

# SUMMER VILLAGE OF SILVER SANDS

## AGENDA

Friday, February 24<sup>th</sup>, 2023 at Fallis Community Hall and Via Zoom

Commencing at 9:00 a.m.

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

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1. Call to order

Treaty 6 Territory Land Acknowledgement

The Summer Village of Silver Sands acknowledges we are on Treaty 6 Territory: The ancestral and traditional territory of the Cree, Dene, Blackfoot, Saulteau, Nakota Sioux as well as the Metis. We acknowledge the many First Nations, Metis and Inuit peoples whose footsteps have marked these lands for generations.

2. Agenda

- a) Friday, February 24<sup>th</sup>, 2023 Regular Council Meeting  
(approve agenda as is, or with amendments additions or deletions)

3. Minutes:

p1-5

- a) Friday, January 13<sup>th</sup>, 2023 Regular Council Meeting  
(approve minutes as is, or with amendments)

4. Delegations:

p16-26

- a) 9:05 a.m. Greg Edwards, General Manager of Infrastructure and Planning Lac Ste. Anne County. Back in 2018 the County and Summer Village completed a shared road rehabilitation project on Twp Rd. 540. This road project ended up going over budget, and more than a year after completion of the project the County sent a request to the Summer Village for an additional \$93,988.06. Mr. Edwards has provided background to this overage and he can speak more to the matter at meeting time. Because of the length of time that has expired with no discussions taking place on this matter, last spring the Summer Village Council resolved to remove this as a debt owed on our financial statements.

*(accept the discussion and information provided as information)*

or

*(agree to compensating the County \_\_\_\_\_ as full and final payment of the 2018 shared road project)*

*(some other direction as given by Council at meeting time)*

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- p27-31
- b) 9:25 a.m. Kristin Stevenson – further to discussion and direction at the last Council meeting, Mr. Stevenson wishes to discuss with Council the Summer Village’s policy and practices with respect to chattels that are stored on municipal reserve properties. Please refer to the January 16<sup>th</sup>, 2023 email regarding same.

*(accept the presentation from Kristin Stevenson for information)*

*or*

*(some other direction as given by Council at meeting time)*

5. Public Hearings: n/a

6. Bylaws: n/a

7. Business: a) Seniors Week – please refer to the attached February 13<sup>th</sup>, 2023 email from Seniors Community and Social Services requesting municipalities celebrate and declare Seniors Week June 5-11, 2023.
- p32-33

*(that the Summer Village of Silver Sands declare Seniors Week June 5-11, 2023)*

- b) Capital Region Assessment Services Commission – Assessment Review Board appointments. Each year Council must appoint the respective Chairman, Clerk and Panelists (please see attached).
- p34

*(that the Summer Village of Silver Sands appoint the following to the Assessment Review Board:*

*ARB Chairman: Raymond Ralph  
Certified ARB Clerk: Gerry Amorin  
Certified Panelists: Darlene Chartrand, Tina Groszko,  
Stewart Hennig, Richard Knowles, Raymond Ralph)*

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- p35-36
- c) Alberta Municipalities – invite to President’s Summit on the Future of Municipal Government. This event is scheduled for March 29 and 30 in Edmonton, followed by the Spring Municipal Leaders Caucus March 30 to 31 in Edmonton. Registration for both events is \$350.00 for in person attendance, President’s Summit only is \$200.00 and Municipal Leaders Caucus is \$200.00. Virtual attendance for Leaders Caucus is \$100.00.

*(authorize the attendance of Council at the upcoming President’s Summit on the Future of Municipal Government and the Spring Municipal Leaders Caucus scheduled for March 29 to 31, 2023 in Edmonton)*

- p37-38
- d) Draft Volunteer Firefighter Honorarium Policy – further to direction at the last Council meeting, attached is a draft policy for Council’s consideration. Further discussion to take place at meeting time.

*(approve policy as presented or amended*

*or*

*revise policy as directed at meeting time*

*or*

*some other direction as given by Council at meeting time)*

- p39
- e) July Council Meeting Date – please refer to the attached email from Rick Wagner on behalf of the Fallis Community Hall. The hall has booked a summer camp from July 24 to 28, and our meeting is scheduled for the 28, consideration to change our July meeting date (or we could consider changing locations).

*(that the July 28, 2023 Regular Council meeting be changed to \_\_\_\_\_)*



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- P 40-46
- f) 3 Properties in Poppy Place Subdivision – further to discussion and direction at the last meeting, Administration has prepared a draft advertisement to offer for sale the 3 properties in the Poppy Place Subdivision to which the Summer Village has obtained title through the tax recovery process.

*(that the Summer Village of Silver Sands proceed with the sale of Lots 6, 7, and 14 in Poppy Place Subdivision through a sealed tender process)*

or

*(some other direction as given by Council at meeting time)*

- P 47-69
- g) Emergency Management – please refer to the February 15 email from Dennis Woolsey, local Director of Emergency Management recapping Summer Village Regional Emergency Management Plan (SVREMP) activities.

-Feb. 15 email and recap on SVREMP activities  
-State of Local Emergency  
-Shelter In Place and Block Captains  
-Activation and Call Out Process  
-upcoming April joint SVREMP meeting and table top training and mock exercise

*(that Council acknowledge the State of Local Emergency, Shelter in Place, Block Captains and Activation and Call Out Process documents as presented, and participate in the upcoming joint meeting and table top training and mock exercise once scheduled)*

or

*(some other direction as given by Council at meeting time)*



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- P 70-72
- h) Lac Ste. Anne Foundation – please refer to their December 5<sup>th</sup>, 2022 letter on completing a regional needs assessment for all our communities. The benefits as noted in the letter are: that by taking a regional approach each member municipality will be aware of the regional affordable housing context. This will ensure planning that aligns with local and regional priorities, coordinating across levels of government, and ensuring an evidence-based approach that is more consistent throughout municipalities in the province.

*(that the Summer Village of Silver Sands support the Lac Ste. Anne Foundation completing a regional needs assessment)*

- P 73  
P 74
- i) Poppy Place Fence – further to previous discussions, we have received feedback from two residents within this subdivision:
- a) 20 Poppy Place – would like trees
  - b) 18 Poppy Place – wish to retain the wooden fence

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

- P 75
- j) Alberta Transportation and Economic Corridors – TRAVIS Routing and Vehicle Information System Multijurisdiction Memorandum of Agreement – please refer to the attached January 18<sup>th</sup>, 2023 letter outlining the agreement which was for a 5-year term and is expired on January 8<sup>th</sup>, 2023. The Province is requesting the renewal of the agreement for an additional 5 years.

*(that the Summer Village of Silver Sands approve extending the current TRAVIS Routing and Vehicle Information Systems Multijurisdiction Memorandum of Agreement for an additional 5 years.)*

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P 76-80

- k) TAXervice – please refer to the January 12<sup>th</sup>, 2023 Engagement Letter providing an update on services and outline of the process. The current engagement is for a 3-year period ending on December 31<sup>st</sup>, 2026. This is the company that the Summer Village has hired to manage our tax recovery processes and files.

*(that the January 12<sup>th</sup>, 2023 Engagement Letter with TAXervice be approved and execution ratified)*

- l) Draft 2023 Operating and Capital Budget – to be reviewed at meeting time.

*(that changes be made to the Draft 2023 Operating and Capital Budget as directed by Council at meeting time, and that this revised draft operating and capital budget be brought back to the next Council meeting for further review)*

m)

n)

o)

- 8. Financial
  - a) Income & Expense Statement – as of January 31<sup>st</sup>, 2023  
*(accept for information)*

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

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#### 10. Administration Reports

- a) Public Works Report
- b) Fortis Alberta - \$2,500 environmental initiatives grant
- c) 2022/2023 FCSS allocations
- d) Ice Huts – provincial regulations
- e) Onoway Regional Fire Services – media release on Onoway fire incident at UFA
- f) Spectre Systems – pickleball court quote
- g) Public Auction – notes from January 13<sup>th</sup>, 2023 auction
- h) The Queen's Platinum Jubilee
- i)

*(accept for information)*

#### 11. Information and Correspondence

- a) Alberta Municipalities – January 19<sup>th</sup>, 2023 letter on 2023 Annual Membership
- b) Alberta Municipalities – February 8<sup>th</sup>, 2023 letter on annual insurance renewal – our premium went up from \$6,176.00 to \$7,398.00 (increase of \$1,222.00)
- c) Town of Mayerthorpe – Community Peace Officer Services reports for January 2023
- d) Alberta Seniors Community and Social Services – January 18<sup>th</sup>, 2023 letter on Family and Community Support Services
- e) 23DP01-31 – for construction of an addition to an existing detached dwelling at 26 Alder Avenue
- f) Alberta Health Services – February 2<sup>nd</sup>, 2023 email from Interim AHS President and CEO Mauro Chies on Alberta services
- g) Town of Bon Accord – January 12<sup>th</sup>, 2023 letter to Minister Copping on the ambulance crisis
- h) SANG – save the date for their 9<sup>th</sup> Annual Kids with Cancer Charity Golf Tourney July 20<sup>th</sup>, 2023 at Trestle Creek GC
- i)

*(accept for information)*



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12. Open Floor Discussion with Gallery (15-minute time limit)
  
13. Closed Meeting (if required) n/a
  
14. Adjournment

#### Next Meetings:

- February 25<sup>th</sup>, 2023 – SVLSACE Meeting (Silver Sands to host)
- March 31<sup>st</sup>, 2023 – Regular Council Meeting
- April 28<sup>th</sup>, 2023 – Regular Council Meeting

SUMMER VILLAGE OF SILVER SANDS  
REGULAR COUNCIL MEETING MINUTES  
FRIDAY, JANUARY 13, 2023  
HELD IN PERSON AT FALLIS HALL AND VIRTUALLY VIA ZOOM

	<b>PRESENT</b>	<p>Mayor: Bernie Poulin  Deputy Mayor: Liz Turnbull (Via Zoom)  Councillor: Graeme Horne (Via Zoom)</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (CAO)  Heather Luhtala, Assistant CAO</p> <p>Public Works: Dustin Uhlman, Public Works Supervisor</p> <p>Attendees: n/a</p> <p>Delegation(s): n/a</p> <p>Public at Large: 1 (via Zoom) / 2 (in person)</p>
1.	<b>CALL TO ORDER</b>	<p>Mayor Poulin called the meeting to order at 9:00 a.m.</p> <p>The Summer Village of Silver Sands acknowledges we are on Treaty 6 Territory: The ancestral and traditional territory of the Cree, Dene, Blackfoot, Saulteau, Nakota Sioux as well as the Metis. We acknowledge the many First Nations, Metis and Inuit peoples whose footsteps have marked these lands for generations.</p>
2.	1-23 <b>AGENDA</b>	<p><b>MOVED</b> by Deputy Mayor Turnbull that the January 13, 2023 Regular Council Meeting agenda be approved with the following addition:</p> <p>Under Business:  h) Emails from resident with respect to the storage of items on the municipal reserve area between Aspen &amp; Conifer</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	2-23 <b>MINUTES</b>	<p><b>MOVED</b> by Councillor Horne that the minutes of the November 25, 2022 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>DELEGATION(S)</b>	n/a
5.	<b>PUBLIC HEARING</b>	n/a



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<b>6.</b>	<b>BYLAWS</b>	<p>Bylaw 331-2023 – A Bylaw for the purpose of Municipal Credit Card Borrowing</p> <p>3-21 <b>MOVED</b> by Deputy Mayor Turnbull that Bylaw 331-2023, being a Bylaw to authorize a municipal credit card borrowing with a limit in the amount of \$5,000.00 and a maximum single transaction limit of \$3,000.00 for the purpose of financing operating expenditures of the Summer Village of Silver Sands, be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>4-23 <b>MOVED</b> by Mayor Poulin that Bylaw 331-2023 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>5-23 <b>MOVED</b> by Councillor Horne that Bylaw 331-2023 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p>6-23 <b>MOVED</b> by Deputy Mayor Turnbull that Bylaw 331-2023 be given third and final reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>7.</b>	<b>BUSINESS</b>	<p>7-23 <b>MOVED</b> by Deputy Mayor Turnbull that the Summer Village of Silver Sands approve the time extension requests to remedy the existing contravention orders to Wednesday, May 31, 2023 for the following properties; 5 Poppy Place, 32 Hillside Crescent, 21 Spruce Crescent, 22 &amp; 23 Spruce Crescent AND THAT any further requests made on existing contravention orders be granted the same time extension deadline date.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>8-23 <b>MOVED</b> by Deputy Mayor Turnbull that the postponement of the public auction for Lot 4, Block 1, Plan 2941 MC from December 21<sup>st</sup>, 2022 to January 13<sup>th</sup>, 2023 at 12:00 p.m. be ratified.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>9-23 <b>MOVED</b> by Councillor Horne that Council and Administration be authorized to attend the annual Municipal Law Seminars held by Brownlee LLP and Reynold Mirth Richards Farmer.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>10-23 <b>MOVED</b> by Deputy Mayor Turnbull that Council accept for information the AB Munis December 19, 2022 email regarding the upcoming Munis 101 training sessions for members of Council.</p> <p style="text-align: right;"><b>CARRIED</b></p>



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11-23		<p><b>MOVED</b> by Mayor Poulin that Council accept for information the November 23, 2022 letter from the Town of Ponoka to Minister of Health Copping with respect to Medical First Response.</p> <p style="text-align: right;"><b>CARRIED</b></p>
12-23		<p><b>MOVED</b> by Deputy Mayor Turnbull that the matter of dealing with the disposal of the three lots in Poppy Place being Lot 6, 7 &amp; 14, Block 6 Plan 074 0530 that are now titled in the name of the Summer Village of Silver Sands be deferred to the March 2023 Council Meeting AND THAT administration bring back detailed information on the outstanding taxes, current assessed values and provide Council with a draft 'Notice of Sale by Tender' package for review.</p> <p style="text-align: right;"><b>CARRIED</b></p>
13-23		<p><b>MOVED</b> by Mayor Poulin that Administration prepare a draft proposal that provides for compensation for those Summer Village of Silver Sands' residents who are committed volunteer fire fighters (trained or in training) with Onoway Regional Fire Services.</p> <p style="text-align: right;"><b>CARRIED</b></p>
14-23		<p><b>MOVED</b> by Deputy Mayor Turnbull that changes be made to the Draft 2023 Operating and Capital Budget as directed, and that this revised draft operating and capital budget be brought back to the next Council meeting for further review.</p> <p style="text-align: right;"><b>CARRIED</b></p>
15-23		<p><b>MOVED</b> by Councillor Horne that further to the emails from the resident respecting the storage of items on the municipal reserve area between Aspen and Conifer, this matter be brought back to a future Council meeting to provide time for the Public Works Supervisor to do an inspection of the area and provide his feedback, AND THAT administration be directed to invite the resident to a future Council meeting to discuss with Council.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<b>FINANCIAL</b>	<p>16-23</p> <p><b>MOVED</b> by Councillor Horne that Council accept for information the Income and Expense Statement as of December 31, 2022 as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<b>COUNCIL REPORTS</b>	<p>17-23</p> <p><b>MOVED</b> by Mayor Poulin that Administration contact the Association of Summer Villages of Alberta (ASVA) to request sharing of information from other municipalities on Ice Fishing Shack Policies.</p> <p style="text-align: right;"><b>CARRIED</b></p>

(3)

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	18-23	<b>MOVED</b> by Deputy Mayor Turnbull that the Council reports be accepted for information as presented.  <b>CARRIED</b>
<b>10.</b>	<b>ADMINISTRATION &amp; PUBLIC WORKS REPORTS</b>  19-23	<b>MOVED</b> by Deputy Mayor Turnbull that the Administration and the Public Works reports be accepted for information as presented.  <b>CARRIED</b>
<b>11.</b>	<b>CORRESPONDENCE</b> 20-23	<b>MOVED</b> by Deputy Mayor Turnbull that the following correspondence be accepted for information:  a) Community Peace Officer report for November and December 2022 b) Lac Ste. Anne Foundation – November 28 <sup>th</sup> , 2022 letter on 2023 requisition of \$12,450.82 (up from \$11,968.00) c) Highway 43 East Waste Commission – December 13 <sup>th</sup> , 2022 letter on tippage fee increase to \$60.00 per tonne effective January 1 <sup>st</sup> , 2023 (up from \$57.50) d) Safety Code Permits – graph report on permits issued e) Christmas Cards received – Alberta Beach, RCMP, Minister of Municipal Affairs, National Police Federation, SV Yellowstone f) Association of Summer Villages of Alberta – News Release on resignation of Executive Director (ads are out for replacement) g) Alberta Public Safety and Emergency Services – undated letter on victim services  <b>CARRIED</b>
<b>12.</b>	<b>OPEN GALLERY</b>	There was no discussion with the public at large.
<b>13.</b>	<b>CLOSED MEETING</b>	n/a
<b>14.</b>	<b>NEXT MEETING(S)</b>	The next regular Council meeting is scheduled for Friday, February 24, 2023 at 9:00 a.m. at Fallis Hall.
<b>15.</b>	<b>ADJOURNMENT</b>	The meeting adjourned at 10:26 a.m.

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Mayor, Bernie Poulin

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Chief Administrative Officer, Wendy Wildman

UNAPPROVED

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**RE: Silversands - Paving TWP 540 Overages**

Greg Edwards <GEdwards@lsac.ca>

Fri 1/27/2023 10:42 AM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Summer Village Office <administration@wildwillowenterprises.com>

Cc: Mike Primeau <mprimeau@lsac.ca>

Happy Friday to you as well.

Please book me in for the Feb 24 meeting. I am adding it to my calendar today.

Thank you

Greg



**Greg Edwards, P.Eng.**

General Manager of Infrastructure and Planning

Lac Ste. Anne County

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

PHONE: 780.785.3411 Ext. 3753 | MOBILE: 780 674 0854 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985

PLEASE NOTE: All Lac Ste. Anne County administration offices are closed to the public until further notice. County staff will work from home where possible, and have been advised to avoid all in-person meetings. All business-related travel including travel to off-site meetings, courses and conferences has been banned. Essential services will continue to be provided. Phone calls to the County will be fielded by the County's answering service and forwarded to the relevant departments.

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**From:** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

**Sent:** Friday, January 27, 2023 10:35 AM

**To:** Greg Edwards <GEdwards@lsac.ca>; Summer Village of Silver Sands <administration@wildwillowenterprises.com>

**Cc:** Mike Primeau <mprimeau@lsac.ca>

**Subject:** Re: Silversands - Paving TWP 540 Overages

Happy Friday Greg - thanks for the email. I think it best if you do attend an upcoming meeting, our next meetings are Feb. 24 and March 31 (Fridays) at 9:00 a.m. at the Fallis Hall.

I can advise Council passed a motion last spring when the auditor was out to have this removed from our books because we had not heard anything in so long. But a discussion we should have and certainly we do not want this to jeopardize future shared projects for our, or any other, municipality.

Let us know your availability.

Thx

W

Wendy Wildman,  
Chief Administrative Officer  
Summer Village Administration/Wildwillow Enterprises Inc.

Phone: 780-967-0271

Email: [wendy@wildwillowenterprises.com](mailto:wendy@wildwillowenterprises.com)

**From:** Greg Edwards <GEdwards@lsac.ca>

**Sent:** Thursday, January 19, 2023 5:42 PM

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To: wendy wildwillowenterprises.com <[wendy@wildwillowenterprises.com](mailto:wendy@wildwillowenterprises.com)>; Summer Village Office  
<[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>  
Cc: Mike Primeau <[mprimeau@lsac.ca](mailto:mprimeau@lsac.ca)>  
Subject: Silversands - Paving TWP 540 Overages

Hi Wendy

Extreme apologies for this taking so long. Please find a letter explaining the costs and overages as we have recorded them. As we discussed earlier in 2022, if you require me to come to a council meeting to talk to this, it can certainly be arranged. I have attached as much information as possible in explaining the process and eventual outcome. Our hopes is to get this resolved and removed from our books.

Attached is:

- Letter of process/explanation
- Original LSAC/SV agreement
- LSAC – SV Billing Summary
- Cost Summary Detail – Table 1
- MPE Progress Claim
- MPE Quantity Investigation Memo

Please do not hesitate to contact me if you have any questions.

Regards

Greg

**Greg Edwards, P.Eng.**

General Manager of Infrastructure & Planning, Lac Ste. Anne County

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

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January 19, 2023

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

Attn: Wendy Wildman, CAO

Re: TWP 540 From Range Road 52 to Range Road 54 Paving (2018)– Cost Overrun Summary

The following letter is intended to outline the project process and the cost overages that were recognized during the final construction phase.

The agreement dated Fall 2018 between the Summer Village and Lac Ste. Anne County outlined the below cost estimate.

- 2,756+- meters at 75%/25% split – Total cost estimated at \$423,652.00
  - Silversands Portion – 75% \$317,739.00
  - Lac Ste. Anne Portion – 25% \$105,913.00
- 800+- meters at 50%/50% split – Total cost estimated at \$242,441.00
  - Silversands Portion – 50% \$121,220.50
  - Lac Ste. Anne Portion – 50% \$121,220.50

**Total project cost: \$666,093.00**

During Construction the direction at the time was to try and pave as wide as possible due to the extremely existing “narrow” roadways. Constraints were existing ROW width and achievable ditch slopes. Also in areas such as intersections or roadway curves, the direction was again to try and achieve as wide of surface as possible to achieve safer roadway width for traffic that is meeting.

The county completed all of the roadway grading and base operations internally. E-Construction was contracted to provide paving services. Details of all expenditures are outlined in the attached Table 1.

After the paving portion was complete, E-Construction submitted an invoice for approximately \$742,000 for their portion of work. This was over the quantities/costs suggested by the Engineers and was explained by E-Construction that they had paved at a depth thicker than the amount outlined in the Contract documents. This explanation did not make sense given the actual core samples taken.

As such, the County denied the claim and asked the following:

- Engineers were asked to survey the exact area of asphalt placed.
- Instructed the Contractor to complete additional asphalt depth cores at their cost. Reason being is the Cores taken under the Contract Document requirements did not concur with the contractors claim.

Also attached as Backup Document #1 is the memo prepared by the Engineering firm MPE Engineering outline the survey and additional core data taken by the contractor and witnessed by MPE. At this time the







Quantities were appropriately quantified and proven. And the agreed upon quantities were issued as part of the regular Progress Payment Certificate. The overage was proven to exist but not as high as the original claim by the contractor E-Construction.

As a result the following Cost Overages were realized:

Description	Original Budget	Final Cost	% Overage
<b>2710m Roadway</b>			
SilverSands (75 %)	\$ 317,739.00	\$ 391,480.79	23%
LSAC (25 %)	\$ 105,913.00	\$ 130,493.60	23%
<b>TOTAL</b>	<b>\$ 423,652.00</b>	<b>\$ 521,974.39</b>	<b>23%</b>
<b>800m Roadway</b>			
Silversands (50 %)	\$ 121,220.50	\$ 155,301.60	28%
LSAC (50%)	\$ 121,220.50	\$ 155,301.60	28%
<b>TOTAL</b>	<b>\$ 242,441.00</b>	<b>\$ 310,603.20</b>	<b>28%</b>
<b>Grand Total</b>	<b>\$ 666,093.00</b>	<b>\$ 832,577.59</b>	<b>25%</b>

Not shown in these costs are costs incurred by county administration to oversee/track and try to manage the Contractor. These costs were absorbed into our other daily activities. The county agrees that the cost overruns were not anticipated to be this high however, once proven by actual quantity calculations the overages have been determined to be of value as it was mainly due to increased areas of paving. The increase areas of paving results in wider/safer roadway widths. Meaning the cost is not deemed wasteful.

If you have any questions or concerns, please reach out to me.

Yours truly,

Greg Edwards, P.Eng.  
General Manager Operations

Cc: Mike Primeau - LSAC

Billing Summary for PPC #1

Date: 21-Feb-20

Township Road 540 (Approx 2710 m to Rge Rd 54)

Item	Description	Contract Total to Date	LSAC (25%)	Silver Sands (75%)
<b>PAVING CONTRACT</b>				
1	Mob/Demob	\$ 33,610.50	\$ 8,402.63	\$ 25,207.88
2	Prime Coat	\$ 15,584.47	\$ 3,896.12	\$ 11,688.36
3	Hot Mix Asphalt	\$ 418,901.77	\$ 104,725.44	\$ 314,176.33
4	Driveway Tie-ins	\$ 10,153.00	\$ 2,538.25	\$ 7,614.75
5	Roadway Tie-ins	\$ 18,320.00	\$ 4,580.00	\$ 13,740.00
6	Base Work Confirmation	\$ 2,348.50	\$ 587.13	\$ 1,761.38
<b>LSAC COORDINATED WORK</b>				
7	LSAC Hardner	\$ 2,231.00	\$ 557.75	\$ 1,673.25
8	LSAC Base Work	\$ 16,222.00	\$ 4,055.50	\$ 12,166.50
9	LSAC Gravel	\$ 1,484.92	\$ 371.23	\$ 1,113.69
10	LSAC Trucking	\$ 1,174.70	\$ 293.67	\$ 881.02
11	MPE Engineering	\$ 1,943.52	\$ 485.88	\$ 1,457.64
<b>SUB TOTAL</b>		\$ 521,974.38	\$ 130,493.60	\$ 391,480.79
<b>GST (5%)</b>		\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 521,974.38	\$ 130,493.60	\$ 391,480.79

Township Road 540 (Approx 800 m to Rge Rd 52)

Item	Description	Contract Total to Date	LSAC (50%)	Silver Sands (50%)
<b>PAVING CONTRACT</b>				
1	Mob/Demob	\$ 10,039.50	\$ 5,019.75	\$ 5,019.75
2	Prime Coat	\$ 5,652.70	\$ 2,826.35	\$ 2,826.35
3	Hot Mix Asphalt	\$ 217,021.55	\$ 108,510.78	\$ 108,510.78
4	Driveway Tie-ins	\$ -	\$ -	\$ -
5	Roadway Tie-ins	\$ -	\$ -	\$ -
6	Base Work Confirmation	\$ 701.50	\$ 350.75	\$ 350.75
<b>LSAC COORDINATED WORK</b>				
7	LSAC Hardner	\$ 7,469.00	\$ 3,734.50	\$ 3,734.50
8	LSAC Base Work	\$ 54,308.42	\$ 27,154.21	\$ 27,154.21
9	LSAC Gravel	\$ 4,971.26	\$ 2,485.63	\$ 2,485.63
10	LSAC Trucking	\$ 3,932.68	\$ 1,966.34	\$ 1,966.34
11	MPE Engineering	\$ 6,506.58	\$ 3,253.29	\$ 3,253.29
<b>SUB TOTAL</b>		\$ 310,603.19	\$ 155,301.60	\$ 155,301.60
<b>GST (5%)</b>		\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 310,603.19	\$ 155,301.60	\$ 155,301.60

\$ 832,577.57 chk

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## PROGRESS CLAIM FOR WORK COMPLETED

Certificate No.: 05  
 Owner: Lac Ste. Anne County  
 Contractor: E Construction Inc.  
 Project: 2018 Paving Works  
 5225-016-00

Date: October 25, 2019

### SCHEDULE B - Township Road 540 from Range Road 52 to Range Road 54

Description	Quantity/ Unit	Unit Price	Contract Value	This Period	Previous Quantity	Quantity to Date	Amount to Date
1. Mobilization/ Demobilization	1 L.S.	\$43,650.00	\$43,650.00	0	1	1	\$43,650.00
2. Prime Coat	27,050 m <sup>2</sup>	\$0.75	\$20,287.50	0	28316	28316	\$21,237.17
3. Hot Mix Asphalt	5,072 tonne	\$113.00	\$573,136.00	0	5628	5628	\$635,923.32
4. Driveway Tie-Ins	13 units	\$781.00	\$10,153.00	0	13	13	\$10,153.00
5. Roadway Tie-Ins	8 units	\$2,290.00	\$18,320.00	0	8	8	\$18,320.00
6. Base Work Confirmation	1 L.S.	\$3,050.00	\$3,050.00	0	1	1	\$3,050.00
Total Contract Value			\$668,596.50				
Total Amount to Date – Schedule B				\$732,333.49			

11



#101, 10630-172 Street  
Edmonton, AB T5S 1H8  
Phone: 780-486-2000  
Fax: 780-486-9090



## MEMORANDUM

**To:** Greg Edwards  
Lac Ste. Anne County

**From:** Adrian Entz

**cc:** Drew Fellers, P.L.(Eng.)

**Re:** Castle Island & Silver Sands Asphalt Cores

**Date:** 2019/03/01

**File:** N:\5225\016\00\M01

**Pages:** 2

**Email:** \_\_\_\_\_

### Purpose

On February 27, 2019 MPE Engineering was on site at Castle Island and Township Road 540 near Silver Sands to witness the coring of the asphalt roads paved by E-Construction Ltd in October of 2018. The purpose of the coring was to determine the average asphalt thickness for both Castle Island and Township Road 540 from Range Road 52 to Range Road 54 near Silver Sands.

### Core Sampling

The asphalt coring was completed by E-Construction Ltd. A total of 22 cores were taken. Seven (7) cores were taken at Castle Island. The core locations were drilled at various locations along the 1.10 km stretch of road. Fifteen (15) cores were taken along Township Road 540 between Range Road 52 and Range Road 54. The core locations were staggered on the north and south lanes for the approximate 3.55 km stretch of road.

- Based on the seven (7) cores sampled at Castle Island the average asphalt thickness was determined to be 74mm.
- Township Road 540 is split into two (2) sections. The 825m section of road has an average of 103mm, whereas the 2720m section has an average of 80mm.

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**Quantity Comparison**

Based on the average core results and surveyed areas. An estimated asphalt tonnage was calculated from the individual road sections using a specific gravity of 2.38.

- Castle Island tonnage: 801.346 M.T.
- 825m of 100mm asphalt on TW RD 540 tonnage: 1,679.29 M.T.
- 2,720m of 75mm asphalt on TWP RD 540 tonnage: 3,785.14 M.T. > 5464.43

**Average end width tonnage**

- Castle Island tonnage: 17.25 M.T.
- 825m of 100mm asphalt on TWP RD 540 tonnage: 52.84 M.T.
- 2,720m of 75mm asphalt on TWP RD 540 tonnage: 110.368 M.T. > 163.208

From the information submitted by E-Construction, it was determined that the tonnage for each area is as follows:

- Castle Island tonnage: 980.00 M.T.
- 3,545m on TWP RD 540 tonnage: 5796.00 M.T.

Based on core calculations and the numbers provided by E-Construction the tonnage difference for Castle Island is 162.00 M.T.

The tonnage for the 100mm and 75mm road structure for Township Road 540 was submitted as one quantity by E-Construction as 5796.00 M.T. The tonnage difference between the core calculations and E-Construction amounts to 168.00 M.T.

5628 tonnes

February 27, 2019  
Core Results

$4746.75 m^2$   
 $m^2 \times (depth) m \times 2.38 =$

Location	Top of asphalt area(m) <i>(m<sup>2</sup>)</i>	Average end asphalt (m)	Top of asphalt core(m)	Average end core(m)	Core Calculations (M.T.)	E-Construction Quantity (M.T.)
Castle Island	4550	196.739	0.074	0.037	818.67	980
Total	4550	196.739			818.67	980
100mm road TWP RD 540	6850.352	426.978	0.103	0.052	1732.14	5796
75mm road TWP RD 540	19879.932	1158.96	0.080	0.040	3895.47	
Total	26730.284	1585.938			5627.61	5796

Dist  
-161.33  
-168.39

Castle Island

$\rightarrow 283/6 m^2$

Core #	Core Thickness(mm)	Location	Notes
1	75	Near Gate	
2	85		
3	90		
4	86	North loop	
5	58		
6	50	Turn Around	
7	72	South loop	

Average 74mm, Design 75mm

CI Core  
PA TO DATE 673

Castle Island 540

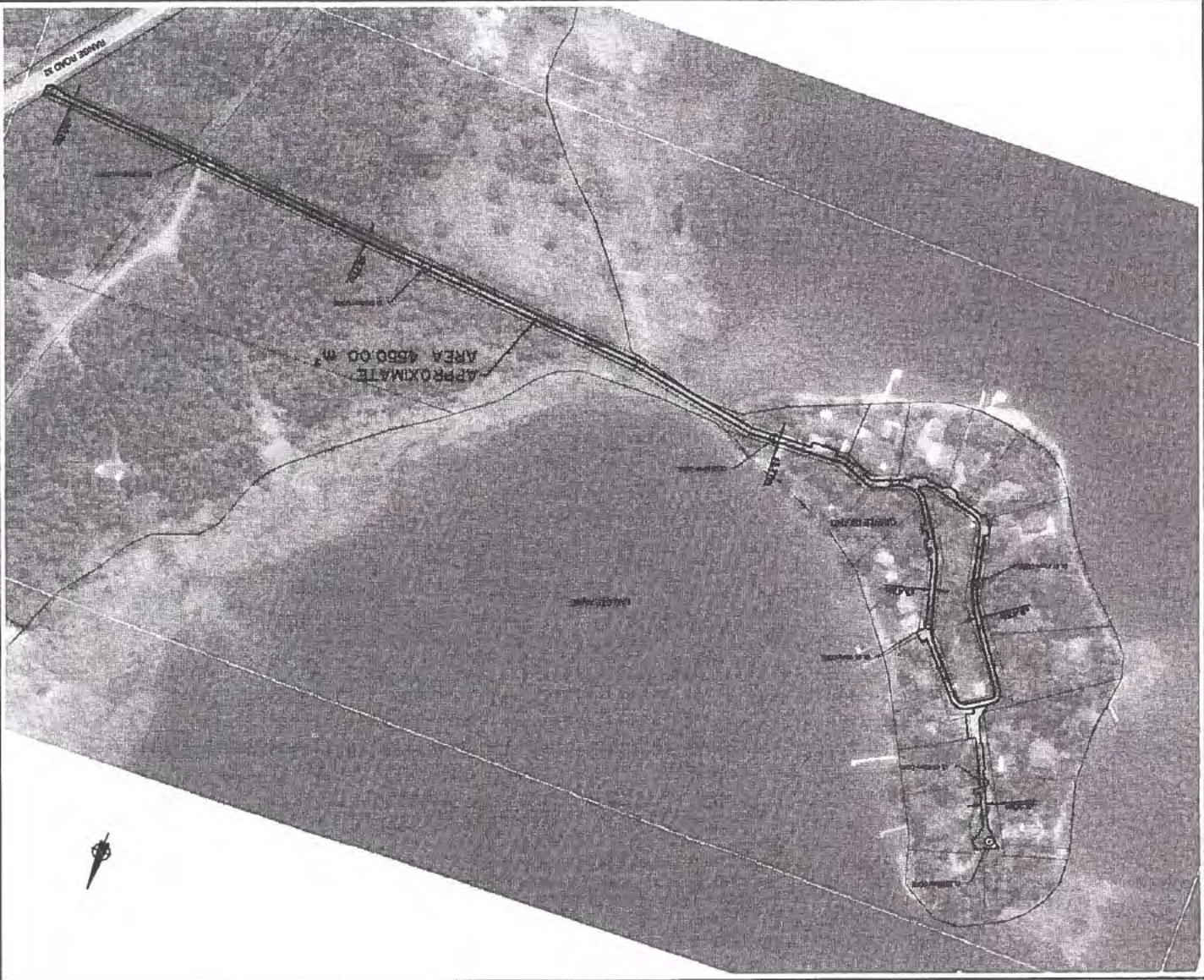
Core #	Core Thickness(mm)	Location	Notes
1	98	N Lane	100mm Section
2	122	N Lane	100mm Section
3	85	S Lane	
4	51	S Lane	
5	76	S Lane	
6	79	Approach	
7	66	N Lane	
8	66	N Lane	
9	85	N Lane	
10	89	S Lane	
11	80	S Lane	
12	100	S Lane	100mm Section
13	85	S Lane	
14	90	S Lane	
15	95	N Lane	

100mm average 103mm, Design 100mm  
75mm average 80mm, Design 75mm

DENOTES FIRST 800m

~~288~~  
 $\frac{1732.14 + 3895.47}{5627.61}$





DATE	JANUARY 2019	DRAWING	012
DRAWN	A.T.	SCALE	
DESIGNED	D.F.	JOB	3223-019-00
<p>CIVIL</p> <p>TOWNSHIP ROAD 344 RESURFACING</p> <p>LAC STE. ANNE COUNTY</p> <p><b>MPE</b> Engineering Ltd.</p>			
DATE	19-01-19	FOR INFORMATION	
REVISION	1	19-01-19	
<p>THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED (i.e. 1:1000 etc) ARE BASED ON 11"x17" FORMAT DRAWINGS.</p>			
NOTES:			

15

DATE JANUARY 2019  
DRAWING C11

DRAWN A.E.  
SCALE 1:5000

DESIGNED O.F.  
JOB 0229-01-00

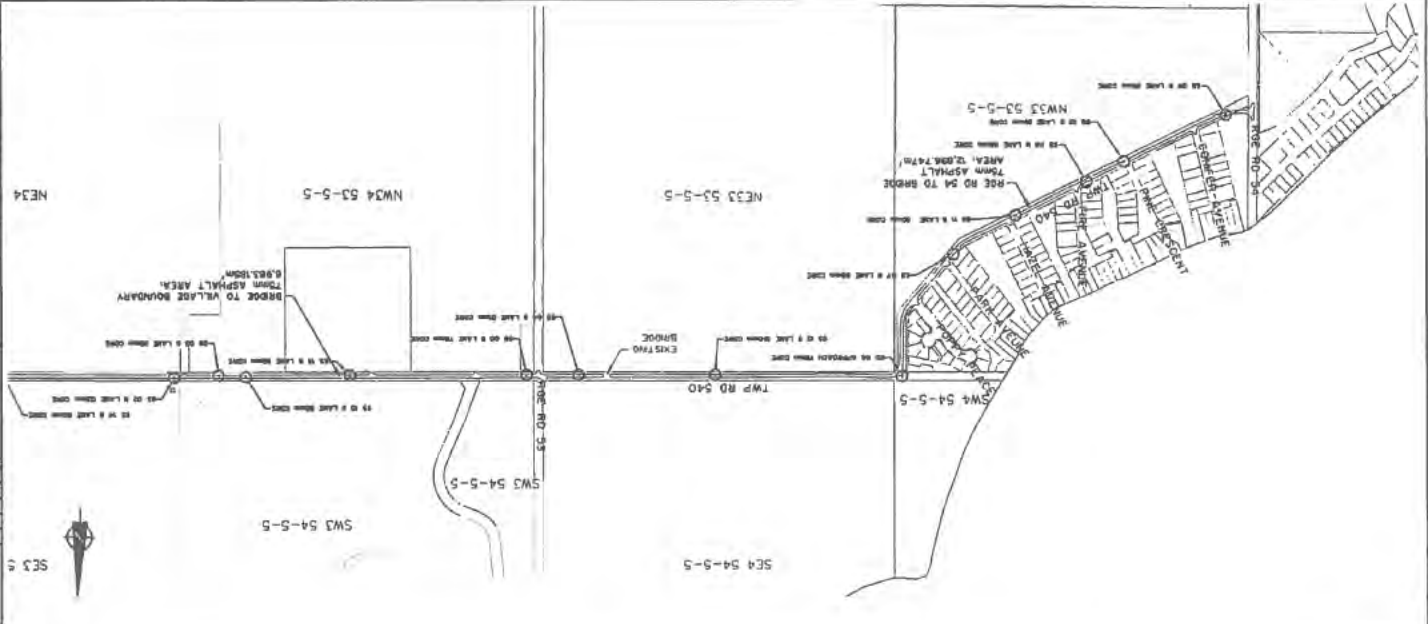
OVERALL PLAN  
CIVIL  
TOWNSHIP ROAD 544 RESURFACING

LAC STE. ANNE COUNTY

**MPE**  
Engineering Ltd.

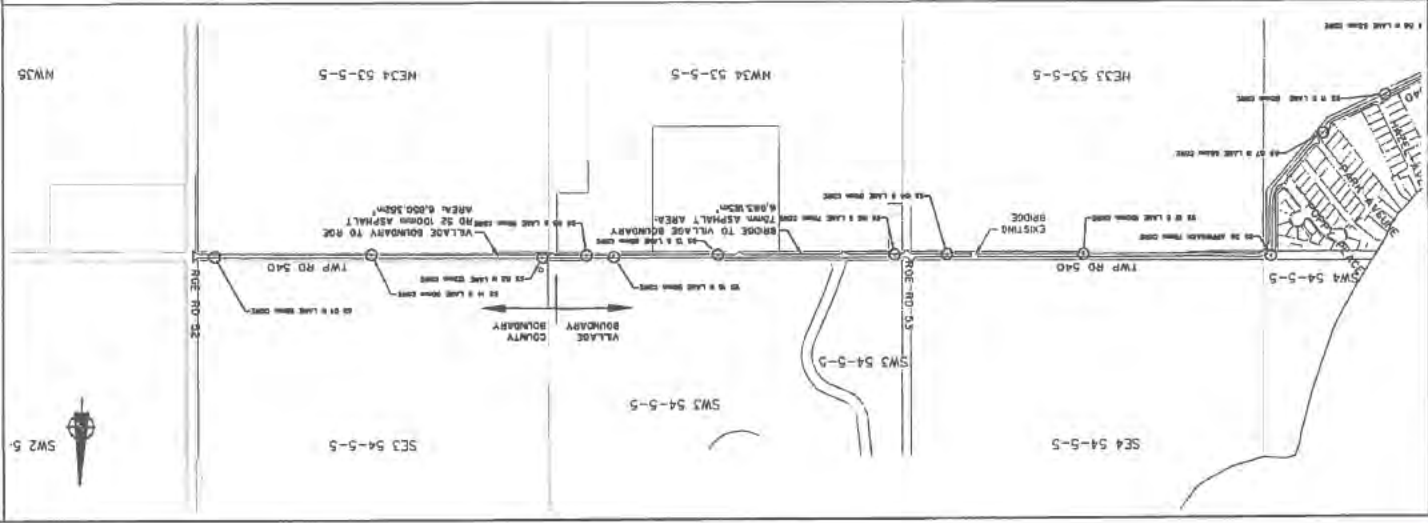
DATE	TY-AD-D01	REVISION
1	10-01-01	FOR INFORMATION

THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE ALL SCALE NOTATIONS INDICATED (i.e. 1:1000 AND) ARE BASED ON 117417 FORMAT DRAWINGS



NOTES:  
1. TOWN TOTAL AREA: 27.8836km<sup>2</sup>  
TOWNSHIP TOTAL AREA: 2773.30km<sup>2</sup>

SW2 5.



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AGREEMENT BETWEEN:

**SUMMER VILLAGE OF SILVER SANDS**  
(hereinafter referred to as "SILVER SANDS"),

- and -

**LAC STE. ANNE COUNTY**  
(hereinafter referred to as "LAC STE. ANNE"),

**WHEREAS**, the Councils of SILVER SANDS and LAC STE. ANNE have agreed to cost share the following road improvement projects on the following basis:

For the purpose of this agreement, the following estimates of the projects and calculation of funding shall be used, with the understanding that these amounts may vary slightly from the actual amounts calculated upon completion of the projects.

1. The road rehabilitation, including base preparation, gravelling, soil stabilizer and asphalt on Township Road 540 from Range Rod 52 to Range Road 54 on the following basis:

2,756 ± meters at a 75% / 25% split – total cost estimated at \$423,652.00	
Silver Sands portion – 75%	\$317,739.00
Lac Ste. Anne portion – 25%	\$105,913.00
800 ± meters at a 50% / 50% split – total cost estimated at \$242,441.00	
Silver Sands portion – 50%	\$121,220.50
Lac Ste. Anne portion – 50%	\$121,220.50

Total Project Cost: \$666,093.00

**THEREFORE** it is agreed by SILVER SANDS, and LAC STE. ANNE, as follows:

1. LAC STE. ANNE will administer the entire projects.
2. LAC STE. ANNE will be responsible to pay all invoices and costs associated with the project including those invoices and costs relating to the portion of the projects lying within SILVER SANDS.

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Agreement between LAC STE. ANNE and SILVER SANDS

3. SILVER SANDS agrees to reimburse LAC STE. ANNE \$438,959.50 of the total costs of the projects based on the estimated costs noted above, however costs may be higher or lower depending on actual project costs. LAC STE. ANNE and SILVER SANDS agree, that in the event that, during the project it is determined the actual costs will exceed the estimated costs by 20%, LAC STE. ANNE and SILVER SANDS will further discuss and negotiate the amendment.

LAC STE. ANNE, and SILVER SANDS agree to indemnify and save harmless the other party to this agreement from any liabilities, claims or actions that may arise as a result of any action or inaction on the part of the other party in its performance of this agreement.

**THIS AGREEMENT SIGNED AND SEALED this**                      **day of**                      **, 2018.**

**SUMMER VILLAGE OF SILVER SANDS**

  
\_\_\_\_\_  
Mayor

(SEAL)  
  
\_\_\_\_\_  
Chief Administrative Officer

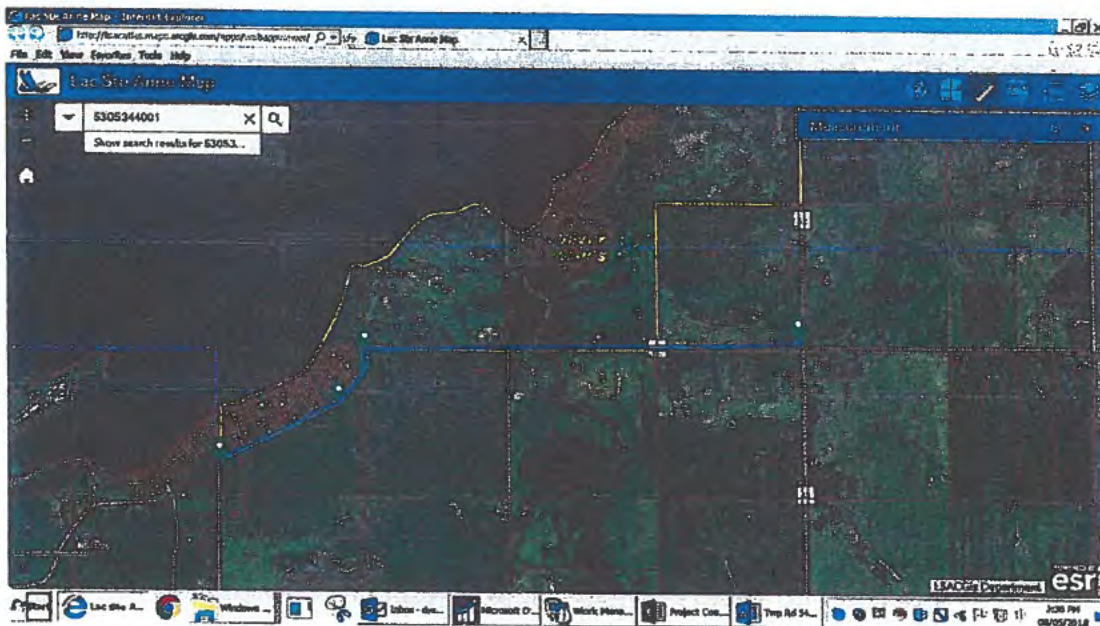
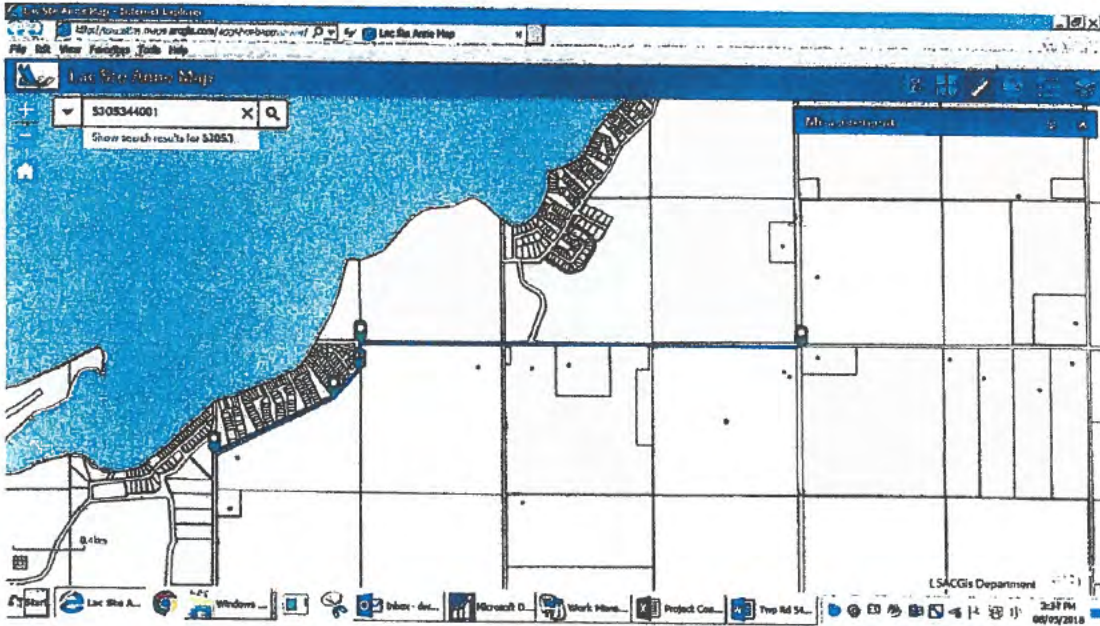
**LAC STE. ANNE COUNTY**

  
\_\_\_\_\_  
Reeve

(SEAL)  
  
\_\_\_\_\_  
County Manager

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**TOWNSHIP ROAD 540 FROM RANGE ROAD 52 TO RANGE ROAD 54 - APPROX. 3,556 METERS**  
**PROJECT #PO93701**



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**LAC STE. ANNE COUNTY  
PROVINCE OF ALBERTA  
BYLAW 20-2018**

BEING A BYLAW FOR LAC STE. ANNE COUNTY FOR authorizing the Council of Lac Ste. Anne County, (hereinafter called "the County") to incur indebtedness by the issuance of short-term borrowing in the amount of \$1,792,250.00 for the purpose of financing the construction of base and pave capital projects of the Paddle Dam Road, Highway 43 to Phase III; Range Road 65, from Highway 43 to the Administration Office 2<sup>nd</sup> entrance; 54 Avenue Sangudo, from 50 Street to Campground and Township Road 540 and Range Road 52 to Range Road 54 (Silver Sands).

WHEREAS, the Council of the County has decided to issue a new bylaw pursuant to Section 257 of the Municipal Government Act to authorize financing of the projects;

AND WHEREAS, plans and specifications have been prepared and the total cost of the projects is estimated to be \$2,586,625.00 and the County estimates the following grants and contributions will be applied to the project(s):

**PROJECTS:**

PADDLE DAM ROAD, BASE AND PAVE HWY 43 TO PHASE III

RESERVES	\$0.00
DEBENTURE	\$1,244,000.00
GRANTS	\$0.00
TOTAL COST	\$1,244,000.00

RNG RD 65, BASE AND PAVE FROM HWY 43 TO ADMINISTRATION OFFICE 2ND ENTRANCE

RESERVES	\$0.00
DEBENTURE	\$ 337,000.00
GRANTS	\$0.00
TOTAL COST	\$ 337,000.00

TWP RD 540, BASE AND PAVE RR 52 TO RR 54

RESERVES	\$0.00	
DEBENTURE	\$116,250.00	116,250 -
GRANTS	\$118,750.00	118,750 -
OTHER	\$515,625.00	452,174.33
TOTAL COST	\$750,625.00	690,656.80

54 AVENUE SANGUDO, BASE AND PAVE FROM 50 ST TO CAMPGROUND

RESERVES	\$0.00
DEBENTURE	\$95,000.00
GRANTS	\$160,000.00
TOTAL COST	\$255,000.00

TOTAL COST \$2,586,625.00

AND WHEREAS, in order to complete the projects, it will be necessary for the County to borrow the sum of \$1,792,250.00 for a period not to exceed 5 years from an authorized financial institution on the terms and conditions referred to in this bylaw;

AND WHEREAS, the principal amount of the outstanding debt of the Municipality at December 31, 2017 is \$4,995,099.00 and no part of the principal or interest is in arrears;

AND WHEREAS, all required approvals for the projects have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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NOW THEREFORE, the Council of Lac Ste. Anne County, in the Province of Alberta duly assembled enact as follows:

1. That for the purpose of constructing pave and base for the Paddle Dam Road, Highway 43 to Phase III; Range Road 65, from Highway 43 to the Administration Office 2<sup>nd</sup> entrance; 54 Avenue Sangudo, from 50 Street to Campground and Township Road 540 and Range Road 52 to Range Road 54 (Silver Sands) a sum not exceeding ONE MILLION SEVEN HUNDRED AND NINETY TWO THOUSAND TWO HUNDRED AND FIFTY DOLLARS (\$1,792,250.00) be borrowed from time to time from an authorized financial institution on the credit and security of the Municipality at large, of which the full sum of \$1,792,250.00 is to be paid by the Municipality at large.
2. The term of the borrowing shall not extend beyond five years from the date on which the projects are finally completed or the funds are borrowed.
3. The proper officers of the County are hereby authorized to issue debt on behalf of the County for the amount and purpose as authorized by this bylaw, namely the construction of base and pave for the Paddle Dam Road, Highway 43 to Phase III; Range Road 65, from Highway 43 to the Administration Office 2<sup>nd</sup> entrance; 54 Avenue Sangudo, from 50 Street to Campground and Township Road 540 and Range Road 52 to Range Road 54 (Silver Sands).
4. The County shall repay the indebtedness according to the terms and at the rates set from time to time by the authorized financial institution on the date of the borrowing(s).
5. The County shall levy and raise in each year municipal taxes to pay the indebtedness.
6. The indebtedness shall be contracted on the credit and security of the County.
7. The net amount borrowed under the bylaw shall be applied only to the projects specified by this bylaw.
8. This bylaw comes into force on the date it is passed.

FIRST READING this 16<sup>th</sup> day of August 2018.

SECOND READING this 16<sup>th</sup> day of August 2018.

UPON UNANIMOUS CONSENT OF THOSE COUNCILLORS PRESENT;

READ A THIRD AND FINAL TIME THIS 16<sup>th</sup> day of August 2018.

  
 \_\_\_\_\_  
 Reeve -Deputy  
 (Seal)

  
 \_\_\_\_\_  
 County Manager  
 (Seal)



## TWP 544 (RR 11 TO RR 21, INCLUDING BRIDGE &amp; RR 21 (TWP 544 to TWP 545)) FUNDING MODEL (Revised August 2018)

PROJECTED EXPENDITURES	2017	2018	2019	2020	2021	2022	TOTAL
TWP 544, RR 11 TO BRIDGE E. OF RR 15	1,513,769.00	116,231.00					1,630,000.00
TWP 544, BRIDGE E. OF RR 15 TO RR 21		1,630,000.00					1,630,000.00
70269 BRIDGE E. OF RR 15 ON TWP 544	25,136.00	774,864.00					800,000.00
RR 21 - (TWP 544 - 545)		453,000.00					453,000.00
EST. INTEREST COSTS (MSI LOAN)			60,412.69	40,275.13	20,137.56		120,825.38
<b>TOTAL PROJECTED EXPENDITURES</b>	<b>1,538,905.00</b>	<b>2,974,095.00</b>	<b>60,412.69</b>	<b>40,275.13</b>	<b>20,137.56</b>	<b>-</b>	<b>4,633,825.38</b>
<b>PROJECTED FUNDING</b>							
<b>Grants</b>							
STIP - Bridge 70269	(18,852.00)	(402,000.00)					(420,852.00)
FGTF 2018 - Bridge 70269	(6,284.00)	(372,864.00)					(379,148.00)
FGTF 2018 - TWP 544		(402,000.00)					(402,000.00)
MSI CAPITAL	(785,995.00)	(402,751.25)	(402,751.25)	(402,751.25)	(402,751.25)		(2,397,000.00)
			(60,412.69)	(40,275.13)	(20,137.56)		(120,825.38)
<b>Total Grants</b>	<b>(811,131.00)</b>	<b>(1,579,615.25)</b>	<b>(463,163.94)</b>	<b>(443,026.38)</b>	<b>(422,888.81)</b>	<b>-</b>	<b>(3,719,825.38)</b>
<b>Reserves</b>							
Community Enhancement Fund	(14,000.00)						(14,000.00)
<b>Community Partnership</b>							
Onoway Contribution (5 year agreement)		(100,000.00)	(100,000.00)	(100,000.00)	(100,000.00)	(100,000.00)	(500,000.00)
LaFarge Canada*		(400,000.00)					(400,000.00)
<b>Total Community Partnership</b>		<b>(500,000.00)</b>	<b>(100,000.00)</b>	<b>(100,000.00)</b>	<b>(100,000.00)</b>	<b>(100,000.00)</b>	<b>(900,000.00)</b>
MSI INTERIM LOAN		(1,611,005.00)					(1,611,005.00)
ONOWAY INTERNAL LOAN		(500,000.00)					(500,000.00)
ONOWAY INTERNAL FINANCING		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	500,000.00
MSI GRANT FINANCING		402,751.25	402,751.25	402,751.25	402,751.25		1,611,005.00
	-	(1,608,253.75)	502,751.25	502,751.25	502,751.25	100,000.00	-
<b>TOTAL PROJECTED FUNDING</b>	<b>(825,131.00)</b>	<b>(3,590,620.25)</b>	<b>(463,163.94)</b>	<b>(443,026.38)</b>	<b>(422,888.81)</b>	<b>-</b>	<b>(4,633,825.38)</b>
<b>ESTIMATED PROJECT UNDER/(OVER) FUNDED</b>	<b>713,774.00</b>	<b>(616,525.25)</b>	<b>(402,751.25)</b>	<b>(402,751.25)</b>	<b>(402,751.25)</b>	<b>-</b>	<b>-</b>

\* LaFarge Canada funding based on the rate of gravel extraction. Due to its uncertainty, the Community Enhancement Reserve may provide interim funding.

**LAC STE. ANNE COUNTY  
PROVINCE OF ALBERTA  
REVISED BYLAW 25-2017**

This bylaw authorizes the Council of Lac Ste. Anne County, (hereinafter called "the County") to incur indebtedness by the issuance of short-term borrowing in the amount of \$1,900,000 for the purpose of financing the construction of TWP Rd 544 Base and Pave.

WHEREAS the Council of the County has decided to issue a new bylaw pursuant to Section 257 of the Municipal Government Act to authorize financing of the project;

AND WHEREAS plans and specifications have been prepared and the total cost of the project is estimated to be \$4,242,000 and the County estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$14,000
Provincial Grants	786,000
Debeature(s)	1,900,000
Other contribution	1,542,000
Total Cost	\$4,242,000

AND WHEREAS in order to complete the project it will be necessary for the County to borrow the sum of \$1,900,000 for a period not to exceed 5 years from an authorized financial institution on the terms and conditions referred to in this bylaw;

AND WHEREAS the principal amount of the outstanding debt of the Municipality at December 31, 2016 is \$3,751,107 and no part of the principal or interest is in arrears;

AND WHEREAS all required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW THEREFORE THE COUNCIL OF THE COUNTY HEREBY ENACTS as follows:

1. That for the purpose of constructing the TWP Rd 544 Base and Pave a sum not exceeding ONE MILLION NINE HUNDRED THOUSAND DOLLARS (\$1,900,000) be borrowed from time to time from an authorized financial institution on the credit and security of the Municipality at large, of which the full sum of \$1,900,000 is to be paid by the Municipality at large.
2. The term of the borrowing shall not extend beyond five years from the date on which the project is finally completed or the funds are borrowed.
3. The proper officers of the County are hereby authorized to issue debt on behalf of the County for the amount and purpose as authorized by this bylaw, namely the construction of the TWP Rd 544 Base and Pave.

23



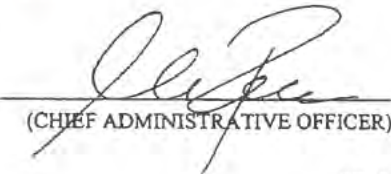
4. The County shall repay the indebtedness according to the terms and at the rates set from time to time by the authorized financial institution on the date of the borrowing(s).
5. The County shall levy and raise in each year municipal taxes to pay the indebtedness.
6. The indebtedness shall be contracted on the credit and security of the County.
7. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.
8. This revised bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS 13<sup>th</sup> DAY OF September 2018.

READ A SECOND TIME THIS 13<sup>th</sup> DAY OF September 2018.

READ A THIRD TIME THIS 13<sup>th</sup> DAY OF September 2018.

  
(CHIEF ELECTED OFFICIAL)

  
(CHIEF ADMINISTRATIVE OFFICER)

SEAL

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TABLE 1

PPGL 27050.75 m2 4954.4 Tonnes 4400 rounded up.

		2710			800			Total					
Item Schedule B	Description	Quantity	Unit	E-Construction		County Costs	TOTAL	Quantity	Unit	E-Construction		County Costs	TOTAL
				Subtotal - Tender Amount	Extension					Subtotal - Tender Amount	Extension		
				Unit Price	Extension					Unit Price	Extension		
1	Mob/Demob	0.77	L.S.	\$ 43,650.00	\$ 33,610.50	\$ 2,231.00	Hardner	0.23	L.S.	\$ 43,650.00	\$ 10,039.50	\$ 7,469.00	Hardner
2	Prime Coat	20779.3	m2	\$ 0.75	\$ 15,584.47	\$ 16,222.00	Base Prep.	7536.931	m2	\$ 0.75	\$ 5,652.70	\$ 54,308.42	Base Prep.
3	Hot Mix Asphalt	3707.1	tonne	\$ 113.00	\$ 418,901.77	\$ 1,484.92	Gravel	1920.545	tonne	\$ 113.00	\$ 217,021.55	\$ 4,971.26	Gravel
4	Driveway Tie-ins	13	units	\$ 781.00	\$ 10,153.00	\$ 1,174.70	Trucking	0	units	\$ 781.00	\$ -	\$ 3,932.68	Trucking
5	Roadway Tie-ins	8	units	\$ 2,290.00	\$ 18,320.00	\$ -		0	units	\$ 2,290.00	\$ -	\$ -	
6	Base Work Confirmation	0.77	L.S.	\$ 3,050.00	\$ 2,348.50	\$ -		0.23	L.S.	\$ 3,050.00	\$ 701.50	\$ -	
					\$ 1,943.52		Engineering				\$ 6,506.58		Engineering
<b>Total Schedule B</b>				<b>\$ 498,918.24</b>	<b>\$ 23,056.14</b>		<b>\$ 521,974.38</b>			<b>\$ 233,415.25</b>	<b>\$ 77,187.94</b>		<b>\$ 310,603.19</b>

Percentage	Total
County 25%	\$ 130,493.60
Silver Sands 75%	\$ 391,480.79
100%	\$ 521,974.38

Percentage	Total	Total
County 50%	\$ 155,301.60	\$ 285,795.19
Silver Sands 50%	\$ 155,301.60	\$ 546,782.38
100%	\$ 310,603.19	\$ 832,577.57

0.65873  
0.73383

0.34127  
0.26617

\$ 8,450.10 chk

\$ 832,577.57 Check

5627.6

25

Distribution: 2018 JOURNAL ENTRIES

, 000 00,00

Account	Description	Amount	Total
PROJ-6	LSA COUNTY BASE & PAVE RR52	130,396.52	130,396.52
PROJ-6	LSA COUNTY BASE & PAVE RR52	322,397.81	452,794.33
L270	LAC STE. ANNE COUNTY	452,794.33-	0.00

pd to LSA County

March 5-2019

chg # 270

ab



**Re: Removal of storage on Crown Land**

Kristin Stevenson [REDACTED]

Mon 1/16/2023 7:53 PM

To: Summer Village Office <administration@wildwillowenterprises.com>

Thanks so much for getting back to me Heather, I would love to join a meeting virtually to discuss this and hear councils thoughts! Feb 24<sup>th</sup> works just fine for me. As for my concerns, here are the Coles notes:

- We purchased a lot next to reserve land knowing we wouldn't have neighbors and would privacy on the one side. The individuals using the land, running their quad back and forth, whipper snipping and clearing the trail are removing some of that privacy on land they do not own.
  - Reserve land is there to preserve the trees and vegetation, while also allowing runoff paths to the water. Any path on reserve land is supposed to be a small walking path down to the water. However, they have cleared a big patch of land, so they can store their boat lift, dock and other belongings year round and a wider path to get their quads down. Allowing them to continue to store their lift and dock on this land during the winter means they are going to continue to clear the land to make it all fit.
- The individuals are not paying taxes for the land yet they get to use it for their personal storage at no extra cost.

From my understanding, the bylaw / policy put in place in April aligned with these points. The signs Silversands installed clearly state that personal items should not be stored on reserve land would be tagged for removal / individuals would be fined. The email below still doesn't give me the clarity I was hoping for on council's position around the storage of docks and hoists (personal property) in the reserve land. The previous email mentioned cleaning up the reserve land but also discussed permits for docks and hoists which confused me.

Thanks for your time and continuing to look into this matter, please send me the zoom information for the meeting so I am able to attend.

Cheers,  
Kristin

---

**From:** Summer Village Office <administration@wildwillowenterprises.com>  
**Date:** Monday, January 16, 2023, 7:53 PM  
**To:** Kristin Stevenson <kristin@...>  
**Subject:** Re: Removal of storage on Crown Land

Hello Kristin, your email was discussed at the Council meeting held on Friday, January 13th. Council directed Public Works to inspect the area you are addressing and provide Council with some feedback. Council also requested we invite you to a future meeting to further discuss your concerns. Would this interest you to attend and would you be available the morning of February 24<sup>th</sup> or March 31<sup>st</sup>? Our meetings are held both in person and via Zoom.

Please advise, thank you.

**Heather Luhtala,**  
**Administration**  
 Summer Village of Silver Sands - [www.summervillageofsilversands.com](http://www.summervillageofsilversands.com)  
 Summer Village of South View - [www.summervillageofsouthview.com](http://www.summervillageofsouthview.com)

Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)  
 Phone: 587-873-5765  
 Fax: 780-967-0431

---

**From:** Kristin Stevenson <kristin@...>  
**Sent:** Tuesday, January 10, 2023 7:24 PM  
**To:** Summer Village Office <administration@wildwillowenterprises.com>  
**Cc:** lizturnbull@telusmail.net <lizturnbull@telusmail.net>; berniepoulin@icloud.com <berniepoulin@icloud.com>; SolSeeker@outlook.com <SolSeeker@outlook.com>; graemehorne@mail.com <graemehorne@mail.com>  
**Subject:** Re: Removal of storage on Crown Land

Hello Heather,

So sorry, I went back and I didn't see the email but we had been having issues around that time, so I am assuming it may have gone to junk (also why I was checking to make sure you got my email).

I don't think I fully understand the message below, are you saying you will eventually be removing the hoists and docks after winter, or you will be leaving it and asking them to get a permit to store them for winter? Meaning the September policy is overriding the April bylaw and all the signs that were put up around storage?

Sorry again for missing the message and I look forward to your clarification to the above questions.

Thanks,  
**Kristin Stevenson**




---

**From:** Summer Village Office <administration@wildwillowenterprises.com>  
**Date:** Tuesday, January 10, 2023, 7:24 PM  
**To:** Kristin Stevenson <kristin@...>  
**Cc:** lizturnbull@telusmail.net <lizturnbull@telusmail.net>; berniepoulin@icloud.com <berniepoulin@icloud.com>; SolSeeker@outlook.com <SolSeeker@outlook.com>; graemehorne@mail.com <graemehorne@mail.com>  
**Subject:** Fw: Removal of storage on Crown Land

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Kristin, please see email below that was sent November 7, 2022.

Thank you,

**Heather Luhtala,  
Administration**

Summer Village of Silver Sands - [www.summervillageofsiversands.com](http://www.summervillageofsiversands.com)  
Summer Village of South View - [www.summervillageofsouthview.com](http://www.summervillageofsouthview.com)

Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)  
Phone: 587-873-5765  
Fax: 780-967-0431

---

**From:** Summer Village Office <[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>  
**Sent:** Monday, November 7, 2022 1:50 PM  
**To:** Kristin Stevenson <[REDACTED]>  
**Subject:** Re: Removal of

Hello Kristin, thank you for your email.

By way of an update to this ongoing matter with the Summer Village's reserve areas, we can advise that substantial enforcement and cleanup of these areas commenced this summer with many items being removed. With this enforcement going on, Council received a handful of requests from residents to allow for the continued storage of boat hoists & pier sections. Council approved a policy at their September 2022 Council meeting to permit this type of storage on the Municipal Reserve lands over the winter months. As this policy just came into place, we are now working on educating the residents and working with the owners of these items on getting proper approvals in place. We ask for your patience and understanding as we move forward in implementing the direction as given by Summer Village Council.

Thank you,

**Heather Luhtala,  
Administration**

Summer Village of Silver Sands - [www.summervillageofsiversands.com](http://www.summervillageofsiversands.com)  
Summer Village of South View - [www.summervillageofsouthview.com](http://www.summervillageofsouthview.com)

Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)  
Phone: 587-873-5765  
Fax: 780-967-0431

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**From:** Kristin Stevenson  
**Sent:** Saturday, October 29, 2022 12:38 PM  
**To:** Summer Village Office <[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>  
**Subject:** Removal of storage on Crown Land

Hello,

I live at 13 conifer crescent on lake isle and have emailed in the past about the people storing things on the crown land. It seems that they are storing their dock and boat lift again on the crown land beside our place. Please let us know when this will be removed based on our last emails and all signs notifying them there is no storage on crown land.

28





29



## Re: Public Works To Do from January Meeting

sspublicworks wildwillowenterprises.com <sspublicworks@wildwillowenterprises.com>

Sun 1/22/2023 11:12 AM

To: Summer Village Office <administration@wildwillowenterprises.com>

Cc: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

📎 2 attachments (7 MB)

20230120\_124256.jpg; 20230120\_124336.jpg;

Hi Heather

I went down and looked at the reserve area, there is a 10ftx10ft boat lift and a 6.5ftx21ft dock being stored there, they are not blocking the trail and are placed in about the only spot they would fit, they are both quite large, I will attach some pictures.

Dustin

Get [Outlook for Android](#)

---

**From:** Summer Village Office <administration@wildwillowenterprises.com>

**Sent:** Friday, January 20, 2023 10:41:08 AM

**To:** sspublicworks wildwillowenterprises.com <sspublicworks@wildwillowenterprises.com>

**Cc:** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

**Subject:** Public Works To Do from January Meeting

Dustin, just a reminder on the motion made below at the last Council meeting. The resident who emailed will be coming to the next meeting. If you could provide me with some feedback after your inspection that we can have ready for next Council meeting.

**MOVED** by Councillor Horne that further to the emails from the resident respecting the storage of items on the municipal reserve area between Aspen and Conifer, this matter be brought back to a future Council meeting to provide time for the Public Works Supervisor to do an inspection of the area and provide his feedback, AND THAT administration be directed to invite the resident to a future Council meeting to discuss with Council.

**CARRIED**

Thank you,

**Heather Luhtala,**  
**Administration**

Summer Village of Silver Sands - [www.summervillageofsilversands.com](http://www.summervillageofsilversands.com)

Summer Village of South View - [www.summervillageofsouthview.com](http://www.summervillageofsouthview.com)

Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

Phone: 587-873-5765

Fax: 780-967-0431

30

Re: Public Works To Do from January Meeting – Between Aspen & Conifer MR

☐

SW

sspublicworks wildwillowenterprises.com

To:

Cc:

• Summer Village Office

• wendy wildwillowenterprises.com  
Sun 1/22/2023 11:12 AM



2 attachments (7 MB) Download all  
HI Heather

I went down and looked at the reserve area, there is a 10ftx10ft boat lift and a 6.5ftx21ft dock being stored there, they are not blocking the trail and are placed in about the only spot they would fit, they are both quite large, I will attach some pictures.

Dustin

31

## Celebrate and Declare Seniors' Week 2023!

Seniors Information <Seniorsinformation@gov.ab.ca>

Mon 2/13/2023 10:08 AM

To: Seniors Information <Seniorsinformation@gov.ab.ca>

📎 1 attachments (165 KB)

2023 Seniors' Week Community Declaration.pdf;

For 37 years, the Government of Alberta has celebrated the first week of June to honour and recognize seniors for their many contributions to Alberta. This year, Seniors' Week is from June 5 – 11. If you are planning an event in your community on June 5, you are encouraged to submit an Expression of Interest by **February 28, 2023**, to help officially kick-off the celebrations. The community with the selected expression of interest will receive a \$5,000 grant to co-host the provincial launch event of Seniors' Week 2023.. Please visit <https://www.alberta.ca/seniors-week.aspx> for more information.

As well, all municipalities, First Nations communities and Metis Settlements are invited to officially declare Seniors' Week. Attached is a Community Declaration to show your support and to generate greater awareness of the importance of seniors in Alberta. If your community officially declares Seniors' Week, please send a notification to [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) by **June 1, 2023**, so your participation can be acknowledged on <https://www.alberta.ca/seniors-week.aspx>.

Your community or organization is encouraged to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit <https://www.alberta.ca/seniors-week.aspx> or email at [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca) if you have any questions.

Best regards,  
Seniors, Community and Social Services

The logo for the Government of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small red and blue square to the right.

Classification: Protected A

32





# DECLARATION

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In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 5 – 11, 2023 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in black ink, appearing to read "Jeremy Nixon".

The Honourable Jeremy Nixon; Minister of Seniors, Community and Social Services

33

Hello All,

Please be advised that the annual requirement for all participating municipalities to appoint the ARB officials for 2023 is now due.  
(As per MGA section 454)

All municipalities are required to appoint by resolutions the following as your ARB officials for 2023.

ARB Chairman - Raymond Ralph

Certified ARB Clerk - Gerryl Amorin

Certified Panelists - Darlene Chartrand  
Tina Groszko  
Stewart Hennig  
Richard Knowles  
Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.  
(I apologize if you have already received this information)

**Gerryl Amorin, CPA | Manager, Finance Officer**

Capital Region Assessment Services Commission (CRASC)  
11810 Kingsway Avenue  
Edm AB T5G 0X5  
Direct: 780 297 8185



Wendy, here is the sample motion:

...that as per the agreement with Capital Region Assessment Services Commission (CRASC) for the provision of Assessment Review Board (ARB) services the following be appointed for the 2023 year: ARB Chairman Raymond Ralph, Certified ARB Clerk Gerryl Amorin, Certified Panelists: Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, Raymond Ralph.

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## Silver Sands

March Council Meeting - March 31st

September Council Meeting - September 29th

### EVENTS

#### Featured Events

##### MAR 29 - 30 · IN-PERSON

President's Summit on the Future of Municipal Government

OVERVIEW AGENDA \*Please note, agenda is subject to change at any time As the main finding of the Future of Municipal Government project to date is that...



##### MAR 30 - 31 · HYBRID

2023 Spring Municipal Leaders' Caucus

OVERVIEW AGENDA \*Please note, agenda is subject to change at any time Join us for the 2023 Spring Municipal Leaders' Caucus (MLC) taking place at the West...



##### SEP 27 - 29 · IN-PERSON

2023 Convention & Trade Show

Save the date! Our annual Convention and Trade Show will take place in Edmonton at the Edmonton Convention Centre in 2023.



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# CONNECTING & SHARING

[UPCOMING EVENTS](#) [PAST EVENTS](#)

## Upcoming Events

FEB 23 · VIRTUAL

**FOMG: Local Governance In Alberta**

MAR 29 - 30 · IN-PERSON

**President's Summit on the Future of Municipal Government**

MAR 30 - 31 · HYBRID

**2023 Spring Municipal Leaders' Caucus**

SEP 27 - 29 · IN-PERSON

**2023 Convention & Trade Show**

SEP 25 - 27 · IN-PERSON

**2024 Convention & Trade Show**

## STAY UP TO DATE!

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[Events](#)

[Not-for-profits](#)



Alberta Municipalities respectfully acknowledges that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

36



# Summer Village of Silver Sands Administrative Policy

Number	Title			
A-FIRE-HON-1	Volunteer Firefighter Honorarium			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Effective Date:		Effective Date:	

## Purpose

To ensure Silver Sands residents volunteering their time for volunteer firefighter training/services with Onoway Regional Fire Services receive compensation for their time.

## Policy Statement

Silver Sands residents actively participating in volunteer firefighter training/services with Onoway Regional Fire Services shall be provided with an honorarium as compensation for their time.

## Standards

1. The honorarium is intended to compensate those Silver Sands residents who actively participate in volunteer firefighter training/services with Onoway Regional Fire Services as it is a benefit to the whole of the Summer Village.
2. The honorarium is not intended to match or replace employment or professional rates that a firefighter may expect in their job or profession.
3. The Honorarium amount may be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Summer Village Council.
4. The Honorarium amounts shall be reviewed annually and set as per the approved annual budget.
5. The Honorarium shall become a credit towards taxes due upon confirmation from the Fire Service provider that the resident(s) are members in good standing.
6. The Summer Village has the discretion to limit participation and/or the Honorarium amount should multiple residents become members.

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# Summer Village of Silver Sands Administrative Policy

## Schedule "A"

### Honorariums

1. Monthly Tax Credit Honorarium per Active Participant

\$100.00 or \$200.00 ??

DRAFT

35



**July council meet date.**

Rick Wagner <rwagner@rwcommunications.ca>

Mon 2/6/2023 3:25 PM

To: Summer Village Office <administration@wildwillowenterprises.com>

Cc: Shirley Munro [REDACTED]; Kelly Martens [REDACTED]

Heather

As per our telephone conversation today.

Fallis hall has been chosen for parkland county summer camp from July 24-28.

Sorry for the inconvenience for you council.

Let me know what alternative date for Silversands council meeting.

Regards

Rick Wagner

Sent from my iPhone

39

### 3 Poppy Place Lots

February 2023

Address: 6 Poppy Place

Assessed Value for 2023 Taxes: \$38,100

Taxes Owing on Property: [REDACTED]

Address: 7 Poppy Place

Assessed Value for 2023 Taxes: \$38,100

Taxes Owing on Property: [REDACTED]

Address: 14 Poppy Place

Assessed Value for 2023 Taxes: \$36,800

Taxes Owing on Property: [REDACTED]

#### Recent Comparables:

16 Hazel – Assessed Value of \$45,500 – Sold for \$76,000 (vacant Lot)

18 Poplar – Assessed Value of \$33,100 – Sold for \$58,000 (has 2 out-house sized structures on the land)

40



## *Summer Village of Silver Sands*

### **NOTICE OF SALE BY TENDER** **Lots within the Poppy Place Subdivision**

The Summer Village of Silver Sands ("the Summer Village") is offering for sale, by sealed tender, the following Lots:

1. Tax Roll 1365 – 6 Poppy Place – Lot 6, Block 6, Plan 074 0530 ("Lot 6")
  - Lot size - 0.07524 hectares (18.40 m x 40.89 m)
  - Status - Vacant
  - Zoning – Residential
  - Reserve Bid - \$????????? (GST, if applicable, is additional)
  
2. Tax Roll 1367 – 7 Poppy Place – Lot 7, Block 6, Plan 074 0530 ("Lot 7")
  - Lot size - 0.07524 hectares (18.40 m x 40.89 m)
  - Status - Vacant
  - Zoning – Residential
  - Reserve Bid - \$????????? (GST, if applicable, is additional)
  
3. Tax Roll 1373 – 14 Poppy Place – Lot 14, Block 6, Plan 074 0530 ("Lot 14")
  - Lot size - 0.066 hectares (irregular)
  - Status - Vacant
  - Zoning – Residential
  - Reserve Bid - \$????????? (GST, if applicable, is additional)

#### Mandatory Terms of Sale.

1. Applicable to all Lots:
  - a. The Completion Date (the date on which the Buyer must have paid the full purchase price, subject to normal adjustments such as property taxes, and on which the Summer Village will have transferred title to the Buyer) is to be 30 days after acceptance of the offer by the Summer Village.
  - b. Each Lot is sold "as is, where is" and the Summer Village makes no representations or warranties concerning the property and its condition whatsoever.
  - c. Goods and Services Tax. GST, if any, shall be the responsibility of the Buyer, and is additional to the purchase price.

Making the Tender Submission.

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1. Your tender submission must:
  - a. Specify the purchase price that you propose;
  - b. Include a deposit of 10% of the purchase price, to be in the form of certified cheque, bank draft or money order, with the balance due within 7 business days of acceptance of offer. (The deposit is refundable in the event that the tender submission is not accepted by the Summer Village. It is not-refundable if the tender submission is accepted by the Summer Village, unless the Summer Village fails to complete the sale on the terms of the tender offer);
  - c. Include the detailed development proposal for the property you wish to purchase;
  - d. Include the full name, address, telephone number, fax number (if applicable) and email address of the Buyer; and
  - e. Include any other proposed conditions or terms for the sale.

**4. Sealed tenders will be accepted until 12:00 Noon Mountain Daylight Savings Time on Tuesday, April 18<sup>th</sup>, 2023 (the "Tender Closing Date").**

5. Your sealed tender submission is to be delivered by hand to the Summer Village office, or mailed to the following address:

Summer Village of Silver Sands

Drop off: 2317 Township Road 545,  
Lac Ste. Anne County, Alberta  
T0E 1V0

Mail: Box 8, Alberta Beach, AB T0E 0A0

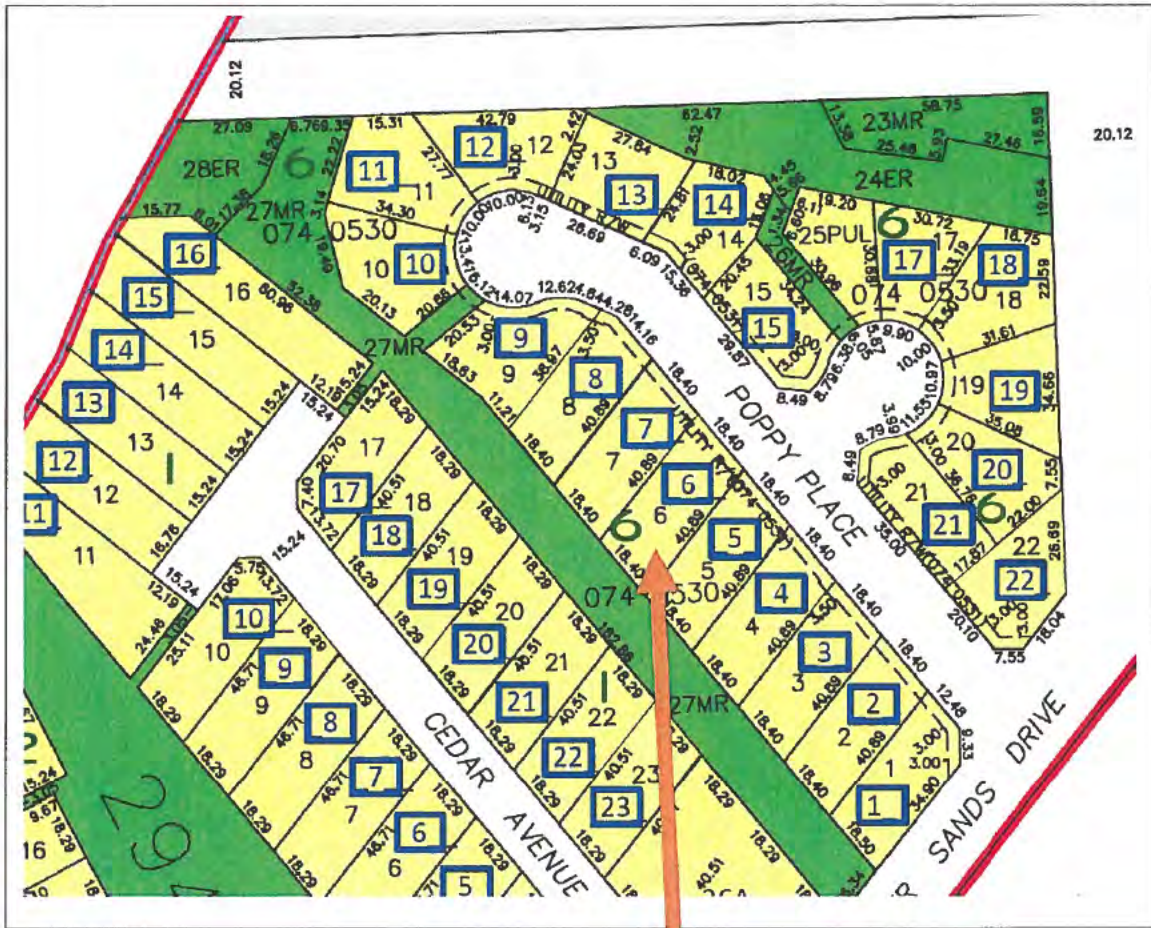
Marked: Lot for Sale – Summer Village of Silver Sands

Consideration of Tenders

1. All tender submissions will be examined on a date and time after the Tender Closing Date selected by the Summer Village's Chief Administrative Officer.
2. The Summer Village may accept or reject any tender made, in its discretion. The Summer Village may decide to reject all tenders made, including tenders that fully comply with all of the conditions of sale and the tender submission requirements. The Summer Village may decide, in its discretion, to waive or not to waive, technical non-compliance with any tender submission requirements in respect of any tender made.
3. If applicable, Terms of Sale must also be approved by the caveator, Canada Revenue Agency.
4. If the Summer Village accepts a tender submission, an agreement of purchase and sale, and (if necessary) a Development Agreement, will be signed by the Summer Village and the Buyer to fully document the terms of the sale, such terms to be consistent with the stated tender requirements.

If you have any questions on this tender process please contact Chief Administrative Officer, Wendy Wildman, at 780-967-0271. If you have any questions with respect to the zoning, permitted uses or restrictions for future development of this lot, please contact Development Officer, Tony Sonnleitner at 780-718-5479.

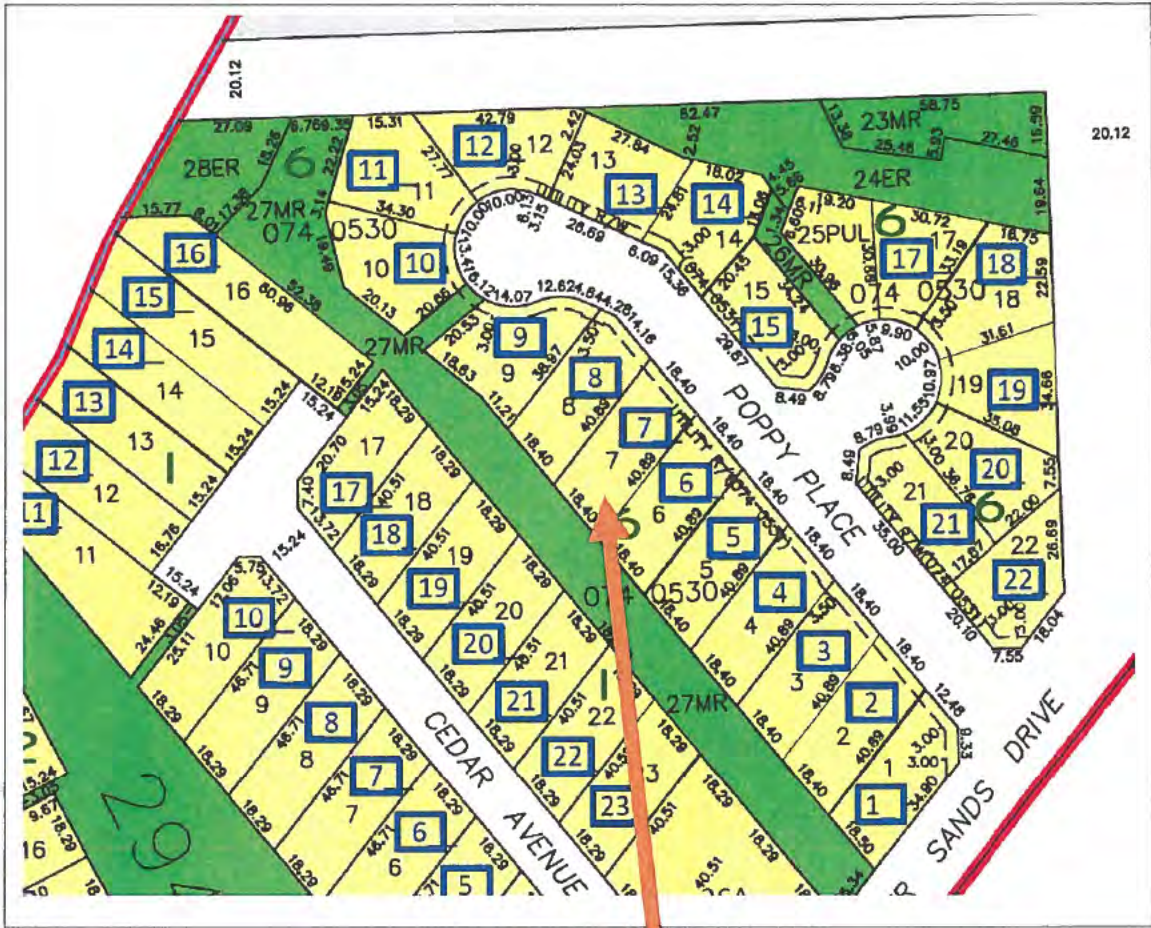
42



Lot "6"

43

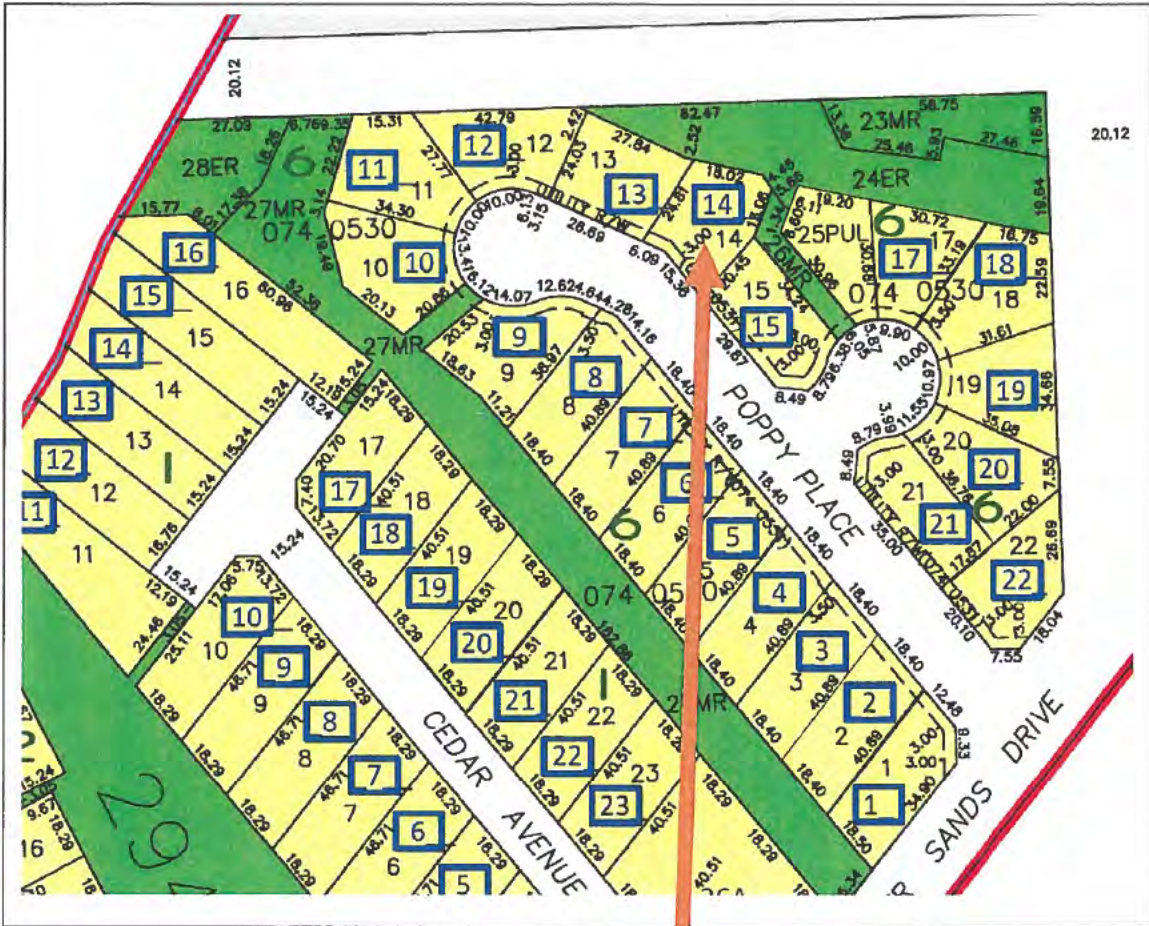




Lot "7"

44





Lot "14"

45



**SUMMER VILLAGE  
OF  
SILVER SANDS**

DAVID B. HOSCHKE A/E/C II  
2019  
SCALE: 1:2000



- NOTES:**
1. LOTS 10 THROUGH 120 ARE (SHOWN) UNAPPORTIONED. UNAPPORTIONED MEANS NOT APPLICABLE TO THIS PLAN.
  2. ALL DISTANCES ARE IN METERS AND DECIMAL METERS.
  3. ALL LOTS ARE BOUNDARY FROM ADJACENT LOTS - THE EXACT BOUNDARY OF THIS PROJECT IS SHOWN BY THE DOTTED LINE.
  4. ADDRESSING ADDRESSING SHOWN IN BLUE.
  5. BOUNDARY ADJUSTMENT SHOWN IN RED.

- LAND USE LEGEND:**
- RESIDENTIAL DISTRICT
  - PARK DISTRICT
  - DIRECT CONTROL DISTRICT
  - URBAN RESERVE DISTRICT

ISLE LAKE

SE10 54-5-5

LOT 1  
1

LOT 2  
1

112 5692

LOT 3  
1

NW2

SW2

LOT 1  
002 0821

LOT 1  
1

182 0224

SW2 54-5-5

NE3 54-5-5

[162 2047]

NW3 54-5-5

SW3 54-5-5

[162 2047]  
**SUMMER VILLAGE OF  
SILVER SANDS**

SE3 54-5-5

SE4 54-5-5

SW4 54-5-5

SW3 54-5-5

LOT 1  
1  
112 2158

NW34 53-5-5

NW34

NE34 53-5-5

**Poppy Place**

NE33 53-5-5

NW33 53-5-5

46



## SV Silver Sands Emergency Mgmt Update

Dennis Woolsey <dww0421@gmail.com>

Wed 2/15/2023 2:29 PM

To: Joseph B Poulin <berniepoulin@icloud.com>; Liz Turnbull <lizturnbull@telusmail.net>; Graeme Horne <graemehorne@mail.com>

Cc: Summer Village Office <administration@wildwillowenterprises.com>; wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Rick Wagner <rwagner@rwcommunications.ca>

📎 6 attachments (120 KB)

SVSS - Shelter in Place.docx; ATT00001.htm; SVSS - STATE OF LOCAL EMERGENCY.docx; ATT00002.htm; SVREMP BLOCK CAPTAIN MEETING FEBRUARY 1 2023 .docx; ATT00003.htm;

Council:

This email is intended as an update of what has taken place on the Emergency Management (EM) front since the start of the year.

**January 18** was the most recent meeting of the SVEMP agency group. Highlights are as follows:

1. John Swist gave an AEMA update on the AIMS document which is the standardized EM system used by the province.
2. Block Captain - a committee has been set up to develop a standard for all 11 summer villages to use in creating a Block Captain system for each SV.
3. Training Update - status report on all training levels for each SV - DEMS/DDEMS etc. We are fine as we have met the legislative requirements. The SVEMP is still searching for volunteers for various positions to meet and fill all the positions within the SVEMP emergency plan.
4. Document Submissions - a couple of new requirements were identified beyond the submissions we have previously made such as our Evacuation Plan and acknowledgement of New Bylaws. The new ones included Shelter in Place plan and updated SOLE agreement. Draft copies for our SV are attached. I will speak to these later in my email.
5. Collaboration update - various steps are being taken to strengthen our relationships with our Mutual Aid partners and our first responders. Over the next few months specific dates will be provided regarding meetings and exercises in this regard. Janice and Marilyn are doing a great job in making things happen with enhancing everyone's understanding with who is working together within our region.
6. Emergency Management Preparedness Week is the first week in May. I will speak further on this in upcoming weeks to make sure we have some actions for this special week such as talking about 72 hour kits and other such initiatives.
7. Next Agency meeting Wednesday March 22.

**February 1** was a meeting of the Block Captain committee of which I am a member. A copy of our meeting minutes are attached. In essence we began to develop a common framework for us all to follow and to use in growing our respective Block Captain regimes. I will work over the next couple of months with Rick to provide Council with a more specific plan for their approval.

The Shelter in Place and SOLE documents below are generic to all of our 11 summer villages. Many of the actions, statements and processes are replicated in the Evacuation and ESS Plans that council has previously approved. What these do a little differently is speak in more detail about what will take

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place and what steps are taken when a "Shelter in Place" and a SOLE decision is to be made. I will meet with Council in the upcoming months to have them endorse these documents for our municipality.

If you have any questions on the above or the attached materials please give me a call [REDACTED] cell.

Dennis

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## Summer Village of Silver Sands

### STATE OF LOCAL EMERGENCY

A State Of Local Emergency or "SOLE" is a declaration made under the Emergency Management Act (2018) by a local authority that grants special powers to the local authority in order to adequately address the emergency. According to Section 21 of the Emergency Management Act (2018), a local authority can declare a State of Local Emergency at any time when there is or may be an emergency in the community, provided that the local authority believes that a significant emergency exists that poses a serious threat to people or property within the Community.

REASONS TO DECLARE A SOLE: Note: local authority will provide compensation for any property that is used, takes or demolishes.

- Does a serious emergency exist that requires unusual powers or resources from the local authority in order to address the emergency that is deemed large enough to constitute a disaster?
- Does the Municipality need to acquire or use personal property?
- Does the Municipality need to control or prohibit travel to/from/within the community?
- Does the Municipality need to evacuate people or livestock?
- Does the Municipality need to enter any buildings or land without a warrant?
- Does the Municipality need to demolish or remove trees, crops or structures?
- Does the Municipality need to ensure fixed pricing?
- Does the Municipality need to conscript people to work/assist?(if they do not do so willingly)

A SOLE IS NOT REQUIRED FOR THE FOLLOWING PURPOSES:

- SOLE is not required to activate your Incident Command Center
- SOLE is not required for a local authority or resident to be eligible for financial assistance through the Disaster Recovery Program (DRP)

HOW LONG IS A SOLE EFFECT:

- Until lifted/removed (terminated) by the local authority
- A maximum of seven (7) days
- In the event of a PANDEMIC SOLE, remains in effect for 28 days

WHO HAS THE AUTHORITY TO DECLARE A SOLE:

(As mandated by Bylaw #213-2019 item 11)

LOCAL SUMMER VILLAGE:

Each Summer Village has the power to declare, terminate or renew a State Of Local Emergency under the act for their individual Summer Village by elected Mayor or in their absence by two Council members. If the local Council members are not available in an emergency situation, this power is

delegated to the Ste Anne Summer Villages Regional Emergency Advisory Committee.

The Ste Anne Summer Villages Regional Emergency Advisory Committee (minimum two (2) representatives) may, at any time when it is satisfied that an emergency exists or may exist, by resolution make a declaration of a State of Local Emergency within the geographic boundaries of one or more of the partners. In all declarations, the Local and/or Regional Director of Emergency Management should be involved in the decision process (time permitting).

**MULTIPLE SUMMER VILLAGE COMMUNITIES INVOLVED:**

In the event of an emergency incident that affects more than one Summer Village a SOLE may be declared by the Ste Anne Summer Villages Regional Emergency Advisory Committee.

The Ste Anne Summer Villages Regional Emergency Advisory Committee (minimum two (2) representatives) may, at any time when it is satisfied that an emergency exists or may exist, by resolution make a declaration of a State of Local Emergency within the geographic boundaries of one or more of the partners. In all declarations, the Local and/or Regional Director of Emergency Management should be involved in the decision process (time permitting).

**MULTIPLE:** Any two (2) members of the Lac Ste Anne Summer Villages Regional Emergency Advisory Committee (upon consulting with Local and Regional DEM's)

In the event that a Summer Villages Local Council members are not available in an emergency situation, this power is delegated to the Ste Anne Summer Villages Regional Emergency Advisory Committee.

**HOW TO DECLARE A STATE OF LOCAL AUTHORITY:**

Usually recommended by the Local or Regional Director of Emergency Management, Emergency Advisory Committee or other emergency personnel who believe that a serious emergency incident exists. This incident requires unusual power(s) or resources from the community to manage the emergency incident.

DEM/R-DEM completes a Declaration of State of Local Emergency document (NOTE: must ensure that the declaration identifies the nature of the emergency and the area that the emergency exists in)

Present form to be reviewed and signed by the authorized parties  
E-mail completed/signed document to:

Authorized AEMA Field Officers [john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)

FAX: 780-422-1549

Make Alberta Emergency Alert public announcement of the Declaration, completed by the Information Officer and approved by the Local or Regional DEM

Submit Alberta Emergency Alert form as follows:





>If Alberta Emergency Alert Training is completed, email the Completed forms to: [alberta.emergency.alert@gov.ca](mailto:alberta.emergency.alert@gov.ca)

>If NO training has been completed - email completed, signed form to AEMA Field Officers

Send out declaration on any social media sites that are available to the Summer Village

Allnet \_\_\_\_\_

Facebook \_\_\_\_\_

Website \_\_\_\_\_

DEM/R-DEM communicates to Command Staff of incident and potential to escalation/activation.

**HOW TO RESCIND A STATE OF EMERGENCY MANAGEMENT:**

A Termination of Declaration of State of Local Emergency is completed by the Local DEM/R-DEM or Information Officer Present to authorized person(s) to review and sign.

E-mail completed/signed document to:

Authorized AEMA Field Officers [john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)

FAX: 780-422-1549

Make Alberta Emergency Alert public announcement of the Termination of Declaration, completed by the Information Officer and approved by the Local or Regional DEM

Submit Alberta Emergency Alert form as follows:

- If Alberta Emergency Alert Training is completed, email the Completed forms to:

[alberta.emergency.alert@gov.ca](mailto:alberta.emergency.alert@gov.ca)

- If NO training has been completed email completed, signed form to AEMA Field Officers

Send out Declaration of Termination on any social media sites that are available to the Summer Village

Allnet \_\_\_\_\_

Facebook \_\_\_\_\_

Website \_\_\_\_\_

DEM/R-DEM communicates to Command Staff of incident

NOTE: A State of Local Emergency will automatically terminate after 7 days has lapsed (with the exception of a SOLE declared due to a Pandemic event - this will expire automatically after 28 days has elapsed)

**DECLARATION OF STATE OF LOCAL EMERGENCY**

WHEREAS an emergency exists in the Summer Village of:

Due to: \_\_\_\_\_

\_\_\_\_\_

Therefore, the Council declares that a state of local emergency exists

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in the \_\_\_\_\_  
TIME: \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
Signature Signature

\_\_\_\_\_  
Name Printed Name Printed

\_\_\_\_\_  
Title Title

FAX TO: Alberta Emergency Management Agency 780-422-1549

TERMINATION OF DECLARATION  
OF STATE OF LOCAL EMERGENCY

WHEREAS an emergency existed in the Summer Village of:

\_\_\_\_\_  
Due to \_\_\_\_\_

\_\_\_\_\_  
The Local Authority, satisfied that an emergency no longer exists,  
does hereby terminate the Declaration of a State of Local Emergency  
effective immediately.

TIME: \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
Signature Signature

\_\_\_\_\_  
Name Printed Name Printed

\_\_\_\_\_  
Title Title

FAX TO: Alberta Emergency Management Agency 780-422-1549

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## Summer Village of Silver Sands

### SHELTER IN PLACE

#### OVERVIEW:

A Shelter in Place is declared by the Director of Emergency Management (DEM) or the Regional Director of Emergency Management (R-DEM) when the safety of residents is in imminent danger and it is not safe or deemed necessary to evacuate residents. Examples are: Chemical leaks or an active shooter in the area.

#### DECISION TREE:

The Local SV DEM or Regional DEM will assess the situation based on information from first responders, partners that are subject matter experts, or the Site Incident Commander. (Usually event will be a level 3)

The attached decision tree is used to assist in the assessment of requirements for a Shelter in Place to be declared.

If an incident has occurred and assessed as NOT requiring a Shelter in Place at this time, it must be monitored by the DEM/R-DEM every fifteen (15) minutes to reassess if the situation has changed/escalated causing potential serious risk to public safety

If it is determined by the Local SV Dem or Regional DEM that there is a serious risk to public safety and a Shelter in Place will provide adequate protection to residents (uncontrolled substance release, natural disaster or extreme weather) a Shelter In Place will be declared.

The DEM or Information Officer will complete the documentation for a Shelter in Place declaration (DEM or R-DEM declaring signs completed document) and submit messaging to:

Alberta Emergency Alert [alberta.emergency.alert@gov.ab.ca](mailto:alberta.emergency.alert@gov.ab.ca)

AEMA Field Officers [john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)

The DEM or Information Officer will advise residents of declaration and what precautions need to take place depending on the type of emergency.

Allnet \_\_\_\_\_

Facebook \_\_\_\_\_

Website \_\_\_\_\_

DEM/R-DEM communicates to Command Staff of event and potential for escalation

The DEM/R-DEM will reassess every 15 minutes to see if situation changes and if the Shelter in Place still is required and if so will it provide adequate protection or has the situation escalated and residents can be safely evacuated. (NOTE: for chemical/substance release it has six (6) hours elapsed since release OR an air quality clearance has been declared). This process to continue until all clear is declared

If the situation escalates, assess if the residents can be safely evacuated. If yes, for both items declare a State of Local Emergency and begin a supervised evacuation process.

The Shelter in Place declaration will remain in place until the all clear is given by the DEM or R-DEM based on information received from first responders,

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partners, Subject Matter Experts.

DEM or the Information Officer will communicate rescind of order:

Alberta Emergency Alert [alberta.emergency.alert@gov.ca](mailto:alberta.emergency.alert@gov.ca)

AEMA Field Officers [john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)

The DEM or Information Officer will advise residents of the declaration being rescinded and what actions may need to take place.

Allnet \_\_\_\_\_

Facebook \_\_\_\_\_

Website \_\_\_\_\_

DEM/R-DEM communicates to Command Staff of event status.

A Shelter In Place Order has been issued for the Summer Village of \_\_\_\_\_ due to \_\_\_\_\_

For personal safety, anyone within the area should see immediate shelter in place protection.

A Shelter In Place may mean:

Immediately bring everyone, including pets, inside

KEEP PHONE ACCESS FREE

Close all windows, curtains, doors and vents

Turn off Furnace, air conditioners and exhaust fans

DO NOT use indoor wood fires, clothes dryers, gas fireplaces or gas stoves.

Go into an interior room with no windows, if at all possible

Take your emergency supply kit with you unless you have reason to believe it has been contaminated

Seal a room with duct tape and plastic sheets

Prepare for a possible evacuation

Notify absent household member(s) to stay away from area until notified safe to return

UNLESS ADVISED BY AUTHORITIES - DO NOT EVACUATE OR TRAVEL

Access your community's social media website, Allnet, Alberta Emergency Alert Notification, radio or television for updates.

You will be advised when the emergency has ended and it is safe to leave your home.

DECLARED BY \_\_\_\_\_

DATE: \_\_\_\_\_

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# SVREMP BLOCK CAPTAIN MEETING

## MEETING MINUTES

**LOCATION:** VIRTUAL MEETING  
**DATE:** WEDNESDAY, FEBRUARY 1, 2023 7:00 PM  
**ATTENDEES:** JANICE CHRISTIANSEN; DENNIS WOOLSEY; WENDY HENDERSON; GREG KING; MARLENE WALSH  
**REGRETS:** BRIAN BRADY

### I. CALL TO ORDER

Janice thanked everyone for attending.

### II. NEW BUSINESS

Janice provided an overview of the program that has been implemented in St. Albert – the Neighborhood Connector

- People are already doing it - knowing neighbors; let's get some formality
- Have a Welcome Package for each Connector.
- Consider Roles to share with Block Captains
- Introductions; Contact Lists; Social Gatherings; Invite Connection

Janice also shared information on the [CERT Training](#)

#### FOCUS ON

- Before
- During
- After

Janice emphasized the importance of working collaboratively as a partnership  
We are One Group – and the Vision, Mission and Goals need to take a  
Holistic approach and be inclusive for all 11 municipalities.

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Marlene provided an overview of the Block Volunteer Corner information that was previously shared at the Agency and Advisory Committee Meetings.

During discussions with Emergency Responders, including North West Fire , the Community Police Officer, SV of Val Quentin Council, and the Sunset Point Christian Bible Camp, there is support for the Block Captain Program to proceed.

Before presenting the Roles and Responsibilities document, Dennis encouraged the sub-committee to give some thought to

### **What Do We Want to Accomplish Today**

- Building Together – working together to achieve common outcomes.
- Understanding of what a Block Captain Program will look like
- How to support each other
- Metrics: Measurement Tools - To measure the success and the opportunities
- What can we do to make the program sustainable and successful?

### **ALSO CONSIDER:**

- Contact List Creation and Maintenance
- Community Education
- Knowing where the muster points are.
- Helping with organizing community events
- 72 Hour Kit – have a list to share with residents.
  
- In the event of emergency Block Captains may assist with:
  - Road and traffic control
  - Crowd control
  - Door to Door campaign for evacuation
  
- Crime reporting if interested.  
Communities would be encouraged to only embrace components of the program that work well for their specific community.
  
- Training
  - Being Aware of How to handle various situations In the event of Emergency
  - Roles and Responsibilities

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## **SOCIAL CONNECTION**

- Make participation in the Block Captain Fun
- Focus on Relationship Building amongst the group and with the residents in the community
- Recognition for Block Captains
  - Consider early spring gathering and fall windup
  - The Block Captain Challenge: Everyone do Something by Spring
  - PRIZE – take the most charge.

Greg Edwards shared that Ross Haven has the Community League Block Captains. Some components of this program include:

- Manage Block Watch
- 10 streets – every CL AGM – Reps are appointed for each streets
- Very geographically focused
- Welcome to Community Baskets
- Coupons; Contact List; List for Permits; General Information
- 15.00 per basket – paid by CL
- Who Depends on you in 72 ... all EM information

Currently the following Summer Villages do have residents who have expressed interest and offered to participate in the Block Captain Program:

Val Quentin; West Cove; Yellowstone; Ross Haven

## **FOLLOWUP ACTIONS**

- Develop a framework.
- Bring back to community for support; buy in
- Meeting – review training
- Share success and challenges.
- Team Building
- Social Media: Key Messaging for sharing with Community
- Community Events and Information/Education Sessions

## **III. ADJOURNMENT**

Janice declared the Meeting adjourned at 8:10 PM

STE ANNE SUMMER VILLAGES PARTNERSHIP  
ACTIVATION/CALL OUT PROCESS

AS AT 12-31-2022

SUMMER VILLAGES REGIONAL  
ADVISORY COMMITTEE  
Ren Griesbrecht [REDACTED]

REGIONAL DIRECTOR OF  
EMERGENCY MANAGEMENT  
Janice Christiansen [REDACTED]

REGIONAL DEPUTY  
DIRECTOR OF EMERGENCY  
MANAGEMENT  
Marlene Walsh [REDACTED]

INCIDENT COMMANDER  
as assigned

SAFETY OFFICER Milos  
Tajek [REDACTED]

LIAISON OFFICER Rudolf  
Liebenberg [REDACTED]

INFORMATION OFFICER  
Marlene Walsh [REDACTED]  
Colleen Richardson [REDACTED]

OPERATIONS SECTION CHIEF  
Jason Madge [REDACTED]

PLANNING SECTION CHIEF  
Matthew Ferris [REDACTED]

LOGISTICS SECTION CHIEF  
Dennis Woolsey [REDACTED]  
Diane Wannamaker [REDACTED]

FINANCE/ADMINISTRATION  
SECTION CHIEF  
Dwight Moskalyk [REDACTED]

DEPUTY OPERATIONS SECTION  
CHIEF  
Brian Brady [REDACTED]

MASTER SCRIBE  
Marlene Walsh [REDACTED]  
Jason Madge [REDACTED]  
Janice Christiansen [REDACTED]

EMERGENCY SOCIAL SERVICES  
BRANCH DIRECTOR  
Wendy Henderson [REDACTED]

RECEPTION CENTRE MANAGER  
Tony Sonneleitner [REDACTED]  
Jim Deeks [REDACTED]

DEM'S - Deputy DEM's not holding role  
Renee Jackson  
Peter Jackson Noel  
Tomm  
Grag King  
Rick Wagner  
Garth Ward  
Wendy Wildman

INDIVIDUAL/LOCAL SUMMER VILLAGE level 4-5 only

STE ANNE SUMMER VILLAGES PARTNERSHIP - ACTIVATION/CALL OUT PROCESS

LOCAL LEVEL ACTIVATION PROCESS Needs to be by phone call

- 1 LOCAL DEM Notification received (first responders/Mayor/Social Media) of Incident  
Assess level of emergency (working with site incident commander/first responder)  
  
Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >AEMA Field Officers
  - >Regional Director of Emergency Management (you are the DEM until passed off to R-DEM)
  - >Committee Chairperson
  - >Mayor of affected Municipality
  - >Site Incident Commander
  
- 2 LOCAL DEPUTYDEM Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Liaison Officer
  - >Safety Officer
  
- 3 LIAISON OFFICER Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Operation Chief
  - >Planning Section Chief
  - >Logistics Section Chief
  - >Finance/Administration Chief
  - >Local DEM's and D-DEM's
  - >Update Mutual Aid Partners - possible standby
  
- 4 INFORMATION OFFICER Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Alberta Emergency Alert (as discussed with R-DEM)
  - >All-Net communications
  - >Monitor/post on Social Media (Facebook)
  
- 5 COMMITTEE CHAIRPERSON Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Committee Chair members
  
- 6 OPERATION SECTION CHIEF Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Deputy Operations Section Chief
  - >Reception Centre Manager
  - >Emergency Social Services Director
  
- 7 RECEPTION CENTRE MANAGER Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >additional staff/vendors/suppliers (if required or notice to be on standby)
  
- 8 EMERGENCY SOCIAL SERVICES DIRECTOR Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >additional staff/vendors/suppliers (if required or notice to be on standby)

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|----|----------------------------|---|
| 9  | PLANNING<br>SECTION CHIEF  | Contact the following advising of activation and what services will be required (EG: Evacuation Centre)<br>>Scribe  |
| 10 | LOGISTICS<br>SECTION CHIEF | Contact the following advising of activation and what services will be required (EG: Evacuation Centre)<br>>additional staff/vendors/suppliers (if required or notice to be on standby) |
| 11 | FINANCE<br>ADMINISTRATION  | Contact the following advising of activation and what services will be required (EG: Evacuation Centre)<br>>additional staff/vendors/suppliers (if required or notice to be on standby) |
| 12 | MAYOR                      | Contact the following advising of activation and what services will be required (EG: Evacuation Centre)<br>>Municipal Affairs   |

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**REGIONAL/MULTIPLE SUMMER VILLAGES INCIDENT level 3-2-1 incident**

**STE ANNE SUMMER VILLAGES PARTNERSHIP - ACTIVATION/CALL OUT PROCESS**

**Regional Level Activation Process Needs to be by phone call**

- 1 REGIONAL DEM Notification received (first responders/Mayor/Social Media) of Incident  
Assess level of emergency (working with site incident commander/first responder)  
  
Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >AEMA Field Officers
  - >Regional Deputy Director of Emergency Management
  - >Committee Chairperson
  - >Mayor of affected Municipality
  - >Site Incident Commander
  
- 2 REGIONAL DEPUTY DEM: Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Information Officer
  - >Liaison Officer
  - >Safety Officer
  
- 3 LIAISON OFFICER Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Operation Chief
  - >Planning Section Chief
  - >Logistics Section Chief
  - >Finance/Administration Chief
  - >Local DEM's and D-DEM's
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  - >Committee Chair members
  
- 6 OPERATION SECTION CHIEF Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
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- |    |                            |   |
|----|----------------------------|---|
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STE ANNE SUMMER VILLAGES PARTNERSHIP  
ACTIVATION/CALL OUT PROCESS

SUMMER VILLAGES REGIONAL  
ADVISORY COMMITTEE  
Ren Griesbriecht [redacted]

REGIONAL DIRECTOR OF  
EMERGENCY MANAGEMENT  
Janice Christiansen [redacted]

REGIONAL DEPUTY  
DIRECTOR OF EMERGENCY  
MANAGEMENT  
Marlene Walsh [redacted]

INCIDENT COMMANDER  
as assigned

SAFETY OFFICER Milos  
Tajek [redacted]

LIAISON OFFICER Rudolf  
Liebenberg [redacted]

INFORMATION OFFICER  
Marlene Walsh [redacted]  
Colleen Richardson [redacted]

OPERATIONS SECTION CHIEF  
Jason Madge [redacted]

PLANNING SECTION CHIEF  
Matthew Ferris [redacted]

LOGISTICS SECTION CHIEF  
Dennis Woolsey [redacted]  
Diane Wannamaker [redacted]

FINANCE/ADMINISTRATION  
SECTION CHIEF  
Dwight Moskalyk [redacted]

DEPUTY OPERATIONS SECTION  
CHIEF  
Brian Brady [redacted]

MASTER SCRIBE  
Marlene Walsh [redacted]  
Jason Madge [redacted]  
Janice Christiansen [redacted]

EMERGENCY SOCIAL SERVICES  
BRANCH DIRECTOR  
Wendy Henderson [redacted]

RECEPTION CENTRE MANAGER  
Tony Sonleitner [redacted]  
Jim Deeks [redacted]

DEM'S - Deputy DEM's not holding role  
Renee Jackson  
Peter Jackson Noel  
Tomn  
Greg King  
Rick Wagner  
Garth Ward  
Wendy Wildman

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INDIVIDUAL/LOCAL SUMMER VILLAGE level 4-5 only

STE ANNE SUMMER VILLAGES PARTNERSHIP - ACTIVATION/CALL OUT PROCESS

LOCAL LEVEL ACTIVATION PROCESS Needs to be by phone call

- 1 LOCAL DEM Notification received (first responders/Mayor/Social Media) of Incident  
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  - >Regional Director of Emergency Management (you are the DEM until passed off to R-DEM)
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  - >Planning Section Chief
  - >Logistics Section Chief
  - >Finance/Administration Chief
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- 9 PLANNING SECTION CHIEF Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  
>Scribe
- 10 LOGISTICS SECTION CHIEF Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  
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>additional staff/vendors/suppliers (if required or notice to be on standby)
- 12 MAYOR Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  
>Municipal Affairs

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**REGIONAL/MULTIPLE SUMMER VILLAGES INCIDENT (level 3-2-1 incident)**

**STE ANNE SUMMER VILLAGES PARTNERSHIP - ACTIVATION/CALL OUT PROCESS**

**Regional Level Activation Process Needs to be by phone call**

- 1 REGIONAL DEM Notification received (first responders/Mayor/Social Media) of Incident  
Assess level of emergency (working with site incident commander/first responder)  
  
Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >AEMA Field Officers
  - >Regional Deputy Director of Emergency Management
  - >Committee Chairperson
  - >Mayor of affected Municipality
  - >Site Incident Commander
  
- 2 REGIONAL DEPUTY DEM: Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Information Officer
  - >Liaison Officer
  - >Safety Officer
  
- 3 LIAISON OFFICER Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Operation Chief
  - >Planning Section Chief
  - >Logistics Section Chief
  - >Finance/Administration Chief
  - >Local DEM's and D-DEM's
  - >Update Mutual Aid Partners - possible standby
  
- 4 INFORMATION OFFICER Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Alberta Emergency Alert (as discussed with R-DEM)
  - >All-Net communications
  - >Monitor/post on Social Media (Facebook)
  
- 5 COMMITTEE CHAIRPERSON Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Committee Chair members
  
- 6 OPERATION SECTION CHIEF Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >Deputy Operations Section Chief
  - >Reception Centre Manager
  - >Emergency Social Services Director
  
- 7 RECEPTION CENTRE MANAGER Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >additional staff/vendors/suppliers (if required or notice to be on standby)
  
- 8 EMERGENCY SOCIAL SERVICES DIRECTOR Contact the following advising of activation and what services will be required (EG: Evacuation Centre)
  - >additional staff/vendors/suppliers (if required or notice to be on standby)

*lbo*

- 9 PLANNING SECTION CHIEF Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  
>Scribe
- 10 LOGISTICS SECTION CHIEF Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  
>additional staff/vendors/suppliers (if required or notice to be on standby)
- 11 FINANCE ADMINISTRATION Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  
>additional staff/vendors/suppliers (if required or notice to be on standby)
- 12 MAYOR Contact the following advising of activation and what services will be required (EG: Evacuation Centre)  
>Municipal Affairs

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# Janice Christiansen attached a spreadsheet



Janice Christiansen (jan.al.christiansen@gmail.com) has attached the following spreadsheet: [Learn more](#).

As reviewed at our Agency meeting, please find attached the Activation Plan. The following things should be paid attention to:

1. Who will be contacting you in the event of an Emergency Incident.
2. Who will you be contacting and are they set up in your phone contacts (NOTE: due to delayed messaging - text messages are NOT to be used)
3. As defined in our training, activation of the Regional Group would be required at a level 1-2-3, other level incidents would most likely be handled by first responders with perhaps some local DEM, Deputy DEM assistance.
4. Please have this information shared with all of your council members, preferably presented at a council meeting so Council and CAO members have the chance to ask any questions. If you require assistance in this process, let us know and we can attend as well.

If you have any questions, please do not hesitate to contact me as this WILL BE part of our Exercise that we complete.

Thank you  
SV-REMP  
Janice Christiansen  
Regional Director of Emergency Management  
780-924-3195

 SV - ACTIVATION-CALL OUT PROCESS 12-31-2022

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**Fwd: SVREMP ADVISORY COMMITTEE MEETING MINUTES - JANUARY 24, 2023**

Marlene Walsh <marlenehwalsh@gmail.com>

Fri 1/27/2023 10:41 AM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Dwight M <ddm@kronprinzconsulting.ca>; Tony Sonnleitner <pcm1@telusplanet.net>; Sandy Beach <svsandyb@xplornet.ca>; Yellowstone Office <office@svyellowstone.ca>; Matt Ferris <office@sunsetpoint.ca>; Janice Christiansen <jan.al.christiansen@gmail.com>; Gwen Jones <gwen.jones@sunsetpoint.ca>; Ren Giesbrecht <renjgiesbrecht@gmail.com>

Good Morning

At the SVREMP Advisory Committee Meeting held on January 24, 2023, there was a discussion regarding a Joint Meeting with all SVREMP Partners, including Agency, Advisory and Council members.

The following motion was made - and you are welcome to share it at your upcoming Council Meetings:

**Following discussion, Liz Turnbull made the motion for an April 2023 Joint Meeting for SVREMP Agency, Advisory, and Council members to proceed, and then consider a larger meeting in the fall. CARRIED UNANIMOUSLY**

**The April Joint Meeting Agenda may include Table Top training and Mock Exercise**

Gwen Jones recommended Meeting details be shared with CAO's to bring forward at their respective Council Meetings.

This is just a "heads up", and the specific meeting details, including date, time, location, and Agenda Items will be provided once they have been confirmed.

Marlene

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**From:** Dena Krysik <dkrysik@lsaf.ca>

**Sent:** Monday, December 5, 2022 10:32 AM

**To:** Peter Smyl <petersmyl@whitecourt.ca>; cao@onoway.ca <cao@onoway.ca>; Town CAO <cao@mayerthorpe.ca>; Mike Primeau <mprimeau@lsac.ca>; aboffice@albertabeach.com <aboffice@albertabeach.com>; Gordon Frank <Gordon.frank@woodlands.ab.ca>; cao@rosshaven.ca <cao@rosshaven.ca>; cao@svnakamun.com <cao@svnakamun.com>; aaraujjobirchcove@shaw.ca <aaraujjobirchcove@shaw.ca>; cao@valquentin.ca <cao@valquentin.ca>; svcastle@telus.net <svcastle@telus.net>; office@sunsetpoint.ca <office@sunsetpoint.ca>; sv sandyb@xplornet.ca <svsandyb@xplornet.ca>; svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>; office@svyellowstone.ca <office@svyellowstone.ca>

**Cc:** Ross Bohnet <rbohnet@lsac.ca>; Sandy Morton <Sandy.Morton@mayerthorpe.ca>; Bernie Poulin <berniepoulin@icloud.com>; Marge Hanssen <marge.hanssen@svnakamun.com>; Daryl Weber <darylweb@telus.net>; Paul Chauvet <paulchauvet@whitecourt.ca>; Jeremy Wilhelm <jeremy.wilhelm@woodlands.ab.ca>; Len Kwasny <lkwasny@onoway.ca>

**Subject:** Regional Housing Needs Assessment

Good morning,

Please review the attached letter of request regarding the Lac Ste. Anne Foundation conducting a Regional Housing Needs Assessment on behalf of our member Municipalities.

Feel free to contact me if you have any questions.

Thank you,

**Dena Krysik**

**Chief Administrative Officer**

Office: 780-786-3167 | Fax: 780-786-4810 | Cellular: 780-269-0084

4407 42A Avenue, Mayerthorpe, AB T0E 1N0

[www.lsaf.ca](http://www.lsaf.ca)



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Lac Ste. Anne  
Foundation

December 5, 2022

LSAF Member Municipalities  
Via Email

**RE: Regional Needs Assessment**

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ADMINISTRATION  
OFFICE  
4407 42A Avenue  
Box 299  
Mayerthorpe, AB  
T0E 1N0  
Phone: 780-786-3100  
Fax: 780-786-4810

PLEASANT VIEW  
LODGE  
4407 42A Avenue  
Box 299  
Mayerthorpe, AB  
T0E 1N0  
Phone: 780-786-2393  
Fax: 780-786-4810

SPRUCEVIEW  
LODGE & HEIGHTS  
12 Sunset Boulevard  
Whitecourt, AB T7S 1S9  
Phone: 780-778-5530  
Fax: 780-778-5215

CHATEAU LAC STE.  
ANNE  
5123-49 Ave  
Onoway, AB T0E 1V0  
Phone: 780-967-0475  
Fax: 780-967-0470

SUPPORTIVE HOUSING  
SERVICES  
4503-52 Ave  
Whitecourt, AB T7S 1M4  
Phone: 780-778-3623  
Fax: 780-786-4810

As part of the Government of Alberta's Stronger Foundations initiative: Alberta's 10-year strategy to improve and expand affordable housing lists 5 key action areas in providing affordable housing options that meet the needs of Albertans with low to moderate income.

Action area #3 is to increase capacity, planning and governance. Actions include:

- 3.1 Co-ordinate planning with municipalities, regions, First Nation governments, Métis organizations and local housing providers.
- 3.2 Encourage regional/municipal needs assessments to inform GOA and community planning.
- 3.3 Establish three-year targets for programs and new housing developments based on current and projected community need.
- 3.4 Continue to work with housing management bodies and operators to improve efficiency, increase capacity, and expand local decision-making.
- 3.5 Develop an operator performance-assessment framework and support capacity building.
- 3.6 Ensure all operators follow best practices and housing management body board appointments are competency based.
- 3.7 Increase the number of operating agreements with HMBs, non-profit and private sector housing providers.

Regarding action 3.2, "regional and municipal needs assessments can help improve capacity for meeting local needs. Through this strategy, communities will have access to a range of tools to help them meet the unique needs of their residents. To maximize investment and ensure co-ordinated supports for vulnerable Albertans, the government will work with municipalities, housing management bodies and non-profit providers to develop the capacity for needs assessments. This is particularly important in some rural and remote communities."

The province has been refining the housing needs assessment (HNA) template and guidelines based on feedback sessions to date and expect to be able to release the template within the next month. The department is also working on a way to share 2021 Statistics Canada data (expected to be available this fall/winter) to help populate some of the template.

The template will not be mandatory, but encouraged, especially as part of a project proposal submission to help demonstrate how the proposal meets the local need/priorities.

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The Lac Ste. Anne Foundation would like to offer our services to complete the needs assessment on behalf of your municipality, at no additional cost to you, as we have been advised that a regional approach is encouraged where they make sense.

The Foundation would complete the Housing Needs Assessment for the region we serve, provide each municipality with a copy of the assessment including relevant local municipal data, asking each participating municipality on the Board to sign an endorsement statement, as required by Alberta Seniors, Community and Social Services.


The benefits are, that by taking this approach, each municipality will be aware of the regional affordable housing context. This will ensure planning that aligns with local and regional priorities, coordinating across levels of government, and ensuring an evidence-based approach that is more consistent throughout municipalities in the province.

To do this, we need your support. As you are aware the Lac Ste. Anne Foundation operates within multiple municipalities and summer villages and we want to ensure that we are making the best use of our resources as well as yours and not duplicate information being submitted for future priorities within our region.

If you are in agreement that the Foundation takes the lead on completing a regional needs assessment and submit the completed template to the province on your behalf, please respond accordingly.

Thank you in advance for your consideration of our proposal, if you have any questions, please contact me at 780-786-3167.

Sincerely,



Dena Krysik  
Chief Administrative Officer

Cc: Board of Directors – Lac Ste. Anne Foundation

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## Re: Fence 20 Poppy Place

Michelle Lloyd <michelle@tomic.com>

Tue 8/30/2022 12:02 PM

To: Summer Village Office <administration@wildwillowenterprises.com>

Cc: tomiccommunicationsinc <tomiccommunicationsinc@shaw.ca>

Awesome, thanks for the update :)

Michelle Lloyd

Work Coordinator/General Office Manager

Tomic Communications

Direct - 587-523-7764

Fax - 587-524-9964

Website - [www.tomiccommunications.ca](http://www.tomiccommunications.ca)

---

**From:** "Summer Village Office" <administration@wildwillowenterprises.com>

**To:** "michelle tomic"

**Sent:** Tuesday, August 30, 2022 11:08:43 AM

**Subject:** RE: Fence 20 Poppy Place

Hello Michelle, thank you for your email.

Administration will be consulting with our Public Works Supervisor and Council on this. Once we have some more detailed information on the types of trees we are considering, we will get back to you.

Thank you,

**Heather Luhtala,**

**Asst. CAO**

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

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

**Phone: 587-873-5765**

**Fax: 780-967-0431**

**Website: [www.wildwillowenterprises.com](http://www.wildwillowenterprises.com)**

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

-----\_Original\_Message\_-----

Subject: Fence 20 Poppy Place

From: Michelle Lloyd <michelle@tomic.com>

Date: Fri, August 26, 2022 11:10 am

To: administration <[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>

Hello, Happy Friday!

Just emailing about the Fence behind 20 Poppy Place. I think we would like to go with have trees planted, but was wondering *what kind you are going to be planting?*

(13)

## Poppy Place Fence - 18 Poppy Place Written Intent

Samantha Sooley <[redacted]>

Thu 2/2/2023 9:28 AM

To: Summer Village Office <administration@wildwillowenterprises.com>

Good Morning,

I would like to submit that I, Samantha Sooley, and Megan Kuny, property owners of 18 Poppy Place, Summer Village of Silver Sands, choose to retain the portion of wood fence that is on or adjacent to our property.

This is in response to the motion that was passed by Deputy Mayor Turnbull that indicated residents would be given the option to retain the portion of the wood fence that is on or adjacent to their property, prior to the wood fence being removed in the summer of 2023. As we have now submitted that we are retaining the portion of the wood fence adjacent to 18 Poppy Place, we expect that the wood fence will remain along the property line of 18 Poppy Place, and will not be removed in the summer of 2023. The wood fence adjacent to our property lines will be left intact.

Although we are choosing to retain the portion of the wood fence that is on or adjacent to our property, we do support the council's initiative to investigate tree planting options in place of the fence. Residents impacted by the fence removal met with council in 2022, and made clear our concerns with the removal of the fence if nothing was done to replace it. We do stand firm that at the very least, council take this matter with all seriousness, and will investigate at least the planting of trees in place of the fence to support the safety of their residents, of the natural wildlife, and the comfort of the residents of Poppy Place.

Thank you,

Samantha Sooley, Megan Kuny  
18 Poppy Place, The Summer Village of Silver Sands

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January 18, 2023

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

Dear Ms. Wildman:

**Subject:** TRAVIS Routing and Vehicle Information System Multijurisdiction (TRAVIS MJ) Memorandum of Agreement.

Thank you for your continued support as a TRAVIS MJ user. We trust the system continues to meet the needs of your municipality's overweight permitting program. Please let us know if there is anything we could do to improve the service to you and your clients. As the term of the above noted Agreement is nearing its five year expiry date of January 8, 2023, I am contacting you to ensure this service is not interrupted.

The Province is very interested in renewing the agreement and therefore, as per section 2.2 of the Agreement, we are requesting that you kindly confirm to us your agreement to extend the term for such period.

To accept the renewal of the agreement for a term of five years please sign two copies and mail back to:

Kerry Von Hollen  
Alberta Transportation and Economic Corridors  
Room 401, 4920-51 Street  
Red Deer, AB T4N 6K8

I would appreciate your response as soon as possible, to ensure all parties are compliant under the agreement. We look forward to hearing from you.

HER MAJESTY THE QUEEN IN RIGHT OF  
ALBERTA as represented by the Minister of  
Transportation

• Municipality

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





January 12, 2023

ENGAGEMENT LETTER

By Email: (original to remain on file)

Summer Village of Silver Sands

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

Re: Management of Property Tax Arrears Recovery

Thank you for continuing to entrust the management of your property tax arrears recovery to us. As you will recall, our arrangement renews automatically and therefore, this is an update of changes for 2023 as well as a consolidation of changes from prior years.

**2023 Updates**

- Our service fees have remained unchanged for the last 5 years. Staffing costs and business expenses have increased significantly in the last two years. In order to continue to provide you with the quality, professional service you expect and deserve, our setup fee will be increasing by \$75. For those properties which enter the auction stage in year 2, our fee will increase from \$300 to \$320.
- Our existing office administration charge as well as special service fees are now set out in Appendix "A".
- This engagement is for a three-year term. Our mission is to help you manage tax arrears recovery in a professional manner. We want to do this for you with respect to all eligible properties and on an ongoing basis. A three-year term will provide that continuity.

---

**Outline of the Process**

When used in this letter, the term "Municipality" includes rural municipality, municipal district, specialized municipality, county, city, town, village, hamlet, summer village or resort village.

Our fees are detailed in Appendix "A". These fees may change from year to year provided that we will give you 30 days' notice of any change.

TAXervice undertakes to manage property tax arrears recovery for you. Initially, we will require you to provide information for every property eligible for tax recovery. At the relevant time, we will advise what specific information is required. If requested, you will provide us with an arrears by year report showing all properties and all arrears.

Once you provide us with the property information, we will initiate the process. As soon as we begin to work on entering your information into our database, we will forward you our invoice(s). These costs are to be entered into your accounting system and added to each roll number. Once you receive our invoice(s), our fee is payable, since a great deal of time and effort is expended entering the information and ensuring it is accurate. If the property is redeemed prior to delivery of our invoice to you, we will waive our fees. However, we will not waive/refund our fees on any properties sent to us in error or which redeem after you receive our invoices.

P.O. Box 1502, Swan River, MB R0L 1Z0 • Tel: 1.877.734.3113 • Fax: 1.877.734.1050 • [www.taxervice.com](http://www.taxervice.com)

property tax arrears recovery management

7/6



TAXervice will also assist in the recovery of property taxes or grants-in-lieu of taxes from crown agencies such as CMHC or HMQ. As you are aware, these properties are exempt from tax recovery however, the municipality is entitled to recover the outstanding arrears. In the event we are unsuccessful in recovering funds from the assessed owner, the municipality would be responsible for our fees and disbursements.

Please contact us to reserve your tax sale date. If you bring a resolution to set the date before Council, please check with us first to confirm the date is available. We will do our utmost to ensure your tax sale occurs on the date scheduled. As you are aware however, it may be necessary to postpone the tax sale date due to circumstances beyond our control (eg. inability to notify a deceased or missing owner, etc.).

During the course of the tax recovery process, both TAXervice and the municipality will have specific responsibilities. Please see Appendix "B" for an overview of those responsibilities.

Based on our experience, we have devised and revised our auction sale conditions. Unless arranged otherwise, we will use our auction sale terms and conditions, without alteration.

We will send you an update at each significant step in the process. We provide you with one sample copy of each type of document sent to ratepayers for your information and records. We do not provide copies of every notice sent nor do we provide copies of notices received from land titles. We do provide you with reports of any ratepayer or registered interest holder issues or requests that may arise. (eg. if a taxpayer has specific questions and we communicate with them). We encourage you to forward any inquiries pertaining to the tax recovery process to our office. We strongly suggest that there be only one contact for tax enforcement and that be us.

TAXervice's use of the information provided by the municipality will be limited to tax enforcement for the municipality and TAXervice will comply with all FIPPA/FOIP requirements in dealing with this information.

You agree to indemnify and hold us and our officers, directors, agents and employees harmless from any claim or demand, including legal fees and disbursements, made by any third party due to or arising out of the performance of our services on your behalf. This indemnity does not apply if the action(s) or inaction(s) which are the subject of the claim were performed negligently or in contravention of any applicable statute or regulation.

This engagement is for a three-year term ending December 31, 2026. Our arrangement will automatically renew unless terminated by either party on 30 days written notice prior to the end of the term. In the event of termination, any outstanding invoices will be immediately due and payable by the municipality. Any unbilled fees or disbursements will be invoiced by TAXervice and payable forthwith by the municipality. If you terminate our arrangement, there will be no refunds of unearned fees or disbursements. Unless other arrangements are made, there will be no further or future work done on the files. (e.g. discharges)

We look forward to working with you. In the meantime, if you have any questions, please do not hesitate to contact our office.

Yours truly,  
TAXervice



Gary Burnside B.S.A., LL.B.,  
President





By signing a copy of this letter, the undersigned acknowledges and agrees to the terms set out above.

Summer Village of Silver Sands



Authorized Signing Officer

Name: Heather Luktala

Title: Asst. CAO.

Encs. Appendix "A" – Outline of Costs  
Appendix "B" – Responsibilities

Taxservice Engagement Letter – Revised January 11, 2023

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## APPENDIX "A" – Outline of Costs:

### 1. Fees

	Fee	Misc
Setup	\$375	\$40
Auction	\$320	\$50

(Fee schedule above effective January 1, 2023)

- Our fee for properties with arrears of \$25 or less will be discounted from \$375 to \$325 at the first stage. If the property is not redeemed before registration with land titles, full fees will apply.
- In the event that a property owner has more than one property subject to tax sale, our setup fees per property will be reduced.

### 2. Special Service Fees

	Fee	Misc
Level 1 Search	\$150	\$15
Level 2 Search	\$195	\$20
Ministerial Order	\$275	\$25
Attempt to locate missing serial number	\$150	\$15
Service on beneficial owner, deceased owner, dissolved corporation	\$175	\$15
Locate new address for a corporation and resend notice	\$125	\$15
Arrange personal service of notice upon one registered owner or interest holder	\$195	\$20
Agreement (plus \$75 per roll to a maximum fee of \$500)	\$200+	\$25
Default letter/reminder notice with respect to an agreement	\$150	\$15
Discharge (old tax notice or lien registration)	\$100	\$10
Demand for Rent (plus \$75 per additional roll)	\$295	\$30
Voluntary transfer to municipality	\$495	\$50
Notice to Remove Belongings/Vacate	\$325	\$30
Notice of Surplus Proceeds	\$395-\$550	\$45
Surplus Proceeds Application Review	\$350	\$30
Bankruptcy/Insolvency/CRA Judgment Review	\$350+	\$30
"Emergency fee" for last minute redemption by payment through Taxervice or by agreement (in addition to regular fee)	\$150	\$15

3. **Disbursements** - We do our best to ensure that disbursements are reasonable. We request advance notice from our process servers if fees are going to be extraordinary and we will advise you in those circumstances.
4. **Office Administration Charge** – this charge referred to as Miscellaneous covers miscellaneous office expenses such as opening files, file retention and storage, long distance and fax costs, photocopies, laminating, email, regular postage, etc.. Disbursements may include, but are not limited to: land titles fees; document service fees; mailing costs; advertising/auction costs; miscellaneous searches; etc.. An administration fee of 15% will be added to all disbursements. (minimum \$5.00)
5. **Legal Services Rate** – Where legal services are required and have been authorized by the client, those fees will be billed at the rate of \$400 per hour.

**Please Note:** If the property has been redeemed, but we were not notified and further fees and/or disbursements have been incurred, the municipality will be responsible for those further costs incurred.

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## APPENDIX "B" - RESPONSIBILITIES

### TAXervice's responsibilities:

- track all deadlines
- register the Tax Notification with land titles
- register Financing Statement in Personal Property Registry
- prepare and arrange notice to every owner and person having a registered interest
- prepare and arrange publication of the Notice of Public Auction in both the Alberta Gazette and local paper
- arrange conduct of the tax sale auction and, if necessary, be available by teleconference
- prepare transfer/transmission following auction

### The municipality's responsibilities:

- pursuant to s 412 of the Municipal Government Act, at all times to post a copy of the tax arrears list in the municipal office in a place accessible to the public
- provide the information from the tax rolls as requested by Taxervice
- field inquiries for redemption amounts and include our fees and disbursements in the amount
- receive payments from taxpayers by cash, certified cheque or any other form of **guaranteed** payment and advise our office of same by email or fax as soon as possible
- sign documents requiring municipal signatures

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## FortisAlberta offers \$2,500 grants for environmental initiatives

Kelsey Nixon <kelsey.nixon@fortisalberta.com>

on behalf of

Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>

Fri 1/13/2023 7:01 AM

Cc: Dora LHeureux <dora.lheureux@fortisalberta.com>; Nicole Smith <nicole.smith@fortisalberta.com>; Chris Burt <chris.burt@fortisalberta.com>; Kayla Law <kayla.law@fortisalberta.com>; Sunny Parmar <sunny.parmar@fortisalberta.com>; Cody Webster <cody.webster@fortisalberta.com>; Dave Hunka <dave.hunka@fortisalberta.com>

At FortisAlberta, we believe in contributing to the well-being of the communities where our customers and employees live and work. Through our Community Investment program, which includes employee volunteerism, we work to empower communities by contributing to organizations that offer programs and services that align with our giving focus areas: safety, education, the environment, and wellness.

**We support our communities with our Community Naturalization and Tree Planting Grant programs.** We invite you to read more about these programs and consider applying on your community's behalf. We have 18 \$2,500 Grants available in 2023 and the deadline to apply is end of day **Friday, May 5**. Through these grants, we seek to support our municipal customers with developing and improving environmentally friendly programs, initiatives, and facilities in their communities.

To apply, create your profile [here](#).

We look forward to hearing about what your community is doing to enhance the quality of life of your residents!



**We are FortisAlberta.** We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

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## Grants

[Community Investment](#) [Grants](#) [Environment](#) [Indigenous Engagement](#) [Outreach](#) [In Your Community](#)

Do you have a project designed to save energy or help the environment? Our annual community grants can help you plant trees, naturalize an area or create energy efficiency.

Grants range in value from \$500 to \$5,000 and are available to municipalities within our [service area](#).

Funding is provided to enhance or create a green initiative in your community. Some examples of past projects include: planting trees and shrubs in park areas, community gardens, install recycle bins and downtown beautification projects.

Funds must be used the year they are awarded. FortisAlberta reserves the right to share information and photos of your project.

[View eligibility requirements](#) →

[Complete the application](#) →

### Community Naturalization and Tree Planting Grants

This program offers communities in our service area the opportunity to win one of our \$2,500 grants. Through these grants, we seek to support our municipal customers with developing and improving environmentally-friendly programs and facilities in their communities.

[Our recipients for 2021 are listed here.](#)

[Complete the application](#) →

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## Save Energy Grants

Save Energy Grants range in value from \$1,000 to \$5,000 and are available to municipalities, schools and community organizations within our **service area**.

Our Save Energy Grants program is designed to assist with energy efficiency projects such as window and door replacement, LED retrofits and Energy Star appliance upgrades. Applicants must provide the project scope of work and how additional funds will be secured should the cost be over and above the Save Energy grant. Only one project per area is eligible each year.

[Complete the application](#) →



## greenUp school grants



Our greenUp grant program is designed to help create or enhance an environmental program for students in Elementary, Junior and High schools. All schools in our service area are eligible to apply for one of 20 \$1,000 grants. Submissions are accepted on a first come first serve basis.

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## First Responder?

We train first responders to do their jobs safely around power lines. Book your training today.

[Read More →](#)

### Safety



### Customer Service

- [Connect and Manage Services](#)
- [Save Energy](#)
- [Rates and Billing](#)
- [Meters](#)
- [FAQs](#)

### For Business and Industry

- [Construction](#)
- [Oil and Gas](#)
- [Municipalities](#)
- [Retailers](#)
- [REAs](#)

### Outages

- [Outage Map](#)
- [Prepare for an Outage](#)
- [During an Outage](#)
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### SUMMER VILLAGE OF SILVER SANDS FCSS FUNDING

EVENT	FUNDING 2023	FUNDING 2022	CHEQUE MADE OUT TO
ALLNET		\$ 580.00	S.V. OF SILVER SANDS
ANNUAL PICNIC		\$ 695.26	S.V. OF SILVER SANDS
CHRISTMAS IN THE PARK		\$ 500.00	ONOWAY CHAMBER OF COMMERCE
DARWELL LIBRARY		\$ 317.74	DARWELL LIBRARY
LSAC HOME SUPPORT		\$ 1,000.00	LAC STE ANNE COUNTY
SANTA HELPERS		\$ 500.00	ONOWAY SANTA'S HELPERS
SEBA BEACH LITTLE ROCKS		\$ 2,000.00	LAKESIDE CURLING CLUB
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 5,593.00</b>	
<b>FCSS FUNDING</b>	<b>\$ 5,593.00</b>	<b>\$ 5,593.00</b>	
<b>LEFT TO SPEND</b>	<b>\$ 5,593.00</b>	<b>\$ -</b>	

(45)

**From:** Stephen Gauk  
**Sent:** December 9, 2022 9:54 AM  
**To:** CSS FCSS Admin  
**Cc:** Courtney Rippin  
**Subject:** FCSS Accountability Framework

Good Morning,

I'm pleased to share that the FCSS Accountability Framework has been approved and is available [here](#). The Framework was directed by cabinet in Spring 2021; it was developed collaboratively with local FCSS programs, municipal associations, and the Government of Alberta through a Steering Committee. Thank you to Karen Rosvold, former FCSSAA President, for co-chairing the committee, and to all of the members for their contribution to the Framework.

The Framework underscores FCSS' preventive focus by providing a clear definition of prevention. It also establishes a clear governance structure that ensures ongoing partnership and collaboration between municipalities and the Government of Alberta by permanently establishing an FCSS Steering Committee. The FCSS program remains firmly based on local decision making and the understanding that communities are in the best position to determine what programs and services they offer through their FCSS programs.

The Framework also identifies Provincial Prevention Priorities, these are the key social issues facing Albertans. FCSS programs help to address these key social issues before individuals and families require more intensive supports. The preventive programs and services offered by FCSS programs address these key social issues using strategies including promoting and encouraging community engagement, supporting the development of healthy relationships, fostering belonging, supporting inclusion, enhancing access to social supports, and developing and strengthening skills that build resilience in individuals, families and communities. The Provincial Prevention Priorities will be reviewed every three years as part of the grant cycle. The review process will be community-led to ensure the priorities remain meaningful and relevant.

We recognize the tremendous knowledge and experience that people working in FCSS programs have in developing and delivering prevention programming that makes a difference in their communities. This winter, we will be engaging with the FCSS Director's Network and representatives from several areas within the Government of Alberta to have more in-depth conversations about the prevention priorities. We look forward to learning what is working well in their communities and we will work with the FCSSAA to ensure this information is shared with all local programs.

There are many other activities planned as we work together with local FCSS programs to implement the framework. This winter, we will be working with the FCSSAA and the Director's Network to establish a smaller set of outcome measures that help us tell the story of the important work that FCSS does in communities, while ensuring reporting requirements are not administratively burdensome. We will also be working on updating the Program Handbook.

Finally, we recognize the 2023-25 grant agreements were significantly longer than previous agreements. We also acknowledge the Schedule A could have provided more context related to the prevention priorities and should have better reflected local needs as the basis for programming. We will work with

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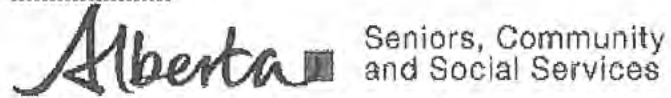


the FCSSAA and the Director's Network to reduce the length, and improve the language in the 2026-28 agreements.

Thank you for your commitment to strengthening your communities through the FCSS program. Your work is critical to helping ensure preventive social services are available, meet local needs, and address social problems throughout the province.

I look forward to our continued partnership.

Stephen Gauk  
Executive Director, Civil Society and Community Initiatives  
Preventive Community Services Division  
Alberta Seniors, Community and Social Services  
780-422-7960



Classification: Protected A

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# Provincial Regulations *(this regulation came into place in 2021, prior to this, it was only suggested you identify your hut with your WIN number and there was no set date for removal)*

[Environment and Parks](#) > [My Wild Alberta](#) > [Fishing](#) > Ice Fishing

## Ice Huts

Ice huts (shelters) can make ice fishing during the cold, windy days much more enjoyable. For structures placed on the ice for the purpose of shelter while fishing, there are rules that apply to protect fish populations and our lakes:

- If you are leaving your ice fishing shelter on the ice for longer than 24 hours, you **must** label it with the following information written in a contrasting colour with text 2.5 cm or taller:
  - Your Wildlife Identification Number (WIN), or
  - Your name and telephone number
- You **must** remove the shelter:
  - On or before March 15th if you are within Fisheries Management Area PP1
  - On or before March 31st on any waterbody within Fisheries Management Areas PP2, ES1-ES4, NB1-NB4

If break up is going to occur earlier, a fishery officer may direct owners to remove ice huts immediately. If ice huts are not removed before ice break up, debris can enter the water putting both people and our fish populations at risk. Do your part to maintain the health of Alberta's lakes, providing clean, safe places for our fish populations to thrive.

***Environmental complaints can be reported to the Alberta Environment and Sustainable Resource Development at 1-800-222-6514.***

## Parkland Prairie (Pp2) Zone

ISLE LAKE is located in **Parkland Prairie (Pp2) Zone**, Alberta, Canada. The size of ISLE LAKE is 2252.4ha (which is equivalent to 5566ac or 22.5sqkm) and the coordinates are 53.6247, -114.7309.

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## 2012 Resolution from AB Munis (AUMA)

Resolution Category Provincial Scope 8

Subject Environment

Year 2012

Status Adopted - Expired

Sponsor – Mover Sylvan Lake, Town of Birchcliff, Summer Village of Half Moon Bay, Summer Village of Jarvis Bay, Summer Village of Norglenwold, Summer Village of Sunbreaker Cove

### Active Clauses

**NOW THEREFORE BE IT RESOLVED THAT** the Alberta Urban Municipalities Association urge the Government of Alberta to provide increased education and enforcement with regard to responsible ice fishing including the introduction of a mandatory registration program for ice fishing huts to assist in their timely removal from Alberta lakes.

### Whereas Clauses

**WHEREAS** Alberta's lakes are a valuable natural resource for all Albertans that must be used in a sustainable manner to ensure the long-term benefits are preserved for future generations;

**WHEREAS** the wide variety of recreational uses on these lakes creates environmental challenges and results in potentially conflicting uses that need to be managed;

**WHEREAS** an increasing number of fishermen engage in ice fishing on these lakes due to Alberta's rapid population growth and the popularity of the sport which has resulted in the placement of a record number of ice fishing shelters or huts on our lakes;

**WHEREAS** many of these ice huts are left after the end of the seasons despite current legislation that prohibits the unlawful disposal of waste;

**WHEREAS** these abandoned huts result in a number of negative consequences including pollutants in our lakes, hazards for other lake users such as boaters and swimmers, unsightly debris on our lakeshores, and risks for those who are left with the task of removing these abandoned huts; and

**WHEREAS** legislation in other Canadian provinces requiring the mandatory registration of ice huts has proven successful in controlling this problem.

### Government Response

#### March 2013 - Environment and Sustainable Resource Development

The Government of Alberta currently conducts surveillance to remove derelict huts and conducts education related to the Environmental Protection and Enhancement Act. The government is committed to working with municipalities to increase enforcement and indicates time is needed to research and work out details of a possible provincial registration system.

Alberta Municipalities notes - AUMA considers this response.

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# ONOWAY REGIONAL FIRE SERVICES – (Fire Rescue International)

## MEDIA RELEASE:

**Onoway, AB – Feb 13, 2023**

**RE: Structure Fire Onoway UFA Gas Bar**

At Approximately 1802hrs Fire Rescue International - Onoway Regional Fire Services was paged to a Structure fire in the Town of Onoway. Within 2-minutes fire units were responding to the scene. The first unit arrived on the scene within 4-minutes after being dispatched to the local UFA gas station. Upon arrival, crews noted smoke showing from the store building and began to take steps to protect volatile exposures.

Shortly after arriving on the scene, crews secured a water source and engaged the fire in an offensive attack. The fire was brought under control within 24 minutes of arriving on the scene with loss. An overhaul was conducted on the structure thereafter. Thankfully, no one was injured as a result of the fire or the ensuing firefight

Fire Rescue International - Onoway Regional Fire would like to thank its Partners: Lac Ste Anne Fire Services for responding as back-up if needed along with Alberta Health Services, Royal Canadian Mounted Police, Atco Gas, and Fortis who also responded. Fire Rescue International would also like to thank passers-by for calling 911 immediately when they recognized there was an emergency as fires can grow exponentially in a very short time.

Fire Rescue International - Onoway Regional Fire would like to remind citizens that not all emergencies have "Smoke Showing." For your safety, please ensure you have properly sized address markings on your homes. Finally, if you are interested in serving your community and learning a lifetime of skills and knowledge, Fire Rescue International is currently accepting new members.

For more information, please contact Fire Chief Ives at 780-777-4688

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## Fw: Touching Base

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Tue 2/14/2023 9:19 PM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

📎 1 attachments (1 MB)

247B Signed.pdf;

FYI

---

**From:** Eddie Shepel <ed@spectresystems.ca>

**Sent:** Tuesday, February 14, 2023 1:13 PM

**To:** svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

**Subject:** Touching Base

Hi again Wendy,

I just remembered that I told you I would send over a pickleball court proposal I had made for another municipality (Town of Mundare). Of course it's not as simple as saying that one quote fits all but for budgeting/educating purposes, I'm sure it will do for that. The area where this is getting built is all grass so this is full construction from scratch. To be accurate, I would obviously need to see the proposed site where you'd want it.

I'm glad I finally tracked you down at Christmas, I'm hoping to cross paths again with you soon!

All the best,

Eddie

**SPECTRE SYSTEMS**

Est. 2015

**EDDIE SHEPEL**

DIRECTOR

780.239.4321

ED@SPECTRESYSTEMS.CA

PO BOX 12  
MUNDARE, AB

T0B 3H0

WWW.SPECTRESYSTEMS.CA

**ASPHALT PAVING • WATER & SEWER**

(al)

SPECTRE SYSTEMS (A DIVISION OF 1932275 AB LTD)

# SPECTRE SYSTEMS

A DIVISION OF 1932275 AB LTD

WCB: 8352873

EMAIL: [ed@spectresystems.ca](mailto:ed@spectresystems.ca)

GST: 790330898

Date: **NOVEMBER 28, 2020**

CONTRACT: **#20-01-247B**

Owner: **---**

Project: **2021 PICKLE BALL COURT CONSTRUCTION**

Item	Description	Quantity	Unit	Unit Value	Contract Value
<b>1.0</b>	<b>MOBILIZATION</b>	1	Lump	\$0.00	\$0.00
<b>2.0</b>	<b>ASPHALT PAVING- HD (60' X 60')</b>	335	m2	\$145.00	<b>\$ 48,575.00</b>
2.1	Excavate & remove 400mm of current base material				
2.2	Subgrade preparation (if required)				
2.3	Supply & place filter fabric				
2.4	300mm GBC (Alberta Transportation 2-20/2-25 spec, or equivalent)				
2.5	Prime/tack oil coats (SS-1 emulsified)				
2.6	100mm ACP (City of Edmonton HT spec, or equivalent)				
<b>3.0</b>	<b>CONTRACT TOTAL</b>				<b>\$48,575.00</b>

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INITIAL 



**General Notes:**

1. A no charge water supply & camping accommodations will be made available to Spectre Systems, while the job is being completed.
2. [REDACTED] will supply a dumpsite within 3 km of the worksite(s), for any material that needs to be removed from the project.
3. Spectre Systems reserves the right to reprice the project, if any of the items/quantities are deleted or modified. If any changes are to be made, representatives from Spectre Systems & [REDACTED] will review them before the project begins.
4. All GBC/ACP will be hauled to site using full & legal loads. If road bans are in place &/or trucks must haul using less than full loads, Spectre Systems reserves the right to reprice the work.
5. Any landscaping required for the pickle ball court construction will be the responsibility of the [REDACTED]
6. No mobilization will be charged, as Spectre Systems is local to [REDACTED]

**SIGNED AND SEALED**

**SPECTRE SYSTEMS (1932275 AB LTD)**

\_\_\_\_\_  
SIGNATURE c/s

I have the authority to bind the Corporation

\_\_\_\_\_  
SIGNATURE c/s

(93)

I have the authority to bind the Owner

**The conditions printed on the following sheet are a part of this Contract. No other terms, conditions, or obligations will govern unless specifically accepted by SPECTRE SYSTEMS.**

## TERMS AND PROVISIONS OF QUOTATIONS AND CONTRACT

### 1.0 Responsibilities of Spectre Systems (SS)

- 1.1 SS shall conduct the work in a good, workmanlike, & timely manner. However, in no event shall SS be responsible for the following:
- (a) Liability for damage to sidewalks, driveways, or other property in the vicinity of the work site.
  - (b) Damage to underground utility lines or services where location of these underground lines or services was the responsibility of the Customer. Or where underground lines and services were located by the Customer, but found by SS to be in different locations. Or for any damages which may occur as a result of the utility lines and services being improperly located. Or where underground lines/services are installed to an inadequate depth.
  - (c) Growth of vegetation through the finished asphalt surface.
  - (d) Damage to the asphalt surface caused by high unit loading, e.g. bicycle or motorcycle kickstands, ladders, trailer hitch jacks, ect.
  - (e) Asphalt surface depressions, settlements or failures caused by soil consolidation in trenches, near basement walls or underground tank installations.
  - (f) Ponding of water or "bird baths" in the asphalt where the designed slope is less than two percent (2%) grade. Or where the elevation of existing structures such as sidewalks, lanes, floor slabs, ect, which the asphalt must match are such that this minimum 2% grade cannot be attained.
  - (g) Asphalt surface deflection and/or failure or any problem resulting from or caused by frost action.
  - (h) Damages cause to surfaces in the vicinity of the site from the tracking of asphaltic materials such as tack, prime or seal coat material.
  - (i) Delays in the construction of the Work caused by a lack of available equipment and personnel, transportation, road bans, strikes, accidents, acts of god or any cause beyond the control of SS.

### 2.0 Customers responsibilities

- 2.1 The customer shall be responsible for the following:
- (a) Provision of suitable, (in the sole opinion of SS) access roadways (taking into consideration road restrictions, ect.), & entrance points of delivery for trucks and other equipment necessary to perform the work.
  - (b) Prior to commencement of the work, to locate and mark all underground utility lines and services at the location of the work (Unless otherwise specified).
  - (c) To notify SS of all areas of the work site that has previously exhibited load bearing capacity problems.
  - (d) To notify SS of all sub-surface conditions known to the Customer which may have a bearing on the work.

### 3.0 Contract price(s) and payment

- 3.1 In the event that this Contract is not accepted within thirty (30) days of the date here of, SS may amend and revise the amounts quoted.
- 3.2 Unless this Contract specifically states a lump sum price, contract pricing will be based on the actual area and/or volume of work and/or materials supplied using the unit price(s) quoted.
- 3.3 The contract price shall be due and payable on the 30<sup>th</sup> day following the date of invoice to the customer. SS, in its sole discretion, may invoice the Customer as the work progresses.
- 3.4 The customer shall pay interest on all unpaid invoiced amounts from the 30<sup>th</sup> day following the date of invoice to the date payment is received, at the rate of twenty four (24%) percent per annum.
- 3.5 Notwithstanding any other provisions here in contained, this quotation is subject to SS, in its sole discretion, approving the credit of the customer.
- 3.6 The contract price(s) as invoiced by SS shall be paid without claim of set-off. (Counterclaim or deduction of any nature for any cause whatsoever.)
- 3.7 Prices listed above do not include GST, PST or other applicable taxes.

### 4.0 Conduct of the work - delays

- 4.1 SS shall commence the work as soon as weather conditions & its work schedule shall allow.
- 4.2 In the event of poor weather or as a result of other commitments, SS, in its sole discretion, may stop the construction of the work at any time.
- 4.3 When included in this Contract, the Emulsion-Sand Slurry Seal Coat, other sealant or crack filling shall be done at SS's convenience and/or when weather conditions allow. Sealing or Crack filling which is not completed before October 1<sup>st</sup> in any year shall be completed in the following year, taking into consideration weather and SS's schedule.
- 4.4 Unless otherwise specified & notwithstanding that the customer may have accepted this Contract in compliance with Paragraph 3.1 above, in the event the Work has not been started/or completed within a reasonable time following the date of acceptance, SS may increase the quoted price(s) as a result in an increase in costs of labor, materials, & equipment required for the Work which have occurred following the date of the Contract.

### 5.0 Warranty

- 5.1 Subject to the following exceptions, SS warrants the work and materials supplied by SS including, without limitation, Hot Mix Asphalt, for a period of one (1) year from the completion day of the work.
- 5.2 SS does not warrant the work:
- (a) Where there is deflection and/or deterioration of the Hot Mix Asphalt due to base and/or sub-base failure, where that base or sub-base has been constructed by someone other than SS.
  - (b) Where the base has not been designed by experts, and SS shapes & compacts the existing base to specifications, including, without limitation, contours and elevations specified by the Customer.
  - (c) Where the base, sub-base, or sub-grade materials is placed by others or its placement is supervised by others.
  - (d) Where the Customer fails to follow the recommendations of SS regarding construction of the base, sub-base, &/or Hot Mix Asphalt.
- (e) In the event that the Work is subjected to loads for which it was not designed.
- Please note that the shaping of an existing base by SS for the purpose of placing Hot Mix Asphalt shall not be considered as construction of the base.

### 6.0 General

- 6.1 In the event that the Customer requests testing after Contract acceptance to verify the advice or opinions of SS, the testing shall be arranged by SS at the sole cost of the Customer.
- 6.2 All changes in the Work or Extra Work, whether specified by the Customer or at the Recommendation of SS, shall be at the expense of the Customer and will be in addition to the contract price(s).
- 6.3 Neither SS nor the Customer shall assign this Contract or any part thereof without the prior written consent of the other, which consent will not be unreasonably withheld.
- 6.4 This Contract shall ensure to the benefit of and be binding on the heirs, executors, administrators and permitted assignees of the parties.
- 6.5 In the event that the Customer & SS should enter into a conflict of the performance of the Work, the Customer & SS agree that the Terms and Provisions of this Contract supersede any verbal agreements & the parties shall be bound accordingly.
- 6.6 If any of the insitu soils or other materials that are required to be removed from the site by SS are contaminated or polluted, within the meaning of any applicable Statutory (Federal, Provincial or Municipal) Laws; any additional costs of handling or disposing of such soil or other materials as a result of said contamination or pollution will be at the sole expense of the Customer.

INITIAL \_\_\_\_\_



NOTES OF THE PUBLIC SALE OF LAND OF THE SUMMER VILLAGE OF SILVER SANDS  
HELD ON JANUARY 13<sup>TH</sup>, 2023 AT THE FALLIS HALL LOCATED AT  
RANGE ROAD 52 AND HIGHWAY 16 COMMENCING AT 12:00 P.M.

NOTES:	Public Sale of Land of the Summer Village of Silver Sands held Friday, January 13, 2023 at the Fallis Hall located at Range Road 52 & Highway 16.
PRESENT:	-Chief Administrative Officer (C.A.O.), Wendy Wildman (acting as auctioneer) -Asst. C.A.O., Heather Luhtala Member(s) of the Public – 0 Present: Cst. Gervais Kosamba
PUBLIC SALE OF LAND:	Wendy Wildman, declared the Public Auction open at 12:00 p.m. As no bids were received, Wendy Wildman, declared the Public Auction closed at 12:05 p.m.

\_\_\_\_\_  
Signed by Wendy Wildman  
Chief Administrative Officer (C.A.O.)

\_\_\_\_\_  
Signed by Heather Luhtala  
Assistant C.A.O.

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January 19, 2023

Wendy Wildman  
Box 8  
Alberta Beach, AB  
T0E 0A0

Hello Wendy Wildman:

### 2023 Annual Membership

Greetings from your dedicated team at Alberta Municipalities. We greatly appreciate your continued participation in Alberta's largest municipal government network, which exists because of you, our member municipalities.

Our Association is proud to represent municipalities that are home to over 85% of Albertans – including cities, towns, villages, summer villages, and specialized municipalities. The collective power of our members enables us to support your municipality as it builds a thriving community.

Your membership with Alberta Municipalities provides you with exceptional value, including:

- peer-to-peer networking at our annual convention & trade show,
- advocating your needs to the provincial government, and
- evolving alongside you by developing innovative products & services.

Creating a path for Alberta communities to achieve momentum and stability is always our priority. In 2022, we worked with you to advocate on key issues affecting Alberta communities and had many successes in creating cost savings & budget certainty opportunities for members. Please take a moment to [review some of the highlights of our 2022 activities](#).

Your 2023 Membership invoice has been sent to your Accounts Payable contact for payment processing.

If you have any questions, please call us at 310.MUNI (6864) or [e-mail us](#).

We thank you for your continued commitment to Alberta Municipalities and we look forward to working with you in 2023.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Dan Rude'.

Dan Rude,  
Chief Executive Officer  
Alberta Municipalities

Handwritten initials '96' in blue ink, enclosed in a hand-drawn circle.



February 8, 2023

Silver Sands, Summer Village of  
Box 8  
Alberta Beach, AB T0E0A0

Dear valued member,

### 2023 Annual Insurance Renewal

Greetings from your dedicated team at Alberta Municipalities. Please find enclosed your 2023 insurance renewal package provided by Alberta Municipalities' wholly-owned AMSC Insurance Services (AMSCIS).

#### INSURANCE MARKET VOLATILITY

The insurance market continues to face turbulent times and as a result we are continuing to see a rise in insurance rates globally and locally. In Canada alone, severe weather caused \$3.1 Billion in insured damage making 2022 the 3rd worst year for insured damage in Canadian history. Severe weather events combined with inflationary pressures, high labour and material costs, supply chain disruptions and rising geo-economic tensions are all impacting the market and, most notably, the infrastructure sector.

As a result, the impacts of increased reconstruction costs have required us to add an inflation factor to property assets of those members who have not received a building valuation within the last two years. This change may impact your 2023 property renewal.

#### WHAT WE ARE DOING TO HELP YOU

At Alberta Municipalities, our focus is providing members with stability during uncertain times. Your insurance reciprocal is an insurance pool that acts as a shock absorber, smoothing the budgetary highs and lows and providing stability to all its subscribers.

We are extremely pleased to use our subscriber-owned insurance reciprocal to **reduce premiums by \$3 Million**. This means your 2023 premiums will once again be maintained well below what other insurance providers are offering.

Also, we recently completed an in-depth review of our Liability Insurance wordings and have made enhancements, clarified coverage, and made a few changes to sub-limits and deductibles.

Included in your 2023 insurance renewal package are two informative documents: **Your Liability Insurance Policy has Changed** and **What's New In 2023**. We understand that the information provided is technical in nature. Therefore, we strongly encourage you to review these documents in detail to understand these recent changes and better understand the tailored insurance coverage, claims support, and risk management tools available to you.

And as always, your insurance advisor is available to discuss your policy details with you at any time. Should you have any questions, please e-mail us at [insurance@abmunis.ca](mailto:insurance@abmunis.ca) or call us at 310-MUNI.

We thank you for your continued commitment to Alberta Municipalities and we look forward to working with you in 2023.

Yours truly,

General Insurance Services Team

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# Policy Invoice

Invoice Date: 08-Feb-2023  
Invoice Due Date: 10-Mar-2023  
Invoice No: 41920

**Billed to:** Silver Sands, Summer Village of  
Box 8  
Alberta Beach, Alberta T0E0A0

**Certificate No:** P-SV-SILSA-2023

Policy Type	Premium
Property including Mobile Equipment	\$2,429.00
Equipment Breakdown	\$19.00
Commercial General Liability	\$2,816.00
Automobile - Physical Damage	\$825.00
Automobile - Liability	\$834.00
Non-Owned Automobile Liability	\$25.00
Crime	\$450.00

**Total Premium Due:** \$7,398.00

**Payment Payable to:** AMSC Insurance Services Ltd.  
300, 8616 51 Avenue NW  
Edmonton, Alberta T6E 6E6

Toll free: 310-MUNI (6864) or 1-877-421-6644

**Premium is due upon receipt and should be paid no later than 30 calendar days from invoice issue date.**

2022-6176<sup>00</sup>

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**Town of Mayerthorpe**

**Report Title :** SILVER SANDS TOTAL CONTRACT HRS  
**Report Range**                      **Start:** 2023/01/01 0000                      **End:** 2023/01/31 2359

**Man Hour Report by User**

TOWN OF MAYERTHORPE

**KASAMBA, GERVAIS**

**Event start:** 2023/01/05 1500                      **Event end:** 2023/01/05 1630                      **Time:** (90) Minutes  
**Address:** SUMMER VILLAGE  
**Activity Type:** GENERAL PATROL  
**Total Time on Call for this Event :** 1 Hours 30 Minutes

**Event start:** 2023/01/13 1130                      **Event end:** 2023/01/13 1300                      **Time:** (90) Minutes  
**Address:** SUMMER VILLAGE  
**Activity Type:** GENERAL PATROL  
**Total Time on Call for this Event :** 1 Hours 30 Minutes

**Event start:** 2023/01/20 1500                      **Event end:** 2023/01/20 1630                      **Time:** (90) Minutes  
**Address:** SUMMER VILLAGE  
**Activity Type:** GENERAL PATROL  
**Total Time on Call for this Event :** 1 Hours 30 Minutes

**Event start:** 2023/01/27 1300                      **Event end:** 2023/01/27 1430                      **Time:** (90) Minutes  
**Address:** SUMMER VILLAGE  
**Activity Type:** GENERAL PATROL  
**Total Time on Call for this Event :** 1 Hours 30 Minutes

**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 0 Minutes

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ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES

*Office of the Minister*

January 18, 2023

Shelley Vaughan  
FCSS Director  
Summer Village Of Silver Sands  
PO Box 8  
Alberta Beach, AB T0E 0A0

Dear Shelley Vaughan:

As Minister of Seniors, Community and Social Services, I appreciate the vital role Family and Community Support Services (FCSS) plays across the province as a source for preventive social supports for Albertans. Our FCSS partners are critical to providing preventive social services, meeting local needs and addressing social problems.

It is my expectation that Seniors, Community and Social Services offices are open and ready to serve Albertans through our 52 Alberta Supports Centres.

The Alberta Supports Contact Centre is available to the public between 7:30 a.m. and 8:00 p.m., Monday to Friday, through phone at 1-877-644-9992 and walk-in support to provide information on Government of Alberta social programs and services. Staff from stakeholder agencies like FCSS can call the Alberta Supports Contact Centre and select the priority line, reserved for agency staff, to shorten the wait time.

Albertans need to be aware Alberta Supports Centres are open for business. Attached is a poster we encourage all FCSS offices to print out and use to alert their clients that all Alberta Supports Centres across the province are open, both in-person and by phone. By doing so, clients will be familiar with the numerous ways they can access the more than 30 programs and 120 services available to them. The poster is also available online at [www.alberta.ca/family-and-community-support-services-fcss-program.aspx](http://www.alberta.ca/family-and-community-support-services-fcss-program.aspx).

In the fall of 2022, FCSS offices were provided a listing of department contacts so local FCSS staff can access management staff at the local Alberta Supports Centres. Should you have any questions or concerns about how Albertans can access services at an Alberta Supports Centre, I encourage you to reach out to your local ministry management contact. I have reattached the contact list for your convenience.

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FCSS and Alberta Supports are both integral parts of our social services system. Alberta Supports remains an active participant in the shared community network of service providers, such as FCSS, who work together to support, stabilize and ready Albertans in challenging circumstances for an improved future.

Sincerely,

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

Jeremy Nixon  
Minister of Seniors, Community and Social Services

Attachments

cc: Shane Getson  
MLA, Lac Ste. Anne-Parkland

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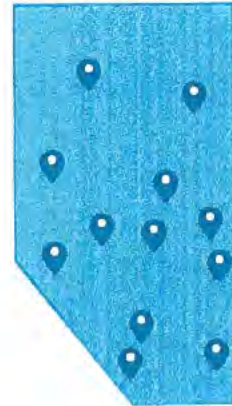
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**SCSS Management Contacts for FCSS Offices**

To be used only in situations where there are challenges in accessing services remotely through the Alberta Supports Contact Centre.

	<b>COMMUNITY</b>	<b>LOCAL CONTACT DETAILS</b>
<b>NORTH ZONE</b>	Grande Prairie	Kate Kingston - 780-933-1078 or Katie McKeon - 780-296-2209
	Peace River	James Blumentrath - 780-219-8758
	High Level	Urmi Mukherjee - 780-805-9013
	High Prairie	Urmi Mukherjee - 780-805-9013
	Slave Lake	Tonya Courchesne - 780-778-7181
	Edson/Whitecourt	Laurie Kehler - 780-517-7907
	Hinton/Jasper/Grand Cache	Carmen Seewitz - 780-817-3783
	Edmonton	Income Support - Marcela Hunter - 780-427-5865 AISH - Tricia Featherstone - 780-415-6399
	Fort McMurray	Candice Gould - 780-715-4201
	Lac La Biche	Karen Miller - 780-623-5205
	Athabasca	Martin Vriend - 780-689-6865
	Barrhead	Martin Vriend - 780-689-6865
	Bonnyville	Maurice Brousseau - 780-815-4044
	Cold Lake	Michelle Coulter - 780-840-2108
	St. Paul	Estelle Lafreniere - 780-645-6435
	Westlock	Martin Vriend - 780-689-6865
	Vegreville	Maurice Brousseau - 780-815-4044
	Sherwood Park	Melanie Boucher or Corinne Jamaldin - 780-415-5803
	Leduc	Cheryl Quiring - 780-427-6535 or Corinne Jamaldin - 780-415-5803
	Parkland	Sue Paddon - 780-962-7642 or Starr O'Loughlin - 780-419-3999
St. Albert	Sheila Osborn - 780-427-5156 or Starr O'Loughlin - 780-419-3999	
<b>SOUTH ZONE</b>	<b>COMMUNITY</b>	<b>LOCAL CONTACT DETAILS</b>
	Brooks Income Support	Soulafa Mustafa - 403-793-6587
	Medicine Hat Income Support	Shayne Kozachenko - 403-529-3606
	Medicine Hat/Brooks AISH	Chelsey Alvarez - 403-529-3781
	Taber Income Support	Tanner Stone - 403-381-5249
	Taber AISH	Haidee Webb - 403-381-5111
	Lethbridge Income Support	Tanner Stone - 403-381-5249
	Lethbridge AISH	Haidee Webb - 403-381-5111
	Pincher Creek AISH	Lane McGale - 403-388-1173
	Pincher Creek Income Support	Tanner Stone - 403-381-5249
	Crowsnest Pass Income Support	Tanner Stone - 403-381-5249
	Crowsnest Pass AISH	Lane McGale - 403-388-1173
	Claresholm Income Support	Tracy Knoch - 403-297-5249

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	Vulcan Income Support	Tracy Knoch - 403-297-5249
	High River Income Support	Tracy Knoch - 403-297-5249
	Okotoks Income Support	Tracy Knoch - 403-297-5249
	Canmore Income Support	Tracey Watson - 403-476-4625
	Cochrane Income Support	Tracey Watson - 403-476-4625
	Calgary One Executive Place	Income Support - Tracey Watson - 403-476-4625 AISH - Andrew Hewitt - 403-297-7671
	Calgary Heritage Square Income Support	Tracy Knoch - 403-297-5249
	Calgary Westlands	AISH - Ryan Puczko - 403-297-8402 Income Support - Kayla Klassen - 403-297-1900
	Airdrie	Kayla Klassen - 403-297-1900
	Camrose	Income Support Supervisor - Miles Kayfish - 780-679-2168
		AISH Supervisor - Del Marlow - 780-608-2549
	Drayton Valley	Income Support Supervisor - Chantelle Starcevic - 780-361-5886
		AISH Supervisor - Del Marlow - 780-608-2549
	Drumheller	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403
		AISH Supervisor - Del Marlow - 780-608-2549
	Lloydminster	Income Support Supervisor - Miles Kayfish - 780-679-2168
		AISH Supervisor - Del Marlow - 780-608-2549
	Olds	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403
		AISH Supervisor - Michelle Desjardins - 403-754-6370
	Red Deer	Income Support Delivery Manager - Carla Walli - 403-506-6573
		AISH Delivery Manager - Sue Williams - 403-872-3145
	Rocky Mountain House	Income Support Supervisor - Chantelle Starcevic - 780-361-5886
		AISH Supervisor - Michelle Desjardins - 403-754-6370
	Stettler	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403
		AISH Delivery Manager - Sue Williams - 403-872-3145
	Vermilion	Income Support Supervisor - Miles Kayfish - 780-679-2168
		AISH Delivery Manager - Sue Williams - 403-872-3145
	Wainwright	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403
		AISH Delivery Manager - Sue Williams - 403-872-3145
	Wetaskiwin	Income Support Supervisor - Chantelle Starcevic - 780-361-5886
AISH Supervisor - Del Marlow - 780-608-2549		

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January 27, 2023

File: 23DP01-31

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**Re: Development Permit Application No. 23DP01-31  
Plan 223 MC, Block 1, Lot 26A : 26 Alder Avenue (the "Lands")  
R1A – Residential : Summer Village of Silver Sands**

APPROVAL OF DEVELOPMENT PERMIT

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

***CONSTRUCTION OF AN ADDITION TO AN EXISTING  
DETACHED DWELLING (39.1 SQ. M.)***

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

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

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

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

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

Date Application Deemed Complete **January 27, 2023**

Date of Decision **January 27, 2023**

Effective Date of Permit **February 25, 2023**

Signature of Development Officer

Tony Sonleitner, Development Officer, Summer Village of Silver Sands

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

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

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

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$200.00.



## EMS/811 Shared Response

Community Engagement <Community.Engagement@albertahealthservices.ca>

Thu 2/2/2023 1:54 PM

To: Community Engagement <Community.Engagement@albertahealthservices.ca>



## EMS/811 Shared Response

### Dear Stakeholders

Alberta Health and Alberta Health Services [announced today](#) a new EMS/811 Shared Response that is already helping patients get the care they need and reducing unnecessary ambulance responses.

This new collaboration between EMS and Health Link 811 allows for the transfer of EMS callers who EMS assesses as low-acuity – or, not experiencing a medical emergency that requires an ambulance – to Health Link 811 nurses for further triage, assessment and care. If at any point it is determined an ambulance is required, one will be dispatched.

Many EMS callers are seeking help, advice or guidance and don't know where to turn so they call 911 even though they do not need an EMS response. Evidence to-date also demonstrates that some callers looking for ambulance transport have needs that are better met outside the emergency department. Some callers, for example, call 911 when they are experiencing sleeplessness, constipation or earaches.

Allowing these callers to be connected with Health Link 811's Registered Nurses will provide better support for patients while allowing ambulances to remain in the community to respond to life-threatening emergencies. This results in faster emergency response times and better flow through the health system: two of AHS' four key priorities.

In the first two weeks of Shared Response, approximately 6 per cent of EMS calls have been transferred to 811. In consultation with other jurisdictions in Canada that have also implemented similar call triaging, up to 20 per cent of EMS calls are transferred to a nursing line, over time. If AHS realizes a 20 per cent call transfer rate as the work continues between EMS and 811, EMS could be freed up from responding to approximately 40,000 low acuity calls each year.

Both EMS Emergency Communications Officers and Health Link's RNs use industry best practice protocol and advice models to assess patients and their care needs. This ensures consistency and safe, patient-focused clinical options.

In addition to Shared Response, AHS is also issuing a Request for Expressions of Interest and Qualification (RFEIQ) for transporting patients who do not require emergency care, between care facilities.

By contracting third party partners to transport patients requiring care, between care facilities, patients receive the supports they need, while EMS ambulances are freed up to respond to emergencies.

These actions are all a part of AHS' four priorities:

- Improving EMS response times.
- Decreasing emergency department wait times.
- Reducing wait times for surgeries.
- Improving patient flow throughout the healthcare system.

AHS is taking action on all four priorities. Specific to AHS EMS, we are also adding new resources and aggressively working to recruit and retain EMS staff. We have stopped the automatic dispatch of ambulances to non-injury collisions and are fast-tracking ambulance transfers at emergency departments by moving less urgent patients to hospital waiting areas. In addition, paramedics are now able to assess, treat and refer patients if they do not require transport to hospital, and new guidelines are getting patients who do end up in the hospital, home faster after discharge.

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Visit [ahs.ca/ems](https://ahs.ca/ems) to learn more about the work that AHS is doing to ensure sustainable high-quality emergency medical services are available for all Albertans.

We are making fast, effective improvements that are focused on improving patient flow – from the moment a call is made to EMS, to the arrival of an ambulance and the subsequent care of a patient in the emergency department and broader health care environment.

These extraordinary efforts are all part of a collective, organization-wide effort to build a high-quality health care system. And we could not do that without the help of our valuable community partners.

Thank you for your contribution to building healthy Albertans, healthy communities, together.

Sincerely,

**Mauro Chies**  
Interim AHS President and CEO



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January 12<sup>th</sup>, 2023

The Honourable Jason Copping  
Minister of Health  
204, 10800 – 97 Avenue  
Edmonton, AB T5K 2B6

VIA EMAIL [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

**Re: Ambulance Crisis**

Dear Minister Copping:

At the Regular Bon Accord Council Meeting on December 6, 2022, Council received a copy of correspondence from the Town of Ponoka to the Ministry of Health requesting support for their local fire department as first responders for emergency ambulance calls. Bon Accord Town Council fully stand with Ponoka in support of their request for better delivery of ambulance services across the province.

The incidents described in the letter show that ambulance service for rural Albertans is in severe crisis. What steps are being taken to remedy this detrimental situation for our communities? As Canadians, our section 7 Charter right to life, liberty, and security of person should be top priority. The current state of our ambulance service, or lack thereof, affirms instead that these rights hang in the balance.

These incidents, and others across the province, also show the value local fire departments bring to our communities. The lack of adequate ambulance service is placing unfair stress and expectations on volunteer firefighters and further putting the health and safety of Albertans in jeopardy.

These community volunteers and our communities deserve better. We hope your Ministry will make positive changes moving forward to uplift our communities during these difficult times.

Sincerely,



Mayor Brian Holden  
Town of Bon Accord

cc: Premier Danielle Smith  
Rachel Notley, Leader of the Opposition  
Alberta Municipalities  
Dale Nally, MLA – Morinville-St. Albert  
Pat Mahoney, Fire Chief – Town of Bon Accord

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## 2023 9th Annual SANG Charity Golf Tournament in Support of the Kids with Cancer Society

Valere Leifso <VLeifso@steannegas.com>

Fri 1/27/2023 1:58 PM

### **SAVE THE DATE!**

*SANG is pleased to invite you to our 9<sup>th</sup> annual golf tournament in support of Kids with Cancer Society.*

The Kids with Cancer Society provides vital programs and services not offered elsewhere to children with cancer and their families. KWCS operates out of Edmonton. To learn more about or access the **more than 50 programs and services**, please explore [www.kidswithcancer.ca](http://www.kidswithcancer.ca).

Registration will be open soon!

We are looking forward to a successful year.

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PRESENTS

**Kids with Cancer Society**  
**ANNUAL GOLF**  
**TOURNAMENT**

SAVE-THE DATE

JULY 20 | 8 AM - 6 PM  
TRESTLE CREEK GOLF RESORT,  
ENTWISTLE, AB

REGISTRATION COMING SOON

