	\$7,819.50
YELLOWSTONE	137	767	\$650.75	117	\$555.75	\$87.75
<b>TOTALS</b>	<b>295,454</b>	<b>\$62,028.50</b>	<b>\$1,403,406.50</b>	<b>301,223</b>	<b>\$1,430,809.25</b>	<b>\$225,917.25</b>

78

**Yellowhead Regional Library DRAFT 2025 Budget  
Member School Division Levies / Allotment**

Name	Regular	0.5 FTE	Total FTE	2025 Levy at \$15.40/FTE	Allotment at \$1.00/FTE
<b>Northern Gateway</b>					
Darwell School Library	147	17	138.5	\$ 2,132.90	\$ 138.50
Elmer Elson Elementary School Library	309	42	288	\$ 4,435.20	\$ 288.00
Gateway Academy Onoway	13	13	6.5	\$ 100.10	\$ 6.50
Gateway Academy Whitecourt	79	79	39.5	\$ 608.30	\$ 39.50
Grasmere School Library	127	7	123.5	\$ 1,901.90	\$ 123.50
Hilltop Junior/Senior High School Library	541	0	541	\$ 8,331.40	\$ 541.00
Mayerthorpe Junior/Senior High School Library	279	0	279	\$ 4,296.60	\$ 279.00
Onoway Elementary School Library	426	60	396	\$ 6,098.40	\$ 396.00
Onoway Junior/Senior High School Library	501	0	501	\$ 7,715.40	\$ 501.00
Pat Hardy Primary School Library	360	50	335	\$ 5,159.00	\$ 335.00
Percy Baxter Middle School Library	361	0	361	\$ 5,559.40	\$ 361.00
Rich Valley School Library	115	11	109.5	\$ 1,686.30	\$ 109.50
Sangudo Community School Library	121	9	116.5	\$ 1,794.10	\$ 116.50
Whitecourt Central Elementary School Library	332	56	304	\$ 4,681.60	\$ 304.00
<b>Subtotals</b>	<b>3711</b>	<b>344</b>	<b>3539.0</b>	<b>\$54,500.60</b>	<b>\$3,539.00</b>

**Pembina Hills**

Barrhead Composite High School Library	704	0	704	\$ 10,841.60	\$ 704.00
Barrhead Outreach	42	42	21	\$ 323.40	\$ 21.00
Busby School Library	141	32	125	\$ 1,925.00	\$ 125.00
Dunstable School Library	58	14	51	\$ 785.40	\$ 51.00
École Barrhead Elementary School Library	636	130	571	\$ 8,793.40	\$ 571.00
École Westlock Elementary School Library	438	91	392.5	\$ 6,044.50	\$ 392.50
Eleanor Hall School Library	177	28	163	\$ 2,510.20	\$ 163.00
Fort Assiniboine School Library	98	13	91.5	\$ 1,409.10	\$ 91.50
Neerlandia Public Christian School Library	258	39	238.5	\$ 3,672.90	\$ 238.50
Pembina North Community School Library	185	29	170.5	\$ 2,625.70	\$ 170.50
Pibroch Colony School Library	23	23	11.5	\$ 177.10	\$ 11.50
R.F. Staples Secondary School Library	639	0	639	\$ 9,840.60	\$ 639.00
Sunny Bend Colony School Library	24	24	12	\$ 184.80	\$ 12.00
Swan Hills School Library	202	38	183	\$ 2,818.20	\$ 183.00
Westlock Outreach	26	26	13	\$ 200.20	\$ 13.00
<b>Subtotals</b>	<b>3651</b>	<b>529</b>	<b>3386.5</b>	<b>\$ 52,152.10</b>	<b>\$ 3,386.50</b>

**Wetaskiwin Regional**

Alder Flats Elementary School Library	92	12	86	\$ 1,324.40	\$ 86.00
Buck Mountain Central School Library	153	0	153	\$ 2,356.20	\$ 153.00
Centennial School Library	143	18	134	\$ 2,063.60	\$ 134.00
Clear Vista School Library	432	40	412	\$ 6,344.80	\$ 412.00
Falun Elementary School Library	128	19	118.5	\$ 1,824.90	\$ 118.50
Griffiths-Scott School Library	265	30	250	\$ 3,850.00	\$ 250.00
Lakedell Elementary School Library	72	12	66	\$ 1,016.40	\$ 66.00
Lynn Lauren Early Education School	51	51	25.5	\$ 392.70	\$ 25.50
Norwood School Library	208	16	200	\$ 3,080.00	\$ 200.00
Parkdale School Library	202	18	193	\$ 2,972.20	\$ 193.00
Pigeon Lake Regional School Library	274	0	274	\$ 4,219.60	\$ 274.00
Pine Haven Colony School Library	17	0	17	\$ 261.80	\$ 17.00
Pipestone School Library	80	7	76.5	\$ 1,178.10	\$ 76.50
Queen Elizabeth School Library	178	17	169.5	\$ 2,610.30	\$ 169.50
Silver Creek Colony School Library	13	0	13	\$ 200.20	\$ 13.00
Wetaskiwin Composite High School Library	912	0	912	\$ 14,044.80	\$ 912.00
Wetaskiwin Outreach	146	146	73	\$ 1,124.20	\$ 73.00
Winfield School Library	73	6	70	\$ 1,078.00	\$ 70.00
<b>Subtotals</b>	<b>3439</b>	<b>392</b>	<b>3243.0</b>	<b>\$ 49,942.20</b>	<b>\$ 3,243.00</b>

<b>TOTALS</b>	<b>10,801.00</b>	<b>1,265.00</b>	<b>10,168.50</b>	<b>\$ 156,594.90</b>	<b>\$ 10,168.50</b>
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79

11.C

Development Services



# Summer Village of South View

Box 8, Alberta Beach, AB., T0E 0A0

Phone (780) 718-5479 Fax (866) 363-3342 Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

September 16, 2024

File: 24DP05-32

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**Re: Development Permit Application No. 24DP05-32  
Plan 212 1837, Block 2, Lot 6A : 30 Lake Street (the "Lands")  
R – Residential : Summer Village of Southview**

APPROVAL OF DEVELOPMENT PERMIT

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

**DEMOLITION OF AN EXISTING DWELLING,  
CONSTRUCTION OF A SINGLE DETACHED DWELLING  
(94.3 SQ. M.) C/W DECK (48.3 SQ. M.) AND SHED  
(15.6 SQ. M.), INSTALLATION, OR UTILIZATION OF  
EXISTING, OF A WATER SUPPLY AND SEPTIC SYSTEM  
(HOLDING TANK).**

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

- 1- All municipal taxes must be paid.
- 2- That the applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 3- **SEPTIC SYSTEM:**

Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2021 as adopted by legislation for use in the Province of Alberta.

- 4- **WATER SUPPLY:**

If by Cistern, the cistern shall be excavated and installed in conformance with the Safety Codes Act or as amended and all such other regulations which may apply to their construction.

If by Well, the Well shall be drilled in conformance with Alberta's Water Act (the Act) and Water (Ministerial) Regulations (the "Regulations") that regulate water well drilling activities in the Province of Alberta and / or certification provided by a professional engineer or certified hydrologist or certified plumbing inspector attesting an adequate flow of water of potable quality.

- 5- The applicants provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.

80



## Development Services

# Summer Village of South View

Box 8, Alberta Beach, AB., T0E 0A0

Phone (780) 718-5479 Fax (866) 363-3342 Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

### 6- ACCESS:

No construction of an access is authorized under this Development Permit. Any, and all, access construction must be applied for, and authorized, by the Summer Village of Southview.

### 7- BUILDING PLANS:

The applicants shall provide to the Inspections Group Inc. (Safety Codes) plans for the proposed building in a scale, format and a standard acceptable to Safety Codes. Please send digital copies of the plans to the Summer Village of South View.

### 8- SAFETY CODES PERMITS

The applicants shall obtain and comply with 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. Copies of all permits shall be submitted to the Summer Village of South View for review.

9- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.

10- The applicants 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.

11- The applicants 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.

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

13- That all improvements shall be completed within twelve (12) months of the effective date of the permit.

### 14-SITE GRADING / STORMWATER DRAINAGE:

**The applicants shall develop a stormwater management plan, and implement such, that will ensure that the stormwater from the Lands are either stored upon the Lands, directed to the Municipal Drainage System at Lake Street, or directed into the undeveloped road allowance on the east boundary in conformance to the Water Act. No stormwater is to be drained onto Plan 4187 KS; 2; 8.**





## Development Services

# Summer Village of South View

Box 8, Alberta Beach, AB., T0E 0A0

Phone (780) 718-5479 Fax (866) 363-3342 Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

### 15- Development shall conform to the following site requirements:

#### DWELLING:

- **Rear Yard (East Boundary) Setback shall be a minimum of 1.5 metres;**
- **Front Yard (West Boundary) Setback shall be a minimum of 8.0 metres; and**
- **Side Yard Setback shall be a minimum of 1.5 metres or greater distance as required under the Alberta Safety Codes Act.**

Note: Please be reminded that where walls are located within 2.4 metres of the property line they shall be constructed as a fire separation of not less than 45 minutes. (Alberta Fire Code -Article 9.10.15.5).

Note: Development shall also conform to the Alberta Electrical and Communication Utility Code. A copy of TABLE 9 – Minimum Design Clearances From Wires and Conductors not Attached to Buildings, Signs and Similar Plants is attached to the permit for your information.

#### SHED:

- **Rear Yard (East Boundary) Setback shall be a minimum of 1.5 metres;**
- **Front Yard (West Boundary) Setback shall be behind the front line of the Principal Building upon the Lands; and**
- **Side Yard Setback shall be a minimum of 1.5 metres.**

16- 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.

17- All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, directed into an existing water body (i.e. a lake or stream) or public drainage system (i.e. a municipal ditch or road allowance).

18- 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.




Development Services

# Summer Village of South View

Box 8, Alberta Beach, AB., T0E 0A0

Phone (780) 718-5479 Fax (866) 363-3342 Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

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

Date Application Deemed Complete	<b>September 16, 2024</b>
Date of Decision	<b>September 16, 2024</b>
Effective Date of Permit	<b>October 15, 2024</b>
Signature of Development Officer	

Tony Sonnleitner Development Officer for the Summer Village of South View

cc Municipal Administrator, Summer Village of South View  
Municipal Assessment Services Group Inc. = Travis Horne  
Inspections Group Inc.

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

Summer Village of South View  
Box 8  
Alberta Beach, AB T0E 0A0

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$1250.00.

11.d



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR116752

October 2, 2024

Dear Chief Elected Officials:

The Government of Alberta is increasingly concerned about the federal carbon tax's impact on municipalities. For the provincial government to better understand the pressures municipalities are facing and advocate to the federal government on your behalf, we are requesting that all Alberta municipalities share data relating to the impact of the carbon tax on your operations, both directly and indirectly.

I am inviting you to share your municipality's feedback through this online survey, <https://extranet.gov.ab.ca/opinio6/s?s=64826>, which will be open until 4:00pm on October 9, 2024.

If you have any questions regarding the survey, I encourage you to connect with us at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

I look forward to hearing your perspectives on this important issue.

Sincerely,

Ric McIver  
Minister of Municipal Affairs

cc: Chief Administrative Officers

11.e

OCT 07 2024

### Town of Mayerthorpe

**Report Title :** SOUTHVIEW TOTAL CONTRACT HRS  
**Report Range**                      **Start:** 2024/09/01 0000                      **End:** 2024/09/30 2359

#### Man Hour Report by User

S.V. SOUTHVIEW

#### KASAMBA, GERVAIS

**Event start:** 2024/09/20 1423                      **Event end:** 2024/09/20 1423                      **Time:** 0 Minutes  
**Address:** SUMMER VILLAGE  
**Activity Type:** REPORT WRITING (CASE REPORT)  
**Total Time on Call for this Event :** 0 Hours 0 Minutes

**Event start:** 2024/09/20 1423                      **Event end:** 2024/09/20 1429                      **Time:** (6) Minutes  
**Address:** SUMMER VILLAGE  
**Activity Type:** REPORT WRITING (CASE REPORT)  
**Total Time on Call for this Event :** 0 Hours 6 Minutes

**KASAMBA, GERVAIS : Total Time On Calls** 0 Hours 6 Minutes

**Total Group Time:** 6 Hours 6 Minutes

TOWN OF MAYERTHORPE

#### KASAMBA, GERVAIS

**Event start:** 2024/09/06 1430                      **Event end:** 2024/09/06 1600                      **Time:** (90) Minutes  
**Address:** SUMMER VILLAGE  
**Activity Type:** GENERAL PATROL  
**Total Time on Call for this Event :** 1 Hours 30 Minutes

**Event start:** 2024/09/06 1439                      **Event end:** 2024/09/06 1439                      **Time:** 0 Minutes  
**Address:** 34 HILLSIDE ST LOT 7 BLK 1 PLAN 4187KS  
**Activity Type:** REPORT WRITING (CASE REPORT)  
**Total Time on Call for this Event :** 0 Hours 0 Minutes

85

# Town of Mayerthorpe

**Report Title :** SOUTHVIEW TOTAL CONTRACT HRS

**Report Range**

**Start:** 2024/09/01 0000

**End:** 2024/09/30 2359

## Man Hour Report by User

**Event start:** 2024/09/06 1439      **Event end:** 2024/09/06 1439      **Time:** 0 Minutes

**Address:** 34 HILLSIDE ST LOT 7 BLK 1 PLAN 4187KS

**Activity Type:** REPORT WRITING (CASE REPORT)

**Total Time on Call for this Event :** 0 Hours 0 Minutes

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**Event start:** 2024/09/12 1300      **Event end:** 2024/09/12 1430      **Time:** (90) Minutes

**Address:** SUMMER VILLAGE

**Activity Type:** GENERAL PATROL

**Total Time on Call for this Event :** 1 Hours 30 Minutes

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**Event start:** 2024/09/20 0630      **Event end:** 2024/09/20 0800      **Time:** (90) Minutes

**Address:** SUMMER VILLAGE

**Activity Type:** GENERAL PATROL

**Total Time on Call for this Event :** 1 Hours 30 Minutes

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**Event start:** 2024/09/26 1430      **Event end:** 2024/09/26 1600      **Time:** (90) Minutes

**Address:** SUMMER VILLAGE

**Activity Type:** GENERAL PATROL

**Total Time on Call for this Event :** 1 Hours 30 Minutes

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**KASAMBA, GERVAIS : Total Time On Calls** 6 Hours 0 Minutes

**Total Group Time:** 6 Hours 0 Minutes

**All Officers: Total Time On Calls** 6 Hours 6 Minutes



11.4

svsouthview@outlook.com

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**From:** Trinity Hindes <THindes@lsac.ca>  
**Sent:** October 8, 2024 3:47 PM  
**To:** Kathy Skwarchuk; Alexis Nakota Sioux Nation2; Wendy Wildman Birch Cove; Summer Village of Castle Island; Moskalyk Moskalyk; Tony Sonnleitner; Wendy Wildman Sunrise Beach; Matthew Ferris - Summer Village of Sunset Point; Wendy Wildman West Cove; Town of Mayerthorpe; Kathy Skwarchuk; Town of Onoway; Rudolf Liebenberg; Wendy Wildman Silver Sands, Castle Island, South View; 'svsouthview@outlook.com'; Marlene Walsh; Kim Hanlan; Isac  
**Cc:** Bill Love; Brian Hartman; George Vaughan; Bernie Poulin; Len Kwasny; Lolita Chadd SVLSACE; Lorne Olsvik; Mike Primeau; Pat Burns ( Mayerthorpe)  
**Subject:** Information Sheet from Highway 43 East Waste Commission  
**Attachments:** HWY 43 East Waste Commission Recycling List.pdf

Good afternoon,

Attached is the recycling information relevant to all member municipalities involved with the Highway 43 East Waste Commission. Please review the attached information sheet detailing the recycling materials accepted at the main landfill.

**Thank you,  
Trinity Hindes**

Property Taxation Administrator, Lac Ste. Anne County

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

PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | [lsac.ca](https://lsac.ca)

Credit Card payments are now accepted for Property Taxes. Please visit <https://lsac.ca/services/payment-methods> to pay your taxes online.

Did you know that the County has a new Assessment Map to facilitate the review of Assessment Information? Check it out at: <https://tinyurl.com/266urel>

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👉 Think about our Environment. Print only if necessary.

87



4.8 km West of Gunn, AB on HWY 43 then .4 km South on Range Road 35



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
9:00—5:00	9:00—5:00	9:00—5:00	9:00—5:00	9:00—5:00	9:00—5:00	CLOSED

**CLOSED ALL STATUTORY HOLIDAYS**

**Paper:** Includes colored paper, white bond, newspaper, magazines and catalogues

**Cardboard:** Board box (e.g. cereal boxes & shoe boxes) and corrugated cardboard boxes

**Metal:** Tin cans, aerosol cans, metal lids

**Clear Glass:** Household jars, bottles and window glass

**Plastics:** Includes all CLEANED plastic bottles and jars #1 to #7: Soft drink bottles, milk jugs, detergent bottles, FLATTNED cartons, etc.. Check the bottom of the container, if you see the recycling symbol with a #1,2,3,4,5,6,or 7 in the centre, it is acceptable.

## Did you Know?



One ton of recycled paper can save:

- 17 trees
- 380 gallons of oil
- three cubic yards of landfill space
- 4,000 kilowatts of energy
- 7,000 gallons of water!

