

**SUMMER VILLAGE OF SILVER SANDS  
AGENDA**

**Friday, November 30<sup>th</sup>, 2018 – commencing at 9:00 a.m.**

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1. Call to order
  
2. Agenda                    a)    Friday, November 30<sup>th</sup>, 2018 Regular Council Meeting
  
3. Minutes: p1-4            a)    Friday, October 26<sup>th</sup>, 2018 Regular Council Meeting
  
4. Delegations:            n/a
  
5. Bylaws:                    a)    Proposed Cannabis Bylaw – at the last meeting Council requested more time to consider this matter. We would like to break this discussion up into two parts:
  1. A bylaw to amend the Land Use Bylaw to provide for regulations for the Production, Distribution and Retail Sales of Cannabis. Silver Sands has the potential land and land districts for this type of requested development.
  2. A separate bylaw to regulate the recreational use or consumption of Cannabis in the Summer Village to which fines would be attached (sample bylaw attached)

*(direction as given by Council at meeting time)*
  
6. Business:                    a)    Summer Villages of Lac Ste. Anne County East – please refer to the November 16<sup>th</sup>, 2018 email from Dwight Moskalyk regarding a letter to go to internet service providers encouraging them to engage with Lac Ste. Anne County to work on populating the existing tower infrastructure. This was discussed at the last SVLSACE meeting (*support and forward letter as requested, or some other direction as given by Council at meeting time*)

p5-13  
p14-20

p21-23

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p 24-35

p 36-37

b) Assessment Review Board Services – further to discussion at the last Council meeting, attached is the proposed new agreement with Capital Region Assessment Services Commission for the noted services. This agreement is proposed for 2019-2021, and has an annual fee of \$400.00 plus \$0.15 per parcel (353 parcels), for a total of \$452.95 (up from \$0.10 per parcel). Then the additional fees should a hearing actually be held are also enclosed (increased from \$250.00 to \$400.00 and \$500.00 to \$650.00). In 2017 we did have an assessment appeal and that appeal cost for that hearing was \$1,658.78 (copy attached). The County has confirmed they will offer us their existing contract for the 2019 year at an annual fee of \$100.00, and their costs should a hearing be held would be similar as CRASC if you have a full appeal. Lac Ste. Anne County will be revising their agreement in 2020. *(enter into an agreement with Lac Ste. Anne County for Assessment Review Board services for the 2019 year, or enter into an agreement with Capital Region Assessment Services Commission, or some other direction as given by Council at meeting time)*

p 38-39

c) Darwell Regional Wastewater Transmission Line – please refer to the attached November 7<sup>th</sup>, 2018 email from Engineer Roxanne Richardson. The Commission is looking for two responses:

*-confirmation of population number, which was increased from 162 to 225*

*-confirmation that the Summer Village of Silver Sands, as part of the Darwell Lagoon Commission, will continue to be part of the discussion on this project going forward*

p 40-53

d) Canada Day Grant Application – Administration has submitted an application for Canada Day funds in the amount of \$1,000.00. These funds would be used for our Canada Day Celebration which would be held in conjunction with our 50<sup>th</sup> Anniversary Celebration. *(approve and ratify submission of Canada Day grant application)*

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- p 54-55
- e) Alberta Traffic Safety Fund – application for funds for the purchase of a portable solar speed indicator sign. An application was submitted on behalf of Silver Sands, South View and West Cove for the purchase of the noted sign, with each municipality contributing \$1,000.00 if approved (*that Council ratify the actions of Administration in submitting an application to the Alberta Traffic Safety Fund for funds to purchase a portable solar speed indicator sign, with each summer village committing \$1,000.00 to the project*)
- p 56-58
- f) Family and Community Support Services 2019 funding agreement – funds are the same as in previous years which are \$5,264 Provincial, \$1,316 Municipal for a total of \$6,580 total. (*approve agreement and ratify execution*)
- p 59-65
- g) Farm Safety Centre – please refer to the attached October 19<sup>th</sup>, 2018 letter requesting annual support for their Safety Smarts program which is delivered to rural and remote elementary schools within the Province of Alberta. In 2018 the Summer Village committed \$300.00 (*that the Summer Village of Silver Sands support the Farm Safety Centre's Safety Smarts program for the 2019 year in the amount of \$300.00, or some other direction as given by Council at meeting time*)
- p 66-67
- h) Recycling comparison – further to direction at our last Council meeting, Administration was tasked with obtaining a quote to establish large bin recycling at the shop. Attached is a quote from GFL, for a 40 yard open top roll off bin. \$225.00 delivery fee, \$125.00/month rental, and \$300.00/haul, and \$142.90/MT for processing (a bin would hold less than 1MT of recycle material). If we got a roll off, and hauled it away once a month the annual fee would be approximately \$6,804.00 (this does not include the one time delivery fee). Currently our blue bag system is costing us \$8,496.00 per year. (*direction as given by Council at meeting time*)

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P 6887

P 88-101

- i) Subdivision and Development Appeal Board – each municipality must have a SDAB established. Silver Sands, along with many others within Lac Ste. Anne County have been lacking in this area. Administration has been working with others to bring options before our municipalities with respect to the establishment of a SDAB. Currently we have two proposals, one from Lac Ste. Anne County and one from Emily House/Milestone Municipal Services. The Town of Mayerthorpe has also expressed an interest in providing this service if needed. The County proposal has an annual fee of \$500.00, and then lists the fees per service, and is an open ended agreement to be terminated when decided by the parties. The Milestone proposal has an annual fee of \$300.00, and list the fees per service which are similar to the County's (except for the 4 to 8 hours, which are significantly higher) and agreement is also continuous until terminated by the parties. In the municipalities we administer we have worked with Emily House and her pool of SDAB members and they have done a very good administrative job in providing this service. The County proposal is further to our request, and their offer, to provide regional services where possible. (*direction as given by Council at meeting time*)

j)

k)

l)

m)

- 7. Financial
  - a) Income & Expense Statement – as of October 31 (to be distributed to Council at meeting time)

- 8. Councillors' Reports
  - a) Mayor Poulin
  - b) Deputy Mayor Turnbull
  - c) Councillor Horne

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9. Administration Reports

- p 102 a) Development Officers Report  
p 103-104 b) Public Works Report  
p 105 c) What Permits are Required Before I Can Develop On My Property

10. Information and Correspondence

- p 106 a) Government of Alberta – statement of direct deposit on October 23<sup>rd</sup>, 2018 in the amount of \$2,088.00 representing STEP funding.  
p 107-111 b) Alberta Environment – November 16<sup>th</sup>, 2018 email from Tricia Coates on Lac Ste. Anne Lake Levels  
p 112-116 c) Community Peace Officer Reports – for August, September and October.  
p 117-120 d) Lac Ste. Anne County – November 2<sup>nd</sup>, 2018 letter on Organizational Meeting results  
p 121 e) Highway 43 East Waste Commission – October 24<sup>th</sup>, 2018 advising hydrovac waste will now be accepted as day cover  
p 122-125 f) Yellowhead Regional Library – November 2018 Get On Board newsletter and October 16<sup>th</sup>, 2018 announcement of new director Karla Palichuk  
p 126-129 g) Alberta Municipal Affairs – October 25<sup>th</sup>, 2018 letter to the Association of Summer Villages of Alberta regarding new ministry performance measures and associated municipal indicators  
h)

11. Open Floor Discussion with Gallery (15 minute time limit)

12. Closed Meeting (if required) – n/a

13. Adjournment

Next Meetings:

- December 21<sup>st</sup>, 2018 – Regular Council Meeting 9:00 a.m.
- January 25<sup>th</sup>, 2018 – Regular Council Meeting 9:00 a.m.

SUMMER VILLAGE OF SILVER SANDS  
REGULAR COUNCIL MEETING MINUTES  
FRIDAY, OCTOBER 26, 2018  
FALLIS COMMUNITY HALL

	<b>PRESENT</b>	<p>Mayor: Bernie Poulin  Deputy Mayor: Liz Turnbull  Councillor: Graeme Horne</p> <p>Administration: Wendy Wildman, Chief Administrative Officer - Absent  Heather Luhtala, Assistant CAO  Dwight Moskalyk, Wildwillow Administration Team</p> <p>Public Works: Dan Golka, Public Works Manager</p> <p>Delegations: n/a</p> <p>Public at Large: 4</p>
1.	<b>CALL TO ORDER</b>	Mayor Poulin called the meeting to order at 9:06 a.m.
2.	<b>AGENDA</b> 201-18	<p><b>MOVED</b> by Deputy Mayor Turnbull that the October 26, 2018 agenda be approved with the following addition:</p> <p>Under Business:  6 g) Council Reimbursement Rate for Conference Calls</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b> 202-18	<p><b>MOVED</b> by Councillor Horne that the minutes of the September 28, 2018 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>DELEGATIONS</b>	n/a
5.	<b>BYLAWS</b>	
6.	<b>BUSINESS</b> 203-18	<p><b>MOVED</b> by Councillor Horne that the Summer Village of Silver Sands forward a letter to the MLA in support of AUMA's advocacy efforts to the Provincial and Federal Governments with respect to the Municipal Cannabis Transition Program funding formula.</p> <p style="text-align: right;"><b>CARRIED</b></p>



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204-18		<p><b>MOVED</b> by Mayor Poulin that administration explore the possibility of entering into an agreement with Lac Ste. Anne County for the provision of Assessment Review Board (ARB) services starting in 2019.</p> <p style="text-align:right"><b>CARRIED</b></p>
205-18		<p><b>MOVED</b> by Deputy Mayor Turnbull that two Councillors and Administration be authorized to attend the Alberta Emergency Management Agency training courses (Basic Emergency Management &amp; ICS100) scheduled for November 23, 2018 at the Onoway Heritage Centre from 8:30 a.m. to 4:30 p.m.</p> <p style="text-align:right"><b>CARRIED</b></p>
206-18		<p><b>MOVED</b> by Councillor Horne that the recently elected Council members being Graham Horne and Elizabeth Turnbull be authorized to attend the Elected Officials Training Course when it becomes available.</p> <p style="text-align:right"><b>CARRIED</b></p>
207-18		<p><b>MOVED</b> by Mayor Poulin that the attendance of Council and Administration at the West Inter Lake District Regional Water Services Commission meeting held on October 25, 2018 with the Summer Village of Betula Beach and the Summer Village of South View be ratified.</p> <p style="text-align:right"><b>CARRIED</b></p>
208-18		<p><b>MOVED</b> by Deputy Mayor Turnbull that the Summer Village of Silver Sands remain in discussion with the West Inter Lake District (WILD) Regional Water Services Commission with respect to joining the commission and becoming a partner in the potable waterline project, THAT a request be made to the commission with respect to the associated costs AND THAT a formal letter be sent to the commission committing the Summer Village of Silver Sands in principle to the consideration of becoming a member.</p> <p style="text-align:right"><b>CARRIED</b></p>
209-18		<p><b>MOVED</b> by Mayor Poulin that administration explore the possibility of having an internal blue-bag recycling collection system to consist of the Summer Village's public works department managing the collection of individual residential blue recycle bags throughout the Summer Village and transporting them to a large single collection bin to be located at the Public Works Quonset site.</p> <p style="text-align:right"><b>CARRIED</b></p>
210-18		<p><b>MOVED</b> by Councillor Horne that Policy I-001, Council Remuneration, be amended and approved with the following addition:</p> <p>Conference Call Reimbursement Rate - \$25.00/hour</p> <p style="text-align:right"><b>CARRIED</b></p>



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7.	<b>FINANCIAL</b> 211-18	<b>MOVED</b> by Deputy Mayor Turnbull that the Income and Expense Statements as at September 30, 2018 be accepted for information. <b>CARRIED</b>
8.	<b>COUNCIL REPORTS</b> 212-18  213-18  214-18	<b>MOVED</b> by Mayor Poulin that administration explore the availability of a transportation grant for a portable solar speed board sign and, if funding is available, an application be made for same in collaboration with the Summer Village of West Cove and the Summer Village of South View. <b>CARRIED</b>  <b>MOVED</b> by Deputy Mayor Turnbull that Council and Administration continue working on the development of a strategic plan for the Summer Village of Silver Sands. <b>CARRIED</b>  <b>MOVED</b> by Deputy Mayor Turnbull that the verbal Council reports be accepted for information. <b>CARRIED</b>
9.	<b>ADMIN &amp; PUBLIC WORKS REPORTS</b> 215-18  216-18	<b>MOVED</b> by Councillor Horne that the verbal Administration report be accepted for information. <b>CARRIED</b>  <b>MOVED</b> by Councillor Horne that the verbal Public Works reports be accepted for information. <b>CARRIED</b>
10.	<b>INFORMATION / CORRESPONDENCE</b> 217-18	<b>MOVED</b> by Deputy Mayor Turnbull that the following Information and Correspondence be accepted for information: a) Government of Alberta – statement of direct deposit on October 2nd, 2018 in the amount of \$1,206.00 representing fourth quarter FCSS funding. b) Alberta Municipal Affairs – September 25th, 2018 letter on approval of \$75,000.00 to purchase a public works truck under the Municipal Sustainability Initiative Capital Program (this was approved in our 2018 budget and that is why administration proceeded with the noted application, since that time there has been various discussion with respect to actually proceeding with this purchase, and until we know the costs of the road project I would suggest we continue to hold off)

(3)



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		<p>c) Alberta Municipal Affairs – September 19th, 2018 letter advising our Municipal Sustainability Initiative operating spending plan has been accepted.</p> <p>d) 18DP04-31 – for construction of a detached dwelling, utilization of existing or installation of septic system and installation of water cistern – 23 Hazel Avenue</p> <p style="text-align: right;"><b>CARRIED</b></p>
11.	<p style="text-align: center;"><b>OPEN FLOOR WITH GALLERY</b></p> <p>218-18</p>	<p><b>MOVED</b> by Councillor Horne that Council accept for information the open-floor discussion with the gallery.</p> <p style="text-align: right;"><b>CARRIED</b></p>
12.	<b>CLOSED MEETING</b>	n/a
13.	<b>NEXT MEETING(S)</b>	<p>The next Regular Council meetings have been scheduled for:</p> <p>-Friday, November 30, 2018 at 9:00 a.m.</p> <p>-Friday, December 21, 2018 at 9:00 a.m.</p>
14.	<b>ADJOURNMENT</b>	The meeting adjourned at 10:39 a.m.

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

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

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Wendy Wildman

From: administration@wildwillowenterprises.com  
Sent: September 21, 2018 12:02 PM  
To: Liz Turnbull; Graeme Horne; Bernie Poulin  
Cc: Wendy Wildman  
Subject: Silver Sands - Land Use Bylaw Amendment for Cannabis - need Council input  
Attachments: 288-18 DRAFT Land Use Bylaw Amendment for Cannabis Use.pdf

Council wants more time to review  
sept 24 '18

Council, further to the emails regarding the proposed amendment to the land use bylaw for Cannabis use, do you want this bylaw to come to the meeting next week (September 28th) and we will have Tony attend or further to Liz's suggestion, do you want to have a separate further face-to-face discussion on this prior to anything coming to the Council meeting?

I have attached the proposed draft bylaw amendment and below are Tony's further comments.

**"Tony's Comments September 5, 2018**

**Dear All:**

**The LUB Amendment as written may be broken into three parts:**

- 1. Definitions - These definitions bring us in line with the Federal and Provincial legislation; they take up a bit of space, but are potentially very useful.**
- 2. Store Fronts in the Commercial District; by putting the use as a Discretionary Use in a District that no lands are currently districted to, means that no one may use the "same or similar" argument (Liz, you will remember this tact from your SDAB training and experience) to allow for this use in another District. Thus, Council has complete control in the allowance for this use. It is unlikely that anyone could garner a license for this use within the municipality, but this gives Council complete control. An applicant would require a redistricting to allow for the use; where the decision on such redistricting may only be appealed every four years. I can go on about the details of the legalities; I believe most were addressed in the document prepared by RMRF.**
- 3. Production Facility in the Urban Reserve District; I do not believe that I understood that there was an opposition to such a (from the Municipality's perspective) lucrative source of revenue being provided for within the Community. LSAC has approved such a development in close proximity to the SV of South View. As such uses tend to cluster together, it would seem abhorrent to have such a facility constructed adjacent to our Municipality, but see none of the benefits. We have certainly taken advantage of this industry within the Town of Onoway. If the direction is to preclude this use, I am able to make this amendment to the text of the LUB amendment quickly.**

**On a side note, there is opportunity to R & D a bylaw to address consumption."**

Thank you,

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

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Tony's comments regarding the draft Land Use Bylaw Amendment for Cannabis Use

September 5, 2018

Dear All:

The LUB Amendment as written may be broken into three parts:

1. Definitions - These definitions bring us in line with the Federal and Provincial legislation; they take up a bit of space, but are potentially very useful.
2. Store Fronts in the Commercial District; by putting the use as a Discretionary Use in a District that no lands are currently districted to, means that no one may use the "same or similar" argument (Liz, you will remember this tact from your SDAB training and experience) to allow for this use in another District. Thus, Council has complete control in the allowance for this use. It is unlikely that anyone could garner a license for this use within the municipality, but this gives Council complete control. An applicant would require a redistricting to allow for the use; where the decision on such redistricting may only be appealed every four years. I can go on about the details of the legalities; I believe most were addressed in the document prepared by RMRF.
3. Production Facility in the Urban Reserve District; I do not believe that I understood that there was an opposition to such a (from the Municipality's perspective) lucrative source of revenue being provided for within the Community. LSAC has approved such a development in close proximity to the SV of South View. As such uses tend to cluster together, it would seem abhorrent to have such a facility constructed adjacent to our Municipality, but see none of the benefits. We have certainly taken advantage of this industry within the Town of Onoway. If the direction is to preclude this use, I am able to make this amendment to the text of the LUB amendment quickly.

On a side note, there is opportunity to R & D a bylaw to address consumption.

Regards,

Tony Sonnleitner

(b)

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**A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING LAND USE BYLAW 256-2015.**

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**WHEREAS** the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, (the Act) provides that a municipality may amend its Land Use Bylaw; and

**WHEREAS** the Council for the Summer Village of Silver Sands wishes to amend its Land Use Bylaw as it affects the use of Cannabis within the Summer Village;

**NOW THEREFORE**, the Council of the Summer Village of Silver Sands, duly assembled, and pursuant to the authority conferred upon it by the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, enacts as follows:

**1. Bylaw 256-2015**, the Land Use Bylaw of the Summer Village of Silver Sands, as amended, is further amended as follows:

a) **PART 1 – GENERAL is amended as follows:**

i. **1.9 DEFINITIONS OR MEANINGS** is revised by adding the following definitions:

**“AGRICULTURAL AND NATURAL RESOURCE DEVELOPMENT USES”**

A. **Rural Farms** - means development for the primary production of farm products such as: dairy products; poultry products; cattle, hogs, sheep and other animals; wheat or other grains; and vegetables or other field crops in rural and peri-urban areas. This does not include Cannabis Production and Distribution, unless operating pursuant to a registration certificate issued by the Federal Government for personal production or designated personal production for medical cannabis.

B. **Urban Indoor Farms** – means the cultivation and harvesting of plant and/or animal products primarily within enclosed buildings for the primary purpose of wholesale or retail sales. Accessory activities may include on-site sales, composting of plants grown on-site, outdoor storage, and food packaging and processing. Typical activities include vertical farms, hydroponic systems and aquaponics systems. This use does not include Livestock Operations, Rural Farms, Recreational Acreage Farms, Urban Outdoor Agriculture, Urban Gardens, or Cannabis Production and Distribution, unless operating pursuant to a registration certificate issued by the Federal Government for personal production or designated personal production for medical cannabis.

C. **Urban Outdoor Farms** – means the cultivation and harvesting of plant and/or animal products in urban areas, primarily as an interim use on idle or

under-used land for the primary purpose of wholesale or retail sales. Cultivation and harvesting may occur within unenclosed structures primarily lit by natural light and used for the extension of the growing season, such as cold frames and greenhouses. Accessory structures may include those used for the operation of the site. Accessory activities may include on-site sales, composting of plants grown on-site, or outdoor storage. This use does not include Livestock Operations, Rural Farms, Urban Gardens, or Cannabis Production and Distribution, unless operating pursuant to a registration certificate issued by the Federal Government for personal production or designated personal production for medical cannabis.

D. **Urban Gardens** – means the cultivation and harvesting of plant and/or animal products in urban areas for the primary purpose of beautification, education, recreation, or social or community programming. Accessory buildings or structures may include those used for the operation of the site and the extension of the growing season, such as cold frames and greenhouses. On-site sales and processing of plants or animal products are prohibited. Accessory activities may include outdoor storage or composting of plants grown on-site. Typical activities include community gardens. This use does not include Livestock Operations, Rural Farms, Recreational Acreage Farms, Urban Indoor Farms, Urban Outdoor Farms, or Cannabis Production and Distribution, unless operating pursuant to a registration certificate issued by the Federal Government for personal production or designated personal production for medical cannabis.

**"CANNABIS"** - means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the *Cannabis Act* and its regulations, as amended from time to time and includes edible products that contain cannabis.

**"CANNABIS CONSUMPTION FACILITY"** - means a development, or any part thereof, licensed to sell cannabis to the public for consumption within the premises.

**"CANNABIS RETAIL SALES"** - means a retail store licensed by the Province of Alberta where Cannabis and Cannabis Accessories are sold to individuals who attend the premises.

**"CANNABIS PRODUCTION AND DISTRIBUTION"** - means a development in a stand-alone building used principally for one or more of the following activities as it relates to Cannabis:

- the production, cultivation, and growing of Cannabis;
- the processing of raw materials;



- the making, testing, manufacturing, assembling, destruction or in any way altering the chemical or physical properties of semi-finished or finished goods or products;
- the storage or trans-shipping of materials, goods, and products; or
- the distribution and sale of materials, goods, and products to Cannabis Retail stores.

Medical Cannabis Production and Distribution Facilities shall not include storefront retail sales.

**"EDUCATION SERVICE"** – means the assembly for education, training, or instruction.

**"GREENHOUSE"** – means the growing, storage and basic processing of fruits, vegetables, household and ornamental plants, and may include the sales or their products or by-products. This use does not include cannabis grown for medical or recreational purposes.

**"RETAIL ESTABLISHMENT"** - means a development used for the retail sale of a wide variety of consumer goods including the following and such similar uses as, groceries and beverages, electronic goods, furniture and appliances, hardware and home improvement supplies, household goods, printed matter, confectionary, pharmaceutical and personal care items, office supplies, stationary, etc. This use does not include Cannabis Retail Sales.

**"RETAIL STORE, DRUG PARAPHERNALIA"** – means a development used for the retail sale of any product, equipment, thing or material of any kind primarily used or intended to be primarily used to produce, process, package, store, inject, ingest, inhale or otherwise introduce into the human body a controlled substance as defined in the Controlled Drugs and Substances Act, R.S.C. This Land Use does not include: a licensed pharmacy under Section 5 of the Pharmacy and Drug Act, R.S.A. 2000, c P-13; a medical practice, operated by a physician, dentist or pharmacist as defined in the Health Professions Act, R.S.A., c. H-7; or a veterinary practice, as defined in the Veterinary Profession Act, R.S.A. 2000, c. V-2.

- ii. **1.9 DEFINITIONS OR MEANINGS** is revised by amending the following definitions:

**"OUTDOOR EATING ESTABLISHMENT"** - means an establishment where a combination of food and non-alcoholic drink are normally consumed either outside or inside the confines of the establishment.

Be amended to the following:

**"OUTDOOR EATING ESTABLISHMENT"** - means a commercial development where food and beverages are prepared and served for consumption on-site by the public either outside or inside the confines of the establishment. This use does not include a Cannabis Consumption Facility.

**b) PART 3 – DEVELOPMENT PERMITS is amended as follows:**

i. **3.6 DECISION ON DEVELOPMENT PERMIT APPLICATIONS** is revised by adding the following:

1(g) The Development Authority shall determine the process for submitting, receiving, determining the completeness, and reviewing development permit applications for Cannabis Retail Sales and Cannabis Production and Distribution Facility.

**c) PART 4 – GENERAL DEVELOPMENT REGULATIONS is amended as follows:**

i. **4.16 HOME OCCUPATIONS** is revised by adding the following:

1(r) This use does not include either a Cannabis Retail Store or a Cannabis Production and Distribution Facility.

**d) PART 4 – GENERAL DEVELOPMENT REGULATIONS is amended by adding the follow sections and regulations:**

i. **4.24 CANNABIS RETAIL SALES**

(1) Any site containing a Cannabis Retail Sales shall not be located less than 100 metres (328 feet) from any site being used as a public or private education services or a provincial health care facility at the time of the application for the Development Permit for the Cannabis Retail Sales. For the purposes of this subsection only:

- a. the 100 metres (328 feet) separation distance shall be measured from the closest point of the subject site boundary to the closest point of another site boundary, and shall not be measured from the district boundaries or from the edges of the structures;
- b. the term "public or private education services" is limited to early childhood education, elementary through high schools inclusively only, and does not include dance schools, driving schools or other commercial schools.

(2) Notwithstanding Section 3.6.2 Variance Provisions of this Bylaw, a Development Authority shall not grant a variance to subsections 4.24(1)a or 4.24(1)b.

(3) The Development Authority may require lighting, signage, landscaping or screening measures that ensure the proposed development is compatible

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with adjacent or nearby residential, commercial, industrial or community services uses.

- (4) Prior to the issuance of a development permit, the Development Authority may conduct a site assessment, taking into account land use impacts including, but not limited to, exterior illumination, landscaping, screens, signs and access.
- (5) The Development Authority shall impose a condition on any development issued for Cannabis Retail Sales requiring that the development:
  - a. shall not commence until authorized by and compliant with all federal and provincial legislation; and
  - b. must commence within six (6) months of the date of approval of the development permit.
- (6) For the purposes of Section 4.24(5)b, development commences when the Cannabis Retail Sales Use is established and/or begins operation.

ii. **4.25 CANNABIS PRODUCTION AND DISTRIBUTION FACILITY**

- (1) For the purposes of this subsection only, the owner or applicant shall provide as a condition of development permit a copy of the current license and all subsequent license renewals for all activities associated with medical cannabis production issued by Health Canada.
- (2) The owner or applicant shall obtain any other approval, permit, authorization, consent or license that may be required to ensure compliance with applicable federal, provincial or municipal legislation.
- (3) All processes and functions of the development shall be fully enclosed within a stand-alone building, including but not limited to all loading spaces and docks, garbage containers, storage and waste material.
- (4) The development shall be a singular use and shall not be operated in conjunction with any other uses.
- (5) The development shall include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system.

(11)



- (6) The development shall be located a minimum of 100 metres (328 feet) away from any residential district.
- (7) The Development Authority may require, as a condition of development permit approval, a waste management plan, completed by a qualified professional that details:
  - a. the incineration of waste products and airborne emissions, including odours;
  - b. the quantity and characteristics of liquid waste material discharged by the facility; and
  - c. the method and location of collection and disposal of liquid and waste material.
- (8) The minimum number of parking stalls shall be based on the requirements for a single industrial use as per Section 4.13.2.
- (9) Fencing on the site shall be required, subject to the provisions of Section 4.15.
- (10) Notwithstanding the provisions of Section 4.19 GENERAL SIGN REGULATIONS, no sign shall be displayed on the site that identifies the use.
- (11) The development may be subject to periodic inspections to ensure compliance with the Land Use Bylaw and the approved development permit and all other applicable Bylaws of the Summer Village of Silver Sands.

**e) PART 5 – LAND USE DISTRICTS AND LAND USES is amended as follows:**

- i. That the following uses be added:
  - Cannabis Retail Sales in the C1 – Commercial – GENERAL District as a Discretionary Use.
  - Cannabis Production and Distribution Facility in the UR – Urban Reserve District as a Discretionary Use.

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed from the document and the remainder of the Bylaw is deemed to remain valid.

This Bylaw comes into force and take effect upon the date of the final reading thereof and signed in accordance with the *Municipal Government Act* and the earlier or later proclamation of both:

12

- a. Bill C-45 of the House of Commons of Canada; and
- b. Bill 26 of the Alberta Legislature.

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

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

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

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

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

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

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

**BYLAW No. ??????**

**BEING A BYLAW OF THE MUNICIPALITY, IN THE PROVINCE OF ALBERTA  
RESTRICTING THE CONSUMPTION OF CANNABIS WITHIN THE  
CORPORATE BOUNDARIES OF THE MUNICIPALITY**

**WHEREAS**, the House of Commons has given three readings to the *Cannabis Act* (Bill C-45), *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Act*, 1<sup>st</sup> Sess, 42<sup>nd</sup> Parl, 2017) which will permit persons to possess **cannabis** if purchased from an authorized person;

**AND WHEREAS**, it is anticipated the *Cannabis Act* will come into force October, 2018 or shortly thereafter;

**AND WHEREAS**, the Province of Alberta has enacted *An Act to Control and Regulate Cannabis*, S.A 2017, c.21 which will place restrictions on the **smoking or vaping of cannabis in public places**;

**AND WHEREAS**, Section 7, Part 2, Division 1 of the *Municipal Government Act, RSA 2000 Chapter M-26* authorizes a Council to pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and **property**; and respecting people activities and things in, on or near a **public place** or place that is open to the public;

**AND WHEREAS**, it is necessary to establish a bylaw to impose additional restrictions on the **smoking, vaping and other forms of consumption of cannabis in public places** to regulate a negative impact on the enjoyment of **public places**;

**NOW THEREFORE**, the Town Council of the Municipality in the Province of Alberta enacts as follows:

This Bylaw shall be cited as the “Cannabis Consumption”.

**PART I**

**1.0 DEFINITIONS**

1.1 In this Bylaw, except where otherwise defined or specified:

1.1.1 “CANNABIS” has the meaning given to it in the *Cannabis Act*.

1.1.2 “CANNABIS ACT” means Bill C-45, *An Act respecting cannabis and the amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts*, 1<sup>st</sup> Sess, 42<sup>nd</sup> Parl, 2017;

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- 1.1.3 **“CANNABIS PLANT”** means a plant that belongs to the genus Cannabis.
- 1.1.4 **“CAO”** means the Chief Administrative Officer for the Municipality or his/her delegate.
- 1.1.5 **“MUNICIPAL TAG”** means a ticket alleging an offence is issued pursuant to the authority of a bylaw of the Municipality.
- 1.1.6 **“NOTICE”** means any notice issued pursuant to this Bylaw to remedy a condition that is not in compliance with any provision of this Bylaw or any applicable bylaw within the Municipality of Mayerthorpe including the Land Use Bylaw.
- 1.1.7 **“OCCUPY OR OCCUPIES”** means residing on or to be in apparent possession or control of premises or property.
- 1.1.8 **“OFFICER”** means Bylaw Enforcement Officers, **Peace Officers**, members of the Royal Canadian Mounted Police (R.C.M.P), as the context may require.
- 1.1.9 **“OWN”** or **“OWNER”** means:
- (i) In the case of land, to be registered under the Land Titles Act as the owner of the fee simple estate in a parcel of land; or
  - (ii) In the case of personal property, to be in lawful possession or have the right to exercise control over it or to be the registered owner of it.
- 1.1.10 **“PEACE OFFICER”** means a member of the Royal Canadian Mounted Police or a Community Peace Officer appointed pursuant to the provisions the *Police Act of Alberta R.S.A. 2000, Chapter P-17*, as amended or repealed and replaced from time to time.
- 1.1.11 **“PERSON”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative.
- 1.1.12 **“PREMISES”** means any external surfaces of all structures and the whole or part of any parcel of real property, including property immediately adjacent to any structure and includes all forms of vegetation and including any property or structures owned or leased by the Municipality.
- 1.1.13 **“PROPERTY”** means:
- i. in the case of land, a parcel of land including any structures; or,
  - ii. in other cases, personal property.

1.1.14 “**PUBLIC PLACE**” means:

- i. any place within the Municipality to which the public may have either expressed or implied access; and
- ii. any motor vehicle located in a public place or in any place open to public view.

1.1.15 “**SMOKE OR SMOKING**” means:

- i. inhaling or exhaling the smoke produced by burning or heating *cannabis*; or
- ii. holding or otherwise having control of any device or thing containing lit or heated *cannabis*.

1.1.16 “**STRUCTURE**” means any structure, including but not limited to a building, shed, accessory building or other similar types of construction.

1.1.17 “**TOWN**” means Municipality.

1.1.18 “**VAPE OR VAPING** ” means:

- i. Inhaling or exhaling the vapour, emissions or aerosol produced by an electronic smoking device or similar device containing *cannabis*; or
- ii. Holding or otherwise having control of an electronic device that is producing vapour, emissions or aerosol from *cannabis*.

1.1.19 “**VIOLATION TAG**” means a tag or similar document issued by the Municipality pursuant to the *Municipal Government Act RSA 2000* as amended.

1.1.20 “**VIOLATION TICKET**” means the same as in the *Provincial Offences Procedure Act, R.S.A 2000, Chapter P-34* as amended or repealed and replaced from time to time.

## PART II

### 2.0 PROHIBITION

- 2.1 A person must not **smoke**, attempt to **smoke**, **vape** or consume what appears to be **cannabis** in any **public place** within town limits.

- 2.2 A **person** who is entitled to possess **cannabis** pursuant to a medical document issued pursuant to the *Access to Cannabis for Medical Purposes Regulations*, SOR/2016-230 is not subject to this bylaw.
- 2.2.1 A **person** referred to in Section 2.2 must, on demand of an **officer**, produce a copy of the **person's** medical document.
- 2.3 A **person** who owns or occupies a **property** must ensure the **cannabis plants** are contained on the **property** away from public access in a secure **structure** or in a secure fence.
- 2.4 No **person** may transport what appears to be **cannabis** in a vehicle unless it is contained in closed packaging that is out of the reach of the driver and other occupants of the vehicle.

### PART III

#### 3.0 POWERS OF PEACE OFFICERS

##### 3.1 Property Inspections

- 3.1.1 The Medical Officer of Health, a **Peace Officer**, **CAO** or designate are hereby authorized in accordance with Section 542 of the *Municipal Government Act* to enter into any **premises** or **property** after giving reasonable **notice** to the **owner** of the **premises** or **property** to be inspected; and to inspect for conditions that may contravene or fail to comply with the provisions of this Bylaw.
- 3.1.2 A **Peace Officer**, when investigating an alleged contravention of this Bylaw may also issue a **violation ticket**.

##### 3.2 Penalties and Enforcement

- 3.2.1 Any **person** who contravenes any sections and provisions of this Bylaw is guilty of an offence and is liable for the penalty set out in Schedule A of this Bylaw.
- 3.2.2 When a **person** is alleged to have contravened any provision of this Bylaw, a **Peace Officer** may issue a **violation ticket** pursuant to the *Provincial Offences Procedure Act*, R.S.A 2000 c. P-24.
- 3.2.3 A **person** who is guilty of an offence is liable to a fine in an amount not less than that established by Schedule A of this Bylaw, and not exceeding \$10,000 and to imprisonment for not more than six months for non-payment of a fine.

- 3.2.4 If a **municipal tag** is issued in respect of an offence the **municipal tag** must specify the fine amount established by Schedule A of this Bylaw for the offence.
- 3.2.5 A **person** who commits an offence may, if a **municipal tag** is issued in respect of the offence, pay the fine amount established by this Bylaw for the offence and if the amount is paid on or before the required date, the **person** will not be prosecuted for the offence.
- 3.2.6 If a **violation ticket** is issued in respect of an offence, the **violation ticket** may:
- i. specify the fine amount established by this Bylaw for the offence; or
  - ii. require a **person** to appear in court without the alternative of making a voluntary payment.
- 3.2.7 A **person** who commits an offence may:
- i. if a **violation ticket** is issued in respect of the offence; and
  - ii. if the **violation ticket** specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine.
- 3.2.8 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any **person** guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
- 3.2.9 A **person** shall not obstruct or hinder any **person** in the exercise of performance of the **person's** powers pursuant to this Bylaw.

### 3.3 Inspection Records

- 3.3.1 A copy of a record of the Municipality, certified as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.
- 3.3.2 Nothing in this Bylaw relieves a **person** from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or license.

### 3.4 Enactment

3.4.1 If any section or part of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

That this Bylaw shall come into full force and effect on the day the *Cannabis Act* comes into force.

READ a first time the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ a third time and finally passed the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Kate Patrick, Mayor

\_\_\_\_\_  
Karen St. Martin, CAO



Schedule A – Penalties

Section	Specified Penalty
2.1	\$287.00
2.2.1	\$287.00
2.3	\$287.00
2.4	\$287.00
3.2.9	\$500.00

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**Fwd: SVLSACE - Internet Service Providers (Draft Letter)**

Begin forwarded message:

**From:** [ddm@kronprinzconsulting.ca](mailto:ddm@kronprinzconsulting.ca)

**Date:** November 16, 2018 at 11:52:48 AM MST

**To:** "[d.evans@birchcove.ca](mailto:d.evans@birchcove.ca)" <[d.evans@birchcove.ca](mailto:d.evans@birchcove.ca)>, "[svcastle@telus.net](mailto:svcastle@telus.net)" <[svcastle@telus.net](mailto:svcastle@telus.net)>, "[cao@svnakamun.com](mailto:cao@svnakamun.com)" <[cao@svnakamun.com](mailto:cao@svnakamun.com)>, "[cao@rosshaven.ca](mailto:cao@rosshaven.ca)" <[cao@rosshaven.ca](mailto:cao@rosshaven.ca)>, "[svsandyb@xplor.net](mailto:svsandyb@xplor.net)" <[svsandyb@xplor.net](mailto:svsandyb@xplor.net)>, "[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)" <[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>, "[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)" <[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)>, "[office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)" <[office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)>, "[d.evans@valquentin.ca](mailto:d.evans@valquentin.ca)" <[d.evans@valquentin.ca](mailto:d.evans@valquentin.ca)>, "[swestcove@outlook.com](mailto:swestcove@outlook.com)" <[swestcove@outlook.com](mailto:swestcove@outlook.com)>

**Subject:** SVLSACE - Internet Service Providers (Draft Letter)

Good morning CAOs,

As per the discussion during the October 13th, 2018 SVLSACE regular meeting, please find the attached two documents for the consideration of your councils. The first document is a draft letter to be sent to internet/cell service providers encouraging them to engage with Lac Ste. Anne County to work on populating the existing tower infrastructure. The second document is a list of recommended recipients of this letter.

SVLSACE will send the letter as drafted to the recipients as listed. The discussion at the last meeting was to provide this letter as a sample and let individual councils revise and send a similar letter as they saw fit - so that we were not all sending the same letter.

If you have any questions or concerns on this matter please let me know.

Thanks and have a great day,

Dwight Darren Moskalyk  
Administrator  
SVLSACE  
780-967-0271 (office)

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SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST  
P.O. Box 8, Alberta Beach, AB. T0E 0A0  
780-967-0271  
administration@kronprinzconsulting.ca

November XX, 2018

Company Name  
Officer  
Address (St., Box)  
City, Province Postal Code

Dear XX. XXXXXXXX

**RE: ENHANCED RURAL INTERNET SERVICE COVERAGE**

The Summer Villages of Lac Ste. Anne County East (SVLSACE) is an association of twelve municipalities on the east end of Lac Ste. Anne County. While our communities remain predominantly seasonal in nature, as of 2017 our collective membership records a full-time year-round population of 1,658 and roughly 2,070 residences. Including Lac Ste. Anne County, Alberta Beach, and the Town of Onoway, our sub-regional community services a population base of approximately 11,500.

Along with our other regional partners, the SVLSACE acknowledge the need for fast and reliable cellular and internet coverage in our communities. Quality service is critical for economic growth and business development. Our social and community services, including emergency response services, are left vulnerable without reliable coverage. Our modernizing education system, which comprises five local schools, is already facing critical service gaps which include the inability of students to access and complete coursework outside of the classroom.

While efforts have been taken locally to expand the infrastructure network – including several new service towers built by Lac Ste. Anne County – this infrastructure network remains critically undersubscribed to by service providers. Further to continuing discussions on this matter, the SVLSACE encourage you and other service providers to engage with Lac Ste. Anne County, explore opportunities to build off their framework and enhance the coverage, reliability and speed of the cellular and internet services offered to our region. Lac Ste. Anne County has a dedicated team working to address these challenges and they can be contacted via telephone at 780-785-3411.

We look forward to your consideration of this request. If you have any questions or wish to arrange a meeting with the Summer Villages of Lac Ste. Anne County East or other regional representatives, please do not hesitate to reach out and we will do our best to accommodate.

Sincerely,

Bernie Poulin  
Chairman  
SVLSACE



Internet Service Providers – Lac Ste. Anne County Service Area

Suggested Contact List:

Bell Mobility Inc.  
Corporate and Government Relations  
1000 Rue De La Gauchetiere  
Ouest Bureau 3700  
Montreal, Quebec  
H3B 4Y7

CCI Wireless - Corridor Communications Inc.  
Corporate and Government Relations  
#137 465 Aviation Road NE  
Calgary, Alberta  
T2E 7H8

MCsNet  
Corporate and Government Relations  
4810 50th Ave,  
PO Box 98  
St. Paul, Alberta  
T0A 3A0

Rogers Communications Inc  
Corporate and Government Relations  
333 Bloor Street East  
10th Floor  
Toronto, Ontario  
M4W 1G9

Telus Corporation  
Corporate and Government Relations  
10020-100 Street  
Edmonton, Alberta  
T5J 0N5

Xplornet Communications Inc.  
President Allison Lenehan  
c/o Jennifer McWilliams, Manager – Public Sector Outreach  
625 Cochrane Drive – Suite 1000  
Markham, Ontario  
L3R 9R9  
Email: [Jennifer.McWilliams@corp.explornet.com](mailto:Jennifer.McWilliams@corp.explornet.com)

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Capital Region Assessment Services Commission



**MEMBER  
MEMORANDUM OF AGREEMENT  
2019 - 2021**

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

1 January 2019

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# MEMORANDUM OF AGREEMENT

made between

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

and

---

(the "Member")

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

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

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

## 1. DEFINITIONS

- a. "Board" means the Board of Directors of the Capital Region Assessment Services Commission.
- b. "Commission" means the Capital Region Assessment Services Commission.
- c. "Fiscal Year" means 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- d. "Member" and "Municipality" mean a municipal authority listed in the Appendix to Alberta Regulation 77/96, as amended from time to time.
- e. "Panellist" means an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints.

- f. **“Assessment Review Board”** and **“ARB”** mean either the Local Assessment Review Board (**“LARB”**) or the Composite Assessment Review Board (**“CARB”**).
- g. **“Assessment Clerk”** means an individual who is accredited by the Alberta Municipal Government Board to perform assessment clerk services.
- h. **“Term”** means the term of this agreement as set forth in Section 2.

## **2. TERM**

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

## **3. OBLIGATIONS of the COMMISSION**

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

- a. receiving Complaint forms from the Member, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panellist pool sufficient to respond to the Member’s requirements for Assessment Review Board hearings.
- c. annually providing the Member with:
  - i. a list of Commission approved Panellists to be approved by the Member as the designated pool of Panellists from which the Commission can draw from to fill its hearing needs;
  - ii. the name of the chair of the LARB and CARB;
  - iii. the name of the Assessment Clerk of the LARB and CARB.
- d. apprising the Member of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.

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- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Member informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Member, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensure that the Panellists are current with respect to Assessment Review Board hearing information.

**Panellist Nominations:**

From time to time the Commission will contact Members seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

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

**4. OBLIGATIONS of the MEMBER**

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

- a. annually appointing the list of Commission Panellists, the name of the chair of the LARB and CARB and the name of the Assessment Clerk, provided to the Member by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*



- b. providing to the Commission immediate notification by email when a completed Assessment Review Board Complaint has been filed with the Member.
- c. for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
  - Assessment Review Board Complaint form
  - Assessment Complaints Agent Authorization form - if appropriate
  - Proof of payment of applicable complaint fee
  - All other documentation provided by the complainant accompanying the ARB Complaint form
  - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
  - Confirmation of the date that the complaint was received by the Member and that the complaint was received within the deadline for submission of complaints.
- d. when requested by the Commission, providing a suitable meeting room for the Assessment Review Board hearing without charge to the Commission.

## 5. FEES and EXPENSES

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

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

## 6. MEMBER INFORMATION

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

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Member

information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Member in writing, to disclose or make known the knowledge.

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

**7. TERMINATION**

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

The Commission reserves the right to terminate this agreement upon twelve (12) months written notice to the Member.

**8. SURVIVAL**

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

**9. NOTICE**

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

**10. ASSIGNMENT**

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



**11. ENTIRE AGREEMENT**

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

**12. AMENDMENTS**

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

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

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

Per: \_\_\_\_\_ .201  
Authorized Signature                    Name                    Date

**THE MEMBER:**                    \_\_\_\_\_  
Name of Member

Per: \_\_\_\_\_ .201  
Authorized Signature                    Name                    Date

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## SCHEDULE "A"

### TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2019 to 31 December 2021.

### FEES and EXPENSES

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

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

- a. Core fee of \$400, plus;
- b. Per parcel fee of \$0.15, based on the number of Member's parcels on file with the Commission as at 1 January of each year of the agreement.

#### 2. Hearing Fees - Per Hearing

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

- a. **Hearing Fees:** \$400 for each LARB.  
\$400 for each CARB.
- b. **Panellist Fees:** \$200 per Panellist for each hearing day or part day and associated travel that do not exceed four (4) hours.  
\$300 per Panellist for each hearing day or part day and associated travel that exceed four (4) hours.
- c. **Assessment Clerk:** \$650 for each hearing day or part day where the Commission provides an Assessment Clerk.

### 3. Hearing Expenses

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

#### COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

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

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

#### MEMBER'S SERVICE ADDRESS

The Member's address for service of notices is:

Name of municipality \_\_\_\_\_

Contact name \_\_\_\_\_

Address 1 \_\_\_\_\_

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

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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# CAPITAL REGION ASSESSMENT SERVICES COMMISSION

11810 Kingsway, Edmonton, Alberta, T5G 0X5

TEL: 780 482 1451 EMAIL: [richard.barham@crasc.ca](mailto:richard.barham@crasc.ca)

27 November 2018

Dear CRASC ARB MEMBER:

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to continue to provide Assessment Review Board Services to your municipality(s) for the years 2019 to 2021.

We have made some changes from the expiring 2016-2018 agreement, primarily to better clarify the obligations of the Commission and the Member; also to adjust the fees that CRASC will charge.

For each CRASC ARB MEMBER that you administer, would you please follow the instructions below:

1. Print out ONE copy of the Agreement.
2. Complete the following sections of the Agreement:
  - Page 1, Print the Name of your municipality on the line immediately above (the "Member").
  - Page 8, Complete all information lines under MEMBER'S SERVICE ADDRESS.
3. Make a copy of the above, semi-completed Agreement.
4. For BOTH Agreements - Page 6, Complete all sections under the heading THE MEMBER. This will result in both copies bearing ORIGINAL signatures.
5. Return BOTH Agreements by mail to Richard Barham, Finance Officer, at the mailing address above.

On receipt of your signed Agreements, the Commission will sign both Agreements and return one to you for your records and retain the other on our files for our records.

Please direct any questions to me at [richard.barham@crasc.ca](mailto:richard.barham@crasc.ca).

Thank you for your attention to this matter and we look forward to serving your ARB needs for a further 3 year term.

Richard Barham  
Finance Officer  
CRASC

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**Wendy Wildman**

---

**From:** Richard Barham <richard.barham@crasc.ca>  
**Sent:** October 29, 2018 1:36 PM  
**Cc:** Archie Grover  
**Subject:** CRASC 2019 FEE RATES  
**Attachments:** FEE CHANGES - CRASC MEMBERS - 2018 TO 2019 - 181029.pdf

Sir/Madam:

Please find attached a schedule of changes to CRASC's fees for 2019.

Please pass this schedule to whomever is responsible for preparing your 2019 budget as they may find the information included therein useful.

Thank you.

Richard Barham

--

Richard Barham  
Finance Officer  
Capital Region Assessment Services Commission (CRASC)  
11810 Kingsway Avenue  
Edmonton, AB T5G 0X5  
Tel: 780 482 1451

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**CAPITAL REGION ASSESSMENT SERVICES COMMISSION**

**2019 BUDGET - RATE CHANGES FROM 2018**

**CRASC MEMBERS**

FEE	2018	2019
<b>ASSESSMENT:</b>		
Core Fee - per parcel (multiply by year-end total parcels)	\$18.25	\$19.25
DIP and other Heavy Industrial. CRASC invoices municipality and pays the assessor. CRASC make no profit on the transaction.		
Permit Fee <b>RATES</b> - unchanged from 2017 and 2018.		
<b>LARBs and CARBs:</b>		
Fixed annual fee per municipality	\$400.00	\$400.00
Per Parcel annual fee	\$0.10	\$0.15
Hearing Fee - per hearing	250.00	400.00
Clerk Fee - per hearing	\$500.00	\$650.00

181029

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**[FWD: RE: Assessment Review Board Services - S.V. of Silver Sands]**

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

Subject: RE: Assessment Review Board Services - S.V. of Silver Sands  
From: Ryan Sweeney <[rsweeney@lsac.ca](mailto:rsweeney@lsac.ca)>  
Date: Mon, November 05, 2018 9:59 am  
To: "'[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)'"  
<[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>  
Cc: Stacey Wagner <[swagner@lsac.ca](mailto:swagner@lsac.ca)>

Hi Heather,

I have reviewed our other contracts for the Counties Assessment Review Board. We will be refreshing the rates for all of the Contracts in 2020. As for the year of 2019 we would be willing to sign a contract with the S.V. of Silver Sands at the current contract rates. These rates will be adjusted after our review in 2019 to start in 2020. I have attached "Schedule A" which is the fee portion of the current contract. If you have any questions or would like to start a contract for 2019 please contact the undersigned.

Regards,

**Ryan Sweeney, AMAA**  
Assessment and Taxation Manager  
**Lac Ste. Anne County**  
56521 Range Road 65 | Box 219 | Sangudo AB, T0E 2A0  
Tel (780) 785-3411 | Toll Free 1 (866) 880-5722

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 **Think about our Environment. Print only if necessary.**

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County Manager



Chief Administrative Officer

**SCHEDULE "A"**

Annual Fee: \$100.00

Hearing Fee: \$100.00 per member for each hearing /property plus vehicle expense allowance/meals/parking (if applicable), based on actual cost divided by the number of hearings in a given day (a minimum charge of 1/2 day per diem/member will apply if the Assessment Review Board must convene to hear one (1) complaint on a given day).

Written Decision: \$100.00 per member for each written decision/property issued by the Assessment Review Board (a minimum charge of 1/2 day per diem/member will apply if the Assessment Review Board must convene to issue one (1) written decision only).

ARB Clerk: \$450.00 for each complaint that goes to a hearing and written decision.  
\$200.00 for each complaint that is filed but withdrawn prior to the hearing.

**[FWD: Darwell Regional WW Transmission Line Conceptual Study - All stakeholder meeting - Follow Up (ACTION REQUIRED)]**

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

Subject: Darwell Regional WW Transmission Line Conceptual Study - All stakeholder meeting - Follow Up (ACTION REQUIRED)

From: "Richardson, Roxanne" <[Roxanne.Richardson@stantec.com](mailto:Roxanne.Richardson@stantec.com)>

Date: Wed, November 07, 2018 2:10 pm

To: "Joe Duplessie ([jduplessie@lsac.ca](mailto:jduplessie@lsac.ca))" <[jduplessie@lsac.ca](mailto:jduplessie@lsac.ca)>, Joe Blakeman <[JBlakeman@lsac.ca](mailto:JBlakeman@lsac.ca)>, Jeffrey Yanew <[jyanew@sturgeoncounty.ca](mailto:jyanew@sturgeoncounty.ca)>, Keith Bobey <[Keith.Bobey@parklandcounty.com](mailto:Keith.Bobey@parklandcounty.com)>, "[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)" <[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)>, "[courtneyalexis@ansn.ca](mailto:courtneyalexis@ansn.ca)" <[courtneyalexis@ansn.ca](mailto:courtneyalexis@ansn.ca)>, "[hellandcg@gmail.com](mailto:hellandcg@gmail.com)" <[hellandcg@gmail.com](mailto:hellandcg@gmail.com)>, "[ddm@kronprinzconsulting.ca](mailto:ddm@kronprinzconsulting.ca)" <[ddm@kronprinzconsulting.ca](mailto:ddm@kronprinzconsulting.ca)>, "[svsandyb@xplornet.ca](mailto:svsandyb@xplornet.ca)" <[svsandyb@xplornet.ca](mailto:svsandyb@xplornet.ca)>, "[office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)" <[office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)>, "[info@onoway.ca](mailto:info@onoway.ca)" <[info@onoway.ca](mailto:info@onoway.ca)>, "d.evans@xplornet.com" <[d.evans@xplornet.com](mailto:d.evans@xplornet.com)>, Mike Yakemchuk <[Mike.Yakemchuk@gov.ab.ca](mailto:Mike.Yakemchuk@gov.ab.ca)>, "[admin@wabamun.ca](mailto:admin@wabamun.ca)" <[admin@wabamun.ca](mailto:admin@wabamun.ca)>, "[svwestcove@outlook.com](mailto:svwestcove@outlook.com)" <[svwestcove@outlook.com](mailto:svwestcove@outlook.com)>, Anne Morrison <[ann.morrison@sunsetpoint.ca](mailto:ann.morrison@sunsetpoint.ca)>, Richard Martin <[richard.martin@sunsetpoint.ca](mailto:richard.martin@sunsetpoint.ca)>, Brian Purnell <[brian.purnell@sunsetpoint.ca](mailto:brian.purnell@sunsetpoint.ca)>, Michael Harney <[sneeks@hotmail.ca](mailto:sneeks@hotmail.ca)>, Heather Luhtala <[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>, "[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)" <[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)>, "yaming.he@gov.ab.ca" <[yaming.he@gov.ab.ca](mailto:yaming.he@gov.ab.ca)>, Mike Darbyshire <[mdarbyshire@acrwc.ab.ca](mailto:mdarbyshire@acrwc.ab.ca)>, Sunset Point Council, Summer Village of Sandy Beach <[cao.svsandyb@xplornet.ca](mailto:cao.svsandyb@xplornet.ca)>, Jim Benedict <[jimbenedictalbertabeach@gmail.com](mailto:jimbenedictalbertabeach@gmail.com)>, Matthew Ferris <[ferrismatthew2@gmail.com](mailto:ferrismatthew2@gmail.com)>, "Gordon Drybrough ([drybrough1994@gmail.com](mailto:drybrough1994@gmail.com))" <[drybrough1994@gmail.com](mailto:drybrough1994@gmail.com)>, Denise Lambert <[dmlambert.svsandyb@xplornet.ca](mailto:dmlambert.svsandyb@xplornet.ca)>, Roger Montpellier <[rogerviv22@gmail.com](mailto:rogerviv22@gmail.com)>, Jason Madge <[jason@onoway.ca](mailto:jason@onoway.ca)>, Bob Lehman <[vqboblehman@gmail.com](mailto:vqboblehman@gmail.com)>, Wendy Wildman <[cao@onoway.ca](mailto:cao@onoway.ca)>, "[gedwards@lsac.ca](mailto:gedwards@lsac.ca)" <[gedwards@lsac.ca](mailto:gedwards@lsac.ca)>, Paul Krueger <[pkrueger@acrwc.ab.ca](mailto:pkrueger@acrwc.ab.ca)>, Brandi Dechkoff <[Brandi.Dechkoff@parklandcounty.com](mailto:Brandi.Dechkoff@parklandcounty.com)>, Shawn Patience <[cao@wabamun.ca](mailto:cao@wabamun.ca)>  
Cc: "Liyanage, Lalith" <[Lalith.Liyanage@stantec.com](mailto:Lalith.Liyanage@stantec.com)>, "Weninger, Stephan" <[stephan.weninger@stantec.com](mailto:stephan.weninger@stantec.com)>, "Peel, Breagh" <[Breagh.Peel@stantec.com](mailto:Breagh.Peel@stantec.com)>

Hello All,

As discussed at our all stakeholder follow up meeting on November 5, all members of the study need to confirm their population projections. Below is the table with the collected population data through census data and projected for 25 years at a 1.4% growth rate. As discussed in the meeting these population projects will affect the sizing of the system so it is very important to ensure that these projections are the most representative of your communities population. Please respond no later than November 17, 2018 at noon to ensure that the final report incorporates your communities updated population. Please note that if no response is received by November 17, 2018 at noon for the populations projections it will be assumed that the populations are correct.

All members that are interested in continuing forward with the concept and working toward a common goal need to express their participation in the project by December 14, 2018. Please reply yes or no.

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	Name	2017	2023	2030	2036	2043
1	Darwell Lagoon Commission	3230	3511	3869	4206	4636
1A	Lac Ste Anne County	3000	3261	3594	3907	4306
1B	Silver Sands	162	176	194	211	233
1C	South View	68	74	81	88	98
2	North 43 Lagoon Commission	1347	1464	1613	1754	1933
2A	Lac Ste Anne County	1014	1102	1215	1321	1456
2B	Castle Island	21	23	26	28	31
2C	Ross Haven	162	176	194	211	233
2D	Gunn	10	11	12	13	15
2E	Yellowstone	139	151	166	181	199
3	TriVillage Regional Sewage Services Commission	1459	1586	1748	1900	2095
3A	Alberta Beach	1032	1122	1237	1344	1482
3B	Sunset Point	171	186	205	223	246
3C	Val Quentin	256	278	306	333	367
4	Parkland County	30	33	36	40	44
4C	Lakeview	30	33	36	40	44
5	Wabamun	690	750	826	898	990
6	Kapasiwin	10	11	12	13	15
7	Point Allison	10	11	12	13	15
8	Sturgeon County	346	376	414	450	496
8A	Villeneuve	155	169	186	202	223
8B	Alcomdale	89	97	107	116	128
8C	Galahoo	86	94	108	112	124
8D	Riviere Qui Barre	15	17	18	20	22
9	Onoway Lagoon	1462	1589	1752	1904	2099
9A	Onoway	1043	1134	1250	1359	1498
9B	Sandy Beach	282	306	338	367	405
10	Sunrise Beach	137	149	164	178	196
11	Seba Beach	171	186	205	223	246
12	West Cove	244	266	293	318	351
13	Glenevis	86	94	103	112	124
14	Alexis Nakota Sioux First Nation	766	832	917	997	1099
15	Alexander First Nation	1114	1211	1335	1451	1600
16	Paul First Nation	1014	1102	1215	1321	1456
	TOTAL	11979	13022	14353	15601	17196

If you have any questions or concerns, please do not hesitate to contact me.

**Roxanne Richardson** P.Eng.  
Business Center Sector Lead - Water, Edmonton

Direct: 780-917-8158  
Mobile: 780-700-4114  
roxanne.richardson@stantec.com

Stantec  
10160 112 Street  
Edmonton AB T5K 2L6 CA

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## Celebrate Canada Application Form

**Deadline: November 21**

**Application must be received or postmarked by deadline date.**

Canadian Heritage provides financial support for events organized during the Celebrate Canada period, from June 21 to July 1. These events celebrate National Indigenous Peoples Day on June 21, Saint-Jean-Baptiste Day on June 24, Canadian Multiculturalism Day on June 27 and Canada Day on July 1.

We strongly encourage you to complete this form electronically. It includes features to help simplify the application process (e.g., automatic calculations). Further instructions on using and submitting this form can be found at the end of this document.

<b>Funding requested from Celebrate Canada (required)</b>		
<input checked="" type="radio"/> \$5,000 or less <input type="radio"/> \$5,001 to \$50,000 <input type="radio"/> more than \$50,000		
<b>Part A – Applicant Information</b>		
<b>1. General Information</b>		
<input type="checkbox"/> Organization's Client Name (required) Summer Village of Silver Sands		
<input type="checkbox"/> Organization's Legal Name (required) Summer Village of Silver Sands		
<input type="checkbox"/> Organization's Former Name (if applicable)		
Telephone (required) (587) 873-5765	Extension (optional)	E-mail Address (required) administration@wildwillowenterprises.com
Website Address (if applicable) www.summervillageofsilversands.com		
Please add the address(es) of your organization's social media account(s). (Facebook, Twitter, YouTube, Instagram, etc.) (if applicable)		
In which official language should the Department of Canadian Heritage communicate when contacting your organization about this application? (required) <input checked="" type="radio"/> English <input type="radio"/> French		
<input type="checkbox"/> <b>2. Primary Address of the organization</b>		
Address (required) 4808-51 Street		
City (required) Onoway	Province / Territory (required) Alberta	Postal Code (required) T0E 1V0
Has the organization's address and/or phone number changed since the last submitted application? (required) <input type="radio"/> Yes <input checked="" type="radio"/> No		

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<b>3. Mailing Address of the Organization</b>		
<input type="checkbox"/> Same as Primary Address		
Address (required) Box 8		
City (required) Alberta Beach	Province / Territory (required) Alberta	Postal Code (required) T0E 0A0
<b>? 4. Person Authorized to Sign for the Organization</b>		
Salutation (required) <input type="radio"/> Mr. <input type="radio"/> Mrs. <input checked="" type="radio"/> Ms. <input type="radio"/> Other		
First Name (required) Wendy	Initial (optional)	Last Name (required) Wildman
Title (required) Chief Administrative Officer		
E-mail Address (required) administration@wildwillowenterprises.com		
Telephone (required) (587) 873-5765	Extension (optional)	Cellular (optional) (780) 819-3681
<b>? 5. Contact Person</b>		
<input type="checkbox"/> Same as the person authorized to sign for the organization		
Salutation (required) <input type="radio"/> Mr. <input checked="" type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Other		
First Name (required) Heather	Initial (optional)	Last Name (required) Luhtala
Title (required) Grant Funding Coordinator		
E-mail Address (required) lhds@hotmail.com		
Telephone (required) (587) 873-5765	Extension (optional)	Cellular (optional) (780) 918-3620
<b>6. Structure and Governance of Organization</b>		
<b>? Geographical Area of Operation of the Organization (required)</b> Municipal		
<b>? Legal Status (required)</b> Established as a Provincial/Territorial Corporation (incorporated)		

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Date of Incorporation (required) (YYYY-MM-DD) 1969-01-01		Type of Identifying Number (required) Business Number	
Identifying Number (required) 108050535RC0001			
<p><b>?</b> Select the attribute that applies to your organization (required)</p> <p><input type="checkbox"/> Official Language Minority Community      <input type="checkbox"/> Ethnocultural Community</p> <p><input type="checkbox"/> Indigenous Peoples' Community      <input checked="" type="checkbox"/> Not Applicable</p>			
<p><b>?</b> What is the mandate and objectives of the organization or group (required)</p> <p>The Summer Village of Silver Sands is nestled amongst the trees on the southeast shore of Lake Isle, spanning a land area of 2.35 square kilometers. The Summer Village has a permanent population of 154 and a total parcel count of 333 and is home to a community playground, boat launch area and kilometers of walking trails through the beautiful and abundant municipal reserve areas. The Summer Village is home to both permanent and summer residents providing those of all ages with a place to rest, work and play!</p>			
<b>Part B – Project Information</b>			
<b>7. Project Description</b>			
<p><b>?</b> Project Title (required)</p> <p>1st Annual Canada Day Celebration in Silver Sands</p>			
Start Date of First Event (YYYY-MM-DD) (required) 2019-07-01		End Date of Last Event (YYYY-MM-DD) (required) 2019-07-01	
Please indicate which thematic day(s) your project celebrates (you must select at least one event).			
<input type="checkbox"/> National Indigenous Peoples Day <input type="checkbox"/> Saint-Jean-Baptiste Day <input type="checkbox"/> Canadian Multiculturalism Day <input checked="" type="checkbox"/> Canada Day			
Province / Territory in which the event(s) will take place (required) Alberta			
In addition to the general public, the project will reach:			
<input type="checkbox"/> Indigenous Peoples' Communities <input type="checkbox"/> Ethnocultural Communities <input type="checkbox"/> Official-Language Minority Communities <input checked="" type="checkbox"/> Youth			
How will you acknowledge support from Canadian Heritage? At least one check box must be selected. See the <a href="#">Guide on the public acknowledgement of financial support</a> for more information.			
<input checked="" type="checkbox"/> "Canada" wordmark and acknowledgement text <input type="checkbox"/> Advertisements and public service announcements <input type="checkbox"/> Social media (Facebook, Twitter, Instagram etc.) <input checked="" type="checkbox"/> Printed materials (flyers, ads, poster, etc.) <input type="checkbox"/> Press releases <input type="checkbox"/> Verbal acknowledgement <input checked="" type="checkbox"/> Websites <input type="checkbox"/> Other			

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<p><b>7</b> Which Program objective(s) will your project address? Choose the applicable response. (required)</p> <p><input type="radio"/> Enable Canadians to appreciate Canada's cultural, ethnic, linguistic and geographic diversity.</p> <p><input checked="" type="radio"/> Create opportunities for Canadians to participate in celebrations that create a sense of pride and belonging to Canada.</p> <p><input type="radio"/> Do both</p>		
<p><b>Additional Project Information (all fields are required)</b></p>		
<p>Will admission fees be charged?</p> <p><input type="radio"/> Yes    <input checked="" type="radio"/> No</p>		
<p>Will you use Canadian symbols? Please visit the <a href="#">Symbols of Canada</a> website.</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>		
<p>Will you have partnerships and/or sponsors? (This includes receiving in-kind support.)</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>		
<p><b>8. Description of Event(s)</b></p>		
<p>Note that the date and location of your event (s)/ activity (ies) cannot be changed without prior approval from the Department.</p>		
<p><b>Canada Day Event</b></p>		
<p>Date of event (YYYY-MM-DD) (required)</p> <p>2019-07-01</p>		
<p>Describe the proposed event – Include information such as: description of the show, the protocol ceremony, animations, games, etc., (maximum 200 words) (required)</p> <p>The Summer Village of Silver Sands will be hosting its first family Canada Day Celebration. There will be the following plans throughout the day:</p> <ul style="list-style-type: none"> <li>-kids/youth crafts</li> <li>-Council speeches</li> <li>-games with prizes</li> <li>-cake to celebrate Canada's birthday</li> <li>-fireworks celebration to end the night</li> </ul>		
<p>Enter the total expected number of participants for this event (required)</p> <p>300</p>		
<p>Please provide one address where your main event will take place. If you cannot provide a specific address, please provide the intersection, park, postal code, or public space where your event is being held. This information may be used to promote your event. (required)</p>		
<p>Address</p> <p>1 Centennial Way</p>	<p>Name of Intersection / Park, Public Space</p> <p>1 Centennial Way &amp; Silver Sands Drive</p>	
<p>City</p> <p>Summer Village of Silver Sands</p>	<p>Province / Territory</p> <p>Alberta</p>	<p>Postal Code</p> <p>T0E 0V0</p>

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The expected number of participants for <b>all events</b> included in this proposal (automatically populated) 300
<b>9. Previous Event Details (if applicable)</b>
If your organization received funding from the Celebrate Canada Program last year, please provide:  Project Title
Please select the days that you celebrated:  <input type="checkbox"/> National Indigenous Peoples Day Event Date (YYYY-MM-DD): _____ Actual Number of Attendees: _____  <input type="checkbox"/> Saint-Jean-Baptiste Day Event Date (YYYY-MM-DD): _____ Actual Number of Attendees: _____  <input type="checkbox"/> Canadian Multiculturalism Day Event Date (YYYY-MM-DD): _____ Actual Number of Attendees: _____  <input type="checkbox"/> Canada Day Event Date (YYYY-MM-DD): _____ Actual Number of Attendees: _____
<b>10. Official Languages Requirements</b>
Canadian Heritage (PCH) is committed to take positive measures to enhance the vitality of the English and French linguistic minority communities in Canada as well as to support and assist their development, and to foster the full recognition and use of both English and French in Canadian society. If you receive funding from PCH, you commit to being in compliance with the official languages obligations contained in your application and/or in your funding agreement.  Official language requirements:  Acknowledge the Government of Canada's support for the project in English and in French.

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Part C - Planned Expenses and Revenues	
<b>Note:</b> Total planned expenses must equal total anticipated revenues.	
Name of applicant (automatically populated) Summer Village of Silver Sands	
<b>A. PLANNED EXPENSES (cash only)</b>	
<b>1. Total Expenses</b>	
Expense Item	Total Cash Cost
Total	\$1,000.00
<b>B. ANTICIPATED REVENUES (cash only)</b>	
Revenue Item	Total Cash Revenue
Celebrate Canada Funding	\$600.00
Applicant Contribution	\$200.00
All Other Contributions (other levels of government, private sector funding, sponsorships, etc.)	\$200.00
Total	\$1,000.00

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**Part D - Document Checklist**

Please review the following checklist carefully. Errors or incomplete applications will result in delayed processing and/or rejection. All questions must be answered.

The Funding Application Form is completed and signed (end of "Part F - Attestation").

Yes  No

For paper copies, all miscalculations, deletions or corrections in "Part C - Planned Expenses and Revenues" are initialled by the applicant.

Yes  No  N/A

If applicable, the Unincorporated Applicant Acceptance of Responsibility form has been completed and signed by a minimum of two representatives.

Yes  No  N/A

All applicants must provide proof of Legal Status. This can include patent letters, incorporation documents, or in the case of an unincorporated group, a completed Unincorporated Applicant Acceptance of Responsibility Form of this application form.

Yes  No

Most recent financial statements for clients requesting over \$100,000.

Yes  No  N/A

**Promotional Material**

Would you like to order complimentary promotional material for your Celebrate Canada event? Please make your request by filling out the Promotional Material Order Form.

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## Part E – Additional Information

### How To Use This Form

- Please consult the [Celebrate Canada's Application Guidelines](#) for directives.
- Any changes made by hand after the form is completed and printed **must be initialed** by the individual authorized to sign the form.
- If you cannot complete this form electronically, please contact your [Regional Office](#) to obtain the complete printable version of this form.
- Once completed, please print and sign this application form.

### Submitting Your Application

- Email submissions
  - We encourage you to submit your application package by email at this address: [pch.canada5k-canada5k.pch@canada.ca](mailto:pch.canada5k-canada5k.pch@canada.ca)
  - Please note that priority is given to events held on the actual date of their Celebrate Canada designated day.
  - To submit your application form, the entire document can be scanned and submitted by email.
  - All signatures must be hand written.
  - Remember to include all required documents with your application.
  - Contact your [Regional Office](#) if you have not received confirmation of receipt within 14 calendar days of your submission.

### Important Notices

- If you are planning a large-scale event, you may be contacted by the Program to provide further details.
- When help text is available, you can access it via the Help Button. The help text will appear after the Help Button and prior to the heading or field the help is related to. Clicking the button again will hide the help text. The following example demonstrates:

## ? Part or Section Heading

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**? Part F - Attestation**

**Declaration:**

As the authorized person to sign for the Applicant, I declare that:

- The information in the application is true, accurate and complete;
- I have all the necessary authorities to undertake the proposed project, or will obtain these authorities prior to the approval of the project;
- I and any person lobbying on my behalf to obtain funding are in compliance with the *Lobbying Act* and that no actual or potential, direct or indirect, contingency fee arrangement exists;
- No public servant or holder of public office, past or present, will derive a direct benefit from the approved funding in breach of the *Values and Ethics Code for the Public Service* or the *Conflict of Interest Act*;
- I will act in compliance with applicable statutes, regulations, orders, standards and guidelines governing the program from which funding is being sought; and
- I commit to take measures conducive to creating a workplace free from harassment, abuse and discrimination of any kind.

I acknowledge that the submission of this Application does not constitute a commitment on the part of the Minister to award funding.

I authorize the Minister to disclose any information submitted in this Application within the Government of Canada or to outside entities, subject to applicable restrictions associated with privacy, confidentiality and security for the following purposes:

- To reach a decision on the application;
- To support transparency, accountability and citizen engagement; and
- To respond to requests made under the *Access to Information Act* and the *Privacy Act*.

I Accept

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**Attestation:**

If funds are approved, as the authorized person to sign for the Applicant, I agree that:

- This **Application**, the **Funding Approval Letter**, and any additional conditions agreed upon in a separate agreement, will constitute the entire agreement between myself (the **Applicant**) and the **Minister of Canadian Heritage**, effective as of the date of the **Funding Approval Letter**;
- This Agreement does not create a partnership, agency or joint venture and I shall not represent myself as an agent, partner or employee of the Department in carrying it out; and
- I will share results, if requested.

**In addition, I shall:**

- Use the funds only for the purposes specified in the Agreement;
- Indemnify the Minister from any claim or cause of action arising from injury, damage, or death sustained in carrying out this Agreement; and
- Publicly acknowledge the funding.

I Accept

**Authorized Signature(s)**

  
Signature (handwritten signature required)

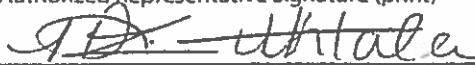
Wendy Wildman, Chief  
Administrative Officer  
Name and title (print)

2018-10-30  
Date (YYYY-MM-DD) (required)

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<b>Direct Deposit Enrollment Request</b>						
Direct Deposit is a Government of Canada initiative. The federal government is phasing out cheques in favour of direct deposit for all government payments. For further information on direct deposit, please consult the following website: <a href="http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html">http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html</a>						
Have you submitted a Direct Deposit Enrollment Request to Celebrate Canada in the past two years? (required) <input type="radio"/> Yes <input checked="" type="radio"/> No						
<b>Part A</b> Please print clearly. Please keep your Canadian Heritage Regional Office informed of any change to your account (mailing address or bank account). Please note that providing your Direct Deposit information does not guarantee funding.						
Name of Organization (automatically populated) Summer Village of Silver Sands						
Street Address, Suite No., R.R., or P.O. Box (required) Box 8						
City / Town (required) Alberta Beach	Province / Territory (required) Alberta	Postal Code (required) T0E 0A0				
Authorized Representative (required) Heather Luhtala						
Phone number (required) (587) 873-5764	Extension (optional)	E-mail Address (required) administration@wildwillowenterprises.com				
Language Preference (required) <input checked="" type="radio"/> English <input type="radio"/> French						
Will you be attaching an original blank cheque for your bank account with "VOID" written on it? (required) <input checked="" type="radio"/> Yes <input type="radio"/> No						
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: #333; color: white; margin: 0;">Example / Exemple</p> <p style="font-size: small;">Name / Nom: P.O. Box / C.P. 000                      Co. / Ville: Canada / CH 01-0</p> <p style="text-align: right; font-size: small;">Cheque No. / N° de chèque: 0000000</p> <p style="font-size: x-large; font-weight: bold; text-align: center; color: red;">"VOID"</p> <p style="font-size: x-large; font-weight: bold; text-align: center; color: red;">« Null »</p> <p style="text-align: right; font-size: small;">\$ _____ Dollars</p> <p style="text-align: right; font-size: small;">Signature: 0000000</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center; font-size: small;"> <tr> <td style="width: 25%;">Cheque N° / N° de chèque</td> <td style="width: 25%;">Transit N° / N° de transit</td> <td style="width: 25%;">Financial Institution / Institution financière</td> <td style="width: 25%;">Account N° / N° de compte</td> </tr> </table>			Cheque N° / N° de chèque	Transit N° / N° de transit	Financial Institution / Institution financière	Account N° / N° de compte
Cheque N° / N° de chèque	Transit N° / N° de transit	Financial Institution / Institution financière	Account N° / N° de compte			

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The information provided is protected under the <i>Privacy Act</i> .	
I, as the person entitled to represent the above organization, authorize the Receiver General for Canada to deposit the payment(s) directly into the above account until further notice.	
Authorized Representative Signature (print) 	Date of Signature (YYYY-MM-DD) 2018-10-30
<b>Part C</b> <b>For Internal use only</b>	
Vendor code	Verified by

**Submitting Your Direct Deposit Enrollment Request**

If you print this form and complete it by hand, please mail it and a void cheque to your Canadian Heritage Regional Office along with the rest of your application.

To submit your form electronically, scan the original version of the void cheque and this form, and email the scanned documents to your Canadian Heritage Regional Office along with the rest of your application.

Please note that regardless of the method of submission, this document must be accompanied by an original voided cheque, or have the original bank stamp on the form when it is submitted.

**No faxed forms will be accepted.**

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SUMMER VILLAGE OF SILVER SANDS

P.O. BOX 8  
ALBERTA BEACH, AB, T0E 0A0  
780-924-3024

000010

DATE 2 0

Y Y Y Y M M D D

PAY to \_\_\_\_\_  
the order of \_\_\_\_\_

\$

\_\_\_\_\_ DOLLARS

100



**ATB Financial**  
4910 - 50 ST.  
ONOWAY, ALTA. T0E 1V0

*VOID*

SUMMER VILLAGE OF SILVER SANDS

PER \_\_\_\_\_

PER \_\_\_\_\_

RE \_\_\_\_\_

⑈000010⑈ ⑆08989⑆ 219⑆ 8930368⑆ 00⑈

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THE MUNICIPAL GOVERNMENT ACT

(O.C. 330/69)

Approved and Ordered,  
GRANT MacEWAN,  
Lieutenant Governor.

Edmonton, February 24, 1969

SUMMER VILLAGE OF SILVER SANDS FORMED

The Executive Council has had under consideration the report of the Honourable the Minister of Municipal Affairs, dated February 17, 1969 stating that:

Whereas a petition has been received requesting that the area known as "Silver Sands" be formed into a Summer Village; and

Whereas all requirements set out in clause (b) of subsection (1) of section 14 of The Municipal Government Act have been substantially complied with:

Therefore, upon the recommendation of the Honourable the Minister of Municipal Affairs, the Executive Council advises that, pursuant to section 14 of The Municipal Government Act, the Lieutenant Governor in Council hereby forms the area described on the attached Appendix into the Summer Village of Silver Sands, effective as on and from January 1, 1969.

HARRY E. STROM (Chairman).

APPENDIX

The north-east quarter of section 3, that part of the west half of section 3 not covered by the waters of Isle Lake, that part of the south half of section 4 not covered by the waters of Isle Lake, the north-south Government road allowance adjacent to the west boundary of section 3 not covered by the waters of Isle Lake, the east-west Government road allowance and the road junction adjacent to the south boundary of the south-west quarter of section 3 and section 4 not covered by the waters of Isle Lake, all in township 54, range 5

That part of section 33, township 53, range 5, covered by registered plan 2941 M C

All of the above described lands lying west of the fifth meridian.

53

THE ALBERTA GAZETTE, MARCH 15, 1969

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**PLEASE PRINT - Portable Solar Speed Indicator Sign - Silver Sands / South View / West Cove - FEEDBACK REQUIRED]**



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

Subject: Portable Solar Speed Indicator Sign - Silver Sands / South View / West Cove - FEEDBACK REQUIRED

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

Date: Tue, October 30, 2018 10:12 am

To: "Garth Ward" <[gwnps@telus.net](mailto:gwnps@telus.net)>, "Sandi Benford" <[sandi.benford@gmail.com](mailto:sandi.benford@gmail.com)>, "Brian Johnson" <[bj.svsouthview@yahoo.com](mailto:bj.svsouthview@yahoo.com)>, "Larry St.Amand" <[lwstamand@gmail.com](mailto:lwstamand@gmail.com)>, "Dave Breton" <[dave@centraltractor.ca](mailto:dave@centraltractor.ca)>, "Ren Giesbrecht" <[renjgiesbrecht@gmail.com](mailto:renjgiesbrecht@gmail.com)>, "Liz Turnbull" <[lizturnbull@telusmail.net](mailto:lizturnbull@telusmail.net)>, "Bernie Poulin" <[bpoulin@xplornet.com](mailto:bpoulin@xplornet.com)>, "Graeme & Sherry Horne" <[SolSeeker@outlook.com](mailto:SolSeeker@outlook.com)>, "Graeme Horne" <[graemehorne@mail.com](mailto:graemehorne@mail.com)>

Cc: "Wendy Wildman" <[cao@onoway.ca](mailto:cao@onoway.ca)>

Councils, at the last regular meeting for the Summer Village of Silver Sands, Mayor Bernie Poulin made a motion that an application be made under the Alberta Traffic Safety Fund for a portable solar speed indicator sign in collaboration with South View and West Cove. As this grant had a **deadline of November 15th**, I am just looking for confirmation that you all agree to be part of this grant application and then we will ratify approval at our next meetings.

We will set it up with Silver Sands will be the managing partner or the main name for the grant and they will own and house the asset, and all three summer villages will provide funding for any matching, operating and maintenance costs. While there is not a lot of time to work out the fine details, I believe we are all looking for the same outcome which is to ensure our Summer Villages are safer for us all.

This grant is a 50/50 funding split. The quote I have for the sign is attached and includes the speed indicator sign, the mounting brackets (we would order a set of those for each municipality), additional batteries and the data collection software.

**Each municipality will have to contribute approximately \$1,000 towards this project. This would be something FCSS would likely cover and we could propose to use our 2019 funds towards this.**

Wendy also suggested that we could possibly generate future revenue by renting out the unit to other municipalities if we choose to.

I am looking for feedback to go ahead with the application and support to fund the 50% required.

Thank you,

**Heather Luhtala,  
Asst. CAO**

**S.V. of South View**

**S.V. of Silver Sands**

**S.V. of Yellowstone**

**Phone: 587-873-5765**

**Fax: 780-967-0431**

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

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

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310-SIGN Inc.  
 9570 58 Ave.  
 Edmonton AB T6E 0B6



www.310sign.ca

Wild Willow Enterprises  
 Heather Luhtala  
 Silver Sands AB

Estimate # 0005671  
 Estimate Date October 29, 2018  
**Estimate Total (CAD) \$6,247.45**

Item	Description	Unit Cost	Quantity	Line Total
Radarsign-TC-400	Battery Powered Radar Speed Sign- 11" Display w/11" LED display, two 12V 18 amp/hour Ni-MH battery packs, AC adapter/charger, 24"w x 21"h YOUR SPEED faceplate, Universal "Go Bracket" for pole mount, Bashplate™, Wifi wireless transmitter, 2 yr. warranty.  <a href="https://www.trafficsupply.ca/wp-content/uploads/2017/08/TC-600-Radar-Speed-Sign-Spec-Sheet-Trafficsupply.ca_.pdf">https://www.trafficsupply.ca/wp-content/uploads/2017/08/TC-600-Radar-Speed-Sign-Spec-Sheet-Trafficsupply.ca_.pdf</a>	4,195.00	1	4,195.00
Radarsign-MH0-06	Extra Go Bracket Mounting Set ( one for each location) The GoBracket allows a single person to easily mount the TC-400 radar speed sign in about a minute.	89.00	2	178.00
Radarsign-SS002	*OPTIONAL ADD-ON* STREETSMART Data Collection Software (licensed per sign) Provides weekly, daily, hourly, and 1/2 hour data on # of vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile & more. Over 25 charts and graphs included.	359.00	1	359.00
Radarsign-RB021	** OPTIONAL ADD ON 12V 18 amp/hour Ni-MH battery pack (for TC-400 only)	459.00	2	918.00
Radarsign-Freight	Freight from factory direct - Drop Ship (1 Unit = \$299.95) (2-5 Unites = \$399.95) (6+ get a quote)	299.95	1	299.95

Subtotal 5,949.95  
 GST (826378838RT0001) 297.50  
 5%  
**Estimate Total (CAD) \$6,247.45**

**Terms**

FOR YOUR CONVENIENCE WE NOW ACCEPT PAYMENTS ONLINE.

Invoice due upon receipt. Approved accounts receive Net-30 terms. Please read these Terms & Conditions

**Family and Community Support  
Services**

**Funding Agreement**

JANUARY 1 - DECEMBER 31, 2019

**BETWEEN:**

**HER MAJESTY THE QUEEN in RIGHT OF ALBERTA**  
as represented by the Minister of Human Services  
("the Minister")

AND

S.V. OF SILVER SANDS, whose address is  
Box 8  
Alberta Beach, Alberta T0E 0A0  
("the Municipality")

The Minister and Municipality agree as follows:

1. Subject to appropriation by the Legislature of Alberta, the Minister shall pay the Municipality the committed provincial contribution of \$5,264 to establish, administer, and operate the program referred to in paragraph 2 of the Agreement.
2. The Municipality shall:
  - (a) provide for the establishment, administration, and operation of a Family and Community Support Services Program ("the Program") in accordance with the Family and Community Support Services Act and Regulation;
  - (b) use the total amount of \$6,580 including a required municipal contribution of at least \$1,316 to deliver the Program;
  - (c) if approved by the Minister, carry-over to the next year any provincial funds unused when this agreement ends. Deferred surplus must be expended and included in the financial report submitted by the municipality for the year following the year in which the agreement ends;
  - (d) prepare and submit Program and financial information required under the Act, within 120 days of the end of the Municipality's fiscal year, or if the agreement with the Minister is terminated, within a period of time determined by the Minister;
  - (e) ensure that required program and financial information is collected, maintained, used, and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act; and records identified as necessary under the Act must be kept for a period of five years, in accordance with the retention schedule under which the Ministry operates.
3. The Minister shall pay the Municipality an advance of one-fourth of the total payable under this Agreement in January, April, July, and October, 2019.
4. If a disagreement arises between the parties regarding the expenditure of funding under the Act, the decision of the Minister to resolve the disagreement shall be final and conclusive.

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5. (a) If in the opinion of the Minister, a Municipality's program fails to meet the requirements of the Family and Community Support Services Regulation
- or
- (b) if the financial report of the Municipality
- (i) has not been submitted to the Minister within 120 days of the end of the Municipality's fiscal year,
  - (ii) does not meet the requirements of the Family and Community Support Services Regulation, or
  - (iii) shows that the Municipality has wrongfully used funds provided to it under the Act,

the Minister may withhold amounts of funding under any new agreement or require the Municipality to repay the amounts of funding that in the opinion of the Minister are equivalent to the value of the program components not met or the funds wrongfully used.

6. Where 2 or more municipalities have entered into an agreement to provide joint family and community support services programs, the Municipality represents that pursuant to the agreement with the other municipalities, it has the authority to agree to the terms of this Agreement on their behalf.
7. This Agreement commences on January 1, 2019 and ends on December 31, 2019.
8. This Agreement may be terminated:
- (a) at any time by mutual agreement of the parties;
  - (b) by either party for any reason by providing 6 months written notice to the other party.
9. If this Agreement is terminated for any reason, the Municipality's obligations under clauses 2(c), (d), and (e) and clauses 5(a) and (b) continue.

The Municipality has signed this Agreement on the \_\_\_\_ day of \_\_\_\_, 20\_\_.

The Minister has signed this Agreement on the \_\_\_\_ day of \_\_\_\_, 20\_\_.

Signatures (Affix municipal corporate seal if applicable):

\_\_\_\_\_  
Municipality's duly authorized signing officer  
(s)  
(Mayor, Reeve as the case may be)

\_\_\_\_\_  
Minister of Human Services

**Title of Program: S.V. OF SILVER SANDS**

For the Period Ending  
December 31, 2019

**Scope of Program:**  Single Municipality  
 Multiple Municipality

List all participating municipalities. All participating municipalities must contribute their 20% share.


**Calculation of Funding:**

<u>\$5,264</u>	<u>\$1,316</u>	<u>\$6,580</u>
Committed Provincial Contribution	Required Municipal Contribution	Total Sum

(\$0.25 per Committed Provincial \$1.00, which represents 20% of the Total Sum)

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265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643  
Email: [safetyctr@abfarmsafety.com](mailto:safetyctr@abfarmsafety.com) Website: [abfarmsafety.com](http://abfarmsafety.com)

October 19, 2018

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

The 2018-2019 school year is the 21<sup>st</sup> consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

A fun infographic, which provides a few highlights of this 20 year endeavor, has been enclosed. The children's thirst for learning makes face to face interactions with them both rewarding and a bit of an adventure. A recent program evaluation indicated that more than 85% of the rural children we reach are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

We are again reaching out to towns, villages and summer villages across the province, asking each to consider supporting the continued delivery of Safety Smarts to rural children across Alberta. A big thanks to the 38 who recently contributed.

As budget realities allow, we invite your council to consider a 2019 contribution of \$.15/resident to a maximum of \$300. It is our intention to continue extending an annual invitation to towns, village and summer villages in Alberta encouraging them become involved in strengthening rural Alberta through farm safety education.

If this request just will not fit within your budget, we ask you to consider other rural champions in your community who may be interested in lending a hand/donating a few dollars. In our current regulatory focused environment, it seems that family farms and the individuals on them are being somewhat forgotten. Let's look after our own and together sustain this safety initiative for another 20 years!

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

The most recent year-end Safety Smarts report can be found on our website – [abfarmsafety.com](http://abfarmsafety.com)  
Included in this report is an alphabetical listing of all 453 rural schools visited during the 2017-2018 school year along with the number of classes and students reached at each school. These delivery details have also been enclosed with this correspondence.

We would be pleased to provide additional information, upon request.

Sincerely,

Laura Nelson  
Executive Director  
Farm Safety Centre

# OUR SAFETY SMARTS STORY



Sept. 1998 - June 2018



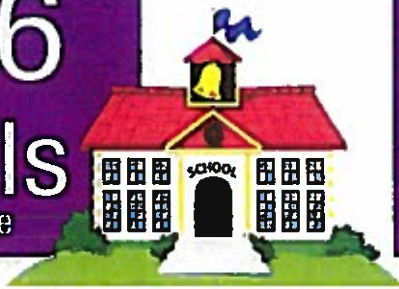
20 Years  
of Delivery



25  
Instructors

6,026  
Schools

# is approximate



33,667  
Classes

# is approximate



1,628,535  
Kilometers

# is approximate



That's 40.6  
times *around*  
the *world*



678,485  
Children

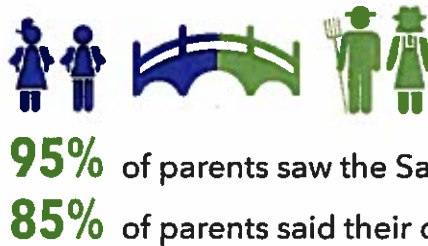
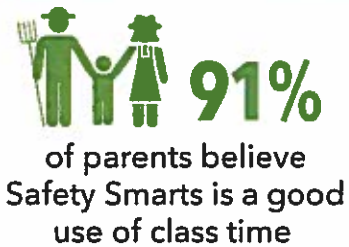


### THE EVALUATION HEARD FROM



**“ Grandpa stressed don't touch the PTO...  
the Farm Safety Lady explained why. ”**

Through in-person instruction and engaging activities,  
children comprehend the possible consequences of their safety decisions.



**Take home resources are the bridge  
between classroom instruction  
and parents**

### Safety messages and slogans endure over time

Current students remember



15 years after the presentations, young adults



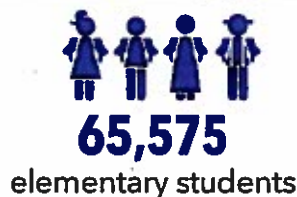
Students intend to practice  
safe behaviours



Teachers intend to integrate farm  
safety messages throughout the year



In 2016-2017,  
Safety Smarts  
reached elementary  
students in Rural  
and Colony schools



**Safety Smarts 2017-2018**  
Public, Separate, Francophone, Private Schools Visited - Alphabetical

School	Date	# Classes	# Children	MD/County Name
A.B. Daley Community School	05-Oct-17	9	172	M.D. of Willow Creek
A.L. Horton Elementary School	23-Apr-18	16	377	County of Minburn
Acme School	17-Oct-17	6	108	Kneehill County
Alcoma School	29-Sep-17	5	52	County of Newell
Alder Flats Elementary School	22-Jan-18	7	133	County of Wetaskiwin
Alix MAC School	01-May-18	7	158	Lacombe County
Allan Johnstone School	19-Sep-17	2	39	Flagstaff County
Altario School	18-May-18	2	30	Special Areas 4
Amisk School	16-May-18	4	78	M.D. of Provost
Andrew School	11-Sep-17	4	72	Lamont County
Ardmore School	19-Sep-17	5	101	M.D. of Bonnyville
Arrowood Community School	23-Oct-17	3	70	Vulcan County
Ashmont Elementary School	05-Apr-18	16	272	County of St. Paul
Assumption Roman Catholic School	19-Oct-17	4	48	Special Areas 3
Aurora Elementary School	10-May-18	6	133	Brazeau County
Aurora Elementary School	24-Apr-18	12	225	Brazeau County
Aurora Middle School	10-Oct-17	8	178	Lac La Biche County
Barmwell School	08-Mar-18	5	128	M.D. of Taber
Barons School	07-Feb-18	6	119	County of Lethbridge
Barthead Elementary School	06-Nov-17	30	660	County of Barthead
Bashaw School & ECS	09-Apr-18	7	136	Camrose County
Bassano School	25-Sep-17	7	139	County of Newell
Bawlf School	09-Feb-18	2	23	Camrose County
Beaverledge Elementary School	11-Apr-18	5	121	County of Grande Prairie
Beiseker Community School	25-Oct-17	7	154	Rocky View County
Bentley School	23-Oct-17	11	209	Lacombe County
Berry Creek Community School	14-Mar-18	4	49	Special Areas 2
Big Rock School	20-Nov-17	15	301	M.D. of Foothills
Big Valley School	18-Oct-17	4	62	County of Stettler
Blackie School	09-May-18	5	103	M.D. of Foothills
Blessed Sacrament School	08-May-18	16	398	M.D. of Wainwright
Bluffton School	09-Jan-18	5	90	Ponoka County
Bon Accord Community School	16-Mar-18	6	145	Sturgeon County
Botha School	16-Feb-18	3	60	County of Stettler
Bowden Grandview School	11-Dec-17	7	164	Red Deer County
Boyle School	23-May-18	6	104	Athabasca County
Brant Christian School	26-Jan-18	4	69	Vulcan County
Brentwood Elementary School	10-Jan-18	15	357	Wheatland County
Bretton Elementary School	08-May-18	6	134	Brazeau County
Brownfield Community School	12-Oct-17	3	27	County of Paintearth
Bruderheim Comm. School	23-Nov-17	7	126	Lamont County
Bunby School	29-Nov-17	5	99	Westlock County
Byemore School	24-Oct-17	3	37	County of Stettler
C.P. Blakey Elementary School	15-May-18	17	401	Red Deer County
C.W. Sears Elementary School	05-Mar-18	16	334	Beaver County

School	Date	# Classes	# Children	MD/County Name
Dunstable School	22-Jan-18	4	57	County of Barthead
E.G. Wahlstrom School	11-May-18	15	377	M.D. of Lesser Slave River
E.H. Walter School	21-Sep-17	7	123	County of Vermilion River
East Lake School	05-Feb-18	27	621	Rocky View County
Eastbrook Elementary School	27-Nov-17	19	371	County of Newell
Ecole du Sommet School	29-Sep-17	7	108	County of St. Paul
Ecole Edwards Elementary	17-Apr-18	30	664	Rocky View County
Ecole Elementaire Ardrossan	12-Apr-18	17	394	Strathcona County
Ecole Elementaire Percy Pagler	14-Nov-17	8	155	M.D. of Foothills
Ecole James S. McCormick	16-Apr-18	24	451	Lacombe County
Ecole Mallig Community	24-Jan-18	7	121	County of St. Paul
Ecole Meridian Heights	01-Feb-18	8	155	Parkland County
Ecole Meridian Heights	31-Jan-18	8	169	Parkland County
Ecole Notre Dame Elementary	28-Nov-17	15	283	M.D. of Bonnyville
Ecole Notre Dame Elementary	01-Dec-17	6	108	M.D. of Bonnyville
Ecole Rocky Elementary	05-Dec-17	15	303	Clearwater County
Ecole Sifton	14-Nov-17	16	320	Camrose County
Ecole Steffie Wolma Elementary	26-Mar-18	21	457	Red Deer County
Ecole Westhaven Elementary	12-Mar-18	16	355	Yellowhead County
Edgerton Public School	17-Apr-18	4	58	M.D. of Wainwright
Eldorado Elementary School	15-Jan-18	15	308	Brazeau County
Elizabeth School	11-Dec-17	7	99	M.D. of Bonnyville
Elk Point Elementary School	21-Nov-17	14	257	County of St. Paul
Elmer Elson Elementary School	16-Apr-18	14	284	Lac Ste. Anne County
Elmworth School	27-Apr-18	4	48	County of Grande Prairie
Elora School	25-Sep-17	4	64	Red Deer County
Enchant School	17-Apr-18	6	60	M.D. of Taber
Entwistle School	12-Apr-18	4	88	Parkland County
Erskina School	31-May-18	5	100	County of Stettler
Evansview School	21-Mar-18	6	125	Yellowhead County
Eshaw School	30-Apr-18	5	82	M.D. of Bighorn
Falun School	05-Mar-18	6	137	County of Wetaskiwin
Foremost School	25-Apr-18	7	92	County of Forty Mile
Foresburg School	10-May-18	6	107	Flagstaff County
Fort Assiniboine School	20-Mar-18	4	63	Woodlands County
Fox Creek School	09-Mar-18	8	160	M.D. of Greenview
Fulham School	10-Oct-17	4	72	Yellowhead County
Fulmvalle Elementary School	02-Oct-17	16	345	Strathcona County
Gem School	23-Apr-18	1	22	County of Newell
Gibbons School	09-Apr-18	4	128	Sturgeon County
Glen Avon School	06-Mar-18	18	369	County of St. Paul
Glendon School	16-Mar-18	7	133	M.D. of Bonnyville
Greentree School	15-Sep-17	19	405	None
Griffin Park School	29-Jan-18	23	478	County of Newell
Griffiths-Scott Middle School	18-Apr-18	8	216	County of Wetaskiwin

School	Date	# Classes	# Children	MD/County Name
Calmar Elementary School	13-Mar-18	12	223	Leduc County
Calvin Christian School	26-Mar-18	22	508	County of Lethbridge
Camilla School	27-Apr-18	7	147	Sturgeon County
Camilla School	15-May-18	9	198	Sturgeon County
Carbon School	20-Oct-17	4	71	Kneehill County
Cardston Elementary School	10-Apr-18	25	541	Cardston County
Caroline School	12-Dec-17	7	168	Clearwater County
Carseland School	25-Oct-17	5	85	Wheatland County
Caslan School	22-May-18	5	79	Athabasca County
Cayley School	28-Nov-17	4	77	M.D. of Foothills
Central High Sedgewick Public School	07-May-18	12	240	Flagstaff County
Central School	20-Mar-18	13	280	M.D. of Taber
Champion School	17-Oct-17	4	58	Vulcan County
Christ-King Catholic School	16-Jan-18	7	120	County of Stettler
Christ The King Academy	24-Apr-18	8	200	County of Newell
Claimont Community School	16-Jan-18	15	299	County of Grande Prairie
Clandonald School	15-Mar-18	3	30	County of Vermilion River
Clear Vista School	26-Feb-18	14	356	County of Wetaskiwin
Coalhurst Elementary School	28-Feb-18	5	116	County of Lethbridge
Coalhurst Elementary School	01-Mar-18	6	106	County of Lethbridge
Cochrane Christian Academy	23-Apr-18	10	232	Rocky View County
Condor Elementary School	18-Jan-18	7	144	Clearwater County
Consort School	27-Apr-18	8	131	Special Areas 4
Cornerstone Christian Academy	20-Feb-18	4	94	Camrose County
Coronation School	17-Jan-18	7	130	County of Paintearth
Cremona School	02-May-18	12	251	Mountain View County
Crestmore School	06-Feb-18	6	108	Ponoka County
Crossfield Elementary School	19-Mar-18	7	148	Rocky View County
Cut Knife School	26-Apr-18	7	115	Saskatchewan
Darwell School	06-Mar-18	7	153	Lac Ste. Anne County
Dayland School	15-Feb-18	6	115	Flagstaff County
Delburne Centralized School	29-Jan-18	10	209	Red Deer County
Della School	30-Oct-17	4	70	Starland County
Delnorte (Innisfree) School	28-Sep-17	4	49	County of Minburn
Donalda School	06-Dec-17	3	42	County of Stettler
Donnelly Dayfresh School	15-May-18	9	168	County of Lethbridge
Dr. Elliott Community School	14-Sep-17	5	100	Kneehill County
Dr. Fokins Community School	13-Apr-18	4	72	M.D. of Wainwright
Dr. Hamman School	24-May-18	12	272	M.D. of Taber
Dr. Morris Gibson School	13-Dec-17	11	257	M.D. of Foothills
Dwight Christian School	15-Jan-18	5	115	Brazeau County
Duchess School	21-Nov-17	10	210	County of Newell
Durdos School	01-May-18	18	365	M.D. of Bonnyville
Duclos School	30-Apr-18	5	102	M.D. of Bonnyville
Duffield School	30-Nov-17	8	162	Parkland County

School	Date	# Classes	# Children	MD/County Name
Gus Wetter School	25-Oct-17	5	113	County of Paintearth
Gwynne School	24-Jan-18	4	87	County of Wetaskiwin
H. Hardcastle	12-Apr-18	6	111	Saskatchewan
H.A. Kostash School	26-Apr-18	7	154	Smelly Lake County
H.E. Bourquin Middle School	09-Apr-18	4	92	M.D. of Bonnyville
H.E. Bourquin Middle School	22-May-18	3	89	M.D. of Bonnyville
Harry Balfour School	09-Apr-18	24	463	County of Grande Prairie
Harry Gray Elementary School	28-May-18	8	151	M.D. of Greenview
Hay Lakes School	26-Jan-18	7	150	Camrose County
Hays School	27-Feb-18	5	38	M.D. of Taber
Heinsburg Community School	13-Feb-18	4	73	County of St. Paul
Hillmond Central School	22-Mar-18	5	97	Saskatchewan
Holden School	10-Apr-18	7	138	Beaver County
Holy Cross Elementary School	05-Dec-17	18	367	M.D. of Bonnyville
Holy Family Academy	26-Feb-18	16	346	County of Newell
Holy Family Catholic School	31-May-18	4	63	Smelly Lake County
Holy Redeemer Catholic School	27-Oct-17	6	123	Strathcona County
Holy Spirit Catholic School	15-Jan-18	9	180	Leduc County
Hugh Sutherland School	27-Apr-18	7	202	Mountain View County
Hugh Sutherland School	21-Mar-18	7	176	Mountain View County
Hughenden Public School	23-Apr-18	3	46	M.D. of Provost
Inlus School	24-Oct-17	7	156	Rocky View County
Innisfail Middle School	12-Feb-18	8	215	Red Deer County
Irma School School	16-Feb-18	6	109	M.D. of Wainwright
Iron Ridge Elementary Campus	02-May-18	24	403	Lacombe County
Iron Ridge Intermediate Campus	09-Apr-18	15	296	Lacombe County
Iron River School	27-Apr-18	4	69	M.D. of Bonnyville
J.C. Charly Hanna School	27-Mar-18	14	291	Special Areas 2
J.H. Moore Elementary School	22-Jan-18	6	99	Saskatchewan
Jenner School	30-May-18	2	25	Special Areas 2
Jennie Emary School	13-Mar-18	21	418	County of Lethbridge
Jessie Duncan Elementary School	14-May-18	13	232	Red Deer County
John Wilson Elementary School	13-Mar-18	1	20	Red Deer County
John Wilson Elementary School	09-Apr-18	21	511	Red Deer County
Kathryn School & ECS	27-Oct-17	7	123	Rocky View County
Kehewin Community Education	24-Oct-17	7	137	M.D. of Bonnyville
Killam Public	17-May-18	7	120	Flagstaff County
Kitscoty Elementary/ECS School	20-Feb-18	19	361	County of Vermilion River
L.T. Westlake School	29-Jan-18	6	109	M.D. of Taber
Lakedell School	19-Jan-18	5	111	County of Wetaskiwin
Lakeland Country School	02-Feb-18	2	15	County of Vermilion River
Lamont Elementary School	28-Nov-17	12	265	Lamont County
Landing Trail Intermediate School	11-Oct-17	14	348	Athabasca County
Landing Trail School	30-Apr-18	9	184	Sturgeon County
Landing Trail School	01-May-18	9	181	Sturgeon County

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Safety Smarts 2017-2018

Public, Separate, Francophone, Private Schools Visited - Alphabetical

School	Date	# Classes	# Children	MD/County/Name
Langdon School	15-Jan-18	15	342	Rocky View County
Loyal School	23-Oct-17	7	203	Sturgeon County
Lighthouse Christian School	13-Mar-18	3	55	Red Deer County
Lillian Schick School	04-May-18	4	123	Sturgeon County
Lloyd Garrison School	17-May-18	4	60	M.D. of Peace
Locheam School	27-Feb-18	10	203	Clearwater County
Locheam School	01-Mar-18	6	124	Clearwater County
Lomond Community School	26-Sep-17	4	66	Vulcan County
Longview School	12-Jan-18	4	69	M.D. of Foothills
Macdlin School	02-Nov-17	9	186	Saskatchewan
Manning Elementary School	14-May-18	7	139	County of Northern Lights
Mannville School	23-Jan-18	6	106	County of Minburn
Marsden Jubilee School	16-Jan-18	4	52	Saskatchewan
Marshall School	25-Jan-18	5	72	Saskatchewan
Marwayne Jubilee School	16-Jan-18	9	168	County of Vermilion River
Mary Bergeron School	24-Oct-17	17	369	Yellowhead County
Mecca Glen School	12-Oct-17	4	74	Porokla County
Milk River Elementary School	24-Apr-18	6	86	County of Warner
Millarville Community School	02-Nov-17	7	148	M.D. of Foothills
Milo School	09-Nov-17	3	47	Vulcan County
Morrin School	14-Dec-17	4	72	Starland County
Namoo School	12-Jan-18	12	271	Sturgeon County
Neerlandia Public Christian School	12-Apr-18	7	135	County of Barrhead
Neiburg Community School	19-Jan-18	6	91	Saskatchewan
Nelson Heights School	12-Dec-17	7	159	M.D. of Bonnyville
New Briden School	18-May-18	1	8	Special Areas 3
New Humble Centre School	02-Nov-17	4	64	Leduc County
New Myram School	09-Mar-18	6	70	County of Two Hills
New Norway School	18-Jan-18	7	135	Camrose County
New Sarepta Elementary School	22-Feb-18	14	287	Leduc County
Newell Christian School	18-Dec-17	4	64	County of Newell
Niton Central School	28-Nov-17	6	104	Yellowhead County
Noble Central School	17-May-18	7	125	County of Lethbridge
Norman Carter School	31-Mar-18	7	149	Saskatchewan
Ochre Park School	28-May-18	6	150	Sturgeon County
Olds Kolonia Christian School	19-Sep-17	7	183	Mountain View County
Olds Mountain View Christian School	11-Sep-17	2	22	Mountain View County
Onchiminahos School	24-Apr-18	16	225	None
Oneway Elementary School	19-Apr-18	18	404	Lac Ste. Anne County
Oyen Public School	10-Oct-17	6	108	Special Areas 3
Paradise Hill School	14-May-18	6	101	Saskatchewan
Penson School	11-Apr-18	6	116	M.D. of Greenview
Pinestone School	08-Mar-18	4	85	County of Wetaskiwin
Poplar Ridge School	16-Nov-17	8	177	Red Deer County
Prairie Christian Academy School	26-Mar-18	7	149	Kneehill County

School	Date	# Classes	# Children	MD/County/Name
Stavely Elementary School	06-Nov-17	4	109	M.D. of Willow Creek
Stettler Elementary School	23-Jan-18	26	541	County of Stettler
Stirling School	01-Feb-18	7	157	County of Warner
Sunnyside School	19-Apr-18	6	113	County of Lethbridge
Sylvan Meadow Adventist School	11-Dec-17	2	13	Red Deer County
Taber Christian School	09-May-18	11	194	M.D. of Taber
Terrace Ridge School	20-Oct-17	7	163	Lacombe County
Theresetta Roman Catholic School	23-Oct-17	4	57	County of Paintearth
Thorhild Central School	05-Mar-18	7	146	County of Thorhild
Thorsby Elementary School	11-Jan-18	13	241	Leduc County
Three Hills School	05-Mar-18	12	231	Kneehill County
Tilley School	24-May-18	4	73	County of Newell
Toffield School	03-Nov-17	6	126	Beaver County
Tomahawk School	21-Nov-17	5	88	Parkland County
Trinity Christian Academy	19-Jan-18	7	158	Wheatland County
Trochu Valley School	23-Mar-18	7	122	Kneehill County
Two Hills Mennonite School	17-Oct-17	22	385	County of Two Hills
Two Hills School	19-Apr-18	7	121	County of Two Hills
Unity Public School	10-May-18	11	245	Saskatchewan
Uplands School	28-Feb-18	21	450	County of Newell
Vanier Community Catholic School	07-Nov-17	3	66	Yellowhead County
Vera M. Walsh Elementary School	03-Oct-17	17	311	Lac La Biche County
Vermilion Elementary School	08-Jan-18	15	305	County of Vermilion River
Veteran School	25-May-18	3	46	Special Areas 4
Viking School	06-Apr-18	5	118	Beaver County
Vulcan Prairieview Elementary	26-Feb-18	11	213	Vulcan County
W.A. Day School	06-Mar-18	14	339	M.D. of Willow Creek
Wabamun School	07-May-18	5	72	Westlock County
Walnwright Elementary School	26-Mar-18	18	368	M.D. of Walnwright
Warburg School	20-Feb-18	7	156	Leduc County
Warren Peers School	30-Apr-18	4	64	M.D. of Acadia
West Meadow School	20-Nov-17	17	310	M.D. of Willow Creek
Westbrook ECS - It Takes A Village	24-May-18	2	20	Rocky View County
Westbrook School	24-Apr-18	6	136	Rocky View County
Westliff Composite School	07-Dec-17	3	63	Saskatchewan
Westmount School	22-Jan-18	18	520	Wheatland County
Wheatland Crossing	22-Nov-17	13	207	Wheatland County
Wheatland Elementary School	12-Mar-18	18	400	Wheatland County
Whispering Hills Primary School	25-Sep-17	19	409	Athabasca County
Wildwood School	22-Feb-18	6	77	Yellowhead County
Winfield School	13-Dec-17	4	61	County of Wetaskiwin
Yellowhead Kolonia Christian	06-Apr-18	3	44	Yellowhead County
Youngstown School	18-Jan-18	3	36	Special Areas 3
		302	2745	55640

School	Date	# Classes	# Children	MD/County/Name
Providence Christian School	06-Feb-18	6	99	County of Lethbridge
Provost Public School	20-Nov-17	8	165	M.D. of Provost
Queen Elizabeth Elementary School	29-Jan-18	12	235	County of Vermilion River
Raymond Elementary School	01-May-18	12	283	County of Warner
Raymond Elementary School	26-Apr-18	18	403	County of Warner
Red Deer Lake School	28-May-18	14	311	Rocky View County
Reed Ranch School	11-Sep-17	4	64	Mountain View County
Rich Valley School	13-Oct-17	6	104	Lac Ste. Anne County
Ridgevalley School	23-Feb-18	6	124	M.D. of Greenview
Rimbey Christian School	12-Dec-17	3	37	None
Rimbey Elementary School	23-Jan-18	19	430	None
River Valley School	14-Mar-18	15	419	Mountain View County
Robert W. Zahara	23-Apr-18	21	417	County of Grande Prairie
Rochester School	20-Oct-17	7	53	Athabasca County
Rolling Hills School	26-Apr-18	5	65	County of Newell
Rosemary School	25-Apr-18	5	87	County of Newell
Round Hill School	06-Feb-18	4	54	Camrose County
Sacred Heart Academy	04-Dec-17	19	396	Wheatland County
Sacred Heart Catholic School	29-Jan-18	15	360	County of Wetaskiwin
Saint-Andre Academy	11-Jan-18	16	414	Leduc County
Sangudo Community School	12-Feb-18	4	86	Lac Ste. Anne County
Schuler School	20-Nov-17	4	73	Cypress County
Seven Parsons School	13-Feb-18	7	189	Cypress County
Smith School	23-May-18	3	52	M.D. of Lesser Slave River
Spitzee Elementary School	15-Feb-18	18	379	M.D. of Foothills
Spring Glen Elementary School	15-Mar-18	6	109	Cardston County
Struce View School	15-Dec-17	7	153	Red Deer County
St. Anthony's School	05-Dec-17	12	246	None
St. Augustine School	06-Mar-18	15	362	None
St. Catherine School	27-Nov-17	6	87	County of Lethbridge
St. Dominic School	27-Nov-17	6	117	M.D. of Bonnyville
St. Jerome's School	07-Feb-18	9	177	County of Vermilion River
St. Joseph School	06-Feb-18	3	51	Woodlands County
St. Joseph's School	17-Oct-17	4	98	County of Lethbridge
St. Martin's Catholic School	24-Oct-17	13	260	County of Minburn
St. Mary Catholic School	30-May-18	7	142	County of Grande Prairie
St. Mary of the Lake School	29-Sep-17	7	108	M.D. of Lesser Slave River
St. Mary School	02-Oct-17	7	128	Westlock County
St. Mary School	06-Dec-17	19	394	Woodlands County
St. Michael's School	18-Apr-18	7	188	M.D. of Pincher Creek
St. Patrick's School	22-Mar-18	8	158	M.D. of Taber
St. Paul Elementary School	19-Mar-18	18	382	County of St. Paul
St. Stephen's Catholic School	07-May-18	6	129	M.D. of Greenview
St. Thomas Aquinas School	11-Apr-18	7	123	M.D. of Provost
St. Walburg School	09-Feb-18	7	140	Saskatchewan



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**Safety Smarts 2017-2018**  
**Hutterite Brethren Colony Schools Visited - Alphabetical**

School	Date	# Classes	# Children	MD./County
Acadia Colony School	15-Jan-18	1	10	M.D. of Acadia
Alblon Ridge Colony School	23-Nov-17	1	30	County of Lethbridge
Allx Colony School	04-May-18	1	12	Lacombe County
Allanby Colony School (Wilson Siding Colony)	15-Nov-17	1	15	County of Lethbridge
Armada Colony School	20-Sep-17	1	21	Vulcan County
Arrowwood Colony School	25-Apr-18	2	27	Vulcan County
Athabasca Colony School	23-May-18	1	11	Athabasca County
Autumn Leaf Colony School (Springridge Colony)	23-May-18	1	16	M.D. of Wainwright
Beiseker Colony School	28-Sep-17	1	12	Rocky View County
Bentley Colony School	17-Oct-17	1	16	Lacombe County
Berry Creek Colony School	27-Oct-17	1	10	Special Areas 2
Blue Sky Colony School	20-Apr-18	1	14	Starland County
Bluegrass Colony School	16-Nov-17	1	15	County of Warner
Bow City Colony School	20-Sep-17	1	8	County of Newell
Brant Colony School	18-Sep-17	1	27	Vulcan County
Brittstone Colony School	18-Apr-18	1	14	Kneehill County
Byemore Colony School	15-Dec-17	1	25	County of Stettler
Cameron Farms Colony School	28-Nov-17	1	21	M.D. of Taber
Camrose Colony School	14-Dec-17	1	14	Camrose County
Castle Colony School - (Scottford Colony)	09-Apr-18	1	23	Strathcona County
Cayley Colony School	29-Sep-17	1	26	M.D. of Foothills
Chin Lakes Colony School (Lakeside Colony)	22-Nov-17	1	14	County of Lethbridge
Clear Lake Colony School	10-Oct-17	1	12	M.D. of Willow Creek
Clearview Colony School	14-Nov-17	1	23	County of Newell
Cloverleaf Colony School	29-May-18	1	27	Starland County
Copperfield Colony School	28-Nov-17	2	27	M.D. of Taber
Craigmyla Colony School	01-Mar-18	1	13	Starland County
Crawling Valley Colony School (Ridgeland Colony)	16-Apr-18	1	19	Wheatland County
Creighton Colony School (Mannville Colony)	21-Mar-18	2	41	County of Minburn
Crooked Creek Colony School (Ridge Valley)	24-Apr-18	1	15	M.D. of Greenview
Daly Creek Colony School (Granum Colony)	08-Nov-17	1	12	M.D. of Willow Creek
Delco Colony School	26-Oct-17	1	25	County of Warner
Donalds Colony School	07-Dec-17	1	10	County of Stettler
East Raymond Colony School	19-Oct-17	1	15	County of Warner
Elmapring Colony School	16-Nov-17	1	25	County of Warner
Enchant Colony School	17-Apr-18	1	10	M.D. of Taber
Enkline Colony School	19-Dec-17	1	11	County of Stettler
Evergreen Colony School	16-Oct-17	1	13	M.D. of Taber
Fairview Colony School	28-Sep-17	1	10	Rocky View County
Fairville Colony School	17-Apr-18	1	14	County of Newell
Ferrybank Colony School	27-Oct-17	1	12	Ponoka County
Gadsby Colony School	19-Dec-17	1	25	County of Stettler
Glenrose Colony School (Wheatland Colony)	02-May-18	1	23	Wheatland County



School	Date	# Classes	# Children	MD./County
Green Acres Colony School	03-May-18	1	19	Wheatland County
Greenwood Colony School	30-May-18	1	20	M.D. of Willow Creek
Hairy Hill Colony School	30-Oct-17	1	19	County of Two Hills
Hard Hills Colony School	16-Mar-18	1	27	Special Areas 2
Hartand Colony School	06-Dec-17	1	29	Camrose County
High River Colony School	18-Sep-17	1	18	M.D. of Foothills
HIGHLAND VIEW Colony School (Hughenden Colony)	15-May-18	1	8	M.D. of Provost
Hillman Colony School (Pibroch Colony)	24-Nov-17	1	28	Westlock County
Hillridge Colony School	22-Nov-17	1	18	M.D. of Taber
Hines Colony School (Stahville Colony)	21-Mar-18	1	28	Wheatland County
Holden Colony School	17-May-18	2	24	Beaver County
Holt Colony School	23-May-18	1	11	M.D. of Wainwright
Hutterville Colony School	31-Oct-17	1	11	Cardston County
Hudley Colony School	02-May-18	1	10	Kneehill County
Iran Creek Colony School	17-May-18	1	4	Beaver County
Jenner Colony School	30-May-18	1	12	Special Areas 2
Jumbo Valley Colony School	23-May-18	1	17	M.D. of Willow Creek
Kaho Lake Colony School	07-Dec-17	1	27	County of Lethbridge
Kings Lake Colony School	23-Apr-18	1	15	County of Forty Mile
Lanes Lake Colony School (Castor Colony)	11-Dec-17	1	7	County of Palmtree
Laedale Colony School	17-Oct-17	1	20	Lacombe County
Little Bow Colony School	10-Oct-17	1	8	Vulcan County
Lomond Colony School	20-Sep-17	1	8	Vulcan County
Lone Pine Colony School	22-Feb-18	1	17	County of Stettler
Loughheed Colony School	19-Sep-17	1	20	Flagstaff County
MacMillan Colony School	29-Sep-17	1	14	M.D. of Foothills
Mayfield Colony School	23-Apr-18	1	9	County of Forty Mile
Meridian Colony School	15-Jan-18	1	23	M.D. of Acadia
Milata Colony School	18-Oct-17	1	21	Vulcan County
Miami Colony School	29-Nov-17	1	15	County of Warner
Midland Colony School	16-Oct-17	1	11	M.D. of Taber
Millford Colony School	25-Oct-17	1	9	County of Warner
Marinville Colony School	19-Oct-17	2	41	Sturgeon County
Mountainview Colony School	14-Sep-17	1	25	Wheatland County
Neu Muehl Colony School	15-Feb-18	1	23	Starland County
Neudorf Hutterite Colony School	03-Oct-17	1	20	Rocky View County
New Dale Colony School	16-Oct-17	1	21	Vulcan County
New Elm Colony School	24-Oct-17	1	15	Cardston County
New Pine Creek Colony School	24-Nov-17	1	8	Athabasca County
New Rockport Colony School	15-Nov-17	1	10	County of Warner
Newell Colony School	28-Sep-17	1	19	County of Newell
O.K. Colony School	25-Oct-17	1	22	County of Warner
Oaklane Colony School	05-Dec-17	1	20	M.D. of Taber



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# Safety Smarts 2017-2018

## Hutterite Brethren Colony Schools Visited - Alphabetical

School	Date	# Classes	# Children	MD/County
Old Elm Colony School	03-May-18	1	26	Cardston County
Parkland Colony School	23-Oct-17	1	21	M.D. of Willow Creek
Percy Lake Colony School (Mizburn Colony)	21-Mar-18	2	27	County of Minburn
Pine Haven Colony School	13-Dec-17	1	22	County of Wetaskiwin
Pine Hill Colony School	09-Oct-17	1	8	Red Deer County
Pine Meadows Colony School	19-Apr-18	1	10	M.D. of Bonnyville
Plain Lake Colony School	30-Oct-17	1	29	County of Two Hills
Platview Colony School	14-Nov-17	1	17	County of Forty Mile
Pleasant Ridge Colony School (Vegreville Colony)	24-May-18	1	6	County of Minburn
Pleasant Valley Colony School	04-May-18	1	20	Lacombe County
Ponderosa Colony School	18-Oct-17	1	2	County of Forty Mile
Poplar Row Colony School (Standard Colony)	19-Apr-18	1	20	Wheatland County
Prairie View Colony School	07-Mar-18	1	20	Special Areas 3
Prairiehome Colony School	05-Dec-17	1	23	County of Warner
Rainbow Colony School	11-Oct-17	1	26	Red Deer County
Ribstone Colony School	15-May-18	1	20	M.D. of Wainwright
Rising Sun Colony School (Sunshine Colony)	03-May-18	1	20	Wheatland County
Riverbend Colony School	19-Oct-17	1	4	Vulcan County
Rochfort Bridge Colony School	23-Apr-18	1	6	Lac Ste. Anne County
Rock Lake Colony School	02-Nov-17	1	20	County of Lethbridge
Rockport Colony School	02-Nov-17	1	14	Cardston County
Rosalind Colony School	13-Dec-17	1	27	Camrose County
Rosebud Creek Colony School (Hillview Colony)	15-Mar-18	1	11	Wheatland County
Rosebud River Colony School (Springvale Colony)	22-May-18	1	15	Wheatland County
Rosegen Colony School	20-Mar-18	1	15	Cypress County
Rosewood Colony School	18-Apr-18	1	8	M.D. of Provost
Sandhills Colony School	21-Mar-18	1	7	Wheatland County
Sayre Colony School (Rosebud Colony)	07-Nov-17	1	15	Wheatland County
Shadow Ranch Colony School	13-Oct-17	1	21	Vulcan County
Shamrock Colony School	18-Oct-17	1	15	County of Forty Mile
Silver Creek Colony School	24-Jan-18	1	15	County of Wetaskiwin
Silver Spring Colony School	21-Feb-18	1	13	Camrose County
Six Lights Colony School	18-Oct-17	1	16	Vulcan County
Smoky Lake Colony School	11-Sep-17	1	15	Smoky Lake County
South Ferrisby Colony School (O.B. Colony)	28-May-18	1	18	County of Vermillion River
Southbend Colony School	07-Dec-17	1	21	Flagstaff County
Spring Side Colony School	23-Apr-18	1	10	County of Newell
Spring View Colony School	13-Dec-17	1	29	County of Newell
Springridge Colony School (Carmangay Colony)	08-Nov-17	2	34	Vulcan County
Springridge Colony School (Carmangay Colony)	23-May-18	1	30	Vulcan County
Standoff Colony School	30-May-18	1	7	Cardston County
Star Ridge Colony School (Red Willow Colony)	21-Feb-18	1	19	County of Stettler
Starbrite Colony School	14-Nov-17	1	26	County of Forty Mile



School	Date	# Classes	# Children	MD/County
Starland Colony School	22-May-18	1	7	Starland County
Suncrest Colony School	23-Feb-18	1	20	County of Paintearth
Sunny Bend Colony School	24-Nov-17	1	27	Westlock County
Sunyalta Colony School	29-Nov-17	1	26	County of Warner
Sunrise Colony School	23-Apr-18	1	14	County of Forty Mile
Three Hills Colony School	30-Nov-17	2	35	Kneehill County
Toffeld Colony School	09-Apr-18	1	16	Beaver County
Torrington Colony School (Valley View Colony)	15-Nov-17	1	30	Kneehill County
Towers Colony School (Cluny Colony)	17-May-18	1	9	Wheatland County
Tschetter Colony School	21-Sep-17	1	18	Rocky View County
Twyn Creek Colony School	17-May-18	1	25	Wheatland County
Valleyview Ranches Colony School	24-Apr-18	1	3	M.D. of Greenview
Verdant Valley Colony School	15-Feb-18	1	17	Starland County
Veteran Colony School	29-Mar-18	1	24	Special Areas 4
Viking Colony School	24-May-18	2	27	Beaver County
Warburg Colony School	13-Oct-17	1	20	Leduc County
White Lake Colony School	23-May-18	1	11	County of Lethbridge
Whitesand Colony School	22-Feb-18	1	9	County of Stettler
Wild Rose Colony School	12-Sep-17	1	6	Vulcan County
Willow Creek Colony School	23-Oct-17	1	23	M.D. of Willow Creek
Wintering Hills Colony School	19-Apr-18	1	26	Wheatland County
Wolf Creek Colony School	19-Oct-17	1	12	County of Warner
151			161	2689



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## **Fwd: Blue Bag Recycling**

**From:** Tamara Peterson <[tpeterson@gflenv.com](mailto:tpeterson@gflenv.com)>  
**Date:** October 30, 2018 at 3:24:08 PM MDT  
**To:** "[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)"  
<[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>  
**Subject:** RE: Blue Bag Recycling

Hi Heather,

We can provide you with an open top 40yd roll off bin, pricing as follows:

- \$225 delivery (one time)
- \$125/mo rental
- \$300/haul
- \$142.90/MT for processing (note that these bins will only hold approx. slightly less than 1 MT of recycle material)

If you have any questions, please let me know!

Thanks,  
Tamara

**From:** [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com) [<mailto:administration@wildwillowenterprises.com>]  
**Sent:** Tuesday, October 30, 2018 11:22 AM  
**To:** Tamara Peterson <[tpeterson@gflenv.com](mailto:tpeterson@gflenv.com)>  
**Subject:** RE: Blue Bag Recycling

Hi Tamara,

Silver Sands.

Thank you,

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

bb



Silver Sands Blue Bag Pick Up

Oct-18

Improved Lots 240  
Vacant Lots 88



<u>Date of Pick Up</u>	<u># of bags picked up</u>	<u>Reported by</u>
05-Jul-18	24	GFL
19-Jul-18	41	GFL
02-Aug-18	44 + a lot of cardboard	GFL
16-Aug-18		
30-Aug-18	27	GFL
13-Sep-18		
27-Sep-18		
11-Oct-18		
25-Oct-18		



Recycle cost  
 3<sup>00</sup> / customer / month  
 236 units = \$8,496<sup>00</sup> / year

our waste cost is  
 @ 30,000<sup>00</sup> / year  
 10<sup>45</sup> / customer / month.

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November 16<sup>th</sup>, 2018  
File: SDAB - Intermunicipal

To whom it may concern:

Re: **Re: Intermunicipal Subdivision Development Appeal  
Board (ISDAB)**

Based on requests from our adjacent municipalities the County has decided to look at the possibility of developing a joint SDAB administered by the County.

The County has conducted initial high-level discussions with some municipalities already. We are wondering if your municipality would be interested in officially joining the ISDAB. If your municipality would like to join, please let us know no later than December 31<sup>st</sup>, 2018. While additional municipalities can join after December our preference is to have all interested parties listed at conception.

If you were to join, the breakdown of the ISDAB can be found in the draft Bylaw attached. There would be a \$500.00 a year annual membership fee to cover costs of the County associated with training staff and board members. When an appeal is held the respective municipality would be responsible for the applicable costs of the appeal. However, the whole procedure would be overseen by the County except for each municipalities respective submissions to the board.

There are some slight tweaks to the draft bylaw regarding who can be on the board. That being said the bylaw has been vetted by RMRF. Please note the municipalities listed in the draft bylaw are simply in there because they had expressed interest. We acknowledge that none of those municipalities have given formal consent at this time.

If you are in agreement, please do not finalize the draft bylaw until directed by the County. The County is currently considering an amendment that would allow development officers to be a member the ISDAB if they do not sit on any appeals associated with their municipality.

At this time, we are simply wanting confirmation that you would like to join. Once confirmation has been provided we will proceed accordingly and advise the applicable parties of the process and provide any required amendments to the Bylaw.

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The County looks forward to working with you in the future in this new endeavor. If you have any questions, please do not hesitate to ask.

Regards,

A handwritten signature in blue ink that reads "Matt Ferris". The signature is written in a cursive style with a long horizontal stroke at the end.

Matthew Ferris  
Planning & Development Manager  
Planning & Development Department  
Lac Ste. Anne County

Encl: Draft Bylaw

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BYLAW NO. 25-2018

BEING A BYLAW OF LAC STE. ANNE COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS Section 627 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the agreement must provide for the function, duties, procedures and conduct of the intermunicipal subdivision and development appeal board and its members;

AND WHEREAS the Council of Lac Ste. Anne County deems it necessary to establish an intermunicipal subdivision and development appeal board to hear subdivision and development appeals within the municipal boundaries of Lac Ste. Anne County and other participating municipalities.

NOW THEREFORE the Council of Lac Ste. Anne County duly assembled hereby enacts as follows:

**1. TITLE**

- 1.1. This Bylaw may be cited as the "Intermunicipal Subdivision and Development Appeal Board Bylaw".

**2. ESTABLISHMENT**

- 2.1. Lac Ste. Anne County is hereby authorized to enter into an agreement, in a form similar to the form attached in Schedule "A" to this Bylaw, to establish an Intermunicipal Subdivision and Development Appeal Board and provide for the following:
  - a. The hearing of subdivision and development appeals within the boundaries of the participating municipalities;
  - b. The function and duties of the Intermunicipal Subdivision and Development Appeal Board, and;
  - c. The procedure and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members.

**3. GENERAL PROVISIONS**

- 3.1. Bylaw No. 19-2014 and all amendments thereto are hereby repealed.
- 3.2. Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the

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remainder shall remain in force and be binding as though such provision had not been invalid.

3.3. This Bylaw shall come into force and effect upon the date it is passed.

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

\_\_\_\_\_  
Reeve

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

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

\_\_\_\_\_  
Reeve

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

**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Reeve

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

Schedule A

AN AGREEMENT DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

BETWEEN

**LAC STE. ANNE COUNTY**

(the "County")

- and -

Town of Onoway

("\_Participating Municipality ")

- and -

Summer Village of Sunset Point

("\_Participating Municipality ")

and

Summer Village of Val Quentin

("\_Participating Municipality ")

and

Summer Village of Nakamun Park

("\_Participating Municipality ")

and

Summer Village of Silver Sands

("\_Participating Municipality ")

and

Summer Village of South View

("\_Participating Municipality ")

and

Summer Village of Sunrise Beach

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("\_Participating Municipality ")

and

Summer Village of West Cove

("\_Participating Municipality ")

and

Summer Village of Yellowstone

("\_Participating Municipality ")

and

Summer Village of Ross Haven

("\_Participating Municipality ")

and

Summer Village of Sunset Point

("\_Participating Municipality ")

(hereinafter collectively referred to as the " Municipalities")

## INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD AGREEMENT

**WHEREAS** Section 627 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, authorizes municipalities to enter into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board;

**AND WHEREAS** the Councils for the Municipalities have determined that it is appropriate to establish an Intermunicipal Subdivision and Development Appeal Board;

**NOW THEREFORE** in consideration of the premises and mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Municipalities agree as follows:

### 1. DEFINITIONS

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- a. "Act" means the *Municipal Government Act*, RSA 2000, c. M-26 as amended from time to time.
- b. "Council" means the individual Councils of the Participating Municipalities.
- c. "Clerk" means the person appointed to act as Clerk for the ISDAB.
- d. "Intermunicipal Subdivision and Development Appeal Board" ("ISDAB") means the appeal board established by this Agreement pursuant to s. 627 and 628 of the Act.
- e. "Member" means a member of the ISDAB.

All other terms used in this Agreement shall have the meaning assigned to them in the "Act".

## 2. ESTABLISHMENT

- a. The Intermunicipal Subdivision and Development Appeal Board is hereby established.
- b. The ISDAB has all the powers, duties and responsibilities of a Subdivision Development and Appeal Board under the Act.
- c. The ISDAB Procedures set out in Schedule "A" are incorporated into and shall form part of this Agreement. -

## 3. PARTICIPATING MUNICIPALITIES

- a. The Intermunicipal Subdivision and Development Appeal Board shall be comprised of:
  - i. the Municipalities named as parties to this Agreement, and;
  - ii. any other municipality designated as a participating municipality by the County (upon request of the Council of the other municipality) from time to time

(collectively the "Participating Municipalities").

- b. The County shall give the existing Participating Municipalities written notice of the designation of any additional municipality as a Participating Municipality pursuant to subsection (a)(ii).
- c. Every Participating Municipality shall be subject to and comply with the terms and conditions of this Agreement regardless of whether the Participating Municipality is a party to this Agreement or was designated as a Participating Municipality in accordance with subsection (a)(ii).

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**4. FUNCTION AND DUTIES**

- a. The ISDAB shall hear all subdivision and development appeals (as set out in Part 17, Division 10 of the Act) for the Participating Municipalities, in accordance with the requirements of the Act and this Agreement.

**5. MEMBERSHIP**

- a. The ISDAB shall consist of a minimum of ten (10) Members appointed by resolution of the Council for the County.
- b. Council for the County shall make reasonable efforts to attract candidates and appoint Members who are residents in each of the Participating Municipalities.
- c. No person shall be appointed as a Member of the ISDAB who is an employee of a Participating Municipality, carries out subdivision and development powers, duties and functions on behalf of a Participating Municipality or is a member of a municipal planning commission of a Participating Municipality.
- d. In the event of a vacancy on the ISDAB the Council for the County may appoint a person to fill the vacancy for the remainder of the term of the Member.
- e. Council for the County may, by resolution and in its sole discretion, remove a Member from the ISDAB at any time if:
  - iii. in the majority opinion of Council for the County or the majority opinion of the ISDAB, a Member is not performing their duties satisfactorily in accordance with this Agreement and the Act;
  - iv. a Member is absent for more than three (3) consecutive meetings of the ISDAB without reasonable excuse; or
  - v. Council for the County for any other reason considers it appropriate or necessary to remove the Member from the ISDAB.
- f. Council for the County may, by resolution, appoint additional Members to the ISDAB for a specific short period of time, as the Council for the County sees fit, in order to ensure that the ISDAB will have a quorum for an appeal hearing.
- g. Members shall participate in any training offered by the Participating Municipalities or the Province to assist them in carrying out their duties as Members of the ISDAB.

**6. TERM OF OFFICE**

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- a. The term of office for Members shall be two (2) years.
- b. Members may be reappointed by Council for the County for additional terms subject to their written application for reappointment submitted in accordance with an advertised request for Members.
- c. Any Member may resign from his/her position on the ISDAB by sending written notice to Council for the County.

**7. ISDAB CLERK**

- a. The Clerk shall be appointed by resolution of the Councils of the Municipalities.
- b. A subdivision or development authority of any one of the Participating Municipalities is not eligible as appointment as Clerk of the ISDAB.
- c. The responsibilities of the Clerk for the ISDAB are as follows:
  - i. receive and process all Notices of Appeal filed with the ISDAB;
  - ii. schedule panels of the ISDAB to hear Notices of Appeal;
  - iii. inform all statutory and affected parties of an appeal hearing in accordance with the Act;
  - iv. make all necessary documentation available for inspection by the public prior to an appeal hearing;
  - v. compile all necessary documentation for distribution to the Members;
  - vi. attend all ISDAB appeal hearings;
  - vii. provide services for the recording of the proceedings of the ISDAB and for retention of exhibits, including all written submissions to the ISDAB;
  - viii. make and keep a record of the proceedings of the ISDAB, which may be in the form of minutes for the ISDAB appeal hearing and shall include the names and addresses of all parties making representations to the ISDAB;
  - ix. assist in the preparation of decisions of the ISDAB;
  - x. communicate decisions of the ISDAB to the affected parties in accordance with the Act;
  - xi. ensure all statutory requirements of the ISDAB are met, and;

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- xii. such other matters as the ISDAB may direct.
- xiii. attend required training.

**8. MEMBER REMUNERATION**

- a. Members shall be entitled to such remuneration, travelling and other expenses, as may be established by resolution of Council for the County from time to time.

**9. ADMINISTRATION**

- a. The fee for an appeal will be the fee established by resolution of Council for the County from time to time.
- b. Council for the County may, in its sole discretion, refund an appeal fee.
- c. ISDAB Appeal hearings will be held at the County Administration Building or other such location as determined by the County and advertised in accordance with the Act from time to time.
- d. The County will provide the administrative resources for ISDAB Appeal hearings.

**10. ISDAB COSTS AND EXPENSES**

- a. Each Participating Municipality shall pay to the County an administrative fee in the amount of five hundred (\$500.00) dollars per annum throughout the term of this Agreement (the "Annual Fee"), as contribution to the County's administrative and other costs and expenses with respect to the general operations of the ISDAB. The Annual Fee shall be payable by each of the Participating Municipalities within thirty (30) days of receipt of an invoice from the County with respect to same, regardless of whether or not an appeal has been filed in a Participating Municipality in any given year, and is in addition to and does not replace the costs and expenses referred to in paragraphs (b) and (c) below.
- b. All ISDAB costs and expenses, including the administrative costs of holding an appeal hearing and any legal or other fees the ISDAB may incur for training and legal advice, shall be paid by each of the Participating Municipalities to the County on a cost-recovery basis, with the appeal fee applied to offset the costs and expenses. The County will not offset the cost and expenses so as to pay any portion of the appeal fee to the respective Participating Municipality.
- c. The administrative costs and expenses referred in in paragraph (b), above, shall be payable based on Schedule "B" to this Agreement. Any additional ISDAB costs and expenses, including legal or other fees the ISDAB may

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incur for training and legal advice, shall be payable based on the County's actual expenditures with respect to same. The costs and expenses referred to herein and in paragraph (b), above, shall be payable by the Participating Municipalities within thirty (30) days of receipt of an invoice from the County with respect to same.

- d. For further clarity, ISDAB costs and expenses which relate to a particular appeal shall be payable by the Participating Municipality within which the appeal was filed. All other ISDAB costs and expenses, which do not relate to a particular appeal, shall be payable by all the Participating Municipalities on a pro rata basis, with each Participating Municipality paying an equal share of such costs.

#### **11. TERMINATION**

- a. A Participating Municipality may withdraw from the ISDAB at any time by providing thirty (90) days' written notice to each of the other Participating Municipalities and the County. In the event of the withdrawal of a Participating Municipality pursuant to this subsection, the ISDAB shall continue and this Agreement shall remain in full force and effect with respect to the remaining Participating Municipalities.
- b. The County may terminate this Agreement at any time by providing thirty (90) days' written notice to each of the other Participating Municipalities.

#### **12. GENERAL**

- a. Headings in this Agreement are for reference purposes only.
- b. Words in the masculine gender will include the feminine gender whenever the context so required and vice versa.
- c. Words in the singular shall include the plural or vice versa whenever the context so requires.

**IN WITNESS WHEREOF**, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below.

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## SCHEDULE "A"

### INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD PROCEDURES

#### 1. DEFINITIONS

Unless otherwise specified herein, all terms shall have the meaning assigned to them in the Agreement or, where not specified in the Agreement, in the *Municipal Government Act*, RSA. 2000, Chapter M-26, as amended (the "Act").

- 1.1 "Agreement" means the Intermunicipal Subdivision and Development Appeal Board Agreement dated \_\_\_\_\_, 2018.
- 1.2 "Closed Session" means a meeting of the Board which is closed to the public pursuant to ss.197(2.1) of the Act.
- 1.3 "Staff" means an employee of a Participating Municipality.

#### 2. APPLICATION

- 2.1 These procedures shall apply to all meetings of the ISDAB.

#### 3. TRAINING

- 3.1 All Members shall receive training as ISDAB Members in accordance with the requirements of the Act.
- 3.2 The ISDAB may retain legal counsel to provide training or advice before, during or after an appeal hearing as the case may be.

#### 4. PANEL AND CHAIR

- 4.1 When an appeal hearing is required, the Clerk shall schedule a panel of Members to hear the appeal based on Member availability and experience. The Clerk will use his/her best efforts to appoint to the panel a Member residing in the Participating Municipality from which the appeal originated.
- 4.2 The Board will elect a Chairperson from amongst the Members of the panel at the beginning of an appeal hearing. A Member may be re-elected to the position of Chairperson at a subsequent appeal hearing.
- 4.3 The Chairperson shall preside over the appeal hearing and shall be responsible for ensuring the appeal hearing is conducted in a fair and impartial manner, in accordance with the requirements of the Act and the principles of natural justice.
- 4.4 The Chairperson shall sign decisions, orders, notices and other documents issued by the ISDAB on its behalf.

**5. QUORUM**

5.1 A minimum of three (3) Members shall constitute a quorum of the ISDAB.

**6. DECISIONS**

6.1 Only Members present for the entire appeal hearing shall participate in the making of a decision on any matter before the ISDAB. The Clerk shall not participate in the making of a decision on any matter before the ISDAB.

6.2 The decision of the majority of Members present at the appeal hearing shall be deemed to be the decision of the whole ISDAB. In the event of a tie vote, the appeal shall be denied.

6.3 The ISDAB may make its decision with or without conditions in accordance with the Act.

6.4 If an appeal hearing is adjourned for any reason following the submission of evidence, only those Members present at the original appeal hearing shall render a decision of the matter.

**7. APPEAL HEARINGS**

7.1 The ISDAB shall consider and decide all subdivision and development appeals which have been properly filed with the ISDAB in accordance with the Act.

7.2 The ISDAB shall hold a public hearing respecting the appeal within thirty (30) days from the date of receipt of the written notice of appeal.

7.3 The ISDAB shall give notice of the appeal hearing in accordance with the Act.

7.4 The ISDAB shall make available for public inspection prior to the appeal hearing all relevant documents and materials respecting the appeal.

7.5 The ISDAB shall hear from parties in accordance with the Act.

7.6 Electronic or similar recording devices shall not be used during an appeal hearing by anyone in attendance other than the Clerk. The ISDAB shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the appeal hearing.

7.7 The ISDAB shall give a written decision together with the reasons for the decision in accordance with the Act.

**8. APPEAL HEARING PROCEDURE**

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- 8.1. The Chairperson for the meeting will call for a motion to go into public hearing and ask if Appellant is present to speak to the appeal.
  - 8.1.1. If the Appellant indicates his/her presence to speak to the appeal, then the Chairperson will outline the public hearing procedures.
  - 8.1.2. The Clerk will confirm that the notice of appeal has been provided to all parties in accordance with the Act.
  - 8.1.3. The Chairperson will ask if anyone objects to any Member hearing the appeal.
  - 8.1.4. A member of Staff will introduce the appeal and present the administrative report outlining the background to the appeal.
  - 8.1.5. The Chairperson shall call upon the Appellant to present his/her appeal submission.
  - 8.1.6. After identifying him/herself, the Appellant will be requested to present his/her appeal within a reasonable time period.
  - 8.1.7. The Chairperson shall then call upon any persons in attendance at the appeal hearing who are entitled to be heard by the ISDAB under the Act and who wish to speak in favour of the appeal.
  - 8.1.8. After identifying themselves, persons or representatives of any group or persons in favour of the appeal may address the ISDAB in turn. The ISDAB reserves the right to abbreviate repetitious oral submissions.
  - 8.1.9. The Chairperson shall then call upon any persons in attendance at the appeal hearing who are entitled to be heard by the ISDAB under the Act and who wish to speak in opposition to the appeal.
  - 8.1.10. After identifying themselves, persons or representatives of any group or persons, in opposition of the appeal may address the ISDAB in turn. The ISDAB reserves the right to abbreviate repetitious oral submissions.
  - 8.1.11. The Chairperson shall then call upon the appellant and those persons in attendance at the public hearing who spoke in favour of the appeal for any rebuttal to the points raised by those who spoke in opposition to the appeal. Rebuttal comments are restricted to addressing new points raised by those who spoke in opposition to the appeal.
  - 8.1.12. After a presentation is concluded, any Board Member may ask the presenter relevant questions.

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- 8.1.13 After all presentations from the public have been completed, any Board Member may ask Staff relevant questions.
- 8.1.14 following the public presentation and Member questions, the Chairperson shall ask for closing comments and then close the appeal hearing.
- 8.1.15 The ISDAB may, at any time, modify or adjust the foregoing procedure as required to comply with the Act and the rules of natural justice.

**8.2. Presentation Materials**

- 8.2.1 The use of slides maps, videos, and Power Point presentations are permitted and these materials along with any written submissions become the property of the ISDAB as exhibits to the public appeal hearing.
- 8.2.2 Written submissions shall be received by the Clerk at least three (3) days in advance of the commencement of the appeal hearings. Notwithstanding the foregoing, the ISDAB retains the discretion to accept late submission where deemed appropriate.

**8.3. Introduction of Speakers**

- 8.3.1 Persons addressing the ISDAB shall give their name, location of residence, and indication as to whether they are speaking on their own behalf or for another person or for a group, and address the Chairperson when responding to questions or providing information.
- 8.3.2 A person who does not identify him/herself will not be given the opportunity to address the ISDAB.

- 8.4. Following the close of the public portion of the appeal hearing, the ISDAB shall deliberate and make its decision. The ISDAB may deliberate and make its decision in closed session.

**9. CONDUCT AT APPEAL HEARINGS**

- 9.1 Members of the public in attendance at an appeal hearing:
  - 9.1.1. shall address the ISDAB through the Chair;
  - 9.1.2. shall maintain order and quiet; and
  - 9.1.3. shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the ISDAB.

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- 9.2 The Chairperson may order a member of the public who disturbs or acts improperly at an appeal hearing by words or actions be removed. The Chairperson may request assistance from a Peace Officer to remove the person.

**10. MEMBER CONDUCT**

- 10.1 A Member wishing to speak at an appeal hearing shall obtain the approval of the Chairperson before speaking.
- 10.2 When a Member or member of the public is addressing the Chair, every other Member shall:
- 10.2.1. remain quiet and seated;
  - 10.2.2. not interrupt the speaker except on a Point of Order;
  - 10.2.3. not carry on a private conversation; and
  - 10.2.4. not cross between the speaker and the Chair.
- 10.3 Members shall adhere to the Code of Conduct attached as Appendix "A" to this Schedule "B".

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**APPENDIX "A"**  
**ISDAB MEMBER CODE OF CONDUCT**

Recognizing that as Members of a quasi-judicial body, Members must not be inhibited from performing their duties of fairness and fullness in conduct of any Hearing.

Therefore Members shall:

1. Conduct themselves in such a way as to endeavor to ensure that those persons appearing before them receive a full and fair hearing and that such persons receive the knowledgeable and unbiased application of the laws of the Province of Alberta and the bylaws and policies of Lac Ste Anne County and all member municipalities of the ISDAB.
2. Approach every Hearing with an open mind with respect to every issue and shall avoid doing or saying anything that could cause any one to think otherwise. Members shall, however, endeavor to conduct all Hearings expeditiously, preventing unnecessary delay, while ensuring the opportunity of all parties to present their case.
3. At all times show respect for the parties and their representatives appearing before them and show respect for the Board and the Hearing process through his or her demeanor, timeliness, dress and conduct throughout any Hearing.

Members shall not:

1. Use or disclose confidential information obtained by them in any Hearing for personal gain nor for the gain of any other person.
2. Disclose any confidential information obtained by them by virtue of acting as a member of the ISDAB.
3. Use their position for private gain or to secure privileges, favours or exemptions for themselves or any other person.
4. Participate in any way whatsoever in a Hearing in respect of which the Member has or may appear to have a personal or commercial bias or a pecuniary interest, except where the Member has disclosed any such potential bias or interest to all participants present at the hearing and all agree that the Member may continue to participate in the Hearing. This provision does not apply in the case of an objection raised by a party appearing before the Board alleging that a Member is biased or has the appearance of bias and the Member, on a good faith basis, disagrees with the party making such objection.
5. Attempt to influence the outcome of any Hearing in which a member has a personal or commercial interest by discussing the matter with other ISDAB members outside of a Hearing.

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6. Give preferential treatment to any person or communicate directly or indirectly with any person with an interest in a Hearing except in the presence of the Board panel and the parties appearing at the Hearing.

7. Impede the Board from carrying out its purpose or adversely affect the integrity of the Board.

The Chair and Presiding Officers shall ensure that decisions are made and written in accordance with their subjective good faith understanding of generally accepted administrative law practices and procedural rules as required by law.

Members agree that preservation of these guiding principles is of utmost importance and agree that they will continue to abide by the confidentiality provisos in perpetuity.

\_\_\_\_\_  
ISDAB Member's Signature  
Date

\_\_\_\_\_

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**SCHEDULE "B"**

**INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD  
SCHEDULE OF ADMINISTRATIVE COSTS AND EXPENSES**

1. Annual Membership fee: \$500.00
2. Withdrawing Complaints: in instances where a complaint is filed and withdrawn; the Partner Municipality will be obligated to pay a \$64.00/hour administration fee.
3. Board Member Honorariums: in instances where a complaint proceeds to a hearing and decision; the Partner Municipality will be obligated to pay Board Members Honorariums in accordance with the following:

	Up to 4 hours	4 to 8 hours
Chairperson	\$174.73 per member	\$263.91 per member
Board Member	\$174.73 per member	\$263.91 per member

4. Board Support: \$64.00/hour for time spent by the clerk to prepare and distribute legislated documents, receive and record disclosure, prepare the agenda, attend the hearing and assist the board with deliberations and decision writing.
5. Meals and Expense: will be charged to the Partner Municipality in accordance with policies and procedures prescribed by the clerk. In the absence of a policy or procedure prescribed by the clerk, Lac Ste. Anne County policies and procedure will be applied.
6. Office/print supplies: will be charged to the Partner Municipality on a cost recovery basis.
7. Legal Services: will be charged to the Partner Municipality on a cost recovery basis.

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**MEMORANDUM OF AGREEMENT**

This Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**BETWEEN:**

**(Municipality Name)**

Being municipal corporations pursuant to the *Municipal Government Act*, R.S.A. 2000 Chapter M-26

(collectively the "Municipality")

-and-

**Emily House/Milestone Municipal Services**

**("Coordinator")**

**AN AGREEMENT TO PROVIDE FOR SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB) SERVICES**

WHEREAS the Municipality is required to establish a Subdivision and Development Appeal Board (SDAB) and appoint Board Members and Clerk to the SDAB in accordance with the provision of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended (the MGA)

AND WHEREAS the Municipality and Coordinator have reached agreement with respect to the terms and conditions under which the Coordinator will provide such SDAB services to the Municipality.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the Parties hereto covenant and agree each with the other as follows:

**1) DEFINITIONS AND SCHEDULES**

In this Agreement, unless the context provides otherwise, the following words or phrases will have the following meanings:

- 1.1 "Act" means the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended from time to time, together with all Regulations passed thereunder;
- 1.2 "Agreement" means this Agreement as the same may be amended from time to time and the expressions "herein", "hereof", "hereto", "above", "below" and similar expressions if used in any article, section or paragraph of this Agreement refer to this Agreement including the Schedules attached hereto and do not refer solely to a particular article, section or paragraph unless specifically stated herein;

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- 1.3 "Board Member" means an individual appointed as a member to the Subdivision and Development Appeal Board (SDAB) and "Board Members" means all the individuals appointed as members to the Subdivision and Development Appeal Board (SDAB);
- 1.4 "Business Day" means a day other than a Saturday, Sunday or statutory holiday in the Province of Alberta;
- 1.5 "Bylaw" means the Subdivision and Development Appeal Board Bylaw adopted by the Municipality;
- 1.6 "Chief Administrative Officer" means the individual appointed as Chief Administrative Officer by Council of the Municipality in accordance with the Act or his/her designate;
- 1.7 "Clerk" means a person qualified and appointed as clerk to the SDAB in accordance with the Act;
- 1.8 "Coordinator" means Emily House/Milestone Municipal Services;
- 1.9 "Council" means the duly elected body of the Municipality;
- 1.10 "Designated Officer" has the same meaning as in the Act;
- 1.11 "Force Majeure" means acts of God, strikes, lockouts or other industrial disturbances of a general nature affecting an industry critical to the performance of this Agreement, acts of the Queen's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other cause not within the control of the Party claiming a suspension, which, by the exercise of due diligence, such Party shall not have been able to avoid or overcome; provided however, the term "Force Majeure" does not include a lack of financial resources or available funds or similar financial predicament or economic circumstances or any other event, the occurrence or existence of which is due to the financial inability of a Party to pay any amount that a prudent and financially sound entity in similar circumstances would reasonably be expected to pay to avoid or discontinue such event;
- 1.12 "Municipality" means a municipality which is a party to this Agreement;
- 1.13 "Party" means a party to this Agreement and "Parties" means two or more parties to this Agreement;
- 1.14 "Panel" means a panel of the SDAB consisting of three (3) or five (5) Members;
- 1.15 "Services" means the SDAB coordination and support services provided by the Coordinator pursuant to Schedule "A";
- 1.16 "Service Fee" means the annual Service fee and additional fees set out in Schedule "B"; and
- 1.17 The following schedules form part of this Agreement:

Schedule A - Services

Schedule B – Annual Service Fees and Additional Fees

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**2) TERM**

- 2.1 The term of the Agreement commences on \_\_\_\_\_, 201\_ and shall continue until terminated by one or more Parties as follows (the "Term"):
- a) The Municipality may terminate its participation in this Agreement at any time by providing not less than sixty (60) days' prior written notice to the Coordinator. The Municipality shall forfeit the full amount of the Municipality's annual Service Fee paid or owing for that calendar year in which the notice of termination is effective.
  - b) The Coordinator may terminate this Agreement at any time by providing not less than six (6) months' prior written notice to the Municipality effective January 1 of the subsequent year.
  - c) This Agreement may be terminated at any time by the mutual written agreement of the Municipality and the Coordinator.
  - d) This Agreement will also cease upon:
    - i. the Coordinator's death;
    - ii. the Coordinator's incapacity for a continuous period of three (3) months to perform the essential functions this Agreement as determined by duly qualified physician agreed to by the Parties; or
    - ii. Dissolution of the Municipality with appropriate notice to Coordinator.
- 2.2 Notwithstanding Clause 2.1, neither the Municipality nor the Coordinator may terminate this Agreement during the first three years of the Term.
- 2.3 All amounts owing by one Party to another Party as at the effective date of termination shall be paid in accordance with the terms of this Agreement. The Coordinator shall issue a final invoice to the Municipality affected by a notice of termination within thirty (30) of the effective date of termination.

**3) MUNICIPALITY RESPONSIBILITIES**

**Pre-Conditions to Receiving Service**

- 3.1 The Municipality is entitled to receive Services pursuant to this Agreement upon completion of the following:
- a) the Municipality's Council has passed a SDAB Bylaw and the Municipality has provided a copy of the Bylaw to the Coordinator;
  - b) the Municipality's Council has appointed, by resolution, Board Members and Clerk from the list provided by the Coordinator to the Municipality and the Municipality has provide confirmation of the appointments to the Coordinator;

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- c) the Municipality has provided payment in full to the Coordinator of the Service Fee for the first year of the Term.

**Payment of Service Fees**

- 3.2 During each calendar year of the Term, the Municipality shall pay the annual Service Fee to the Coordinator on or before January 31.
- 3.3 Upon receipt of an appeal to the SDAB, the Municipality is responsible to pay all administration and other fees identified in Schedule "B" in addition to the annual Service Fee.
- 3.4 In the event that a decision of the SDAB is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Municipality shall be responsible to pay all actual costs incurred by the Coordinator in preparing and coordinating the filing of the SDAB's record with the Court of Appeal and such other matters that may be requested or required to support the SDAB's response to the application or merit hearing including the administration and other fees identified in Schedule "B" in addition to the annual Service Fee.
- 3.5 The Municipality shall pay all Service Fees in addition to the annual Service Fees to the Coordinator within Fifteen (15) days after receipt of an invoice from the Coordinator.

**Legal Fees**

- 3.6 If the Municipality or the Coordinator is of the opinion that legal services are required for the purpose of a specific appeal hearing to be conducted by the SDAB, the Chief Administrative Officer and the Coordinator shall consult and jointly coordinate the retention of appropriate legal counsel for the SDAB. Legal counsel shall only be retained to assist the SDAB with the approval of the Chief Administrative Officer of the Municipality. The Municipality is responsible to pay all legal fees within fifteen (15) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Coordinator and Chief Administrative Officer.
- 3.7 If a SDAB decision is subject to a leave to appeal application or appeal to the Alberta Court of Appeal, the Municipality's Chief Administrative Officer and the Coordinator shall consult and coordinate the retention of appropriate legal counsel for the SDAB. The Municipality is responsible to pay all legal fees within fifteen (15) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Coordinator and Chief Administrative Officer.

**Recording Fees**

- 3.8 If the Coordinator determines that audio or digital recording and/or transcript services are required for the conduct of a specific appeal, the Chief Administrative Officer and the Coordinator shall consult and jointly coordinate the arrangement of appropriate recording and/or transcript service for the SDAB. Recording and/or transcript services shall only be requested to assist the SDAB with the approval of the Chief Administrative Officer of the Municipality. The Municipality is responsible to pay all recording and/or transcript fees within

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fifteen (15) days of receipt of the invoice from the Coordinator or the transcript firm directly, as may be mutually determined by the Coordinator and Chief Administrative Officer.

**Annual Information Provision**

- 3.9 On or before January 31 of every calendar year during the Term, the Municipality shall provide the following information to the Coordinator in writing:
- a) The applicable appeal fees in accordance with the applicable bylaw(s) of the Municipality; and
  - b) Copies of Certificates evidencing the insurance requirements referred to in Section 9 of this Agreement.

**Clerk and Administrative Support for the Board**

- 3.10 The Municipality shall provide all documentation and information needed by the Clerk and SDAB for the conduct of an appeal hearing to the Coordinator within two (2) Business Days of the Municipality receiving the notice of appeal to the SDAB. The information to be provided to the Coordinator includes, but is not limited to (as applicable):
- a) the notice of appeal,
  - b) confirmation of receipt of the applicable appeal fee,
  - c) notice of decision being appealed,
  - d) copy of the Development Permit being appealed,
  - e) copy of the Stop Order being appealed,
  - f) copy of the original application together with all supporting documents, plans, studies, etc.,
  - g) current copies of all relevant statutory plans, conceptual schemes, non-statutory plans, Land Use Bylaw, policies and procedures relating to the matter that is the subject of the appeal,
  - h) copies of all relevant meeting minutes, staff reports, correspondence, circulation comments and other communications,
  - i) copy of advertisement of the decision being appealed,
  - j) any other record or information relevant to the appeal, and
  - k) the location of the venue for the appeal hearing.
- 3.11 The Coordinator shall be responsible to book a suitable venue for the conduct of the appeal hearing, taking into consideration the anticipated number of attendees to the appeal hearing.

The Municipality shall be responsible to pay for all booking and rental fees and other costs associated with the hearing venue.

**Filing of Appeals to the SDAB**

- 3.12 The Municipality shall publish on its website and advise on all written decisions issued by its Development Authority or Subdivision Authority and Stop Orders issued by its Development Authority that the decision or Stop Order may be appealed in accordance with the Act by filing a notice of appeal together with the applicable appeal fee with
- a) the Municipality to the attention of the Clerk of the Subdivision and Development Appeal Board.
- 3.13 The Municipality is solely responsible for ensuring compliance with any decision rendered by the SDAB.

**4) COORDINATOR RESPONSIBILITIES**

- 4.1 Subject to the Municipality's satisfaction of the conditions set out in Section 3.1 and the Municipality's payment of the Service Fees due and payable each year during the Term, the Coordinator shall provide Services to that Municipality in accordance with the terms and conditions of this Agreement.
- 4.2 The Coordinator shall review the Service Fees every three (3) years. If the Coordinator determines that a change is required to the Service Fees, the Coordinator will notify the Municipality in writing no later than June 30th of the proposed change to the Service Fee to be effective January 1 of the subsequent year.
- 4.3 The Coordinator shall ensure it maintains a reasonable list of members who are eligible to serve on the SDAB and who have received training in accordance with the Act at all times during the Term.
- 4.4 The Coordinator shall ensure it maintains a reasonable list of trained and qualified Clerks that are available to assist the SDAB during the Term.
- 4.5 The Coordinator shall provide a list of qualified Board Members and Clerk annually to the Municipality.
- 4.6 The Coordinator shall keep a record of all appeals filed in accordance with the Act for a period of not less than ten (10) years from the date of receipt of the notice of appeal. The Coordinator shall provide the Municipality with a copy of records pertaining to that municipality within Ten (10) Business Days after receipt of a request by the Municipality at the sole cost and expense of the Municipality.
- 4.7 The Coordinator shall retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for a period of not less than ten (10) years from the date of receipt of such paper records. The Coordinator shall provide the Municipality with a copy of records pertaining to that municipality within Ten (10) Business Days after receipt of a request by the Municipality at the sole cost and expense of the Municipality.

- 4.8 The Coordinator shall keep a record of all Board Member and Clerk appointments and training and shall provide this information to the Municipality to report to Municipal Affairs from time to time as required by the Act.
- 4.9 The Coordinator, where requested and agreed to by the Municipality, shall retain legal services on behalf of the SDAB.
- 4.10 The Coordinator, where requested and agreed to by the Municipality, shall cause audio or digital recordings and transcripts of appeal hearings to be made.
- 4.11 The Coordinator shall notify the Municipality in writing of receipt of a notice of appeal and provide a copy of the notice of appeal to the Municipality within two (2) Business Days of receipt of the notice of appeal.
- 4.12 The Coordinator shall be responsible to coordinate all arrangements and perform all administrative functions related to the holding of the SDAB appeal hearing in accordance with the requirements of the Act including (as applicable):
- a) Scheduling the appeal hearing,
  - b) Coordinating not less than three (3) Board Members to sit on the Panel. At the option of the Municipality, the Coordinator shall coordinate five (5) Board Members to sit on the Panel,
  - c) Arranging for a Clerk for the appeal hearing,
  - d) Providing notice in writing of the hearing,
  - e) Forwarding all relevant documents and materials electronically to the Municipality to be made available for public inspection on the Municipality's website and at the Municipality's office,
  - f) Preparation of SDAB appeal hearing minutes and summary of the evidence heard by the SDAB,
  - g) Preparation of the SDAB notice of decision, and
  - h) Providing a copy of the SDAB's notice of decision to all relevant parties.
- 4.13 Where a SDAB decision is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Coordinator shall coordinate the preparation and filing of the SDAB hearing Record with the Court of Appeal as well as any other matters that may be requested or required to support the SDAB's response to the leave to appeal application or merit hearing.

**5) ALL PARTIES' RESPONSIBILITIES**

- 5.1 Both the Coordinator and the Municipality shall make every reasonable effort to ensure that all information that will be or is intended to be used in a SDAB appeal hearing is complete and accurate and provided to the other Party in a timely fashion.

6) PRIVACY

- 6.1 All Parties acknowledge and agree that they are subject to the *Freedom of Information and Protections of Privacy Act (FOIPP)* and that they will only collect and release information in accordance with the provisions of FOIPP.
- 6.2 The Municipality shall ensure that any information of a confidential or protected nature which it provides to the Coordinator is clearly marked as such.
- 6.3 The Municipality shall ensure that their planning and development applications and forms of notice of appeal having the requisite acknowledgement and agreement pursuant to FOIPP that any party submitting an application or notice of appeal acknowledges and agrees that the information submitted by that party in support of its application or appeal shall be subject to release to the public.

7) DISPUTE RESOLUTION

- 7.1 If any dispute arises between the Municipality and the Coordinator with respect to the interpretation or application of the provisions of this Agreement, the Parties shall first attempt to resolve the dispute by direct negotiations between the Chief Administrative Officer of the Municipality and the Coordinator within thirty (30) days of receipt of notice of the matter in dispute. If the Chief Administrative Officer and the Coordinator cannot resolve the dispute, then such dispute will be referred to two elected officials from the Municipality and the Coordinator, who will then meet to discuss and attempt to resolve the matter in dispute in a timely fashion.
- 7.2 In the event the dispute cannot be resolved by the elected officials of the Municipality and the Coordinator within thirty (30) days of the dispute being referred to them, then, upon mutual consent of the Parties, the Parties may utilize the Alberta Municipal Affairs Mediation Services program to assist in resolving the dispute. The Parties shall bear their own costs of mediation.
- 7.3 In the event the dispute cannot be resolved through mediation, then the dispute will be determined by arbitration in accordance with the following:
  - a) The Parties will agree upon a single arbitrator (the "Arbitrator") and in the event that the Parties are unable to agree upon the Arbitrator, the matter will be referred to the Court of Queen's Bench of Alberta for the appointment of the Arbitrator;
  - b) The decision of the Arbitrator will be binding upon the Parties;
  - c) The cost of arbitration will be borne by the Party against which the award is made by the Arbitrator, unless the Arbitrator decides otherwise;
  - d) The Arbitrator will not alter, amend or otherwise change the terms and conditions of this Agreement;
  - e) Except as modified herein, the provisions of the *Arbitration Act* will apply to any arbitration conducted pursuant to this Agreement; and
  - f) Notwithstanding any provision contained herein to the contrary, if any dispute which

has been submitted to the Arbitrator has not been determined by the Arbitrator within 45 days of receipt of the notice to arbitrate, either Party at any time thereafter, but prior to the determination being made by the Arbitrator, will have the right of recourse to the Court of Alberta having jurisdiction for determination of the dispute, and upon the commencement of any action for such purpose the jurisdiction of the Arbitrator with respect of such dispute will cease.

**8) RELEASE AND HOLD HARMLESS**

- 8.1 With the exception of gross negligence or willful breach of this Agreement, the Bylaw or the Act, the Municipality agrees to release and hold harmless the Coordinator, officers, employees, contractors, volunteers, and agents together with the Clerks and Board Members (collectively referred to as the "Coordinator Parties") from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind that the Municipality may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct or indirect result of or in connection with the performance or intended performance of the Coordinator Parties' obligations pursuant to the Act, Bylaw and this Agreement.
- 8.2 The provisions set forth in Section 8.1 will survive the expiration of the Term or the termination of this Agreement.

**9) INSURANCE**

- 9.1 Throughout the Term, the Municipality shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:
- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
  - b) General Liability insurance policy of not less than \$2,000,000 per occurrence. The Coordinator must be named as an additional insured.
- 9.2 Throughout the Term, the Coordinator shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:
- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
  - b) General Liability insurance policy of not less than \$2,000,000 per occurrence.

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10) FORCE MAJEURE

10.1 If the Municipality or the Coordinator fail to meet their respective obligations hereunder within the respective time prescribed, and such failure is directly caused or materially contributed to by Force Majeure, such failure will be deemed not to be a breach of the obligations, provided that, in such event, the Municipality or the Coordinator will use their commercially reasonable efforts to put themselves in a position to carry out their obligations hereunder as soon as reasonably possible, to the extent that it is within their power.

11) NOTICES

11.1 All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:

- (a) by single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received;
- (b) by telecopier, e-mail or by any other like electronic method by which a written or recorded message may be sent, directed to the Party upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
  - i. upon transmission with answer back confirmation if received within the normal hours of the business day; or
  - ii. at the commencement of the next ensuing business day following transmission with answer back confirmation thereof if not received within the normal hours of the business day; or

11.2 Notices shall be sent to the following addresses:

**To the Municipality at:**

Municipality  
Address  
Phone:  
Email:

**To the Coordinator at:**

Emily House/Milestone Municipal Services  
Site 1, Box 157, RR 1  
Onoway, AB T0E 1V0  
Phone: (780) 914-0997  
E-Mail: emily@milestonemunicipalservices.ca

**12) ENTIRE AGREEMENT**

12.1 This Agreement is the whole agreement between the Parties and replaces any prior Agreement existing between the parties.

12.2 This Agreement may not be modified, changed, amended or waived except by signed written agreement of the Parties.

**13) UNENFORCEABILITY**

13.1 If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to be severed from the remainder of the Agreement, and the remainder of the Agreement will be enforceable.

**14) ASSIGNMENT**

14.1 This Agreement will not be assignable by the Municipality or the Coordinator to any other person, agency, firm or corporation without the prior written consent of the other Parties.

**15) COUNTERPART AND ELECTRONIC SIGNATURES**

15.1 This Agreement may be executed in any number of counterparts by the Parties. All counterparts so executed will be the same effect as if all Parties actually had joined in executing one and the same document. Any faxed or electronic (pdf) copy of a signature will be deemed to be an original signature.

**EMILY HOUSE/MILESTONE MUNICIPAL SERVICES**

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**MUNICIPALITY**

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**SCHEDULE A – SERVICES**

Our services focus on the organization and training of a qualified pool of Board Members and the administrative arrangements for receiving notices of appeal, coordinating and holding appeals and issuing decisions through a qualified pool of Clerks that provide support to the SDAB.

**A. The Annual Services Fee (rate set out in Schedule B)**

Services included:

- The recruiting and organizing of a pool of Board Members and Clerks available to sit on Panels to hear appeals.
- Arranging for training and certification of Board Members and Clerks.

Exclusions to Services:

- The provision of services directly related to holding an appeal on a particular matter is not included in the Annual Service Fee. These services are subject to additional fees in accordance with Schedule B.

**B. Services Related to Holding an Appeal for Additional Fees (Rates set out in Schedule B)**

The following will be offered by the Coordinator for Clerk and administrative support for a SDAB hearing:

- Receive notice of appeal from the Municipality and determine whether filing timelines have been met
- Coordinate a Panel of not less than three (3) Board members and, at the option of the Municipality, five (5) Board Members
- Schedule hearing date with appellant(s), respondent(s), Municipality and Board Members forming the Panel within 30 days from the date of receipt of the notice of appeal
- Coordinate the hearing venue with the Municipality
- Prepare appeal agenda package and arrange for distribution
- Prepare and send out notice of appeal in accordance with the Act and arrange for posting with the Municipality
- Make all relevant documents and materials respecting the appeal available for public inspection electronically on the Municipality's website and at the Municipality's office
- Attend hearing and assist Chairman with conduct of hearing
- Prepare record of proceedings
- Attend and assist Panel with deliberations and preparation of decision

- Distribution of decision to affected parties

**C. Services Related to a Leave to Appeal Application to the Court of Appeal or a Court of Appeal Merit Hearing for Additional Fees (Rates set out in Schedule B)**

The following services will be provided by the Coordinator where the Coordinator provided the Clerk and administrative support for the SDAB hearing and the SDAB's decision on that appeal is the subject of a leave to appeal application to or merit hearing at the Court of Appeal:

- a) coordinate legal counsel to represent the SDAB in consultation with the Chief Administrative Officer of the Municipality, and
- b) coordinate the preparation and filing of the SDAB Hearing Record with the Court of Appeal as well as any other matters that may be requested or required to support the SDAB's response to the leave to appeal application or merit hearing.

**D. Other Service Offerings**

The Coordinator may provide other services at such rates as the Parties may mutually agree to from time to time.

DRAFT

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SCHEDULE B – SERVICE FEES AND OTHER FEES

1. ANNUAL SERVICE FEE: \$300.00

2. ADDITIONAL FEES:

- a. Clerk services will be charged to the Municipality at a rate of \$60/hour.
- b. Administrative support services to the SDAB and Clerk will be charged to the Municipality at a rate of \$60/hour.
- c. Court of Appeal fees: where the Coordinator is providing services relating to a leave to appeal application to or merit hearing at the Court of Appeal, these services will be charged to the Municipality at the rate of \$60/hr.
- d. Withdrawn Appeals: in instances where an appeal is filed and then withdrawn; the Municipality will be obligated to pay the hourly rates for the effort put into the file.
- e. Board Member Per Diems: in instances where an appeal proceeds to a hearing; the Municipality will be obligated to pay Board Member Per Diems in accordance with the following:

Up to 4 hours	Over 4 Hours and up to 8 Hours
\$170	\$340
- f. Meals and Accommodations: will be charged to the Municipality on a cost recovery basis with a maximum amount set by the Chief Administrative Officer of the Municipality in consultation with the Coordinator.
- g. Travel: will be charge to the Municipality at a rate of \$0.55/km.
- h. Office/Print Supplies: will be charged to the Municipality on a cost recovery basis.
- i. Legal Services: will be charged to the Municipality on a cost recovery basis.
- j. Audio, Digital Recording and Transcript Services: will be charged to the Municipality on a cost recovery basis.
- k. Venue booking fees, rates and charges will be charged to the Municipality on a cost recovery basis.

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# Summer Village of Silver Sands

## Report to Council

**Meeting:** November 30, 2018 - Regular Council Meeting

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

**Comments:**

Planning and Development matters have been quiet for the month of November. The Assistant CAO and the Development Officer have collaborated on documentation placed upon the Municipality's website to aid residents in the Development process within the Summer Village.

Regards,

Tony Sonnleitner, Development Officer

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## SVSS Council Meeting November 30,2018

### Public Works Report

1. Load of salted sand delivered mid November by Carl Schnell with a second load in early December to ensure we have enough sand over Christmas season. Salted sand is usually used for the hills on SSDR, but this winter with the freezing rain the side streets are very icy. We also have non-salted buckshot gravel but with warm temperatures the gravel sinks into the ice not helping with icy road condition.
2. Heavy snowfall on November 16. Public works plowed all streets in the village as well as Range Roads 53 and 54 and sanded major hills on SSDR, GCR, and other side streets as necessary. Plowing and sanding was completed in one day, 16 hrs in total. Clean up of missed snow ridges were in next couple days. County of Lac Ste Anne plowed and Sanded 540. County has been out 3-4 times sanding 540.
3. Damage to gate west bound on 540 by left hand curve in road. (this gate is across closed former access to old boat launch) Over the weekend of the 16-18 of November a vehicle slid into the gate breaking the lock and bending the gate and hinges on one gate. Public works has repaired the gate enough to close and secure with new chain and lock until spring for additional repairs. RCMP was notified of the damage.
4. Abandoned truck found at village boat launch on November 23 Evansburg RCMP were notified as truck had steering column damage done to ignition. Truck was dealt with by RCMP and removed same day. RCMP suggests any suspicious vehicles or activities to contact Evansburg RCMP 1-780-727-4446

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5. Public works has been clearing trees and brush along ditches and corner sightlines in the village. Currently working on Hillside cres easements and R10 reserve as weather permits. Will be chipping and hauling branches and brush as well as start cleaning up metal, cement, railway ties, ash piles and other items. R3 reserve will be hauling branches and brush as weather permits.
6. Sand is available for residents' sidewalks at two sand box locations. This is non-salted buckshot gravel. One is on top of hill coming into village off 540 on SDR. Second Sandbox is in front of 4 Hazel Ave. Bring your own pail to transport. Public works has non salted buckshot sand and also salted sand at rear of Quonset. bring your own pail to transport. Temporary sand boxes will be placed at a few locations in the village over the next couple days. Contact village Quonset 780-797-2207 with any questions or concerns for sand box locations .

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## WHAT PERMITS ARE REQUIRED BEFORE I CAN DEVELOP ON MY PROPERTY?

Property owners and contractors sometimes become confused about what kinds of permits and in what order these permits need to be obtained prior to development taking place on a property. Below is some clarification as to the process of development and the required permits in the Summer Village of Silver Sands.


1. A Development Permit is a permit that is required by the municipality prior to any type of construction taking place on a property and that may be required by the Safety Codes Permit provider in order to also obtain your safety code permits. In the Development Permit Application, the applicant outlines the nature of the development he or she wishes to undertake (ie. dwelling, garage, boathouse, large shed etc.). The applicant also needs to identify the location (lot, block, and plan) and street address where the development is to occur. Unless it is a small development such as a shed, a scaled drawing of the lot showing its dimensions, the location of the new development and all existing developments is required with the application. An Alberta Land Surveyor's Real Property Report (RPR) is required for major projects such as a house, boathouse, or garage/guesthouse, as it is more accurate than many drawings and outlines all existing developments on the property.

The primary purpose of the Development Permit Application process is to ensure that any new development complies with standards set out in the municipality's Land Use Bylaw. This includes the location of all buildings and other developments on the property. The development application is reviewed and approved by the Development Officer if the information provided in the application confirms that the development will meet the standards of the community and addresses matters such as access to property, parking stalls, location of fences and building and fence heights, and any other matters that are set out in the Summer Village's Land Use Bylaw.

If you are seeking a development permit or information regarding your development, contact your Development Officer.

2. A Safety Codes Permit is required for any development that will involve the activity of building, electrical, gas, plumbing and private sewage. It is important to note that a Building Permit will NOT be issued unless a Development Permit has been approved and issued by the Summer Village's Development Officer. In order to obtain Safety Codes Permits, you must contact The Inspections Group, the agency approved by the Summer Village to issue safety codes permits and provide inspection services.

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<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF SILVER SANDS		0000091241	23-Oct-2018	
<b>DEPOSITED AT BANK:</b> 021908989		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b> 08989	<b>ACCOUNT:</b> 893036800	0067849186	25-Oct-2018	\$2,086.00
			<b>TOTAL</b>	<b>\$2,086.00</b>
<p>PAYMTE D 00519                  SUMMER VILLAGE OF SILVER SANDS                  PO BOX 8                  ALBERTA BEACH AB                  CAN TOE 0A0</p> 				

<b>DEPOSIT NO:</b> 0067849186		<b>DEPOSIT DATE:</b> 25-Oct-2018		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
EY024974	If you have questions, please call 7806384727 Total Payment From Labour For Inquiries Call 780/644-9844	STEP-006916	\$2,086.00	\$2,086.00
			<b>DEPOSIT TOTAL</b>	<b>\$2,086.00</b>



JCA3324840-0001037-00519-0001-0001-00-

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**From:** Tricia Coates <[tricia.coates@gov.ab.ca](mailto:tricia.coates@gov.ab.ca)>  
**Sent:** November 16, 2018 11:55 AM  
**To:** Joe Duplessie <[jduplessie@lsac.ca](mailto:jduplessie@lsac.ca)>; Joe Blakeman <[jblakeman@lsac.ca](mailto:jblakeman@lsac.ca)>  
**Subject:** Lac Ste Anne lake level and Weir information PLEASE DISTRIBUTE

Hello all,

I'm embarrassed by how long this took to get approved to be sent out. So sorry. Please use how you wish and pass around to the SV representatives. I have also included a fact sheet on Water Act Approvals and Enforcement. Since most of the calls I have been receiving are not compliance related and are just information requests if you get additional calls from the public, please direct them to our **Alberta Environment and Parks Information Center: Call Toll Free Alberta 310-3773 OR 1-877-944-0313.**

The Info Center has all the information and can answer questions related to the weir and current water levels. If people wish to report unauthorized activities or compliance issues they can still use the 24 Hour Environmental Hotline at 1-800-222-6514.

Thanks,

Tricia Coates

Environmental Protection Officer

Alberta Environment and Parks

(780) 962-7414

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# Lac Ste Anne

## Lake Levels

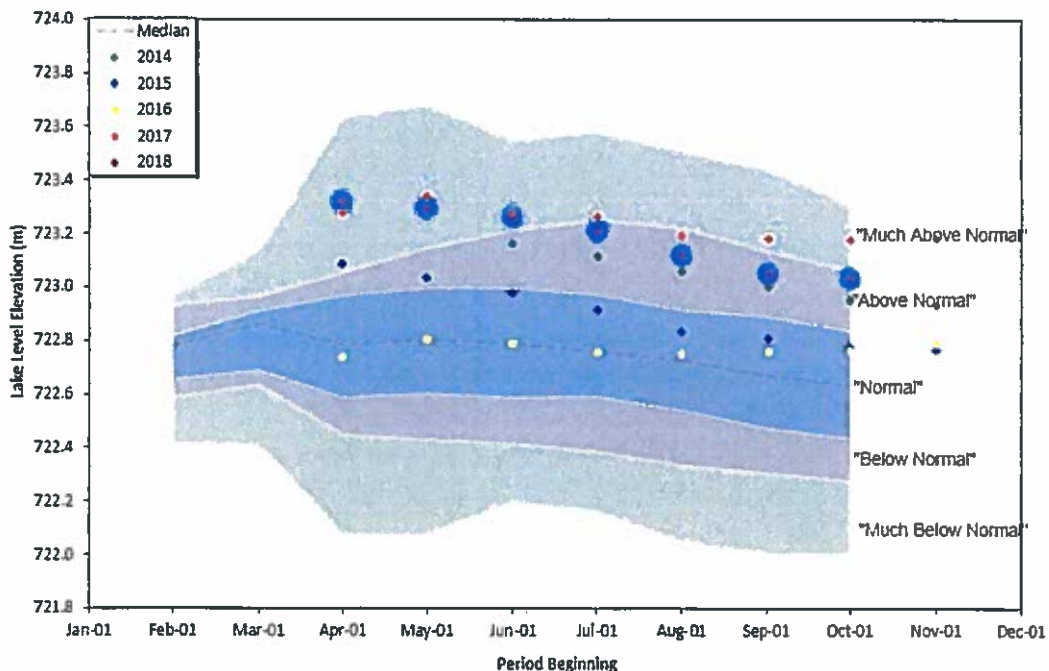
Since August 2018, Alberta Environment and Parks received numerous complaints regarding dropping lake levels on Lac Ste Anne. Below is a brief overview of the current and historical lake levels and the contributing factors.

### Current Lake Levels

There are many factors which influences the quantity or amount of water in Lac Ste Anne. Some of these factors include the lake's drainage basin, precipitation, evaporation, water consumption, groundwater influences, natural and seasonal variability and the outlet channel (beaver dams, etc.). Historical water levels graphs for Lac Ste Anne show that periodic high and low water levels have been a part of the natural history of Lac Ste Anne for many years which is typical for all lake in Alberta. Currently, Lac Ste Anne lake levels are above the normal range (Figure 1 below).

Lake levels can be viewed in real time at the Alberta River Basins website at: <https://rivers.alberta.ca/> or by clicking [here](#). There is also an Alberta Rivers: Data and Advisories App which can be downloaded to your Android or iPhone here: <https://open.alberta.ca/interact/apps-for-alberta#filter>.

**Lac Ste. Anne at Alberta Beach (05EA006)**  
Recent Lake Levels Compared to Range of Recorded Lake Levels (1933-2016)



\* 2017-2018 data considered preliminary. Data source: WISKI & Water Survey of Canada. Chart produced by the region's Hydrologist, Alberta AEP.

Figure 1: Water Level in Lac Ste Anne in 2018 at Alberta Beach.

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# Lake Level History<sup>1</sup>

"In 1951, a weir was installed at the outlet of Lac Ste Anne to regulate lake levels (Lane, 1971). In the past, high water levels flooded lakeshore properties and beaches, whereas low water levels hindered boating on both lakes and interfered with whitefish spawning on Lac Ste Anne (Planning Division, Alberta Government, 1980). However, public perception towards the control structure turned negative in the early 1950s, due to high water levels in the lake, and the structure fell into disrepair (Lane, 1971). The old weir is still present at the outlet of Lac Ste Anne but is not in a condition to regulate water levels. The Alberta Government again considered regulating Lac Ste Anne and Isle Lake water levels in the 1970s through the construction of a new weir at the outlet of each lake (Planning Division, Alberta Government, 1980). The study determined that a weir at Lac Ste Anne would not achieve the desired result and could have negative implications downstream (e.g. at Big Lake). Regulation at Isle Lake was feasible but a weir at Isle Lake without one at Lac Ste Anne could exacerbate water level problems at Lac Ste Anne (Planning Division, Alberta Government, 1980). Therefore, it was concluded that water levels should not be regulated on either lake." For more information on Lac Ste Anne and its watershed please visit the State of the Watershed Report at: [https://www.nswa.ab.ca/wp-content/uploads/2017/09/LILSA\\_SOW\\_May2017\\_FINAL.pdf](https://www.nswa.ab.ca/wp-content/uploads/2017/09/LILSA_SOW_May2017_FINAL.pdf).

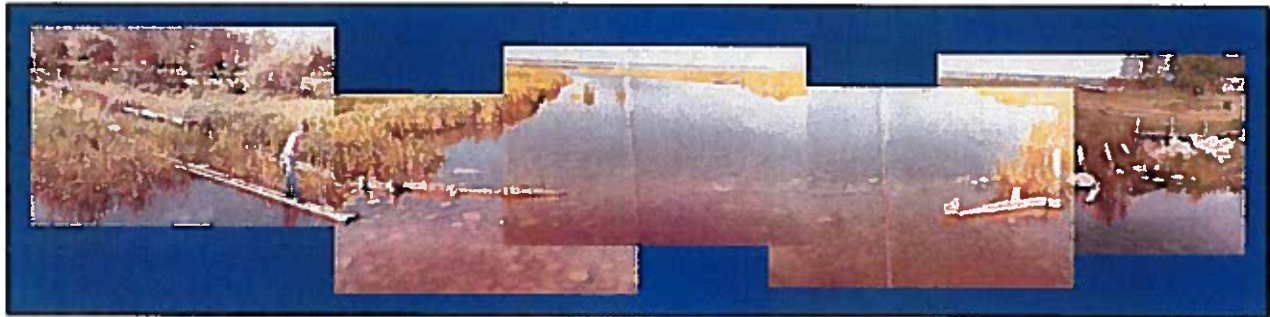


Photo 1: Remains of the old weir in 1984.



Photo 2: Remains of the old weir, June 2018.



Photo 3: Remains of the old weir, August 2018.

Department staff will continue monitoring the water levels. However, if residents have any further concerns they can contact Alberta Environment and Parks Information Center:

Alberta Environment and Parks  
Information Center  
Call Toll Free Alberta: 310-3773

Outside Alberta: 1 780 944-0313  
Toll Free: 1 877 944-0313  
Email: [AEP.Info-Centre@gov.ab.ca](mailto:AEP.Info-Centre@gov.ab.ca)

Before taking on any construction activity in a waterbody in Alberta, an approval under the provinces *Water Act* must be obtained. Anyone who conducts an activity in a water body without approval may face enforcement action.

<sup>1</sup> North Saskatchewan Watershed Alliance (NSWA), 2017. Isle Lake and Lac Ste Anne State of the Watershed Report. Prepared by the NSWA, Edmonton, AB.

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# Water Act: Approvals

## FACTS AT YOUR FINGERTIPS

Before taking on any construction activity in a water body in Alberta, an approval under the province's *Water Act* must be obtained.

Approvals are NOT required for placing, constructing, installing, maintaining, replacing or removing:

- Floating platforms;
- Floating marker buoys;
- Portable or seasonal piers;
- Portable or seasonal boat launches;
- Portable or seasonal docks;
- Fences in water bodies;
- Portable pumps (if there are no significant alterations or disturbances to the water body's bed or shore);
- Beaver dams requiring removal on land owned by the individual;
- Some types of dugouts (see *Water Act Dugouts* fact sheet);
- Groundwater exploration to obtain information supporting an application for a licence to divert water;
- Some types of watercourse crossings (contact the Department for advice); and
- Other activities identified in Schedule 1 of the *Water (Ministerial) Regulation*.

### How to apply

Complete and submit an application form, found under Forms/Applications on the Alberta Environment website.

Include with the application accurate drawings of the proposed project that show:

- Suitable scale, north arrow, date and legal land location, tied to section or quarter section lines;
- Features such as water bodies, with flow directions, roads and/or buildings such as pump houses, etc.;
- Water and wastewater conveyance structures, such as ditches, canals;

- Location of intake structures, control structures, spillways and/or dams and reservoirs, including cross-sections of structures, dams and reservoirs; and
- Proposed construction schedule.

### Complex projects

Depending on the complexity of the project, you may be required to provide a project description that includes construction specifications, operational plans and method of operation.

### Other requirements

Plans may require the professional stamp of an engineer registered with the Association of Professional Engineers, Geologists and Geophysicists of Alberta.

Where applicable, geotechnical information may be required for dykes and dams, as specified in the *Dam Safety Guidelines 2007* available from the Canadian Dam Association.

If wetlands are to be impacted, a wetland impact assessment may be required indicating how the wetlands may be altered and/or impacted by the proposed activity. Compensation for impacts to wetlands may be required.

### Application Review

Applications are reviewed for:

- Hydraulic, hydrological and hydrogeological effects;
- Effects on the aquatic environment;
- Effects on public safety;
- Effects on nearby approval and licence holders including household and other water use;
- Third party impacts;
- Existing water management plans; and
- Any other matters the Director considers relevant.

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# Water Act: Approvals

## FACTS AT YOUR FINGERTIPS

An application may also be referred to other agencies that have interests in the project.

The *Water Act* requires that you place a public notice in appropriate newspapers or to post it at specified locations. Alberta Environment requires resolution of statements of concern received on the proposed project.

### Issuance

The approval is issued to the applicant with conditions attached. The approval holder is given a defined time period in which to construct, maintain and/or operate the project.

In some cases the approval holder is required to submit a signed Certificate of Completion which would have been included with the approval, and/or an environmental monitoring report following completion of construction.

### Appeals

Decisions on approvals can be appealed by the applicant and individuals directly affected by an activity who submitted a statement of concern. Appeals are submitted to the Environmental Appeals Board.

### Enforcement

Anyone who conducts an activity in a water body without an Alberta Environment approval or who diverts water without a licence may face enforcement action with a maximum fine of \$50,000 for an individual and \$500,000 for a corporation.

Anyone who sees a water-related activity that could be illegal should contact Alberta Environment at 1-800-222-6514.

### Additional Web Site Information

The *Water Act* and *Water (Ministerial) Regulation* can be found at:  
<http://environment.alberta.ca/02645.html>.

Information on Shorelands can be found on the Alberta Sustainable Resource Development web site:  
<http://www.srd.alberta.ca/ManagingPrograms/Lands/Shorelands/Default.aspx>.



**Town of Mayerthorpe**

Report Range : 2018/08/01 0000 to 2018/08/31 2359 Report Title : SILVER SANDS DAILY EVENTS

8/4/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/08/04 1800 DAWN, DWIGHT  
2018/08/04 1930 TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE  
PATROL THE VILLAGE MOSTLY, NOT TO BUSY

8/10/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/08/10 1230 DAWN, DWIGHT  
2018/08/10 1315 TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE  
GENERAL PATROL, REAL WARM DAY BUT VERY SMOKEY OUT AGAIN. MINIMAL TRAFFIC

8/31/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/08/31 2330 DAWN, DWIGHT  
2018/09/01 0030

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GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE  
VERY QUICK PATROL OF THE VILLAGE

---

Total Events: 3

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Town of Mayerthorpe

Report Range : 2018/09/01 0000 to 2018/09/30 2359 Report Title : SILVER SANDS DAILY EVENTS

9/1/2018

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/09/01 2200 DAWN, DWIGHT  
 2018/09/01 2330 TOWN OF MAYERTHORPE

GENERAL PATROL  
 SILVER SANDS  
 SUMMER VILLAGE  
 PATROL VILLAGE AND RADAR ON MAIN ROAD, BUT VERY LITTLE TRAFFIC THIS EVENING, COOL OUT AND EVERYONE SETTLED IN

9/21/2018

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/09/21 1000 DAWN, DWIGHT  
 2018/09/21 1200 TOWN OF MAYERTHORPE

GENERAL PATROL  
 SILVER SANDS  
 SUMMER VILLAGE  
 PATROLLING VILLAGE MOSTLY ENSURING RESIDENCES ARE SECURE WITH SOME TIME SPENT ON MAIN ROAD IN DOING RADAR, ALL SPEEDS UNDER 60 IN THE 50 ZONE

9/29/2018

TOWN OF MAYERTHORPE

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/09/29 1530 DAWN, DWIGHT  
 2018/09/29 1700

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TOWN OF MAYERTHORPE

GENERAL PATROL

SILVER SANDS

SUMMER VILLAGE

PATROL THE VILLAGE, QUIET DAY WITH THE COOL TEMPS, A FEW PEOPLE OUT ENJOYING FIRES, RADAR IN A COUPLE SPOTS

---

Total Events: 3

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**Town of Mayerthorpe**

Report Range : 2018/10/01 0000 to 2018/10/31 2359 Report Title : SILVER SANDS DAILY EVENTS

10/15/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/10/15 1400	DAWN, DWIGHT
2018/10/15 1530	TOWN OF MAYERTHORPE

GENERAL PATROL  
SILVER SANDS  
SUMMER VILLAGE  
PATROL

10/26/2018

**TOWN OF MAYERTHORPE**

Events:	
Date/Time	Officer
	Backup Officers
	Group
Event	
Location	

2018/10/26 1100	DAWN, DWIGHT
2018/10/26 1230	TOWN OF MAYERTHORPE

TRAINING  
SILVER SANDS  
SHERWOOD PARK  
DRUG SYMPOSIUM, TRAINING

Total Events: 2

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November 2, 2018

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

**TO WHOM IT MAY CONCERN:**

Re: Lac Ste. Anne County 2018/2019 Representatives/Appointments

Please find enclosed the 2018-2019 Lac Ste. Anne County list of all representatives and appointments of County Council, as approved at the Organizational Meeting held October 23<sup>rd</sup>, 2018.

If you have any questions, please contact the undersigned.

Yours truly,

Mike Primeau, MBA, CLGM  
County Manager  
Lac Ste. Anne County

MP:sw

encls.

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## Lac Ste. Anne County 2018 Organizational Meeting Council Appointments

REEVE	JOE BLAKEMAN
TERM OF REEVE	One (1) year
DEPUTY REEVE	NICK GELYCH
TERM OF DEPUTY REEVE	One (1) year

### COMMITTEES

MUNICIPAL COMMITTEE	Council as a whole, Reeve as Chairman
MUNICIPAL PLANNING COMMISSION	Council as a whole, Reeve as Chairman Administration to appoint a secretary to the Municipal Planning Commission

### ADVISORY COMMITTEES

AGRICULTURAL SERVICE BOARD	Re-Appointed for another term of one (1) year CHAIRMAN - Ross Bohnet VICE CHAIRMAN - Steve Hoyda
EMERGENCY ADVISORY COMMITTEE	3 Members with all other Councillors as alternates Steve Hoyda, Nick Gelych, George Vaughan

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**REPRESENTATIVES/APPOINTMENTS**

ALBERTA BEACH INTER-MUNICIPAL COUNCIL COMMITTEE	Reps - Vaughan & Blakeman
ALBERTA RECREATIONAL LAKES COMMITTEE	Rep Gelych
ATHABASCA WATERSHED COUNCIL	Reps - Bohnet & Giebelhaus
BEACHWAVE PARK	Reps - Vaughan & Blakeman
BUS COMMITTEE - EAST END	Reps - Olsvik & Gelych
- WEST END	Rep - Bohnet & Giebelhaus
CAMPGROUND COMMITTEE	Reps - Bohnet, Giebelhaus & Hoyda
COMMUNITY FUTURES - YELLOWHEAD EAST	Rep - Gelych
DARWELL WASTEWATER LAGOON COMMISSION	Reps - Hoyda & Blakeman
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE	Rep - Gelych
FALLEN FOUR VISITOR CENTER/ MAYERTHORPE LIBRARY PROJECT COMMITTEE	Reps - Bohnet & Giebelhaus
FIRST NATIONS COMMITTEE	Reps - Blakeman, Olsvik & Giebelhaus
GEORGE PEGG BOTANIC GARDEN SOCIETY	Rep - Vaughan
GROWTH ALBERTA	Rep - Giebelhaus
HIGHWAY 43 COME PLAY WITH ME EARLY CHILDHOOD COALITION	Rep - Giebelhaus
HIGHWAY 43 EAST WASTE COMMISSION	Reps - Olsvik & Vaughan
LAC LA NONNE ENHANCEMENT & PROTECTION ASSOC.	Rep - Vaughan
LAC STE. ANNE COUNTY LIBRARY BOARD	Reps - Bohnet & Hoyda
LAC STE. ANNE FOUNDATION	Rep - Bohnet
LAC STE. ANNE/LAKE ISLE WATER QUALITY GROUP	Rep - Hoyda
LAC STE. ANNE ONOWAY PARTNERSHIP	Reps - Olsvik & Gelych
MAYERTHORPE IDP COMMITTEE	Reps - Bohnet & Giebelhaus
MILLER WESTERN ADVISORY BOARD	Rep - Bohnet
NORTH 43 LAGOON COMMISSION	Reps - Vaughan & Blakeman
NORTH SASKATCHEWAN WATERSHED ALLIANCE	Rep - Gelych
ONOWAY IDP COMMITTEE	Reps - Gelych & Olsvik

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PHYSICIAN RECRUITMENT COMMITTEE	Reps – Gelych
PROVINCIAL AG. SERVICE BOARD COMMITTEE	Rep - Giebelhaus
REGIONAL RECREATION BOARD	Reps – All of Council
STE. ANNE EMERGENCY RESPONSE CENTRE	Reps - Bohnet & Giebelhaus
STURGEON RIVER WATERSHED ALLIANCE (SWRA)	Rep - Gelych
UNION NEGOTIATING COMMITTEE	Reps - Blakeman, Gelych, Hoyda & Giebelhaus
WHITECOURT/LSA SUPPORT FOR ADULT LEARNING	Rep - Bohnet
WILD WATER COMMISSION	Rep - Olsvik
YELLOWHEAD REGIONAL LIBRARY BOARD	Rep - Derril Butler

**DATE, HOUR & PLACE OF REGULAR MEETINGS** - that Regular Council Meetings be held on the second and fourth Thursdays of each month in the Council Chambers of the County Administration building commencing at 9:30 a.m.

**DATE, HOUR & PLACE OF MUNICIPAL PLANNING COMMITTEE MEETINGS** - that Municipal Planning Committee Meetings be held on the first Wednesday of each month in the Council Chambers of the County Administration building commencing at 9:30 a.m.

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# HIGHWAY 43 EAST WASTE COMMISSION

BOX 219

SANGUDO, ALBERTA T0E 2A0

Office: 785-3411 or 1(866)880-5722

Landfill: 967-3466



October 24, 2018

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

Attention: SV of Silver Sands

**Re: Hydrovac Waste Acceptance**

Dear: SV of Silver Sands

The Highway 43 East Waste Commission Regional Landfill, is now accepting uncontaminated Hydrovac waste from all municipalities within the Lac Ste. Anne County Boundary lines. The Hydrovac Waste must be uncontaminated waste, which will be the responsibility of the contractor of the project to verify. The Hydrovac Waste will then be used at the regional landfill for day cover.

If you have any questions, please let me know.

Regards,

  
Joe Duplessie  
Manager

Cc: Highway 43 East Waste Commission  
Joe Duplessie, Operations Manager

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# GET ON BOARD

# Yellowhead Regional Library

## ATTENDEES

Chair Hank Smit, Town of Hinton  
Ann Morrison, Summer Village of Sunset Point  
Bill Elliot, City of Wetaskiwin  
Carla Frybort, City of Leduc  
Dave Gursky, Wetaskiwin Regional Public Schools  
David Truckey, Town of Westlock (via teleconference)  
Diane Hagman, Northern Gateway Public Schools  
Donna Wiltse, Brazeau County  
Dwayne Mayr, Village of Warburg  
Ivor Foster, Town of Thorsby  
Jason Shewchuk, Village of Spring Lake  
Jeff Goebel, Town of Swan Hills  
Jenna McGrath, Municipality of Jasper  
Judy Bennett, Town of Stony Plain  
Judy Valiquette, Village of Alberta Beach  
Kerry McElroy, Pembina Hills Public Schools  
Krista Gardner, Town of Calmar  
Krystal Baier, Town of Edson  
Len Spink, Town of Beaumont  
Lynn Pritchard, Village of Breton  
Margaret Gagnon, Summer Village of Crystal Springs  
Marge Hanssen, Summer Village of Nakamun Park  
Nancy Dodds, Town of Drayton Valley (Alternate)  
Nat Dvernichuk, Village of Clyde  
Rick MacPhee, Summer Village of Seba Beach  
Rob Staples, Town of Grande Cache  
Rod Klumph, Town of Barrhead  
Ron Kleinfeldt, County of Barrhead No. 11  
Sandi Benford, Summer Village of South View  
Sandra Cherniawsky, Yellowhead County  
Sandy Morton, Town of Mayerthorpe  
Stacey May, Town of Devon  
Sylvia Bonnett, Woodlands County  
Tom Pickard, Town of Whitecourt  
Tracey Melnyk, Parkland County  
Victor Julyan, Westlock County  
Wayne Rothe, City of Spruce Grove

## GUESTS

Kerry Anderson, Public Library Services Branch  
Miranda Maguire, Public Library Services Branch  
Robert McClure, YRL Public Libraries' Council  
Tanya Pollard, Alberta Library Trustees' Association

## YRL STAFF

Kevin Dodds, Director  
Wendy Sears Ilnicki, Assistant Director  
Stephanie Thero, Client Services Manager  
David Gould, Accounting and Site Services  
Laurie Haak, Administrative Associate and Recorder

### 1. 2018-19 YRL Board Executive Committee

- Chair Hank Smit, Town of Hinton
- Vice Chair Derril Butler, Lac Ste. Anne County
- Ann Morrison, Summer Village of Sunset Point
- Carla Frybort, City of Leduc
- Judy Bennett, Town of Stony Plain
- Kerry McElroy, Pembina Hills Public Schools
- Len Spink, Town of Beaumont
- Stacey May, Town of Devon
- Tracey Melnyk, Parkland County
- Wayne Rothe, City of Spruce Grove

### 2. 2018-19 YRL Board Executive Committee Alternates

- Bob Young, City of Leduc
- Diane Hagman, Northern Gateway Public Schools
- Dwayne Mayr, Village of Warburg
- Eric Meyer, Town of Stony Plain
- Honey Pell, Town of Beaumont
- Jackie McCuaig, Parkland County
- Michelle Gruhlke, City of Spruce Grove
- Sandy Morton, Town of Mayerthorpe
- Sylvia Bonnett, Woodlands County

### 3. YRL Board Meeting Dates

- Mondays from 10:00 a.m. to 1:00 p.m. at YRL headquarters in Spruce Grove.
  - March 4, 2019
  - June 17, 2019
  - September 30, 2019
  - November 25, 2019

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4. YRL Staff Association Agreement
  - The Board approved a 2% increase to the YRL salary grid effective January 1, 2019.
5. 2019 Budget
  - The Board approved the 2019 budget.
  - 2019 membership fees remain the same.
    - Municipalities: \$4.30 per capita.
    - School Divisions: \$13.95 per full-time equivalent student.
  - 2019 allotment remains the same.
    - Public Libraries: \$0.75 per capita.
    - School Libraries: \$1.00 per full-time equivalent student.
6. Director Appointments
  - The Board approved motions to appoint Karla Palichuk, effective January 2, to:
    - The Regional Libraries Computer Automation Systems Consortium (TRAC) Society, and
    - The Alberta Library (TAL).
7. FortiGate Switches
  - The Executive Committee approved a capital expenditure for three FortiGate switches for YRL's main network switch.
8. 2018 Needs Assessment Report
  - The Executive Committee approved the stakeholder survey results report.
  - Administration will present the goals and objectives of the 2019-2021 Plan of Service for approval to the Executive Committee in December.
9. Policy Manual Revisions
  - The Executive Committee approved revisions to the Bylaw and Policy Making, Facility, Records Retention including Schedules A and B, and Appendices sections.
10. Human Resources/Health and Safety Manual Revisions
  - The Executive Committee approved revisions/additions to the Definitions, Accommodation, Medical Appointments, Substance Abuse (Drug and Alcohol), Vacation, Workplace Health and Safety, and Workplace Violence and Harassment sections.
11. Collection Development Guidelines Revisions
  - The Executive Committee approved revisions to the Headquarter Collection, Circulation Collections and Request for Reconsideration of YRL Library Materials sections.
12. Infrastructure Grant Update
  - YRL received \$1.3 million from the provincial government for infrastructure upgrades to be completed by 2020.
  - Completed projects to date include:
    - All lights replaced with LED lighting.
    - Both flat roofs (boardroom and loading dock) resurfaced.
    - Hot water heater replaced.
    - Soffits and concrete landscape curbing installed.
    - Automatic door openers installed at main entrance for full accessibility.
  - Kernway Builders was the chosen as the contractor for the redesign/expansion of the shipping, receiving and dock areas.
  - Construction began in June and should be complete by year end.
    - Interior walls are finished.
    - Dock concrete removed/remodeled.
    - Electrical work almost complete.
    - Single-wide overhead dock door will be replaced with a double-wide door.

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## 13. Indigenous Grant Update

- The Municipal Affairs grant funding for expanding library services to First Nations residents continues and, based on boundaries set by the Public Library Services Branch (PLSB), YRL has again been assigned to serve those on Alexis Nakota Sioux Nation, Ermineskin Cree Nation and Paul First Nation.
  - YRL received \$62,402 for 2018-19.
- Member libraries submitted proposals for programs, collection development and other activities related to providing services or promoting education regarding Indigenous issues or to support reconciliation.
  - Four proposals involving eight libraries/library groups were funded.
  - A small amount was reserved to update the YRL Indigenous Kits.
- YRL member libraries were commended for their ongoing work with and for First Nations people.
- An Indigenous Services section was added to the provincial [Best Practices for Public Libraries in Alberta](#) document.

## 14. Trustee Orientation

- January 21 at YRL; 9:30 a.m. to 2:00 p.m.
- New and returning YRL trustees and alternates are encouraged to attend.
  - A calendar invitation will be emailed in December.

## 15. Alberta Library Conference

- April 25-28 at Jasper Park Lodge.
- YRL budgets for 12 trustees to attend this annual [conference](#).
  - The Executive Committee members have right of first refusal.
  - Remaining spots are filled by lottery.

## 16. Public Library Services Branch (PLSB)

- A recently-formed provincial Interlibrary loan delivery committee is looking to create efficiencies and ensure equitability across the province.
  - Environmental scans are being conducted across North America.
  - Public libraries are participating through surveys and time audits.
- The free [Shifting Services for Inclusivity](#) symposia is February 21-22 at the Holiday Inn Conference Centre Edmonton South.
  - Registration opens next month for the 125 spots available.
- Municipal library board trustees are encouraged to attend the free, one-day [Library Board Basics Workshop](#) held throughout the year in various locations.
  - A session near or within the YRL region is being planned for 2019.
  - Alternatively, PLSB staff will attend a library board meeting to present a mini-session on specific topics of the board's choosing.
  - Contact Miranda at 780-415-0296 or [miranda.maguire@gov.ab.ca](mailto:miranda.maguire@gov.ab.ca) to book.

## 17. Director's Report

- Contact [Laurie](#) to book a presentation by the new director in 2019 to your municipal council and/or library board about YRL membership, governance, services and collections.

## 18. YRL Public Libraries' Council (PLC) Report

- Robert McClure, Director of Library Services at Yellowhead County Library Board, is the 2018-2020 PLC Chair.

Next Meeting: Monday, March 4, 2019

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Yellowhead Regional Library

October 16, 2018

## YRL Board Announces New Director

The Yellowhead Regional Library (YRL) Board Executive Committee is pleased to announce the appointment of Karla Palichuk as YRL Director, effective January 2, 2019.

"We were impressed with the excellent calibre of candidates from which to choose for this important role at YRL and I am pleased to welcome Karla to this leadership position," said Derril Butler, Board Chair.

Through a staff of 20, Karla will ensure YRL continues to provide high quality library services by the sharing of material, resources and expertise through a network of 44 public and 44 school libraries.

Karla comes to YRL with more than 20 years of library experience at Edmonton Public Library, The Alberta Library, Alberta Public Library Electronic Network, and Northern Lights Library System. She is also Past President of the Library Association of Alberta.

Karla earned a Masters, Library and Information Studies in 1993 and a Bachelor of Arts (Comparative Literature) in 1991, both from the University of Alberta.

Karla succeeds Kevin Dodds, who retires in December after 29 years at YRL, the last ten as Director.

Please join us in welcoming Karla in her new role, and we thank you for your continued support of Yellowhead Regional Library.

Yellowhead Regional Library  
433 King Street, Box 4270  
Spruce Grove AB T7X 3B4  
780-962-0003  
[www.yrl.ab.ca](http://www.yrl.ab.ca)

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## Wendy Wildman

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**From:** administration@wildwillowenterprises.com  
**Sent:** November 1, 2018 10:12 AM  
**To:** Wendy Wildman  
**Subject:** [FWD: \_Performance\_Measures\_-\_Association\_of\_Summer\_Villages]  
**Attachments:** DM Pickering Letter.pdf

Wendy, FYI

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

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

**Subject:** Fwd: \_Performance\_Measures\_-\_Association\_of\_Summer\_Villages  
**From:** ASVA Smith <[summervillages@gmail.com](mailto:summervillages@gmail.com)>  
**Date:** Fri, October 26, 2018 12:13 pm  
**To:** undisclosed-recipients; ;

Dear CAOs and Council Members:

Good news. Municipal Affairs has listened to ASVA's concerns about how the Performance Measures impact summer villages. The Executive met with DM Brad Pickering in early October and then we had the follow up resolution as part of this year's MGA. Although we didn't get all that we wanted, Municipal Affairs has agreed to exempt summer villages from NC01 (Tax Base) and NC03 (Population Change) on the Municipal performance measures.

Please see the attached letter and forward it to your council.

Thank you.

Beverly Smith, BES, MBA-PM  
Executive Director, ASVA  
[b.smith@asva.ca](mailto:b.smith@asva.ca)  
[www.asva.ca](http://www.asva.ca)  
403-506-2744

----- Forwarded message -----

**From:** Brad Pickering <[Brad.Pickering@gov.ab.ca](mailto:Brad.Pickering@gov.ab.ca)>  
**Date:** Thu, 25 Oct 2018 at 13:15  
**Subject:** Performance Measures - Association of Summer Villages  
**To:** [b.anderson@asva.ca](mailto:b.anderson@asva.ca) <[b.anderson@asva.ca](mailto:b.anderson@asva.ca)>

Please see attached letter. No hard copy to follow.

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Thank you.

Brad Pickering  
Deputy Minister  
Municipal Affairs

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AR95411

October 25, 2018

Mr. Peter Pellatt  
President  
Association of Summer Villages of Alberta  
71 Ravenscrag Crescent  
Norglenwold AB T4S 1S5

Dear Mr. Pellatt: *Peter*

Thank you for taking the time to meet with me on October 1, 2018, and to share the concerns of the Association of Summer Villages of Alberta regarding new ministry performance measures and associated municipal indicators.

The department has attempted to create a set of indicators to apply generally to all municipalities, despite vast differences in services, economy, and geography. Indicators are intended to show the overall state of municipal governance, administration, finance, and infrastructure in Alberta.

Following an in-depth analysis of the 2016 and 2017 financial years, many summer villages flagged concerns with indicator *NC01 Tax Based Balance*. After review, Municipal Affairs agrees with this perspective, and will be making the necessary adjustments to exclude summer villages in the calculation of this indicator. This exclusion, along with the exemption of the indicator *NC03 Population Change*, should more accurately reflect the unique situation for summer villages.

With respect to indicators *NC09 Investment in Infrastructure* and *NC10 Infrastructure Age*, the department recognizes the variance in capital activity from year to year and across different types of municipalities. Based on our analysis of 2016 and 2017 data, it does not appear these indicators unfairly target summer villages. Rather, summer villages typically trigger few other indicators due to their inherent strengths. When considering indicator *NC10 Infrastructure Age*, the percentage of summer villages not meeting the expected result was in line with other types of municipalities in Alberta.

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Regarding indicator *NC11 Interest in Municipal Office*, the ministry recognizes the circumstances you described may result from a respectful acknowledgement of established leaders in summer villages; however, this indicator is based on the premise that an election vote is a sign of interest in public office and of a healthy local democracy.

As a result of these factors, summer villages will continue to be included in the calculation of *NC09 Investment in Infrastructure*, *NC10 Infrastructure Age*, and *NC11 Interest in Municipal Office*.

Thank you again for our meeting and the opportunity to discuss the perspectives of the Association of Summer Villages of Alberta.

Sincerely,

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

Brad Pickering  
Deputy Minister

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