

SUMMER VILLAGE OF SILVER SANDS  
AGENDA

Agenda  
Bundler

Friday, August 10<sup>th</sup>, 2018 – immediately following the organizational meeting

1. Call to order

2. Agenda                    a)     Friday, August 10<sup>th</sup>, 2018 Regular Council Meeting

3. Minutes:                    a)     May 25<sup>th</sup>, 2018 Regular Council Meeting

p 1-4

4. Delegations:            a)     n/a

5. Bylaws:                    a)     Bylaw 282-2018 – a bylaw to authorize Council to pass bylaws for municipal purposes respecting the safety, health and welfare of people, the protection of people and property and other matters including but not limited to regulating and prohibiting the use of public land. Council gave 1<sup>st</sup> reading to this bylaw at the May 25<sup>th</sup>, 2018 Council meeting, and this is the bylaw that follows closely to the City of Grande Prairie's bylaw. Please review page 5 and the highlighted sections with respect to fines. This bylaw is here for consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings. *(give consideration to 2<sup>nd</sup> reading (as is or with amendments), give consideration for 3<sup>rd</sup> and final reading (as is or with amendments), or some other direction as given by Council at meeting time)*

p 5-12

b)     Bylaw 284-2018 – a bylaw for the purpose of cancelling a portion of plan 223 M.C., specifically Lots 4 & 5, Block 5 to be cancelled and established as a single new lot known as Lot 4A, Block 5, Plan 223 M.C. *(give consideration to 1<sup>st</sup> reading (as is or with amendments), give consideration to 2<sup>nd</sup> reading (as is or with amendments), give consideration for 3<sup>rd</sup> and final reading (as is or with amendments), give 3<sup>rd</sup> and final reading, or some other direction as given by Council at meeting time)*

p 13-16  
p 17-18

**SUMMER VILLAGE OF SILVER SANDS  
AGENDA**

**Friday, August 10<sup>th</sup>, 2018 – immediately following the organizational meeting**

---

p 19-32

- c) Bylaw 285-2018 – a bylaw to establish a Code of Conduct for Members of Council, Council Committees and other Bodies established by Council. This bylaw is a requirement as per the recent MGA revisions, and this bylaw was supposed to be passed by July 23<sup>rd</sup>, 2018. This is the template bylaw prepared by AUMA, and has been vetted by the consultant working on our bylaw and policy project *(give consideration to 1<sup>st</sup> reading (as is or with amendments), give consideration to 2<sup>nd</sup> reading (as is or with amendments), give consideration for 3<sup>rd</sup> and final reading (as is or with amendments), give 3<sup>rd</sup> and final reading, or some other direction as given by Council at meeting time)*

If this bylaw is passed, then Council will need to appoint an Integrity Commissioner, and as stated in the bylaw this will need to be a paid position. I do have a couple names that I will suggest at meeting time *(that as per Bylaw 285, 2018 Council appoint \_\_\_\_\_ as Integrity Commission for the Summer Village of Silver Sands.*

p 33-46

- d) Bylaw 286-2018 – a bylaw to regulate the procedure and conduct of Council and Council Committee meetings. Once approved this bylaw will repeal the previous bylaw, and the change to this bylaw changes "In Camera" to "Closed Meeting" as recommended by Alberta Municipal Affairs, removes the Code of Conduct as that is now addressed in Bylaw 285-2018 (above) it limits the Open Floor Gallery time to 15 minutes, and it fixes up format, typos and spacing. *(give consideration to 1<sup>st</sup> reading (as is or with amendments), give consideration to 2<sup>nd</sup> reading (as is or with amendments), give consideration for 3<sup>rd</sup> and final reading (as is or with amendments), give 3<sup>rd</sup> and final reading, or some other direction as given by Council at meeting time)*

p 47-49  
p 50-51

- e) Bylaw 287-2018 – a bylaw for the purpose of cancelling a portion of plan 2941 M.C., specifically Lots 4 & 5, Block 4 to be cancelled and established as a single new lot known as Lot 4A, Block 4, Plan 2941 M.C. *(give consideration to 1<sup>st</sup> reading (as is or with amendments), give consideration to 2<sup>nd</sup> reading (as is or with amendments), give consideration for 3<sup>rd</sup> and final reading (as is or with amendments), give 3<sup>rd</sup> and final reading, or some other direction as given by Council at meeting time)*

**SUMMER VILLAGE OF SILVER SANDS  
AGENDA**

**Friday, August 10<sup>th</sup>, 2018 – immediately following the organizational meeting**

---

6. Business:

p 52

- a) Council Resignation – at our May 25<sup>th</sup>, 2018 Council meeting, the resignation of Councillor Rob Kirk was accepted and Council set the dates for nomination and election day. It was after our May 25<sup>th</sup>, 2018 meeting that Administration received the resignation of Councillor Maureen Mazerolle *(that Council accepts the resignation of Maureen Mazerolle from the position of Councillor for the Summer Village of Silver Sands effective May 27<sup>th</sup>, 2018)*
- b) Further to our April 13<sup>th</sup>, 2018 Council meeting where Council set the dates for the public hearing with respect to Bylaw 281-2018 – proposed amendments to Silver Sands Land Use Bylaw 265-2015. These proposed amendments are a result of a request from the Silver Sands Golf Course Development. As we had two Council resignation during this time the public hearing was cancelled. Council now needs to set another date/time/location for a public hearing and another notice will have to be issued to property owners and adjacent stakeholders. To allow for proper notification, we will have to look to September dates. *(that a public hearing with respect to Bylaw 281-2018 be set for*

\_\_\_\_\_ )

Planned in conjunction with dates of the public hearing, Council previously had approved a public open house to discuss proposed land use bylaw amendments. The topics to be discussed include: Marijuana, Garages in front yards, Accessory building on vacant lots including fencing, recreational vehicles on vacant lots, animal husbandry including bee keeping and chickens. If Council has anything else they wish to see included, please let us know at the Council meeting.

*(that a public open house to discuss potential changes to the Land Use Bylaw be scheduled for*

\_\_\_\_\_ )

**SUMMER VILLAGE OF SILVER SANDS  
AGENDA**

**Friday, August 10<sup>th</sup>, 2018 – immediately following the organizational meeting**

p 53-56

- c) Alberta Summer Village Association – please refer to the June 1<sup>st</sup>, 2018 and July 31<sup>st</sup>, 2018 emails from ASVA Executive Director Beverly Anderson regarding registration for the upcoming conference and requesting consideration for a donation to the ASVA Silent Auction held during the fall conference. This is the 60<sup>th</sup> anniversary of the ASVA, and this year's conference is being held in Leduc as opposed to the west end of Edmonton *(that Council and Administration be authorized to attend the ASVA Conference scheduled for October 18<sup>th</sup> and 19<sup>th</sup>, 2018 in Nisku, and that the Summer Village donate to the ASVA silent auction)*

p 57-62

- d) Lac Ste. Anne County – cost share agreement for Twp. Rd 540 from Rge Rd 52 to Rge Rd 54. Further to previous discussions and motions to go ahead with this cost share road rehab project, attached is the actual agreements forwarded from Lac Ste. Anne County. These agreements have been executed and returned to the County, and I am requesting a motion to approve the agreement and authorize execution *(that the cost road agreements for Twp. Rd 540 from Rge Rd 52 to Rge Rd 54, between Lac Ste. Anne County and the Summer Village of Silver Sands, with the Summer Village share of this \$448,512.00 project being \$308,352.00 be approved, and execution of these agreements ratified)*

p 63-64

- e) DuncanCraig Lawyers Mediators – please refer to the July 18<sup>th</sup>, 2018 letter from DuncanCraig advising they represent the Trustee in Bankruptcy of the Estate of Skyrider Holdings Ltd. Skyrider still owns 3 lots in Poppy Place to which outstanding taxes are as follows:

Tax Roll	Assessment	Total O/S	Total Penalties	2018 Levy
1365	\$37,600	\$15,366.09	\$9,602.63	\$680.13
1366	\$37,600	\$15,366.09	\$9,602.63	\$680.13
1373	\$36,400	\$16,176.35	\$10,181.62	\$665.81

**SUMMER VILLAGE OF SILVER SANDS  
AGENDA**

**Friday, August 10<sup>th</sup>, 2018 – immediately following the organizational meeting**

---

DuncanCraig are asking for consideration to reverse some of the penalties so that there would be some money left over for the Trustee to divvy out to other parties who are seeking restitution. Administration can advise that recent sales in Poppy Place ranged between \$27,800.00 and \$35,000.00 (*deny request for reversal, consider some sort of a reversal, or some other direction as given by Council at meeting time*)

p 65-69

- f) Public Participation Policy VI-001, also part of the revised MGA, Council needs to pass a public participation policy by July 23<sup>rd</sup>, 2018. Attached is a draft policy, again put together by AUMA. We are requesting approval of this policy as is or with amendments (*that Public Participation Policy VI-001 be approved as presented or with amendments*)

p 70-71

- g) Request to lease playground area for 2019 wedding – please refer to the attached July 27 email from Nancy Biggs who is looking to rent the playground area, tables and chairs, and have a live band there for an August 3, 2019 wedding. Attached is the Summer Village's recreational items rental policy. Discussion to take place at meeting time (*direction at meeting time*)

h)

i)

j)

7. Financial  
p 72-77

- a) Income & Expense Statement – as of June 30<sup>th</sup>, 2018

**SUMMER VILLAGE OF SILVER SANDS  
AGENDA**

**Friday, August 10<sup>th</sup>, 2018 – immediately following the organizational meeting**

---

**8. Councillors' Reports**

- a) Mayor Poulin
- b) Deputy Mayor (n/a)
- c) Councillor (n/a)

**9. Administration Reports**

p 78-80

p 81-82

p 83-84

- a) Alberta Municipal Affairs – email from admin staff on recent AMA course they attended
- b) Blue Bag service – first week 24 bags, second week 41 bags, third week 44 bags and a large amount of cardboard
- c) Wabamun Boat Launch wash facility – further to a statement made at our last Council meeting, I have confirmed with Village of Wabamun CAO that Wabamun does NOT have a wash facility
- d) Darwell Regional Waste Water Transmission Conceptual Study – progress meeting
- e) Boat Launch – 10 yr maintenance approval under water act
- f) Public Works Report

**10. Information and Correspondence**

p 85

p 86

p 87-90

p 91-92

p 93-96

p 97-98

p 99-102

p 103-108

p 109-110

p 111-112

p 113

- a) Hon. Oneil Carlier – July 12<sup>th</sup>, 2018 letter on the Summer Village receiving STEP funding for 2018 in the amount of \$2,362.50
- b) AUMA/AMSC – June 18<sup>th</sup>, 2018 letter on their 2017 rebates – the Summer Village received \$94.00.
- c) Alberta Municipal Affairs – July 25<sup>th</sup>, 2018 letter advising of the one year extension for completion of the Intermunicipal Collaboration Frameworks (ICF) and Intermunicipal Development Plans (IDP)
- d) Alberta Municipal Affairs – May 29<sup>th</sup>, 2018 letter on the 2018 budget and the Summer Villages grant funding allocations: MSI operating \$10,719, MSI Capital \$69,827 BMTG \$13,333, and Gas Tax Fund of \$13,825
- e) Community Peace Officer Reports – May and June 2018
- f) Alberta Environment and Parks – letter from Minister Shannon Phillips in response to our letter regarding zebra and quagga mussels in Alberta
- g) LIAMS – June 8<sup>th</sup>, 2018 amending approval from Alberta Environment and Parks for the weed harvesting permit
- h) Alberta Recreational Lakes Forum Summary Report
- i) Land Stewardship Centre – annual report card
- j) Yellowhead Regional Library Board Executive Committee Highlights – May 7<sup>th</sup>, 2018
- k) Government of Alberta Statement of Direct Deposit - \$1,206.00 on July 3<sup>rd</sup>, 2018 representing 3<sup>rd</sup> quarter FCSS funding
- l)

**SUMMER VILLAGE OF SILVER SANDS  
AGENDA**

**Friday, August 10<sup>th</sup>, 2018 – immediately following the organizational meeting**

---

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

**Next Meetings:**

- August 31<sup>st</sup>, 2018 – Regular Council Meeting 9:00 a.m.

SUMMER VILLAGE OF SILVER SANDS  
REGULAR COUNCIL MEETING MINUTES  
FRIDAY, MAY 25, 2018  
FALLIS COMMUNITY HALL

	<b>PRESENT</b>	<p>Mayor: Bernie Poulin  Deputy Mayor: Maureen Mazerolle – Via Teleconference</p> <p>Administration: Wendy Wildman, CAO  Heather Luhtala, Assistant CAO</p> <p>Public Works: Dan Golka, Public Works Manager</p> <p>Delegations: n/a</p> <p>Public at Large: 9</p>
1.	<b>CALL TO ORDER</b>	Mayor Poulin called the meeting to order at 9:01 a.m.
2.	<b>AGENDA</b>	
	83-18	<p><b>MOVED</b> by Deputy Mayor Mazerolle that the May 25, 2018 agenda be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b>	
	84-18	<p><b>MOVED</b> by Mayor Poulin that the minutes of the April 13, 2018 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>DELEGATIONS</b>	n/a
5.	<b>BYLAWS</b>	
	85-18	<p><b>MOVED</b> by Mayor Poulin that Bylaw 282-2018 being a bylaw for matters related to the use of Public Lands be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	86-18	<p><b>MOVED</b> by Deputy Mayor Mazerolle that Bylaw 283-2018 being a Bylaw for the purpose of establishing fees and charges for the Summer Village of Silver Sands, be given 1<sup>st</sup> reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	87-18	<p><b>MOVED</b> by Deputy Mayor Mazerolle that Bylaw 283-2018 be given second reading.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	88-18	<p><b>MOVED</b> by Mayor Poulin that Bylaw 283-2018 be considered for third reading.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p>





SUMMER VILLAGE OF SILVER SANDS  
REGULAR COUNCIL MEETING MINUTES  
FRIDAY, MAY 25, 2018  
FALLIS COMMUNITY HALL

	89-18	<b>MOVED</b> by Deputy Mayor Mazerolle that Bylaw 283-2018 be given third and final reading.  <b>CARRIED</b>
<b>6.</b>	<b>BUSINESS</b>	
	90-18	<b>MOVED</b> by Mayor Poulin that Council accept the resignation of Rob Kirk from the position of Councillor for the Summer Village of Silver Sands effective May 18, 2018, THAT the following election dates be set for the vacancy on Council:  <b>Nomination Day</b> Saturday, June 30, 2018 10:00 a.m. to 12:00 p.m. at the Summer Village Quonset  <b>Advance Vote</b> Saturday, July 21, 2018 10:00 a.m. to 4:00 p.m. at the Summer Village Quonset  <b>Election Day</b> Saturday, July 28, 2018 10:00 a.m. to 7:00 p.m. at the Fallis Hall;  THAT Connie Rose be appointed as Returning Officer AND THAT Billie Armitstead & Inga Walker be appointed as Deputy Returning Officers.  <b>CARRIED</b>
	91-18	<b>MOVED</b> by Mayor Poulin that the Summer Village of Silver Sands remain accredited under the Safety Codes disciplines, THAT the Summer Village of Silver Sands retain the services of The Inspections Group Inc. to provide building, electrical, plumbing, gas and private sewage inspections effective May 1, 2018 AND THAT the draft agreement between the Summer Village of Silver Sands and The Inspections Group Inc. for the provision of building, electrical, plumbing, gas and private sewage inspections be approved as presented and execution of the agreement be authorized.  <b>CARRIED</b>
	92-18	<b>MOVED</b> by Mayor Poulin that Council accept for information the Alberta Historical Resources Foundation March 15, 2018 letter on their 2018 Heritage Awards Nominations.  <b>CARRIED</b>
	93-18	<b>MOVED</b> by Mayor Poulin that June 3 <sup>rd</sup> to 9 <sup>th</sup> , 2018 be declared as 'Seniors Week' AND THAT the poster and declaration be posted to the Summer Village's website.  <b>CARRIED</b>

(2)

**SUMMER VILLAGE OF SILVER SANDS  
REGULAR COUNCIL MEETING MINUTES  
FRIDAY, MAY 25, 2018  
FALLIS COMMUNITY HALL**

	94-18	<b>MOVED</b> by Mayor Poulin that Council approve in principal the participation in a regional project initiated by the Town of Mayerthorpe that would develop a website content for each municipal partner.  <b>CARRIED</b>
<b>7.</b>	<b>FINANCIAL</b>	
	95-18	<b>MOVED</b> by Deputy Mayor Mazerolle that the Income and Expense Statements as at April 30, 2018 be accepted for information.  <b>CARRIED</b>
	96-18	<b>MOVED</b> by Mayor Poulin that the Bank Reconciliation as at April 30, 2018 be accepted for information.  <b>CARRIED</b>
<b>8.</b>	<b>COUNCIL REPORTS</b>	
	97-18	<b>MOVED</b> by Mayor Poulin that the verbal Council Reports be accepted for information.  <b>CARRIED</b>
<b>9.</b>	<b>ADMINISTRATION REPORT</b>	
	98-18	<b>MOVED</b> by Mayor Poulin that the verbal and written Administration and Public Works reports be accepted for information.  <b>CARRIED</b>
<b>10.</b>	<b>INFORMATION / CORRESPONDENCE</b>	
	99-18	<b>MOVED</b> by Deputy Mayor Mazerolle that the following Information and Correspondence be accepted for information: <ul style="list-style-type: none"> <li>a) Boat Launch maintenance activities – as per April 18, 2018 email from Alberta Environment and Parks</li> <li>b) Alberta Labour – April 4, 2018 letter from Minister Christina Gray on the Summer Village’s approval under the Summer Temporary Employment Program (STEP) for 2018</li> <li>c) Government of Alberta – statement of direct deposit April 3, 2018 in the amount of \$1,206.00 representing quarterly FCSS funding</li> <li>d) Alberta Indigenous Relations – April 5, 2018 letter on renewing the discussion on Alberta’s 2013 First Nations Consultation Policy and 2015 Management, including the Enhanced Consultation Capacity Initiative. There were two April meetings being hosted by the Province</li> <li>e) ASVA April 14, 2018 email on information with respect to municipal responsibilities on cannabis. Development Officer, Tony Sonnleitner, has kept himself very involved in this matter and will bring proposed Land Use Bylaw changes to Council when required</li> </ul>

③

**SUMMER VILLAGE OF SILVER SANDS**  
**REGULAR COUNCIL MEETING MINUTES**  
**FRIDAY, MAY 25, 2018**  
**FALLIS COMMUNITY HALL**

		<ul style="list-style-type: none"> <li>f) Alberta Municipal Affairs – March 29, 2018 letter on the 2018 Tax Year Designated Industrial (DI) Property Tax Requisition</li> <li>g) Alberta Seniors and Housing – April 6, 2018 letter on the Minister's Seniors Service Awards, which unfortunately had a nomination deadline of April 23, 2018</li> <li>h) 18DP01-31 – a development permit for construction of an accessory building (71.3 sq m) with variance to the maximum total combined floor area of accessory buildings upon the site, for Lot 15A, Block 3, Plan 223MC, 16 Aspen Avenue</li> <li>i) GFL – Silver Sands summer pickup schedule</li> <li>j) Crop Production Services – April 20, 2018 letter advising it has sold its fuel business to Peace Country Petroleum Sale Ltd.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
11.	<b>OPEN FLOOR WITH GALLERY</b> 100-18	<p><b>MOVED</b> by Mayor Poulin that Council accept for information the open-floor discussion with the gallery.</p> <p style="text-align: right;"><b>CARRIED</b></p>
12.	<b>IN CAMERA</b>	n/a
13.	<b>NEXT MEETING(S)</b>	<p>The next meetings have been scheduled for:</p> <ul style="list-style-type: none"> <li>-Saturday, June 16, 2018 at 10:00 a.m. (Public Hearing)</li> <li>-Friday, June 22, 2018 at 9:00 a.m. (Regular Council Meeting)</li> </ul>
14.	<b>ADJOURNMENT</b>	The meeting adjourned at 10:20 a.m.

\_\_\_\_\_  
Mayor, Bernie Poulin

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

④

---

**A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE  
PROVINCE OF ALBERTA, FOR MATTERS RELATED TO THE  
“USE OF PUBLIC LANDS”**

---

**WHEREAS** under the Authority of the *Municipal Government Act* RSA 2000 Chapter M-26, section 7 (a)(b) and (i), and 8 (a) authorizes the Council of a municipality to pass bylaws for municipal purposes respecting the safety, health and welfare of people, the protection of people and property and other matters including but not limited to regulating or prohibiting the use of public land:

**AND WHEREAS** the Council of Silver Sands deems it advisable to pass a bylaw regulating the use of public lands to be compatible with the normal activities of urban life while recognizing the recreational nature of the municipality and providing for penalties for the unauthorized use of public lands;

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

**1. SHORT-TITLE**

1.1 This bylaw may be cited as “Use of Public Lands”.

**2. DEFINITIONS**

**In this Bylaw:**

- 2.1 “Act” or “said Act” shall mean the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto;
- 2.2 Any word, expression or term used in this Bylaw shall have the same meaning as in the said Act;
- 2.3 “Council” means the Council of the Summer Village of Silver Sands;
- 2.4 “Easement” means a right-of-way intended for services access usually with a surface of grass and not hard topped or graveled, and not intended for the passage of vehicles;
- 2.5 “Municipality” means all lands within the Corporate Boundary limits of the in the Province of Alberta;
- 2.6 “Municipal Tag” means a ticket for any violation of this bylaw in the form of a numbered “Notice of Violation” and contains provisions for either a “warning”, or a “voluntary payment” payable to the Summer Village of Silver Sands with or without discount provisions;

5

- 2.7 "Peace Officer" means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the Alberta Peace Officer Act, or a Municipal Bylaw Enforcement Officer appointed by the Summer Village of Silver Sands;
- 2.8 "Pedestrian" means any person on a highway on foot either standing or walking, or a person in or on a mobility aid;
- 2.9 "Person" includes any person, individual, owner, public body, body corporate, society, firm or partnership;
- 2.10 "Public Land" means:
- (a) Public Utility Lots and Storm Water Management Facilities;
  - (b) Public Utility Lots and Storm Water Management Facilities;
  - (c) Municipal Reserves and School Reserves;
  - (d) Environmental Reserves and Natural Areas; and
  - (e) Any land subject to the direction, management or control including but not limited to:
    - i. Land titled to the Summer Village of Silver Sands;
    - ii. Developed or undeveloped Road Right-of-Ways and Statutory Road Allowances;
    - iii. All easements in favors of the Summer Village of Silver Sands;
    - iv. All utility Right-of-Ways.
- 2.11 "Chief Administrative Officer (CAO)" means a person appointed by Council under a bylaw by the Summer Village of Silver Sands in the Province of Alberta, or that person's designate acting lawfully as CAO in any absence;
- 2.12 "Unauthorized Use" means a person accessing on or over Public Lands or constructing, storing, erecting or placing anything on/under or over Public Land for any purpose without written consent from the Summer Village of Silver Sands;
- 2.13 "Vehicle" means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid;
- 2.14 "Violation Ticket" means a provincial ticket as described in the Alberta Provincial Offences Procedures Act Chapter P-34, RSA 2000 and the Procedures Regulation and may be issued in the form either a part 2 Summons or a part 3 Offence Notice. Service and procedures of such violation tickets shall be as per POPA above and pursuant to Section 160(1) of the Traffic Safety Act where applicable.

### 3. Consent to Use

- 3.1 Any person wishing to make use of public land may apply to the Council of the Summer Village of Silver Sands in writing.
- 3.2 The Council may consent to a proposed use subject to whatever terms the Council considers appropriate.

- (a) Notwithstanding (c), Privately owned signs on Public Lands are prohibited, except as exempted by future amendments to this Bylaw on a case -by-case basis for signs for non-profit organizations under the Societies Act (Alberta) and /or the Board of Trade Act (Canada).
- (b) All privately owned signs and non-profit signs referred to in 4(a) must meet the requirements set out in Appendix "A"
- (c) Notwithstanding (a), Election Signs are prohibiting on Public Lands except as designated by Council in Accordance with Appendix "B"
- (d) Notwithstanding (a) A-Board signs are prohibited on Public Lands except in accordance with Appendix "C"

#### **4. Public Property Regulations**

- 4.1 No person shall make unauthorized use of public land.
- 4.2 No person shall use the public land for the parking or temporary storage of any vehicle, whether operable or inoperable, including but not limited to cars, trucks, vans, recreational vehicles, all-terrain vehicles, snowmobiles, boats, campers and trailers.
- 4.3 No person shall develop on any municipal reserve, environmental reserve or other municipal owned land is prohibited.
- 4.4 Unauthorized uses on Public Land shall include but not limited to the following:
  - (a) Constructing a driveway, parking pad or site, garage, stairway, walkway, pool, patio, deck,
  - (b) Constructing and or maintaining a skating or hockey rink,
  - (c) Placing or storage of personal property,
  - (d) The removal of trees and/or shrubs, excavation, grading or drainage alteration on any municipal reserve, environmental reserve or other municipal owned land, without expressed written approval from the municipality, is prohibited.
  - (e) Installing irrigation or electrical systems,
  - (f) Constructing drainage facilities including, but not limited to, pipes, catch basins, sumps, swales, detention ponds and ancillary structures,
  - (g) Erecting staging, scaffolding or similar structures,
  - (h) Depositing or storing building materials/topsoil/clay/sand/gravel, storing or operating machinery, equipment or tools used or to be used in connection with the erection, alteration, demolition, repair or painting of any structure,
  - (i) Digging, cutting, excavating, filling or dumping soil, refuse, garden or yard material, compost and other materials.



- (j) The prohibition in subsection (c) does not apply to any uses listed in an applicable land use district and subject to expressed written approval from the municipality.
- (k) No person shall erect or cause to be erected any fence on any property owned by the municipality without their expressed written approval.
- (l) Operating any vehicle to access upon or across.
- (m) No person shall park any vehicle upon any land owned by the Summer Village of Silver Sands which the said uses or permits to be used as a playground, recreation area, public park or for utility purposes except on such areas that the CAO or designated employee may designate by a Traffic Control Device for vehicle parking.
- (n) No person shall place unauthorized signage/commercial advertising upon the Public Lands.

**5. The CAO may, by a direction,**

5.1 require the person responsible for an unauthorized use of public land to cease such unauthorized use.

5.2 A direction given by the CAO or designate must:

- (a) Identify the unauthorized use,
- (b) Direct the person to take any action or measures necessary to remedy the unauthorized use including, but not limited to, the restoration of the public land to its state immediately before commencement of the unauthorized use, and
- (c) State a time within which the person must comply with the direction.

5.3 A direction may be served:

- (a) Personally, if directed to an individual or by delivery to a person apparently over the age of sixteen (16) years residing or employed at the address where the individual resides, carries on business or is employed.
- (b) In accordance with the Business Corporations Act (Alberta) if directed to a business corporation.
- (c) Sending by prepaid registered mail to its registered office or its place of business in the case of any other corporation.
- (d) In the case of firm or partnership, by personal service on any person over the age of eighteen (18) years who is a member of the firm or partnership or apparently in the employ of the firm or partnership at an office of the firm or partnership, or
- (e) In accordance with an Order of the Alberta Court of Queen's Bench.



- 5.4 No person shall fail to comply with a direction.
- (a) If the Summer Village is unable to ascertain the name of the person responsible for any unauthorized use:
  - (b) The Summer Village will post a sign on the public land which is the subject of the unauthorized use stating that, if the unauthorized use is not stopped and all work done necessary to restore the public land to its condition immediately before commencement of the unauthorized use, by a date at least twenty-one (21) days after the sign is posted, the Summer Village will do such work.
  - (c) If the Summer Village does work pursuant to the preceding paragraph 5.3 (b), the cost of so doing will be a debt due to the Summer Village from the person responsible for the unauthorized use.
  - (d) The work referred to in paragraph 5.3 (b) includes, but is not limited to, the removal of materials and chattels of all kinds, excavating and removing improvements and carrying out landscaping.
  - (e) In the case of an emergency of any kind or a perceived threat to public safety, the period of twenty-one (21) days prescribed by paragraph 5.3(b) may be shortened to whatever period the CAO or Designate considers appropriate.
  - (f) The Summer Village may sell any materials or chattels referred to in paragraph 5.3(c) and apply the proceeds towards payment of the debt due to the Summer Village from the person responsible for the unauthorized use.

## 6. ENFORCEMENT

- 6.1 A person who contravenes section 4, section 5.4 or any other provision of this bylaw is guilty of an offence.
- 6.2 A person who is found guilty of an offence under this bylaw is liable to a maximum fine of \$10,000.00.
- 6.3 The minimum and specified penalty for a violation of any provision of this Bylaw is a fine in the amount of \$500.00
- 6.4 If a person violates the same provision of this bylaw twice or more within a one-year period, the minimum and specified penalty for the second and subsequent violation shall be a fine in the amount of \$1,000.00
- 6.5 If a fine imposed pursuant to section 6.3 or 6.4 is not paid, the Summer Village will proceed to collect it in the same manner as a civil judgement in favor of the Summer Village.
- 6.6 In addition to imposing a fine pursuant to section 6.3 or 6.4, the Court may:



- (a) Order the responsible person to cease the unauthorized use and take whatever steps are necessary to restore the public land which has been subject of the use to the condition it was in prior to commencement of the use; and
- (b) Direct that, if the responsible person fails to comply with an order pursuant to the preceding paragraph 6.6 (a) within a specified time, the Summer Village will be at liberty to do the work required and recover the costs of so doing from the responsible person. Such costs may be determined either concurrently with imposition of a fine or upon subsequent application to the court.

## 7. VIOLATION TAGS

- 7.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Tag to any person who the Bylaw Enforcement officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (a) A Violation Tag may be issued to such person either personally, or by mailing a copy to such Person at his or her last know post office address.
  - (b) The Violation tag shall be in a form approved by the CAO and shall state:
    - (c) the name of the person;
    - (d) the offence;
    - (e) the appropriate penalty for the offence being the minimum penalty prescribed by this Bylaw;
    - (f) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag;
    - (g) any other information as may be required by the CAO.
  - (h) Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Bylaw Enforcement Officer, provided that no more than one Violation Tag shall be issued for each day that the contravention continues.
  - (i) Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued, may in lieu of being prosecuted for the offence, pay to the Summer Village the penalty specified in the Violation Tag.
  - (j) Nothing in this Bylaw shall prevent a Bylaw Enforcement officer from immediately issuing a Violation Ticket.

## 8. VIOLATION TICKET

If the penalty specified on a Violation Tag is not paid within the prescribed time period, then a Bylaw Enforcement Officer, is hereby authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedures Act.

## 9. VIOLATION TICKET

- 9.1 A Peace Officer is hereby authorized and empowered to issue a violation ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (a) A violation ticket may be issued to such person either personally, or by mailing a copy to such Person at his or her last know post office address.
  - (b) The violation ticket shall be in a form approved by the CAO and shall state:
    - i. the name of the person;
    - ii. the offence;
    - iii. the appropriate penalty for the offence being the minimum penalty prescribed by this Bylaw;
    - iv. that the penalty shall be paid within thirty (30) days of the issuance of the violation ticket;
    - v. any other information as may be required by the CAO.
  - (c) Where a contravention of this Bylaw is of a continuing nature, further violation ticket may be issued by the Peace Officer, provided that no more than one violation ticket shall be issued for each day that the contravention continues.
  - (d) Where a violation ticket is issued pursuant to this Bylaw, the Person to whom the violation ticket is issued, may in lieu of being prosecuted for the offence, pay to the Village the penalty specified in the Violation ticket.
  - (e) Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

## 10. VIOLATION TICKET

- 10.1 A violation ticket in this bylaw is:
- (a) The offences under this bylaw in respect of which a voluntary penalty may be made are set out in section 6 of this bylaw.
  - (b) A violation ticket as distributed by the Province of Alberta and set out in the Provincial Offences Procedures Act and Regulation may be issued by a Peace Officer for any contravention of this bylaw.
  - (c) A violation ticket is deemed sufficiently served if the processes under the Provincial Offences Procedures Act and Regulation have been followed.

**11. SEVERABILITY PROVISION**

Should any provision of this bylaw become invalid, void, illegal, or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provisions had not been invalid.

**12. EXERCISE OF DISCRETION**

The Town has the discretion to enforce this bylaw and is not liable of any outcomes should a Peace Officer decide not to enforce this bylaw if acting in good faith.

**13. REPEAL**

Upon this Bylaw coming into force and effect, Bylaw No. 107 is hereby repealed.

**14. COMING INTO FORCE**

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

**READ** a first time this 25<sup>th</sup> day of May 2018.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**READ** a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Mayor, \_\_\_\_\_

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

12

---

**DEVELOPMENT OFFICER'S REPORT  
PLAN CANCELLATION BYLAW NO. 284-2018**

---

**APPLICANTS / OWNERS:** J.C.M. . . . .

**DISTRICT:** R - Residential

**LEGAL DESCRIPTIONS:** Lots 4 & 5, Block 5, Plan 223 MC - #4 and #5 Poplar Avenue within the Summer Village of Silver Sands

---

**PROPOSAL:**

To cancel, by Bylaw, a portion of Plan 223 MC to allow for the consolidation of Lots 4 & 5, Block 5, Plan 223 MC into one new lot entitled Lot 4A, Block 5, Plan 223 MC.

**REGULATIONS:**

**M.G.A.** Section 658                      Cancellation of plan of subdivision

**COMMENTS:**

The applicants have requested His Worship Mayor and Council's favourable consideration of their application to cancel a portion of Plan 223 MC to allow for the consolidation of the two lots that they own into one within the Summer Village of Silver Sands (See attached application form and letter, both dated July 10, 2018). The subject lands are Plan 223 MC, Block 5, Lot 4 and Plan 223 MC, Block 5, Lot 5. Lot 4 and Lot 5 each have dimensions of 15.24 metres (50 ft.) in width by 45.72 metres (150.0 ft.) in depth. Both lots have frontage onto the municipal roadway (Poplar Avenue) and back onto the Municipal Reserve Lot R6; See attached location map. The lands are relatively flat, sloping northeasterly.

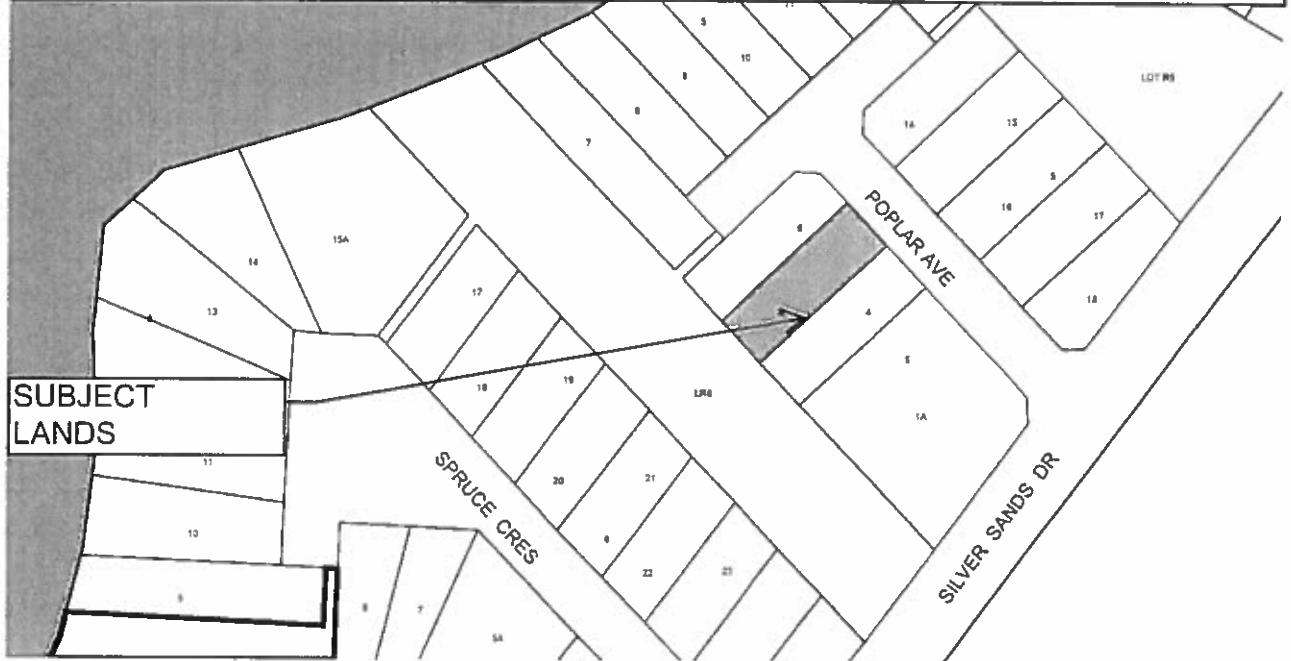
**RECOMMENDATIONS:**

It is the recommendation of the Development Officer that favourable consideration be granted to approve the Plan Cancellation Bylaw No. 284-2018, as requested, to allow for the consolidation of the subject two (2) lots, for the following reasons:

1. The proposal conforms to the requirements of the Land Use Bylaw and does not impinge upon the economic development of the Lands.
2. The proposal satisfies the requirements of Municipal Government Act, RSA 2000, Ch. M-26, Section 658, as amended.
3. It has been typical for His Worship & Council to look favourably upon such applications.

13

LOCATION MAP  
PLAN 223 MC, BLOCK 5, LOTS 4 & 5 : #4 & #5 POPLAR AVENUE WITHIN THE SUMMER  
VILLAGE OF SILVER SANDS  
BYLAW NO. 284-2018



14

## **MGA Section 658**

## **Cancellation of plan of subdivision**

### **Cancellation of plan of subdivision**

658(1) On the application of one or more owners of a parcel of land in a plan of subdivision, a council may by bylaw order the plan cancelled, in whole or in part.

(2) A council may pass a bylaw under subsection (1) only with the consent of

- (a) the owners of the parcel of land in the plan of subdivision,
- (b) every person shown on the certificate of title of the land in the plan of subdivision as having an estate or interest in it, and
- (c) the Crown in right of Alberta, if the plan of subdivision shows a highway or road or other right of way vested in the Crown for which no certificate of title has been issued.

(3) A plan cancellation may not be effected only or primarily for the purpose of disposing of reserves.

(3.1) If all of a plan is cancelled, deferred reserve caveats and environmental reserve easements are also cancelled.

(4) If all reserve land has been cancelled from a plan of subdivision, the resulting parcel of land, if it is subsequently subdivided, may be subject to the provisions of this Part respecting reserves.

(5) If a plan is cancelled in part, a deferred reserve caveat may be placed against the consolidated certificate of title reflecting any reserve land that was cancelled and that will be owing if the parcel is subsequently subdivided.

15

July 10, 2018

To your Worship Mayor and Honorable Councilors:

Please accept this application as our request to have our two lake lots at the Summer Village of Silver Sands consolidated into one legal land holding. We have been owners of these two lots since 2002 and previous to that my parents owned the lots and cabin for about 24 years.

This consolidation will facilitate our ability to build a garage in the future, which will help to ensure the viability and usefulness of the property for ourselves and our kids and hopefully their kids!

Thank you very much for your time, consideration and approval of this request.

Sincerely,

*[Handwritten signature]*  
✓ Indira J. J. J.

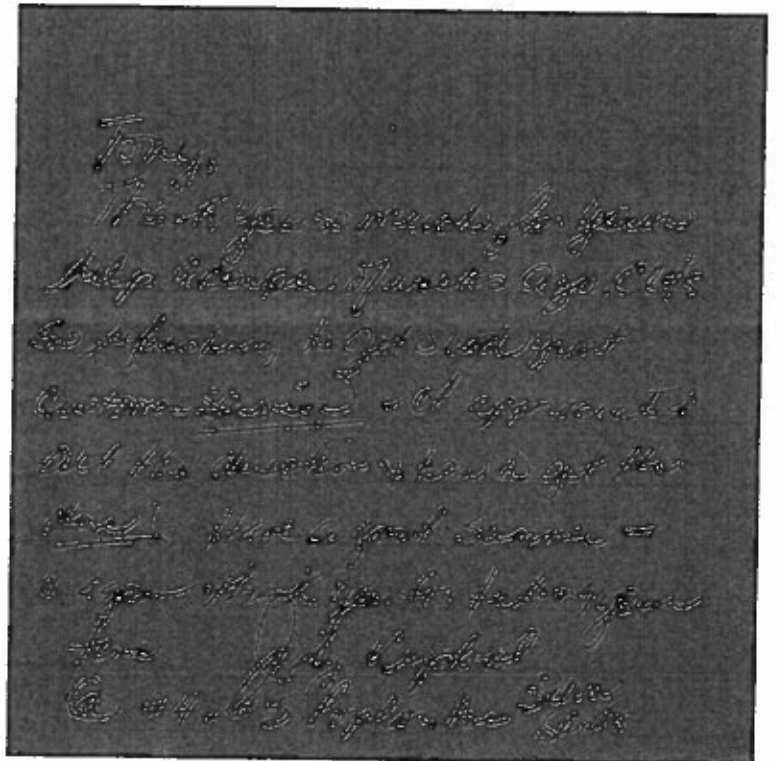
Summer Village of Silver Sands

Municipal Address: #4 Poplar Avenue

Legal: Lot 4, Block 5, Plan 223MC

Municipal Address: #5 Poplar Avenue

Legal: Lot 5, Block 5, Plan 223MC



*Tommy  
Thank you so much for your  
help in getting the application  
approved. It's a great  
feeling to get this great  
consideration and approval.  
We'll be sure to get the  
work done as fast as we can.  
I hope you'll be happy to  
hear from me again.  
@ #4 & #5 Poplar Ave Silver Sands*

16

---

**A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE  
PROVINCE OF ALBERTA, FOR THE PURPOSE OF CANCELLING A  
PORTION OF PLAN 223 M.C.**

---

**WHEREAS** Section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

**AND WHEREAS** the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

**AND WHEREAS** every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

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

1. IT IS HEREBY ORDERED that the lands described as Lots 4 and 5, Block 5, Plan 223 M.C. are to be cancelled from the plan of subdivision of record which is registered in the Land Titles Office for the NORTH Alberta Land Registration District.
2. IT IS FURTHER ORDERED the cancelled lands be established as a single new lot known as Lot 4A, Block 5, Plan 223 M.C.
3. THIS ORDER shall not be effective unless filed by the applicant in the office of the Registrar within NINETY DAYS from the date of this Order.

THE REGISTRAR for NORTH Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his opinion, to give effect to this Order; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in the connection with carrying out this Order shall be borne by the applicant.

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

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**UNANIMOUS CONSENT** to proceed to third reading this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**READ** a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018

17



---

Mayor, \_\_\_\_\_

---

Chief Administrative Officer, Wendy Wildman

18

---

**A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY THE COUNCIL**

---

**WHEREAS** Municipal Councils must, by bylaw, establish a code of conduct governing the conduct of Councillors, pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26* as amended from time to time; and

**WHEREAS** Municipal Council may establish a code of conduct governing the conduct of members of council committees and other bodies established by the council pursuant to the *Municipal Government Act, R.S.A. 2000 Chapter M-26* as amended from time to time; and

**WHEREAS** the elected officials of the Summer Village of Silver Sands recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them; and

**WHEREAS**, the Council for the Summer Village of Silver Sands wishes to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council;

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

**1. SHORT TITLE**

1.1. This Bylaw may be cited as the "Code of Conduct Bylaw".

**2. DEFINITIONS**

2.1. "Act" means the *Municipal Government Act, R.S.A. 2000 Chapter M-26*, as amended from time to time.

2.2. "Bylaw" means a bylaw of the Summer Village of Silver Sands.

2.3. "Chief Administrative Officer" or "CAO" means the person appointed to the position of Chief Administrative Officer by Council.

19

- 2.4. *"Code of Conduct"* means the Summer Village of Silver Sands Code of Conduct for Members of Council, Council Committees and Other Bodies Established by Council.
- 2.5. *"Committee"* means a board, commission, authority, task force or any other public body established by Council.
- 2.6. *"Confidential Information"* means any information that is prohibited from being disclosed under Alberta's Freedom of Information and Protection of Privacy Act (FOIPP) and also includes any information received by a Member in confidence by virtue of their position on Council, a Council Committee or other body established by the Council, as well as matters discussed in meetings that have been closed to the public, unless those matters have subsequently been made public by Council.
- 2.7. *"Council"* means the Council of the Summer Village of Silver Sands.
- 2.8. *"Integrity Commissioner"* or *"Commissioner"* means the individual appointed by Council to receive, assess, investigate and adjudicate complaints regarding breach of the Code of Conduct.
- 2.9. *"Member"* is intended to include both Members of Council and Members of Council Committees or other bodies established by the Council.
- 2.10. *"Member of Council"* means a duly elected Member of Council and includes the Mayor and Deputy Mayor.
- 2.11. *"Member of Council Committee or other body established by the Council"* means member of a committee, board, authority, task force or other body duly appointed by Council.
- 2.12. *"Summer Village"* means the Corporation or the Summer Village of Silver Sands.

**3. CODE OF CONDUCT**

- 3.1. That the *Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council* is attached hereto as "Schedule A" and forms part of this bylaw.

**4. PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS**

- 4.1. That the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct*, is attached hereto as "Schedule B" and forms part of this bylaw.

**5. AMENDMENTS**

20

5.1. That amendments or additions to the *Code of Conduct for members of Council, Council Committees and Other Bodies Established by the Council (Schedule A)* or the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct (Schedule B)* will require an amendment to this Bylaw.

6. **INTERPRETATION**

6.1. Terms which are not defined in the Code of Conduct Bylaw will be given their ordinary meaning.

6.2. Within the text of the Code of Conduct Bylaw:  
a) use of a pronoun or determiner which indicates one gender shall include all genders unless the context requires otherwise, and  
b) use of the singular shall include the plural and the plural shall include the singular as the context requires.

7. **SEVERABILITY**

7.1. It is the intention of the Council of the Summer Village of Silver Sands that each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part of this Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall be effective and enforceable.

8. **COMING INTO FORCE**

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

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**UNANIMOUS CONSENT** to proceed to third reading this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**READ** a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
Mayor, \_\_\_\_\_

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

21

**SCHEDULE A**

**THE SUMMER VILLAGE OF SILVER SANDS  
CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL  
COMMITTEES AND OTHER BODIES ESTABLISHED BY THE COUNCIL**

**1. PURPOSE AND PRINCIPLES**

- 1.1.** The purpose and intent of this Code of Conduct is to establish standards of conduct for Members of Council, Council Committees and other bodies established by the Council so that they may carry out their entrusted duties with diligence and impartiality while maintaining the highest standard of integrity.
- 1.2.** The Code is intended to supplement existing superior legislation and municipal by- laws and policies that govern the conduct of Members of Council, Council Committees and other bodies established by the Council.
- 1.3.** The key principles underlying this Code of Conduct are as follows:
- a)** The public should have confidence that the elected and appointed officials of the Summer Village of Silver Sands operate from a basis of integrity, justice, courtesy and propriety and will carry out their duties in a fair, impartial and transparent manner;
  - b)** Holding public office is a privilege and responsibility and Members shall put the interests of the residents and rate payers of the municipality as a whole above personal interests;
  - c)** Members should demonstrate respect for the law and for the policies, procedures and processes of the Summer Village of Silver Sands;
  - d)** Members have a duty to treat members of the public, representatives from other agencies or municipalities, each other and staff with respect and dignity and without abuse, bullying or intimidation;
  - e)** Members of Council, Council Committees and other bodies established by the Council must exercise due care in the treatment of any Confidential Information obtained through their elected or appointed positions.

**2. COMPLIANCE WITH CODE OF CONDUCT**

- 2.1.** This Code of Conduct applies to all Members of Council and Members of Council Committees and other bodies established by the Council and all Members must observe and comply with all provisions of the Code of Conduct as well as other policies and procedures established by Council which affect the Member.
- 2.2.** Members of Council shall sign and agree to comply with the Code of



Conduct at or prior to the first meeting of Council after their election to office.

- 2.3. Members of Council Committees or other bodies established by the Council of the Summer Village of who are not Members of the Summer Village of Silver Sands Council or the Council of another municipality, shall sign and agree to comply with the Summer Village of Silver Sands Code of Conduct on or before attending their first committee meeting. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 2.4. Members of Council of the Summer Village of Silver Sands, who are Members of another municipalities Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Silver Sands Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council.
- 2.5. Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 2.6. All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 2.7. No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

**3. GENERAL PERSONAL CONDUCT**

- 3.1. Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
- 3.2. As representatives of the Summer Village of Silver Sands, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
- 3.3. Members of Council shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality above personal interests.
- 3.4. Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not

23

make comments that could be offensive to other Members, staff or the public or that could be construed as sexist, racist or otherwise discriminatory.

- 3.5.** Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
- 3.6.** Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Summer Village of Silver Sands Procedural Bylaw. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 3.7.** Members of Council of the Summer Village of Silver Sands, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Silver Sands Code of Conduct for Members of Council, Council Committees and Other Bodies established by the Council.
- 3.8.** Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 3.9.** All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 3.10.** No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

**4. GENERAL PERSONAL CONDUCT**

- 4.1.** Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
- 4.2.** As representatives of the Summer Village of Silver Sands, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
- 4.3.** Members of Council shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality above personal interests.

24

- 4.4. Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not make comments that could be offensive to other Members, staff or the public or that could be construed as sexist, racist or otherwise discriminatory.
- 4.5. Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
- 4.6. Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Summer Village of Silver Sands Procedural Bylaw.
- 4.7. The venue for discussions on matters before Council, a Council Committee or other body established by the Council is within their respective meetings. Members shall not engage in debate with each other via public mediums such as letters to the editor, bios or social media.
- 4.8. Members are expected to use good judgement as to what is appropriate use of electronic social media and must not communicate anything that could harm the reputation of the Summer Village of Silver Sands. Providing personal comments on matters before the Summer Village Council, Council Committees or other bodies established by the Council on social media is inappropriate.
- 4.9. If a difference or conflict between Members is not easily resolved, processes outlined in the Procedural Bylaw and best practices in conflict resolution shall be employed in order to resolve the issue and maintain working relationships among Members.

**5. OBLIGATIONS OF MEMBERS**

- 5.1. Members must conduct themselves in accordance with the requirements and obligations set out in municipal, provincial and federal legislation or regulations, including but not limited to the following:
  - a) Alberta Human Rights Act;
  - b) Alberta Local Authorities Election Act;
  - c) Canadian Human Rights Act;
  - d) Criminal Code of Canada;
  - e) Freedom of Information and Protection of Privacy Act;
  - f) The Summer Village of Silver Sands Procedural Bylaw;
  - g) Municipal Government Act;
  - h) Occupational Health and Safety Act, Regulation and Code,



including the Summer Village of Silver Sands Health and Safety Program.

- 5.2. As outlined in the Municipal Government Act, Members of Council have a duty to participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by Council
- 5.3. All Members are expected to be suitably prepared for meetings of Council or any Committee or other body established by the Council on which they serve.
- 5.4. All Members must attend orientation or training sessions as offered by the municipality.

**6. AVOIDANCE OF CONFLICTS OF INTEREST**

- 6.1. Members of Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Council.
- 6.2. Members of a Council Committee or other body established by the Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Committee or other body on which they serve.
- 6.3. Members shall remove themselves from the proceedings regarding any matter in which they have a pecuniary interest.
- 6.4. Members shall not influence or attempt to influence a decision in a matter that they have a pecuniary or personal interest which comes before Council, a Council Committee or other body established by the Council on which they serve.
- 6.5. Members shall not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council.
- 6.6. Members shall not allow their personal interests or connection to volunteer organizations to influence their impartiality with respect to the duties they carry out as Members of Council, a Council Committee or other body established by the Council.
- 6.7. Members shall not engage in any activity that is incompatible with the ethical performance of their official duties in the public interest, as members of Council, as Council Committee or other body established



by the Council.

**7. USE OF MUNICIPAL ASSETS AND SERVICES**

- 7.1. Members shall use municipal assets and services for activities relevant to their role as Members of Council, a Council Committee or other body established by the Council, and in accordance with any applicable municipal policy or procedure.
- 7.2. Members shall use municipal computers, smart phones or other related technology devices or systems, including email and internet, in accordance with the municipality's policies and procedures.
- 7.3. Members of Council shall not use the property, land, facilities, equipment, supplies, services or other resources of the municipality for any election campaign or campaign-related activities, unless otherwise authorized by policy or bylaw.
- 7.4. No Member of Council shall use the services of persons for election-related purposes during hours in which those persons are receiving compensation from the municipality.
- 7.5. No Member shall obtain personal or financial gain or advantage through the use of municipal assets or services or from municipally developed intellectual property.

**8. USE OF INFLUENCE OF OFFICE**

- 8.1. No Member shall use the influence of his or her position on Council, a Council Committee or other body established by the Council for any purpose other than for the exercise of his or her official duties.
- 8.2. Members shall not use their position to obtain employment or contracts with the municipality for themselves, family members or close associates.

**9. ACCEPTANCE OF GIFTS OR BENEFITS**

- 9.1. Acceptance of gifts or benefits by a Members shall be in accordance with federal and provincial legislation and must be accepted or reported in accordance with any Summer Village policy or procedure.
- 9.2. Members shall ensure that they do not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council through the acceptance of gifts or

27

benefits.

**10. INTERACTIONS WITH MUNICIPAL STAFF**

- 10.1.** Council's sole employee is the Chief Administrative Officer (CAO); Members of Council will respect the CAO's authority to direct staff.
- 10.2.** Members will treat municipal staff with dignity, understanding and respect and will adhere to any of the Summer Village of Silver Sands policies, procedures or directives in order to ensure that the municipal work environment is free from discrimination, bullying and harassment.
- 10.3.** No Member shall use, or attempt to use, their authority for the purpose of influencing any staff member with the intent of interfering in staff's duties.
- 10.4.** No Member shall maliciously or falsely impugn or injure the professional or ethical reputation of staff and all Members shall show respect for the professional capacities of the staff of the municipality.
- 10.5.** No Members shall compel staff to engage in partisan political activities or subject staff to threat or discrimination for refusing to participate in such activities.

**11. INTERACTIONS WITH OTHER AGENCIES OR MUNICIPALITIES AND THE PUBLIC**

- 11.1.** In the performance of their duties, Members will treat representatives of other agencies or municipalities and members of the public with dignity, understanding and respect and will adhere to any and or all of the Summer Village of Silver Sands policies, procedures or directives put in place to ensure that workplace environments are free from discrimination, bullying and harassment.

**12. CONFIDENTIAL INFORMATION**

- 12.1.** Personal information collected by the Summer Village of Silver Sands will only be used for the purpose for which it was collected, and only disclosed if such disclosure complies with Alberta's Freedom of Information and Protection of Privacy Act (FOIPP).
- 12.2.** Members are encouraged to acquire an understanding of the principles of FOIPP.
- 12.3.** Members shall not release information subject to solicitor-client privilege without express authorization from Council unless required by law to do



so.

- 12.4.** Members shall not release or divulge any matters discussed while in a closed meeting including any aspect of the closed meeting deliberations to anyone, unless expressly authorized by Council or required by law to do so.
- 12.5.** Members who speak or write publicly are responsible for ensuring that they do not divulge Confidential Information.
- 12.6.** The responsibility for protecting Confidential Information includes the responsibility for ensuring that documents or digital information are not directly or indirectly made available to unauthorized persons.
- 12.7.** No Member shall use Confidential Information for personal gain or benefit, or for the personal gain or benefit of any other person or body.
- 12.8.** A Member's responsibility for maintaining confidentiality extends beyond the term of office or the period of appointment.

### **13. IMPLEMENTATION**

- 13.1.** The Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council and the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will be adopted by bylaw as required by Section 146.1 of the Municipal Government Act, or as amended from time to time.
- 13.2.** Amendments or additions to the Code of Conduct or the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will require an amendment to the Code of Conduct Bylaw.
- 13.3.** Council will review the Code of Conduct on an annual basis at the Organizational Meeting to ensure it is current and remains relevant to the day-to-day conduct of Members.
- 13.4.** Council will appoint an Integrity Commissioner who will be responsible for accepting, assessing, investigating and adjudicating complaints or requests for investigation regarding breach of the Code of Conduct.
- 13.5.** The process for appointing the Integrity Commissioner will be the same process as for appointments to Council Committees or other bodies established by Council.
- 13.6.** The position of Integrity Commissioner will be a paid contract position, with an appropriate hourly rate of pay or daily per diem, to be established by

29

Council at the time of appointment. The Commissioner may also be reimbursed for expenses approved by the Mayor, or the Deputy Mayor or any 2 members of Council who are not the subject of any complaint under investigation.

- 13.7.** The term for an Integrity Commissioner will be 4 years; a Commissioner may be re- appointed at the end of their first term but may not serve more than two (2) consecutive terms.
- 13.8.** If at any time it is determined by Council that the Integrity Commissioner has conflict of interest or has acted in an unfair or unethical manner, Council may require the Commissioner to relinquish their position.
- 13.9.** Complaints and requests for investigations into allegations that a Member has breached the Code of Conduct will follow the procedure outlined in the *Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct*, Schedule B of the Code of Conduct Bylaw.

30

**SCHEDULE B**

**THE SUMMER VILLAGE OF SILVER SANDS  
PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS  
REGARDING BREACH OF THE CODE OF CONDUCT**

Where a member of the public, a Member of Council, a Member of a Council Committee or other body established by the Council, or an employee of the Summer Village of Silver Sands, has reasonable grounds to believe that a Member has breached this Code, a complaint or request for inquiry may be submitted in confidence to the Integrity Commissioner or to a designated alternate in the absence of the Commissioner.

All complaints or requests for inquiries must be in writing and should include:

- a) the complainant's name and contact information;
- b) the name of the Member(s) to whom the complaint relates;
- c) the nature of the alleged contravention;
- d) the specific provision(s) of the Code allegedly contravened;
- e) names of any witnesses to the alleged contravention;
- f) any other supporting documentation that will assist the Commissioner in evaluating the complaint.

The Commissioner may refuse to undertake an investigation if the complainant fails to provide sufficient documentation to support their complaint.

If after reviewing the complaint, if the Commissioner determines that the complaint is an allegation of a criminal nature consistent with the Criminal Code, the Commissioner will inform the complainant that the allegation must be made through the appropriate police service.

If the complainant is a Member or municipal staff, the Commissioner will review the complaint to determine if it falls under any of the Summer Villages harassment or respectful workplace policies, procedures or directives intended to ensure a working environment free of discrimination, bullying and harassment. If it does, the Commissioner will advise the complainant to contact the appropriate party (CAO, Manager or Supervisor) to initiate the process outlined in the applicable policy, procedure or directive.

Formal investigation of any complaint will be at the discretion of the Commissioner. If the Commissioner finds the allegations to be frivolous or unsubstantiated he or she may decline to conduct an investigation and will inform the complainant of this decision.

If it is found that an investigation is warranted, the Member whose conduct is in question will be provided with a copy of the complaint and supporting documentation

31

and be given the opportunity to provide a written response to the allegations being made.

Once the investigation is complete, the Commissioner will submit a written report which may include statements from both the complainant and the Member who is the subject of the complaint as well as a recommendation for appropriate sanctions (if any) to the Council of the Summer Village of Silver Sands. The report will be discussed at a closed meeting session of Council. Neither the Member who is the subject of the complaint, nor the complainant may attend this closed meeting session but they may submit written statements to the Commissioner for consideration and inclusion in the report to Council, if they choose to do so. Council (excluding the Member who is subject of the complaint) will then determine what sanctions (if any) will be imposed. In the event that all of Council are the subjects of the complaint, it will fall to the Commissioner to determine what sanctions (if any) will be imposed.

The Commissioner may recommend that Council impose any of the following sanctions:

- a) Require a written or verbal public apology;
- b) Require additional training on ethical and/or respectful conduct;
- c) Return of property or reimbursement of its value or of monies spent;
- d) Removal from membership of a Committee; Removal as chair of a Committee;
- e) Reporting the misconduct to Alberta Municipal Affairs or another appropriate authority; or
- f) Other consequences as deemed appropriate and necessary but not including disqualification of a Member of Council.

The results of an investigation by the Commissioner and the imposition (or lack of the imposition) of sanctions by Council or the Commissioner have no appeal mechanism and are to be considered final.

32

---

**A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS IN THE  
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND  
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

---

**WHEREAS**, the Council of the Summer Village of Silver Sands considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of Silver Sands;

**NOW THEREFORE**, the Council of the Summer Village of Silver Sands hereby enacts as follows:

**Citation**

1. This Bylaw may be cited as the "The Procedure Bylaw".

**Definitions**

2. In this bylaw:
  - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Silver Sands.
  - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
  - c) "Council" means the Mayor and Councillors of the Summer Village of Silver Sands for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
  - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
  - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
  - f) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
  - g) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
  - h) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
  - i) "Meetings" means meetings of Council and Council committees.
  - j) "Municipality" means the Municipality of the Summer Village of Silver Sands, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;



**Application**

3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality;

**Severability**

4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid;

**General**

5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Silver Sands' Code of Conduct Bylaw.
9. A breach of any Section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
10. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings shall be conducted in accordance with the procedures set out in Appendix C.

**Meetings**

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.

34

13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 9:00 a.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
21. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
22. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

**Conduct of Meetings**

23. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
24. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
25. A resolution does not require a seconder.
26. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.

35

27. The following resolutions are not debatable by members:
  - a) adjournment
  - b) to take a recess
  - c) question of privilege
  - d) point of order
  - e) to limit debate on a matter before members
  - f) on division of a question
  - g) postpone the matter to a time certain
  - h) to table the matter
  
28. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
  
29. Where an item has been brought before Council, the same item cannot be tabled more than three times.
  
30. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information be presented about the issue or matter.
  
31. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
  
32. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
  
33. The Mayor or presiding officer shall preserve order and decorum and shall decide questions or order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
  
34. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
  
35. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
  - a) a motion to refer the main question to some other person or group for consideration
  - b) a motion to amend the main question
  - c) a motion to table the main question
  - d) a motion to postpone the main question to some future time

- e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
36. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding office as to whether the question has been finally put shall be conclusive.
37. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
38. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
39. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;
40. A formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

### **Delegations**

41. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written

communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.

42. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
43. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 42 to present the matter outlined.
44. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
45. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

#### **Rules of Order**

46. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

#### **Agenda and Order of Business**

47. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least five (5) days before the meeting.

48. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.
49. Where the deadlines in section 47 and 48 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
50. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
  1. Call to Order
  2. Agenda Adoption
  3. Minutes Adoption
  4. Delegations
  5. Bylaws
  6. Business
  7. Financial
  8. Council Reports
  9. Administration Reports
  10. Information & Correspondence
  11. Open Floor Discussion with Gallery – Total time provision of 15 minutes
  12. Closed Meeting
  13. Adjournment
51. The order of business established in section 50 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
52. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

#### **Recording of the Minutes**

53. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
54. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
55. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the

meeting;

### **Bylaws**

56. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
57. Every bylaw shall have three separate and distinct readings.
58. After a member has made the motion for the second reading of the bylaw Council may:
  - a) debate the substance of the bylaw; and
  - b) propose and consider amendments to the bylaw.
59. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
60. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
61. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
62. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
  - a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
  - b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

### **Website**

63. The Regular Council Meeting agenda will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
64. Special Council Meeting agendas will be posted on the Summer Village website prior to the special Council meeting after it is prepared and distributed to Council.

40

- 65. Unapproved meeting minutes are to be posted on the Summer Village website within 7 business days of the meeting.
- 66. Approved minutes are to be posted on the Summer Village website within 3 business days of the meeting.
- 67. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #266-17 and comes into full force and effect upon third and final reading.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**UNANIMOUS CONSENT** to proceed to third reading this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**READ** a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
Mayor, \_\_\_\_\_

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

41



SUMMER VILLAGE OF SILVER SANDS  
APPENDIX A

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of Councillors  
153

Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
  - (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
  - (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

SA 2000 cM-26 s153;2015 c8 s17;2016 c24 s15

42

SUMMER VILLAGE OF SILVER SANDS  
APPENDIX B

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of chief elected official  
154

- (1) A chief elected official, in addition to performing the duties of a Councillor, must
  - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
  - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

43

SUMMER VILLAGE OF SILVER SANDS  
APPENDIX C  
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions.

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

44

Public Hearing Procedures

Definitions

1. "Chairman" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate

SUMMER VILLAGE OF SILVER SANDS PUBLIC HEARING

Date Time

Bylaw #

\*\*\*

INTRODUCTION & PROCEDURES

- 1 (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chairman) "The following rules of conduct will be followed during the Public Hearing:"  
Presentation should be brief and to the point  
The order of presentation shall be
  - o Entry of written submission
  - o Comments from the \*\*\*\*
  - o Those supporting the Bylaw
  - o Those opposing the Bylaw
  - o Any other person deemed to be affected by the BylawThe Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw \*\*\*\* open"

- 3 (Secretary) "The purpose of Bylaw \*\*\*\* is to amend \*\*\*.

First Reading was given to Bylaw \*\*\*\* on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert d-ate)

- 4 (Chairman) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record) "Comments from the \*\*\* Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

- 5 (Chairman) "Are there any further comments from the \*\*\*\* Dept."
- 6 (Chairman) "Do the Councilors have any further questions"
- 7 (Chairman) "If not, I hereby declare this Public Hearing relating to Bylaw \*\*\*\* be closed and will adjourn this Public Hearing."

46

---

**DEVELOPMENT OFFICER'S REPORT  
PLAN CANCELLATION BYLAW NO. 287-2018**

---

**APPLICANTS / OWNERS:**

**DISTRICT:** R1A - Residential – Single Family Class "A"

**LEGAL DESCRIPTIONS:** Lots 4 & 5, Block 4, Plan 2941 MC - #4 and #5 Pine Crescent within the Summer Village of Silver Sands

---

**PROPOSAL:**

To cancel, by Bylaw, a portion of Plan 2941 MC to allow for the consolidation of Lots 4 & 5, Block 4, Plan 2941 MC into one new lot entitled Lot 4A, Block 4, Plan 2941 MC.

**REGULATIONS:**

**M.G.A.**Section 658                      Cancellation of plan of subdivision

**COMMENTS:**

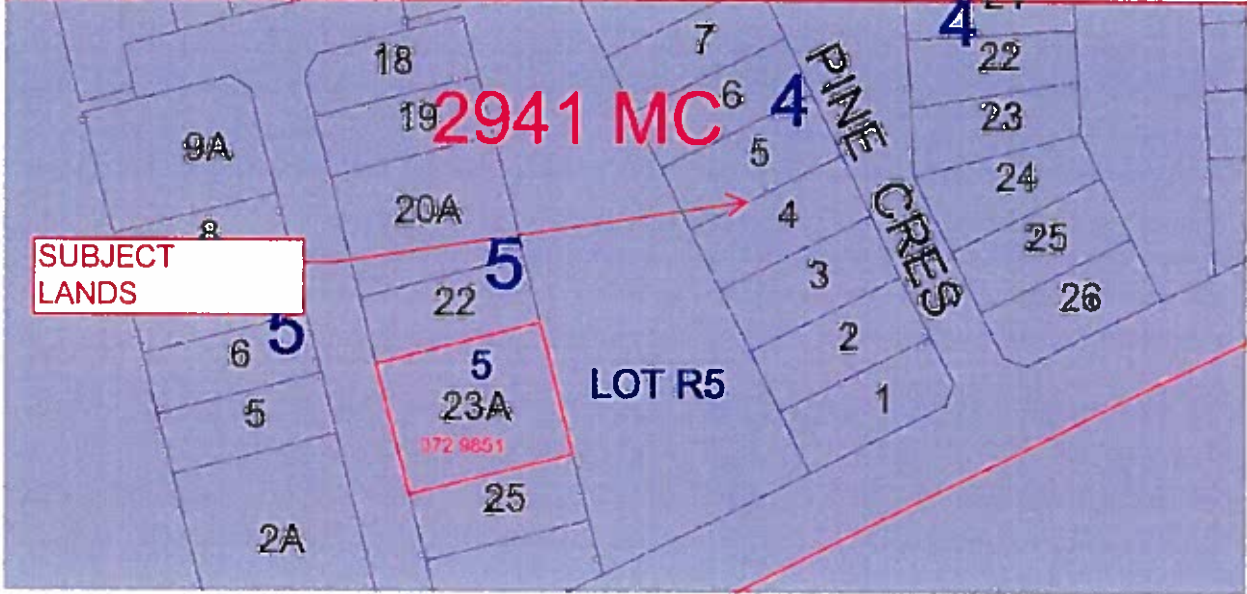
The applicants have requested His Worship Mayor and Council's favourable consideration of their application to cancel a portion of Plan 2941 MC to allow for the consolidation of the two lots that they own into one within the Summer Village of Silver Sands (See attached application form dated August 1, 2018). The subject lands are Plan 2941 MC, Block 4, Lot 4 and Plan 2941 MC, Block 4, Lot 5. Lot 4 and Lot 5 each have dimensions of 18.29 metres (60 ft.) in width by 45.72 metres (150.0 ft.) in depth. Both lots have frontage onto the municipal roadway (Pine Crescent) and back onto the Municipal Reserve Lot R5; See attached location map. Lot 4 is currently developed with a dwelling (approximately 137.0 sq. m.); where there is a Development Permit Application pending (18DP02-31) for the construction of an addition to the dwelling which would extend onto the current Lot 5 (floor area 82.9 sq. m.). The lands are relatively flat, sloping toward the north.

**RECOMMENDATIONS:**

It is the recommendation of the Development Officer that favourable consideration be granted to approve the Plan Cancellation Bylaw No. 287-2018, as requested, to allow for the consolidation of the subject two (2) lots, for the following reasons:

1. The proposal conforms to the requirements of the Land Use Bylaw and does not impinge upon the economic development of the Lands.
2. The proposal satisfies the requirements of Municipal Government Act, RSA 2000, Ch. M-26, Section 658, as amended.
3. It has been typical for His Worship & Council to look favourably upon such applications.

LOCATION MAP  
BYLAW 287-2018  
PLAN 2941 MC, BLOCK 4, LOTS 4 & 5 : 4 & 5 PINE CRESCENT WITHIN THE SUMMER  
VILLAGE OF SILVER SANDS



48

## MGA Section 658

## Cancellation of plan of subdivision

### Cancellation of plan of subdivision

658(1) On the application of one or more owners of a parcel of land in a plan of subdivision, a council may by bylaw order the plan cancelled, in whole or in part.

(2) A council may pass a bylaw under subsection (1) only with the consent of

- (a) the owners of the parcel of land in the plan of subdivision,
- (b) every person shown on the certificate of title of the land in the plan of subdivision as having an estate or interest in it, and
- (c) the Crown in right of Alberta, if the plan of subdivision shows a highway or road or other right of way vested in the Crown for which no certificate of title has been issued.

(3) A plan cancellation may not be effected only or primarily for the purpose of disposing of reserves.

(3.1) If all of a plan is cancelled, deferred reserve caveats and environmental reserve easements are also cancelled.

(4) If all reserve land has been cancelled from a plan of subdivision, the resulting parcel of land, if it is subsequently subdivided, may be subject to the provisions of this Part respecting reserves.

(5) If a plan is cancelled in part, a deferred reserve caveat may be placed against the consolidated certificate of title reflecting any reserve land that was cancelled and that will be owing if the parcel is subsequently subdivided.

49



---

**A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE  
PROVINCE OF ALBERTA, FOR THE PURPOSE OF CANCELLING A  
PORTION OF PLAN 2941 M.C.**

---

**BEING A BYLAW FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 2941 M.C.**

**WHEREAS** Section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

**AND WHEREAS** the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

**AND WHEREAS** every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

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

1. IT IS HEREBY ORDERED that the lands described as Lots 4 and 5, Block 4, Plan 2941 M.C. are to be cancelled from the plan of subdivision of record which is registered in the Land Titles Office for the NORTH Alberta Land Registration District.
2. IT IS FURTHER ORDERED the cancelled lands be established as a single new lot known as Lot 4A, Block 4, Plan 2941 M.C.
3. THIS ORDER shall not be effective unless filed by the applicant in the office of the Registrar within NINETY DAYS from the date of this Order.

THE REGISTRAR for NORTH Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his opinion, to give effect to this Order; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in the connection with carrying out this Order shall be borne by the applicant.

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

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**UNANIMOUS CONSENT** to proceed to third reading this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**READ** a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018

1  
50

---

Mayor, \_\_\_\_\_

---

Chief Administrative Officer, Wendy Wildman

51

**[FWD: Res]**

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

Subject: Res

From: maureen goodwin <[maureen\\_goodwin@hotmail.com](mailto:maureen_goodwin@hotmail.com)>

Date: Sun, May 27, 2018 5:42 pm

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

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

Hi all,

Given the recent resignation of Councillor Kirk, it is with regret that I also give my resignation from Council so that one byelection can be held. We are in the process of relocating out of the Province, so my resignation would have had to come at some point in the future.

Maureen

52

## Wendy Wildman

---

**From:** svsunsetbeach@wildwillowenterprises.com  
**Sent:** June 1, 2018 1:18 PM  
**To:** Wendy Wildman; Morris Nesdole; Tim Evans; Jack Margolus  
**Subject:** [FWD: ASVA 60th Anniversary Conference - 'SAVE-THE-DATE']  
**Attachments:** ASVA Conf & AGM notice\_save the date 2018.pdf

FYI

**Bernice Veltman**  
**Assistant Administrator**

S.V of Sunset Beach  
Phone: 780-937-4366  
Fax: 780-967-0431  
Email: [svsunsetbeach@wildwillowenterprises.com](mailto:svsunsetbeach@wildwillowenterprises.com)

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

Subject: ASVA 60th Anniversary Conference - 'SAVE-THE-DATE'  
From: ASVA Smith <[summervillages@gmail.com](mailto:summervillages@gmail.com)>  
Date: Fri, June 01, 2018 12:41 pm  
To: undisclosed-recipients:;

Please **"Save-the-Date"** on your calendar for **Thursday, October 18th to Friday, October 19th** for the **ASVA's 60th Anniversary Conference**. We have a new larger venue this year - **Leduc!** It is the same hotel chain [Executive Royal Hotel] but located in Leduc, right off of Airport Rd. Leduc is offering us a 30% discount on our accommodations over what we paid for last year, with rooms starting at \$89, which is a real savings!

We will be covering the current issues of cyber crime, cannabis, and of course IDPs and ICFs, plus more!

Online registrations will be open in July. I will be sending information out at that time so that you will know when registrations open and how to register. As well, to help us celebrate, we are encouraging summer villages to invite former councillors / CAOs to buy tickets for the Thursday night banquet so that they can join in on the celebrations.

### **In the interim:**

- please send us an historical black and white photo of your summer village as we want to recognize each of the 51 summer villages. Hopefully someone has a picture of their family or group of friends enjoying the lake back in "the good old days". Please provide details of the picture - date and where it was taken. [If you don't have a black and white, use a colour photo and we'll save it as a black and white.]
- please have your Council consider:
  - someone who you would like to nominate for the ASVA's McIntosh Bulrush Award [link <http://www.asva.ca/the-mcintosh-bulrush-award.html>]

53

- o *resolutions for the Provincial Government or ASVA that are concerns for all summer villages that you would like addressed at the AGM (part of the conference on October 18th at 4pm)*

We sure hope to see you there!!!

If you have any suggestions for topics or questions, please let me know.  
Please print off the attached notice and circulate to your Councils.

Thank you!

Beverly Smith, BES, MBA-PM  
Executive Director, ASVA

[b.smith@asva.ca](mailto:b.smith@asva.ca)

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

403-506-2744

54

**HELP US CELEBRATE OUR 60<sup>TH</sup> ANNIVERSARY**

*"Our Past – Our Future"*



**OCTOBER 18<sup>TH</sup> – 19<sup>TH</sup>**  
**Thursday – Friday**

**2018 ASVA ANNUAL  
CONFERENCE & AGM**

- Cyber Crime – Are you protected?
- Cannabis Regulations – Ready to address what's coming?
- IDPs/ICFs – Your progress and what challenges are you facing?
- Boat Mooring / Provincial Disturbance Standards – Where is this at?
- Riparian/Shoreline Health and Water Quality
- And more ....



**New Venue**

**Executive Royal Hotel**

8450 Sparrow Dr,

**LEDUC**, AB T9E 7G4

**Advocacy  
Communication  
Education**

**BOOK NOW!**

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

**2 Day Conference**

**\$240**

(online registration  
available in July)

Call Executive Royal  
Hotel Leduc now at

780-986-1840

to book your

accommodations!

[Deadline October 2<sup>nd</sup> ]

Ask for Association of  
Summer Villages of  
Alberta Group Booking

**Discounted Rooms**  
starting from only **\$89.00**  
(30% discount from 2017)

**ASSOCIATION OF  
SUMMER VILLAGES OF  
ALBERTA**

403-506-2744

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

55

# Silent Auction Items for the ASVA 60th Anniversary Conference

ASVA Smith [summervillages@gmail.com]

Sent: 7/31/2018 10:18 AM

To: undisclosed-recipients, @

Bcc: svislandlake@wildwillowenterprises.com

---

Dear CAOs and Councils:

Once again the ASVA is looking for great donations from your councils for the Thursday night Silent Auction as part of the 60th Anniversary Gala Banquet. The ASVA uses the funds gained through the Conference Silent Auction to keep down the registration fees. We truly appreciate your participation in the past by providing an item for this event. This makes for a fun night!

We are hoping that you will help us again this year by bringing an item with you when you come to the conference. Items will be collected at the registration desk on the Thursday morning.

Thanking you in advance!

Beverly Smith, BES, MBA-PM  
Executive Director, ASVA  
b.smith@asva.ca  
www.asva.ca  
403-506-2744

---

Copyright © 2003-2018. All rights reserved.

---

5b



## *Summer Village of Silver Sands*

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

---

May 28<sup>th</sup>, 2018

Lac Ste. Anne County  
Box 219  
Sangudo, AB. T0E 2A0

Att: Diane Wannamaker, CLGM

Dear Diane:

**Re: Cost Share Agreements – Twp Rd 540 from Rge Rd 52 to Rge Rd 54**

Further to your May 23<sup>rd</sup>, 2018 letter and noted agreements, as requested please find enclosed two copies of this agreement executed on behalf of the Summer Village of Silver Sands.

Please return one fully executed copy for our records.

Thanks Diane!!

Yours truly,

Wendy Wildman  
Chief Administrative Officer  
Summer Village of Silver Sands

/ww

encls.

57





File  
2 copies  
returned  
May 28

May 23<sup>rd</sup>, 2018

Summer Village of Silver Sands  
Box 8  
Alberta Beach, Alberta  
T0E 1V0

ATTENTION: CAO, Wendy Wildman

Dear Wendy,

**Re: Cost Share Agreements – Lac Ste. Anne County/Summer Village of Silver Sands**

Please find enclosed three copies of the two cost share agreements between the Summer Village of Silver Sands and Lac Ste. Anne County. At your convenience and upon review, please sign two copies and return to us for execution. Once we execute on our end, we will forward a fully completed copy for your files.

Thanks Wendy!

Sincerely,

Diane Wannamaker, CLGM  
Public Works Office Administrator

dw  
encl/



**LAC STE. ANNE COUNTY**

**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:

2,400 ± meters at a 75% / 25% split – total cost estimated at \$336,384	
Silver Sands portion – 75%	\$252,288
Lac Ste. Anne portion – 25%	\$ 84,096

800 ± meters at a 50% / 50% split – total cost estimated at \$112,128	
Silver Sands portion – 50%	\$ 56,064
Lac Ste. Anne portion – 50%	\$ 56,064

**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.

39

3. SILVER SANDS agrees to reimburse LAC STE. ANNE \$308,352 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.

60

Agreement between LAC STE. ANNE and SILVER SANDS

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

**SUMMER VILLAGE OF SILVER SANDS**

**LAC STE. ANNE COUNTY**

  
\_\_\_\_\_  
Mayor  
  
(SEAL)

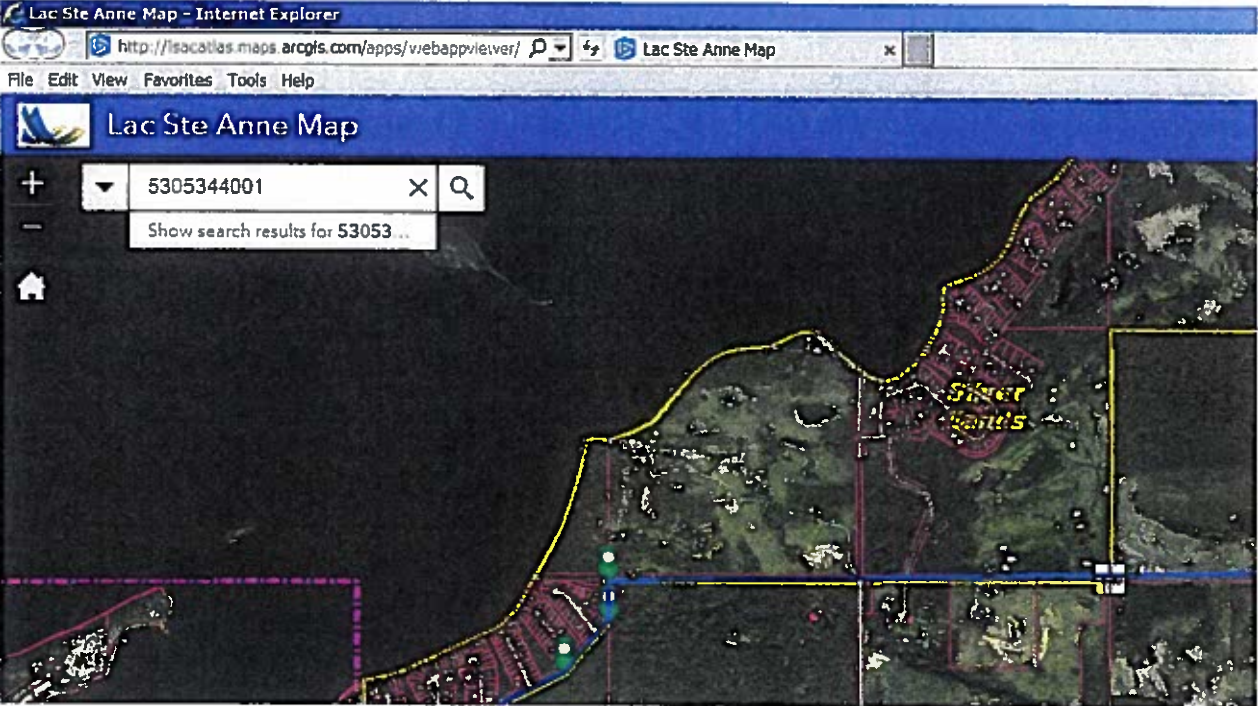
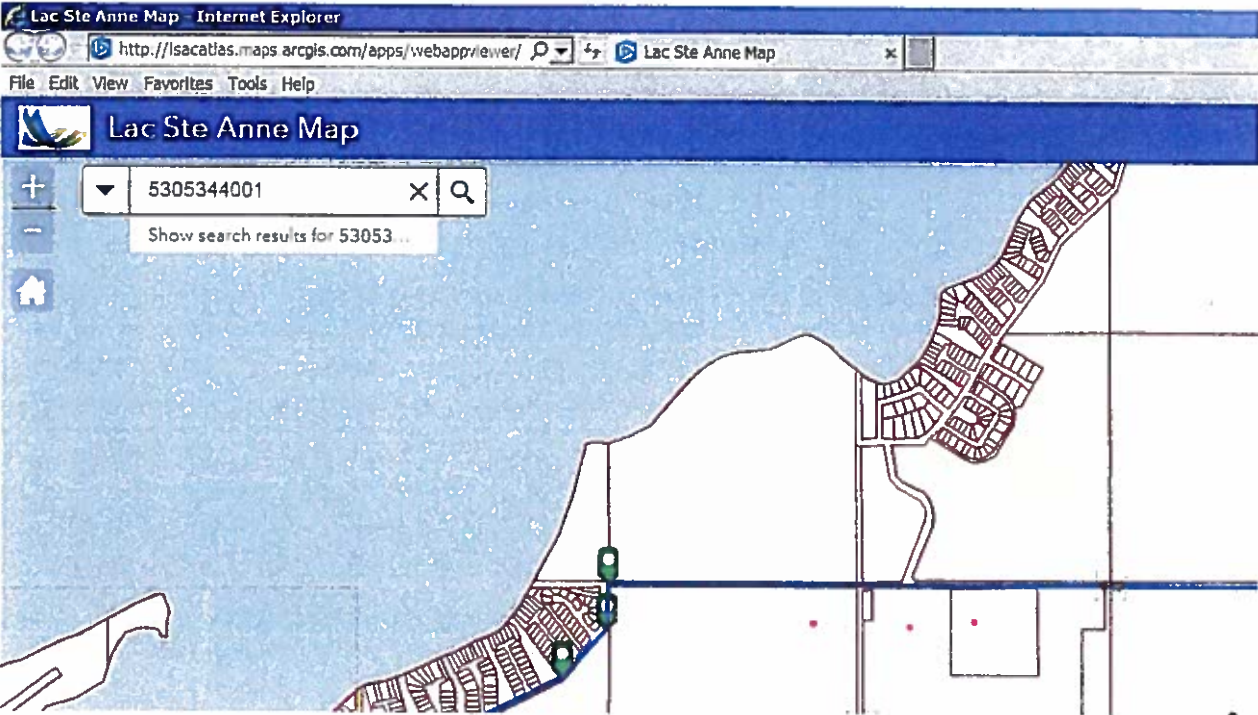
\_\_\_\_\_  
Reeve  
  
(SEAL)

  
\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
County Manager

(b1)

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



62



**DUNCAN CRAIG**  
LAWYERS MEDIATORS

Our File: 132-182979

Your File:

Lawyer: Russell A. Rimer  
Telephone: 780.441.4348  
Email: rimer@dcllp.com  
Fax: 780.969.6365

July 18, 2018

Via E-Mail: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

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

Dear Sir/Madam:

**Re: Tax Roll Numbers 1373, 1365, 1366**

You may recall that we act as solicitors for MNP Ltd., acting in its capacity as Trustee in Bankruptcy of the Estate of Sky rider Holdings Ltd. ("Sky rider").

A number of years ago, we arranged for the sale of two lots which were owned by Sky rider in the Summer Village of Silver Sands to third parties, and outstanding property taxes were paid upon those lots being conveyed.

That left three lots remaining registered in the name of Sky rider, but the Trustee was unable to take action to sell the lots due to a mortgage having been registered against the three lots by Stella Prue, who is the mother of the former director and shareholder of Sky rider. Until it could be determined that Ms. Prue's mortgage was not enforceable and not valid, the Trustee had no ability to deal with the lots.

It took until July of 2018 for the Trustee to finally succeed in having the Court declare that the Stella Prue mortgage was not valid and not enforceable, and finally, by way of Court Order, have that mortgage removed from title to the three remaining lots. We attach recent Certificates of Title confirming that the Stella Prue mortgage has now been removed.

With the Stella Prue mortgage removed, the Trustee is free to sell these lots and apply the net proceeds from the sale of same to Estate funds to be distributed to the unsecured creditors of Sky rider.

Unfortunately, the taxes have not been paid for a number of years, and now have large property taxes, interest, and penalties owing on same. Attached for your ease of reference the Notices of Assessment dated May 14, 2018 which we received earlier this year.

I invite you to contact the undersigned to discuss methods of dealing with these lots. Our preliminary research shows that these lots may not sell for much more than the property taxes claimed owing on

[www.dcllp.com](http://www.dcllp.com)

780.428.6036 • 1.800.782.9409 • Fax: 780.428.9683

2800 Scotia Place, 10060 Jasper Avenue, Edmonton, Alberta T5J 3V9

63

**Duncan Craig LLP**

July 18, 2018

Page 2

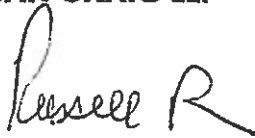
same. If that is indeed the case, it may be that the Trustee simply chooses to disclaim its interest, and invite the Summer Village of Silver Sands to exercise its remedies pursuant to the *Municipal Government Act*. However, it may be useful for the Trustee and the Summer Village of Silver Sands to speak to see if there is a way we may work together to maximize value for the Summer Village of Silver Sand and for the Trustee.

Please feel free to call at your convenience.

Yours truly,

**DUNCAN CRAIG LLP**

Per:



RUSSELL A. RIMER

RAR/kjs

Enclosure

cc: MNP Ltd.

Attention: Eric Sirrs & Karen Aylward

641

# Summer Village of Silver Sands

**POLICY**

**VI-001**

Authorization: Council Motion # \_\_\_\_\_ Date: \_\_\_\_\_

Policy: Public Participation

---

## **I. PURPOSE AND APPLICATION**

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

## **II. GENERAL POLICY PRINCIPLES**

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

65



# Summer Village of Silver Sands

## III. DEFINITIONS

- 1) **"Chief Administrative Officer"** means the chief administrative officer of the Municipality or their delegate, abbreviated "CAO".
- 2) **"Municipal Stakeholders"** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) **"Municipality"** means the Summer Village of Silver Sands.
- 4) **"Public Participation"** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) **"Public Participation Plan"** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) **"Public Participation Tools"** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
  - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
  - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
  - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
  - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

## IV. POLICY RESPONSIBILITIES

### 1) Council Responsibilities

- (a) Council shall:
  - i review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
  - i consider input obtained through Public Participation; and
  - ii review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

*as directed  
by Council*

*blb*

# Summer Village of Silver Sands

- iv. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

## 2) Administration Responsibilities

(a) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- i. implement approved Public Participation Plans; and
- ii. report the findings of the Public Participation to Council.
- iv. consider timing, resources and engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

## V. PUBLIC PARTICIPATION OPPORTUNITIES

(b) CAO shall develop and implement a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;
- iii. when identifying Council priorities;
- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council.

## VI. POLICY EXPECTATIONS

### 1) Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

# Summer Village of Silver Sands

## 2) Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

## VII. PUBLIC PARTICIPATION PLANS

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
  - i. the nature of the matter for which Public Participation is being sought;
  - ii. the impact of the matter on Municipal Stakeholders;
  - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
  - iv. the timing of the decision and time required to gather input;
  - v. what information is required, if any, to participate; and
  - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
  - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
  - ii. identification of which Public Participation Tools will be utilized;
  - iii. timelines for participation;
  - iv. information about how input will be used;
  - v. the location of information required, if any, to inform the

# Summer Village of Silver Sands

specific Public Participation.

## **VIII. REPORTING AND EVALUATION**

- a. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
  - i. an overview of the Public Participation Plan and how it was developed;
  - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
  - iii. a summary of the input obtained; and
  - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

69

## Wendy Wildman

---

**From:** administration@wildwillowenterprises.com  
**Sent:** July 27, 2018 12:08 PM  
**To:** Island Lake  
**Cc:** Wendy Wildman  
**Subject:** [FWD: Rental of area by boat launch]  
**Attachments:** IV-001 - Rental Policy.doc

Please print email and attached for Silver Sands Agenda folder. I spoke with Nancy on the phone and advised that we have a rental policy with respect to our recreational items but not for the park itself so I asked that she put the request in writing and that it would have to come to a council meeting. I also suggested she look into the Fallis Hall as it might better accommodate the large numbers for bathroom/kitchen facilities etc..

Thanks,

**Heather Luhtala,**  
**Asst. CAO**  
**S.V. of South View**  
**S.V. of Silver Sands**  
**S.V. of Yellowstone**  
**Phone: 587-873-5765**  
**Fax: 780-967-0431**  
**Website:** [www.wildwillowenterprises.com](http://www.wildwillowenterprises.com)  
**Email:** [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

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

Subject: Rental of area by boat launch  
From: Nancy Biggs ✓  
Date: Fri, July 27, 2018 11:05 am  
To: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

We would like to know if there is a possibility to rent the area where the playground is for a wedding. This is planned for August 3, 2019. Originally the wedding was to be around 50 people so we were going to have it at our house but the invitations have increased to 100. (Maybe more). They want an outdoor wedding but would need something in place in case of rain. Also, they would need tables and chairs and whatever is available to serve food. They have requested a live band as well. We know who this is and know that the music wouldn't be excessively loud. There are quite a few children invited so the playground, horseshoes, etc, would be ideal. Please let me know if this is something we could do or not. If you have more questions, please contact me.

Nancy Biggs

70

**RECREATIONAL ITEMS RENTAL POLICY**

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

Policy:

---

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

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

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

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

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

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

---

**Background:**

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

Date Effective: December 2<sup>nd</sup>, 2008

71

CAO report

**Wendy Wildman**

**From:** Debbie Giroux <debbie@onoway.ca>  
**Sent:** June 13, 2018 10:03 AM  
**To:** 'Robin Murray'; administration@wildwillowenterprises.com; 'Wendy Wildman'; 'Island Lake'; svsunrisebeach@wildwillowenterprises.com; 'Dwight Moskalyk'; 'Kristie'; 'Bernice Veltman'  
**Subject:** RE: Summary of Good Information form Municipal Affairs Course

**Regional Service Commissions**

**Role of Commission Directors (Elected Councillors appointed to RSCs)**

- First responsibility is to the RSC
- Able to advocate for their own community but decision making must be based on the greater good of the Commission – not what is best for own community
- In camera confidences at RSC meetings cannot be shared with their own local Council colleagues
- Training of new Councillors who are going to be appointed as RSC Directors must make the above parameters very clear

Commissions may want to consider providing written communication materials to Directors (elected Councillors) to share with constituents.

**Dispute Resolution**

- Alberta Utilities Commission – Fee disputes
- Municipal Government Board – Municipality concerns re Commission actions (not fee disputes)
- Mediation
- Arbitration – Binding and non-binding
- Inspection – 1) Ordered by Minister of Municipal Affairs for allegations of irregular or improper actions  
2) Citizens can petition Minister of Municipal Affairs for an inspection

Municipal Affairs staff were unsure whether the Ombudsman has been given jurisdiction over RSCs.

Hope this information is helpful.

Debbie

**From:** Robin Murray <robin@onoway.ca>  
**Sent:** June 12, 2018 3:30 PM  
**To:** administration@wildwillowenterprises.com; 'Wendy Wildman' <cao@onoway.ca>; 'Debbie Giroux' <debbie@onoway.ca>; 'Island Lake' <svislandlake@wildwillowenterprises.com>; 'Bernice Veltman' <svsunsetbeach@wildwillowenterprises.com>; svsunrisebeach@wildwillowenterprises.com; 'Dwight Moskalyk' <ddm@kronprinzconsulting.ca>; 'Kristie' <administration@kronprinzconsulting.ca>  
**Subject:** RE: Summary of Good Information form Municipal Affairs Course

Just a couple of things to add:

**Emergency Preparednes and Distaster Recovery**

- I have printed the Emergency Management Act and will put in our resource “Library”
- Municipalities are responsible for alerting and communicating with their residents in emergency situations – Town of Onoway – we need to try to get everyone on Telmatic! Also, I think it might be a good time to remind individuals about making sure they have a 72 Hour Kit in case of an emergency.

78

**Minimum Tax**

- Alberta Municipal Affairs has interpreted Sec 357(1) to mean that if a municipality has a minimum tax, only

## Small Business Tax

- This is new – a municipality can set a separate mill rate for small businesses (employ less than 50 employees) as a way to help out the small Mom and Pop shops.

## Assessment

- The mailing date of the Tax/Assessment Notice does not have to be on the notice.
- Maximum Tax Rate Ratio is 5:1 between NR and R municipal tax rates.

I think that's all I have to add. I know some of it we already know and some of it may not apply to everyone but is new information just the same.

Have a great day!

*Robin Murray*

**Effective immediately all Town of Onoway email addresses have changed to .ca from .com**

Assistant C.A.O.

Town of Onoway

(780)967-5338

[robin@onoway.ca](mailto:robin@onoway.ca)

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in the strictest confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying, or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

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

Sent: June 10, 2018 11:01 AM

To: Wendy Wildman <[cao@onoway.ca](mailto:cao@onoway.ca)>; Robin Murray <[robin@onoway.ca](mailto:robin@onoway.ca)>; Debbie Giroux <[debbie@onoway.ca](mailto:debbie@onoway.ca)>; Island Lake <[svislandlake@wildwillowenterprises.com](mailto:svislandlake@wildwillowenterprises.com)>; Bernice Veltman <[svsunsetbeach@wildwillowenterprises.com](mailto:svsunsetbeach@wildwillowenterprises.com)>; [svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com); Dwight Moskalyk <[ddm@kronprinzconsulting.ca](mailto:ddm@kronprinzconsulting.ca)>; [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com); Kristie <[administration@kronprinzconsulting.ca](mailto:administration@kronprinzconsulting.ca)>

Subject: Summary of Good Information form Municipal Affairs Course

Some items to share from a course that Robin & Debbie & I took on Friday through Municipal Affairs. **Robin & Debbie, if you have info to add, please do!!**

### **"In-Camera" (Now known as "Closed Meeting")**

- "In-camera" is no longer terminology being used, the new terminology is "Closed Meeting", **be sure to update your agendas, minutes & procedural bylaws.**

- You should only be discussing items that fall under sections 16-29 of the FOIP Act and that have already been noted on your agenda in your closed meeting session. Closed meetings are NO LONGER for Land, Labour, Legal items.

- It is NOT advised that a topic being discussed in the meeting gets put off into the Closed Meeting session just because Council does not want to debate the topic in public. A great line one of the presenters used was "The MGA does not contemplate uncomfortable situations, decisions still need to be made."

- once your "Closed Meeting" session is done and you have returned to your public meeting, you should be recessing your meetings for about 5 minutes to allow the public to come back in to the meeting.

Your minutes would look like this:

9:36 p.m. - Meeting recessed to allow return of public.

79



9:41 p.m. - Meeting reconvened with public present.

### **Bylaws and bylaw changes**

-a note that bylaw Schedules can not be changed via a motion, schedule updates must be made in the same way as any other bylaw change would be done, in either of the 2 ways:

- a bylaw amending the bylaw (all 3 readings to be done)
- a new bylaw with updates (all 3 readings to be done)

-You can NOT give authority to do something in a bylaw by a motion - FOR EXAMPLE - appointing a new designated officer can not be named via a motion and reference a generic bylaw - the bylaw needs to name the designated officer

-If you are bringing a new bylaw into your municipality, be sure you are able to enforce it as the presenters stated "enforcement is mandatory".

### **Unapproved Minutes**

- a best practice is that Unapproved Minutes be posted on websites shortly after the Council meetings.
- and a reminder that minutes are NOT to have note and comment - ONLY motions.

### **Cheque Listings**

-it was recommended to NOT take cheque listings to meetings as part of the financial information provided to Councils.

### **Ratifying decisions later on**

Because Council can only act in three ways:

- in an Organizational Meeting,
- in a Regular Meeting,
- in a Special Meeting,

it is not advisable to make decisions via email as this takes away from transparency and accountability to the public.

If a Council decision needs to be made, the MGA allows for a Special Meeting to be called within 24 hours.

### **Councillor Orientation**

-as we all are aware that Councillor Orientation must be offered within 90 days of a Councillor taking oath, it was advised that the external courses offered for this (ie: Muni's 101) is only part of the process, the other piece to this training is that administration needs to advise of and provide the Plan/Policies/Bylaws etc. specific to the municipality.

Thanks,

**Heather Luhtala,**  
**Asst. CAO**  
**S.V. of South View**  
**S.V. of Silver Sands**  
**S.V. of Yellowstone**  
**Phone: 587-873-5765**  
**Fax: 780-967-0431**  
**Website: [www.wildwillowenterprises.com](http://www.wildwillowenterprises.com)**  
**Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)**



## Wendy Wildman

---

**From:** Shawn Patience <cao@wabamun.ca>  
**Sent:** May 29, 2018 6:20 PM  
**To:** Wendy Wildman  
**Cc:** administration@wildwillowenterprises.com  
**Subject:** RE: Boat wash in Wabamun

This is easy, there is no boat wash, we discussed it but we very concerned that if we put one in we could not run it through our waste water system for fear of mussel infestation clogging our sewer system so council backed off of the idea when we learned that the water from a boat wash would have to hauled away and dried out for a month (going off memory here) to kill any invasive species, making it very impractical and raising concerns about car washes all over the country washing boats and contaminating sewage system if mussels were present, I saw a news report on lake winnipeg and was blown away how they have taken over there, scary, sorry im not more help

*Shawn Patience*. CLGA, CLUP

Chief Administrative Officer

Wabamun, Alberta

780-892-2699 (PH)

780-892-2669 (FX)

Email: [cao@wabamun.ca](mailto:cao@wabamun.ca)

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

This information transmitted is intended only for the addressee and may contain confidential, proprietary and/or privileged material. Any unauthorized review, distribution or other use of or the taking of any action in reliance upon this information is prohibited.

---

**From:** Wendy Wildman [mailto:cao@onoway.ca]  
**Sent:** Sunday, May 27, 2018 11:06 AM  
**To:** Shawn Patience  
**Cc:** administration@wildwillowenterprises.com  
**Subject:** Boat wash in Wabamun

Happy Summer Shawn!!

I understand there is boat wash facility at the Wabamun Boat Launch, looking for some info on it:

- does the Village run it?
- is it mandatory?
- is it manned? If yes, what hours?
- is there a fee?
- if manned, what qualifications does the employees need?
- are you happy with it, are their changes you are looking at implementing?
- how many years has it been operational?

If Wabamun does not run it, can you point me in the right direction of who does?



Thanks Shawn.

**Wendy Wildman**  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
cao@onoway.ca

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: [cao@onoway.ca](mailto:cao@onoway.ca)**

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in the strictest confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying, or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

82

# Darwell Regional Waste Water Transmission Conceptual Study - Progress Meeting

**From:** Richardson, Roxanne

**Sent:** Wednesday, June 6, 2018 2:55:25 PM (UTC) Coordinated Universal Time

**Subject:** Darwell Regional Waste Water Transmission Conceptual Study - Progress Meeting

**When:** Monday, June 11, 2018 8:00 PM-9:30 PM.

**Where:** Lac Ste Anne County Office, Sangudo

To all Stakeholders involved in the Darwell Regional Wastewater Transmission Line Conceptual Study,

Please see attached for an agenda but this is an all stakeholder meeting to review progress to date and to have a general round table discussion and to field any questions. Please reply yes or no if you will be attending and if you will be attending in person or via conference.

**Attendance is optional.**

If you cannot attend in person then please click the link "Join Skype Meeting" below and either use your computer to listen and talk or click "find a local number" to dial in and enter the Access Code 920039907.

Please don't hesitate to contact me if you have any questions (info below).

---

→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

**Access code: 920039907** ((Conferencing))

English (United States)

[Find a local number](#)

Conference ID: 920039907 (same as access code above)

[Forgot your dial-in PIN?](#) | [Help](#)



---

Regards,

Roxanne

**Roxanne Richardson**

P.Eng.

Business Center Sector Lead - Water, Edmonton

Direct: 780-917-8158

Mobile: 780-700-4114

Stantec Consulting Ltd.

10160 112 Street

Edmonton AB T5K 2L6 CA

63

## Darwell Regional Wastewater Transmission Line – Conceptual Design – Progress Meeting #3

Lac Ste. Anne County Office, Sangudo AB

June 11, 2018 Time 2:00 PM

---

**Safety Moment:** Enter safety moment here

	Item:	Action
1.	Safety Moment	Stantec
2.	Review Previous Meeting Minutes (Action Items)	All
3.	Data Collection and Review <ul style="list-style-type: none"><li>• Site Visits</li><li>• Safety</li><li>• Outstanding Information</li></ul>	Stantec
4.	Project Schedule/Milestones <ul style="list-style-type: none"><li>• Deliverables</li><li>• Schedule</li></ul>	Stantec
5.	Population Projections and Wastewater Flows	Stantec
6.	Design Criteria Confirmation	Stantec
7.	Round Table Discussion	All
8.	Next Meeting	All



Honourable Oneil Carlier  
MLA, Whitecourt – Ste. Anne  
Minister of Agriculture and Forestry

July 12, 2018

RECEIVED  
JUL 13 2018

Wendy Wildman,  
Chief Administrative Officer  
SV of Silver Sands  
PO Box 8  
Alberta Beach, AB  
T0E 1A0

Dear Ms. Wildman,

As your Member of the Legislative Assembly, I was pleased to learn that you applied for the Summer Temporary Employment Program (STEP). I am grateful that employers like you have shown interest in this program and providing opportunities to students in our province.

STEP is one way our government is helping improve job prospects for students. The program helps students gain valuable first-hand, on-the-job experience and helps employers like you to hire knowledgeable and enthusiastic summer staff.

Last summer, almost 1,400 employers benefited from STEP by providing about, 3,000 students with valuable work experience. \$10 million has been allocated for STEP this year and the program will support many high school and post-secondary students with summer jobs.

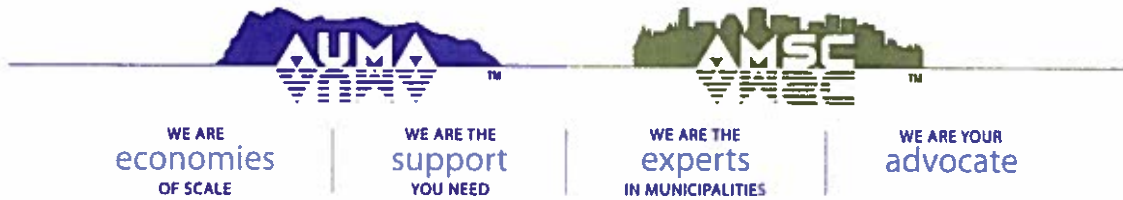
If you have any questions or comments regarding STEP, and the status of your application, I encourage you to email the STEP team at [step@gov.ab.ca](mailto:step@gov.ab.ca) or call toll-free at 1-866-338-4727.

Thank you again for your interest in STEP.

Sincerely,

MLA Oneil Carlier,  
Whitecourt Ste. Anne

4 2,362.50



June 18, 2018

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

**Re: Alberta Municipalities Services Corporation (AMSC) rebate 2017**

Dear Ms. Wildman:

The Alberta Urban Municipalities Association (AUMA) is very pleased to provide your municipality with the enclosed rebate in recognition of your valued participation in 2017 with two or more of our following business services relating to Employee Benefits, Property and Casualty Insurance, and Electricity and Natural Gas.

As part of AUMA's commitment to building thriving communities, we returned \$1,500,000 of our modest surplus from our wholly-owned subsidiary, AMSC, to qualifying members over 2016, 2017 and 2018.

As a member of our association, we encourage you to fully utilize these service offerings that have been created with your needs in mind. The modest surplus generated by these services is returned to you through this rebate as well as through the AUMA's policy, programs and advocacy services that it helps fund. Our programs and services share the objective of building the best communities in which to work, play and raise families in Alberta. We hope that your council and administration will view this rebate as a reflection of our commitment to share the success of our services with our members.

For further information about the rebate or to discuss how we can continue to support your municipality through our services, please contact our Business Development team at 310-AUMA or [clientdevelopment@auma.ca](mailto:clientdevelopment@auma.ca).

Once again, thank you for your continued participation in our business services.

Yours truly,

Dan Rude  
AUMA CEO

*rebate \$94.2*

encl.

*(50)*



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Leduc-Beaumont

RECEIVED

JUL 31 2018

AR93928

July 25, 2018

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

Dear Mayor Poulin,

As you are aware, recent changes to the *Municipal Government Act* will require all municipalities to create intermunicipal collaboration frameworks (ICF) and intermunicipal development plans (IDP) with their neighbours. This work reflects our mutual priority of ensuring all Albertans benefit from the efficient delivery of local services and effective co-ordination of development, and I am pleased to see the progress already made.

The two-year period set out in legislation to accomplish this task is challenging, but I am confident the existing legacy of intermunicipal co-operation has placed us in a position to be successful. I am nevertheless aware of some specific challenges that can be addressed at this time, and gratefully acknowledge the practical solutions that have been proposed during discussions with the municipal associations, the administrative associations, and municipalities.

As a result of these discussions, I have signed Ministerial Order No. MSL:047/18 (attached), which makes the following changes:

- Exempts parties from the requirement to create an IDP where the entire area along one or both sides of the common boundary between the parties is composed entirely of federal or provincial Crown land. This change recognizes the limited value in the creation of an IDP where development is restricted.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipal districts, special areas, improvement districts, or rural specialized municipalities. This change will allow rural municipalities to focus their efforts on working with their urban neighbours during the initial two-year period.

57

.../2



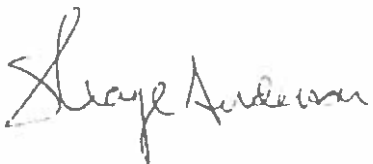
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipalities that are members of the same growth management board (GMB). This change will allow GMB member municipalities to harmonize their ICFs and IDPs with their growth and service plan, and provide an opportunity to address through an ICF or IDP any matters not addressed in a growth or servicing plan.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between a municipality that is a member of a GMB, and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. This change will allow GMB member municipalities to create their ICFs and IDPs within the context of their growth and servicing plan.

In each case, all parties to a framework or plan must agree to apply the exemption or extension by council resolution, and the resolution must be filed with the Minister within 90 days of the date the resolution is passed.

In the event other circumstances arise that are beyond your control, I will consider specific requests for an exemption or time extension. However, based on the importance of this work to all Albertans, I encourage you to make every effort to work with your neighbours and to meet the legislated timelines.

I trust these changes will provide some practical efficiencies as we work toward improved intermunicipal solutions.

Sincerely,



Hon. Shaye Anderson  
Minister of Municipal Affairs

Attachment: Ministerial Order No. MSL:047/18

cc: Wendy Wildman, Chief Administrative Officer, Summer Village of Silver Sands





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

MINISTERIAL ORDER NO. MSL:047/18

I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

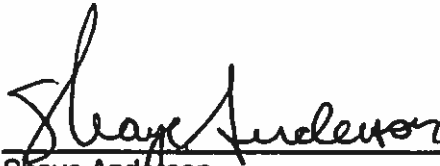
- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

.../2

89

- 4) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between a municipality that is a member of a growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018 and a municipality that is not a member of the growth management board but is located entirely within the boundaries of the member municipality, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
  
- 5) That the time for an arbitrator to create an intermunicipal collaboration framework or an intermunicipal development plan pursuant to Section 708.36(1)(a) of the *MGA* is April 1, 2022, where the time to create the framework or adopt the plan is modified by this Order.

Dated at Edmonton, Alberta, this 19<sup>th</sup> day of July, 2018.

  
\_\_\_\_\_  
Shaye Anderson  
Minister of Municipal Affairs

90



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED  
JUN 5 11 51 AM

AR93652

May 29, 2018

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

Dear Mayor Poulin,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).

Your municipality's 2018 MSI and GTF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: [municipalaffairs.alberta.ca/municipal-grants](http://municipalaffairs.alberta.ca/municipal-grants).

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

Attachment

cc: Wendy Wildman, Chief Administrative Officer, Summer Village of Silver Sands

(a1)

## Appendix A

### Summer Village of Silver Sands

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$83,160
	MSI Capital Component	\$69,827
	BMTG Component	\$13,333
	Operating Funding	\$10,719
	<b>Total MSI</b>	<b>\$93,879</b>
<b>Gas Tax Fund (GTF)</b>		<b>\$13,825</b>

#### Notes:

- The allocations for the MSI capital component and operating funding are based primarily on the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
  - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
  - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
  - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
  - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.

92

**Town of Mayerthorpe**

**Report Range :** 2018/05/01 0000 to 2018/05/31 2359 **Report Title :** SILVER SANDS DAILY EVENTS

5/7/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/05/07 1400            DAWN, DWIGHT  
2018/05/07 1530  
                                 TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE  
PATROL THE VILLAGE MOSTLY WITH RADAR ON MAIN ROAD FOR HALF HR, BUT LITTLE TRAFFIC

5/12/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/05/12 1830            DAWN, DWIGHT  
2018/05/12 2000  
                                 TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE  
PATROL VILLAGE RADAR ON MAIN ROAD, NICE EVENING WITH A FEW PEOPLE OUT

5/19/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/05/19 1630            DAWN, DWIGHT  
2018/05/19 1800

93

TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE

PATROLLING THE 2 SIDES OF VILLAGE, WITH SOME RADAR ON THE WAY IN AND ON THE WAY OUT, TRAFFIC NOT HEAVY, MOST PEOPLE AT THE CABINS

---

5/24/2018

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/05/24 0930	DAWN, DWIGHT
2018/05/24 1100	TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE

PATROLLING VILLAGE, CHECK ON A COUPLE PREVIOUS COMPLAINTS TO MAKE SURE NO FURTHER ISSUES

---

5/29/2018

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/05/29 1400	DAWN, DWIGHT
2018/05/29 1530	TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE

RADAR ON MAIN ROAD, MONITOR RESIDENCES, SPEAK WITH SOME LOCALS

---

Total Events: 5



**Town of Mayerthorpe**

**Report Range :** 2018/06/01 0000 to 2018/06/30 2359 **Report Title :** SILVER SANDS DAILY EVENTS

6/2/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/06/02 1830 DAWN, DWIGHT  
2018/06/02 2000  
TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE  
PATROL VILLAGE AND ROADS, NOT A VERY CRAZY BUSY EVENING, BIT OF TRAFFIC, BUT NOT MANY PEOPLE OUT

6/9/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/06/09 1930 DAWN, DWIGHT  
2018/06/09 2100  
TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE  
QUIET EVENING IN THE VILLAGE, MORE PEOPLE OUT AT THE COTTAGES

6/13/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/06/13 1030 DAWN, DWIGHT  
2018/06/13 1200

915



TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE

PATROL THE VILLAGE AND RADAR ON THE MAIN ROADS. PRETTY QUIET IN THE VILLAGE TODAY

---

6/22/2018

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/06/22 1900            DAWN, DWIGHT

2018/06/22 2030

TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE

PATROL VILLAGE ON BOTH SIDES, SPEAK WITH A COUPLE PEOPLE, RADAR ON MAIN ROAD

---

6/30/2018

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/06/30 1830            DAWN, DWIGHT

2018/06/30 2000

TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE

PATROL VILLAGE AND RADAR, SLOW TRAFFIC, PEOPLE OUT AND ABOUT

---

Total Events: 5





ALBERTA  
ENVIRONMENT AND PARKS

*Office of the Minister  
M.L.A. Lethbridge-West*

92608

His Worship Bernie Poulin, Mayor  
Summer Village of Silver Sands  
Box 8  
Alberta Beach AB T0E 0A0  
[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

Dear Mayor Poulin:

Thank you for your letter regarding the environmental and economic risks associated with the establishment of zebra and quagga mussels in Alberta. I welcome the opportunity to provide the following information.

I am pleased to report that the Government of Alberta has a focused and robust Aquatic Invasive Species Program in place to help protect our provincial water bodies from infestation. Recent amendments under the *Fisheries (Alberta) Act* have made inspections at watercraft inspection stations mandatory for all watercraft, as well as the removal of drain plugs while in transit. In addition, it is now illegal to import, sell or possess 52 prohibited aquatic invasive species, including 16 aquatic invasive plants.

In 2017, 30,000 watercraft inspections in Alberta yielded the positive detection of invasive mussels (19), invasive plants (12) and live amphibians (two). This successful inspection station program is the largest in Canada, with 13 inspection stations. We have further reinforced our efforts by extending the season and operating hours of all stations, including two stations that operate 24 hours a day.

In addition, the Conservation K-9 Unit will continue to deploy sniffer dogs at watercraft inspection stations, and is certified as the only team in North America trained to detect invasive mussel veligers and adults established along shorelines. This will assist with response activities should Alberta test positive in any water samples at waterbodies.

97

Prevention efforts remain a priority for the Alberta Aquatic Invasive Species Program, and include education and outreach. For example, the "Clean, Drain, Dry" campaign targets boaters to curb the spread of invaders, and the "Don't let it loose" campaign targets anglers and the pet/aquarium industry to discourage the intentional release of aquatic organisms. In addition, Environment and Parks is currently developing an Early Detection Rapid Response Plan for invasive mussels to improve control, eradication and containment efforts. More information on these initiatives is available at [www.aep.alberta.ca](http://www.aep.alberta.ca).

The Aquatic Invasive Species Program works closely with the Canadian Border Services Agency to ensure all high-risk boats crossing the United States border into Alberta are inspected. Other enforcement partners include Justice and Solicitor General, the RCMP, traffic sheriffs and commercial vehicle enforcement. Alberta also participates in regional and national collaborative organizations, and in 2016, Alberta, British Columbia, Saskatchewan, Manitoba and the Yukon signed the Inter-Provincial-Territorial Agreement for Coordinated Regional Defense Against Invasive Species. The signatories aspire to enhance regional coordination and partnerships to prevent and manage aquatic invasive species (specifically, zebra and quagga mussels).

For further information, please contact Nicole Kimmel, Aquatic Invasive Species Specialist, in our Edmonton office. Nicole Kimmel can be reached at 780-427-7791 (dial 310-0000 for a toll-free connection), or at [nicole.kimmel@gov.ab.ca](mailto:nicole.kimmel@gov.ab.ca).

Thank you again for writing to share your concerns. I am confident that Alberta will continue to effectively lead the country in aquatic invasive species prevention.

Sincerely,



Shannon Phillips  
Minister

cc: Honourable Oneil Carlier, MLA  
Whitecourt-Ste. Anne

Nicole Kimmel  
Environment and Parks



## Wendy Wildman

---

**From:** administration@wildwillowenterprises.com  
**Sent:** June 18, 2018 8:39 AM  
**To:** Bernie Poulin  
**Cc:** Wendy Wildman  
**Subject:** [FWD: Amendment to 2017 Weed Harvesting Permit]  
**Attachments:** img004.pdf; img005.pdf; img006.pdf

Bernie, FYI - and further to my last email regarding this.

Thanks,

**Heather Luhtala,**  
**Asst. CAO**  
**S.V. of South View**  
**S.V. of Silver Sands**  
**S.V. of Yellowstone**  
**Phone: 587-873-5765**  
**Fax: 780-967-0431**  
**Website: [www.wildwillowenterprises.com](http://www.wildwillowenterprises.com)**  
**Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)**

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

Subject: Amendment to 2017 Weed Harvesting Permit  
From: Bill Benford <[bill.benford@gmail.com](mailto:bill.benford@gmail.com)>  
Date: Fri, June 15, 2018 1:22 pm  
To: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com), [weedharv@telusplanet.net](mailto:weedharv@telusplanet.net)

Hello Heather, Wendy and Kevin.

Please find the Amendment to the 2017 Weed Harvesting Permit, attached comprising three separate pages.

The Amendment was just received in today's mail.

Best regards.

Bill Benford

99

June 8, 2018

File: 00150960

Sandi Benford  
Lake Isle Aquatic Management Society  
BOX 96  
DARWELL AB T0E 0L0

Dear Ms. Benford:

**RE: Amendment to an Approval under the *Water Act*  
For the Purpose of Aquatic Vegetation Removal  
at SE & SW 27-053-06-W5, NE & NW 32-053-05-W5, SW, NE & NW 31-053-05-W5,  
SW 25-053-06-W5, NE 23-053-06-W5, NW & NE 22-053-06-W5, SW & SW 08-054-05-W5,  
SE 07-054-05-W5, NE & NW 09-054-05-W5, SW 04-054-06-W5, SW 03-054-06-W5,  
NW 33-053-06-W5, SE 28-053-06-W5, SW 01-054-06-W5M NE 10-054-06-W5  
& NW 06-054-05-W5**

---

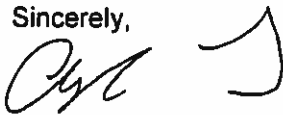
Enclosed is Amendment No. 00389555-00-01 amending the Approval with the replacement of Conditions 1.1 & 5.6 and the addition of Conditions 5.7 – 5.9 to the Approval.

A copy of the Approval is attached; please retain the Amendment with your Approval.

Please notify Environment and Parks in writing, should there be a change in the ownership of the land to which this Approval is attached.

If you have any questions, please contact Derek Alexander at 780-960-8630.

Sincerely,



Cheryl Tweten  
Water Application Coordinator  
Regulatory Approvals Centre

Enclosure

cc: Derek Alexander, Upper Athabasca Region, Spruce Grove Office

100



# APPROVAL AMENDMENT

PURSUANT TO THE PROVISIONS  
OF THE WATER ACT

**APPROVAL No.** 00389555-00-00  
**AMENDMENT No.** 00389555-00-01  
**FILE No.** 00150960

## Lake Isle Aquatic Management Society

The Approval is amended as follows:

1. Replace condition 1.1 with following:
  - 1.1 In all parts of this Approval:
    - (a) "Act" means the Water Act, RCA 2000, c. W-3, as amended;
    - (b) "Community Beach" means a beach operated by the local authority or by the Lake Isle Aquatic Management Society;
    - (c) "Community Dock" means a dock operated by the local authority or by the Lake Isle Aquatic Management Society;
    - (d) "Community Swimming Area" means an area operated and maintained by the local authority or by the Lake Isle Aquatic Management Society;
    - (e) "Director" means an employee of the Government of Alberta designated as a Director under the Act;
    - (f) "Maintenance" means the routine repair, upkeep and preservation of the activity authorized under this approval; and
    - (g) "Regulations" means the regulations, as amended, enacted under the authority of the Act.
2. Replace condition 5.6 with following:
  - 5.6 The Approval Holder shall limit cutting of aquatic vegetation at Community Beaches to remain at least 75% of the width of the lot front intact except community swimming area unless otherwise is authorized in writing by the Director.

101

**AMENDMENT**

3. Add conditions 5.7 – 5.9 as follows:

5.7 The Approval Holder shall cut aquatic vegetation:

- (a) 4 m width in total (one side or both sides) on individually owned docks;
- (b) 2 x 4 m width strips on each side, 8 m in total on
  - (i) Shared docks located between two individual lots, and
  - (ii) Community docks

where there are no additional vegetation cuts within the lot front.

5.8 The Approval Holder shall cut aquatic plants to a depth of 1 meter below the water surface except for the designated Community Swimming Area.

5.9 The Approval Holder may cut aquatic vegetation to the lake bottom for the entire length of designated Community Swimming Area.



Designated Director under the Act  
Muhammad Aziz, P. Eng.

2018 05 29  
Dated (Y/M/D)

102

# Alberta Recreational Lakes Forum Summary Report

“To support networking, knowledge-sharing and collaboration for Alberta’s lake stewardship community.”

Compiled by Janine Higgins, Community Engagement Lead

---

The 2018 Alberta Recreational Lakes Forum was held on May 10 at Pigeon Lake at the Lakedell Agricultural Society Centre. There were 68 attendees that represented provincial government (Environment and Parks staff: planning, water quality, compliance, approvals & community engagement, Municipal Affairs), municipal government (counties, summer villages, towns), non-government organizations (stewardship organizations, non-profit organizations, watershed planning and advisory councils (WPACS)) and indigenous communities. There were 15 lakes specifically represented, however people from the South Saskatchewan, North Saskatchewan, Athabasca and Beaver River watersheds were in attendance.



Presentations in the morning included information on the cryoseismic events in Alberta, a regional wastewater project, new lake monitoring programs and various shorelines restoration projects and programs. Tools and techniques were shared with participants that could be applied in any watershed – such as EDDMaps Alberta, Alternative Land Use Services (ALUS), stewardship tools and the Water Channel.

The afternoon was spent in discussion groups working towards finding solutions to common lake issues in Alberta. Participants were encouraged to attend as many of the four stations that they were interested in, with the overall goal that they were to present solutions to issues they were aware of. Not all of the issues were discussed during the afternoon due to time constraints. The solutions that were brainstormed can be implemented by anyone who is working to help improve the health of Alberta’s lakes!

## Keeping Alberta’s Lakes Healthy

This discussion group focused on human behaviors that have an impact on the health of Alberta lakes. The issues that were identified included: livestock grazing; legislation (acting without asking, not taking ownership of issues); aquatic invasive species (people not taking action to Clean Drain Dry); recreation; power boating; shoreline alternations (“lakescaping”, hard surfaces, lawn); land use planning (overdevelopment around lakes); pollutants; litter and garbage.

103

---

For more information, visit: <https://talkaep.alberta.ca/the-water-channel>

©2018 Government of Alberta | Published: May 2018

Alberta



Possible solutions were brainstormed for some of the issues that were identified, however the recreation, legislation, aquatic invasive species and livestock grazing topics were not discussed.

Litter and garbage (including litter at day use areas, winter fires on the lake, ice fishing huts):

- Host community clean up events
- More enforcement or higher fines for those caught dumping
- Educational campaign on winter lake use – ice huts, human waste, garbage left behind after ice fishing or snowmobiling on lake ice
- Proper dumpster design to eliminate additional waste getting into the environment
- Provincial campaign on the impact of cigarette butts
- Engage the federal government on the issue and see how they can help

Pollutants (including draining hot tubs onto lawns, contamination through fertilizers, chemicals, soap, household pollutants, sunscreen):

- Education on what pollutants are, their effect on the environment and how to dispose of them properly
- Do a compliance sweep at lakes (particularly for grey water)
- Create funding for alternative products and practices
- Publish best management practices for road salts – create a list of alternative products that can be used and are better for the environment (example: beet juice)
- Create best management practices for using other pollutants
- Do more education on nutrient loading

Power Boating (including high boat wakes, excessive amounts of boating, not following posted or federal speed limits):

- Put up buoys with speed limits near shore
- Annual boat registration within Alberta to use as an opportunity for education and funding
- Education on how to report bad behavior to the RCMP

**Land Use Planning\*** (including overdevelopment around lakes, construction dredging, and too many hard surfaces):

- Utilize intermunicipal development plans (IDPs)
- Education on how land cover effects the lake (ie. we all have impact on the health of the lake)
- Scientific expertise support for municipalities while working on their IDPs and creating bylaws
- Education for councillors/residents/municipal staff
- Contact list or resource guide of who you can talk to
- Create a top soil requirement – as a bylaw compared to a best management practice

**\*This was voted on as most important by attendees.**

## Communicating Effectively with Lake Audiences

Effective communication was discussed in this focus group (including the issues of finding the right people; getting responses back and having people show up to invited functions; getting people to understand the issue, i.e. why it is important; lake issue of water quality; addressing rumours, i.e. communicating positive, correct, timely info; communicating with large numbers of people; what is the 'best' format for communication, e.g. paper, website, Facebook, verbal one on one?).

1049

For more information, visit: <https://talkaep.alberta.ca/the-water-channel>

Possible solutions:

- Use FAQs on website and in newsletters to 'get ahead' - perhaps do as 'Myth busters' or 'Did You Know's'
- Add your information to a group with a large database, e.g. in a county tax notice
- Use a host agency that sends multiple places at once – e.g. Mail Chimp or Hoot Suite (known as a Social Media Management Tool)
- Need to answer "What's in it for Me" – aim for the shared values
- Timing is important
- Need to communicate 'real facts' that are translated so understandable and relatable to the audience
- Use simple metaphors to explain, e.g. nesting dolls to represent watersheds
- Start asking around to pinpoint the leaders or early adopters in community and get them on board with your message
- Have cooperative efforts/events with groups like the municipality and watershed groups to ensure consistency and reliable information goes out – will build the reputation of effort

**\*This was voted on as most important by attendees.**

Moving from Me to We (including issues: They think they are the experts; Changing the view from 'I' to 'All'; Private property so stay out):

- Use the well connected individuals in the community as advocates
- Focus on what each sector can do to help – show what their impacts are in 'reality' via study if possible.
- Take care of own backyard first
- Plan 'peer-to-peer' education
- Foster healthy competition

Know Your Audience (including issues: Challenge having people understand they live within a watershed; relating topics to audiences for 'understanding'; reaching cattle ranchers/producers in watershed):

- General: Focus on "What is Right" and have food at events
- Waterfront Owners – work with real estate agents – do a training session with them each year
- Back lot Owners – trust building; build relationships; share resources; help with paperwork; find advocate (note this works for Waterfront owners too)
- Campers & Day Use – focus events on "Park Days"; Target campground caretakers; walk through campgrounds
- Recreation Users – Use Clean, Drain, Dry messaging
- Ag Producers – promote events at local coffee hang-out; use a friend to connect; tie your advertising to an auction promotion; have food!
- Business Owners – promote their 'good products'; bring info to them; get them on board as advocates and recognize them; focus on WIIFM
- Business Users – didn't get to
- Decision Makers – didn't get to

## Lake Science

This discussion group focused on solutions for lake science issues in Alberta; what is missing from the research, what are the primary stressors, the knowledge and education of the watershed, and how land use is connected to lake science.

105

For more information, visit: <https://talkaep.alberta.ca/the-water-channel>

Lake research solutions (understand cyanobacteria dynamics and drivers, impact of fisheries management on lake quality, nutrient loading, how to be more predictive in science application):

- Stop working in silos
- Ask the right question and ensure the protocol utilized has validity
- Make sure to balance science with accessibility to all (communicate it properly)
- Does the research already exist? If so then communicate it to inform the public
- Utilize the freshwater institution or find more support
- Knowledge translation and exchange is key
- Government use scientists and knowledge
- Provide more funding and resources from AEP
- Do a meta analysis with the WPACs

Primary Stressors (climate change, big picture analysis):

- Use data to look at trends
- Less data silos – both within departments, Alberta and outside the province

Knowledge and Education (understanding watershed dynamics, interactions, lake functions, understand assumptions about people's water literacy levels, what people need to know):

- Understanding of watershed scale timeline so people can understand research and data constraints when working with the public and lake residents.
- Know what is out there already and how to use it in other municipal districts (such as riparian restoration)
- Education for decision makers leading to management change

Land use management (management goals and strategies, what can be managed, connection between monitoring and management):

- Political, economic and scientific will
- Ensuring research isn't just studies – using the implement and have on-the-ground action
- Utilize adaptive management
- Less research silos
- Understand the importance of lake non-government organizations, watershed stewardship groups, watershed planning and advisory councils (WPACs) in filling gaps and creating linkages
- Continue sharing current knowledge via forums like ARL and the Alberta Lake Management Society (ALMS) Conference
- **Research using multi-disciplinary teams\***
- Create guidance document of best management practices for smaller municipal districts (Alberta Summer Village Association guide is an example)
- Utilize a website with resources (such as the water channel, Respect our Lakes website, PLWA and PLWMP.ca)
- Provide more training for stewardship group members (compared to hiring more limnologists)
- Water conversation – what is the role and responsibilities of each organization and who ensures there is follow through.
- Do a lake management structure review

**\*This was voted on as most important by attendees.**

106

---

For more information, visit: <https://talkaep.alberta.ca/the-water-channel>

## Legislation

Some broad level issues around legislation were discussed, such as development around lakes, lake recreation policies, watershed planning, understanding regulation and enforcement of regulations. Other issues that were discussed include AEP office disparity, being unclear how to decide which type of shoreline erosion protection is best and how pier management may lead to stagnant water (i.e. blue green algae growth).

Some general solutions that were discussed were:

- Stop reed cutting by using effective enforcement
- Create documents showing:
  - How watershed plans can be translated into workable land use bylaws or local policies
  - Who's responsible for emergency response
  - Provide clarity for legislative responsibility (it may be an opportunity here to encourage local stewards to utilize departments' dedicated advisory services; depending on the scenario, any number of Acts, Codes, etc. could apply across government)
- Collaborate to create ice hut regulation - it may be possible to regulate this through seasonal development permitting by the local development authority
- Collaborate on water quality legislation and enforcement for:
  - Riparian areas
  - Livestock in lakes
  - Agricultural drainage
  - Fertilizer
    - Municipalities are able to: i) educate citizens and, ii) subject to legal analysis and advice as there is case law in other provincial jurisdictions supporting this, regulate property owners' application/prohibition of introducing such products directly into the environment
  - Educate people about a body of water's carrying capacity – the numbers, frequencies, types, pollutant levels of water vessels
  - Implement the "Water Conversation" recommendations

**Recreation on and around lakes\* (wakeboard boat impacts, boat carrying capacity, ice fishing shacks, lack of enforcement, effect of docks on lake health):**

- Create a Government of Alberta recreation protocol (pilot project underway at priority sites in Alberta)
  - A Recreational Water Management Protocol was developed as a comprehensive risk assessment strategy to encompass bacteriological, chemical and physical risk to bathers; it is a non-regulatory approach based on cooperation and collaboration between government/agencies, operators, and watershed stewardship groups shifting responsibility for assessment, monitoring and management to operators, which shall be trained along with health inspectors. Call Alberta Health's Health Protection Branch for more information.
- Need for flow of science and technical information to implementations, influencers and the public
- Look to other jurisdictions to see what the actions to respond to carrying capacity of lakes (for example prohibitions on motorized watercraft)
- Provide local safe sewage disposal utilities
- Improved communication tools targeted at high impact recreational lake users – possibly through Alberta Culture and Tourism
- More signage in situ regarding sensitive environments and respecting habitat
- Incorporate programs into education system
- Run a "Lakewatch" program – like a "neighborhood watch" as there is very limited local enforcement
- Joint servicing agreements within now mandatory Intermunicipal Development Plans (IDPs) between neighbouring municipalities for jurisdictions around lakes where municipalities do not have to be adjacent to

107

For more information, visit: <https://talkaep.alberta.ca/the-water-channel>

©2018 Government of Alberta | Published: May 2018

Alberta

one another to partner – examples are: parks and recreation management, policing/bylaw enforcement, sewage, land planning or development review, etc.

**\*This was voted on as most important by attendees.**

108

---

For more information, visit: <https://talkaep.alberta.ca/the-water-channel>

©2018 Government of Alberta | Published: May 2018

Alberta





Land  
Stewardship  
Centre

RECEIVED

JUL 31 2018

Helping make stewardship all it can be.  
2017-2018 Annual Report Card



## Engaging.

Strategic partnerships and collaboration are the key to successful stewardship efforts.

## Informing.

Stewardship thrives when people have access to reliable information and resources.



## Enabling.

Local efforts drive stewardship and achieve meaningful, community-based results.

109



## Helping make stewardship all it can be.

### 2017-2018 Annual Report Card

#### **Engaging.** Strategic partnerships and collaboration are the key to successful stewardship efforts.

Stewardship is a collective effort. Over the course of the year, we put a lot of effort into building and growing the relationships that make it possible for us to create and deliver quality programs and initiatives that make stewardship happen. Notable connections we made or continued in 2017-2018 included:

- Joining forces with the Ecosystem Services and Biodiversity Network (ESBN) partners – Alberta Innovates, InnoTech Alberta, Alberta Biodiversity Monitoring Institute, Silvacom Ltd., Alberta Environment and Parks – to further efforts to develop an integrated system for coordinating and managing market-based instruments to achieve economic and environmental outcomes.
- Collaborating with Brazeau County, Alberta Agriculture and Forestry and Natural Decisions (AU) to use INFFER\* to assess scenarios targeting improved water quality and reduced riparian impacts within the Modeste Creek and associated tributaries located within Brazeau County.
- Co-hosting a Stewards in Motion event with the Beaver River Watershed Alliance at which 60 individuals (municipal staff and officials, watershed stewardship group representatives and other stakeholders) gathered to discuss current programs and initiatives, watershed issues and priorities, and identify opportunities for future collaborations in the Beaver River sub-basin.
- Partnering with Alberta Onsite Wastewater Management Association and rural municipalities to develop resources and deliver 17 Septic Sense workshops across the province from December to March.
- Teaming up with Synergy Alberta and Synergy Groups at their annual conference to gather their input and recommendations for the development of new 'resource development and extraction' content for our Green Acreages resources.
- Continuing a shared management and administrative services arrangement with Nature Alberta, which leverages organizational capacity, reduces overhead and costs, and enhances program efforts for both our organizations.
- Connecting regularly with our Board of Directors, who not only provide strong, strategic leadership and governance, but put their considerable industry and sector-wide experience to work for us.
- Receiving essential funding from Alberta Real Estate Foundation to support valuable Green Acreages enhancements and marketing, and Alberta Innovates for the delivery of sector-based workshops and outreach sessions for the ESBN.

#### **Informing.** Stewardship thrives when people have access to reliable information and resources.

Information is king and knowledge is power. To that end, we focused our resource development and outreach efforts on:

- Completing two principal data updates to the Conservation Land Registry, which is accessed annually by more than 210 clients and over 720 users to inform their land use and management decisions.
- Ensuring more than 560 participants in 17 rural communities across the province were provided with the information, resources and support they need to responsibly manage and maintain their septic systems, through the Septic Sense workshops.
- Promoting and encouraging use of the online Stewardship Directory, which hosts nearly 100 active listings, and which welcomed close to 700 new visitors in 2017-2018.
- Delivering timely and relevant Grassroots News e-newsletters, engaging with followers regularly on social media, and promoting and attending stewardship events to deliver the message about the importance of stewardship to a growing audience.
- Developing new content for the Green Acreages Workbook and Primer that focuses on what acreage owners need to be aware of if resource development and extraction activities are occurring in surrounding areas.
- Facilitating a series of six sector-based workshops and outreach sessions for the ESBN and working with more than 125 workshop participants to build understanding of and support for the development of a recognized, comprehensive ecosystem services approach that can be adopted by governments, resource-based industries, landowners and land managers, and conservation organizations.

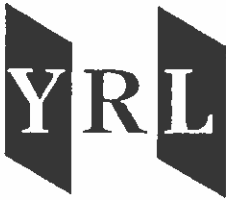
#### **Enabling.** Local efforts drive stewardship and achieve meaningful, community-based results.

We can talk about stewardship all we want, but the key to achieving positive outcomes on the landscape lies in the hard work that takes place in a community and on the ground. Last year, we helped support local stewardship and other efforts by:

- Awarding \$185,000 in Watershed Stewardship Grant funds to 21 stewardship groups for 22 projects that will enhance or restore Alberta's watersheds, and through these grant funds, making it possible for these groups to leverage more than \$400,000 for their community-based projects.
- Allocating \$40,000 in creative sentencing funds to four stewardship groups that, with the support of this grant, were able to collectively leverage more than \$780,000 to contribute to their local projects.
- Making the meeting space and amenities at historic Imrie House available to numerous groups, individuals and foundations (including Alberta Real Estate Foundation, Alberta Culture and Tourism, Alberta Native Plant Council and Alberta Mycological Society, Ecosystem Services and Biodiversity Network and Nature Alberta) to use.
- Delivering facilitated Green Acreages workshops that offer a practical, hands-on approach to engaging landowners in responsible environmental stewardship of their acreages and recreational properties.

We're a small organization, but with your support and the assistance of so many people, our efforts to engage, inform and enable people and organizations to become better stewards are having an impact. Thank you for allowing us to continue to do what we do. Learn more at [landstewardship.org](http://landstewardship.org). Connect with us at [info@landstewardship.org](mailto:info@landstewardship.org).

110



# YRL Board Executive Committee Highlights

May 7, 2018

---

## Draft 2019 Budget Direction

- The 2018 operating grants will continue to be paid based on 2016 populations.
  - A small budget surplus is anticipated for the end of 2018.
- The first draft of the 2019 budget will be presented to the committee in September.
- The committee is recommending to the Board that the member levy rates remain unchanged for 2019:
  - \$4.30 per capita for member municipalities; and
  - \$13.95 per full-time equivalent student for member school divisions.

## 2018 Needs Assessment

- The information gathered during this year's needs assessment will assist in forming the goals of the 2019-2021 Plan of Service.
- Higher-level, open-ended questions will be developed for the stakeholder survey.

## Policy Manual Review

- Changes to the trustee meal expenses and records retention sections were requested.
  - The draft revisions will be presented to the committee in September.

## Emergency Response and Business Continuity Plan Review

- After the annual review, it was agreed that no changes are required.

## Infrastructure Grant Update

- Another meeting was held with the contractors about the architectural plans.
  - Construction should begin mid-June and be complete in October.

## Indigenous Grant Update

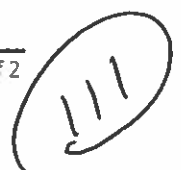
- The province has not yet released the 2018-2019 grant information.

## Financial Statements

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

## Director's Report – Kevin Dodds

- Went to Spruce Grove Public Library's Innovation Lab in April to see the unveiling of the racing seat/flight simulator that was donated by Stony Plain tech company TRINUS.
- During May and June, presentations will be done for the town councils of Beaumont, Edson and Swan Hills, and the Spruce Grove library board.
  - Contact Laurie for a presentation to your municipal council and/or library board about YRL membership, governance, services, and collections.





**Assistant Director's Report – Wendy Sears Ilnicki**

- Many opportunities to discuss metadata at the Innovative Users Group (IUG) conference.
  - Ideas for TRAC metadata will be made going forward.

**Client Services Manager's Report – Stephanie Thero**

- Took IUG conference sessions on technology, security and the future direction of Polaris.
- Due to potential exposure issues, the YRL website was taken offline near the end of April.
  - A modified site will be available by the end of the week.
  - A website developer has been engaged for site redesign including a separate site for the online ordering tool that libraries use.
- New eResource [RomanceBookCloud](#) is only available May 1 to August 31.


**Alberta Library Trustees' Association (ALTA) – Jocelyn Pelkey**

- ALTA's annual retreat will be held next month.
- Library board members are encouraged to connect with their ALTA area representative to assist with planning for the future.
- This year's Alberta Library Conference sessions are now available [online](#).

**KEY DATES**

- YRL Board Meeting ..... Monday, June 11
- YRL Board Executive Committee Meeting.....Monday, September 10
- [Everyone's Welcome: The Power of Libraries](#) Conference ..... Friday, September 14
- YRL Board Executive Committee Meeting.....Monday, September 24
- YRL Board Organizational Meeting .....Monday, November 5

112

<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF SILVER SANDS		0000091241	03-Jul-2018	
<b>DEPOSITED AT BANK:</b> 021908989		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b> 08989	<b>ACCOUNT:</b> 893036800	0067688806	05-Jul-2018	\$1,206.00
<b>TOTAL</b>				<b>\$1,208.00</b>
PAYMTE D 00496 SUMMER VILLAGE OF SILVER SANDS PO BOX 8 ALBERTA BEACH AB CAN T0E 0A0 				

<b>DEPOSIT NO:</b> 0067688806		<b>DEPOSIT DATE:</b> 05-Jul-2018		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
CT035676	FCSS Third Quarter Payment Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 780 4159490	FCSS010718	\$1,206.00	\$1,206.00
<b>DEPOSIT TOTAL</b>				<b>\$1,206.00</b>

RECEIVED

05/07/18

113

## Dan Goika

---

**To:** cao@onoway.ca  
**Subject:** SVSS Public Works Report for Friday August 10 2018

Hi Wendy, I have a couple items from SVSS Public Works for Fridays Council meeting . May 26 Large bin clean was well attended 6 bins used total 3 bins mixed household, 1 bin white metal, 1 bin mattresses, and 1 bin metal. Went well except for scheduling delay in picking up of 2 bins.

Summer student started July 3 he good worker.

Edges of roads SDR and GCR sprayed for weeds early June, Crack filling was completed in mid July on SDR and GCR  
Tree trimming and brush hauling on going in ditches and site lines through out the village.

Compost area accepting grass clippings, leaves, and lake weeds only. If you need some garden mulch we have lots on hand. More and more residents are dropping off grass leaves and lake weeds, Public works is still finding areas on MR reserves and ditches that some residents are still dumping.

Work on 540 started Aug 1.