

SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Onoway Civic Centre
Due to COVID restrictions, the public may participate via teleconference,
call the office to arrange for same.

Wednesday, November 18th, 2020 commencing at 9:30 a.m.

1. Call to Order

2. Agenda: a) November 18th, 2020 Regular Council Meeting Agenda

3. Minutes: p1-4 a) October 28th, 2020 Regular Council Meeting

4. Appointments: n/a

5. Bylaws: a) Bylaw 221-2020 – Council and Council Committee Procedural Bylaw, further to direction at our last Council meeting attached is a new bylaw moving forward the time required to prepare and produce Council agenda packages. Discussion at the last meeting was to move the cut-off date to receive requests for items for the agenda from 3 days prior to the meeting to 9 business days preceding the meeting, and that the agenda will be prepared and distributed to Council and the public 4 business days prior to the meeting (was previously 3 days). South View's existing bylaw was passed in 2005, and administration has used the template new version of this bylaw and then made specific adjustment to meet South View Councils desire. Once passed, this bylaw will rescind the previous bylaw 154-2005 (*give consideration to 1st reading (as is or with amendments), give consideration to 2nd reading (as is or with amendments), unanimous consent to give consideration for 3rd and final reading (as is or with amendments), give 3rd and final reading, or some other direction as given by Council at meeting time)*)

p5-18
(new)

p19-22
existing

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p 23-24

- b) Bylaw 222-2020 – Municipal Borrowing Bylaw, further to direction at the last Council meeting administration has prepared a borrowing bylaw for the purpose of accessing additional funding for emergency or urgent expenditures not included in the annual operating budget. This bylaw has been prepared as a result of discussions at the last Emergency Management sessions. This bylaw cites a \$150,000.00 operating line of credit for interim financing for the municipality. As it is a short-term borrowing, advertising does not have to take place (*give consideration to 1st reading (as is or with amendments), give consideration to 2nd reading (as is or with amendments), unanimous consent for consideration of 3rd and final reading (as is or with amendments), give 3rd and final reading, or some other direction as given by Council at meeting time*)

6. Business:

p 25-31

- a) Reynolds Mirth Richards & Farmer – Municipal Law Seminar is scheduled for November 19 and 20. This annual seminar will be virtual and topics are attached but are all related to labour and employment. The fee to participate is still set at \$175.00 and is non-refundable. (*accept for information or authorize participation*)

p 32-47

- b) Safety Codes Council – November 10th, 2020 letter and executive summary on the audit completed for the period August 1st, 2019 to July 31, 2020. You will see we have made solid progress in this field, but there is additional work to be done and on the go forward this is another area where additional funds are going to need to be allocated to ensure compliance with Provincial requirements (*accept executive summary for information and consider additional funding in the 2021 budget to ensure compliance in all disciplines are realized, or some other direction as given by Council at meeting time*)

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c)

d)

e)

7. Financial a) Income and Expense Statement – October 31st, 2020

8. Council Reports

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

9. Chief Administrator's Report

- p 48 a) Municipal Government Board appeal – Alberta Environment withdrawal
- b) Tax Recovery property update
- p 49-50 c) Development Officer's Report
- p 51 d) Updated municipal map
- e) Election training, additional staff and expense

10. Information and Correspondence

- p 52 a) Government of Alberta Statement of Direct Deposit on October 23rd, 2020 in the amount of \$292.00 for November FCSS funding
- p 53 b) Alberta Municipal Affairs – undated letter from Minister Tracy Allard on tough economic times and planning of capital budgets for 2021
- p 54 c) Alberta Beach – November 3rd, 2020 letter showing 2020 Organizational meeting results
- d)

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Wednesday, November 18th, 2020 commencing at 9:30 a.m.

11. Closed Meeting Session (n/a)

12. Next meeting:

13. Adjournment

Upcoming Meetings:

- December 16th, 2020
- January 20th, 2021
- February 17th, 2021

SUMMER VILLAGE OF SOUTH VEW
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, OCTOBER 28, 2020
AT THE ONOWAY CIVIC CENTRE

(DUE TO COVID RESTRICTIONS THE PUBLIC MAY PARTICIPATE VIA TELECONFERENCE)

PRESENT: Council: Mayor Sandi Benford
Deputy Mayor Brian Johnson
Councillor Garth Ward

Administration: Wendy Wildman, Chief Administrative Officer (CAO)
Heather Luhtala, Assistant CAO

Appointments: None

Public at Large: None

MOTION #	
1.	CALL TO ORDER Mayor Benford called the meeting to order at 9:30 a.m.
2.	AGENDA 168-20 MOVED by Deputy Mayor Johnson that the October 28, 2020 Agenda be approved as presented. <p style="text-align: right;">CARRIED</p>
3.	MINUTES 169-20 MOVED by Deputy Mayor Johnson that the September 12, 2020 Regular Council Meeting Minutes be approved as presented. <p style="text-align: right;">CARRIED</p> 170-20 MOVED by Deputy Mayor Johnson that the September 12, 2020 Public Hearing Minutes for Bylaw 219-2020 be approved as presented. <p style="text-align: right;">CARRIED</p> 171-20 MOVED by Deputy Mayor Johnson that the September 12, 2020 Public Hearing Minutes for Bylaw 220-2020 be approved as presented. <p style="text-align: right;">CARRIED</p> 172-20 MOVED by Deputy Mayor Johnson that the September 16, 2020 Regular Council Meeting Minutes be approved as presented. <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS n/a



SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, OCTOBER 28, 2020
AT THE ONOWAY CIVIC CENTRE

(DUE TO COVID RESTRICTIONS THE PUBLIC MAY PARTICIPATE VIA TELECONFERENCE)

5.	BYLAWS	n/a
6.	BUSINESS	
	173-20	<p>MOVED by Councillor Ward that the Municipal Operating Support Transfer (MOST) memorandum of agreement between the Province and the Summer Village of South View be approved and execution authorized (allocation to the Summer Village of South View is \$11,784.00).</p> <p style="text-align: right;">CARRIED</p>
	174-20	<p>MOVED by Deputy Mayor Johnson that the Participant Memorandum of Agreement for Local Assessment Review Board for the 2021 year between the Capital Region Assessment Services Commission and the Summer Village of South View be approved and execution of the amended agreement authorized AND THAT administration inquire with the Capital Region Assessment Services Commission on what is involved in becoming a member.</p> <p style="text-align: right;">CARRIED</p>
	175-20	<p>MOVED by Councillor Ward that Council and Administration be authorized to participate in the 2021 Brownlee LLP Emerging Trends in Municipal Law Seminar scheduled for February 11th and 18th, 2021 via zoom (there is no fee to participate).</p> <p style="text-align: right;">CARRIED</p>
	176-20	<p>MOVED by Deputy Mayor Johnson that the Fortis Franchise Fee remain at 3% for the 2021 year for the Summer Village of South View.</p> <p style="text-align: right;">CARRIED</p>
	177-20	<p>MOVED by Mayor Benford that Council accept for information the discussion with respect to oversized vehicle parking in the Summer Village.</p> <p style="text-align: right;">CARRIED</p>
	178-20	<p>MOVED by Mayor Benford that Administration investigate obtaining an operating line of credit for the Summer Village of South View to access in the event of a local emergency.</p> <p style="text-align: right;">CARRIED</p>

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SUMMER VILLAGE OF SOUTH VEW
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, OCTOBER 28, 2020
AT THE ONOWAY CIVIC CENTRE

(DUE TO COVID RESTRICTIONS THE PUBLIC MAY PARTICIPATE VIA TELECONFERENCE)

	179-20	<p>MOVED by Deputy Mayor Johnson that further to motion 83-20, the remuneration for the Director of Emergency Management at the base monthly rate of \$400.00 (four hundred dollars) be paid to July 31, 2020 and that effective August 1, 2020 the base monthly rate be set at \$200.00 (two hundred dollars) and that reimbursement for meeting fees, conference calls, webinars and mileage are as per policy C-COU-REM-1.</p> <p style="text-align: right;">CARRIED</p>
7.	FINANCIAL	
	180-20	<p>MOVED by Deputy Mayor Johnson that South View follow up with the West Inter Lake Regional Water Services Commission with respect to the possibility of to the Summer Village becoming a member of the Commission and the potential costs AND THAT South View inquire as to the status of the Commission's consideration of installing a truck fill station in the Darwell area.</p> <p style="text-align: right;">CARRIED</p>
	181-20	<p>MOVED by Councillor Ward that Council accept for information the Income and Expense Statement as of September 30, 2020 as presented.</p> <p style="text-align: right;">CARRIED</p>
8.	COUNCIL REPORTS	
	182-20	<p>MOVED by Mayor Benford that the December 2020 Regular Council meeting be cancelled (scheduled for Wednesday, December 16, 2020).</p> <p style="text-align: right;">CARRIED</p>
	183-20	<p>MOVED by Deputy Mayor Johnson that Council accept for information the Council reports as presented.</p> <p style="text-align: right;">CARRIED</p>
9.	CAO REPORT	
	184-20	<p>MOVED by Councillor Ward that Council accept for information the Chief Administrative Officer report as presented.</p> <p style="text-align: right;">CARRIED</p>

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SUMMER VILLAGE OF SOUTH VEW
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, OCTOBER 28, 2020
AT THE ONOWAY CIVIC CENTRE

(DUE TO COVID RESTRICTIONS THE PUBLIC MAY PARTICIPATE VIA TELECONFERENCE)

10.	INFORMATION AND CORRESPONDENCE 185-20	<p>MOVED by Deputy Mayor Johnson that the following information and correspondence be accepted:</p> <ul style="list-style-type: none"> a) Government of Alberta Statement of Direct Deposit on October 2nd, 2020 in the amount of \$292.00 for October FCSS funding b) Community Peace Officer Reports for July, August and September c) Provincial Assessment Model Review – attached is the September 8th, 2020 regional letter to the Minister expressing grave concerns over this proposed review and the negative financial impact to Lac Ste. Anne County. Also attached is a October 20th, 2020 email from the Province advising the funding model will be amended. <p style="text-align: right;">CARRIED</p>
11.	CLOSED MEETING	n/a
12.	NEXT MEETINGS 186-20	<p>MOVED by Mayor Benford that the next Regular Council meeting be scheduled for Wednesday, November 18, 2020 at 9:30 a.m. (in-person attendance by Council and Administration only, public attendance via teleconference).</p> <p style="text-align: right;">CARRIED</p>
13.	ADJOURNMENT	The meeting adjourned at 11:27 a.m.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

(4)

**A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW 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 South View 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 South View;

NOW THEREFORE, the Council of the Summer Village of South View 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 South View.
 - 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 South View 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 South View, 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 South Views' 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.



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 9:30 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.



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 of 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 officer 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 nine (9) business 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 nine (9) business 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. four (4) business 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. Appointments (Delegations)
 5. Bylaws
 6. Business
 7. Financial
 8. Council Reports
 9. Chief Administrator's Report
 10. Information & Correspondence
 11. Closed Meeting Session
 12. Next 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.
65. Unapproved meeting minutes are to be posted on the Summer Village website within 7 business days after the meeting.
66. Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting.
67. Other items will be posted on the Summer Village website as directed by the

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CAO or designate.

This Bylaw repeals Bylaw No. 154 and comes into full force and effect upon third and final reading.

READ a first time this 18th day of November, 2020.

READ a second time this 18th day of November, 2020.

UNANIMOUS CONSENT to proceed to third reading this 18th day of November, 2020.

READ a third and final time this 18th day of November, 2020.

SIGNED this 18th day of November, 2020.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

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**SUMMER VILLAGE OF SOUTH VIEW
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

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SUMMER VILLAGE OF SOUTH VIEW
APPENDIX B

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

General duties of chief elected official
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- (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

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SUMMER VILLAGE OF SOUTH VIEW
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.

Public Hearing Procedures

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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 SOUTH VIEW 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 Bylaw

The 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."

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SUMMER VILLAGE OF SOUTH VIEW
BY-LAW NO. 154

Being A Bylaw Of The Summer Village of South View In The Province of Alberta, To Provide The Organizational And Procedural Matters Of Council, Council Committees And Councillors

*Existing
+1/b
rescind
upon
approval
of
new
bylaw*

WHEREAS, the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the "M.G.A." provides for the establishment of Council Committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

WHEREAS, the M.G.A. provides for organizational and procedural matters of Council, Council committees and Councillors;

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

1.0 Title

This Bylaw shall be called the Procedural Bylaw.

2.0 Definitions

In this bylaw:

- a) "delegation" means any person that has permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee
- b) "CAO" means the chief administrative officer or his delegate, for the Municipality.
- c) "member" means a councillor or person at large appointed by council to a committee of council.
- d) "meetings" means meetings of council and council committees.
- e) "Municipality" means the Summer Village of South View, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.

3.0 Chief and Deputy Chief Elected Official

- a) In accordance with the M.G.A., the chief elected official shall have the title of Mayor and the other two members of council shall have the title of Deputy Mayor.
- b) Annually, at the organizational meeting of Council, Council shall elect the Mayor.

4.0 Meetings of Council

- a) The Organizational meeting of Council shall be held annually, not later than the thirty-first day of August. Any changes in the date, time and location may be made at a regular Council meeting at least four weeks in advance.
- b) The dates, times and place of regular meetings of Council shall be established at the Organizational meeting annually and may be amended by motion of Council at any time.

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SUMMER VILLAGE OF SOUTH VIEW
BY-LAW NO. 154

Being A Bylaw Of The Summer Village of South View In The Province of Alberta, To Provide The Organizational And Procedural Matters Of Council, Council Committees And Councillors

- c) The CAO shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting
- d) If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next regular or special meeting.

5.0 Conduct of Meetings

- a) Every delegate to a regular Council meeting and each member of Council shall address the chair but shall not speak until recognized by the chair.
- b) The Mayor or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.
- c) A motion does not require a seconder.
- d) A motion may be withdrawn by the mover at any time before voting.
- e) The following motions are not debatable:
 - i) Adjournment.
 - ii) Take a Recess.
 - iii) Question of Privilege.
 - iv) Point of Order.
 - v) Limit Debate on the Matter before Council.
 - vi) Division of a Question.
 - vii) Table the Matter to Another Meeting.
- f) 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 Mayor or other presiding officer so directs.
- f) When the Mayor or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council or Council committee, he shall apprise the member thereof immediately, before putting the question to discussion and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two thirds majority vote of the members present.
- g) 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 may be the case.

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SUMMER VILLAGE OF SOUTH VIEW
BY-LAW NO. 154

Being A Bylaw Of The Summer Village of South View In The Province of Alberta, To Provide The Organizational And Procedural Matters Of Council, Council Committees And Councillors

6.0 Delegations

- a) A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written and delivered or mailed to the office of the CAO so that it arrives at least 4:00 o'clock in the afternoon **three calendar days** immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.
- b) Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Mayor or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter the Mayor or other presiding office may limit the length of time granted to the delegation.
- c) Delegations who have not submitted a letter in accordance with this section may be granted by the Mayor or other presiding officer a maximum of 15 minutes to outline the matter they wish to present to Council.

7.0 Agenda and Order of Meetings

- a) Prior to each regular meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at the regular meeting.
- b) To enable the CAO to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the CAO not later than 4:30 in the **afternoon three days** before the regular meeting.
- c) Additions placed on the agenda at the meeting shall be discouraged, however, an addition may be made to the agenda with a simple majority consent of Councillors present. Actions resulting from the agenda additions require unanimous consent given by those Councillors present. Exception to actions

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**SUMMER VILLAGE OF SOUTH VIEW
BY-LAW NO. 154**

Being A Bylaw Of The Summer Village of South View In The Province of Alberta, To Provide The Organizational And Procedural Matters Of Council, Council Committees And Councillors

given by unanimous consent are a tabling motion or that the agenda item be received as information.

8.0 Council Committees and Boards

- a) Standing Committees shall be established by Council from time to time and shall be governed by the Terms of Reference adopted by Council.
- b) Members of any Summer Village of South View Committees or Boards that have legal decision making powers shall vote on all matters entertained by that Committee or Board.
- c) Where a Committee or Board member fails to comply with section 8.0 (a) that member shall be automatically disqualified from Council.

This Bylaw shall come into full force and effect at the date of its final reading.

First reading given on the 19th day of December, 2005.

Second reading given on the 19th day of December, 2005.

Unanimous consent and Third reading given on the 19th day of December 2005.

Mayor

Chief Administrative Officer

Signed on _____

Municipal Borrowing Bylaw

**BEING A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE
PROVINCE OF ALBERTA, FOR THE PURPOSE SPECIFIED IN SECTION 256 OF
THE MUNICIPAL GOVERNMENT ACT
BYLAW NO. 222-2020**

WHEREAS the Council of the Summer Village of South View (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of: an operating Line of Credit for interim financing in the event of a local emergency or to cover unforeseen urgent operating expenditures not included in the operating budget

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

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

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

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

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the 18th day of November 2020 at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

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

READ a first time this 18th day of November, 2020.

READ a second time this 18th day of November, 2020.

UNANIMOUS CONSENT to proceed to third reading this 18th day of November, 2020.

READ a third and final time this 18th day of November, 2020.

SIGNED this 18th day of November, 2020.

WITNESS our hands and the seal of the Corporation this 18th day of November, 2020.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

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R | M | R | F
BARRISTERS SOLICITORS

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Join us for a two-day virtual event for employers of all sizes and industries.

Our annual seminar boasts a lineup of timely topics focused on the legal landscape and how it relates to labour and employment in Alberta. Join our industry leaders for insightful sessions, including a look at emerging issues relating to the global pandemic, on an array of topics and gain useful tools to navigate Alberta's Workplace in 2020.

Breakout sessions range from 101 style classes to deep-dives from our Partners and Associates. The seminar will conclude with a full Q&A style panel session from RMRF Partners where attendees will have the opportunity to get answers to important questions facing them today.

November 2020

19 & 20

Sign up to reserve your spot!

REGISTER

[View Full List of Topics and Agenda](#)

This seminar has been pre-approved by CPHR Alberta for 5 CPD hours.

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NOV 19

Employment Law Virtual Seminar: Alberta's Workplace in 2020

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Date And Time

Thu, Nov 19, 2020, 12:00 PM -
Fri, Nov 20, 2020, 12:00 PM MST
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Location

Online Event



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RMRF's Annual Employment Law Seminar is a two-day interactive event for employers of all sizes and in all industries.

About this Event

This year's fully virtual seminar will span over two half days.

The agenda boasts a lineup of timely topics focused on the legal landscape and how it relates to labour and employment in Alberta. Join our Partners and Associates for insightful sessions and breakouts to help you gain insight and tools to navigate recent changes in the workplace, and emerging issues relating to the global pandemic.

Our breakout sessions range from 101 style classes to deep-dives from our

<https://www.eventbrite.ca/e/employment-law-virtual-seminar-albertas-workplace-in-2020-registration-123214173911>

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industry leaders. The seminar will conclude with a bear pit style session where attendees will have the opportunity to get answers to important questions from our Panel of Pros.

This seminar has been pre-approved by CPHR Alberta for 5 CPD hours.

Thursday, November 19, 2020

OPENING PLENARY SESSION

12:00pm - 1:15pm

Keeping Up with the Pandemic: Employment Law Changes in Response to COVID-19 (plenary session)

This session will provide an overview of the employment law changes which have occurred as a result of COVID-19. The presentation will inform participants of the important legal changes which will continue to impact the workforce, with a particular focus on legislative changes. A variety of topics will be covered, including, employment standards, workers' compensation, occupational health and safety, and human rights. Participants will obtain a better understanding of the long-term and temporary changes made in reaction to the pandemic.

Day 1 BREAKOUT SESSIONS

1:30pm - 2:30pm - concurrent sessions

Planning a Post-Pandemic Workplace

This session will focus on the ways in which the pandemic may change workplace norms in the long term. We will look at the impacts of increased flexibility in working remotely, including with respect to supervision, discipline, workplace health and safety and workplace culture.

Employment Contracts 101

This session is an introduction to contract law principles. In an employment context the elements, formation, termination and other aspects of a contract will be introduced to attendees. The objective of this presentation is to assist attendees in identifying legal issues that they may encounter when reviewing, drafting, or considering employment contracts.

2:45pm - 3:45pm - concurrent sessions

Employees, Dependent Contractors, and Independent Contractors: What's the difference?

The flexible nature of the contemporary economy has required the courts to be flexible when it comes to the characterisation of employment vs contractor relationships. This flexibility makes it difficult for employers and employees to hold a firm grasp on what exactly defines a relationship of employment versus that of a contractor providing services to a business. In this session we will review the differences between employees, independent contractors, and everything in between. We will also discuss how to ensure you are structuring the relationship to accurately reflect the intent of the parties, whether that be a relationship of employment or one of a contractor, and the risks if you don't.

Wrongful Dismissals 101

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In challenging economic times, employers are often required to reduce staffing levels via layoffs, or to "contract out" services. Understanding the rights and obligations of both employers and employees can protect both parties in these situations and avoid costly litigation. This presentation will provide an overview of the law regarding wrongful dismissals in a non-unionized context, including the distinction between terminations for cause and without cause, the distinction between independent contractors and employees, the Employment Standards Code, calculating the reasonable notice period and pay in lieu, and related human rights concerns.

Friday, November 20, 2020

Day 2 BREAKOUT SESSIONS

9:15a - 10:15am - concurrent sessions

HR & HR: Human Resources and Human Rights

Expect to explore the steps in working through a human rights complaint. This presentation will touch on educating employers about the journey which a human rights complaint follows from receipt of a complaint to a tribunal hearing including off ramps to settlement. Additional issues to be addressed will include common types of human rights complaints, a survey of other legal processes which could parallel a human rights complaint as well as statements from the Alberta Human Rights Commission relating to COVID-19.

COVID-19 Pandemic Potpourri: Mandatory Vaccinations, Public Health Act, Discrimination, Liability/Negligence & Safety

A review of legislation and case law covering public health, prohibited discrimination, required vaccinations for employees, safety and implications for the workplace.

CLOSING PLENARY SESSION

10:30am - 11:45am

Ask the Pros Panel

Get the answers you need, from the lawyers you call - ask our employment lawyers questions that arose during the seminar or in the course of your normal work.



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Fri, Nov 20, 2020, 12:00 PM MST
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Organizer of Employment Law Virtual Seminar: Alberta's Workplace in 2020

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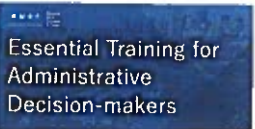
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November 10, 2020

Ms. Wendy Wildman
Chief Administrative Officer /
QMP Manager
SUMMER VILLAGE OF SOUTH VIEW
P.O. Box 8
Alberta Beach, AB T0E 0A0

Dear Ms. Wildman:

RE: Safety Codes Council Audit of the Building, Electrical, Plumbing, and Gas Disciplines for the Period of August 1, 2019 to July 31, 2020

As you are aware, the Safety Codes Council (the "Council") conducted an audit of the Summer Village of South View's permitting and inspection services in the building, electrical, plumbing, and gas disciplines on September 21–24, 2020. The audit has been completed and filed with the Council. An executive summary of the audit, along with a copy of the report, is included for your reference and use.

We would appreciate receiving your comments and plans to address the observations and recommendations included in the executive summary by **February 8, 2021**.

On behalf of the Council, I thank the Summer Village of South View and staff for their cooperation. Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cristian Nadeau', written over a horizontal line.

Cristian Nadeau
Audit Manager

Direct: 780.392.1371
Email: Cristian.Nadeau@safetycodes.ab.ca

Enclosures

cc: Victoria Message, Administrative Assistant, Wildwillow Enterprises Inc.
Peter Thomas, Administrator of Accreditation, Safety Codes Council

A handwritten number '32' in blue ink, enclosed within a blue circle.

EXECUTIVE SUMMARY

November 2020

Summer Village of South View (BEPG)

The Safety Codes Council (the "Council"), in administering its responsibilities and duties under the *Safety Codes Act*, audits the provision of permitting and inspection services by accredited municipalities. Audits assess the administration and delivery of these services against an accredited municipality's approved Quality Management Plan and other requirements established in legislation or Council policy.

The process is intended to assist accredited municipalities with meeting the requirements of their accreditation and enhancing or refining the services provided to Albertans. Overall, the audits help provide an objective and unbiased assessment of performance, effectiveness, and risk associated with the broader provincial safety codes system.

The Council audit process takes the following into consideration:

- overall quality management of accredited municipalities;
- administration of permitting and inspection services provided by accredited municipalities under their approved Quality Management Plan;
- certification and practices of safety codes officers and permit issuers;
- processes supporting the issuance of orders or variances and the delivery of other safety codes services; and
- administration of safety codes fees and levies.

This audit was conducted on September 21–24, 2020, focusing on the Summer Village of South View's (the "Municipality") accreditation in the building, electrical, plumbing, and gas disciplines for the period of August 1, 2019 to July 31, 2020. The audit took the following into consideration:

- previous review of the Municipality's building, electrical, plumbing, and gas accreditations;
- open and closed safety codes permits reported under this audit; and
- roles and responsibilities of those who provide services in these disciplines.

The auditors found some items requiring corrections which recommendations for implementation are included in this report.

Please note, recommendations of the auditor and/or Council's representative are to be implemented by the municipality as defined by the Quality Management Plan. Where recommendations are made, actions are required. Suggestions, however, provide guidance from the auditor to improve current processes, documents, etc.

Following is a summary of the observations from the audit:

1. PERFORMANCE

The Municipality is recording closed permit files when those files are returned to the municipal office. The Municipality, through the agency, uses eSITE to issue permits; however, the auditors noted that there were no established procedures in place to monitor the progress of open permits. As a result, the Municipality may not be aware of the permit status until completion.

During the audit, the auditors understood that the Municipality is considering implementing a new policy and/or procedures to enhance the permitting and inspection process and strengthen communication with the agency.

Recommendation: The Municipality will establish a procedures to regularly review the open permit files with the agency and identify permits that have reached their expiration date or exceeded a reasonable timeframe of the work since last activity, and that an action is initiated to extend, expire, or determine the status of the work as per the permit conditions and Permit Regulation.

2. QUALITY MANAGEMENT PLAN TRAINING

The Municipality does train its involved staff in administering the Quality Management Plan; however, the Municipality does not maintain the training records on file.

The auditors found training records related to the administration of the Quality Management Plan for the contracted agency through the agency. This training allows safety codes officers and other involved staff to understand their roles and responsibilities when administering the Safety Codes Act.

Recommendation: The Municipality will maintain the Quality Management Plan training records for its involved staff and contracted safety codes officers.

Suggestion: The Municipality could consider having all staff members involved with the safety codes operations complete the Quality Management Plan training currently offered by the Council.

3. INFORMATION COLLECTION

Based on the permit applications and issued permits reviewed, the information requested or collected as part of the permitting process is not consistently captured or provided. The auditors found the issued building and private sewage permits did not include or refer to the permit conditions detailed in the plans review report.

Recommendation: The issued permit must contain all imposed terms and applicable conditions as information for the applicant as outlined in the Quality Management Plan and/or Permit Regulation.

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4. SITE INSPECTIONS AND REPORTS

The auditors found the inspection process in the building, electrical, plumbing, and gas disciplines to be generally meeting the Quality Management Plan's requirements; however, there were

- cases where the required minimum number of inspections or the correct stage of inspection was not met;
- one case where the recorded deficiencies (work incomplete) were left outstanding without evidence of a re-inspection or acceptance of a verification of compliance by safety codes officer; and
- one case where the inspection report stated that the private sewage system work was buried at time of inspection, but no evidence of a site inspection conducted prior to covering or reason provided.

Recommendation: The Municipality will ensure that the required number and type of inspections are conducted as indicated in the Quality Management Plan.

Recommendation: The Municipality will ensure that work is inspected at the appropriate stage as indicated in the plan review report, permit conditions and Quality Management Plan. If work is covered at the time of inspection, the safety codes officer is to provide a detailed description of the work inspected and document the basis for acceptance as compliant or not.

5. PERMIT SERVICES REPORT

The Permit Services Report is the last step in the permitting process which allows closure of the permit file. The auditors found that all Permit Services Reports were issued within 30 days of completing the compliance monitoring services; however, there was one case where the file was closed as work complies, but the outstanding deficiency (i.e., incomplete work) was not listed in the report.

Recommendation: The Municipality will ensure that all outstanding noted deficiencies (i.e., incomplete work) are listed in the Permit Services Report.

The auditors concluded that the Municipality, its staff, and contracted accredited agency are providing services in the building, electrical, plumbing, and gas disciplines with integrity and reasonableness in meeting with the intent of the *Safety Codes Act* and the approved Quality Management Plan.

The Municipality indicated support from management and elected officials towards safety codes operations and its commitment to improvements. We thank the Summer Village of South View for its commitment to safety and its involvement and support in conducting this audit. We look forward to working with you in the future.

SAFETY CODES COUNCIL



Cristian Nadeau
Audit Manager



**Safety
Codes
Council**

500, 10405 Jasper Avenue
Edmonton, AB T5J 3N4
(780) 413-0099

Safety Codes Council
Audit

Summer Village of South View

Respecting the administration of the *Safety Codes Act*
under Accreditation Orders 1304, 1303, 1301, and 1302
for building, electrical, plumbing, and gas disciplines.

— AUDIT PERIOD: August 1, 2019 to July 31, 2020 —

Audit Date:

September 21–24, 2020

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SAFETY CODES COUNCIL AUDIT

Overview

ORGANIZATION INFORMATION

The Summer Village of South View (the "Municipality") is a community of over 60 people, encompassing an area of 29 hectares, and located approximately 80 kilometres west of the City of Edmonton.

AUDIT TEAM

Audit Lead: Len Ranch
Auditor(s): Mark Brodgesell

AUDIT HISTORY

The previous municipal review was conducted by Alberta Municipal Affairs on November 16, 2011, for the period of August 1, 2010 to July 31, 2011.

FILE SELECTION PARAMETERS

The Municipality reported the following information for the period under audit:

STATUS	PERMIT/FILE	# OF PERMITS/FILES REPORTED	# OF PERMITS/FILES SELECTED
Open	Building	4	1
	Electrical	4	1
	Plumbing	2	1
	Gas	3	1
	Private Sewage	-	-
	<i>TOTAL:</i>	13	4
Closed	Building	6	4
	Electrical	6	2
	Plumbing	2	2
	Gas	3	2
	Private Sewage	3	2
	<i>TOTAL:</i>	20	12

There were no orders of compliance or variances/alternative solutions reported for the period under audit.

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Quality Management Plan Review

SCHEDULE A – SCOPE AND ADMINISTRATION

A.1 SCOPE OF ACCREDITATION

The Municipality holds accreditation to administer the *Safety Codes Act* in the building, electrical, plumbing, and gas disciplines. The Municipality's service delivery matches the scope of accreditation as per the approved Quality Management Plan that was in place for the period being audited.

A.2 ADHERENCE TO THE QUALITY MANAGEMENT PLAN

The Municipality demonstrated an understanding of its responsibilities for ensuring compliance with the Quality Management Plan as an accredited organization.

The Municipality has a three-year signed contract with the accredited agency The Inspections Group Inc. on file. The contract was effective on May 1, 2018 and will expire on April 30, 2021. The contract does include a transition clause. The contract does address the return of all municipal files upon its termination and the ownership of records related to the services provided under the *Safety Codes Act*.

The Municipality's Quality Management Plan Manager assisted with the audit. The auditors were assured the Municipality does maintain an atmosphere of safety codes officer objectivity, free of undue influence.

A.3 POLICY FOR PERSONNEL TRAINING

The Municipality's representative provided assurance that all safety codes officers have attended the required seminars and renewed their certification as required. This was further confirmed through reviewing the Council's records.

A.4 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Municipality's representative is aware that all information collected under the *Safety Codes Act* is subject to the *Freedom of Information and Protection of Privacy Act*.

A.5 RECORDS RETENTION AND RETRIEVAL

Through interviewing the Municipality's representative, the auditors determined that files are retained for a minimum period of three years as indicated in the Quality Management Plan, then archived to the property file.

A.6 DECLARATION OF STATUS

Of the files reviewed, the auditors concluded that the safety codes officers are free from conflict of interest with respect to being the owner, contractor, or designer of the projects being inspected.

A.7 ANNUAL INTERNAL REVIEW

The Quality Management Plan requires accredited municipalities to conduct an annual internal review of their program and provide the Council with a summary of findings and action plans to be implemented.

The Municipality has conducted an internal review of its Quality Management Plan program with a summary of findings and action plans submitted to the Council for year 2018. Due to the period covered under this audit, the Municipality is not required to conduct an annual internal review for year 2019 in the building, electrical, plumbing, and gas disciplines.

A.8 REVISIONS

The Quality Management Plan was updated in July 2019 with acceptance by the Administrator of Accreditation and an in-force date of September 20, 2019. No changes or updates have been submitted to the Administrator of Accreditation since.

A.9 REVISION CONTROL SYSTEM

The Municipality does ensure that all staff, safety codes officers, permit issuers, contracted personnel and contracted accredited agencies performing duties under the Quality Management Plan have access to a copy of the plan. The Municipality does maintain a registry of those that have been provided with a copy of the Quality Management Plan and approved revisions.

SCHEDULE B – SERVICE DELIVERY STANDARDS

B.1 SCOPE OF SERVICES

The Municipality is aware of its responsibilities for providing compliance monitoring services under the *Safety Codes Act* and the Quality Management Plan.

B.2 PERFORMANCE

The Municipality is recording closed permit files when those files are returned to the municipal office. The Municipality, through the agency, uses eSITE to issue permits; however, the auditors noted that there were no established procedures in place to monitor the progress of open permits. As a result, the Municipality may not be aware of the permit status until completion.

During the audit, the auditors understood that the Municipality is considering implementing a new policy and/or procedures to enhance the permitting and inspection process and strengthen communication with the agency.

Recommendation: The Municipality will establish a procedures to regularly review the open permit files with the agency and identify permits that have reached their expiration date or exceeded a reasonable timeframe of the work since last activity, and that an action is initiated to extend, expire, or determine the status of the work as per the permit conditions and Permit Regulation.

B.3 PERSONNEL

The Municipality does maintain a registry of all contracted safety codes officers with their level(s) of certification and designation of powers. Based on the permits reviewed, the agency's safety codes officers are designated and certified to the correct level for the work completed.

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B.4 QUALITY MANAGEMENT PLAN TRAINING

The Municipality does train its involved staff in administering the Quality Management Plan; however, the Municipality does not maintain the training records on file.

The auditors found training records related to the administration of the Quality Management Plan for the contracted agency through the agency. This training allows safety codes officers and other involved staff to understand their roles and responsibilities when administering the *Safety Codes Act*.

Recommendation: The Municipality will maintain the Quality Management Plan training records for its involved staff and contracted safety codes officers.

Suggestion: The Municipality could consider having all staff members involved with the safety codes operations complete the Quality Management Plan training currently offered by the Council.

B.5 RECORDS

The Municipality does maintain a file system for all records associated with permitting and inspection services and ensures that all files returned by the agency are complete. Of the files reviewed, all were found to be complete.

B.6 COUNCIL LEVY

The Municipality's Quality Management Plan states that the Municipality will collect the Council levy for each permit issued under the *Safety Codes Act*, and remit those levies to the Council.

The Municipality's current process is: the contracted agency issues the permits, collects the associated fees, and remits the safety codes levies to the Council on behalf of the municipality. The auditors confirmed that the agency is remitting levies on a monthly basis.

B.7 ORDERS AND VARIANCES

The Municipality has safety codes officers at the appropriate level through its contracted agency who may issue orders and variances in accordance with the *Safety Codes Act*.

There were no orders of compliance or variances/alternative solutions reported under this audit.

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Compliance Monitoring

GENERAL PERMITTING PROCESS REVIEW

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, follow-up inspections or verification of compliance, and file closure. Certified and designated safety codes officers will provide compliance monitoring in accordance with the *Safety Codes Act*.

While some improvements are recommended, the auditors found that the Municipality has a well-established safety codes operation. The staff demonstrated integrity and a strong commitment in providing services in the building, electrical, plumbing, and gas disciplines in accordance with the *Safety Codes Act* and the Quality Management Plan.

INFORMATION COLLECTION - PERMITS

The Quality Management Plan requires that certain information be collected as part of the permitting process such as the applicant's, owner's, and contractor's contact information; description of the work to be undertaken; the permit issuer's name, signature, and designation number; and an advisory respecting the collection/use of this information and compliance with the *Freedom of Information and Protection of Privacy Act*.

Based on the permit applications and issued permits reviewed, the information requested or collected as part of the permitting process is not consistently captured or provided. The auditors found the issued building and private sewage permits did not include or refer to the permit conditions detailed in the plans review report.

Recommendation: The issued permit must contain all imposed terms and applicable conditions as information for the applicant as outlined in the Quality Management Plan and/or Permit Regulation.

CONSTRUCTION DOCUMENT REVIEW

A construction document review is required as per Appendix A: Building Discipline.

This review was always completed within 15 days of permit issuance and complete documents found on file. The required construction documents were received prior to building permit issuance, along with the required professional involvement schedules.

PLANS REVIEW REPORT

The auditors found the plans review report in the building discipline meets the Quality Management Plan's requirements.

SITE INSPECTIONS AND REPORTS

Under its Quality Management Plan, the Municipality is required to carry out periodic inspections of construction activity regulated by the *Safety Codes Act*. These inspections are conducted by a safety codes officer who then submits a report of his/her observations to the owner or other appropriate party who can ensure deficiencies are corrected as needed.

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These reports are required to contain information that clearly ties permit services to the property and parties responsible. These must also include observations and direction to achieving safety codes compliance.

The type of information required on inspection reports is identified in the Municipality's Quality Management Plan. Equally important to the inspection process is the follow-up to ensure that deficiencies or unsafe conditions have been addressed.

The auditors found the inspection process in the building, electrical, plumbing, and gas disciplines to be generally meeting the Quality Management Plan's requirements; however, there were

- cases where the required minimum number of inspections or the correct stage of inspection was not met;
- one case where the recorded deficiencies (work incomplete) were left outstanding without evidence of a re-inspection or acceptance of a verification of compliance by safety codes officer; and
- one case where the inspection report stated that the private sewage system work was buried at time of inspection, but no evidence of a site inspection conducted prior to covering or reason provided.

***Recommendation:** The Municipality will ensure that the required number and type of inspections are conducted as indicated in the Quality Management Plan.*

***Recommendation:** The Municipality will ensure that work is inspected at the appropriate stage as indicated in the plan review report, permit conditions and Quality Management Plan. If work is covered at the time of inspection, the safety codes officer is to provide a detailed description of the work inspected and document the basis for acceptance as compliant or not.*

VERIFICATION OF COMPLIANCE

All required verifications of compliance were found on file. Based on the audit, the verification of compliance process meets the intent of the *Safety Codes Act* and Quality Management Plan.

NO-ENTRY POLICY

The Municipality has a no-entry policy as required by the Quality Management Plan. No concerns were found.

PERMIT SERVICES REPORT

The Permit Services Report is the last step in the permitting process which allows closure of the permit file. This document is issued to the owner by the municipality when all required inspections are completed to the satisfaction of the safety codes officer. The document provides the owner with the final accounting of the safety codes services provided, including any outstanding non-compliance issues that may remain.

The auditors found that all Permit Services Reports were issued within 30 days of completing the compliance monitoring services; however, there was one case where the file was closed as work complies, but the outstanding deficiency (i.e., incomplete work) was not listed in the report.

***Recommendation:** The Municipality will ensure that all outstanding noted deficiencies (i.e., incomplete work) are listed in the Permit Services Report.*

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FILES REVIEW

1.0 Open Permits

1.1 BUILDING: Total number of files: 4 Number of files required for the audit: 1

PERMIT #	OBSERVATIONS
288TIG-18-B0001	Permit: Incomplete, it does not include or refer to the permit conditions detailed in the plans review report. Site Inspection: The required minimum number of site inspections has not been met as the foundation inspection was not conducted.

1.2 ELECTRICAL: Total number of files: 4 Number of files required for the audit: 1

PERMIT #	OBSERVATIONS
288TIG-19-E0007	No concerns found.

1.3 PLUMBING: Total number of files: 2 Number of files required for the audit: 1

PERMIT #	OBSERVATIONS
288TIG-19-P0002	No concerns found.

1.4 GAS: Total number of files: 3 Number of files required for the audit: 1

PERMIT #	OBSERVATIONS
288TIG-19-G0002	No concerns found.

2.0 Closed Permits

2.1 BUILDING: Total number of files: 6 Number of files required for the audit: 4

PERMIT #	OBSERVATIONS
288TIG-19-B0001 288TIG-19-B0004 288TIG-19-B0008 288TIG-20-B0002	Permit: Incomplete, it does not include or refer to the permit conditions detailed in the plans review report.

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2.2 ELECTRICAL: Total number of files: 6 Number of files required for the audit: 2

PERMIT #	OBSERVATIONS
288TIG-19-E0005 288TIG-19-E0008	No concerns found.

2.3 PLUMBING: Total number of files: 2 Number of files required for the audit: 2

PERMIT #	OBSERVATIONS
288TIG-19-P0001	No concerns found.
288TIG-20-P0001	<p>Site Inspection: Only the rough-in inspection completed; missing the final inspection as required by the Quality Management Plan.</p> <p>Inspection Report: Report states that part of the work was incomplete (i.e., vent not installed through roof), but no further inspections were required.</p> <p>Permit Services Report: Report issued as work complies, but the incomplete work noted at the time of the inspection was not reported as outstanding deficiencies.</p>

2.4 GAS: Total number of files: 3 Number of files required for the audit: 2

PERMIT #	OBSERVATIONS
288TIG-19-G0003 288TIG-19-G0005	No concerns found.

2.5 PRIVATE SEWAGE: Total number of files: 3 Number of files required for the audit: 2

PERMIT #	OBSERVATIONS
288TIG-20-S0001	<p>Permit: Incomplete, it does not include or refer to the permit conditions detailed in the PSDS plan review report.</p> <p>Site Inspection: Report states that the work was buried at time of inspection; no evidence of site inspection conducted prior to covering as required in the plan review report, or reason provided.</p>
288TIG-19-S0002	No concerns found.

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Restrictions and Limitations


This report was prepared for the Summer Village of South View to assist in ensuring that the Municipality's permitting and inspection system is effective, responsible, and accountable to the people it serves. It is intended that this report is not used for any other purpose.

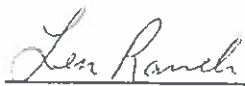
The audit was performed to examine the permitting process, administration, and service delivery standards on the selected samples and the Council levies based on the designed sampling approach. The results derived from the selected samples may not be representative of the entire data population. The audit provides a reasonable assurance that the Municipality is effectively administering and in compliance with its approved Quality Management Plan.

The Council reserves the right, and is under no obligation, to review and/or revise the contents of this report in light of information which may become available after the date of this report.

Yours truly,

SAFETY CODES COUNCIL


Cristian Nadeau
Audit Manager


Len Ranch
Audit Lead

46

cao@onoway.ca

From: Line Joyal <Line.Joyal@safetycodes.ab.ca>
Sent: November 10, 2020 4:23 PM
To: cao@onoway.ca; administration@wildwillowenterprises.com
Cc: tori@wildwillowenterprises.com
Subject: Safety Codes Council: South View, SV - Audit Report (BEPG) 2020
Attachments: South View, SV - Audit Report (BEPG) 2020 - Mailed 2020-11-10.pdf

Good afternoon Ms. Wildman,

Please find attached the Safety Codes Council audit report for the Summer Village of South View's building, electrical, plumbing, and gas disciplines. Also please note that a copy of this report has been posted to the municipality's [Council Connect](#) account.

Should you have any questions regarding the audit report, please contact **Cristian Nadeau** at 780-392-1371 or Cristian.Nadeau@safetycodes.ab.ca.

Thank you.

Line Joyal

Audit Associate

Safety Codes Council | www.safetycodes.ab.ca

desk 780.392.1370 | toll-free 1.888.413.0099

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November 2, 2020

File: S20/SOUT/SV-024

Kellie Lau
Case Manager, Municipal Affairs
Summerside Business Centre
1221 91 St SW
Edmonton, AB
T6X 1E9

Subject: Withdrawl of Appeal

Dear Ms. Lau:

Upon review of the applicable legislation and disclosure package by our legal advisors, Alberta Environment and Parks is withdrawing our appeal for S20/SOUT/SV-024 at this time.

Sincerely,



Bruce van Os, R.P.F.T.
Land Mangement Specialist
Alberta Environment and Parks

Cc: Jane Dauphinee RPP, MCIP, Principal & Senior Planner, Municipal Planning Services
(2009) Ltd., #206 17511-107 Avenue, Edmonton, AB, T5S 1E5,
j.dauphinee@munplan.ab.ca
Michelle Gallagher LL.B, Patriot Law, Box 885, Onoway, AB T0E 1V0,
michelle@patriotlaw.com

SV South View Development Officer Report for November 2020

I spoke to the landowner of #18 Hill Street seeing they have done some work on the subfloor. A development permit application was received and I have issued a permit for the home that is being constructed starting around the middle of November.

A letter was sent to the landowner at #38 Hillside regarding the construction of a new shed with no development permit in place. There has been no response so another letter will be sent out next week with the notation that if the landowner does not apply for a permit, the municipality does have the option of removing the shed and applying the cost to the tax roll.

I have talked with The Inspections Group regarding #15 Park. The inspector sent me an inspection report which I have forwarded to Council Members. I spoke to the inspector after he sent the report and he said he noticed more infractions within the village. His idea was to do a sweep of the village to determine all infractions but it would be at a cost. I made a call into The Inspections Group to speak to Ryan but he is out of the office. He will contact me to let me know what the approximate cost would be to do a village wide inspection. This would be a Council decision to determine if the cost of an inspection would result in enough revenue from permits being issued to fix issues that they find to cover the cost of a village wide inspection.

I did send the update to the list that was sent to me but will include it here as well:

67 Lakeview Ave: Will take pictures and send letter to have items removed from village property.

15 Railway Ave: This is a Safety Codes issue and I have contacted The Inspections Group again to have them decide what to do about this.

14 Hillside: Again a constant battle to get this property cleaned up, but will give her another call and tell her that she has to get this done before winter.

18 Hillside: Received permit yesterday for the construction of a home on the walkout basement on the lot.

22 Hillside: Did not see a new shed on property but will check again.

34 Hillside: New shed and letter sent out with development permit application. No response yet.

German Club: All RV's are 3' from fence. I discussed this last year at a Council meeting that I would allow the 3' because of the hookups the RV's already have.

151 OWD: My understanding was when the original campground was developed there were 6 stalls allowed. I will have to pull the land file to find out if there is a stipulation on # of RV's.

18 Lake Street: Will take pics and have unauthorized material removed.

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38 Lake Street: Permit issued with condition that seacan exterior is finished to look like a shed.

9906 - 101 Ave: Will check out wooden shed and addition to trailer.

9918 - 101 Ave: Tank issue resolved with new tank put on lot. I didn't call anyone to check but the soil that was removed, in my opinion wasn't contaminated. The tank that was removed was a solid steel tank with no holes and the smell that the neighbour complained about was as they were cleaning out tank to remove it.

10102 - 101 Ave: Visited site, took pictures and asked that environment do a check on the property when they came out to view the soil that was placed at 239 OWD. I have had no response to that request.

9901/05/09 101 Ave: Will do an inspection and determine what needs to be done with the properties. Letters will be sent for any unsightlies and outhouse infractions.

Respectfully submitted by:

Diane Burtnick
Development Officer

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SUMMER VILLAGE
OF
SOUTH VIEW

DAVID B. HIGGINS ALS CLS
2017

SCALE 1:2000



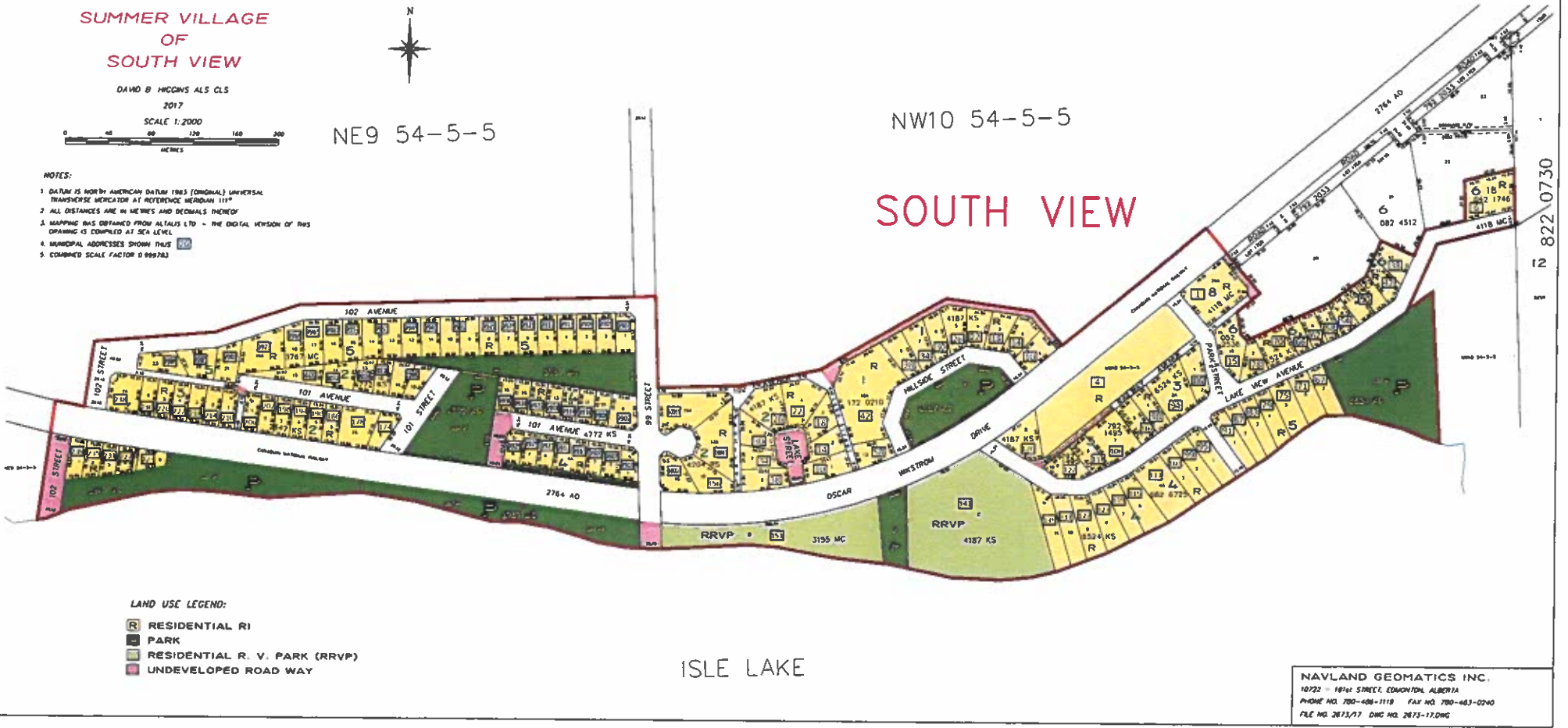
NE9 54-5-5

NW10 54-5-5

SOUTH VIEW

NOTES:

1. DATUM IS NORTH AMERICAN DATUM 1983 (ORIGINAL) UNIVERSAL TRANSVERSE MERCATOR AT REFERENCE MERIDIAN 119°
2. ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF
3. MAPPING WAS OBTAINED FROM ALTAUS LTD - THE DIGITAL VERSION OF THIS DRAWING IS COMPILED AT SEA LEVEL
4. MUNICIPAL ADDRESSES SHOWN THIS
5. COMBINED SCALE FACTOR 0.999783




LAND USE LEGEND:

- R RESIDENTIAL R1
- PARK
- RESIDENTIAL R. V. PARK (RRVP)
- UNDEVELOPED ROAD WAY

ISLE LAKE

NAVLAND GEOMATICS INC.
10722 - 181st STREET, EDMONTON, ALBERTA
PHONE NO. 780-486-1118 FAX NO. 780-483-0940
FILE NO. 2673/17 DWG NO. 2673-17.DWG

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VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF SOUTH VIEW			23-Oct-2020	
DEPOSITED AT BANK:		DEPOSIT NO	DATE	AMOUNT
BRANCH:	ACCOUNT:	0068867331	27-Oct-2020	\$292.00
TOTAL				\$292.00
PAYMTE D 00688 SUMMER VILLAGE OF SOUTH VIEW PO BOX 8 ALBERTA BEACH AB CAN T0E 0A0 				

DEPOSIT NO: 0068867331		DEPOSIT DATE: 27-Oct-2020		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
ET009509	FCSS NOVEMBER PAYMENT Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	095261319FCSS110120	\$292.00	\$292.00
DEPOSIT TOTAL				\$292.00

RECEIVED
OCT 28 2020

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Grande Prairie*

AR103014

Dear Chief Elected Official,

As you are aware, our province is facing some very challenging economic circumstances. Resource revenues are lower than they were in the early 1970s, while expenses are higher than anticipated due to the need to respond to the COVID-19 pandemic. This will cause financial challenges that will be felt for many years.

In light of these economic circumstances, Alberta may not be able to sustain our current levels of infrastructure and operating spending. We are already planning for Budget 2021; there will be some difficult choices the province must make to ensure Alberta's finances are sustainable over the long-term.

Having met with many municipalities recently, I understand your communities are also facing significant challenges. I will ensure your views are represented as we plan the provincial budget. In the meantime, I strongly encourage you to make certain all of your capital spending is used to support critical infrastructure that will benefit future generations of Albertans and position your community to participate in our economic recovery.

I look forward to working with you to create a sustainable and prosperous future for our province and our communities.

Sincerely,

Tracy L. Allard
Minister

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Alberta Beach

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

November 3, 2020

Re: Alberta Beach Organizational Meeting

Council of Alberta Beach held their Organizational Meeting on October 20th, 2020. The results of their Organizational Meeting are as follows;

Mayor.....	Jim Benedict
Deputy Mayor.....	Angela Duncan
Councillor.....	Bud Love
Councillor.....	Judy Valiquette
Councillor.....	Daryl Weber

Committee Appointments:

Alberta Beach 100 Year Anniversary Planning Committee - Councillor Love and Councillor Valiquette
Alberta Beach Ag Society Agriplex Operations - Deputy Mayor Duncan and Councillor Valiquette as alternate
Alberta Beach Campground Advisory Committee - Mayor Benedict and Councillor Love
Alberta Beach Inter-municipal Development Plan Steering Committee - Mayor Benedict and Deputy Mayor Duncan
Alberta Beach Library Board - Councillor Valiquette
Alberta Beach Museum & Archives - Councillor Love
Alberta Beach Public Works Advisory Committee - Mayor Benedict and Councillor Love
Beachwave Park Stakeholders Committee - Councillor Weber
Community Futures Yellowhead East - Councillor Weber and Councillor Valiquette as alternate
Darwell Regional Wastewater Transmission Line Steering Committee - Mayor Benedict
East End Bus - Councillor Weber
Emergency Advisory Committee - All Council
FCSS Committee - Deputy Mayor Duncan
Highway 43 East Waste Commission - Councillor Love and Mayor Benedict as alternate
Inter-municipal Collaboration Framework (ICF) Committee - Mayor Benedict and Deputy Mayor Duncan and Councillor Love as alternate
Lac Ste. Anne Foundation - Councillor Weber and Councillor Valiquette as alternate
Lake Isle and Lac Ste. Anne Water Quality Management Society - Deputy Mayor Duncan
Land Use Bylaw Review Committee - Deputy Mayor Duncan and Councillor Weber
Municipal Planning Commission - All Council
Regional Emergency Services Steering Committee - Mayor Benedict
Regional Fire Services Steering Committee - Mayor Benedict
Regional Recreation Board Steering Committee - Councillor Weber
Regional Revenue and Cost Sharing Steering Committee - Mayor Benedict
Ste. Anne Recreational Lake Use Committee (SARLUC) - Councillor Love and Councillor Weber
Ste. Anne Regional Municipalities (SARM) Committee - Mayor Benedict and Deputy Mayor Duncan and Councillor Valiquette as alternate
Sturgeon River Watershed Alliance - Deputy Mayor Duncan
Trivillage Regional Sewage Service Commission - Mayor Benedict and Deputy Mayor Duncan
West Inter Lake District (WILD) Water Commission - Deputy Mayor Duncan and Mayor Benedict as alternate
Yellowhead Regional Library Board - Councillor Valiquette and Deputy Mayor Duncan as alternate

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