

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Friday, April 30th, 2021 commencing at 9:00 a.m.

Virtual – or Onway Council Chambers

Due to COVID restrictions, the public may participate via zoom, call the office to arrange for same.

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

1. Call to order
2. Agenda a) Friday, April 30th, 2021 Regular Council Meeting
3. Minutes: p 1-5 a) Friday, March 26th, 2021 Regular Council Meeting
4. Delegations: a) 9:05 a.m. Ryan & Darion Balfour – concern with inability to put in additional services to a vacant lot which has been granted a development permit for recreational parking pad and placement of a recreational vehicle for both the Purposes of Storage and Use. Please refer to the Balfour's April 23 letter, along with Development Officer Tony Sonnleitner's Request For Decision report. *(that the current provisions of Land Use Bylaw 256-2015 be upheld, and the request to install the accessory use (electric service) be denied, or that the Summer Village entertain an application to amend the Land Use Bylaw 256-2015 changing the definition of Accessory Use to specifically exclude the installation of Electrical Service. Then, this Use would need to either be included among the permitted or discretionary uses within the District or alternatively the use could be added to the list of uses, under Section 3.2 as Development Not Requiring a Development Permit, or some other direction as given by Council at meeting time)*

p 6-8
p 9-27

b) 9:20 a.m. Randy & Lorna Sather – to discuss the proposed removal of the Poppy Place fence and to discuss potential replacement options. Please refer to their attached April 12th, 2021 email regarding same.

p 28

Samantha Sooley & Megan Kuny – to discuss same thing as per email

p 29-33
p 34-35

(direction as given by Council at meeting time)

c) 9:35 a.m. Laura Marcato of Seniuk & Company to present and review the 2020 Draft Audited Financial Statements *(to be approved as is or as amended)*

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5. Bylaws: Before giving consideration to these bylaws, if we could first jump down to Business a) and approve the 2021 Operating and Capital Budget, then come back to these bylaws.
- a) *p 36-38* Bylaw 314-2021 – to set the assessment sub-classes for residential and non-residential property in the Summer Village of Silver Sands *(that Bylaw 314-2021, a bylaw for matters related to classification of assessment and establishment of assessment sub-classes, be given all 4 readings (1st reading, 2nd reading, unanimous consent to consider 3rd reading, 3rd and final reading))*
- b) *p 39-41* Bylaw 315-2021 –2021 Tax Rates bylaw for the Summer Village of Silver Sands – *(that Bylaw 315-2021, a bylaw to authorize the several rates of taxation imposed for all purposes for the 2021 tax year, be given all readings (1st reading, 2nd reading, unanimous consent to consider 3rd reading, 3rd and final reading))*
- c) *p 42-43* Bylaw 316-2021 – Further to discussion and direction at our last Council meeting, attached is Bylaw 316-2021 which imposes penalties on unpaid taxes. The penalty structure is as follows:
-an 18% Penalty applied on January 1st on the total outstanding taxes;
-a 2% penalty applied on July 1st on the current year taxes owing;
-a 4% penalty applied on August 1st to the current year taxes owing;
-a 6% penalty applied on September 1st and a 6% penalty applied on October 1st to the current year taxes owing
(that Bylaw 316-2021, a bylaw to impose penalties on unpaid taxes for the 2021 year, be given all 4 readings (1st reading, 2nd reading, unanimous consent to consider 3rd reading, and 3rd and final reading))

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- p 44-57
- d) Bylaw 317-2021 - a bylaw to regulate the procedure and conduct of Council and Council Committee meetings. Once approved this bylaw will repeal the previous bylaw 286-2018, and the change to this bylaw changes the stated business intended to be dealt with in the agenda to include "Public Hearings" (page 7 #50). This will address the gap in the Summer Village's recent MAP Review whereby Public Hearings are to be conducted and minutes of the public hearing are to be included as part of a regular or special meeting of Council *(give consideration to 1st reading (as is or with amendments), give consideration to 2nd reading (as is or with amendments), give consideration for 3rd and final reading (as is or with amendments), give 3rd and final reading, or some other direction as given by Council at meeting time)*

6. Business:

- a) 2021 Operating and Capital Budget – further to discussion and direction as our last Council meeting, attached is the 2021 Draft Operating and Capital Budget with a 1.5% increase in municipal tax dollars collected from the prior year and with the minimum municipal tax being set at \$850.00 per property which is up \$150.00 from 2020 (was \$700.00 per property) *(that Council approve the 2021 Draft Budget as presented with a 1.5% increase in municipal tax dollars collected from the previous year, and that the minimum tax be set at \$850.00 per property)*
- b) Darwell Lagoon Commission – March 23rd, 2021 letter from TriVillage Regional Sewage Services Commission regarding their recent article in the newspaper about upcoming construction projects *(accept for information, or some other direction as given by Council at meeting time)*
- p 58-65
- c) Municipal Accountability Program Review Report – further to previous discussion attached is the detailed report of the noted review the Summer Village underwent. This program was brought in 4 years ago and all municipalities in the Province under 2,500 population go through this review.

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p 66-143

Silver Sands only has 5 legislative gaps that are noted on page 9 (which is very good considering it is out of we believe 60):

- requirement for public hearings to be held within a regular or special council meeting (*this has changed somewhere along the line, but certainly on the go forward we will follow this practice and have prepared an updated Council & Committee Procedural Bylaw to include a section for Public Hearings in future agendas*)
- requirement for the property tax bylaw to be in accordance with the MGA with respect to assessment and assessment subclasses (*administration will prepare a bylaw on assessment subclasses*)
- requirement for all individuals performing bylaw enforcement officer duties to take the official oath (*administration will ensure the bylaw enforcement officers have received the oath of office*)
- requirement for a municipality's three-year operating plan and five-year capital plan to be in accordance with the MGA (*administration will include the accumulated surplus/deficit into future three-year operating plans*)
- requirement for the municipal assessor to be established as a designated officer (*this bylaw was passed at our February meeting so we are now compliant*)

(accept the Municipal Accountability Program review report for information, and that the Summer Village work to address each of the outstanding legislative gaps identified)

- d) 2021 Family Day – tentatively set for Saturday July 24th, 2021 (*approve said event or some other direction as given by Council at meeting time*)
- e) History Project – further to previous discussions, proposal to place a History tab on our website and include all sorts of various documents and/or pictures that showcase the history of the Summer Village (that said project be established)

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- f) Large Bin Cleanup – further to previous discussions, we need to set a date and time for the large-bin cleanup for this year *(that the large bin cleanup be scheduled for _____, to include 5 large bins for the following items:*
- metal including stoves, washers & dryers;
 - clean wood;
 - mixed household waste to include stained, treated or painted wood;
 - white metal (washer/dryers);
 - mattresses (which will be a chargeable item at \$20.00 each.)

- g) Alberta Government disturbance standard for temporary seasonal docks and other mooring structures for personal recreational purposes and user guide for dock authorizations. Attached is the provincial documentation as of April 2021 for information. This information will also be posted on our website *(accept documents for information)*

p144-203

h)

i)

j)

7. Financial

- a) Income & Expense Statement – as of March 31, 2021

**SUMMER VILLAGE OF SILVER SANDS
AGENDA**

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8. Councillors' Reports

- a) Mayor Poulin
- b) Deputy Mayor Turnbull
- c) Councillor Horne

9. Administration Reports

- a) Development Officer's Report
- b) Public Works Report
- c) Alberta Municipal Affairs – March 19th, 2021 letter on Sunset Point being approved for \$100,000.00 for completion of a regional governance study
- d) Alberta Municipal Affairs – March 23rd, 2021 letter on upcoming senate elections
- e) Unsightly Enforcement (SS Drive/Golf Course Rd)
- f)

10. Information and Correspondence

- a) Government of Alberta, Statement of Direct Deposit:
 - i) March 30th, 2021 in the amount of \$438.00 for April FCSS
- b) Development Permit 21DP09-31 for construction of a recreational vehicle parking pad and placement of a recreational vehicle for both the purpose of storage at use at 17 Conifer Crescent
- c) Community Peace Officer Reports for March 2021
- d) Town of Morinville – April 16th, 2021 letter support the RCMP
- e)

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

12. Closed Meeting (if required)

- a) Municipal Planning Commission Deliberation (Municipal Government Act Section 197(2.1))

13. Adjournment

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Next Meetings:

- June 5th, 2021 – SVLSACE Meeting
- June 12th, 2021 – Nomination Day
- June 25th, 2021 – Regular Council Meeting
- July 2nd, 2021 – Advance Vote
- July 10th, 2021 – Election Day
- July 30th, 2021 – Regular Council Meeting

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, MARCH 26, 2021
VIA TELECONFERENCE/ZOOM AND IN-PERSON (IN-PERSON IS FOR COUNCIL
& ADMINISTRATION ONLY)

	PRESENT	<p>Mayor: Bernie Poulin (in person) Deputy Mayor: Liz Turnbull (via teleconference) Councillor: Graeme Horne (via zoom)</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (CAO) (in person) Heather Luhtala, Assistant CAO (via Zoom)</p> <p>Public Works: Dustin Uhlman (in person)</p> <p>Delegations: n/a</p> <p>Public at Large: 0</p>
1.	CALL TO ORDER	Mayor Poulin called the meeting to order at 9:06 a.m.
2.	AGENDA	
44-21		<p>MOVED by Deputy Mayor Turnbull that the March 26, 2021 agenda be approved with the following additions:</p> <p>Under Business: g) Chief Administrative Officer and Administration Services Contract h) Darwell Lagoon Updates and Discussion</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES	
45-21		<p>MOVED by Councillor Horne that the minutes of the February 26, 2021 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	DELEGATIONS	n/a
5.	BYLAWS	n/a



SUMMER VILLAGE OF SILVER SANDS
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FRIDAY, MARCH 26, 2021

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6.	BUSINESS	
46-21		<p>MOVED by Deputy Mayor Turnbull that the Summer Village of Silver Sands set its nomination day for the purpose of the 2021 municipal election for Saturday June 12th, 2021 from 10:00 a.m. to 12:00 noon at the Darwell Community Hall.</p> <p style="text-align:right">CARRIED</p>
47-21		<p>MOVED by Mayor Poulin that the Summer Village of Silver Sands set its election day for the purpose of the 2021 municipal election for Saturday July 10th, 2021 from 10:00 a.m. to 7:00 p.m. at the Darwell Community Hall.</p> <p style="text-align:right">CARRIED</p>
48-21		<p>MOVED by Deputy Mayor Turnbull that the Summer Village of Silver Sands set an advance vote for Friday, July 2nd, 2021 from 4:00 p.m. to 8:00 p.m. at the Darwell Community Hall.</p> <p style="text-align:right">CARRIED</p>
49-21		<p>MOVED by Deputy Mayor Turnbull that the Summer Village of Silver Sands accept for information the discussion with respect to the use of a special mail-in ballot for the 2021 municipal election.</p> <p style="text-align:right">CARRIED</p>
50-21		<p>MOVED by Deputy Mayor Turnbull that the 2020 Annual Internal Review of the Summer Village of Silver Sands' Safety Codes Program and Accreditation be accepted for information.</p> <p style="text-align:right">CARRIED</p>
51-21		<p>MOVED by Councillor Horne that Council approve the amending Agreement with The Inspections Group Inc. for the provision of safety code services for an additional 6-year period with annual renewal on April 30th of each year.</p> <p style="text-align:right">CARRIED</p>
52-21		<p>MOVED by Deputy Mayor Turnbull that Council accept for information the Lac Ste. Anne County/Town of Mayerthorpe press releases with respect to Intermunicipal Collaborative Framework negotiations.</p> <p style="text-align:right">CARRIED</p>
53-21		<p>MOVED by Mayor Poulin that as the existing fence constructed by the Developer of the Poppy Place subdivision is deteriorated, that the Summer Village proceed with removing this fence running along TWP 540 (and not replacing it) and that administration forward a letter to adjacent landowners advising of same.</p> <p style="text-align:right">CARRIED</p>

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SUMMER VILLAGE OF SILVER SANDS
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FRIDAY, MARCH 26, 2021

**VIA TELECONFERENCE/ZOOM AND IN-PERSON (IN-PERSON IS FOR COUNCIL
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	<p>54-21</p>	<p>MOVED by Deputy Mayor Turnbull that Council accept the Draft 2021 Operating and Capital Budget with an increase of 1.5% in municipal tax dollars collected from the prior year, the Aspen Drainage project is to be added to the capital budget with funding coming from the Summer Village's capital grant funding allocation, the final budget and tax rate bylaw to be presented at the regular Council meeting in April.</p> <p align="right">CARRIED</p>
	<p>55-21</p>	<p>MOVED by Mayor Poulin that the penalty structure be set as follows for the 2021 Tax Year with the 2021 taxes being due and payable on or before midnight of June 30, 2021, penalty bylaw to be presented at the regular Council meeting in April:</p> <p>18% January 1st (total taxes owing) 2% July 1st (current year taxes) 4% August 1st (current year taxes) 6% September 1st (current year taxes) 6% October 1st (current year taxes)</p> <p align="right">CARRIED</p>
	<p>56-21</p>	<p>MOVED by Deputy Mayor Turnbull that the minimum municipal tax collected for each taxable property be set at \$850.00 for the 2021 Tax Year (was \$700.00 in 2020), final tax rate bylaw to be presented at the regular Council meeting in April.</p> <p align="right">CARRIED</p>
	<p>57-21</p>	<p>MOVED by Mayor Poulin that the Summer Village enter into an extension to the existing Chief Administrative Officer and Administration Services contract with Wildwillow Enterprises Inc. for an additional 5 years, subject to legal counsel review.</p> <p align="right">CARRIED</p>
	<p>58-21</p>	<p>MOVED by Councillor Horne that the Summer Village of Silver Sands follow the lead of Lac Ste. Anne County in implementing and enforcing an axle weight reduced to 75% on all vehicles including sewer and water carriers on all roads within the Summer Village, ban to be put in place until June 1st or as determined by the municipality (dates as taken from LSA County Road Ban Notice dated March 16, 2021).</p> <p align="right">CARRIED</p>
<p>7.</p>	<p>59-21 FINANCIAL</p>	<p>MOVED by Mayor Poulin that the income and expense report as of February 28, 2021 be accepted for information as presented.</p> <p align="right">CARRIED</p>

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**SUMMER VILLAGE OF SILVER SANDS
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8.	COUNCIL REPORTS 60-21	MOVED by Deputy Mayor Turnbull that the Council reports be accepted for information as presented. CARRIED
9.	ADMINISTRATION REPORTS 61-21	MOVED by Councillor Horne that the Administration and Public Works reports be accepted for information as presented. CARRIED
10.	CORRESPONDENCE 62-21	MOVED by Councillor Horne that the following correspondence be accepted for information: a) Government of Alberta, Statement of Direct Deposit: i) March 2 nd , 2021 in the amount of \$28,518.00, \$438.00 February FCSS and \$28,080.00 being GTF allocation ii) March 9 th , 2021 in the amount of \$100,813.00 being MSI Capital funding b) Canadian Heritage – February 15 th , 2021 letter advising we have been approved for \$600.00 for Canada Day Celebrations c) Development Permits: i) 21DP07-31 for construction of an addition to an existing detached dwelling at 12 Cedar Avenue ii) 21DP08-31 for construction of a detached garage and addition to an existing detached dwelling at 10 Fire Crescent d) Farm Safety Centre – February 17 th , 2021 letter on past years accomplishment and plan delivery for 2021 (will support by \$300.00 again) e) Community Peace Officer Reports for February 2021 f) Lac Ste. Anne Foundation – March 9 th , 2021 letter on 2021 requisitions g) AUMA Villages West Director Angela Duncan's February 22 nd , 2021 email on activities of the Board CARRIED
11.	OPEN GALLERY	n/a
12.	CLOSED MEETING	n/a

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13.	NEXT MEETING(S)	The next Regular Council meeting has been scheduled for Friday, April 30, 2021 at 9:00 a.m.
14.	ADJOURNMENT	The meeting adjourned at 10:58 a.m.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

UNAPPROVED

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2021-04-23

Ryan & Darion Balfour

Summer Village of Silver Sands

Wendy Wildman, Chief Administrative Officer (CAO)

Wild Willow Enterprises

4808 51 ST, Onoway, AB, T0E 1V0

Dear **Wendy**:

Regarding our request to commission power on our property, please see the details below to be included in the agenda for the monthly council meeting scheduled for April 30th, 2021.

We are seeking a discussion with council to resolve a development conflict that is preventing us from commissioning utilities (power) on our property (19 Birch Avenue).

Last year, we received a development permit (19-DP09) from the municipality for the ***"Construction of a Recreational Parking Pad and Placement of a Recreational Vehicle for both the Purposes of Storage and Use"***. We have been told by the Development Officer that we are unable to commission services and/or utilities on our property as we do not have **"Principal Use"** under the current Land Use Bylaws and therefore can not have an **"Accessory Use"**. We were advised by the Development Officer that council would need to decide the outcome of the request. We then contacted council and were told that the Development Officer is responsible for deciding.

With reference to the current Land Use Bylaws:

"Principal Use" is defined as: *"the primary purpose, in the opinion of the Development Authority, for which a building or parcel is used".*

"Accessory Use" is defined as: *"the use of a building or land which the Development Officer decides is incidental and subordinate to the principle use of the parcel on which it is located".*

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The Land Use Bylaws clearly state that that these classifications are ruled solely on the opinions of the Develop Authority and/or Development officer.

Questions/Topics for discussion on April 30th:

1. Who is the Development Authority?
 - a. The Development Officer?
 - b. Council?
 - c. Both?
2. Why were we issued a development permit for permanent construction/development of our parcel for the purpose of **USING** our parcel, yet in the opinion of the "Development Authority" our lot is considered vacant with no use?

Whether the council likes it or not, The Summer Village of Silver Sands is a **mixed-use** community. This has also been confirmed by numerous surveys that were put out last year.

When your drive through the community you will see a combination of \$600,000 houses, small cabins that were built in the 1960's on a cinder block foundation that are either abandoned or falling over, vacant parcels that ONLY have accessory buildings on them (i.e. Sheds), vacant parcels that are completely overgrown and not used by anyone and parcels that have RV's on them (some for storage and some come and go).

It is extremely frustrating to own property in a **seasonal** community that is supposed to be "recreationally focused" yet is being run like a city. If the Summer Village of Silver Sands wants to have the same bylaws as Edmonton, then change the name to the City of Silver Sands, build a gas station, build a school, get a transit system, and **THEN** run it like a city. We bought in Silver Sands because we saw the potential to invest in a community that could give us that "get-away" from the city life. So far, all it has been a complete inconvenience solely at the hands of the people who are responsible for running it.

We are told that unless we decide to build an 800sqft house, we not allowed to have a shed, fence, power, water, or gas on property that **WE** own. Furthermore, the only thing that can be cited in the bylaws is something that is decided on by **ONE** person. That is called a dictatorship and its **WRONG**.

To make our point very clear:

We received a legitimate permit for the development and use of our property. Our property is Developed and has Principal Use. Any other classification is incorrect.

We look forward to a constructive conversation on April 30th to work towards a solution that makes sense for us as landowners and the community.

Warmest Regards,

Ryan & Darion Balfour



Summer village of Silver Sands

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	April 30, 2021
Originated By:	Tony Sonnleitner, Development Officer
Title:	Accessory Uses Upon Vacant Parcels – Ryan Balfour & Darion Getzinger. Plan 223 MC, Block 7, Lot 19 : 19 Birch Avenue (the “Lands”).

BACKGROUND:

April 8, 2021: Development Authority received an email from Ryan Balfour with respect to Accessory Uses, specifically the installation of Electrical Service to the Lands. The Development Authority, after confirming that this was a Vacant Parcel, denied the request. The landowners of the Lands have requested an audience with Council at their regular meeting of April 30, 2021.

DISCUSSION:

1. Governing document:

- a) Summer Village of Silver Sands Land Use Bylaw 256-2015 is the document which controls development within the Summer Village.

2. Control of Development:

- a) The Municipality's Lands Use Bylaw 256-2015 state:

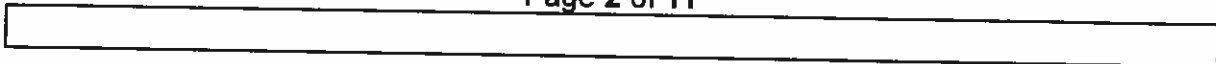
i. SECTION 3.1 CONTROL OF DEVELOPMENT

No development other than that designated in Section 3.2 of this Bylaw shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.

ii. SECTION 3.2 DEVELOPMENT NOT REQUIRING A DEVELOPMENT PERMIT

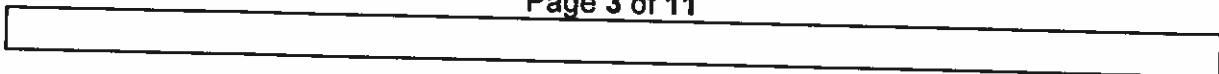
All development undertaken in the municipality requires an approved development permit prior to commencement, except the following provided the development conforms to all other provisions of this Bylaw:

- (a) the carrying out of works of improvement, maintenance or renovation to any building provided that such works do not include structural alterations or additions;
- (b) the completion of any development which has lawfully commenced before the passage of this Land Use Bylaw or any amendment thereof, provided that the development is completed in accordance with the terms of any permit granted in respect of it, and provided that the development is completed within the time limit of such a permit or within twelve (12) months of the effective date of the Bylaw, whichever is earlier;
- (c) the use of any such development as is referred to in subsection (b) for the purpose for which development was commenced;
- (d) the erection or construction of gates, fences, walls or other means of enclosure less than 0.9 m (3.0 ft.) in height in front yards and less than 1.8 m (6.0 ft.) in other yards, and the maintenance or improvements of any gates, fences or walls or other means of enclosure. No electrical or barbed wire fences shall be permitted within the corporate boundaries of the Summer Village;
- (e) the erection or placement of a temporary building, the sole purpose of which is incidental to the erection of a building for which a development permit has been granted, provided the temporary building is removed within thirty (30) days of substantial completion or as determined by the development officer;
- (f) the completion, alteration, maintenance or repair of a street, lane or utility undertaken upon a public thoroughfare or utility easement, or undertaken to connect the same with any lawful use of buildings or land;
- (g) any development carried out by or on behalf of the Crown but not including that carried out by or on behalf of a Crown corporation;
- (h) any development carried out by or on behalf of the municipality provided that such development complies with all applicable provisions of this Land Use Bylaw;
- (i) a portable garden or tool shed not on a fixed foundation on the residential parcel, such building not to exceed 9.3 m² (100.10 ft.²) in floor area and 2.5 m (8.2 ft.) in height;



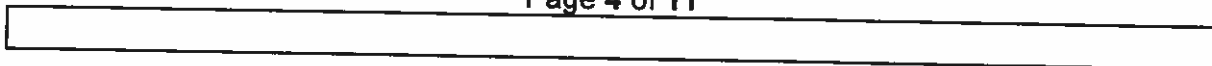
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- (j) development exempted from requiring a development permit under the Municipal Government Act;
- (k) signs posted or exhibited in a building;
- (l) signs posted or exhibited in or on an operating motor vehicle if the vehicle is not temporarily or permanently parked solely for the purpose of displaying the sign;
- (m) a statutory or official notice of a function of the Summer Village of Silver Sands;
- (n) traffic signs authorized by the Summer Village of Silver Sands and/or Alberta Provincial authorities;
- (o) a sign or signs posted or exhibited solely for the identification of the land or building on which it is displayed, or to give directions to visitors, including professional, corporate or trade name plates identifying the occupants, if the sign(s) does not exceed 0.19 m^2 (2.0 ft.^2) in area, subject to all other orders, bylaws and regulations affecting such signs;
- (p) the erection of a maximum of two on-site signs relating to the sale, lease or rental of the buildings, or land to which they are attached provided that:
 - (i) such signs for any single detached dwelling or single detached dwelling parcel does not exceed 0.56 m^2 (6.0 ft.^2) in area, and
 - (ii) such signs for a multiple dwelling parcel, a commercial parcel does not exceed 3.0 m^2 (32.0 ft.^2), and
 - (iii) such sign shall not be illuminated;
- (q) campaign signs for federal, provincial, municipal or school board elections on private properties for no more than thirty (30) days, or such other time as regulated under provincial or federal legislation provided that:
 - (i) such signs are removed within fourteen (14) days after the election date, and
 - (ii) the consent of the property owner or occupant is obtained, and
 - (iii) such signs do not obstruct or impair vision or traffic, and
 - (iv) such signs are not attached to trees or utility poles, and
 - (v) such signs indicate the name and address of the sponsor and the person responsible for removal;



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- (r) signs on land or buildings used for religious, educational, cultural, recreational, medical or similar public or quasi-public purposes, provided that:
 - (i) such signs shall not exceed 1.10 m² (12.0 ft.²) in area, and
 - (ii) there shall be a limit of one sign for each side of the land or buildings on a different street;
- (s) signs of building contractors relating to construction work in progress on the land on which such signs are erected, provided that:
 - (i) such signs do not exceed 3.0 m² (32.0 ft.²) in area, and
 - (ii) there shall be a limit of one sign for each boundary of the property under construction which fronts onto a public street, and
 - (iii) such signs shall be removed within fourteen (14) days of occupancy;
- (t) landscaping where it will not adversely affect the subject or adjacent properties but does not include changes in grade, stockpiling or excavation;
- (u) hard surfacing of any yard area for the purpose of providing vehicular access from a public roadway to an on-site parking stall provided that such hard surfacing does not cause storm drainage to flow onto adjacent properties;
- (v) the erection of radio towers, antennas, poles, etc. not exceeding 4.5 m (15 ft.) in height from grade provided that the structure is not located in the front yard or on public land (i.e. lakefront or beach areas);
- (w) A fire pits;
- (x) flagpoles shall be permitted in the front yard, so long as same are not erected on public land;
- (y) A home office, provided that the following are adhered to:
 - (i) No individual other than the permanent resident of the dwelling unit operates the home office;
 - (ii) No client or customer is received in the dwelling unit for business purposes;
 - (iii) The home office does not generate any pedestrian or vehicular traffic;
 - (iv) There are no on-site exterior signs or advertisements of the home office;



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- (v) No materials, goods or finished products for business purposes are stored on-site; and
- (vi) The home office is operated as an accessory use only and must not change the residential character or external appearance of the dwelling unit.

iii. SECTION 1.9 DEFINITIONS OR MEANINGS

"ACCESSORY BUILDING" - means a building which is separate from the principal building on the parcel where both are located and which the Development Officer decides is incidental to that of the principal building, and includes garages, boathouses and guest houses.

"ACCESSORY USE" - means a use of a building or land which the Development Officer decides is incidental and subordinate to the principal use of the parcel on which it is located;

"BUILDING" - includes any structure, erection, stockpile, sign or fixture that may be built or placed on land;

"DEVELOPMENT" - means development as defined in the Act, and includes the following:

(i) the carrying out of any construction or excavation, or other operations, in, on, over or under land, or the making of any change in the use or the intensity of use of any land, buildings or premises, and, without restricting the generality of the foregoing, includes the removal of topsoil. For the purposes of this Bylaw, development also means the demolition of a building,

(ii) in a building or on a parcel used for dwelling purposes, any increase in the number of dwelling units in the building or on the parcel, and any alteration or additions which provide for an increase in the number of dwelling units within the building or on the parcel,

(iii) the placing of refuse or waste material on any land,

(iv) the resumption of the use for which land or buildings had previously been utilized,

(v) the use of the land for the storage or repair of motor vehicles or other machinery or equipment,

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(vi) the continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect,

(vii) the more frequent or intensive use of land for the parking of trailers, bunkhouses, portable dwellings, skid shacks or any other type of portable building whatsoever whether or not the same has been placed or affixed to the land in any way,

(viii) the erection of signs,

(ix) the recommencement of any use to which the land or buildings had been, previously put, if that use had been discontinued for a period of more than six months, and

(x) removal of top soil, trees and earth and gravel extraction from the land,

(xi) the installation of any type of sewage disposal system including, but not limited to, holding tanks and outside privies,

(xii) the digging of a well or installation of a water cistern;

"DWELLING" - means any building used principally for human habitation and which is supported on a permanent foundation extending below ground level, and includes single detached dwellings, but does not include temporary living accommodations;

"PRINCIPAL BUILDING" - means a building which, in the opinion of the Development Authority,

(i) occupies the major or central portion of a parcel,

(ii) is the chief or main building among one or more buildings on the parcel, or

(iii) constitutes by reason of its use the primary purpose for which the parcel is used;

"PRINCIPAL USE" - means the primary purpose, in the opinion of the Development Authority, for which a building or parcel is used. There shall be no more than one principal use on each parcel unless specifically permitted otherwise in the Bylaw;

"STRUCTURE" - means anything constructed or erected on the ground, or attached to something on the ground, and includes all buildings;

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"TEMPORARY LIVING ACCOMMODATION" - means any recreational vehicle, (holiday trailer, motor home, camper or tent trailer) situated on a residential lot;

"USE" - means a use of land or a building as determined by the Development Officer and/or Council;

"YARD, FRONT" - means that portion of the parcel extending across the full width of the parcel from the front property boundary line of the parcel to the front wall of the main building. In the case of lake front lots, the front yard is the area between the lake shore property line (or, if the front property line is not a fixed point, the standard mean high water mark as defined by Alberta Environment and Sustainable Resource Development) and the wall of the main building facing the lake;

iv. SECTION 4.1 PRINCIPAL BUILDING OR USE

A maximum of one (1) principal building or principal use shall be considered a permitted use within any land use district. All other principal buildings or principal uses shall be considered discretionary.

v. SECTION 4.8 GARAGES AND ACCESSORY BUILDINGS

1. In residential districts detached garages and accessory buildings shall be located according to the following:
 - (a) The maximum total combined floor area of all accessory buildings upon the site shall be 111.5 sq. m. (1200 sq. ft.),
 - (b) no closer to the front yard than the closest portion of the principal building,
 - (c) a minimum of 2.0 m (6.56 ft.) from the principal building,
 - (d) an accessory building shall be situated so that the exterior wall is at least 1.2 m (3.90 ft.) from the side boundaries and 1.0 m (3.28 ft.) from the rear boundary of the parcel,
 - (e) an accessory building shall not be more than 9.0 m (29.8 ft.) in height, and shall not exceed the height of the main building,

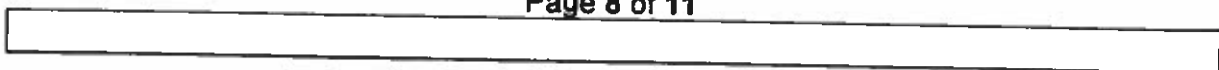
15

- (f) where an accessory building is a garage, vehicle access doors shall be a minimum of 6.0 (20.0 ft.) from the property line with the roadway or lane.
- (g) no roof overhang shall be situated within 0.3 m (1.0 ft.) of the side and rear property boundary, and
- (h) an accessory building shall be located in such a manner that it does not encroach upon easements and rights-of-way.

- 2. An accessory building shall not be used as a dwelling, subject to Section 4.9.
- 3. Notwithstanding any other provision of this Bylaw, a maximum of one garage per lot may be considered a "permitted" use.

vi. SECTION 4.18 RECREATIONAL VEHICLES AND TEMPORARY LIVING ACCOMMODATIONS

- (1) A maximum of one (1) Recreation vehicle, holiday trailer, motor home, camper or tent trailer may be situated and occupied on a residential parcel provided that it:
 - a. is located within a required parking stall or on the site in a manner satisfactory to the Development Officer, and
 - b. is occupied for no longer than 90 days during a calendar year where on-site access to an approved sewage collection system is present; and
- (2) At no time are recreation vehicles to be used as a permanent place of residence.
- (3) Notwithstanding the foregoing, a recreation vehicle may be maintained on a site during periods of dwelling construction for a maximum of one (1) year, where approved by the Development Authority.
- (4) A maximum of one (1) unoccupied recreational vehicle may be kept on a developed parcel for storage purposes where the same is kept in a neat and tidy condition and in a location that respects the privacy and appearance of neighbouring properties.
- (5) At no time may a person store any derelict recreation vehicle on a property. Dereliction may be assessed by inoperability, immobility, excessive rust, decay or damage, fluid leaks, abandonment, lack of registration, or any or all of these.



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vii. SECTION 5.2 R1A – RESIDENTIAL – SINGLE FAMILY CLASS “A”

(1) General Purpose of District

This district is generally intended to accommodate single detached dwellings and modular homes, and associated uses on small lots.

(2) Permitted Uses

- Single Detached Dwelling
- Modular home
- Minor Home Occupations
- Secondary Suites
- Buildings and uses accessory to permitted uses

Discretionary Uses

- Day homes
- Major Home Occupations
- Parks and playgrounds
- Public or quasi-public uses
- Public utilities required to serve the immediate area
- Show homes
- Buildings and uses accessory to discretionary uses.
- Other uses which, in the opinion of the Development Authority, are similar to the permitted and discretionary uses.

(3) Parcel Coverage

Coverage of all buildings shall not exceed 40% of the total parcel area.

(4) Minimum Floor Area (not including attached garage)

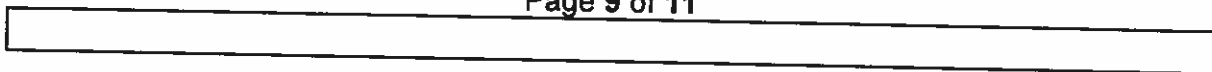
Shall be no less than 74.3 m² (800.0 ft²).

(5) Maximum Height

The height of all structures shall not exceed 9 m (29.5 ft.) and is subject to the provision of this Bylaw.

(6) Minimum Parcel Width and Depth

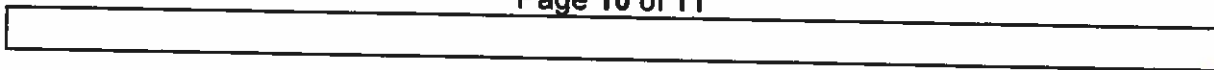
All new parcels to be created shall have a minimum parcel width of 15.0 m (50.0 ft.) and a minimum parcel area not less than 557.4 sq. m. (6000 sq. ft.).



- (7) Minimum Front Yard Setback
- (a) Lakefront lots: at the discretion of the Development Officer, but not less than 8 m. (26.2 ft.).
 - (b) All other cases: 8 .0 m (26.2 ft.).
 - (c) For accessory buildings see Section 4.8.
- (8) Minimum Side Yard Setback
- (a) Minimum of 1.5 m (5.0 ft.)
 - (b) For accessory buildings see Section 4.8.
- (9) Minimum Rear Yard Setback
- (a) Minimum of 1.5 m (5 ft.), except in the case of garages as in Section 4.8.
 - (b) For accessory buildings see Section 4.8.

COMMENTS:

1. The Lands are Districted R1A – Residential – Single Family Class “A”; where:
 - a) The General Purpose of the District is stated as:
 - i. This district is generally intended to accommodate single detached dwellings and modular homes, and associated uses on small lots.
 - b) Permitted Uses within the R1A – Residential - Single Family Class “A” District are listed as:
 - i. Single Detached Dwelling
 - ii. Modular Home
 - iii. Minor Home Occupation
 - iv. Secondary Suites
 - v. Buildings and uses accessory to permitted uses.
2. The subject Lands are developed with neither a Single Detached Dwelling, nor a Modular Home; thus, **there is no Principal Use upon the Lands.**
3. The proposed building, electrical service, is an accessory use as defined in the Municipality’s Land Use Bylaw 256-2015.
4. By definition, where there is no Principal Use (Single Detached Dwelling or Modular Home), there can be no accessory use per definition of Accessory Use.
5. Accessory Use may not be located in the front yard; where the definition references front yard as the area between the front property boundary and the front of the



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Principal Use. Where there is no Principal Building, the front yard encompasses the entirety of the Lands. There is nowhere upon the Lands to place the Accessory Use.

OPTIONS:

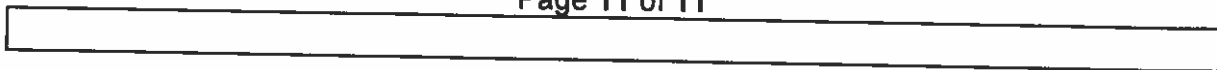
1. Council may direct that the current provisions of the Land Use Bylaw 256-2015 be upheld, and the request to install the Accessory Use (Electrical Service) be denied.
2. Council may entertain an application to amend the Land Use Bylaw 256-2015, changing the definition of Accessory Use to specifically exclude the installation of Electrical Service. Then, this Use would need to either be included among the permitted or discretionary uses within the District or alternatively the use could be added to the list of uses, under Section 3.2 as Development Not Requiring a Development Permit.

RECOMMENDATION:

The subject Lands are Districted R1A- Residential – Single Family Class “A”; where the general purpose is Single Detached Dwellings and Modular Home. The use of Recreational Vehicles is stated to be “Temporary”. The installation of an Accessory Use (Electrical Service) would add permanence to this temporary use. It is recommended that Council not amend the Land Use Bylaw to allow for this use upon a vacant parcel, as the intensification of accessory uses would change the residential character of the community.

Regards,

Tony Sonnleitner, Development Officer



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21



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Summer Village of Silver Sands

STOP ORDER

September 21, 2019

- Registered Mail
- On site
- Hand delivery

DARION BALFOUR

AND

**RYAN BALFOUR
BOTH OF**

Dear Sir / Madam:

RE: PLAN 223 MC, BLOCK 7, LOT 19 : 19 Birch Avenue (the "Lands")

In my capacity as Development Officer I hereby issue this Stop Order pursuant to Section 645 of the Municipal Government Act, and Section 3.9 of the Summer Village of Silver Sands Land Use Bylaw 256-2015, with respect to the aforementioned lands.

The Municipality's Land Use Bylaw 256-2015 states:

1. SECTION 3.1 CONTROL OF DEVELOPMENT

No development other than that designated in Section 3.2 of this Bylaw shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.

2. SECTION 1.9 DEFINITIONS OR MEANINGS

"ACCESSORY BUILDING" - means a building which is separate from the principal building on the parcel where both are located and which the Development Officer decides is incidental to that of the principal building, and includes garages, boathouses and guest houses.

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Summer Village of Silver Sands

"PRINCIPAL USE" - means the primary purpose, in the opinion of the Development Authority, for which a building or parcel is used. There shall be no more than one principal use on each parcel unless specifically permitted otherwise in the Bylaw.

3. 5.2 R1A – RESIDENTIAL – SINGLE FAMILY CLASS "A"

(1) General Purpose of District

This district is generally intended to accommodate single detached dwellings and modular homes; and associated uses on small lots.

Further, Part 17 of the Municipal Government Act and Section 3.9 of the Summer Village of Silver Sands Land Use Bylaw 256-2015 allow a Development Officer to issue a Stop Order where a development or use of land or buildings does not comply with the Municipal Government Act, the Land Use Bylaw, a development permit or a subdivision approval.

At present, given that:

1. The placement of an Accessory Building has been undertaken on the Lands without application for development permit approval, and Development Authority approval has not been granted for the development undertaken on the Lands; and
2. The Lands are not developed with a Single Detached Dwelling or Modular Home; thus no principal purpose or principal use exist upon the Lands. No accessory use may exist where there is no principal use.

Photographs of the Accessory Buildings are attached to, and form part of, the reason why the developments are deemed to contravene the provisions of the Summer Village of Silver Sands Land Use Bylaw 256-2015, as amended.

Accordingly, you are hereby ordered to stop the unauthorized development on the aforementioned Lands, and the buildings thereon, and comply with the Land Use Bylaw by:

1. Removing the Accessory Building as depicted in the attached photographs and restoring the property to its former condition by 4:30 pm on Tuesday October 15, 2019.



Summer Village of Silver Sands

You are hereby advised that you have the right to appeal this Order to the Subdivision and Development Appeal Board. If you wish to exercise this right then written notice of appeal, accompanied by a statement of grounds for appeal and an appeal fee in the amount of \$150.00, must be received by the Clerk of the Subdivision and Development Appeal Board within twenty one (21) days of your receipt of this letter. The Notice of Appeal should be directed to:

Clerk of the Subdivision & Development Appeal Board
Summer Village of Silver Sands
Box 8
Alberta Beach, Alberta T0E 0A0
(587) 873-5765

Please be advised that, should you fail to comply with this Stop Order the Municipality has the authority, pursuant to Section 646 of the Municipal Government Act, to enter onto the Lands and take any action necessary to carry out the terms of this Order. The authority granted to the Summer Village also includes the right to charge the costs and expenses incurred in carrying out this Stop Order to the tax roll for the Lands pursuant to Section 553(1)(h.1) of the Municipal Government Act.

YOURS TRULY,

SUMMER VILLAGE OF SILVER SANDS

Per:

TONY SONNLEITNER, Development Officer
Attachments – Photographs of the referenced development

Summer Village of Silver Sands

Photographs of the subject Lands, taken by the Development Officer, Plan 223 MC,
Block 7, Lot 19 : 19 Birch Avenue, on September 20, 2019.



From: Lorna Sather
Date: April 12, 2021 at 6:37:18 PM MDT
To: administration@wildwillowenterprises.com, h...@gmail.com>
Subject: Poppy Place Subdivision Fence - ;

April 12, 2021

Good Afternoon,

We understand that the fence that is there now is in a state of disrepair and requires removal, however we would like to discuss replacement options.

The justification for the initial project is still relevant:

- effective windbreak
- improved privacy
- aesthetically pleasing
- safety
- deverts wildlife
- establish boundaries
- curb appeal
- trespassing weeds
- concealment of unattractive sites
- intrusive headlights
- protect landscaping
- ect.

We are open to discussing options with the council, but the value a fence provides is still very relevant. We look forward to speaking with you at your earliest convenience.

Thank you,
Randy & Lorna Sather

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From: administration@wildwillowenterprises.com
Sent: March 29, 2021 2:32 PM
To: Wendy Wildman
Subject: FWD: Re: Poppy Place Fence Objection

Wendy, please see below:

Thank you,

Heather Luhtala,
Asst. CAO

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

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

S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))

Phone: 587-873-5765

Fax: 780-967-0431

Website: www.wildwillowenterprises.com

Email: administration@wildwillowenterprises.com

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

Subject: Re: Poppy Place Fence Objection

From: "Samantha Sooley" <Samantha.Soo@onoway.ca>

Date: 3/29/21 2:29 pm

To: "administration@wildwillowenterprises.com" <administration@wildwillowenterprises.com>

Thanks Heather,

Here is my objection, and my suggestions:

I am objecting to the removal of the fence as stated in the letter dated March 26th, regarding the fence that is along lots on Poppy Place, and Twp. Road 540. I had originally inquired who was responsible for the fence (Poppy Place Lot Owners or Summer Village of Silver Sands), to make sure I was not crossing any boundaries or rulings before spending my own funds and time repairing the fence. I did not bring this up as an attempt to put maintenance costs on one or the other, and did not raise the question with the intent of having that fence completely removed with no compensation for a replacement fence.

One suggestion that I would like to bring forward to the council is outlined below.

1. A letter notification, much like the letter that was forwarded to me in email, be sent to all lot owners that have a portion of this fence at the rear of their properties.
2. It be outlined clearly that this fence will be removed from the rear of your property, unless a response is received by Silver Sands from the lot owner, opting out. The section of the fence from property line to property line at the rear of that property would then be left standing.

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3. Any sections of fence that are backing on the lots that have opted out of removal, will stay intact, and maintenance costs will now be the responsibility of that lot. This can be agreed upon in a written contract if necessary.
4. If no response is received by the due date, then it is assumed the lot owner agrees to the removal of the section of fence at the rear of their property.

In summation, the fence would be cut off at property lines and removed where necessary, but left standing where requested. This would cut down on time and labour for Silver Sands public works, as well as allow the property owners to repair a fence, rather than build new. This would also minimize wasteful destruction of materials. In my opinion, the above solution would meet in the middle of lot owners, and the Summer Village of Silver Sands.

Alternatives to the above solution:

1. Leave the fence on property lines in place. Do not remove any of the fence that runs on property lines, and if needed remove only the section of fence that does not run on a property line. Send out a communication in the form of an official letter to applicable lot owners, informing them that the section of fence on their property will now officially be their responsibility to maintain.
2. If no community suggestions are accepted, and council goes ahead with fence removal, give the lot owners with the fence at the rear of their property the option to take that material, and build a fence on their property with it. It seems entirely wasteful to remove a repairable fence.

I imagine Silver Sands did not budget this year to build/repair that length of fence, so the council should be understanding of the fact that lot owners did not budget to build a brand-new fence. To completely remove a fence that simply needs repairs will cost Silver Sands in labour and time, and cost the lot owners in FULL to build a new fence if they wish (with TWP Road 540 being one of (or the main) routes used into Silver Sands, fences are almost a REQUIREMENT at the rear of those lots for safety, privacy, and security, from pedestrian and vehicular traffic).

As outlined in the letter, the fence was not planned or built by the Summer Village of Silver Sands (the fence was installed by a past developer), therefore I do not think the decision to remove the fence should only be that of the council. I think the decision should be left to each lot, and the owners should be allowed to agree to take on the responsibility of maintaining that section of the fence as they see fit, between their property lines.

I have one final observation of this issue, noted from the Poppy Place Fence Survey document I was sent. The fence runs along the actual property lines, meaning to me that any section of fence that is on a property line should be the responsibility of the lot owner, and should not be the choice of Silver Sands to remove. The sections that do not touch the property lines, could be removed by Silver Sands. It seems to me, that this fence is on my property, and other properties, for the majority of the fence. Speaking for myself, I then see this fence as part of my property and my responsibility, from the Poppy Place Fence Survey.

Thank you for taking the time to address my concerns as a property owner in the Summer Village of Silver Sands.

Samantha Sooley/Megan Kuny

From: administration@wildwillowenterprises.com <administration@wildwillowenterprises.com>
Sent: March 29, 2021 10:37 AM
To: Samantha Sooley <sammy_sooley@hotmail.com>
Subject: RE: Re: March Property Tax - 18 Poppy Place & Poppy Place Fence

Yes, you could certainly send any objection or suggestion to this email.

Thank you,

Heather Luhtala,

Asst. CAO

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

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

S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))

Phone: 587-873-5765

Fax: 780-967-0431

Website: www.wildwillowenterprises.com

Email: administration@wildwillowenterprises.com

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

Subject: RE: Re: March Property Tax - 18 Poppy Place & Poppy Place Fence

From: "Samantha Sooley" <administration@wildwillowenterprises.com>

Date: 3/29/21 10:36 am

To: "administration@wildwillowenterprises.com" <administration@wildwillowenterprises.com>

Hi Heather,

Thanks for the information below, what email is Wendy referencing to send an objection? Is it this email? Administration@wildwillowenterprises.com ?

Thanks,

Samantha Sooley

On Mar. 29, 2021 09:28, administration@wildwillowenterprises.com wrote:

Hello Samantha, further to our ongoing emails, we were able to locate a survey showing the placement of the fence in Poppy Place which is attached for your reference. This information was presented to Summer Village Council at their regular meeting held on Friday, March 26, 2021. Council made the following motion:

MOVED by Mayor Poulin that as the existing fence constructed by the Developer of the Poppy Place subdivision is deteriorated, that the Summer Village proceed with removing this fence running along TWP 540 (and not replacing it) and that administration forward a letter to adjacent landowners advising of same.

CARRIED

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I have also attached a copy of the letter that will be mailed out today to all owners who are adjacent to this fence.

If you have any further questions or concerns, please do not hesitate to contact our office.

Thank you,

Heather Luhtala,
Asst. CAO

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

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

S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))

Phone: 587-873-5765

Fax: 780-967-0431

Website: www.wildwillowenterprises.com

Email: administration@wildwillowenterprises.com

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

Subject: Re: March Property Tax - 18 Poppy Place

From: "Samantha Sooley" <sammv@poppyplace.com>

Date: 3/17/21 8:33 am

To: "administration@wildwillowenterprises.com"

<administration@wildwillowenterprises.com>

Hi Heather,

Thanks for getting back to me, that's why I wanted to check who was responsible for the fence before I did any work on it, I didn't want to touch it in case it was owned and maintained by Silver Sands.

I'll have to look through our documentation and see if we received a real property report when we purchased, and I will get back to you! Thank you for digging into this further, it's greatly appreciated.

Thanks again!

Samantha Sooley

From: administration@wildwillowenterprises.com

<administration@wildwillowenterprises.com>

Sent: March 15, 2021 11:52 AM

To: Samantha Sooley <sammv@poppyplace.com>

Subject: RE: March Property Tax - 18 Poppy Place

Hi Samantha, I have consulted with the Summer Village's Chief Administrative Officer and she advises that this fence was originally constructed by the developer of Poppy Place and it is believed it runs partly on privately property and partly on the road allowance.

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Do you have a real property report for your property when you had purchased it, and does it show this fence?

The Summer Village will also look more closely at this.

Thank you,

Heather Luhtala,
Asst. CAO

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

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

S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))

Phone: 587-873-5765

Fax: 780-967-0431

Website: www.wildwillowenterprises.com

Email: administration@wildwillowenterprises.com

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

Subject: March Property Tax - 18 Poppy Place

From: "Samantha Sooley"

Date: 3/11/21 2:55 pm

To: "administration@wildwillowenterprises.com"

<administration@wildwillowenterprises.com>

Hi there!

Hope all is well, during these Covid times!

Also I have a question, we have a fence at the back of our property, facing the main road coming into Silver Sands. It spans from our lot out both directions to other lots, and the nature reserve area beside our lot. Is this fence our responsibility to care for? If so, can adjustments be made to it? Or is it the responsibility of Silver Sands to maintain? I am asking because I think the fence does need some upkeep maintenance performed. It seems like the previous owners (or Silver Sands) has done some repairs but not to a great standard, if that makes sense.

Wanted to check on that before we touched anything!

Thanks in advance and enjoy your weekend!

Samantha Sooley



Summer Village of Silver Sands

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

March 26th, 2021

Samantha Sooley & Megan Kuny

Re: Poppy Place Subdivision Fence - 18 Poppy Place

Back when the Poppy Place subdivision was being constructed, the Developer erected a wooden fence along Twp. Road 540 (alignment is shown on attached survey).

Over time this fence has deteriorated in condition. At this morning's regular Council meeting Council passed a motion to remove this fence and not replace it.

As an owner of property that abuts this fence, should you have objections to its removal please advise the Summer Village via email of your objection(s) and/or alternative suggestion, prior to April 15th, 2021.

If no objections are received, Public Works will undertake the removal of this fence in due course.

Thank-you for your attention to this matter.

Yours truly,

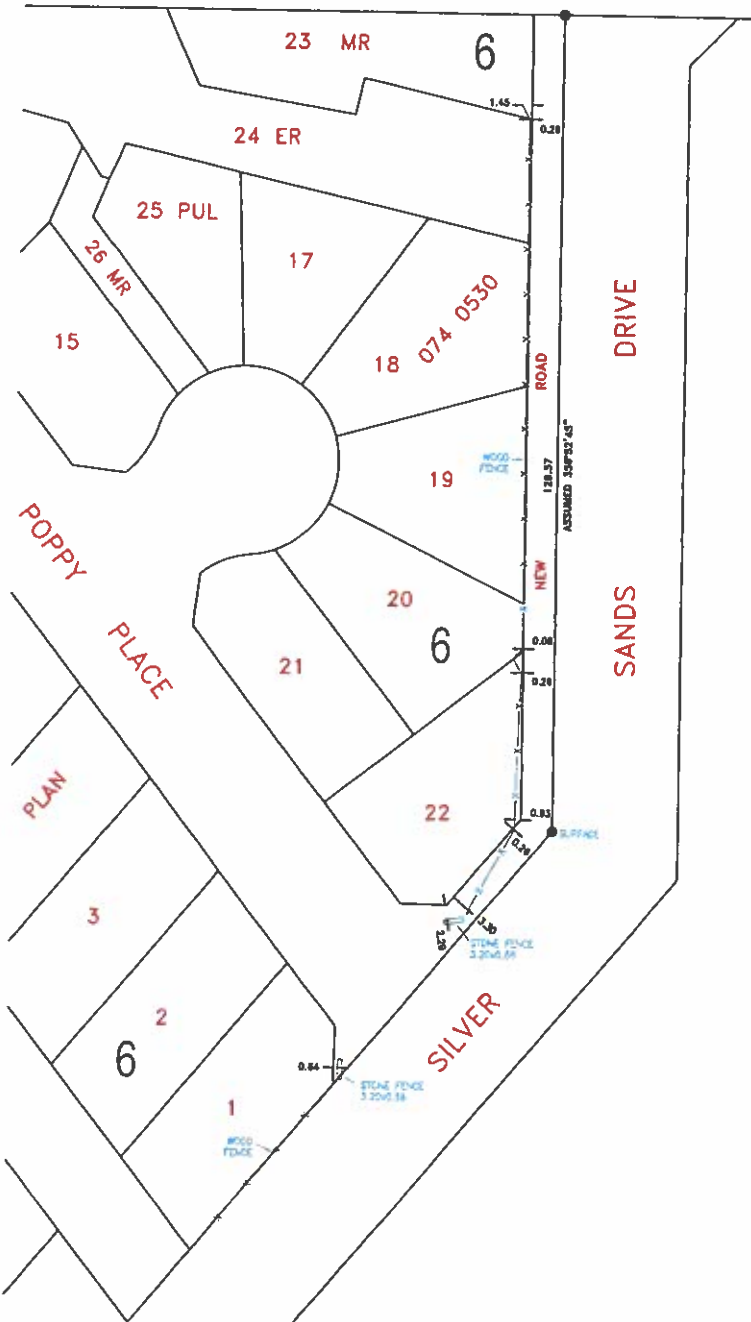
Wendy Wildman
Chief Administrative Officer
Summer Village of Silver Sands

/ww

Encl.

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GOVERNMENT ROAD ALLOWANCE



**FENCE SURVEY
IN
POPPY PLACE**

WITHIN

PLAN 074 0530

N.W. 1/4 SEC. 33, TWP. 53, RGE. 5, W. 5 M.

**SUMMER VILLAGE of SILVER SANDS
ALBERTA**

2010

SCALE 1 : 750



LEGEND, AND NOTES

DISTANCES ARE IN METRES AND DECIMALS THEREOF.

BEARINGS ARE GRD, ASSUMED AND DERIVED FROM VALUES INDICATED ON PLAN 074 0530

STATUTORY IRON SURVEY POST FOUND: ●

FENCE LINE: ————

Copyright 2010
L.B. ROONEY, A.L.S.

SURVEYOR LEWIS ROONEY, A.L.S., REGISTRATION NUMBER 668 PROJECT SURVEYED ON JANUARY 11, 2010.		
DATE JANUARY 21, 2010		
CLIENT SUMMER VILLAGE of SILVER SANDS		
DRAWING FILE: SILVER SANDS PLAN 09m080.dwg		
KIRIAK SURVEYS LTD. #205, 11125 - 107 AVE. EDMONTON, AB T5E 0T8 780 425 1379		FILE NO: 09m080

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A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE PROVINCE OF ALBERTA, FOR MATTERS RELATED TO CLASSIFICATION OF ASSESSMENT AND ESTABLISHMENT OF ASSESSMENT SUB-CLASSES

WHEREAS, PURSUANT TO Part 2 of the Municipal Government Act, being Chapter M-26 R.S.A 2000 and amendments thereto, Council may enact a Bylaw;

AND WHEREAS PURSUANT TO Part 9 of the Municipal Government Act, being Chapter M26 R.S.A 2000 and amendments thereto, which details the rights, duties and obligations of the municipality in appointing and authorizing an assessor and procuring property assessment for the purpose of taxation;

AND WHEREAS PURSUANT TO Section 297 pursuant to Section 297 of the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, a municipality may pass a bylaw setting the assessment sub-classes for residential and non-residential property authorizing the assessor to assign these sub-classes in preparing the assessment and supplementary assessment of property, and;

AND WHEREAS, the Council of the Summer Village of Silver Sands deems it proper and expedient to pass such a Bylaw;

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

1. **TITLE**

1.1. This bylaw may be cited as "Assessment Classification and Sub-Classes Bylaw"

2. **DEFINITIONS**

2.1 "**Act**" means the Municipal Government Act, RSA 2000, c/ M-26 and amendments thereto,

2.2 "**Assessed Property**" means assessed property as defined in Section 284 of the Act,

2.3 "**Assessment Roll**" means assessment roll as defined in Section 303 of the Act,

2.4 "**Non-Residential Assessment Class Property**" means non-residential property as defined in Section 297(4)(b),

2.5 "**Residential Assessment Class Property**" means residential property as defined in Section 297(4)(c),

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2.6 **"Supplementary Assessment"** means an assessment made pursuant to Section 314 of the Act,

2.7 **"Supplementary Assessment Roll"** means a supplementary assessment roll as defined by Section 315 of the Act,

2.8 **"Vacant"** means a parcel of land districted in the municipal Land Use Bylaw, as amended, for development.

3. **CLASSIFICATION OF ASSESSMENT AND ESTABLISHMENT OF SUB-CLASSES**

3.1 For the purpose of the Assessment Roll, prepared annually for taxation, all Assessment Class Property within the Summer Village of Silver Sands is hereby divided into the following assessment sub-classes:

- a) Class 1 – Residential:
 - a. Sub-Class (1.0) – Residential Improved
 - b. Sub-Class (2.0) – Residential Vacant
- b) Class 2 – Non-Residential:
 - a. Sub-Class (1.1) – Commercial Improved
 - b. Sub-Class (1.2) – Commercial Vacant
 - c. Sub-Class (2.1) – Industrial Improved
 - d. Sub-Class (2.2) – Industrial Vacant
 - e. Sub-Class (3.1) – Linear
 - f. Sub-Class (4.1) – Designated Industrial
 - g. Sub-Class (5.1) – Machinery and Equipment
- c) Class 3 – Farmland:
 - a. Sub-Class (1.1) - Farm Land Only
- d) Class 4 – Machinery and Equipment:
 - a. Sub-Class (1.1) – Machinery and Equipment

3.2 That the Municipal Assessor is hereby authorized to compile assessments and present the annual assessment tax roll for the Summer Village of Silver Sands with the prescribed assessment classifications established in this Bylaw.

THAT this Bylaw shall come into force and effect on the date of the third and final reading.

Read a first time on this 30th day of April, 2021.

Read a second time on this 30th day of April, 2021.

Unanimous Consent to Proceed to third Reading on this 30th day of April, 2021.

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Read a third and final time on this 30th day of April, 2021.

Signed and Passed this 30th day of April, 2021.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

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Municipal Government Act RSA 2000 Chapter M-26
Part 10 Division 2 Property Tax

BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE SEVERAL RATES OF TAXATION IMPOSED FOR ALL PURPOSES FOR THE YEAR 2021.

WHEREAS the total requirements of the Summer Village of Silver Sands in the Province of Alberta as shown in the budget estimates are as follows:

Municipal General	\$ 297,974.90
Minimum Municipal	\$ 77,336.10
Lac Ste. Anne Foundation Requisition	\$ 11,594.95
ASFF Residential School Requisition	\$ 134,558.00
ASFF Non-Residential School Requisition	\$ 4,136.00
Designated Industrial Property Tax Requisition	\$ 19.65
Total:	\$ 525,619.61

WHEREAS the total taxable assessment of land, buildings and improvements amounts to:

Assessment Description	Total
RESIDENTIAL VACANT	3,189,900
RESIDENTIAL IMPROVED	48,591,500
FARMLAND	4,100
NON-RESIDENTIAL LINEAR VACANT	256,470
NON-RESIDENTIAL COMMERCIAL IMPROVED	756,400
MUNICIPAL EXEMPT	2,040,600
Total:	54,838,970

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of Silver Sands for 2021 total \$829,060.00 and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$453,749.00 and \$77,336.10 from "Minimum Municipal Tax" and the balance of \$297,974.90 is to be raised by general municipal taxation; and

WHEREAS the rates hereinafter set out are deemed necessary to provide the amounts required for municipal school and other purposes, after making due allowance for the amount of taxes which may reasonably be expected to remain unpaid;

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act* RSA 2000 Chapter M-26 Part 10 Division 2; and

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Municipal Government Act RSA 2000 Chapter M-26

Part 10 Division 2 Property Tax

1. The Municipal Administrator is hereby authorized and required to levy the following rates of taxation on the assessed value of all land, buildings and improvements as shown on the assessment and tax roll:

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE</u>
General Municipal			
Residential/Farmland	289,324.31	51,785,500	5.58697520
Non-residential – Commercial Improved	4,225.99	756,400	5.58697520
Non-residential – Linear Vacant	4,424.62	256,470	17.25200000
TOTAL	297,974.91	52,798,370	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE</u>
Alberta School Foundation Fund (ASFF)			
Residential/Farmland	134,558.00	51,785,500	2.598372
Non-residential	4,136.00	1,012,870	4.083446
TOTAL	138,694.00	52,798,370	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE</u>
Lac Ste. Anne Seniors Foundation			
Residential/Farmland	11,372.52	51,785,500	0.21960811
Non-residential	222.43	1,012,870	0.21960811
TOTAL	11,594.95	52,798,370	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE</u>
Designated Industrial Property			
Non-Residential – Linear Vacant	19.65	256,470	0.0766
TOTAL	19.65	256,470	

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Municipal Government Act RSA 2000 Chapter M-26
Part 10 Division 2 Property Tax

2. The minimum amount payable as property tax for general municipal purposes shall be:

	<u>TAX RATE</u>	<u>TAX LEVY</u>
Vacant Residential	\$ 850.00	54,428.11
Improved Residential	\$ 850.00	21,773.02
Farm	\$ 850.00	847.21
Non-Residential (Linear)	\$ 850.00	287.76
TOTAL		\$77,336.10

3. THAT this BYLAW shall come into force and effective for 2021 taxation on the date of the third and final reading.

Read a first time on this 30th day of April, 2021.

Read a second time on this 30th day of April, 2021.

Unanimous Consent to proceed to third reading on this 30th day of April, 2021.

Read a third and final time on this 30th day of April, 2021.

Signed this 30th day of April, 2021.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

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BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE PROVINCE OF ALBERTA, TO IMPOSE PENALTIES ON UNPAID TAXES

WHEREAS, Section 344 and 345 of the Municipal Government Act, being Chapter M26, R.S.A. 2000, permits Council to pass a bylaw to impose a penalty on unpaid taxes, and

WHEREAS, the Council of the Summer Village of Silver Sands, in the province of Alberta, deems it expedient to impose penalties on unpaid taxes, and

WHEREAS, the taxes in the Summer Village of Silver Sands are due and payable by June 30th, for the year in which the taxes are levied;

NOW THEREFORE, the Council of the Summer Village of Silver Sands enacts as follows;

1. Where any taxes levied for the current year remain unpaid after June 30th, these outstanding taxes are subject to a penalty thereon in the amount of 2% on the 1st day of July, 4% on the 1st day of August, 6% on the 1st day of September, and 6% on the 1st day of October.
2. For the purpose of section 1 a reference to "the outstanding taxes" shall be deemed not to include the amount of any penalties thereon.
3. Any taxes which are not paid on or before the 31st day of December of the current year, shall be deemed to be in arrears and shall be in each subsequent calendar year, subject to a penalty of 18% on the 1st day of January with respect to the amount of taxes so in arrears. This provision applies to any taxes which are levied but remain unpaid as of the 31st day of December, and to all taxes which may hereafter be deemed to be in arrears in accordance with section 345 of the Municipal Government Act.
4. THAT Bylaw No. 306-2020 is hereby repealed.
5. THAT this BYLAW shall come into force and have effect on the date of the third and final reading.

Read a first time on this 30th day of April, 2021.

Read a second time on this 30th day of April, 2021.

Unanimous Consent to proceed to third reading on this 30th day of April, 2021.

Read a third and final time on this 30th day of April, 2021.

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BYLAW NO. 316-2021

**Municipal Government Act RSA 2000 Chapter M-26
Section 344 & 345**

Signed this 30th day of April, 2021.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

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

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

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

Citation

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

Definitions

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

Application

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

Severability

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

General

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

Meetings

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

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

Conduct of Meetings

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

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27. The following resolutions are not debatable by members:
 - a) adjournment
 - b) to take a recess
 - c) question of privilege
 - d) point of order
 - e) to limit debate on a matter before members
 - f) on division of a question
 - g) postpone the matter to a time certain
 - h) to table the matter

28. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.

29. Where an item has been brought before Council, the same item cannot be tabled more than three times.

30. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information be presented about the issue or matter.

31. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.

32. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.

33. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.

34. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.

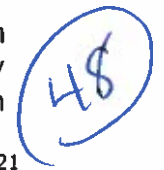
35. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
 - a) a motion to refer the main question to some other person or group for consideration
 - b) a motion to amend the main question
 - c) a motion to table the main question
 - d) a motion to postpone the main question to some future time

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

Delegations

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

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

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

Rules of Order

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

Agenda and Order of Business

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

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

Recording of the Minutes

53. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
54. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
55. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will

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be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

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

Website

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

(5)

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

This Bylaw repeals Bylaw #286-2018 and comes into full force and effect upon third and final reading.

READ a first time this 30th day of April, 2021.

READ a second time this 30th day of April, 2021.

UNANIMOUS CONSENT to proceed to third reading this 30th day of April, 2021.

READ a third and final time this 30th day of April, 2021.

SIGNED this 30th day of April, 2021.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

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SUMMER VILLAGE OF SILVER SANDS
APPENDIX A

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

General duties of Councillors
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Councillors have the following duties:

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

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

SUMMER VILLAGE OF SILVER SANDS
APPENDIX B

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

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

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF SILVER SANDS
APPENDIX C
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles

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

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

Public Hearing Procedures

Definitions

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

SUMMER VILLAGE OF SILVER SANDS PUBLIC HEARING

Date Time

Bylaw #

INTRODUCTION & PROCEDURES

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

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

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

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

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

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

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

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

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

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

5b

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



SS

TriVillage Regional Sewage Services Commission

March 23, 2021

Mr. Joe Blakeman
Chairperson
Darwell Lagoon Commission
Box 219
Sangudo, AB
T0E 2A0

Attention: Reeve Blakeman

RE: Lac Ste. Anne County (LSAC) 17 March 2021 Press Release "County Announces Green Infrastructure Funding Milestone"

RECEIVED
MAR 30 2021

The Tri Village Regional Sewer Service Commission (TVRSSC) is made up of council representatives from Alberta Beach and the Summer Villages of Val Quentin and Sunset Point, and operates independently of the municipalities that comprise its membership. The TVRSSC was surprised and confused to see LSAC's above noted press release. Upon reading the release, the TVRSSC felt it prudent to outline some specific areas of confusion or disagreement, as well as concerns around communication.

Communication

There has been a general lack of communication between LSAC/Darwell Lagoon Commission (DLC) and the TVRSSC. First, it is poor practice to publish a press release regarding another party without also notifying the other party that you have done so. Ideally, TVRSSC should have been provided a copy of the release in advance and been given an opportunity to provide comment.

Additionally, there has been a lack of communication around the potential connection to the TVRSSC lagoon. LSAC's press release implies that this is a done deal, it is not. On Aug 26, 2020 TVRSSC sent DLC a letter outlining our ongoing concerns and requesting further information and independent studies. No response has been received. Owing to the lack of response from DLC, combined with rumours that the DLC was no longer intending to connect to the TVRSSC system (in favour of discharging directly to the Sturgeon River), the TVRSSC was under the impression that the DLC was no longer pursuing a connection to the TVRSSC. Attached is our Aug 26, 2020 letter for information and follow-up.

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Phone: 780-446-1426 email: d.evans@xplornet.com

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Finally, it is important to point out that this grant was applied for without any commitment either verbally or in writing from the TVRSSC. The TVRSSC did not sign onto or provide a letter of support for the grant, nor was one requested. Additionally, we have not seen a copy of the grant application or grant approval.

Darwell Lagoon Commission Regional Transmission Line

Although it is not explicitly stated, the noted press release implies that there is an agreement, at least in principle, to move forward with the Regional Transmission Line. Neither the TVRSSC nor our member municipalities has been engaged in conversations around the full regional transmission line project since the fall of 2018. At that time, the TVRSSC indicated, in writing, that we were not interested in being a party to the project owing to the prohibitive costs involved, as shown in the draft report of Oct. 19, 2018. Also at that time, the TVRSSC was asked to postpone making a decision regarding withdrawal as it was felt to be too early. The TVRSSC was told that the cost structure would be redeveloped. In the interest of regional cooperation, the TVRSSC agreed to postpone withdrawal.

The TVRSSC not seen a new cost structure nor any additional information for the full regional transmission line project. Additionally, there has been no governance structure, formal commitment from the regional municipalities involved, nor agreement in principle with the Alberta Capital Region Wastewater Commission (ACRWC), who would ultimately receive effluent from the region. To our knowledge, these important conversations have not taken place.

It is misleading to present the regional line to the public without more formalized commitments and agreements in place. It also places the TVRSSC in a disagreeable position. There is a strong possibility that the regional transmission line will not proceed past Phase B, the connection to the TVRSSC system. Additionally, it is possible that after allowing the connection, the costs of the full project will continue to be too high for the TVRSSC to participate. What happens then? The TVRSSC would like to see a long term plan finalized, including a governance structure, cost structure, and letters of intent from participating municipalities and the ACRWC. This will give the TVRSSC and its members confidence that the project is fiscally feasible and that the project will not be abandoned.

Tying in to the TVRSSC lagoon

As mentioned above, there are outstanding items that need to be addressed before we can further consider allowing the DLC to tie into the TVRSSC system, including, but not limited to;

Initial Capital payment to ensure that the lifespan of the TVRSSC system is not reduced by allowing the tie in. The cost of such payment to be determined by an independent analysis of the effect on the lifespan of our system.

- As an example and to provide a fuller understanding on the impact of the DLC tie in to the TVRSSC system, documentation provided to the TVRSSC from the DLC indicates that the remaining lifespan of our anaerobic cell will be reduced from 17 to 3 years.
- An equitable rate structure to ensure that TVRSSC members do not bear any costs in relation to the DLC tie in now or in the future.
- The TVRSSC received a letter dated Jul. 15, 2020 which had an enclosed proposed rate structure, which is not acceptable to the TVRSSC. The TVRSSC responded on Jul 28, 2020 with a letter that requested "that the Darwell Lagoon Commission agree to cover all expenses related to a project review and development of a fair and equitable utility rate by a consultant and or engineering firm of our choosing. We request this, as we would not have to incur these expenses if we were not considering the tie in of the Darwell lagoon to ours." A response to this request has not been received.
- Additional outstanding concerns, as outlined in the attached letter of Aug 26, 2020.

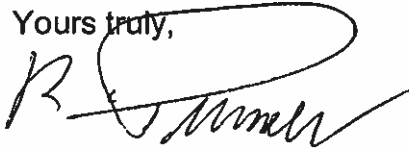
It is important to note that in verbal conversations between TVRSSC Directors and Reeve Blakeman, our Directors were told that the TVRSSC has been provided the answers to its questions and that we are being unreasonable. The TVRSSC does not see it this way and will not be pressured to move forward without adequate information and appropriate agreements in place that protect TVRSSC interests. The TVRSSC position remains that it should bear no costs to advance this initiative, as there is no real benefit to the TVRSSC. Further, that appropriate independent studies must be completed to ensure the long term sustainability of the TVRSSC system, inclusive of, but not limited to, costing, infrastructure, water quality, and discharge schedules. Additionally, the TVRSSC must be an active partner and engaged in the development of these studies and plans.

If the DLC is of the opinion that the TVRSSC is being unreasonable or that we are asking for information that has been adequately provided, the TVRSSC requests that the DLC outlines its concerns in writing, and provides record of the information that has been sent to the TVRSSC.

The TVRSSC continues to be willing to work collaboratively, through an informed and engaged process. The protection of TVRSSC assets, investments, and ratepayers is of the utmost importance. The TVRSSC considers this due diligence, and trusts that you would do the same.

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Yours truly,



Brian Purnell
Chairperson
TVRSSC

Enclosure

CC Alberta Beach
Summer Village of Val Quentin
Summer Village of Sunset Point
Lac Ste. Anne County Council
Summer Village of Silver Sands
Summer Village of Southview
Town of Onoway
Summer Village of Sandy Beach
Summer Village of Sunrise Beach

Box 277, Alberta Beach, Alberta T0E 0A0
Phone: 780-446-1426 email: d.evans@xplornet.com

b1

TriVillage Regional Sewage Services Commission

August 26, 2020

Mr. Joe Blakeman
Chairperson
Darwell Lagoon Commission
Box 219
Sangudo, AB
T0E 2A0

RE: DARWELL REGIONAL TRANSMISSION LINE

Dear Mr. Blakeman,

In reference to your letter dated August 12, 2020, with regards to the Darwell Regional Wastewater Transmission Line. First of all, thank you for offering to allow our Operations Manager to attend the phase B technical committee meetings. We would request that the Darwell Lagoon cover the costs associated with him attending. The Tri Village Regional Sewer Services Commission (TVRSSC) appreciates your recognition of our current issues restricting us from accepting additional flows as well as your willingness to explore remedial options for discharging.

However, we still have outstanding questions and concerns that need to be addressed before the TVRSSC can make an informed decision.

In our August 20, 2019 and again in our Spring 2020 letter we asked:

- What the quantity of water would be for the original draw down and the trickle (flow rate) thereafter? While, the response provided projected annual flows based on the SRS unit, it did not state what the initial draw down would be and the frequency thereafter. Nor did it provide volumes for the low-pressure system from Darwell.

-The quality of water was answered with the results of the sample taken September 17, 2019. Are there results for other times of the year to show a true representation of quality?

-How the extra sewage will affect our infrastructure over the next 25yrs? Based on attachments 5&6 of your response letter it shows a 14-year reduction in the life span of our storage cells and our anaerobic cell will require an expansion in 3 years. The TVRSSC will require the Darwell Lagoon Commission to cover the costs in their entirety for any and all upgrades required to our lagoon system and discharge pumps. Additionally, due to the reduction in the life span we will require these costs upfront. It is a major concern of the TVRSSC to see these substantial reductions to the life cycle of our infrastructure.

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Phone: 780-446-1426 email: d.evans@xplornet.com

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Additionally, we have the questions and comments:

-What is the ultimate plan? Is there a plan to tie in more low-pressure systems in between the Darwell lagoon and the Tri Village lagoon? If so, what are those projected volumes? Would these tie ins be directly into the transmission line? How would tying these in change the quality of sewage coming into Tri Village?

-Has an assessment of the receiving water been completed and if so, what were the findings? If not, why not or when will this be undertaken?

-Has AE&P approved this project? Should we not have an approval from regulators before commencing a project of this magnitude?

-Have other participants in the regional transmission line study group signed on to become active members, is the Capital Region willing to accept the effluent down the line?

-What measures will the Darwell Lagoon Commission take to prevent effluent coming in from outside the member area?

-When this becomes a full regional line back to the Capital Region what will the TVRSSC's share of the O&M costs be? We are being told that we can't use the numbers previously provided by Stantec, but we need to have a cost projection in order to do our due diligence and future planning of our communities.

-In the original plan Stantec had said that when the TVRSSC could no longer handle the additional flows it would trigger the next phase. That phase being a line from the TVRSSC lagoon to the Onoway lagoon, has Onoway committed to accepting these additional flows? Being that we currently cannot handle the additional flows, should we not be looking at making this a part of the phase from Darwell to TVRSSC? And can the Onoway lagoon handle the additional flows?

-Will the Darwell Lagoon Commission commit to covering the costs associated with having a consultant(s) and/or engineer(s) of our choice to review this project and the potential impact to our system, and determine what an appropriate utility may look like? As indicated in our previous correspondence we would not have to undertake this work if we were not considering the potential of an outside connection to our system.

We are committed to working with our regional partners to better provide for our residents, however the TVRSSC has to be diligent in their assessment and review of the potential impacts to their own system and operations to ensure there will be no negative impacts in the years to come. The Tri Village Regional Sewer Services Commission requests that all up to date information and alignments be provided for review.

Yours truly,

Roger Montpellier
Chairperson

Box 277, Alberta Beach, Alberta T0E 0A0
Phone: 780-446-1426 email: d.evans@xplornet.com

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LAC STE. ANNE COUNTY ANNOUNCES GREEN INFRASTRUCTURE FUNDING MILESTONES

Canada and Alberta invest in County infrastructure projects to strengthen the economy and build resilient communities.

Sangudo, Alberta, Wednesday, March 17, 2021 – Lac Ste. Anne County is pleased to announce its receipt of joint federal and provincial grant funding totalling \$11,800,000 for construction of a wastewater transmission line between lagoon facilities in the County's southeast quadrant. When complete, this line will connect the Hamlet of Darwell lagoon facility to the Tri-Village Regional Sewer Commission lagoon facility in Alberta Beach.

This project — referred to as the Darwell Lagoon Commission Regional Wastewater Transmission Line - Phase B (Darwell to Tri-Village) — is one of two sub-phases of a more comprehensive regional wastewater transmission system. Under the guidance of the Darwell Lagoon Commission, the County has secured close to \$23 million in federal and provincial grant dollars for this system over two years, representing 90% of the cost of this critical wastewater infrastructure project.

I commend the federal and provincial government for their investments in our region," shared Lac Ste. Anne County Reeve Joe Blakeman. "This funding will help further reduce our dependence on aging infrastructure. It will also create local jobs, strengthen our economy, and support healthier and more sustainable communities for generations to come."

In March Of 2019, Alberta's Transportation Minister approved \$11,272,500 in **Water for Life Strategy** grant funding for Phase A of this project, which entails construction of a regional wastewater transmission line from the Summer Village of Sandy Beach to the Town of Onoway lagoon facility. This funding covers 90 per cent of the estimated eligible project costs up to \$11,272,500 for the Darwell Regional Wastewater Transmission line - Phase A (Sandy Beach/Sunrise Beach to Onoway).

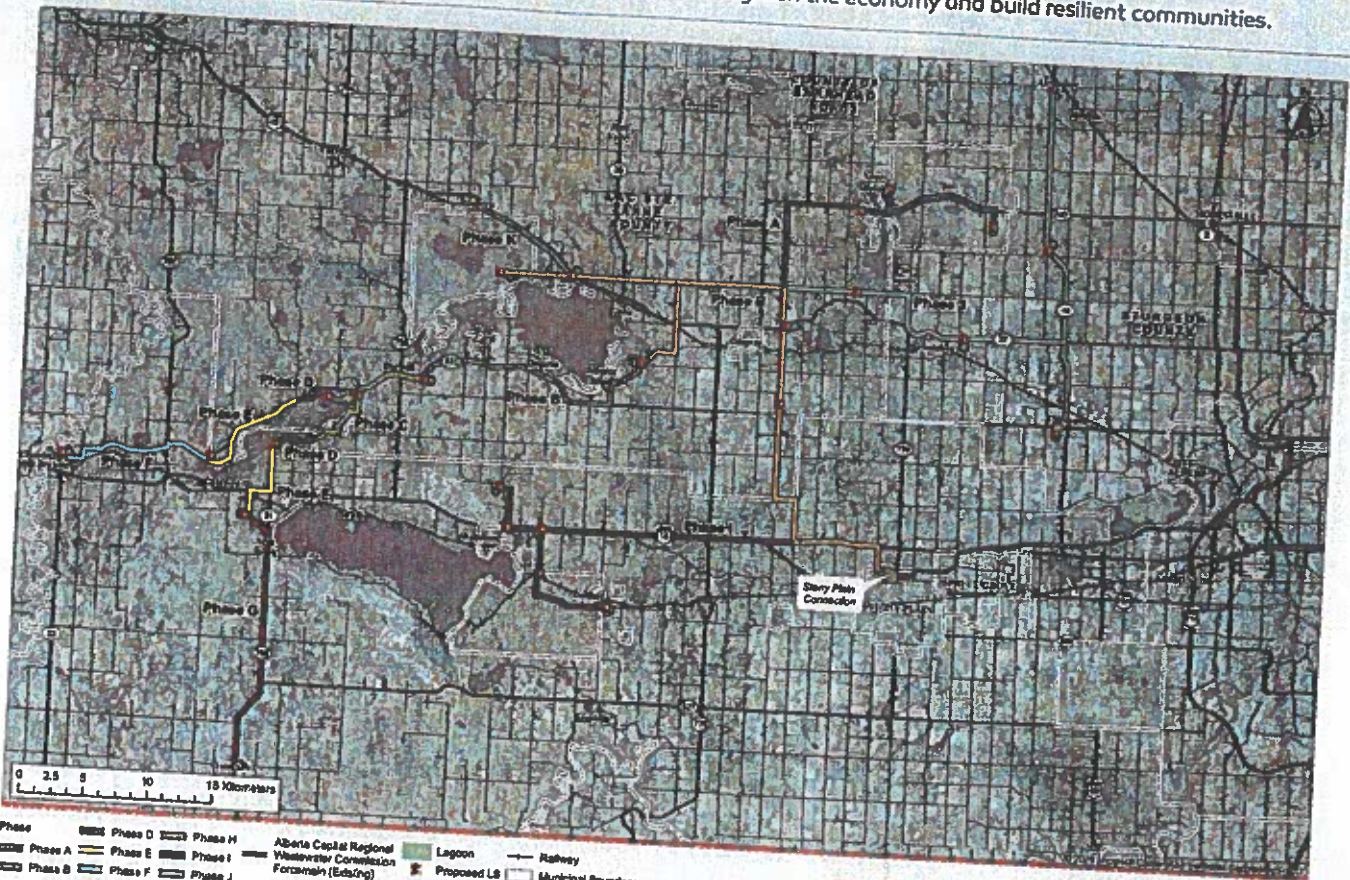
In June of 2020, Alberta's Minister of Infrastructure approved grant funding for the Phase B wastewater project through the **Investing in Canada Infrastructure Program (ICIP)**. The County received the maximum federal funding under ICIP, which is 40% of the total eligible costs up to \$4,720,000. The County received additional grant funding under the **Water for Life Strategy** that covers 50% of eligible project costs to a maximum of \$5,900,000. The chart below shows federal and provincial grant funding amounts to date for this project.

Darwell Regional Wastewater Transition Line	Federal Funding	Provincial Funding	Municipal/ Other Funding	Totals
Phase A (Sandy Beach/Sunrise Beach to Onoway)	\$ 0	\$ 11,272,500	\$ 1,252,500	\$ 12,525,000
Phase B (Darwell to Tri-Village)	\$ 4,720,000	\$ 5,900,000	\$ 1,180,000	\$ 11,800,000
				\$ 24,325,000

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MEDIA RELEASE: COUNTY ANNOUNCES GREEN INFRASTRUCTURE FUNDING MILESTONES
 Canada and Alberta invest in infrastructure projects to strengthen the economy and build resilient communities.



- | | | | | | | | | | | | |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------------|
| Phase A | Phase B | Phase C | Phase D | Phase E | Phase F | Phase G | Phase H | Phase I | Phase J | Phase K | Flow Direction |
| Alberta Capital Regional Wastewater Commission Foramsash (Eds/ng)
Lagoon
Proposed LS
Highway
Local Road
Railway
Municipal Boundary | | | | | | | | | | | |



Wastewater Infrastructure Background

For years, Lac Ste. Anne County and its municipal neighbours have sought ways to decrease nutrient loading caused by wastewater inefficiencies, and thus improve the water quality of the region's lakes. A study was conducted to determine the feasibility of a wastewater transmission system to service the northwestern portion of Parkland County; the south of Lac Ste. Anne County; the west of Sturgeon County; and various localities within or adjacent to this area. The outcome of this study was the Regional Wastewater Transmission Line Conceptual Design Report. This document outlined a long-term plan for a wastewater transmission system to service the area, but also recommended that critical priority be given to **Phase I** of this system; further divided into two sub-phases: a transmission line from the Summer Village of Sandy Beach to the Town of Onoway lagoon facility, and another line from the Hamlet of Darwell lagoon facility to the Tri-Village Regional Sewer Commission lagoon facility in Alberta Beach.

Both sub-phases of the master wastewater project are slated to begin construction in the Fall of 2021. Future phases hinge on growth, utilization of existing lagoon facilities; and the availability of funding from senior governments. If variables continue at the anticipated pace, the total build-out of the system as provided in the Darwell Lagoon Commission's conceptual design may be completed over the next 10 to 20 years.

Visit infrastructure.gc.ca/plan/icip-oidc-eng and alberta.ca/water-for-life-strategy.aspx for details on the grant programs.

Media Contact: Joe Blakeman, Reeve, Lac Ste. Anne County
 TEL 780.918.1916 | jblakeman@LSAC.ca

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March 23, 2021

AR104895

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

Dear Ms. Wildman:

Your participation and cooperation during the municipal accountability review conducted in February 2021 for the Summer Village of Silver Sands is greatly appreciated. On behalf of the Minister, I have accepted the Summer Village of Silver Sands' Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the summer village.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office eight weeks after you receive this letter. The response must include a timeline for completion, which is not to exceed one year.

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:

Municipal Affairs – Municipal Services Division
Attention: Desiree Kuori
17th floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4

As ministry staff discussed with you during the review, it is expected the Municipal Accountability Review report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with summer village citizens.


.../2

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Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Desiree Kuori, Municipal Accountability Advisor, toll-free at 310-0000, then 780-644-8528.

Sincerely,


Paul Wynnyk
Deputy Minister

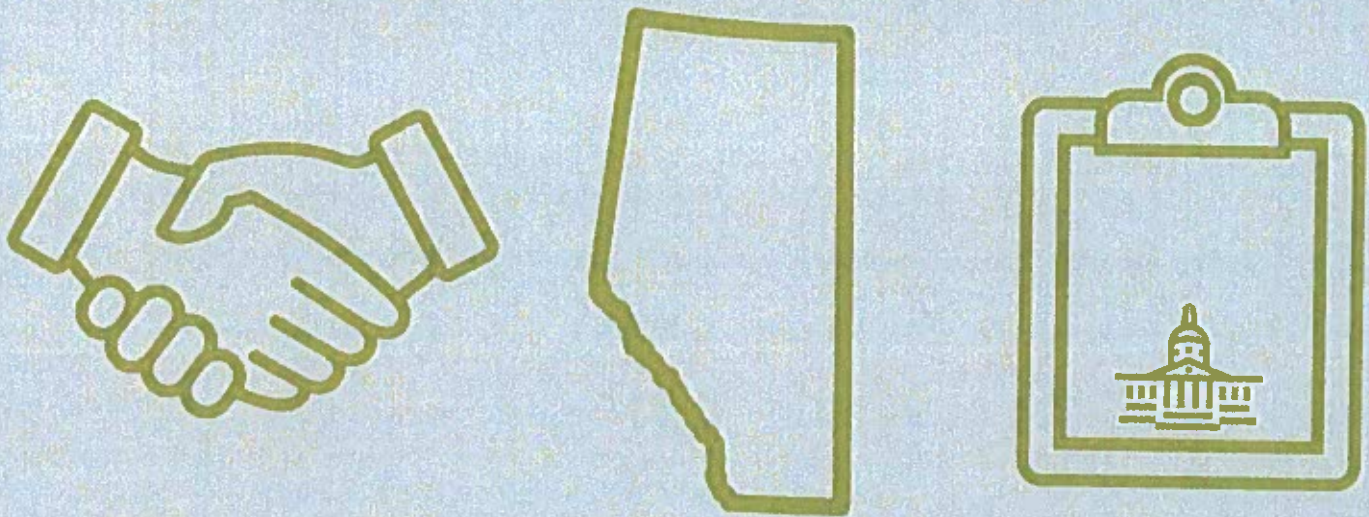
Attachment: Summer Village of Silver Sands Municipal Accountability Review Report

cc: Honourable Ric McIver, Minister of Municipal Affairs
Gary Sandberg, Assistant Deputy Minister, Municipal Affairs
Desiree Kuori, Municipal Accountability Advisor, Municipal Affairs

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2021

Municipal Accountability Program Report



Summer Village of Silver Sands

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Alberta

Municipal Affairs, Government of Alberta

February 17, 2021

Summer Village of Silver Sands 2021 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

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Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities and communities with fiscally responsible, well-managed, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on supporting municipalities in continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- support municipalities in achieving legislative compliance;
- support municipalities in being well-managed, accountable and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Summer Village of Silver Sands was randomly selected for a municipal accountability review in 2021.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance,

(TB)

identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Summer Village of Silver Sands review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

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Section 2: Executive Summary

2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A visit and interview with county administration is also included. These components assist in determining areas where the municipality is in compliance with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements the *Municipal Government Act* and other legislation imposes on municipalities.

Adhering to the current COVID-19 social distancing recommendations, Municipal Affairs staff met with summer village administration on February 17, 2021 by electronic means. This virtual format was used to complete the on-site portion of the Municipal Accountability Program review and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Summer Village of Silver Sands is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by summer village administration.

2.2 Legislative Compliance

Overall the review findings are positive. The areas in which the municipality is meeting mandatory legislative requirements include:

- general matters;
- meetings and meeting procedures
- discretionary bylaws;
- bylaw procedures;
- budgets;
- assessment and taxation;
- planning matters;
- elections; and
- emergency management.



2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement for public hearings to be held within a regular or special council meeting [page 25](#));
- requirement for the property tax bylaw to be in accordance with the *MGA* ([page 29](#));
- requirement for all individuals performing bylaw enforcement officer duties to take the official oath ([page 33](#));
- requirement for a municipality's three-year operating plan and a five-year capital plan to be in accordance with the *MGA* ([page 49](#));
- requirement for the municipal assessor to be established as a designated officer ([page 50](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance; however, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

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Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

Legislative requirements: MGA 204

1. Has council named a place as its municipal office?

Comments/Observations: Resolution 133-20 was passed on August 27, 2020 and establishes the municipal office as 4808-51 Street, Onoway, Alberta.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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2. Orientation Training

Legislative requirements: MGA 201.1

1. How was orientation training offered to elected officials following the 2017 general election and any subsequent by-elections?

Comments/Observations: Members of council were offered elected officials training following the 2018 by-election as documented in the October 26, 2018 regular meeting minutes

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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3. Chief Administrative Officer Evaluation

Legislative requirements: MGA 205.1

1. Has council provided the CAO with an annual written performance evaluation?

Comments/Observations: Formal written CAO evaluations are being completed annually by council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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4. Provision of Information

Legislative requirements: MGA 153.1

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

Comments/Observations: The CAO is aware of the MGA requirements, and typically provides information to all members of council through the council agenda and by email if required.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.



5. Signing of Municipal Documents

Legislative requirements: MGA 213

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?

Comments/Observations: All municipal documents provided and accessed online were signed by both the mayor and CAO in accordance with the requirements of section 213 of the MGA. As the visit was conducted electronically due to the COVID-19 pandemic, the summer village's minutes and bylaw binders were not reviewed. Signing authority is established at the annual organizational meeting (resolution 123-20), which requires two signatures, including the CAO and any member of council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

81

6. Repair of Roads, Public Places, and Public Works (for discussion only)

Legislative requirements: MGA 532

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
 - the area of the municipality in which it is located.
1. Is the municipality aware of this section?
 2. What does the municipality do to support this requirement?
 3. Is the above supported through the annual budget?
 4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

Comments/Observations: The municipality is encouraged to review all policies and practices in place. In the event the policies and practices established set specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

52

3.2 Meetings

1. Public Presence at Meetings

Legislative requirements: MGA 197(1), Meeting Procedures (COVID-19 Suppression) Regulation 50/2020

1. Are council and council committee meetings held in public?

Comments/Observations: Meetings of council, including regular council meetings and special meetings, are advertised to the public and open for members of the public to attend. During the public health emergency, the summer village utilized provisions of the Meeting Procedures (COVID-19 Suppression) Regulation, and conducted meetings through electronic means with a website and conference call link for members of the public to attend.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

83

2. Closed Meetings

Legislative requirements: MGA 197

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: Minutes reviewed record that prior to moving into a closed session, exceptions to disclosure under the *FOIPP Act* are cited appropriately (e.g., resolution 181-20 from the October 30, 2020 regular meeting).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

84

3. Organizational Meeting

Legislative requirements: *MGA 150, 152, 159(1), 192, MO No. MSD:036/20*

1. Is an Organizational Meeting held annually?
2. Is a chief elected official (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

Comments/Observations: Council held their last organizational meeting on August 27, 2020, prior to August 31 which is in accordance with section 192(2) of the *MGA*. Council nominates the chief elected official and the deputy chief elected official from among councillors.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

45

4. Special Meetings

Legislative requirements: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: The last special council meeting occurred on December 20, 2019. The meeting was held with more than 24 hours' notice, and proper notification was provided to the public. The agenda for the special meeting was amended and all of council was present to approve the change.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

SAO

5. Regular Meeting Change Notice

Legislative requirements: MGA 193

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

Comments/Observations: No changes to a regularly scheduled meeting of council have occurred recently.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

87

3.3 Meeting Procedures

1. Authority to Act

Legislative requirements: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

Comments/Observations: A review of a selection of past meeting minutes indicate that direction is only given to administration through a council resolution or bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

55

2. Quorum

Legislative requirements: MGA 167

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

Comments/Observations: The Summer Village of Silver Sands council consists of three elected officials. The minutes that were reviewed met the quorum requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.



3. Voting

Legislative requirements: MGA 182-185

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote made prior to the vote being taken?

Comments/Observations: The CAO indicated that each member of council votes on all matters put to a vote of council. There were no abstentions and no requests for recorded votes noted in the meeting minutes reviewed. The voting documented in the council meeting minutes met the legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required

Resources: Not applicable.

90

4. Pecuniary Interest

Legislative requirements: MGA 172

1. When a pecuniary interest is declared:
 - is the general nature of the pecuniary interest disclosed?
 - has the councillor abstained from voting on any question relating to the matter?
 - has the councillor abstained from any discussion on the matter if applicable? and
 - has the councillor left the room if applicable?

Comments/Observations: The minutes reviewed did not contain a disclosure of pecuniary interest. Reference to a resource is provided below in the event a pecuniary interest situation arises in the future.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#).

(a)

5. Council Meeting Minutes

Legislative requirements: MGA 172, 184, 185, 197, 208, 230

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the MGA when a public hearing is held?
7. Are the minutes kept safe?

Comments/Observations: Minutes of council were recorded in English. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. Minutes are kept in a safe location at the summer village office.

The minutes for the public hearing held on September 25, 2020 indicate that the public hearing was not conducted as part of a regular or special meeting of council as required by section 230(2)(b) of the MGA.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, public hearings must be conducted as part of a regular or special meeting of council in accordance with section 230(2)(b) of the MGA.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council \(Municipal Affairs\)](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

92

3.4 Mandatory Bylaws

1. Code of Conduct

Legislative requirements: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022)

Comments/Observations: The summer village passed a code of conduct bylaw (bylaw 285-2018) on August 10, 20018. The bylaw applies to all members of council equally and there are sanctions in place for violations of the code of conduct bylaw. The bylaw includes the topics listed above. A complaint system has been established within the bylaw, which addresses who may make a complaint, how a complaint is made, the process to determine the validity of the complaint and the process to determine how sanctions are imposed.

Meets Legislative Requirements: Yes

93

Recommendations/Action Items: No action required.

Resources: Not applicable.

94

2. Establishment of the Chief Administrative Officer Position

Legislative requirements: MGA 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

Comments/Observations: Council passed bylaw 261-16 on March 4, 2016, establishing the position of chief administrative officer for the summer village. Resolution 125-20 was passed on August 27, 2020 and re-appoints the current CAO to the position.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

95

3. Property Tax Bylaw

Legislative requirements: *MGA 353-359*, Matters Relating to Assessment Sub-classes Regulation 202/2017

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for (Alberta School Foundation Fund, Seniors, Designated Industrial Property)?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

Comments/Observations: The Summer Village of Silver Sands passes a tax bylaw annually. The 2020 property tax bylaw was passed by council on April 24, 2020. The tax ratio between residential and non-residential properties is under the legislated 5:1 ratio. The requisitions are accounted for and the calculations are correct. The municipality levies a single minimum tax rate, which applies to all properties within the summer village.

The 2020 tax rate bylaw contains separate tax rates for improved and vacant non-residential properties; however, the summer village has not established a bylaw under section 297(3) of the *MGA* to establish sub-classifications for non-residential properties.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, in order to assign assessment sub-classes to class 2 - non-residential property, a bylaw must be passed in accordance with section 297(3) of the *MGA*.

Resources: Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has created an example tax bylaw to assist municipalities when developing their annual property tax bylaw. [Example Property Tax Bylaw](#).



Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

97

4. Assessment Review Boards

Legislative requirements: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
 - Are at least three members appointed to this board?
 - Is the term of the office of each member appointed established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are at least two members appointed to this board?
 - Is the term of the appointment established?
 - Has council prescribed the remuneration and expenses, if any, payable to each member?
 - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - Have the appointed members received the mandatory training?
3. Has a person been appointed as the clerk and received the mandatory training?
4. Has the municipality jointly established the local assessment review board, composite assessment review board, or both, with one or more other municipalities?
 - Have the member councils jointly designated one of the board members as chair?
 - Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: Council passed bylaw 291-2019 on May 31, 2019 establishing a local assessment review board and composite assessment review board for the summer village. The bylaw establishes that the remuneration and expenses payable to board members is established within the agreement between the summer village and Lac Ste. Anne County.

Council appoints a list of panelist to the boards, a chair, and the clerk of the boards annually at the organizational meeting. The CAO indicated that all members, as well as the clerk, have received the required training.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

98

Resources: Not applicable

99

5. Bylaw Enforcement Officers

Legislative requirements: MGA 555-556

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

Comments/Observations: Council passed bylaw 164 on June 28, 2001 establishing the powers and duties of bylaw enforcement officers, and establishing disciplinary procedures, including penalties and an appeal process for allegations of abuse of authority. A signed oath of office for the bylaw enforcement officer was not available.

Meets Legislative Requirements: No

Recommendations/Action Items: All individuals performing the duties of a bylaw enforcement officer must take the official oath.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

100

3.5 Discretionary Bylaws

1. Procedural Bylaw

Legislative requirements: MGA 145

1. Does the municipality have a procedural bylaw?

Comments/Observations: Bylaw 286-2018 was passed on August 10, 2018 and establishes meeting procedures for council and council committee meetings for the summer village. The bylaw met the general requirements of the MGA.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Borrowing Bylaw(s)

Legislative requirements: *MGA 251-259, Debt Limit Regulation 255/2000*

1. Does the municipality have any debt?
2. Has the borrowing been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
 - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
 - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

Comments/Observations: Bylaw 310-2020 was passed November 27, 2020 and authorizes temporary borrowing for the purpose of an operating line of credit for 2021. The bylaw establishes the term and terms of repayment, the amount to be borrowed, and the purpose of the borrowing. The bylaw also specifies the maximum rate of interest to be paid, and the source of funding to be used to pay the borrowing. As the borrowing is short-term, the borrowing was not required to be advertised per section 256(3) of the *MGA*.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

102

3. Tax Penalty Bylaw

Legislative requirements: MGA 344-346

1. Does the municipality have a tax penalty bylaw?

Comments/Observations: Bylaw 306-2020 was passed on April 24, 2020 and addresses the imposition of current and arrears penalties for non-payment of property taxes within the summer village. The bylaw met the general requirements of the MGA.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3.6 Bylaw Procedures

1. Passing Bylaws

Legislative requirements: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?

Comments/Observations: A review of a selection of past council minutes indicates the proper process of three readings of bylaws, including that a resolution was passed unanimously giving consent before proceeding to third reading (e.g., resolutions 187-20 to 190-20 passed on November 27, 2020).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

104

2. Bylaw Revisions and Amendments

Legislative requirements: MGA 63-69, 191, and 692

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

Comments/Observations: The summer village does not use revision bylaws, but instead changes bylaws by repealing and replacing. Schedules to bylaws, such as with the fees and charges bylaw (bylaw 304-2020), are also amended by repealing and replacing the bylaw. The summer village's land use bylaw has been amended and the amendment was advertised and received a public hearing prior to being passed.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

105

3.7 Mandatory Policies

1. Public Participation Policy

Legislative requirements: MGA 216.1, [Public Participation Policy Regulation 193/2017](#)

1. Has a public participation policy been passed?
2. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

Comments/Observations: The summer village passed their public participation policy C-COU-PAR-1 on February 8, 2019. The policy establishes the circumstances when the municipality will engage the public, and methods the summer village will use to engage the public. The policy is available for inspection on the municipal website.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

106

3.8 Finance

1. Operating Budget

Legislative requirements: MGA 242, 243, 244, 248, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council's policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

Comments/Observations: On November 27, 2020, council adopted an interim operating budget for 2021 by resolution 197-20. The final 2020 operating budget was adopted at the April 24, 2020 council meeting by resolution 57-20. The operating budget contains the estimated amounts for revenues, expenses, and transfers in accordance with the above identified legislative requirements. The estimated revenues are sufficient to pay the estimated expenses, and the budget aligns with the property tax bylaw.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

107

Resources: Not applicable.

108

2. Capital Budget

Legislative requirements: MGA 245, 246, 248.1

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

Comments/Observations: The 2020 capital budget was adopted at the April 24, 2020 council meeting by resolution 57-20. The capital budget includes the estimated amounts to be spent on capital purchases, the amount and sources of funds needed for capital spending, and the amounts required from the operating budget in accordance with legislation.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

3. Financial Records and Receipts

Legislative requirements: MGA 268.1

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council as often as council directs?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

Comments/Observations: The summer village uses New Views to maintain their financial records. Financial records reviewed met the requirements set out in section 268.1 of the MGA. Council is provided with variance reports on a monthly basis.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

110

4. Municipal Accounts

Legislative requirements: MGA 270

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

Comments/Observations: Resolution 123-20 was passed at the August 27, 2020 organizational meeting and designates ATB Financial as the financial institution for the summer village. Banking records reviewed confirm that ATB Financial holds municipal financial assets for the summer village.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.



5. Fidelity Bond

Legislative requirements: MGA 212.1

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

Comments/Observations: The summer village has insurance through AMSC Insurance Services Ltd. Based on information provided, insurance is in place.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

112

6. Auditor, Audited Financial Statements, Auditor Report

Legislative requirements: MGA 276, 280, 281, Debt Limit Regulation AB Reg 255/2000, MO No. MSD:036/20

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

Comments/Observations: The auditor was appointed by resolution 126-20 at the August 27, 2020 organizational meeting. The auditor presented the audited financial statements at the May 29, 2020 council meeting and the 2019 financial statements were approved by resolution 75-20. Although the 2019 statements were made available after the May 1st deadline, Ministerial Order No. MSD:036/20 moved the submission deadline for 2019 statements to October 1, 2020. The statements include information on the summer village's debt and debt limit as required by legislation. The financial statements are available to the public on the municipal website.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

113

7. Salary and Benefits

Legislative requirements: MGA 217, [Supplementary Accounting Principles and Standards Regulation 313/2000](#)

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality, including the assessor?

Comments/Observations: Information regarding the salaries and benefits of members of council, the chief administrative officer, and all designated officers are contained within the annual audited financial statements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

114

8. Management Letter

Legislative requirements: MGA 281(3)

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

Comments/Observations: The summer village received confidential recommendations from the auditor.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

115

9. Three-Year Operating and Five-Year Capital Plans

Legislative requirements: *MGA 283.1*, [Municipal Corporate Planning Regulation 192/2017](#)

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit;
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The municipality has prepared both a three-year operating and five-year capital plan; however, the operating plan does not account for accumulated surplus, and both plans include the current financial year. This is in contravention of the *MGA* which requires the three and five-year plans to not include the current fiscal year.

Meets Legislative Requirements: No

Recommendations/Action Items: Moving forward, the summer village must review and update both plans on an annual basis to ensure the plans do not include the current financial year, and ensure that the 3 year operating plan includes information regarding the accumulated surplus/deficit.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#).

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

116

3.9 Assessment and Taxation

1. Assessment Roll

Legislative requirements: MGA 210, 284.2(1), 307

1. Has the assessor been established as a designated officer by bylaw?
2. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
3. Is the assessment roll available for inspection?
4. Is there a fee for this?
5. Does the municipality have a bylaw to establish this fee?

Comments/Observations: Council appointed a qualified assessor by resolution 131-20 passed at the August 27, 2020 organizational meeting. The assessment roll is made available upon request and there is no fee established.

While bylaw 252 establishes the position of municipal assessor, the bylaw does not actually establish the position as a designated officer of the summer village as required by section 284.2 of the MGA.

Meets Legislative Requirements: No

Recommendations/Action Items: The summer village must, by bylaw, establish the municipal assessor as a designated officer of the municipality in accordance with section 284.2(1) of the MGA.

Resources: Municipal Affairs Assessment Advisors are available to provide assessment support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

117

2. Tax Roll

Legislative requirements: MGA 327, 329

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

Comments/Observations: An annual tax roll has been completed and contains the required legislated content.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

115

3. Assessment and Tax Notice

Legislative requirements: MGA 308, 333

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

Comments/Observations: Combined assessment and tax notices are prepared annually and sent to taxpayers in accordance with MGA requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

119

5. Content of Tax Notices

Legislative requirements: MGA 334

1. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

Comments/Observations: The combined assessment and tax notice includes the required information from the tax roll, the date the notice is sent to the taxpayer, the amount of the requisitions, the date on which penalties may be imposed, and information on how to request a receipt for taxes paid in accordance with legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

(121)

6. Notice and Certification

Legislative requirements: MGA 311, 335, 336

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

Comments/Observations: Certification and notification was provided to taxpayers that the combined assessment and tax notices for 2020 were mailed on May 15, 2020.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

102

7. Tax Arrears List

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

Comments/Observations: The summer village does not currently have any parcels in tax arrears and has not been required to prepare a tax arrears list since 2018.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required

Resources: Not applicable.

123

8. Tax Sale

Legislative requirements: MGA 418, 436.08

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

Comments/Observations: The summer village's last tax sale was held on February 28, 2017. The tax recovery process met legislative requirements including notification, sending the letter to the registrar, council setting the reserve bids, and advertising the auction.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

124

3.10 Planning

1. Municipal Development Plan (MDP)

Legislative requirements: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan (MDP) adopted by bylaw?
 - If the municipality is less than 3,500 in population and did not have an MDP before April 1, 2018, is the municipality preparing to complete and adopt the MDP by bylaw by April 1, 2021?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems within the municipality and in relation to adjacent municipalities, and
 - provision of municipal services and facilities?

Comments/Observations: Council passed bylaw 307-3020 on September 25, 2020 adopting the municipal development plan (MDP) for the summer village. The content of the MDP includes the topics listed above and there have been no amendments to the MDP.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

125

2. Land Use Bylaw (LUB)

Legislative requirements: MGA 230, 606, 639, 640, 642 (1), 692 (4), **Subdivision and Development Regulation 43/2002**

1. Is there a land use bylaw?
2. Does the land use bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions (contained in the land use bylaw) that development permits may be subject to;
 - how long development permits remain in effect (if applicable);
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land;
 - the purpose of the bylaw amendment or change and public hearing;
 - the address where the proposed bylaw, and any documents can be inspected; and
 - the date, time and place of the public hearing?

Comments/Observations: Bylaw 256-2015 was passed on May 1, 2015 to establish a new land use bylaw for the Summer Village of Silver Sands. The bylaw divides the municipality into zones, and establishes a method for making development permit application decisions, including the topics listed above. The bylaw identifies permitted and discretionary uses, establishes the number of dwelling units allowed on a parcel, and provides for the issuance of development permit notices.

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Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

127

3. Subdivision Authority

Legislative requirements: MGA 623, 625-626

1. Has the municipality bylaw provided for a subdivision authority?
2. Does the structure of the subdivision authority comply with section 623(2) of the MGA which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 233 was passed on February 16, 2010 and establishes the subdivision authority as a person appointed by council.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

128

4. Development Authority

Legislative requirements: MGA 624, 625 - 626

1. Has the municipality by bylaw provided for a development authority?
2. Does the structure of the development authority comply with section 624(2) of the MGA which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

Comments/Observations: Bylaw 256-2015 was passed on May 1, 2015 and establishes the development authority as the following:

- a person appointed by council;
- a municipal planning commission; and
- council (for matters pertaining to direct control zoning).

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

129

5. Subdivision and Development Appeal Board (SDAB)

Legislative requirements: MGA 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017; and MO No. MSD.036/20

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
6. Is there a clerk appointed to the SDAB?
7. Has the clerk successfully completed the required SDAB training?
8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the Act and regulation?
9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

Comments/Observations: Bylaw 289-2018 was passed on December 21, 2018 and establishes the subdivision and development appeal board for the summer village. The bylaw excludes municipal employees, members of the municipal planning commission and any person with subdivision or development authority powers from serving on the SDAB. Council has appointed a clerk of the SDAB and they have received the mandatory training.

The Summer Village of Silver Sand's 2019 submitted Statistical Information Return reports on the number of SDAB members and their training status as required by section 3 of the Subdivision and Development Appeal Board Regulation 195/2017.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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6. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: MGA 638.2

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
 - documents incorporated by reference in any bylaws passed under Part 17?

Comments/Observations: The website for the summer village has an up-to-date listing of council approved policies relating to planning decisions including a document summarizing the policies and their relationship to each other in accordance with legislative requirements.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

7. Joint Use and Planning Agreements (for discussion only)

Legislative requirements: MGA 670.1, 672 and 673, Education Act 53.1

1. Is the municipality aware that, where a school board is operating within the municipal boundaries of a municipality, the municipality must, by June 11, 2023, enter into an agreement with the school board?

2. Are they aware that the agreement must contain provisions:

- establishing a process for discussing matters relating to:
 - the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
 - transfers under section 672 or 673 of the MGA of municipal reserves, school reserves and municipal and school reserves in the municipality;
 - disposal of school sites;
 - the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
 - the use of school facilities, municipal facilities and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them, and
 - how the municipality and the school board will work collaboratively,
- establishing a process for resolving disputes, and
- establishing a time frame for regular review of the agreement, and may, subject to the the governing legislation, contain any other provisions the parties consider necessary or advisable?

Comments/Observations: The CAO is aware of the legislative amendments requiring school boards and municipalities to enter into joint use and planning agreements prior to June 11, 2023.

Resources: Municipal Affairs Planning Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

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3.11 Elections

1. Returning /Substitute/Deputy Officers

Legislative requirements: LAEA 13, 16, [Local Authorities Election Forms Regulation 106/2007](#)

1. Has a returning officer been appointed for the 2021 general election?
2. Has a substitute returning officer been appointed for the 2021 general election?
3. Have all of the appointed election officers taken the required oath/statement per the Local Authorities Election Forms Regulation?

Comments/Observations: A returning and substitute returning officer have been appointed for the 2021 general election (council resolution 6-21 passed on January 29, 2021). In addition, the prescribed oath/statement have been taken.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

2. Nomination Forms

Legislative requirements: LAEA 27, 28.1, 34, 97

1. Were the nomination papers signed by at least five electors of the municipality?
2. Were the nomination papers accompanied by the candidate information form (form 5)?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

Comments/Observations: Nomination papers were signed, filed, and the Deputy Minister received the required information in accordance with the LAEA for a by-election held on July 28, 2018. The nomination papers from the 2017 general election and 2018 by-election have also been retained by the municipality.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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3. Ballot Account

Legislative requirements: LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

Comments/Observations: The ballot account for the 2018 by-election has been retained by the summer village.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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4. Disposition of Election Material

Legislative requirements: LAEA 101

1. Were the election materials disposed of in accordance with section 101 of the LAEA?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

Comments/Observations: The 2018 by-election materials were destroyed on September 17, 2018 as evidenced by the provided affidavit of destruction.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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5. Campaign Disclosure Statements

Legislative requirements: LAEA 147.4

1. Have all campaign disclosure statements filed within the last four years been retained by the municipality?
2. Are all documents filed under this section available to the public during regular business hours?

Comments/Observations: No campaign contributions were collected by summer village candidates.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

6. Local Authorities Election Act (for discussion only)

Legislative requirements: LAEA

1. Is the municipality aware of the amendments passed in July 2020 under Bill 29 (Local Authorities Amendment Act)?
 - Campaign Finance and Contribution Disclosure
 - Candidates must be nominated before incurring any campaign expenses or accepting contributions.
 - Campaign period is shortened from 4 years to one year (January 1 through December 31 of a general election year).
 - Nomination period will now align with beginning of the campaign period (nine months, January 1 of a general election year until nomination day, occurring four weeks before election).
 - Voter Accessibility
 - The Minister of Municipal Affairs may create a list of acceptable identification, in addition to government issued identification and identification provided by the List of Acceptable Identification produced by the Chief Electoral Officer of Alberta.
 - An elector may only vouch for one person, unless multiple individuals share the same residence, in which case the elector may vouch for all persons residing in the same residence.
 - The six-month Alberta residency requirement to be an eligible elector has been removed to align with provincial rules.
 - Advertising and Campaign Restrictions
 - Campaign activities and advertising on property surrounding voting stations will be prohibited.
 - Returning Officers can enforce the restriction on campaign activities or advertising at voting stations by causing campaign advertising to be removed, and instruct those obstructing the voting process or taking part in campaign activities to leave the property.
 - The names of nominated candidates will be released by municipalities 48 hours following the close of nominations.
 - Technical and Clarifying Amendments
 - Definition has been added for "nomination period" to reflect the nomination period from January 1 in the year of an election to four weeks prior to election day.
 - The local jurisdiction may pass bylaws to allow for a returning officer to establish one or more locations, outside of the local jurisdiction office, to accept nomination papers.

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- The returning officer can reject a nomination paper that does not have the correct number of signatures, has not been sworn/affirmed and/or is not accompanied by a deposit (if required).
- Candidates can withdraw nomination papers given the nomination period beginning on January 1st in the year of an election.
- The Minister is no longer required to be notified of the use of special ballots, or to appoint special ballot advisors.
- Age-related limitations for institutional votes in care facilities have been removed.
- Municipalities may choose to align their election notifications with a bylaw passed under section 606.1 of the *Municipal Governance Act* that allows for electronic or other methods of advertising.
- The term "incapacitated elector" was amended to "persons with disabilities" or similar wording depending on the context.
- Clarification that if a recount has been requested in a municipality/school board that is divided into wards/divisions, the recount only has to occur in that ward/division where the recount has been requested, and not the entire municipality/school division.
- Notification of a by-election for advance vote and election day is only required to be given to the electors in the affected ward/division.
- Clarified when election materials must be destroyed (after six weeks, before 12 weeks)
- The returning officer must report all complaints or allegations under Parts 5.1 or 8 of the *LAEA* to the Elections Commissioner?

Comments/Observations: The CAO is aware of the legislative changes to the *LAEA* and has been encouraged to review and discuss existing election procedures with municipal staff and council in preparation for the 2021 general election.

Resources: Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

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3.12 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

Legislative requirements: *Emergency Management Act (EMA) 11, 11.1, 11.2*

1. Has the emergency management committee been established by bylaw?
2. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
3. Is an emergency management agency established by bylaw to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
4. Has a director of the emergency management agency been appointed?
5. Has the director of emergency management received the required training (Basic Emergency Management, ICS-300, and Director of Emergency Management courses)?
6. Have municipal elected officials received the required training (Municipal Elected Officials course)?
7. Have municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan received the required training (Basic Emergency Management and ICS-100 courses)?
8. Are there prepared and approved emergency plans and programs?

Comments/Observations: Bylaw 301-2019 was passed on December 20, 2019 establishing a regional emergency management committee and a regional emergency management agency for the summer village. A director of emergency management has been appointed and has completed the required courses. The CAO indicated that all appointees have received the mandatory training. There is an approved municipal emergency plan for the summer village.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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3.13 Libraries

1. Municipal Library Board

Legislative requirements: Libraries Act 3-5

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. Has council appointed all of the members of the library board?
4. Have two or fewer councillors been appointed to the board?
5. Are there alternate members of council appointed to the board?
6. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
7. Does the appointment term exceed three years?
8. Does any member's number of terms exceed three consecutive terms? If so, did two-thirds of council pass a resolution stating that they may be reappointed (for each additional term)?

Comments/Observations: There is no municipal library board established in the summer village.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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2. System Library Board

Legislative requirements: *Libraries Act 16, Libraries Regulation 141/1998*

1. Is the municipality a member of a library system?
2. If so, has council appointed one member to the board?
3. If so, does the appointment term exceed three years?
4. Does any member's years of service exceed nine consecutive years? If so, did two-thirds of council approve each additional term?

Comments/Observations: The summer village is a member of the Yellowhead Regional Library System. Appointments of members of council to the regional system are made at the organizational meeting.

Meets Legislative Requirements: Yes

Recommendations/Action Items: No action required.

Resources: Not applicable.

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Section 4: Conclusion

Your participation and cooperation during the 2020 Municipal Accountability Program review are appreciated. This report is intended to help the Summer Village of Silver Sands reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed, accountable and transparent local governments.

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**Disturbance Standard for Temporary Seasonal Docks and other Mooring
Structures for Personal Recreational Purposes**

April 2021

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1424

Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreational Purposes

Preface

- 1 This Disturbance Standard is established under section 3 of the *Public Lands Administration Regulation*.

Purpose

- 2 The purpose of this Disturbance Standard is to set the maximum acceptable footprint for temporary seasonal docks, temporary seasonal boat lifts and associated structures for personal recreational purposes on vacant public land.

Definitions

- 3(1) All definitions in the *Public Lands Act*, RSA 2000, c P-40 and the *Public Lands Administration Regulation* apply except where expressly stated in this Disturbance Standard.

- (2) In this Disturbance Standard,

- (a) "anchor" means a weighted object placed on the bed or shore of a water body for the purpose of fixing a buoy, temporary seasonal dock or swimming platform to the bed or shore of a water body;
- (b) "associated structures" includes temporary seasonal boat lifts and swimming platforms, including an anchor if an anchor is used, that are constructed and installed in a way so that they can be removed from the bed and shore of a water body before the end of the open water part of the year without cause disturbance to the bed and shore. A boathouse is not an associated structure;
- (c) "bank" means the natural boundary where the bed and shore of a water body cease; unless coincidental, it is not a historic high water mark, a flood line, or the current waterline;
- (d) "bed and shore" means the submersed and exposed part of a water body that is bounded by its bank;
- (e) "boathouse" means a permanent structure used for the storage of a vessel and associated materials and includes any structure that is enclosed on all sides, has a roof or walls or any combination of the two;
- (f) "buoy" means a floating marker that is placed in a water body, excluding the anchor;
- (g) "Disturbance Standard" means the *Disturbance Standard for Temporary, Seasonal Docks and other Mooring Structures for Personal Recreational Purposes*, as established under section 3 of the *Public Lands Administration Regulation* and as amended or replaced from time to time;

- (h) “dock” means any pier, wharf or other structure constructed or maintained in a water body, whether floating or not, used for the purposes of mooring a vessel and includes any walkway, terminal platform, or anchor if an anchor is used;
- (i) “line of navigation” means an imaginary line located at a distance below the current water line that will afford sufficient draft for a vessel customarily in use on a particular water body, and at the point where the depth reaches 1.5 metres;
- (j) “littoral drift” means the sedimentary material that is transported in the water along the bed and shore by waves and current;
- (k) “maximum acceptable footprint ” means the extent and nature of a permitted activity as set out in this disturbance standard;
- (l) “mooring area” means the area of the water body apportioned to a waterfront holder or semi-waterfront holder or municipal waterfront holder as set out in section 7 of this disturbance standard;
- (m) “mooring buoy” means a buoy installed or used for the purpose of offshore moorage of a vessel, excluding the anchor;
- (n) “municipality” means a municipality as defined under the *Municipal Government Act*;
- (o) “municipal waterfront holder” means a municipality that is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining the bank of a water body;
- (p) “open water part of the year” the period of time during the year when the water in a water body is not covered with ice;
- (q) “permitted activity” means the construction, placement and use of a temporary seasonal boat lift or a temporary seasonal dock for a recreational purpose as defined under Part 2 of the *Public Lands Administration Regulation*, which may include any seasonally used associated structures, mooring buoys and anchors, but does not include:
 - (i) construction, placement and use of a community dock; or
 - (ii) construction, placement and use of a temporary seasonal dock for a commercial purpose as defined in Part 2 of the *Public Lands Administration Regulation*;
- (r) “personal watercraft” means any motorized recreational water vehicle that has as its primary source of propulsion an inboard motor powering a jet pump, and is capable of carrying one or more persons in a sitting, standing or kneeling position on or astride the vessel.
- (s) “semi-waterfront holder” means:

- (i) the person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining a municipal reserve or environmental reserve, where the municipal reserve or environmental reserve directly adjoins the bank of a water body; or
 - (ii) the holder of a disposition according to the records of the Department for land directly adjoining a municipal reserve or environmental reserve, where the municipal reserve or environmental reserve directly adjoins the bank of a water body; or
 - (iii) the holder of a legal interest in the land directly adjoining a municipal reserve or environmental reserve, where the municipal reserve or environmental reserve directly adjoins the bank of a water body.
- (t) “shared dock” means a dock that is shared by one or more waterfront holders or semi-waterfront holders whose mooring areas are adjacent to each other.
- (u) “swimming platform” means a floating platform and its anchor, without railings, a roof or walls that is anchored to the bed of a water body and is only designed and used for swimming, diving and related activities that do not include the mooring of watercraft;
- (v) “swing radius” of a vessel at anchor, means the distance from the anchor to the stern of the vessel that will form the circumference of a circle (the swing area as the vessel revolves about the mooring point). The length of the swing radius is equal to the length of anchor chain plus the total length of the vessel;
- (w) “temporary seasonal boat lift” means a temporary structure used for lifting and storage of the vessel above the surface of the water, that is constructed and installed in a way so that it can be removed from the bed and shore of a water body before the end of the open water part of the year without causing disturbance to the bed and shore.
- (x) “temporary seasonal dock” means a dock or shared dock that is constructed and installed in a way so that it can be removed from the bed and shore of a water body before the end of the open water part of the year without causing disturbance to the bed and shore;
- (y) “terminal platform” refers to the portion of the dock connected to, and generally wider than the walkway, and used both for securing and loading a vessel;
- (z) “vessel” means a motorized or non-motorized boat or pleasure craft, personal watercraft, or other similar vessel, but excludes a thing used as a temporary or permanent residence, floating or otherwise;
- (aa) “walkway” refers to the portion of the dock that allows access to the terminal platform;

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(bb) “water body” means a permanent and naturally occurring body of water or a naturally occurring river, stream, watercourse or lake;

(cc) “waterfront holder” means:

- (i) the person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining the bank of a water body; or
- (ii) the holder of a disposition according to the records of the Department for land directly adjoining the bank of a water body;
- (iii) the holder of a legal interest in the land directly adjoining the bank of a water body.

Application of this Disturbance Standard

- 4(1) Subject to section 4(2), this Disturbance Standard applies to beds and shores of all water bodies vested in the Crown in right of Alberta by virtue of section 3 of the *Public Lands Act*.
- (2) This Disturbance Standard does not apply to beds and shores that are within a sanctuary as defined in section 3(qq) of the *Wildlife Regulation*, as amended.

General Permission

- 5(1) A waterfront holder or semi-waterfront holder may enter on and occupy the bed and shore for the purpose of a permitted activity subject to the following:
 - (a) the permitted activity shall only be temporary;
 - (b) the permitted activity shall only be seasonal;
 - (c) the permitted activity shall meet all of the requirements of the maximum acceptable footprint as set out in this Disturbance Standard;
 - (d) a permitted activity, with the exception of construction, placement and use of a mooring buoy and anchor and swimming platform, shall only occur within the mooring area as determined in accordance with this Disturbance Standard;
 - (e) the waterfront holder or semi-waterfront holder shall obtain all federal, provincial, municipal, and other permits and approvals, as applicable, with respect to the permitted activity;
 - (f) the permitted activity shall comply with federal and provincial laws, municipal bylaws and local government zoning restrictions;
 - (g) the permitted activity shall not cause loss or damage to public land; and
 - (h) the permitted activity shall not cause a danger to the life, health or property of any person on public land.
- (2) A municipality may enter on and occupy the bed and shore for the purpose of placing one or more buoys and anchors subject to the following:
 - (a) the buoys and anchors are for the purpose of marking a defined swimming area, posting speed restrictions, for vessel navigational aids, or for marking a restricted area;
 - (b) the buoys and anchors shall be for temporary seasonal use;
 - (c) the municipality shall obtain all federal, provincial, municipal, and other permits and

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- approvals, as applicable, with respect to the placement of buoys and anchors;
- (d) placement of buoys and anchors shall comply with federal and provincial laws, municipal bylaws and local government zoning restrictions;
 - (e) the municipality shall only construct the anchor for a mooring buoy in accordance with the following:
 - (i) Anchors shall be composed of material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion or water;
 - (ii) Anchors shall not contain or consist of garbage, waste or debris; and
 - (iii) Anchors shall not contain material that was intended for other uses; and
 - (f) the buoy and its anchor shall be removed from the bed and shore at the end of the open water part of the year.

No property

- 6(1) For the purpose of this section, "holder" includes waterfront holder, semi-waterfront holder and municipal waterfront holder.
- (2) Notwithstanding any rule of law or equity, the rights and privileges conveyed in this Disturbance Standard do not constitute personal property or any exclusive privileges or right of use on public land, nor does it authorize any injury to property or infringement of rights or federal, provincial or local laws and regulations.
- (3) A holder engaging in any activities permitted in this Disturbance Standard must keep the Minister indemnified against all actions, claims and demands brought or made against the Minister, by the holder or by any third party, for any losses arising directly or indirectly from activities permitted in this Disturbance Standard.

Defined Mooring Area

- 7(1) For the purpose of this section, "holder" includes waterfront holder, semi-waterfront holder and municipal waterfront holder.
- (2) A holder's mooring area is bounded by:
 - (a) the current water line;
 - (b) the line of navigation; and
 - (c) setbacks, as set out in section 7(4), from the holder's projected property lines determined in accordance with section 7(3).
- (3) The projected property lines are determined by drawing straight lines from the intersection of the property lines of the holder's lot with the bank to the line of navigation according to one of the following methods:
 - (a) *Extended lot line method*: Project a straight line with the same alignment as the property line from the intersection of the property line with the bank to the line of navigation (Figure 1).

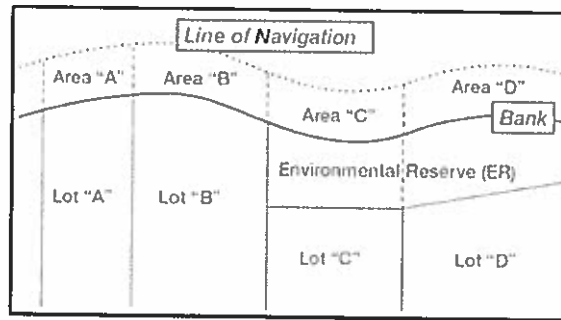


Figure 1. Extended Lot Line Method

(b) *Coterminous line method:*

1. Using a subdivision plan, locate the holder's lot;
2. Draw a straight line (the "extended bank line") between the two points where the property lines of the holder's lot intersect with the bank;
3. Repeat step 2 above to determine the extended bank line for the lots that are adjacent to the holder's lot;
4. Equally bisect the angle between the extended bank lines of the holder's lot and the extended bank lines of the lots that are adjacent to the holder's lot;
5. Project a straight perpendicular line from the bisected angles in step 4 out to the line of navigation as shown in Figure 2 to determine the coterminous lines.

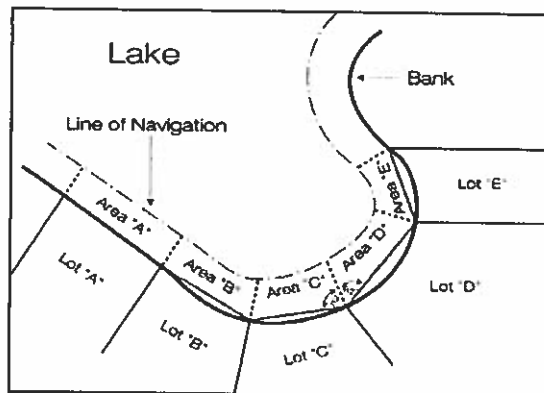


Figure 2. Coterminous Line Method

- (c) If projected property lines intersect before the line of navigation is reached, another method of apportionment may be used subject to approval in writing from the director.
 - (d) If the methods in 7(3)(a) and (b) cannot be used to accommodate non-linear subdivision designs, another method of apportionment may be used subject to approval in writing from the director.
- (4) Setbacks from the projected property line shall be:
- (a) Not less than 3 meters from any projected property line; and

- (b) Zero (0) meters where a temporary seasonal dock that is a shared dock, associated structures, or mooring buoy and anchor for a recreational purpose is shared and is located adjacent to or on both sides of a shared property line as agreed to by the affected waterfront holder, semi-waterfront holder or municipal waterfront holders.
- (5) For the purpose of section 5(1) of this Disturbance Standard, the mooring area for a semi-waterfront holder shall be determined in accordance with sections 7(2), 7(3) and 7(4) where the projected lot line shall extend through the land held by the municipal waterfront holder.

Maximum Acceptable Footprint for Permitted Activity – Temporary Seasonal Dock

- 8(1) The maximum acceptable footprint in this section shall apply to the construction, placement and use of a temporary seasonal dock by a waterfront holder or semi-waterfront holder.
- (2) The waterfront holder or semi-waterfront holder shall not construct or place more than one temporary seasonal dock within their mooring area.
- (3) A semi-waterfront holder shall not construct or place a temporary seasonal dock if a municipal waterfront holder has already constructed or placed a dock in the mooring area in front of the municipal waterfront parcel.
- (4) The waterfront holder or semi-waterfront holder may only use or allow the use of a temporary seasonal dock to support mooring for a recreational purpose as defined in Part 2 of the *Public Lands Administration Regulation*.
- (5) The waterfront holder or semi-waterfront holder may only construct a temporary seasonal dock in accordance with the following:
- (a) The width of the walkway for a temporary seasonal dock shall not exceed 1.5m;
 - (b) The total size of the temporary seasonal dock, including the terminal platform and walkway, in any configuration, shall not exceed 50% of the waterfront holder's lot width or semi-waterfront holder's lot width, as measured from the holder's projected property lines closest to the current water line;
 - (c) If the temporary seasonal dock is being constructed or placed on a water body that is a river, the temporary seasonal dock shall not extend out into the river more than 10% of the total width of the river as measured at a point where the temporary seasonal dock is to be placed; and
 - (d) A temporary seasonal dock shall not completely enclose any portion of a water body.
- (6) The waterfront holder or semi-waterfront holder shall only construct a temporary seasonal dock using biologically inert and non-reactive materials, including but not limited to factory pressure treated, non-toxic, marine grade wood, untreated wood or plywood, metal, fiberglass, or plastic.
- (7) The waterfront holder or semi-waterfront holder may only remove aquatic vegetation if:
- (a) cutting of the aquatic vegetation is directly incidental to the permitted activity; or
 - (b) the aquatic vegetation is a Freshwater Dwelling Invasive Plant listed under Item 2 of the Schedule in the *Fisheries (Alberta) Act*.
- (8) Where cutting of aquatic vegetation is directly incidental to the permitted activity, the waterfront holder or semi-waterfront holder may only cut aquatic vegetation in accordance with the following:

- (a) aquatic vegetation may only be cut once per year;
 - (b) aquatic vegetation may only be cut between August 1 and September 30;
 - (c) the area from which aquatic vegetation may be cut is restricted as follows:
 - (i) the length of the area from which aquatic vegetation is cut may only consist of a single lane from the bank in a direct path perpendicular to the shore;
 - (ii) the width of the single lane in (i) shall be a maximum of 4 meters;
 - (iii) the single lane in (i) must remain in the same location every year;
 - (iv) the depth of cutting of aquatic vegetation shall not be greater than 1 meter below the water surface; and
 - (v) aquatic vegetation may only be cut by manual or mechanical means;
 - (d) all aquatic vegetation that is cut shall be immediately removed from the bed and shore and disposed of such that nutrients and debris will neither accumulate on the bed and shore nor re-enter the water body.
- (9) The waterfront holder or semi-waterfront holder shall only construct floats for the temporary seasonal dock using materials that do not physically or chemically degrade when exposed to physical abrasion, chemical abrasion, water or petroleum products.
- (10) The waterfront holder or semi-waterfront holder may only apply preservatives to the temporary seasonal dock while the temporary seasonal dock is located above the bank.
- (11) The waterfront holder or semi-waterfront holder shall not place the temporary seasonal dock beyond the bank unless and until previously applied preservatives are completely dried;
- (12) The waterfront holder or semi-waterfront holder may only use synthetic or metal containers not originally intended for flotation devices for construction of the temporary seasonal dock, provided they have been cleaned of all product residues, are corrosion resistant, and watertight.
- (13) The waterfront holder or semi-waterfront holder shall only construct the anchor for a temporary seasonal dock in accordance with the following:
- (a) Anchors shall be composed of material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion or water;
 - (b) Anchors shall not contain or consist of garbage, waste or debris; and
 - (c) Anchors shall not contain material that was intended for other uses.
- (14) The waterfront holder or semi-waterfront holder shall maintain the temporary seasonal dock in a safe operating condition at all times.
- (15) The waterfront holder or semi-waterfront holder shall not cause or allow the construction, placement or use of a temporary seasonal dock in any way that:
- (a) results or may result in in damage or modification to the bed and shore of the water body;
 - (b) obstructs or may obstruct public access along the bed and shore;
 - (c) interrupts or may interrupt the free movement of water; or
 - (d) causes or may cause the formation of land by deposition of littoral drift upon the bed and shore of a water body.

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- (16) The waterfront holder or semi-waterfront holder may place temporary, readily removed accessories on the temporary seasonal dock but shall not place any fixed or covered structures including, but not limited to gazebos, storage sheds, shelters or other similar structures on the temporary seasonal dock.
- (17) The waterfront holder or semi-waterfront holder shall not cause or allow the seasonal storage of fuel on a temporary seasonal dock.
- (18) The waterfront holder or semi-waterfront holder shall remove the temporary seasonal dock before the end of the open water part of the year.
- (19) Once the waterfront holder or semi-waterfront holder has removed the temporary seasonal dock in accordance with section 8(18), the waterfront holder or semi-waterfront holder shall not store the temporary seasonal dock on public land.
- (20) A waterfront holder or semi-waterfront holder may share a temporary seasonal dock with other adjacent waterfront holders or semi-waterfront holders in which case all waterfront holders and semi-waterfront holders that use the temporary seasonal dock are jointly responsible for complying with this Disturbance Standard.
- (21) The waterfront holder or semi-waterfront holder shall ensure that its guests and invitees comply with this Disturbance Standard and a failure to comply with any requirement of this Disturbance Standard by a guest or invitee of the waterfront holder or semi-waterfront holder shall be deemed a failure to comply by the waterfront holder or semi-waterfront holder.

Maximum Acceptable Footprint for Permitted Activity – Temporary Seasonal Boat Lift

- 9(1) The maximum acceptable footprint in section 8(5)(b) shall apply to the construction, placement and use of a temporary seasonal boat lift as an associated structure with a temporary seasonal dock or as a stand alone temporary seasonal boat lift.
- (2) The waterfront holder or semi-waterfront holder shall not construct or place a temporary seasonal boat lift that is enclosed on all sides.
- (3) The waterfront holder or semi-waterfront holder shall only construct or place a temporary seasonal boat lift within their mooring area.
- (4) The waterfront holder or semi-waterfront holder shall maintain the temporary seasonal boat lift in a safe operating condition at all times.
- (5) The waterfront holder or semi-waterfront holder shall remove the temporary seasonal boat lift before the end of the open water part of the year.
- (6) Once the waterfront holder or semi-waterfront holder has removed the temporary seasonal boat lift in accordance with section 9(5), the waterfront holder or semi-waterfront holder shall not store the temporary seasonal boat lift on public land.
- (7) The waterfront holder or semi-waterfront holder may only use or allow the use of a temporary seasonal boat lift for a recreational purpose as defined in Part 2 of the *Public Lands Administration Regulation*.

Maximum Acceptable Footprint for Permitted Activity – Swimming Platform

- 10(1) The maximum acceptable footprint in section 8(5)(b) shall apply to the construction, placement and use of a swimming platform.
- (2) The waterfront holder or semi-waterfront holder shall not construct or place more than one swimming platform.
- (3) The waterfront holder or semi-waterfront holder may only use or allow the use of a swimming platform for personal use.
- (4) The waterfront holder or semi-waterfront holder shall not construct a swimming platform greater than 10 m² in size.
- (5) The waterfront holder or semi-waterfront holder shall place the swimming platform within the setbacks from the projected property line as set out in section 7 of this Disturbance Standard, provided it does not interfere with navigation.
- (6) The waterfront holder or semi-waterfront holder shall not construct or place structures on the swimming platform with the exception of a ladder, slide or a bench for personal use.
- (7) The waterfront holder or semi-waterfront holder shall not use or allow the use of a swimming platform for the mooring of a vessel.
- (8) The waterfront holder or semi-waterfront holder shall maintain the swimming platform in a safe operating condition at all times.
- (9) The waterfront holder or semi-waterfront holder shall place reflective markers on all corners of the swimming platform such that the reflective markers are visible at all times to vessels under navigation.
- (10) The waterfront holder or semi-waterfront holder shall remove the swimming platform at the end of the open water part of the year.
- (11) The waterfront holder or semi-waterfront holder shall only construct a swimming platform using material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion, water or petroleum products, including but not limited to factory pressure treated, non-toxic, marine grade wood, untreated wood or plywood, metal, fiberglass, or plastic.
- (12) The waterfront holder or semi-waterfront holder shall only construct the anchor for a swimming platform in accordance with the following:
 - (a) Anchors shall be composed of material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion or water;
 - (b) Anchors shall not contain or consist of garbage, waste or debris; and
 - (c) Anchors shall not contain material that was intended for other uses.
- (13) The waterfront holder or semi-waterfront holder shall only construct the swimming platform in a way that it can be removed from the bed and shore of a water body before the open water part of the year without causing disturbance to the bed and shore.

Maximum Acceptable Footprint for Permitted Activity – Mooring Anchor and Buoy

- 11(1) The maximum acceptable footprint set out in this section shall apply to the construction, placement and use of a mooring buoy and anchor.
- (2) The waterfront holder or semi-waterfront holder shall not construct or place more than one mooring buoy and anchor beyond the mooring area;
- (3) The waterfront holder or semi-waterfront holder may only use or allow the use of a mooring buoy and anchor to support mooring of a vessel for a recreational purpose as defined in Part 2 of the *Public Lands Administration Regulation*.
- (4) The waterfront holder or semi-waterfront holder shall only place the mooring buoy and anchor beyond the line on navigation and in accordance with setbacks from the projected property line as set out in section 7 of this Disturbance Standard.
- (5) The waterfront holder or semi-waterfront holder shall not construct, place or use a mooring buoy and anchor in any way that interferes with or may interfere with navigation or becomes a safety hazard.
- (6) The waterfront holder or semi-waterfront holder shall not place an anchor for a mooring buoy within 20 meters of any structure or within the swing radius of another mooring buoy.
- (7) The waterfront holder or semi-waterfront holder may only construct or place a mooring buoy and anchor such that the swing radius of the vessel to be moored shall be at least 3 meters from the projected property line.
- (8) The waterfront holder or semi-waterfront holder shall only construct the anchor for a mooring buoy in accordance with the following:
 - (a) Anchors shall be composed of material that does not physically or chemically degrade when exposed to physical abrasion, chemical abrasion, water or petroleum products;
 - (b) Anchors shall not contain or consist of garbage, waste or debris; and
 - (c) Anchors shall not contain material that was intended for other uses.
- (9) The waterfront holder or semi-waterfront holder shall only construct the mooring buoy and anchor in a way that it can be removed from the bed and shore of a water body before the open water part of the year without causing disturbance to the bed and shore.

Transitional

- 12 Notwithstanding sections 5(1)(c) and 8(1) of this Disturbance Standard, a temporary seasonal dock that was constructed, placed and used by a waterfront holder or semi-waterfront holder on or before April 16, 2021:
 - (a) is not subject to sections 8(5)(a), 8(6), 8(9), 8(12) or 8(13) of this Disturbance Standard if the waterfront holder or semi-waterfront holder can prove to the satisfaction of the director that the temporary seasonal dock was constructed, placed and used prior to April 16, 2021; and

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(b) is subject to sections 8(2), 8(3), 8(4), 8(5)(b) to (d), 8(7), 8(8), 8(10), 8(11) and 8(14) through 8(21) of this Disturbance Standard;

If the waterfront holder or semi-waterfront holder does not prove to the satisfaction of the director that the temporary seasonal dock was constructed, placed and used prior to April 16, 2021, this section does not apply and the waterfront holder or semi-waterfront holder shall comply with subsections 8(1) through (21) in their entirety.

13 Sections 12 expires on April 16, 2026.

Guidelines

14 The Department may publish guidelines to assist in the interpretation of this Disturbance Standard, however, such guidelines do not form part of this Disturbance Standard and in the event of a conflict, the Disturbance Standard prevails.

Disturbance Standard Review and Amendment

15 The Minister may review and amend this Disturbance Standard at any time.

Mooring Disturbance Standard

Back Lot Property Owners Fact Sheet

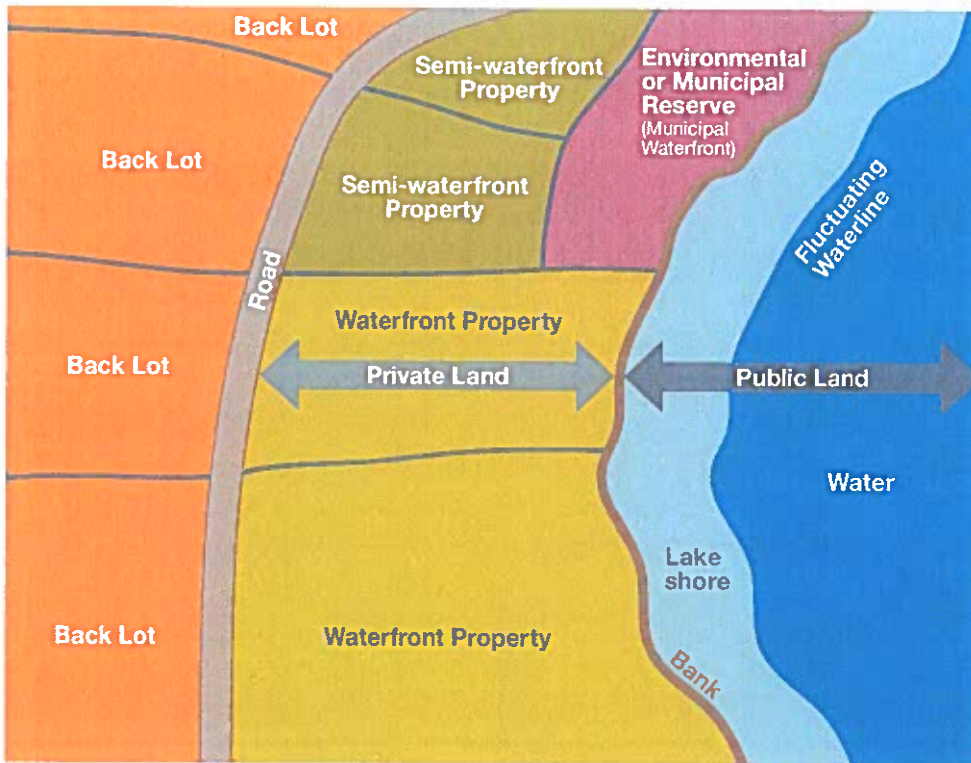
Environment and Parks has developed a disturbance standard for temporary seasonal mooring structures, such as docks and boat lifts.

The goal of the disturbance standard is to establish clear rules for temporary seasonal mooring structures to safely and fairly accommodate recreational use of Alberta's lakes and rivers, while streamlining the authorization process for temporary mooring structures.

The disturbance standard applies to seasonal mooring structures for waterfront, semi-waterfront and municipal waterfront property owners.

This disturbance standard does not apply to back lot property owners (those who do not share a property boundary with a waterbody or a municipal reserve). Back lot owners may share the use of a dock with a waterfront or semi-waterfront owner, or they can obtain an authorization to place a dock in the water, provided they have consent from the waterfront owner.

This fact sheet describes the approach on how a back lot owner can place a temporary seasonal dock.



A back lot property owner is one who does not share a property boundary with a waterbody or have direct access to it.

A semi-waterfront landowner is someone who owns the land directly adjoining a municipal or environmental reserve that directly adjoins the bank of a waterbody.

A waterfront landowner owns the land directly adjoining the bank of a waterbody.

Back Lot Dock Owners

Since 2011, it has been a requirement under the Public Lands Administration Regulation to obtain an authorization to place seasonal docks and mooring structures in a waterbody. Back lot property owners who place docks in a waterbody must have their docks authorized by obtaining an authorization from Environment and Parks.

When applying for an authorization, back lot owners need to include written consent from the waterfront property owner where the dock will be placed.

The disturbance standard allows back lot property owners who share a dock with a waterfront property owner to place a shared dock fronting the waterfront property without an authorization (see Shared Docks Fact Sheet).

Options for Back Lot Owners

Back lot property owners require written consent of the waterfront or municipal waterfront landowner before placing or using a mooring structure. There are several ways for back lot owners to place a dock or mooring structure:

- **Co-owning a dock with a waterfront or semi-waterfront landowner.** This approach allows the waterfront or semi-waterfront landowner to share the costs of the mooring structure. Responsibility for co-owned mooring structures rests with the waterfront or semi-waterfront landowner.
- **Establishing a shared-use agreement with a waterfront or semi-waterfront landowner.** Waterfront or semi-waterfront owners are only allowed to have one dock and associated structures that cover up to 50 per cent of their lot width under the disturbance standard. A back lot owner could enter into an agreement with a waterfront or semi-waterfront landowner to share a dock owned by a waterfront landowner or semi-waterfront landowner, or to place an additional boat lift next to the dock.
- **Becoming an approved user of an authorized community dock owned by the local municipality or association.** The disturbance standard does not apply to community docks as they require an authorization from Environment and Parks. Back lot owners have the option to seek out these opportunities where they exist.
- **Obtaining a separate Authorization from Environment and Parks.** A back lot owner could apply to Environment and Parks to have a dock or mooring structure authorized if there is a location along the shore frontage available for their use. If the location is in front of a municipal reserve, written consent will be required from the municipal waterfront owner. The waterfront owner may consent, deny, or revoke consent at any time. A copy of the formal consent must be provided to Environment and Parks when applying for an authorization.

Mooring Disturbance Standard

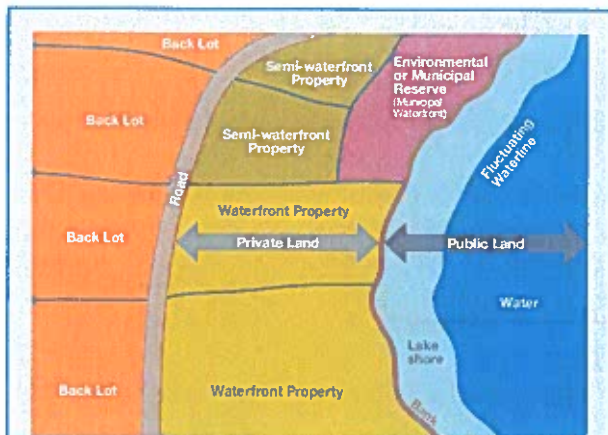
Shared Docks Fact Sheet

Environment and Parks has developed a disturbance standard for temporary seasonal mooring structures, such as docks and boat lifts.

The goal of the disturbance standard is to establish clear rules for temporary seasonal mooring structures to safely and fairly accommodate recreational use of Alberta's lakes and rivers, while streamlining the authorization process for temporary mooring structures.

The disturbance standard applies to seasonal mooring structures for waterfront, semi-waterfront and municipal waterfront property owners.

Multiple parties can share docks under the disturbance standard. Depending on which parties are sharing a dock, different rules will apply on the size. Sharing docks is encouraged by Environment and Parks as it limits the number of docks and shoreline disturbance in a waterbody.



A back lot property owner is one who does not share a property boundary with a waterbody or have direct access to it.

A semi-waterfront landowner is someone who owns the land directly adjoining a municipal or environmental reserve that directly adjoins the bank of a waterbody.

A waterfront landowner owns the land directly adjoining the bank of a waterbody.

Docks shared by adjacent waterfront or semi-waterfront property owners

Docks that are shared by waterfront or semi-waterfront property owners will be required to meet all of the criteria in the disturbance standard to be exempt from having to obtain an authorization. No setback is required along the shared projected property line (which extends through the municipal reserve parcel for semi-waterfront property owners). The dock may be placed within the larger combined mooring area that is now created, giving the shared users much more flexibility in the placement of the dock's location.

Docks shared by waterfront or semi-waterfront and back lot owners

The waterfront or semi-waterfront landowner will always be responsible for boat lifts and docks placed in their mooring area, whether they are the primary owner of the mooring structure or not. Mooring structures will be required to meet all of the criteria in the disturbance standard, even if being shared with back lot owners. Additional boat lifts may be placed within the defined mooring area, but the waterfront or semi-waterfront landowner may only have one dock. The combined mooring structures including associated lifts cannot exceed 50% of their property width.

Back lot owners can co-own a dock with the waterfront or semi-waterfront landowner to share the associated costs.

Back lot owners can also enter into shared use agreements with waterfront or semi-waterfront landowners, where they do not co-own the dock, but have an agreement to be able to use it.

Community Docks and Marinas

The local municipality or another user group (e.g. home owner association, condominium or bareland strata, church group, service organization, etc.) may want to create a community dock in front of a waterfront property. Community docks are a way to provide recreational access to the lake and boat moorage for back lot owners and others who do not share a dock with waterfront or semi-waterfront landowners.

If someone wishes to create a community dock, they must apply for an authorization from Environment and Parks. Community docks are generally much larger than a personal dock, so consent of the municipality is required if they are not the party submitting the application.

Once a community dock is created, the owner is responsible for managing users and allocating moorage slips based on their authorization from the department.

A marina allows multiple boats to be moored along one or more dock walkways with multiple slips. Allocation of slips is not necessarily restricted to community residents. Marinas are generally for commercial use. If a fee is charged for moorage rental (other than administration or maintenance costs), then the department will consider the mooring structure as a commercial enterprise subject to the associated fees, rents or royalties payable to the Crown by the owner.

Mooring Disturbance Standard

Waterfront and Semi-waterfront Property Owners Fact Sheet

Environment and Parks has developed a disturbance standard for temporary seasonal mooring structures, such as docks and boat lifts.

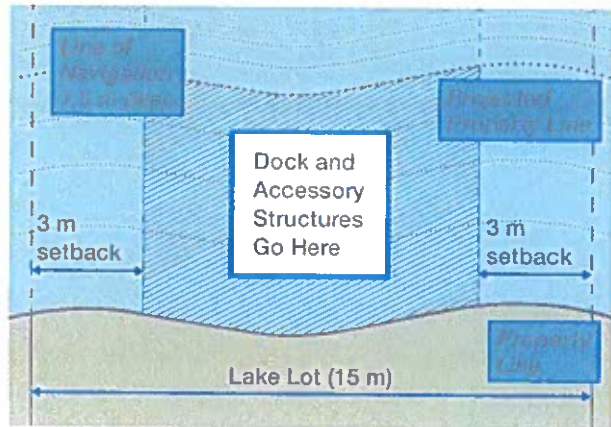
The goal of the disturbance standard is to establish clear rules for temporary seasonal mooring structures to safely and fairly accommodate recreational use of Alberta's lakes and rivers, while streamlining the authorization process for temporary mooring structures.

The disturbance standard applies to seasonal mooring structures for waterfront, semi-waterfront and municipal waterfront property owners.

If your mooring structure does not align with the disturbance standard, you would continue to require an authorization from Environment and Parks prior to placing your dock. Learn more about an authorization by visiting www.alberta.ca/lakeshores.aspx.

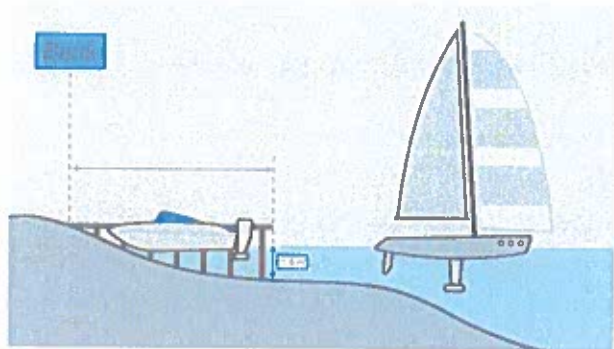
Determining the mooring area

The mooring area, where dock and accessory structures go, is bound by the line of navigation and the setbacks from each projected property line.

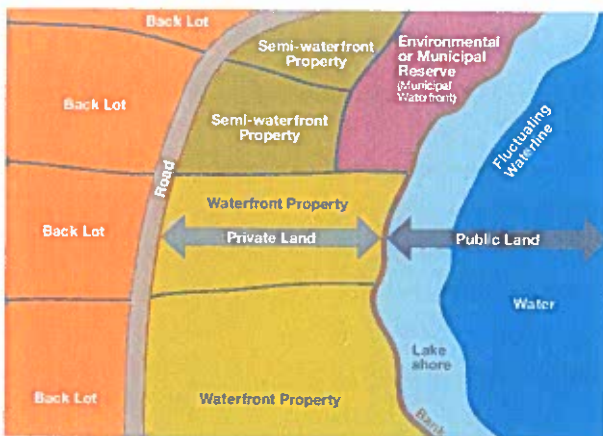


Step one: Determine the line of navigation.

Line of Navigation = 1.5 metres of water depth



*If you own a watercraft with a keel that extends beyond 1.5 metres in depth as pictured above, it will need to be moored outside the line of navigation on a mooring buoy.

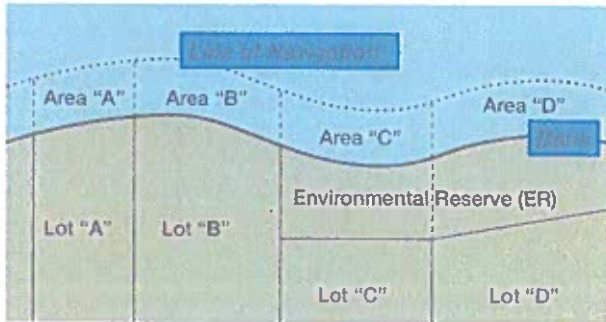


A back lot property owner is one who does not share a property boundary with a waterbody or have direct access to it.

A semi-waterfront landowner is someone who owns the land directly adjoining a municipal or environmental reserve that directly adjoins the bank of a waterbody.

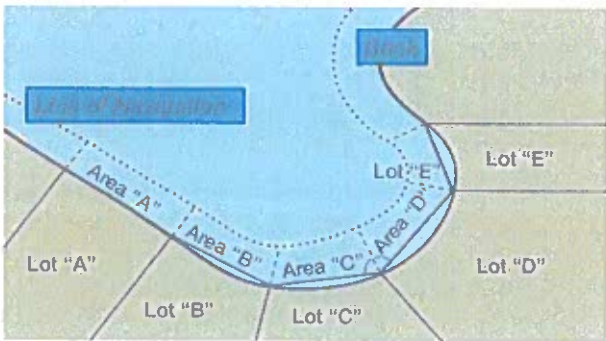
A waterfront landowner owns the land directly adjoining the bank of a waterbody.

Step two: Extend your property lines to the line of navigation.



If your property lines cannot be extended directly into the lake without intersecting with your neighbours, then use the coterminous line method.

- At the bank, draw a straight line across your property from one property corner to the other.
- From each of these corners draw another straight line to your neighbour's far property line corner.
- Create an equal angle between the line across your property and the line across your neighbour's property.
- Extend a projected line perpendicular out to the line of navigation.



If the projected lot lines intersect or overlap, another method can be proposed, e.g., cluster developments.

Disturbance Standard

Here's what the disturbance standard says:

- You may have one temporary seasonal dock for personal use within the mooring area if you are a waterfront or semi-waterfront landowner. The walkway can be up to 1.5 metres wide.
- The dock and associated mooring structures cannot exceed 50 per cent of the waterfront holder's lot width.

- The dock must be at least three metres away from the property lines. Exceptions are made for shared docks (see Shared Docks Fact Sheet).
- The dock may not have any fixed or covered structures including, but not limited to gazebos, storage sheds, shelters or other similar structures. Fuel cannot be stored on the dock.
- The dock, and all boat lifts, swimming platforms and buoy anchors are to be removed before the end of the open water season.
- Boat lifts may be placed as an associated structure or as a stand alone structure, but must be temporary and cannot be enclosed on all sides.
- Aquatic vegetation may be cut once per year between July 15 to September 15, following the requirements outlined in the disturbance standard.

Swimming platforms:

- One swimming platform, with a slide or bench, can be placed within the projected property lines, and is smaller than 10m² in size.

Mooring buoy/anchor:

- One anchored buoy can be placed beyond the line of navigation within projected property lines if necessary to moor a deep keeled watercraft. The swing radius of the watercraft must be at least three metres from the projected property lines, and 20 metres away from other mooring buoys.

Materials for dock and accessory structures:

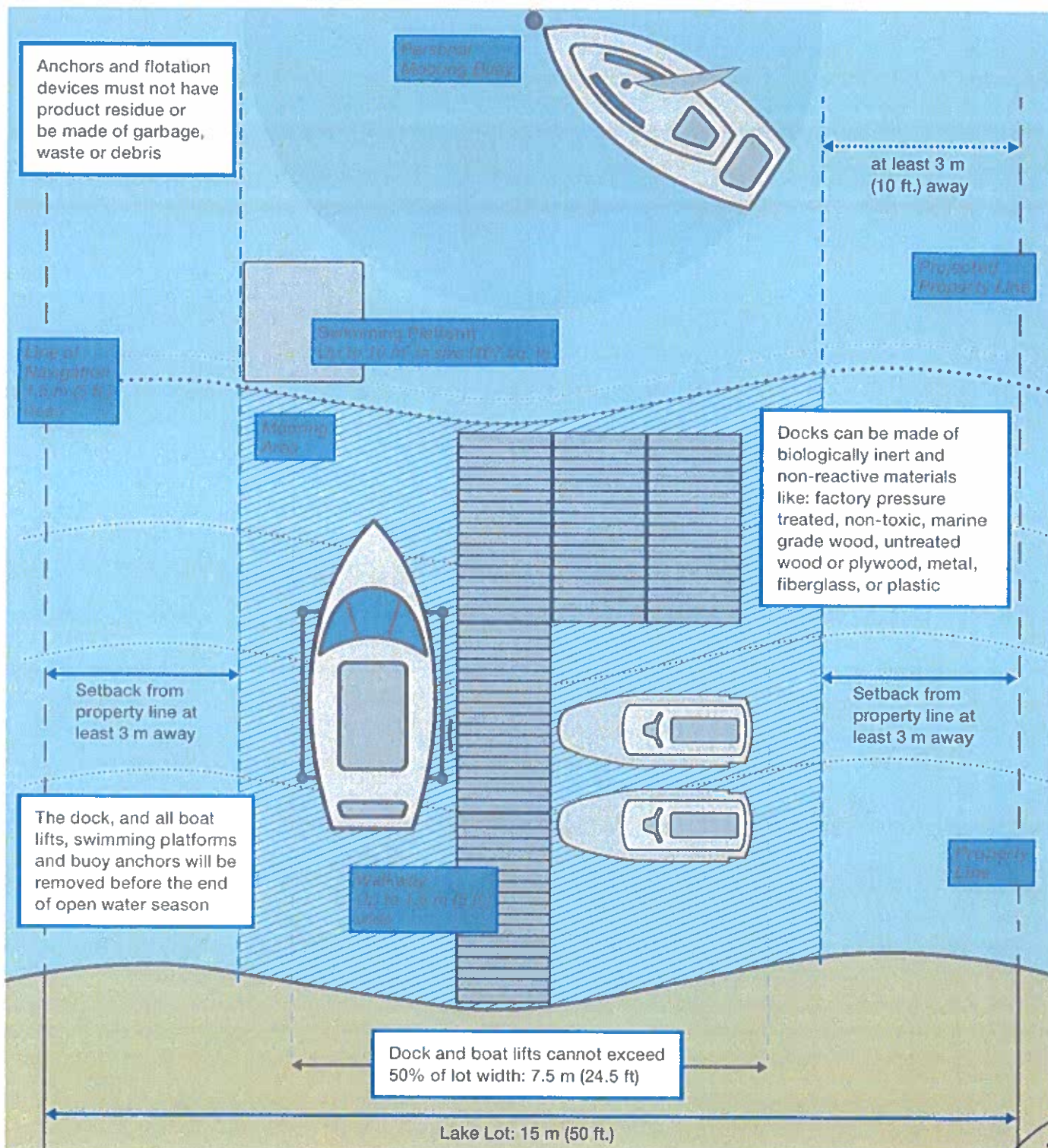
- The dock and floats must be constructed of biologically inert and non-reactive materials like wood or fiberglass that do not degrade when exposed to abrasion, water or petroleum products. Anchors and flotation devices must not have product residue or be made of garbage, waste or debris.
- Preservatives may only be applied to the dock when it's above the bank, and it can only be placed below the bank once the preservatives have completely dried.

Transition Period for Existing Docks

A five year transitional period until April 16, 2026 is provided in the disturbance standard whereby docks that do not meet the standard can continue to be placed to allow time to meet the disturbance standard or apply for an authorization.

Mooring Disturbance Standard

Moorage Allowance Infographic



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Application for Dock Authorizations

Please see the [User Guide for Docks Authorizations](#) for further information on how to fill out this application.

2021-A-1 Privacy Clause, Public Land Utilization April 13, 2021
The personal information contained on this form is collected under the authorization of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is managed in accordance with Part 2 of the *FOIP Act*. It will be used for the purpose of monitoring public land utilization in accordance with the *Public Lands Act*. Alberta Environment and Parks will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with sections 166-167 of the *Public Lands Administration Regulation*. Your personal information will not be used or disclosed for any other purpose without your consent or unless required to do so by law. For further information, please contact Public Lands Disposition Management Section, Operations Division, Alberta Environment and Parks, 5th Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8. Telephone 780-427-3570.

1.0 Applicant Information
Date: _____
Name: _____
Client ID: _____ If you do not have a client ID, fill out this application and e-mail to: CrownLandDataSupport@gov.ab.ca
Address: _____
Phone number: (____) _____ - _____ Email: _____
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an employee of the Government of Alberta (GOA) or a member of the Legislative Assembly? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If YES, attach approval from the Deputy Minister of your department in accordance with the Code of Conduct & Ethics for the Public Service of Alberta. If you are an MLA, please determine what approval documentation must be submitted with this application and attach.</i>
2.0 General Information
2.1 Which structure(s) are you applying for? (check all that apply) <input type="checkbox"/> Dock <input type="checkbox"/> Swimming Platform <input type="checkbox"/> Mooring Buoy <input type="checkbox"/> Boat Lift(s)
2.2 Will the dock/associated structure be utilized for a commercial purpose? A commercial purpose includes any dock or mooring facility that operates with an intention to produce an economic benefit, i.e., where a fee is charged for use, or seasonal rental. <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If YES, a formal disposition may be required. Please contact your local AEP office.</i>

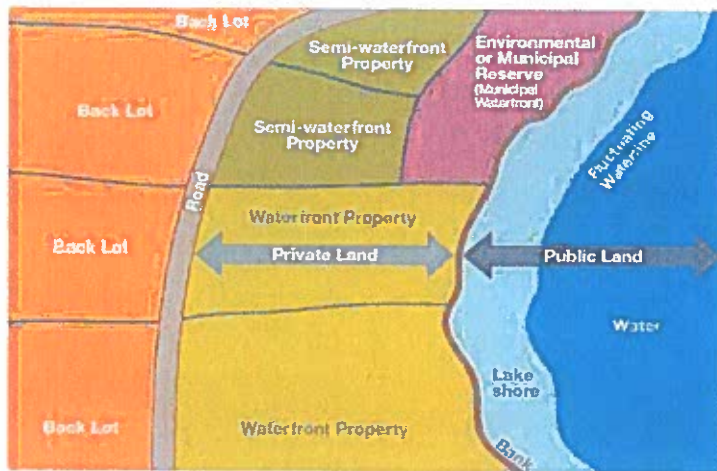


- 2.3 Is this application for a:
 Community/Multi-User dock Shared dock for personal use Single dock for personal use
If Community/Multi-User dock, a detailed mooring plan may be required. If the Community/Multi-User dock will have more than 10 slips, a formal disposition may be required. Please contact your local AEP office.
- 2.4 Is terrestrial or aquatic vegetation removal required to install the dock/associated structures?
 Yes No
- 2.5 Is this a new or existing dock/associated structures?
 Existing New

3.0 Statutory Declaration/Consent

Please complete either A or B.

Please note Subdivisions often have a Municipal or Environmental Reserve between the lake and the private lots. In these cases, consent from the waterfront holder (i.e., the Municipality) will be required.



A. Waterfront holders

I, _____ of _____, in the Province of Alberta, do solemnly declare that I am either: a) the person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining the bank of the applicable water body, or b) the holder of a lease according to the records of Alberta Environment and Parks for the land directly adjoining the bank of the applicable water body, or c) have a legal interest in the parcel, AND I MAKE this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

or

B. Non-Waterfront Holders

Non-waterfront landowners and semi-waterfront landowners or holders whose lands abut the boundary of a municipal reserve parcel that is waterfront, must provide written proof that the waterfront holder (e.g., the municipality that owns the environmental or municipal reserve parcel) has consented to the placement of a dock in front of the land parcel.

Consent attached

4.0 Location

Please complete **both** 4.1 and 4.2.

4.1 Which **waterfront parcel and/or semi-waterfront parcel** will the dock/associated structure be placed in front of?

Waterfront or Environmental/Municipal Reserve Parcel

Lot	Block	Plan Number

Or

Title Number

Semi-waterfront Parcel

Lot	Block	Plan Number

Or

Title Number

Please indicate the ATS (Alberta Township Survey) location of the above lot(s).

LSD	Qtr	Sec	Twp	Rge	Mer

4.2 Address/location of your lake lot, if not the same as in Q4.1. Same N/A

Address:

or

Lot	Block	Plan Number

Or

Title Number

5.0 Sketch Plan

Alberta Environment and Parks has established that the acceptable footprint of a dock for personal recreational use should not extend beyond the Line of Navigation or not occupy more than 50% of the available defined mooring area. On the next page, sketch all associated structures and include all of the following (where applicable):

For more information on how to draw the sketch, please see the User Guide for Docks and Associated Structures in Alberta. If you cannot fit your sketch in the space provided, please use a separate page.

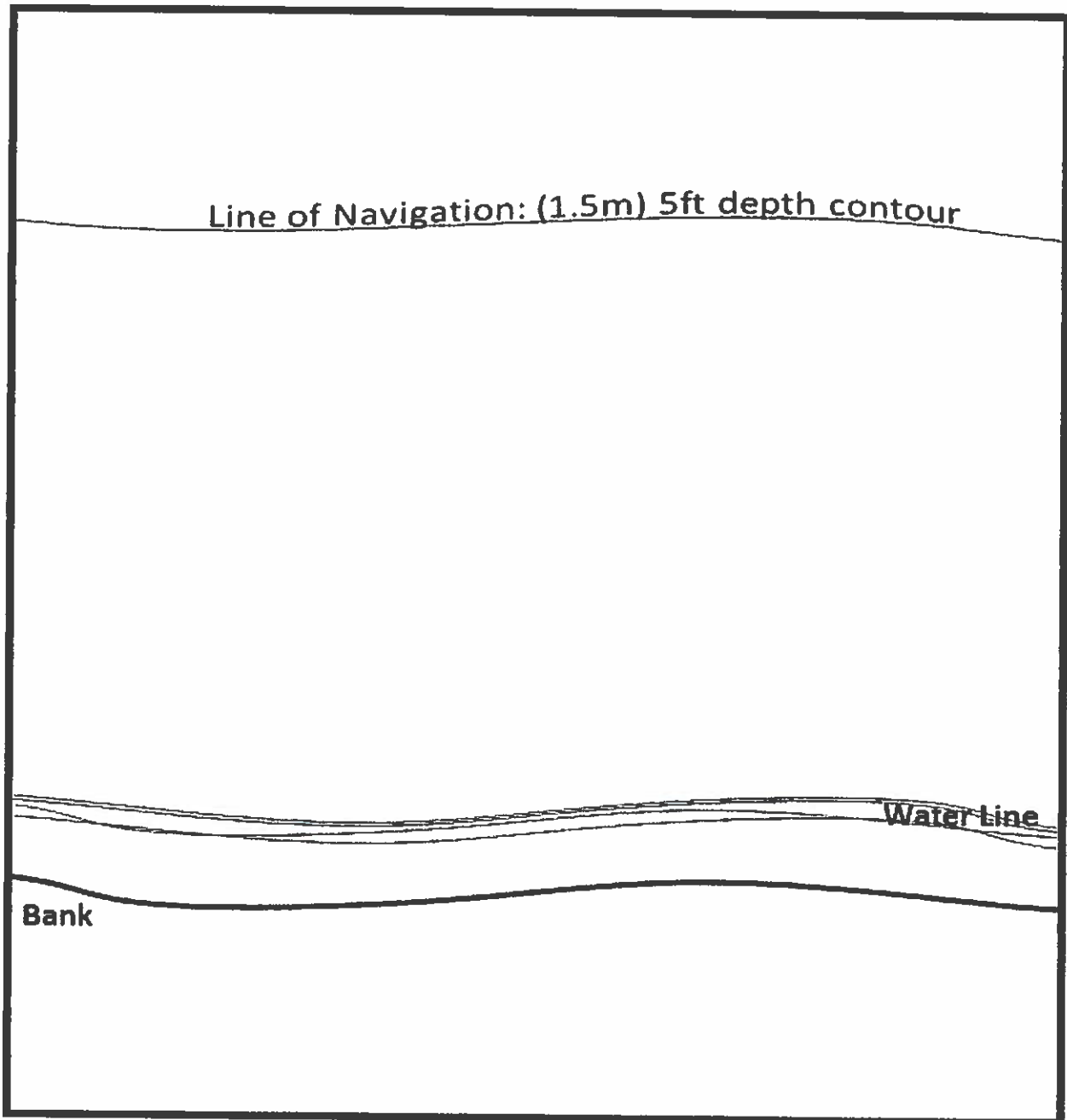
Required:

- Name of the waterbody
- Lot frontage/width
- Dimensions of all structures (dock, boat lift, mooring buoys, etc. and include the width of the walkway)
- Area of swimming platform
- Property lines, their projection into the water, and the distance between your dock and property lines (in most cases, a 3m setback is required between your dock and the projected property boundaries)

- Any adjacent docks, and the distance between any adjacent docks and your dock (ensure that a 6m spacing exists between your dock and any others)
- Any existing aquatic vegetation, and if aquatic vegetation removal is required, show how much and where
- Depth of the water at the furthest point of your dock away from the shore

Optional, but helpful

- GPS coordinates of your dock and/or a map depicting the location of your dock.
- Past pictures of your dock and associated structure, if available.



User guide for dock authorizations



Alberta

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User Guide For Dock Authorizations

Published by Alberta Environment and Parks

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Revision History

Date	Author	Division and/or Branch	Description
May 21, 2019	Gerry Haekel	Policy /Operations Division, Provincial Programs Branch	New User Guide created to align with the authorization requirements and application form.
April 29, 2020	Gerry Haekel	Lands Division, Land Policy and Programs	Updated links and references.
April 16, 2021	Gerry Haekel	Lands Division, Public Land Policy Branch	Retitled. Updated guide to align with new template and new Mooring Disturbance Standard.

1.0 Preface

This guide outlines the requirements and process for any individual who cannot meet the standards described in the Mooring Disturbance Standard for the purpose of obtaining an authorization to place a temporary, seasonal dock for personal recreational use in Alberta's waterbodies.

In Alberta, the beds and shores of natural water bodies such as rivers and lakes are public lands and subject to the *Public Lands Act* and the Public Lands Administration Regulation (PLAR). The placement of mooring structures on public land therefore falls under the scope of the Act and the Regulation.

This guide provides direction for the following dock related activities:

- Authorization requirements for temporary, seasonal docks and boat lifts for personal recreational use that do not meet the standards within the Mooring Disturbance Standard;
- Fees, if any;
- The process for making an application for a dock authorization;
- When to apply and expected time to receive an authorization;
- Use of anchors for associated mooring structures like swim rafts and buoys; and
- Information regarding existing docks.

2.0 Approval Requirements for Mooring Structures

Mooring structures include seasonal docks, piers, wharves as well as associated structures placed on the bed and shore of a water body such as boat lifts and anchored swimming platforms and buoys.

The occupation of public land (including the beds and shores of a waterbody) for more than 14 days, requires authorization under section 20(1) of the *Public Lands Act*. The placement of a dock or other structure on a lake or river bed over the summer recreational season therefore requires the user to obtain an authorization for their dock.

There are two ways in which temporary, seasonal docks for recreational use are authorized:

- 1) through the General Permission created under the Mooring Disturbance Standard; or
- 2) through a specific authorization issued under the Act.

When the conditions and requirements of the Disturbance Standard cannot be met, a **Temporary Field Authorization (TFA)** is the mechanism that the department will issue to authorize temporary, seasonal docks.

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3.0 Common Dock Standard

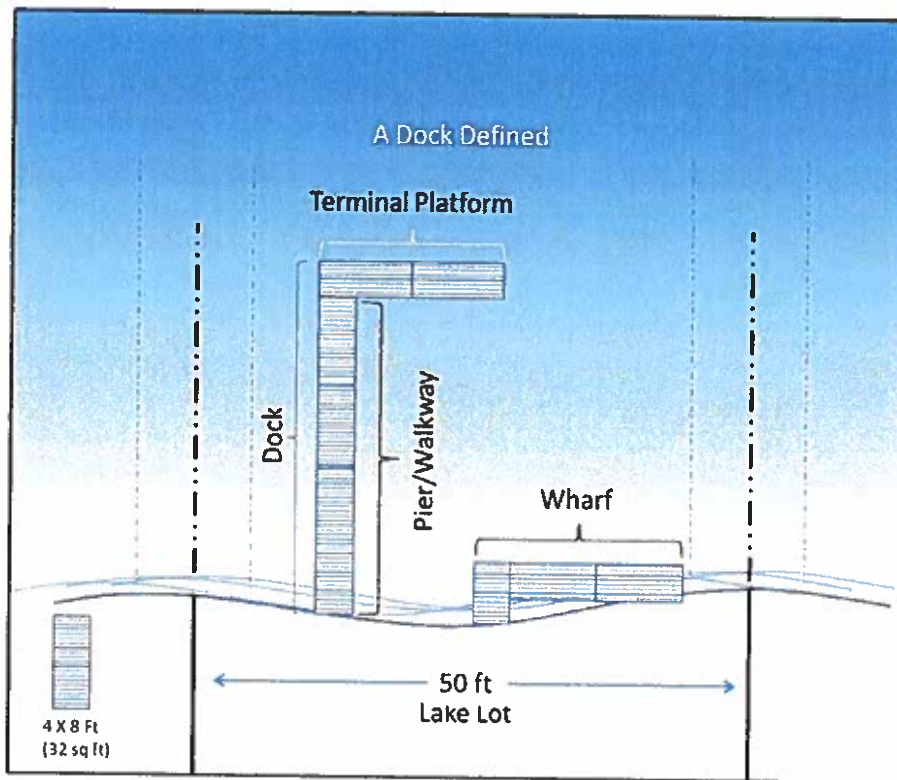
Alberta Environment and Parks has established a common standard for docks occupying public land that are for temporary, seasonal use for personal recreational purposes.

3.1 Common Terms

The "dock" or "wharf" means the entire mooring structure and includes the walkway and terminal platform.

The "walkway" is that part of the dock made of various sections that lead from the shore to the platform area where watercraft are moored. In many cases, a dock may consist only of a walkway (a straight dock).

The "terminal platform" is that part of a dock at the end of the walkway where additional dock sections or slips are installed in various forms, often in "T", "L" or "U" shaped configurations. In some configurations, dock sections are arranged to create multiple slips or are placed side by side to form a larger extended surface area.



3.2 Dock Standard

The Disturbance Standard establishes the permitted footprint for a dock and the conditions for its placement on public land (see the Disturbance Standard for details). A summary of the common standard for temporary seasonal docks under the general permission, is as follows:

- No more than one temporary seasonal dock for personal recreational use may be constructed or placed within the defined mooring area (Note: more than one dock may be allowed if the lot width is sufficient to allow a 6m separation between all dock structures while maintaining setbacks, and an authorization has been issued for it);
- Docks cannot extend beyond Line of Navigation (1.5 m or 5 foot water depth);
- A dock must be setback from a projected property line a minimum of 3.0 m;
- Docks are not to be located any closer than 6 m from another dock;
- The purpose of the temporary seasonal dock is to only support mooring for personal recreational use;

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- The following dimensions apply for recreational seasonal docks:
 - The dock's walkway is not to exceed 1.5m in width;
 - The dock in any configuration including associated boat lifts, is not to exceed 50% of the lot width;
 - A dock cannot totally enclose any portion of a Crown owned body of water;
 - If the water body is a river, a seasonal, temporary dock is not to extend out into the river more than 10% of the width of the river;
- A dock is to be maintained in a safe operating condition;
- Installation of a dock is not to involve the modification to the bed or bank of the water body;
- A dock must not unreasonably obstruct navigation or otherwise interfere with public rights in navigable waters. Reasonable space should be provided in mooring areas to allow navigation freely between moored watercraft;
- A dock must not interfere with the ability of other waterfront holders right of ingress and egress;
- A dock must not obstruct public access along the shore;
- A dock must not interrupt the free movement of water nor cause the formation of land by deposition of sediment by littoral drift upon the bed of a Crown owned body of water;
- A dock cannot include fixed structures or fuel storage;
- No more than one swimming platform is allowed. It must be placed so that it does not interfere with navigation and its size cannot exceed 10 m². It may not be used for mooring purposes;
- All buoys are to meet the provisions and requirements of the federal Private Buoy Regulations established under the authority of the *Canada Shipping Act (Canada)* and administered by Transport Canada as well as the standards and guidelines as set out in the *Canadian Aids to Navigation System (TP 968)*;
- Docks and associated structures, including anchors for buoys, must be constructed of non-toxic materials; and
- The dock and all associated structures including anchors must be removed at the end of the boating season and stored off of crown land and above the bank.

Docks that exceed the standard must be authorized and may have additional approval requirements by other regulatory agencies such as Transport Canada (Navigation Protection Program) if they cannot meet the Minor Works Order requirements.

4.0 Applying for an Authorization for your Temporary, Seasonal Dock for Personal Recreational Use

There is no general expectation that every Albertan should be able to place a dock on a lake or river for recreational purposes. This includes the general public and back-lot owners in multi-lot lake subdivisions and strata properties.

4.1 Who Needs to Apply?

Although there are no lawful restrictions on who can make an application for the use of public land, there are practical considerations for who can make an application to place a dock onto the bed and shore of a lake or river as follows:

- 1) A waterfront or semi waterfront property holder with an existing dock that does meet the Disturbance Standard;
- 2) A new dock that exceeds the standards within the Mooring Disturbance Standard;
- 3) Any person who is not a waterfront or semi-waterfront dock owner.
- 4) A municipality or Community Group planning to install a multi-user dock for community use. Some multi-user dock systems may require a formal disposition if they have more than 10 slips or boat lifts.

Note:

- The applicant needs to have legal access to the waterbody and to the bed and shore upon which a dock is to be placed.
- Waterfront landowners have common law rights that allow them to access the lake (and access their property from the lake) across their entire frontage. This is generally not interfered with, especially if an application is made by a non-waterfront property holder.
- Non-waterfront property holders need the written consent of the waterfront property holder before a non-waterfront holder is authorized to place a dock in the lake or river. This includes a semi-waterfront landowner whose dock cannot meet the standard.
- There may be municipal land use zoning and bylaws that apply or restrict this activity.

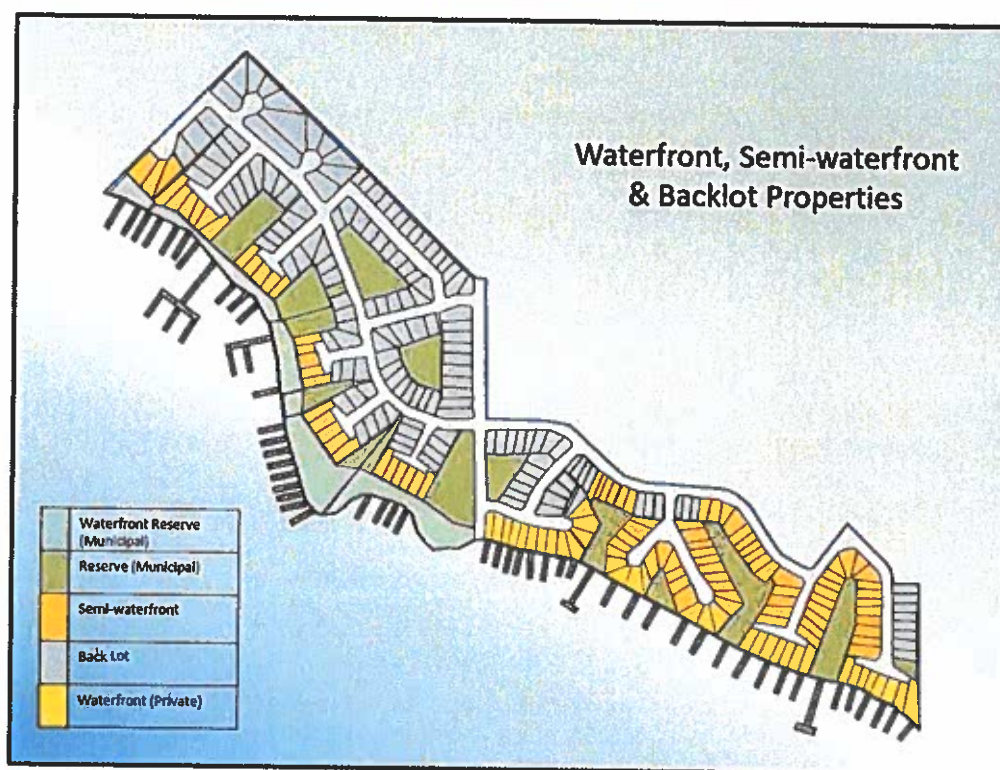
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- There may be federal regulations that apply (e.g. Minor Works Order under the *Canadian Navigation Protection Act*)¹.
- Where provincial Parks border a lake but do not include the lake, docks may or may not be aligned with or consistent with the management intent of the Park. An applicant is required to provide written consent of the Park prior to AEP authorizing a dock in front of a Park.

4.2 Who is a Waterfront Land Owner and Who is Not?

A waterfront landowner is a land owner or lease holder whose land parcel shares a property boundary directly with the lake or river. In multi-lot lake subdivisions, the waterfront property may be a private lot, municipal reserve, environmental reserve or road. In such instances, the local municipality is the waterfront land owner.

Properties that abut or share a property boundary with a municipal reserve or are separated from the waterbody by another parcel of land, are also not waterfront properties. These are referred to as semi-waterfront properties as they typically have direct access through such land parcels.

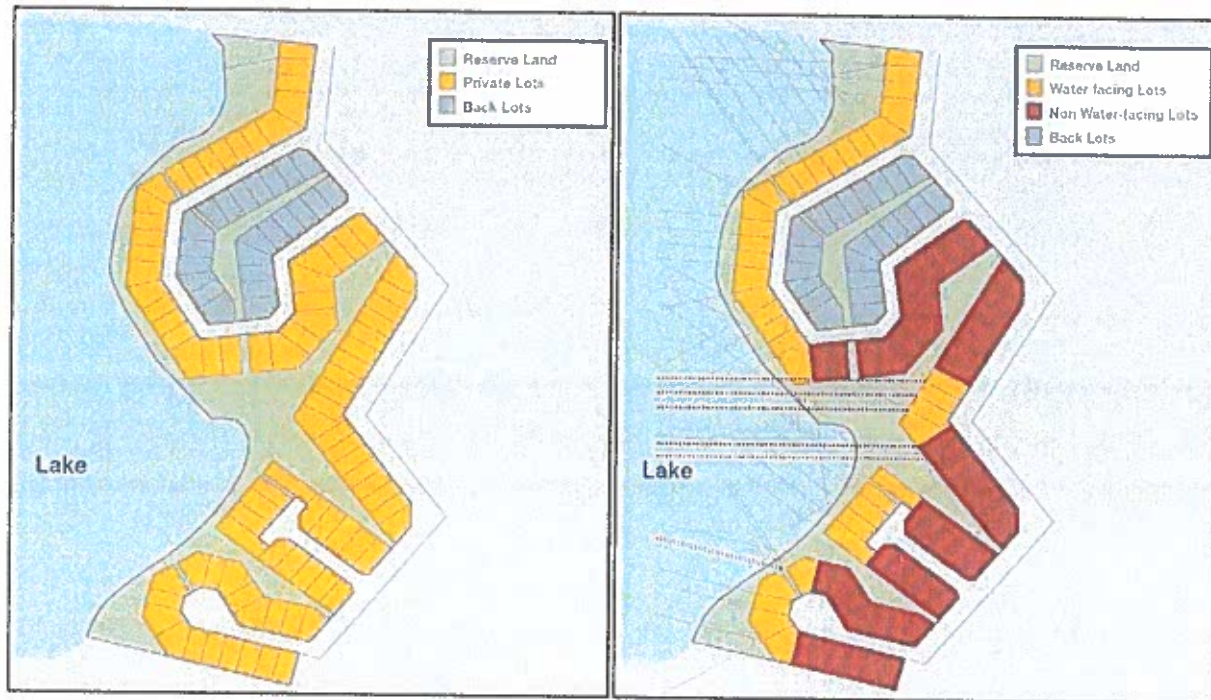


Each multi-lot subdivision is unique and there may be a variety of lot arrangements that govern who is waterfront, semi-waterfront or backlot. Applicants are advised to review the registered subdivision plan for their community.

Some subdivision designs and the arrangement of lots within them may make application of the disturbance standard difficult.

¹ Minor Works and Waters (Navigable Waters Protection Act) Order. See <https://tc.canada.ca/en/marine/departement-transport-navigable-waters-protection-act>

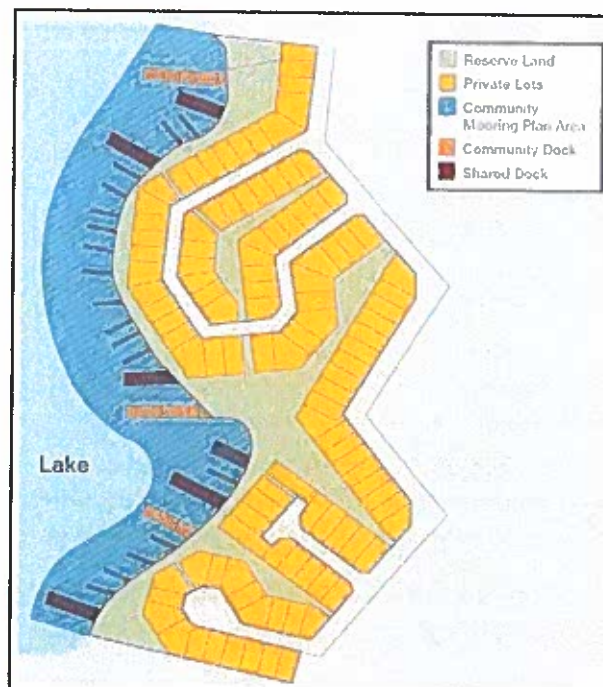
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Several issues may occur where an entire frontage consists of municipally owned Environmental Reserve and lots backing them are arranged into clusters:

- Not all the semi-waterfront lots are directly facing the water
- Not all the lots can form mooring areas when their side lot boundaries are projected into the water
- Projected lot lines will cross before a defined mooring area can be created
- Projected lot lines overlap and occupy the same mooring area already created

In such circumstances, it is recommended that property owners work with the local municipality to develop a mooring plan for dock placement that Environment and Parks can approve. Such a plan can accommodate a combination of private and shared docks, and community docks.



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4.3 Preparing to Apply

The following will be required to be completed before you make your application to the department.

4.3.1 Obtain a Client ID from Alberta Energy

Before the department can accept an application for the use of public land, the applicant must obtain a Client ID. The Client ID is how Environment and Parks associates an applicant with services provided by the Department.

The application is available from AEP's Forms page at <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx#jumplinks-11> or directly on-line at <https://www.alberta.ca/assets/documents/ep-application-client-id.docx>. The form is to be submitted via the crownlanddatasupport@gov.ab.ca mailbox.

Once the Client ID is received, save this number for future reference as it will be required information for the application form, and any other future *Public Lands Act* approvals.

4.3.2 Obtain Written Consent (if required)

If you as an applicant are not the owner of the waterfront land parcel, the department will then require the applicant to obtain the written consent of the waterfront landowner or holder before the application will be considered for approval. You will need to attach this consent to your application.

A waterfront land parcel is one where the private landowner's property boundary is shared directly with the lake, or is the municipality, which owns a Reserve parcel between the lake and another landward property.

4.4 The Application Form

A specific TFA application form has been developed for temporary, seasonal docks for personal recreational use.

A copy of this application can be found in Appendix 1 and online on the following Environment and Parks webpages:

- Lakeshores: <https://www.alberta.ca/lakeshores.aspx>
- Alberta Environment and Parks land forms (Water - Bed & Shore): <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx#toc-15>

4.4.1 Applicant Information

Section 1.0 of the application form requires you to provide your Client ID and your formal contact information. This is how Environment and Parks will correspond back to you.

If you are an employee of the Government of Alberta or member of the Legislature, additional rules may apply before you can make an application for an authorization.

4.4.2 What you are Applying For?

Section 2.0 of the application form allows the applicant to identify what mooring structures require authorization.

This section also determines if your mooring structure will be considered a commercial enterprise. If you charge a fee for someone to use your dock or mooring area for profit, then the department considers that a commercial purpose and the dock or mooring are excluded from the provisions of the Disturbance Standard and you will be required to apply for a formal disposition under the Act.

4.4.3 Statutory Declaration and Consent Requirement

Section 3.0 of the application form verifies for the department whether the applicant is a waterfront property owner or not, and if not, that consent of the waterfront landowner will be required for either:

- a) A dock owned by someone who is not a waterfront landowner; or

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- b) A semi-waterfront landowner whose mooring structures does not conform to the Disturbance Standard.

The consent must be attached with the application.

Note: The consent from a municipality that is owner of the waterfront property (e.g. Environmental Reserve) is not an approval to occupy the Crown's land. The consent only tells the department that the waterfront landowner has agreed to allow another person to place a dock in front of their property and that it is OK for the applicant to apply to AEP for an authorization.

4.4.4 Location of the Dock

Section 4.0 of the application form is used to determine which parcel of land that the dock will be placed in front of. If the applicant is a waterfront landowner, simply identify the legal lot location.

If you are not a waterfront dock owner, you need to identify both the Municipal/Environmental Reserve parcel that the dock will be in front of as well as which semi-waterfront parcel the dock will be located in front of.

If you are a backlot owner within a waterfront community, identify your lot location in section 4.2.

4.4.5 Sketch

An authorization for a dock is based on the structure to be approved and where it will be located in the water body.

Each applicant is to provide a sketch to identify where the dock will be placed in relation to the waterfront land parcel. Draw the location and dimensions of the dock in the shaded area on the application form. Include all boat lifts and associated structures.

The following are required for the sketch:

- Name of the waterbody
- Lot frontage/width
- Dimensions of all structures (dock, boat lift, mooring buoys, etc. and include the width of the walkway)
- Area of swimming platform and its location
- Property lines, their projection into the water, and the distance between your dock and property lines (in most cases, a 3m setback is required between your dock and the projected property boundaries)
- Any adjacent docks, and the distance between any adjacent docks and your dock (ensure that a 6m spacing exists between your dock and any others)
- Any existing aquatic vegetation, and if aquatic vegetation removal is required, show how much and where
- Depth of the water at the furthest point of your dock away from the shore

Optional, but helpful

- GPS coordinates of your dock and/or a map depicting the location of your dock.
- Past pictures of your dock and associated structure, if available.

The application form (see sample in appendix 1) has space on the reverse side for the applicant to draw in all mooring structures. A separate page can also be used and attached to the application form.

Note: If the dock obviously extends beyond line of navigation (1.5 m depth), the applicant may be required to shorten the length of the dock to ensure no navigational hazard is created. If a dock extends beyond 30m in length or cannot meet the other requirements in the federal Minor Works Order, the owner may be required to obtain an additional approval under the *Canadian Navigable Waters Act* administered by Transport Canada through the Navigation Protection Program (NPP).

In Alberta, the NPP can be contacted as follows:

Navigation Protection Program – Prairie and Northern Region
Transport Canada
Canada Place
1100-9700 Jasper Avenue
Edmonton, AB T5J 4E6
Phone: 780-495-8215



Email: NPPPNR-PPNRPN@tc.gc.ca

Web: <https://tc.canada.ca/en/programs/navigation-protection-program/guide-navigation-protection-program-s-notification-application-review-requirements>

4.5 Where to Send your Application

Dock users are required to submit their dock applications to the district office for the region that the waterbody falls within. Dock TFA applications may be submitted to the regional AEP office over the counter as a hard copy, or by e-mail to the region's general e-mail box as follows:

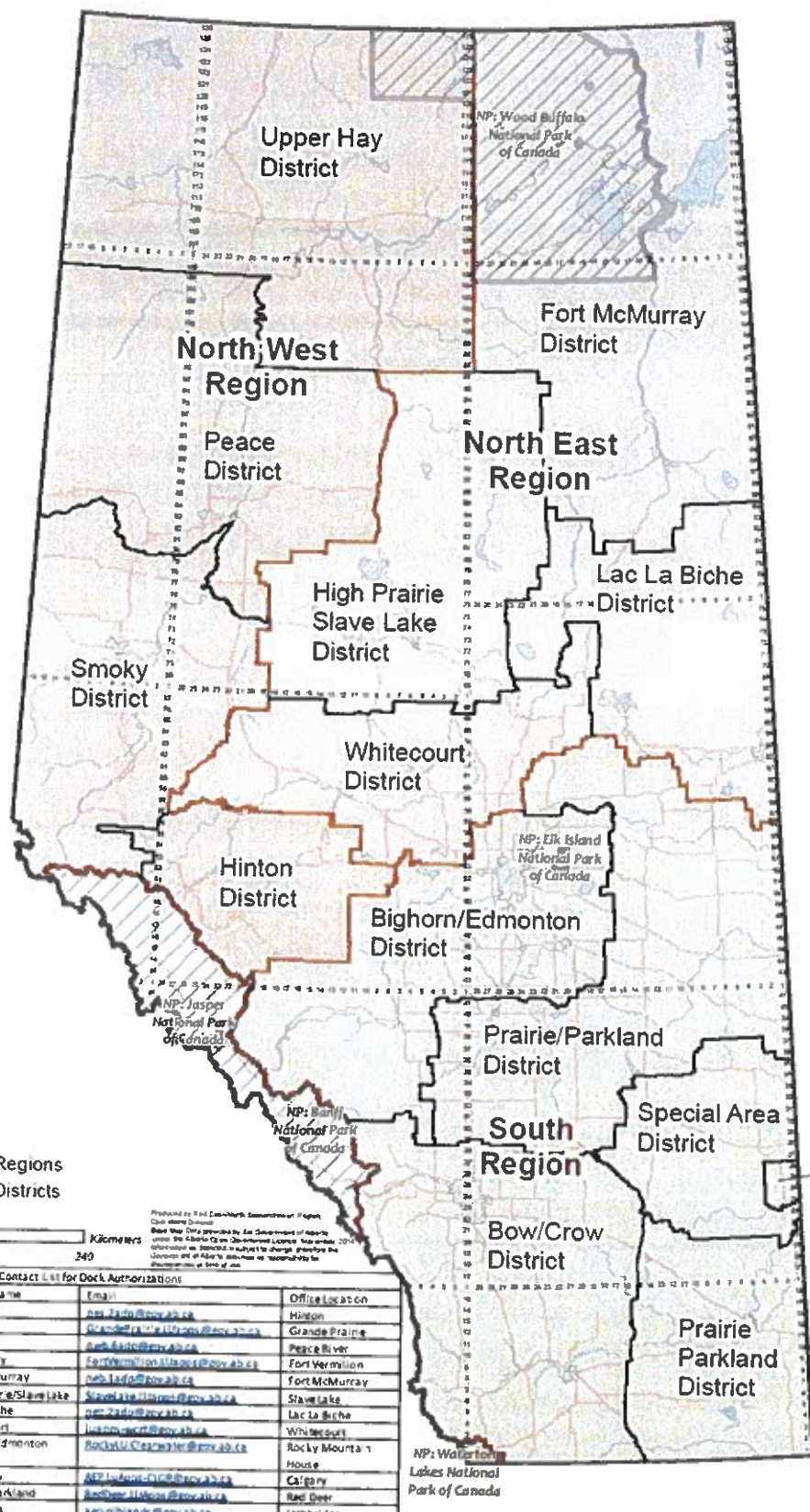
Contact List for Dock Authorizations			
Region	Land Use District	Email	Office Location
North West	Hinton	nes.2adp@gov.ab.ca	Hinton
	Smoky	GrandePrairie.LUapps@gov.ab.ca	Grande Prairie
	Peace	nwb.6adp@gov.ab.ca	Peace River
	Upper Hay	FortVermilion.LUapps@gov.ab.ca	Fort Vermilion
	Fort McMurray	neb.1adp@gov.ab.ca	Fort McMurray
North East	High Prairie/Slave Lake	slaveLake.LUapps@gov.ab.ca	Slave lake
	Lac La Biche	neb.2adp@gov.ab.ca	Lac La Biche
	Whitecourt	luapps-wcrt@gov.ab.ca	Whitecourt
South	Bighorn/Edmonton	RockyLU.Clearwater@gov.ab.ca	Rocky Mountain House
	Bow/Crow	AEP.LuApps-CLGR@gov.ab.ca	Calgary
	Prairie/Parkland	RedDeer.LUApps@gov.ab.ca	Red Deer
Operations Infrastructure	Reservoirs	aep.oiblands@gov.ab.ca	Lethbridge

For reservoirs owned by Irrigation Districts or managed by a utility, contact the reservoir manager directly for authority to place docks on the reservoir lands.

The following map may assist in locating the appropriate Lands Office to submit an application to:

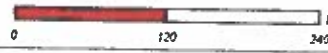
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Contact List for Dock Authorizations



Alberta
Government

- Alberta Boundary
- Lands Approval Regions
- Lands Approval Districts



Produced by Real Earth North American Paper, Data source: Natural Resources Canada. Best Map Data provided by Arc GeoInformation of Alberta under the Alberta Open Government License. Map created 2014. Information is provided in subject to change. Please refer to the Government of Alberta website for the most current information on this site.

Contact List for Dock Authorizations			
Region	District Name	Email	Office Location
Northwest	Hinton	hntn.zado@gov.ab.ca	Hinton
	Smoky	grande.prairie.1030@gov.ab.ca	Grande Prairie
	Peace	peac.river@gov.ab.ca	Peace River
North East	Upper Hay	fort.vermillion.1130@gov.ab.ca	Fort Vermilion
	Fort McMurray	fort.mcmurray.1130@gov.ab.ca	Fort McMurray
	High Prairie/Slave Lake	slave.lake.1130@gov.ab.ca	Slave Lake
	Lac La Biche	lac.la.biche.1130@gov.ab.ca	Lac La Biche
South	Whitecourt	whitecourt.1130@gov.ab.ca	Whitecourt
	Bighorn/Edmonton	rocky.mountain.house.1130@gov.ab.ca	Rocky Mountain House
	Bow/Crow	calgary.1130@gov.ab.ca	Calgary
	Prairie/Parkland	red.deer.1130@gov.ab.ca	Red Deer
	Reservoirs	lambton.1130@gov.ab.ca	Lambton

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5.0 Fees

There is no cost for obtaining a dock permit for personal recreational use.

6.0 Seasonal Dock TFA Application Review and Decision Process

6.1 Completeness Review

An Administrative review is done to determine if the TFA application is complete and can therefore proceed to a merit review and decision.

The TFA application form must be fully completed or the application will be deemed incomplete and may be rejected.

The following elements or documents must be supplied with the TFA application in order for the application to be accepted as complete:

- Client ID is valid
- Sketch as per the application form requirements
- Signed declaration that the applicant is a waterfront landowner
- Consent(s) of the waterfront landowner is attached (if the applicant is not a waterfront landowner)

If any of the above are not provided, the application may be rejected as incomplete.

If the applicant is not a waterfront landowner or holder and no written consent of the waterfront owner/holder is provided, or if information is missing from the application, it may be rejected.

6.2 Merit Review and Decision

Prior to making a decision whether to authorize a temporary, seasonal dock for personal recreational use, the following general factors are considered by the Director:

- Is the applicant a waterfront or semi-waterfront holder?
- How much aquatic vegetation clearing is likely to occur next to a dock. If clearing is required, is a separate approval for that activity required?
- Does the dock support a waterfront holder's right to egress and ingress to and from the body of water?
- Is the use of a dock aligned and consistent with any approved land use plan or local municipal zoning and land use bylaws that addresses this use of the water body?
- Does the dock hinder the ability of the public to have access to and along the bed and shore of the water body?
- Do the proposed dimensions of the dock have the potential to interfere with the ingress and egress of watercraft by neighbouring waterfront holders;
- Are there likely to be any impacts, including cumulative impacts, of the proposed structure on the aquatic environment?

If the land use is approved, the TFA authorization is issued at the regional level through district offices by departmental field staff.

A copy of the TFA must be retained and made available to Department staff upon request.

6.3 Approval Process

Once the application is received, it will be reviewed to ensure all the required information is provided. This includes applicant information, any required consents (if applicable), and a complete sketch. If there is missing information, the application may be refused and you will need to re-apply.

If there are any extenuating circumstances or other issues to be addressed, approval of the application could be delayed.

If approved, conditions may be applied to the approval. The approval holder is bound by any condition that forms part of the approval.

User Guide For Dock Authorizations

The approximate timeline between application to receiving a decision is dependent on the volume of applications for all public land activities the department is processing.

6.4 Term of TFA Authorization

If the application is approved, the authorization will be issued for no more than a five (5) year term.

TFAs are not renewable. If necessary, a new TFA may be issued after the expiry date.

The Department has the right to cancel a TFA at any time.

7.0 Security and Rental

Temporary seasonal docks that are used for personal recreational use by a waterfront or semi-waterfront landowner are not subject to additional fees.

If a dock is being rented out for a fee, the department will treat it as a commercial enterprise and charge the owner security and rental. The department will also require the owner to make an application for a formal disposition for the dock.

8.0 Change in Waterfront Property Ownership

The TFA authorization is only valid for the individual that it was issued to.

Note: If a waterfront property changes ownership and the TFA holder is not the new waterfront holder, the TFA holder must resubmit landowner consent to maintain validity of the dock authorization.

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Appendix 1. Dock TFA Application Form

Application for Dock Authorizations

Please see the **User Guide for Docks Authorizations** for further information on how to fill out this application.

2021-A-1 Privacy Clause, Public Land Utilization

April 13, 2021

The personal information contained on this form is collected under the authorization of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is managed in accordance with Part 2 of the *FOIP Act*. It will be used for the purpose of monitoring public land utilization in accordance with the *Public Lands Act*. Alberta Environment and Parks will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with sections 166-167 of the *Public Lands Administration Regulation*. Your personal information will not be used or disclosed for any other purpose without your consent or unless required to do so by law. For further information, please contact Public Lands Disposition Management Section, Operations Division, Alberta Environment and Parks, 5th Floor, South Petroleum Plaza, 9915 108 Street, Edmonton, Alberta, T5K 2G8. Telephone 780-427-3570.

1.0 Applicant Information

Date:

Name:

Client ID:

If you do not have a client ID, fill out this [application](#) and e-mail to: CrownLandDataSupport@gov.ab.ca

Address:

Phone number:

Email:

Are you 18 years of age or older?

Yes No

Are you an employee of the Government of Alberta (GOA) or a member of the Legislative Assembly?

Yes No

If YES, attach approval from the Deputy Minister of your department in accordance with the Code of Conduct & Ethics for the Public Service of Alberta. If you are an MLA, please determine what approval documentation must be submitted with this application and attach.

2.0 General Information

2.1 Which structure(s) are you applying for? (check all that apply)

Dock Swimming Platform Mooring Buoy Boat Lift(s)

2.2 Will the dock/associated structure be utilized for a commercial purpose? A commercial purpose includes any dock or mooring facility that operates with an intention to produce an economic benefit, i.e., where a fee is charged for use, or seasonal rental.

Yes No

If YES, a formal disposition may be required. Please contact your local AEP office.

Application for Dock Authorizations <https://www.alberta.ca/lakeshores.aspx>

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Alberta

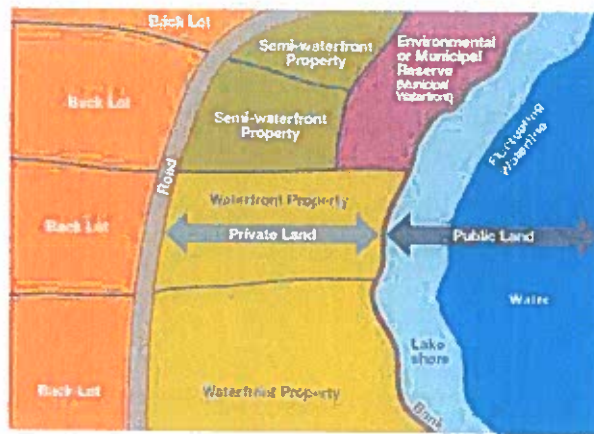
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- 2.3 Is this application for a
 Community/Multi-User dock Shared dock for personal use Single dock for personal use
If Community/Multi-User dock, a detailed mooring plan may be required. If the Community/Multi-User dock will have more than 10 slips, a formal disposition may be required. Please contact your local AEP office.
- 2.4 Is terrestrial or aquatic vegetation removal required to install the dock/associated structures?
 Yes No
- 2.5 Is this a new or existing dock/associated structures?
 Existing New

3.0 Statutory Declaration/Consent

Please complete either A or B.

Please note Subdivisions often have a Municipal or Environmental Reserve between the lake and the private lots. In these cases, consent from the waterfront holder (i.e., the Municipality) will be required.



A Waterfront holders

I, _____ of _____ in the Province of Alberta, do solemnly declare that I am either a) the person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the land directly adjoining the bank of the applicable water body, or b) the holder of a lease according to the records of Alberta Environment and Parks for the land directly adjoining the bank of the applicable water body, or c) have a legal interest in the parcel, AND I MAKE this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

or

B Non-Waterfront Holders

Non-waterfront landowners and semi-waterfront landowners or holders whose lands abut the boundary of a municipal reserve parcel that is waterfront, must provide written proof that the waterfront holder (e.g., the municipality that owns the environmental or municipal reserve parcel) has consented to the placement of a dock in front of the land parcel.

Consent attached

For more information about Alberta's Lakeshores: <https://www.alberta.ca/lakeshores.aspx>

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4.0 Location

Please complete both 4.1 and 4.2.

4.1 Which waterfront parcel and/or semi-waterfront parcel will the dock/associated structure be placed in front of?

Waterfront or Environmental/Municipal Reserve Parcel

Lot	Block	Plan Number	Or	Title Number

Semi-waterfront Parcel

Lot	Block	Plan Number	Or	Title Number

Please indicate the ATS (Alberta Township Survey) location of the above lot(s).

LSD	Qtr.	Sec	Twp	Rge	Mer

4.2 Address/location of your lake lot, if not the same as in Q4.1. Same N/A

Address:

or

Lot	Block	Plan Number	Or	Title Number

5.0 Sketch Plan

Alberta Environment and Parks has established that the acceptable footprint of a dock for personal recreational use should not extend beyond the Line of Navigation or not occupy more than 50% of the available defined mooring area. On the next page, sketch all associated structures and include all of the following (where applicable):

For more information on how to draw the sketch, please see the User Guide for Docks and Associated Structures in Alberta. If you cannot fit your sketch in the space provided, please use a separate page.

Required:

- Name of the waterbody
- Lot frontage/width
- Dimensions of all structures (dock, boat lift, mooring buoys, etc. and include the width of the walkway)
- Area of swimming platform
- Property lines, their projection into the water, and the distance between your dock and property lines (in most cases, a 3m setback is required between your dock and the projected property boundaries)

1886-environment-alberta.ca/Alberta's Lakeshores <https://www.alberta.ca/lakeshores.aspx>

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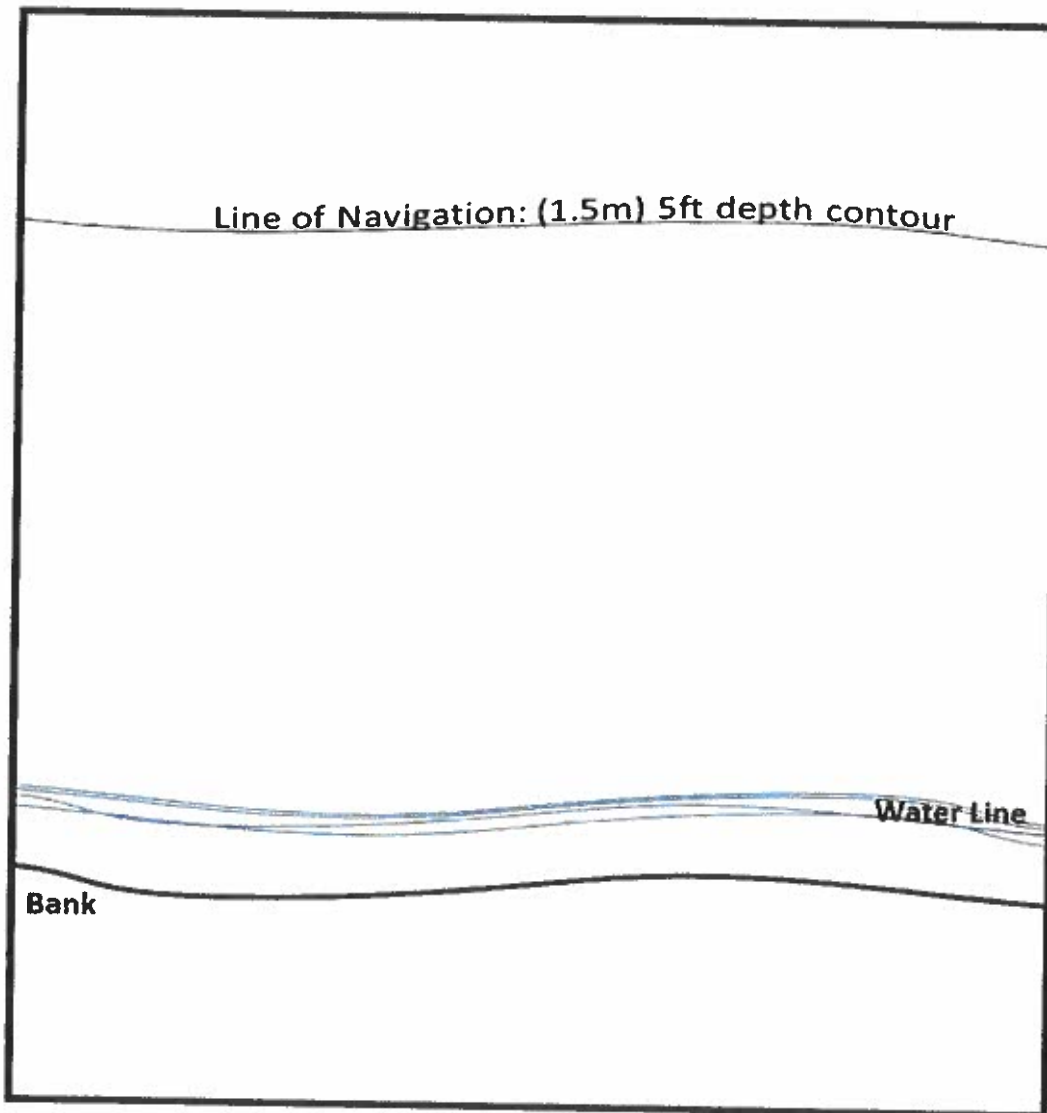
Alberta

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- Any adjacent docks, and the distance between any adjacent docks and your dock (**ensure that a 6m spacing exists between your dock and any others**)
- Any existing aquatic vegetation, and if aquatic vegetation removal is required, show how much and where
- Depth of the water at the furthest point of your dock away from the shore

Optional, but helpful

- GPS coordinates of your dock and/or a map depicting the location of your dock
- Past pictures of your dock and associated structure, if available.



Information: <https://www.alberta.ca/lakeshores.aspx>

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User guide for dock authorizations



Alberta

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User Guide For Dock Authorizations

Published by Alberta Environment and Parks

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User Guide For Dock Authorizations | Environment and Parks

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Revision History

Date	Author	Division and/or Branch	Description
May 21, 2019	Gery Haekel	Policy /Operations Division, Provincial Programs Branch	New User Guide created to align with the authorization requirements and application form.
April 29, 2020	Gery Haekel	Lands Division, Land Policy and Programs	Updated links and references.
April 16, 2021	Gery Haekel	Lands Division, Public Land Policy Branch	Retitled. Updated guide to align with new template and new Mooring Disturbance Standard.

1.0 Preface

This guide outlines the requirements and process for any individual who cannot meet the standards described in the Mooring Disturbance Standard for the purpose of obtaining an authorization to place a temporary, seasonal dock for personal recreational use in Alberta's waterbodies.

In Alberta, the beds and shores of natural water bodies such as rivers and lakes are public lands and subject to the *Public Lands Act* and the Public Lands Administration Regulation (PLAR). The placement of mooring structures on public land therefore falls under the scope of the Act and the Regulation.

This guide provides direction for the following dock related activities:

- Authorization requirements for temporary, seasonal docks and boat lifts for personal recreational use that do not meet the standards within the Mooring Disturbance Standard;
- Fees, if any;
- The process for making an application for a dock authorization;
- When to apply and expected time to receive an authorization;
- Use of anchors for associated mooring structures like swim rafts and buoys; and
- Information regarding existing docks.

2.0 Approval Requirements for Mooring Structures

Mooring structures include seasonal docks, piers, wharves as well as associated structures placed on the bed and shore of a water body such as boat lifts and anchored swimming platforms and buoys.

The occupation of public land (including the beds and shores of a waterbody) for more than 14 days, requires authorization under section 20(1) of the *Public Lands Act*. The placement of a dock or other structure on a lake or river bed over the summer recreational season therefore requires the user to obtain an authorization for their dock.

There are two ways in which temporary, seasonal docks for recreational use are authorized:

- 1) through the General Permission created under the Mooring Disturbance Standard; or
- 2) through a specific authorization issued under the Act.

When the conditions and requirements of the Disturbance Standard cannot be met, a Temporary Field Authorization (TFA) is the mechanism that the department will issue to authorize temporary, seasonal docks.

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3.0 Common Dock Standard

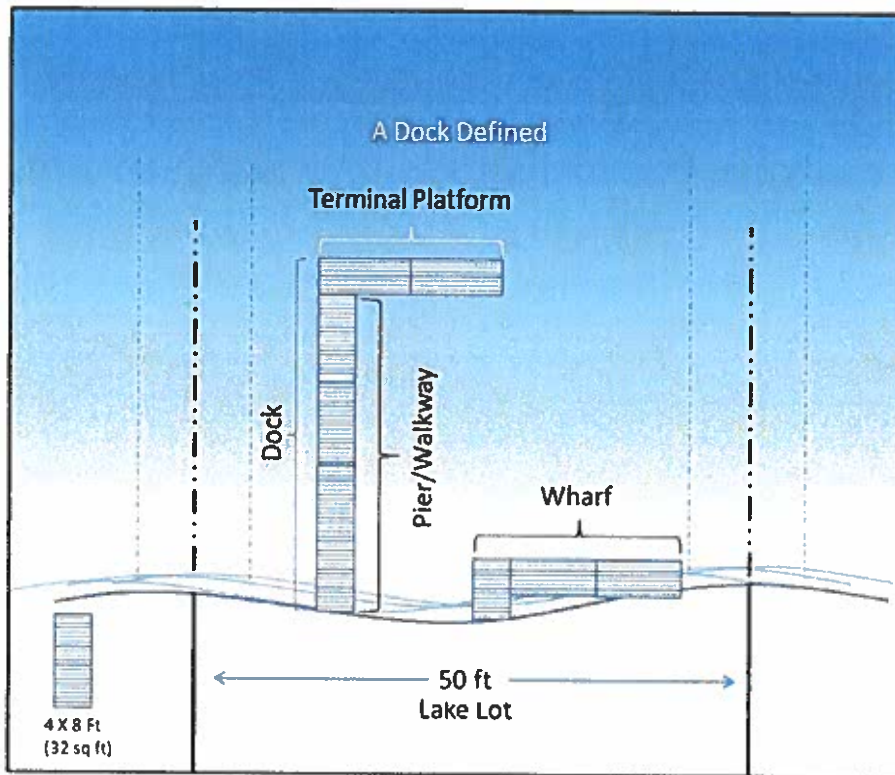
Alberta Environment and Parks has established a common standard for docks occupying public land that are for temporary, seasonal use for personal recreational purposes.

3.1 Common Terms

The "dock" or "wharf" means the entire mooring structure and includes the walkway and terminal platform.

The "walkway" is that part of the dock made of various sections that lead from the shore to the platform area where watercraft are moored. In many cases, a dock may consist only of a walkway (a straight dock).

The "terminal platform" is that part of a dock at the end of the walkway where additional dock sections or slips are installed in various forms, often in "T", "L" or "U" shaped configurations. In some configurations, dock sections are arranged to create multiple slips or are placed side by side to form a larger extended surface area.



3.2 Dock Standard

The Disturbance Standard establishes the permitted footprint for a dock and the conditions for its placement on public land (see the Disturbance Standard for details). A summary of the common standard for temporary seasonal docks under the general permission, is as follows:

- No more than one temporary seasonal dock for personal recreational use may be constructed or placed within the defined mooring area (Note: more than one dock may be allowed if the lot width is sufficient to allow a 6m separation between all dock structures while maintaining setbacks, and an authorization has been issued for it);
- Docks cannot extend beyond Line of Navigation (1.5 m or 5 foot water depth);
- A dock must be setback from a projected property line a minimum of 3.0 m;
- Docks are not to be located any closer than 6 m from another dock;
- The purpose of the temporary seasonal dock is to only support mooring for personal recreational use;

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- The following dimensions apply for recreational seasonal docks:
 - The dock's walkway is not to exceed 1.5m in width;
 - The dock in any configuration including associated boat lifts, is not to exceed 50% of the lot width;
 - A dock cannot totally enclose any portion of a Crown owned body of water;
 - If the water body is a river, a seasonal, temporary dock is not to extend out into the river more than 10% of the width of the river;
- A dock is to be maintained in a safe operating condition;
- Installation of a dock is not to involve the modification to the bed or bank of the water body;
- A dock must not unreasonably obstruct navigation or otherwise interfere with public rights in navigable waters. Reasonable space should be provided in mooring areas to allow navigation freely between moored watercraft;
- A dock must not interfere with the ability of other waterfront holders right of ingress and egress;
- A dock must not obstruct public access along the shore;
- A dock must not interrupt the free movement of water nor cause the formation of land by deposition of sediment by littoral drift upon the bed of a Crown owned body of water;
- A dock cannot include fixed structures or fuel storage;
- No more than one swimming platform is allowed. It must be placed so that it does not interfere with navigation and its size cannot exceed 10 m². It may not be used for mooring purposes;
- All buoys are to meet the provisions and requirements of the federal Private Buoy Regulations established under the authority of the *Canada Shipping Act (Canada)* and administered by Transport Canada as well as the standards and guidelines as set out in the *Canadian Aids to Navigation System (TP 968)*;
- Docks and associated structures, including anchors for buoys, must be constructed of non-toxic materials; and
- The dock and all associated structures including anchors must be removed at the end of the boating season and stored off of crown land and above the bank.

Docks that exceed the standard must be authorized and may have additional approval requirements by other regulatory agencies such as Transport Canada (Navigation Protection Program) if they cannot meet the Minor Works Order requirements.

4.0 Applying for an Authorization for your Temporary, Seasonal Dock for Personal Recreational Use

There is no general expectation that every Albertan should be able to place a dock on a lake or river for recreational purposes. This includes the general public and back-lot owners in multi-lot lake subdivisions and strata properties.

4.1 Who Needs to Apply?

Although there are no lawful restrictions on who can make an application for the use of public land, there are practical considerations for who can make an application to place a dock onto the bed and shore of a lake or river as follows:

- 1) A waterfront or semi waterfront property holder with an existing dock that does meet the Disturbance Standard;
- 2) A new dock that exceeds the standards within the Mooring Disturbance Standard;
- 3) Any person who is not a waterfront or semi-waterfront dock owner.
- 4) A municipality or Community Group planning to install a multi-user dock for community use. Some multi-user dock systems may require a formal disposition if they have more than 10 slips or boat lifts.

Note:

- The applicant needs to have legal access to the waterbody and to the bed and shore upon which a dock is to be placed.
- Waterfront landowners have common law rights that allow them to access the lake (and access their property from the lake) across their entire frontage. This is generally not interfered with, especially if an application is made by a non-waterfront property holder.
- Non-waterfront property holders need the written consent of the waterfront property holder before a non-waterfront holder is authorized to place a dock in the lake or river. This includes a semi-waterfront landowner whose dock cannot meet the standard.
- There may be municipal land use zoning and bylaws that apply or restrict this activity.

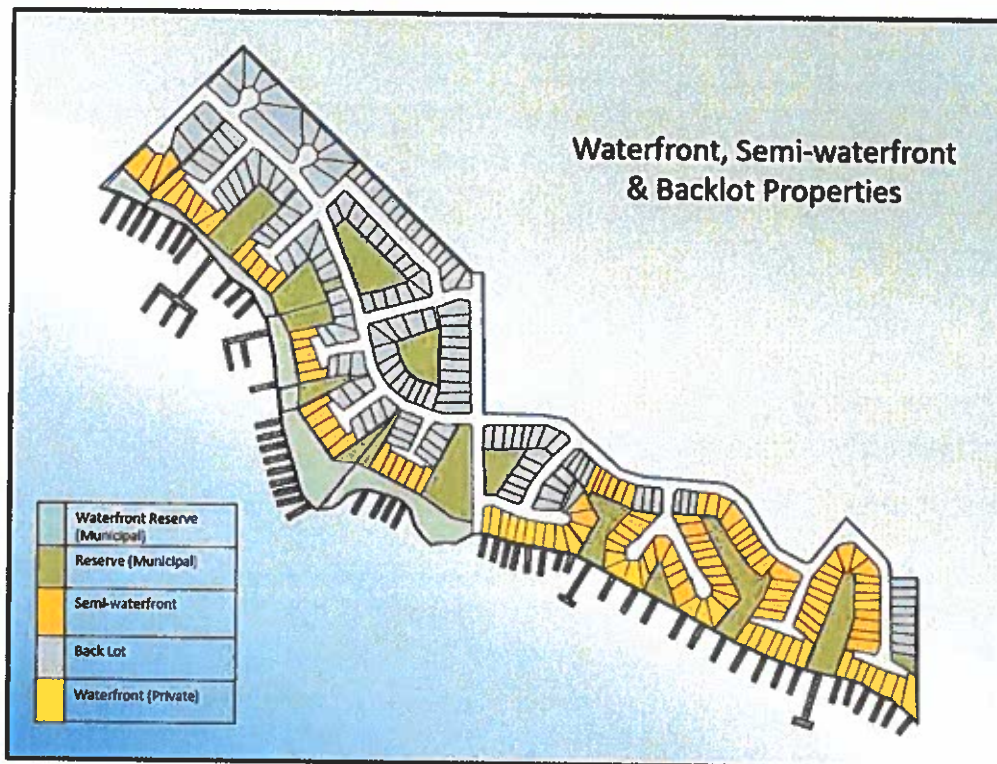
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- There may be federal regulations that apply (e.g. Minor Works Order under the *Canadian Navigation Protection Act*)¹.
- Where provincial Parks border a lake but do not include the lake, docks may or may not be aligned with or consistent with the management intent of the Park. An applicant is required to provide written consent of the Park prior to AEP authorizing a dock in front of a Park.

4.2 Who is a Waterfront Land Owner and Who is Not?

A waterfront landowner is a land owner or lease holder whose land parcel shares a property boundary directly with the lake or river. In multi-lot lake subdivisions, the waterfront property may be a private lot, municipal reserve, environmental reserve or road. In such instances, the local municipality is the waterfront land owner.

Properties that abut or share a property boundary with a municipal reserve or are separated from the waterbody by another parcel of land, are also not waterfront properties. These are referred to as semi-waterfront properties as they typically have direct access through such land parcels.

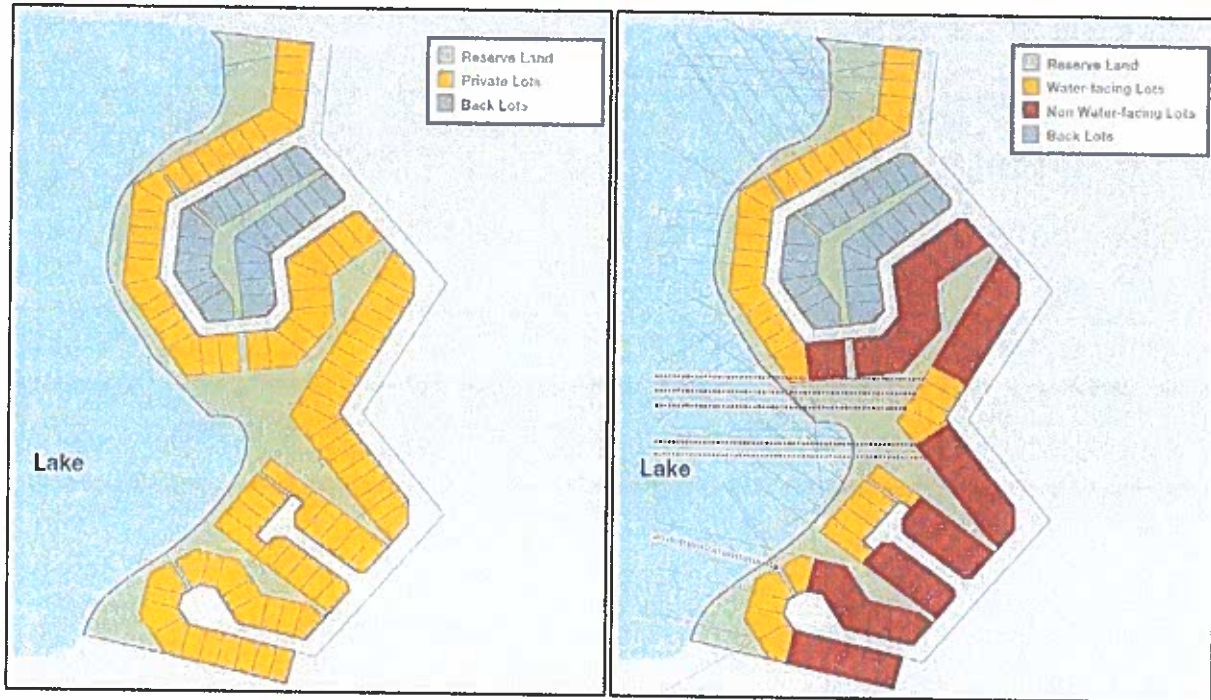


Each multi-lot subdivision is unique and there may be a variety of lot arrangements that govern who is waterfront, semi-waterfront or backlot. Applicants are advised to review the registered subdivision plan for their community.

Some subdivision designs and the arrangement of lots within them may make application of the disturbance standard difficult.

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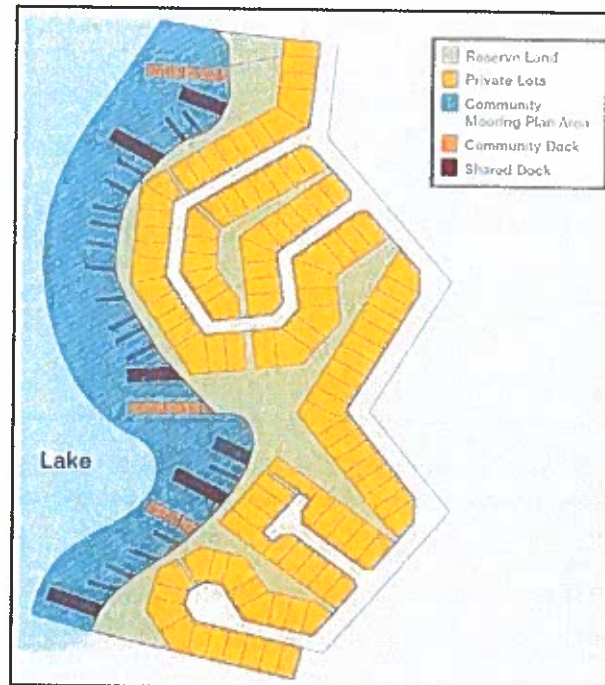
¹ Minor Works and Waters (Navigable Waters Protection Act) Order. See <https://tc.canada.ca/en/marine/departement-transport-navigable-waters-protection-act>



Several issues may occur where an entire frontage consists of municipally owned Environmental Reserve and lots backing them are arranged into clusters:

- Not all the semi-waterfront lots are directly facing the water
- Not all the lots can form mooring areas when their side lot boundaries are projected into the water
- Projected lot lines will cross before a defined mooring area can be created
- Projected lot lines overlap and occupy the same mooring area already created

In such circumstances, it is recommended that property owners work with the local municipality to develop a mooring plan for dock placement that Environment and Parks can approve. Such a plan can accommodate a combination of private and shared docks, and community docks.



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4.3 Preparing to Apply

The following will be required to be completed before you make your application to the department.

4.3.1 Obtain a Client ID from Alberta Energy

Before the department can accept an application for the use of public land, the applicant must obtain a Client ID. The Client ID is how Environment and Parks associates an applicant with services provided by the Department.

The application is available from AEP's Forms page at <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx#jumplinks-11> or directly on-line at <https://www.alberta.ca/assets/documents/ep-application-client-id.docx>. The form is to be submitted via the crownlanddatasupport@gov.ab.ca mailbox.

Once the Client ID is received, save this number for future reference as it will be required information for the application form, and any other future *Public Lands Act* approvals.

4.3.2 Obtain Written Consent (if required)

If you as an applicant are not the owner of the waterfront land parcel, the department will then require the applicant to obtain the written consent of the waterfront landowner or holder before the application will be considered for approval. You will need to attach this consent to your application.

A waterfront land parcel is one where the private landowner's property boundary is shared directly with the lake, or is the municipality, which owns a Reserve parcel between the lake and another landward property.

4.4 The Application Form

A specific TFA application form has been developed for temporary, seasonal docks for personal recreational use.

A copy of this application can be found in Appendix 1 and online on the following Environment and Parks webpages:

- Lakeshores: <https://www.alberta.ca/lakeshores.aspx>
- Alberta Environment and Parks land forms (Water - Bed & Shore): <https://www.alberta.ca/alberta-environment-and-parks-land-forms.aspx#toc-15>

4.4.1 Applicant Information

Section 1.0 of the application form requires you to provide your Client ID and your formal contact information. This is how Environment and Parks will correspond back to you.

If you are an employee of the Government of Alberta or member of the Legislature, additional rules may apply before you can make an application for an authorization.

4.4.2 What you are Applying For?

Section 2.0 of the application form allows the applicant to identify what mooring structures require authorization.

This section also determines if your mooring structure will be considered a commercial enterprise. If you charge a fee for someone to use your dock or mooring area for profit, then the department considers that a commercial purpose and the dock or mooring are excluded from the provisions of the Disturbance Standard and you will be required to apply for a formal disposition under the Act.

4.4.3 Statutory Declaration and Consent Requirement

Section 3.0 of the application form verifies for the department whether the applicant is a waterfront property owner or not, and if not, that consent of the waterfront landowner will be required for either:

- a) A dock owned by someone who is not a waterfront landowner; or

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- b) A semi-waterfront landowner whose mooring structures does not conform to the Disturbance Standard.

The consent must be attached with the application.

Note: The consent from a municipality that is owner of the waterfront property (e.g. Environmental Reserve) is not an approval to occupy the Crown's land. The consent only tells the department that the waterfront landowner has agreed to allow another person to place a dock in front of their property and that it is OK for the applicant to apply to AEP for an authorization.

4.4.4 Location of the Dock

Section 4.0 of the application form is used to determine which parcel of land that the dock will be placed in front of. If the applicant is a waterfront landowner, simply identify the legal lot location.

If you are not a waterfront dock owner, you need to identify both the Municipal/Environmental Reserve parcel that the dock will be in front of as well as which semi-waterfront parcel the dock will be located in front of.

If you are a backlot owner within a waterfront community, identify your lot location in section 4.2.

4.4.5 Sketch

An authorization for a dock is based on the structure to be approved and where it will be located in the water body.

Each applicant is to provide a sketch to identify where the dock will be placed in relation to the waterfront land parcel. Draw the location and dimensions of the dock in the shaded area on the application form. Include all boat lifts and associated structures.

The following are required for the sketch:

- Name of the waterbody
- Lot frontage/width
- Dimensions of all structures (dock, boat lift, mooring buoys, etc. and include the width of the walkway)
- Area of swimming platform and its location
- Property lines, their projection into the water, and the distance between your dock and property lines (in most cases, a 3m setback is required between your dock and the projected property boundaries)
- Any adjacent docks, and the distance between any adjacent docks and your dock (ensure that a 6m spacing exists between your dock and any others)
- Any existing aquatic vegetation, and if aquatic vegetation removal is required, show how much and where
- Depth of the water at the furthest point of your dock away from the shore

Optional, but helpful

- GPS coordinates of your dock and/or a map depicting the location of your dock.
- Past pictures of your dock and associated structure, if available.

The application form (see sample in appendix 1) has space on the reverse side for the applicant to draw in all mooring structures. A separate page can also be used and attached to the application form.

Note: If the dock obviously extends beyond line of navigation (1.5 m depth), the applicant may be required to shorten the length of the dock to ensure no navigational hazard is created. If a dock extends beyond 30m in length or cannot meet the other requirements in the federal *Minor Works Order*, the owner may be required to obtain an additional approval under the *Canadian Navigable Waters Act* administered by Transport Canada through the Navigation Protection Program (NPP).

In Alberta, the NPP can be contacted as follows:

Navigation Protection Program – Prairie and Northern Region
Transport Canada
Canada Place
1100-9700 Jasper Avenue
Edmonton, AB T5J 4E6
Phone: 780-495-8215

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Email: NPPPNR-PPNRPN@tc.gc.ca

Web: <https://tc.canada.ca/en/programs/navigation-protection-program/guide-navigation-protection-program-s-notification-application-review-requirements>

4.5 Where to Send your Application

Dock users are required to submit their dock applications to the district office for the region that the waterbody falls within. Dock TFA applications may be submitted to the regional AEP office over the counter as a hard copy, or by e-mail to the region's general e-mail box as follows:

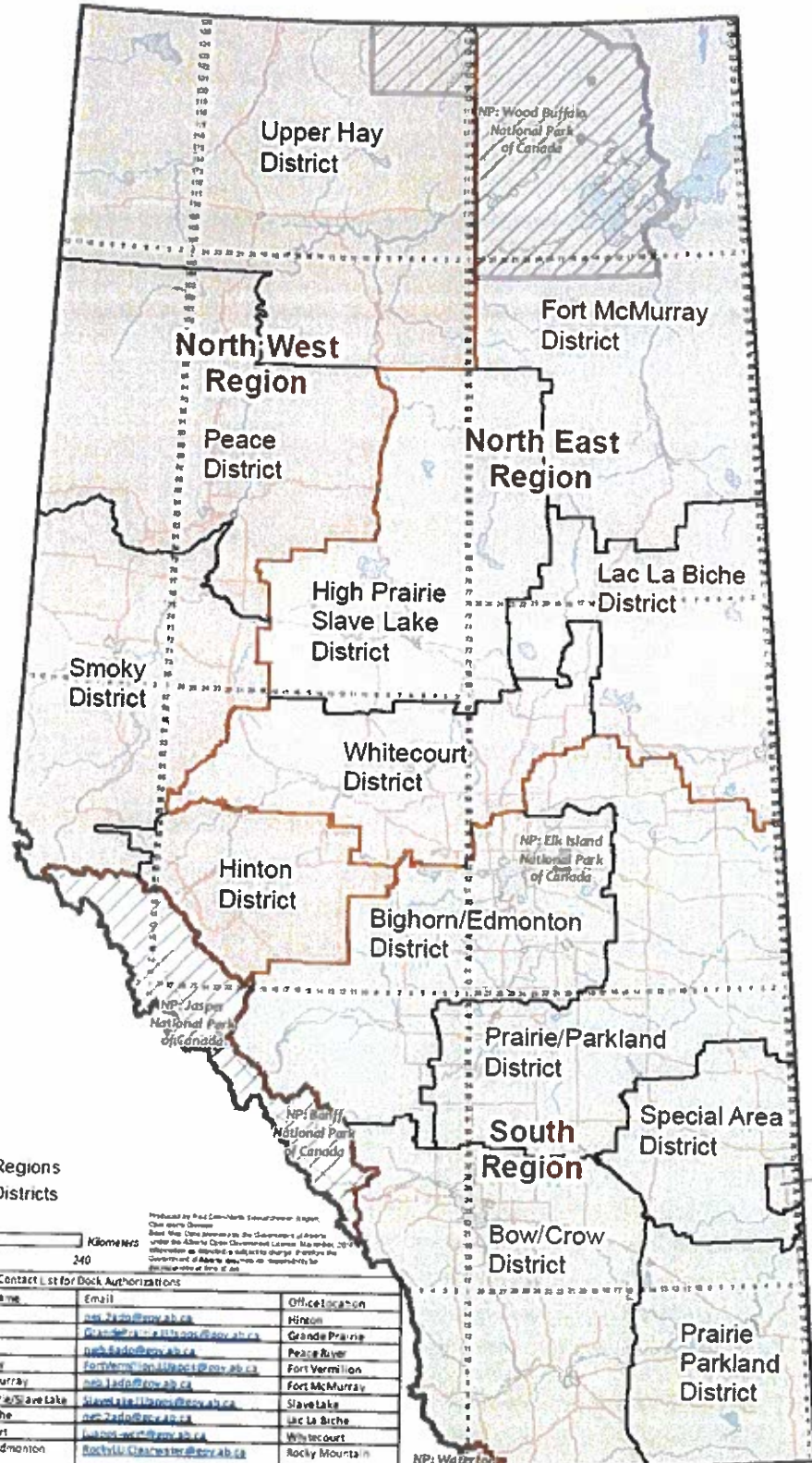
Contact List for Dock Authorizations			
Region	Land Use District	Email	Office Location
North West	Hinton	nes.2adp@gov.ab.ca	Hinton
	Smoky	GrandePrairie.LUapps@gov.ab.ca	Grande Prairie
	Peace	nwb.6adp@gov.ab.ca	Peace River
	Upper Hay	FortVermilion.LUapps@gov.ab.ca	Fort Vermilion
	Fort McMurray	neb.1adp@gov.ab.ca	Fort McMurray
North East	High Prairie/Slave Lake	slaveLake.LUapps@gov.ab.ca	Slave lake
	Lac La Biche	neb.2adp@gov.ab.ca	Lac La Biche
	Whitecourt	luapps-wcrt@gov.ab.ca	Whitecourt
South	Bighorn/Edmonton	RockyLU.Clearwater@gov.ab.ca	Rocky Mountain House
	Bow/Crow	AEP.LuApps-CLGR@gov.ab.ca	Calgary
	Prairie/Parkland	RedDeer.LUApps@gov.ab.ca	Red Deer
Operations Infrastructure	Reservoirs	aep.oiblands@gov.ab.ca	Lethbridge

For reservoirs owned by Irrigation Districts or managed by a utility, contact the reservoir manager directly for authority to place docks on the reservoir lands.

The following map may assist in locating the appropriate Lands Office to submit an application to:



Contact List for Dock Authorizations



- Alberta Boundary
- Lands Approval Regions
- Lands Approval Districts



Produced by Paul Lem-North, Environmental Impact
 Plan, Energy Services
 Based on: Data provided by the Government of Alberta
 under the Alberta Open Government License. Map number: 2014
 Information is provided as subject to change. Please refer to
 Government of Alberta website or contact us for
 the most recent version of this map.

Contact List for Dock Authorizations			
Region	District name	Email	Office location
Northwest	Hinton	son.7430@gov.ab.ca	Hinton
	Smoky	Guan.de.Prairie.1313@gov.ab.ca	Grande Prairie
	Peace	paul.8410@gov.ab.ca	Peace River
North East	Upper Hay	fortvermilion.1110@gov.ab.ca	Fort Vermilion
	Fort McMurray	son.1440@gov.ab.ca	Fort McMurray
South	High Prairie/Slave Lake	slavelake.1110@gov.ab.ca	Slave Lake
	Lac La Biche	son.2410@gov.ab.ca	Lac La Biche
	Whitecourt	son.1000@gov.ab.ca	Whitecourt
	Bighorn/Edmonton	Rocky.Mt.Clarke.1000@gov.ab.ca	Rocky Mountain House
South Region	Bow/Crow	AP.LaFleur.COB@gov.ab.ca	Calgary
	Prairie/Parkland	son.1110@gov.ab.ca	Red Deer
Operations Infrastructure	Reservoirs	son.1000@gov.ab.ca	Wetherside

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5.0 Fees

There is no cost for obtaining a dock permit for personal recreational use.

6.0 Seasonal Dock TFA Application Review and Decision Process

6.1 Completeness Review

An Administrative review is done to determine if the TFA application is complete and can therefore proceed to a merit review and decision.

The TFA application form must be fully completed or the application will be deemed incomplete and may be rejected.

The following elements or documents must be supplied with the TFA application in order for the application to be accepted as complete:

- Client ID is valid
- Sketch as per the application form requirements
- Signed declaration that the applicant is a waterfront landowner
- Consent(s) of the waterfront landowner is attached (if the applicant is not a waterfront landowner)

If any of the above are not provided, the application may be rejected as incomplete.

If the applicant is not a waterfront landowner or holder and no written consent of the waterfront owner/holder is provided, or if information is missing from the application, it may be rejected.

6.2 Merit Review and Decision

Prior to making a decision whether to authorize a temporary, seasonal dock for personal recreational use, the following general factors are considered by the Director:

- Is the applicant a waterfront or semi-waterfront holder?
- How much aquatic vegetation clearing is likely to occur next to a dock. If clearing is required, is a separate approval for that activity required?
- Does the dock support a waterfront holder's right to egress and ingress to and from the body of water?
- Is the use of a dock aligned and consistent with any approved land use plan or local municipal zoning and land use bylaws that addresses this use of the water body?
- Does the dock hinder the ability of the public to have access to and along the bed and shore of the water body?
- Do the proposed dimensions of the dock have the potential to interfere with the ingress and egress of watercraft by neighbouring waterfront holders;
- Are there likely to be any impacts, including cumulative impacts, of the proposed structure on the aquatic environment?

If the land use is approved, the TFA authorization is issued at the regional level through district offices by departmental field staff.

A copy of the TFA must be retained and made available to Department staff upon request.

6.3 Approval Process

Once the application is received, it will be reviewed to ensure all the required information is provided. This includes applicant information, any required consents (if applicable), and a complete sketch. If there is missing information, the application may be refused and you will need to re-apply.

If there are any extenuating circumstances or other issues to be addressed, approval of the application could be delayed.

If approved, conditions may be applied to the approval. The approval holder is bound by any condition that forms part of the approval.

User Guide For Dock Authorizations

The approximate timeline between application to receiving a decision is dependent on the volume of applications for all public land activities the department is processing.

6.4 Term of TFA Authorization

If the application is approved, the authorization will be issued for no more than a five (5) year term.

TFA's are not renewable. If necessary, a new TFA may be issued after the expiry date.

The Department has the right to cancel a TFA at any time.

7.0 Security and Rental

Temporary seasonal docks that are used for personal recreational use by a waterfront or semi-waterfront landowner are not subject to additional fees.

If a dock is being rented out for a fee, the department will treat it as a commercial enterprise and charge the owner security and rental. The department will also require the owner to make an application for a formal disposition for the dock.

8.0 Change in Waterfront Property Ownership

The TFA authorization is only valid for the individual that it was issued to.

Note: If a waterfront property changes ownership and the TFA holder is not the new waterfront holder, the TFA holder must resubmit landowner consent to maintain validity of the dock authorization.



Appendix 1. Dock TFA Application Form

Application for Dock Authorizations

Please see the **User Guide for Docks Authorizations** for further information on how to fill out this application.

2021-A-1 Privacy Clause, Public Land Utilization

April 13, 2021

The personal information contained on this form is collected under the authorization of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is managed in accordance with Part 2 of the *FOIP Act*. It will be used for the purpose of monitoring public land utilization in accordance with the *Public Lands Act*, Alberta Environment and Parks will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with sections 166-167 of the *Public Lands Administration Regulation*. Your personal information will not be used or disclosed for any other purpose without your consent or unless required to do so by law. For further information, please contact Public Lands Disposition Management Section, Operations Division, Alberta Environment and Parks, 5th Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8. Telephone 780-427-3570.

1.0 Applicant Information

Date:

Name

Client ID:

If you do not have a client ID, fill out this [application](#) and e-mail to CrownLandDataSupport@gov.ab.ca

Address:

Phone number

Email

Are you 18 years of age or older?

Yes No

Are you an employee of the Government of Alberta (GOA) or a member of the Legislative Assembly?

Yes No

If YES, attach approval from the Deputy Minister of your department in accordance with the Code of Conduct & Ethics for the Public Service of Alberta. If you are an MLA, please determine what approval documentation must be submitted with this application and attach.

2.0 General Information

2.1 Which structure(s) are you applying for? (check all that apply)

Dock Swimming Platform Mooring Buoy Boat Lift(s)

2.2 Will the dock/associated structure be utilized for a commercial purpose? A commercial purpose includes any dock or mooring facility that operates with an intention to produce an economic benefit, i.e., where a fee is charged for use, or seasonal rental.

Yes No

If YES, a formal disposition may be required. Please contact your local AEP office.

<https://www.alberta.ca/lakeshores.aspx>

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Classification: Public

Alberta

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15

Public Works Report for April 30, 2021

SVSS Council Meeting

Update from March 26, 2021 Council Meeting

1. Telus Tower Access: Culvert still not installed. Spoke with Lee, the contractor, and they are in contact with their supplier, and waiting for an appropriate sized culvert. They should be out this week and I will meet with them.
2. Drainage Projects: Information from Trent is attached to this report.
3. SSDR Crack sealing and repairs: Sweeping must be completed before an accurate quote can be provided. Quote for sweeping attached to report.
4. Quote for Back Up camera: I haven't received a quote from Industrial Machine. I will recontact them and look into other options also.
5. Larger Chainsaw: Saw was purchased along with new safety gear.

New Items

1. Drainage: All existing and new drainage is functioning well. Sinkhole developed on Hillside and Willow, both have been dealt with and I will keep an eye on them. Settlement from culvert installation at #36 Hillside Crescent has been repaired and is being monitored. Will be speaking to homeowner on Golf Course Road about water softener drain eroding the ditch bank. Dan has spoken to them on multiple occasions. Main culvert on bottom of Golf Course Road is rusted out at the bottom and will need to be replaced.
2. Fleet Maintenance: Summerized the sander. Removed plow and sander from truck. Dan came in for sander removal. Looked at overheating on side by side, it seems to be operating cooler now. Removed plastic sanding boxes from village roadways. Started checking over the mowers and summer equipment for the summer season. Put the summer wheels on the truck and stored the winter wheels.
3. Large Tree Removal #1 Aspen: Rented towable man lift and removed 2 very large problem trees from front of #1 Aspen. Removal went well and saved

206



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

AR104649

MAR 19 2021

His Worship Richard Martin
Mayor
Summer Village of Sunset Point
PO Box 596
Alberta Beach AB T0E 0A0

RECEIVED
MAR 30 2021

Dear Mayor Martin and Council:

Thank you for your grant application under the Municipal Restructuring component of the 2020/21 Alberta Community Partnership program.

I am pleased to inform you that the Summer Village of Sunset Point has been approved for a grant of \$100,000 for completion of a regional governance study, which includes a review of shared services.

While this is less than the grant amount requested, this amount reflects the maximum grant amount the partnership is eligible for under the 2020/21 Municipal Restructuring component. I would be pleased to consider providing an additional \$100,000 to support negotiations if the regional governance study results in the initiation of amalgamation proceedings – under Section 103 of the *Municipal Government Act* – for any of the partnering municipalities.

The conditional grant agreement will be mailed to your Chief Administrative Officer shortly to obtain the appropriate signatures.

I congratulate the partnership on initiating this project, and I wish you every success in your efforts as you explore regional governance and shared service delivery options.

Sincerely,

Ric McIver
Minister

.../2

27

cc: Mayor Ian Kupchenko and Council, Summer Village of Castle Island
Mayor Marge Hanssen and Council, Summer Village of Nakamun Park
Mayor Bernie Poulin and Council, Summer Village of Silver Sands
Mayor Sandra Benford and Council, Summer Village of South View
Mayor Roger Montpellier and Council, Summer Village of Val Quentin
Mayor Larry St. Amand and Council, Summer Village of West Cove
Mayor Russ Purdy and Council, Summer Village of Yellowstone
Matthew Ferris, Chief Administrative Officer, Summer Village of Sunset Point
Shelley Marsh, Chief Administrative Officer, Summer Village of Castle Island
Dwight Moskalyk, Chief Administrative Officer, Summer Village of Nakamun Park
✓ Wendy Wildman, Chief Administrative Officer, Summer Village of Silver Sands,
Summer Village of South View, Summer Village of West Cove, and
Summer Village of Yellowstone
Dennis Evans, Chief Administrative Officer, Summer Village of Val Quentin

208

AR104673

March 23, 2021

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

RECEIVED
MAR 30 2021

Dear Ms. Wildman:

As you may be aware, the Government of Alberta has indicated the intent to conduct province wide Senate selection as well as referenda votes on issues of concerns to Albertans in conjunction with the October 18, 2021 general municipal election. Alberta Municipal Affairs is responsible for ensuring the conduct of the vote for electors residing in improvement districts, summer villages, special areas, the City of Lloydminster (Alberta side) and Indian Reserves (First Nations) as these communities do not hold municipal elections on October 18, 2021, the date when the senate and referenda votes must take place. As the department does not have sufficient resources to directly conduct these votes, we would like to enter into an agreement with your municipality to conduct the Senate selection and referenda votes in accordance with the *Local Authorities Election Act* in your community.

Should you be willing to conduct the votes on behalf of Municipal Affairs in your jurisdiction, Elections Alberta is responsible for providing ballots to your municipality for both Senate and referenda votes, or if you use a tabulator they will provide the information to be printed on the ballot for your tabulator vendor. Elections Alberta has compiled an information sheet you may wish to review for further information. This information sheet can be accessed at www.elections.ab.ca/wp-content/uploads/Senate-Information-for-Municipalities-October-2020.pdf.

In exchange for your support of this important voting opportunity, a payment will be made to your municipality to assist with any additional costs incurred. Should your municipality host votes for multiple jurisdictions beyond your own, payments will be made for each additional jurisdiction your municipality conducts the vote for. All payments will be in accordance with the provisions of the *Senate Elections Grant Regulation* and *Referendum Payments Regulation*.

.../2

009

Please respond to Andrew Wood at Andrew.Wood@gov.ab.ca by April 9, 2021 to confirm your willingness to hold the Senate selection and referenda votes for your municipality.

Thank you for supporting the democratic process by helping to ensure all Albertans can participate in these important decisions.

Thank you,

A handwritten signature in black ink, appearing to read 'Cathy Maniego'.

Cathy Maniego
Executive Director
Municipal Capacity and Sustainability

210

cao@onoway.ca

From: administration@wildwillowenterprises.com
Sent: April 26, 2021 11:02 AM
To: Wendy Wildman
Subject:
Attachments: IMG_0490.JPG; IMG_0504.JPG; IMG_0513.JPG; IMG_0510.JPG

Heather Luhtala,
Asst. CAO
S.V. of South View ([Sign Up for South View Connect Today!](#))
S.V. of Silver Sands ([Sign Up for Silver Sands Connect Today!](#))
S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))
Phone: 587-873-5765
Fax: 780-967-0431
Website: www.wildwillowenterprises.com
Email: administration@wildwillowenterprises.com

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

Subject
From
Date: 4/26/21 10:02 am
To: "administration@wildwillowenterprises.com" <administration@wildwillowenterprises.com>

I'm sending you these picture to request that you please forward them to the council members before their meeting on the 30th.

211

Handwritten scribbles in the top left corner.

Handwritten scribbles in the upper middle section.

Handwritten scribbles in the center of the page.

212



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VENDOR		VENDOR ID	DATE ISSUED
SUMMER VILLAGE OF SILVER SANDS		0070000000	30-Mar-2021
DEPOSITED AT BANK:		DEPOSIT NO	DATE
BRANCH:	ACCOUNT:		ar-2021
			\$438.00
		TOTAL	\$438.00

DEPOSIT NO: 2001102060		DEPOSIT DATE: 30-Mar-2021		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1901360503	FCSS APRIL PAYMENT	095261304FCS0421	\$438.00	
	Total Payment From CASS			\$438.00
	For Inquiries Call 825 488 4314			
			DEPOSIT TOTAL	\$438.00



JCA6347205-0008219-04110-0001-0001-00-

RECEIVED
APR 01 2021

JCA6347205 E D

04110

SUMMER VILLAGE OF SILVER SANDS
PO BOX 8
ALBERTA BEACH, AB
T0E 0A0



217



March 22, 2021

File: 21DP09-31

**Re: Development Permit Application No. 21DP09-31
Plan 223 MC, Block 4, Lot 17 : 17 Conifer Crescent (the "Lands")
R1A – Residential : Summer Village of Silver Sands**

APPROVAL OF DEVELOPMENT PERMIT

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

***CONSTRUCTION OF A RECREATIONAL VEHICLE PARKING
PAD AND PLACEMENT OF A RECREATIONAL VEHICLE FOR
BOTH THE PURPOSES OF STORAGE AND USE.***

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

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

218



Development Services
for the

Summer Village of Silver Sands

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

7- The improvements take place in accordance with the plans and sketch submitted as part of the permit application, INCLUDING:

PARKING PAD AND RECREATIONAL VEHICLE LOCATION

- **Front Yard setback shall be rear yard and rear half of the parcel, with the closest point of the parking pad to the boundary with the Municipal Roadway (Conifer Crescent) being 7.6 metres (25.0 feet);**
- **Side Yard setbacks shall be a minimum of 1.2 metres (or greater distance as required under the Alberta Safety Codes Act; and**
- **Rear Yard setback shall be a minimum of 1.0 metre.**

PARKING PAD CONSTRUCTION

- **The Parking Pad shall have a width of a minimum of 5.5 metres and length of a minimum of 11.0 metres (or greater to accommodate the Recreational Vehicle to be parked thereon).**
 - **The Parking Pad shall be constructed in a manner to provide a hard, mineral based, surface to accommodate a Recreational Vehicle parked upon it.**
- 8- All improvements shall be completed within twelve (12) months of the effective date of the permit.
- 9- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 10- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.



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

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

Date Application Deemed Complete **March 22, 2021**

Date of Decision

March 22, 2021

Effective Date of Permit

April 20, 2021

Signature of Development Officer

Tony Sonleitner, Development Officer, Summer Village of Silver Sands

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

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

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

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$150.00.



Development Services
for the

Summer Village of Silver Sands

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

NOTE:

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision & Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

IMPORTANT NOTES

1. Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.
2. Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Clerk of the Subdivision & Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.
3. This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.
4. The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.
 - a. This is not a Building Permit and, where required by any regulation, a Building Permit, and all other permits in connection with this development, shall also be obtained from:

1/22



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

**The Inspections Group Inc.
Edmonton Office**

12010 - 111 Avenue NW
Edmonton, Alberta T5G 0E6
E-mail: questions@inspectionsgroup.com
Phone: 780 454-5048
Fax: 780 454-5222
Toll Free Ph: 1 866 554-5048
Toll Free Fax: 1 866 454-5222

6. A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.
- (a) Water and sewage systems are under the jurisdiction of the Inspections Group Inc. (780) 454-5048 or 1-866-554-5048.
 - (b) Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.
 - (c) All plans submitted for the construction or alteration of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.

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Public Notice

DEVELOPMENT APPLICATION NUMBER: 21DP09-31

APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit for this property, Plan 223 MC, Block 4, Lot 17 : 17 Conifer Crescent, with regard to the following:

CONSTRUCTION OF A RECREATIONAL VEHICLE PARKING PAD AND PLACEMENT OF A RECREATIONAL VEHICLE FOR BOTH THE PURPOSES OF STORAGE AND USE.

has been **CONDITIONALLY APPROVED** by the Development Officer.

Any person who objects to the proposed use of the parcel may deliver to the Clerk of the Subdivision and Development Appeal Board a written statement of their objection to such use indicating the following:

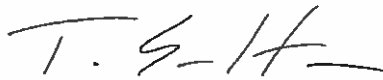
1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Clerk of the Subdivision and Development Appeal Board by no later than 4:30 pm on April 12, 2021.

Statements of concern with regard to this development permit should be addressed to:

Summer Village of Silver Sands
Box 8
Alberta Beach, Alberta, T0E 0A0
Attention: Clerk of the Subdivision and Development Appeal Board

Should you have any questions please contact the Development Officer at (780) 718-5479

Date Application Deemed Complete	March 22, 2021
Date of Decision	_____
Effective Date of Permit	March 22, 2021
Signature of Development Officer	April 20, 2021
	

Note: This permit does not come into effect until twenty-nine (29) days after the date of issuance.

Note: Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

Note: This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT

223

Town of Mayerthorpe

Report Title : SILVER SANDS DAILY EVENTS
Report Range 3/1/2021 12:00 am to 3/31/2021 11:59 pm

Daily Event Log Report

Date: 2021/03/03

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/03/03 1345

Event End: 2021/03/03 1500

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: PATROLLED VILLAGE ROADS, DEALING WITH RENTER AT AGAIN, GET CONTACT AND SEND EMAIL TO OWNER OF AND BEDSHEETS HANGING IN TREES TO BLOCK VIEW OF NEIGHBOR

EMAIL TO THE OWNER
ROAD ABOUT TARPS

RECEIVED
APR 13 2021

Total Group Events: 1

Total Time on Events: 0 Days 2 Hours 15 Minutes

Total Events By Date: 1

Date: 2021/03/13

224

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/03/13 1130 **Event End:** 2021/03/13 1245

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: PATROLLED SUMMER VILLAGE ROADS CHECKING ON THE SECURITY OF HOMES, MANY MANY PEOPLE OUT ENJOYING COTTAGES AND OPENING THINGS UP ALREADY WITH THE GREAT WEATHER, HAVEN'T SEEN THIS MUCH ACTIVITY IN THE VILLAGES THIS EARLY BEFORE. HAD SENT OWNER OF PROPERTY EMAIL ABOUT ALL THE SHEETS AND TARPS HANGING ON THE TREES AT THE ROAD, SHE AGREED THAT FROM THE PICS THAT IT WAS NOT APPROPRIATE TO HAVE ALL THOSE HANGING THERE AND AFTER EMAILS BACK AND FORTH OWNER SAID SHE SPOKE WITH RENTER AND THEY WOULD BE TAKEN DOWN BUT DURING PATROL TODAY THEY WERE STILL UP, SO I WILL CHECK NEXT WEEK WHEN I PATROL VILLAGE TO SEE IF THEY ARE DOWN. ALSO SPOKE WITH RENTER AGAIN THROUGH THE WEEK AND HE STATED HE WAS COMING HOME THIS WEEKEND AND WOULD TAKE CARE OF THE REMAINING ITEMS OF CONCERN. I EXPLAINED TO RENTER IT HAD TO BE DONE AS NEIGHBORS ALONG WITH COUNCIL WOULD NOT ACCEPT ANOTHER SUMMER WITH THIS PROPERTY BEING UNSIGHTLY, SO WILL VERIFY NEXT WEEK IT'S COMPLETED.

Total Group Events: 1 **Total Time on Events:** 0 Days 2 Hours 15 Minutes

Total Events By Date: 1

Date: 2021/03/19

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/03/19 1230 **Event End:** 2021/03/19 1345

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: PATROLLED VILLAGE, SPOKE WITH RENTER ABOUT THE TARBAGS, WHICH TOOK A BIT AS SHE DOES HAVE MANY TARBAGS, TRYING TO GET HER TO WORK WITH ME ON TARPS HANGING FROM TREES, I'M GIVING HER TILL END OF APRIL TO PULL THEM DOWN, SHE HAS TAKEN THE SHEETS DOWN AND PUT LIGHT WHITE TARPS OVER THE BLUE ONES WHICH HELPS DIMINISH THE BRIGHT BLUE. ALSO CHECKED THE TARBAGS PROGRESS, BUT NOT AS MUCH WAS DONE AS I EXPECTED. WILL CONTINUE TO PURSUE HIM HARD TO COMPLETE

DD5

Total Group Events: 1 **Total Time on Events:** 0 Days 2 Hours 15 Minutes

Total Events By Date: 1

Date: 2021/03/27

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/03/27 1415 Event End: 2021/03/27 1530

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: PATROLLED SUMMER VILLAGE CHECKING RESIDENCES FOR SECURITY OF HOMES AND STOPPED AT [REDACTED] HAVING CONVERSATIONS WITH [REDACTED] ON THINGS WERE TO BE COMPLETED, VERY DISAPPOINTED AS VERY LITTLE WAS DONE OF WHAT I ASKED HIM TO DO LAST WEEK, SOME WAS DONE, BUT NOT NEAR ENOUGH, EMAIL WILL BE SENT AGAIN TO THE LANDOWNER NOTIFYING HIM OF URGENCY AND THIS WILL NEED TO BE COMPLETED BEFORE MID APRIL

Total Group Events: 1 Total Time on Events: 0 Days 2 Hours 15 Minutes

Total Events By Date: 1

Total Report Events: 4





April 16, 2021

The Hon. Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800 - 97 Avenue
EDMONTON, AB T5K 2B6

Dear Minister Madu:

Re: Town of Morinville Support for RCMP

Our Council is not supportive of the Government of Alberta's initiative to replace the RCMP with an Alberta Provincial Police Service (APPS). Our opinion is that there are other, more effective ways to achieve the outcomes identified through the *Police Act* review. Indeed, improving the public's trust in policing, ensuring an effective complaint process, and improving Indigenous peoples' relationships are important objectives.

There are, however, several considerations that cause justifiable concern:

- The Fair Deal Panel recommends establishing an APPS despite 65% of respondents indicating non-support;
- The necessity for a new model is unclear when there is little substantiated dissatisfaction with the RCMP but rather some areas for improvement have, rightfully, been identified;
- Transition costs are poorly understood, and ongoing operating costs will inevitably rise. Municipalities currently bear the majority of policing costs and are not able or willing to accept any additional increases. As you know, municipalities have limited means to increase revenues, receiving only 8-10 cents for every tax dollar collected. Continuing to do more with less is untenable.

There has not been compelling evidence that an APPS would result in better outcomes, particularly with the expected increase in costs. The Town of Morinville has a collaborative relationship with the local RCMP detachment and is satisfied with the level of service and degree of responsiveness received. As such, Council encourages the Government of Alberta to abandon the transition study and redouble efforts to work with the RCMP to achieve better outcomes.

Sincerely,

A handwritten signature in black ink, appearing to read "BT", written over a faint circular stamp.

Barry Turner
Mayor

An Alberta Capital Region Community

Lee

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CC The Honourable Jason Kenney, Premier
Dale Nally, MLA for Morinville-St. Albert
Dane Lloyd, MP for Sturgeon River-Parkland
Curtis Zablocki, Commanding Officer for Alberta, RCMP
AUMA Members
RMA Members

225

cao@onoway.ca

From: administration@wildwillowenterprises.com
Sent: April 16, 2021 1:41 PM
To: Liz Turnbull; Bernie Poulin; Graeme & Sherry Horne; Graeme Horne; Sandi Benford; Brian Johnson; Garth Ward; Russ Purdy; Don Bauer
Cc: Wendy Wildman
Subject: FWD: Letter to Minister Madu re: Morinville Support for RCMP
Attachments: 20210416 To Minister Madu re Morinville Support for RCMP.pdf

Please see attached letter from the Town of Morinville.

Heather Luhtala,
Asst. CAO

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

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

S.V. of Yellowstone ([Sign Up for Yellowstone Connect Today!](#))

Phone: 587-873-5765

Fax: 780-967-0431

Website: www.wildwillowenterprises.com

Email: administration@wildwillowenterprises.com

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

Subject: Letter to Minister Madu re: Morinville Support for RCMP
From: "Tracy Reaume" <treame@morinville.ca>
Date: 4/16/21 12:35 pm
To: "Tracy Reaume" <treame@morinville.ca>
Cc: "aboffice@albertabeach.com" <aboffice@albertabeach.com>, "acrofts@mdtaber.ab.ca" <acrofts@mdtaber.ab.ca>, "admin@edgerton.ca" <admin@edgerton.ca>, "admin@ghostlake.ca" <admin@ghostlake.ca>, "admin@id4waterton.ca" <admin@id4waterton.ca>, "admin@mdwainwright.ca" <admin@mdwainwright.ca>, "admin@myrnam.ca" <admin@myrnam.ca>, "admin@parklandbeachsv.ca" <admin@parklandbeachsv.ca>, "admin@sexsmith.ca" <admin@sexsmith.ca>, "admin@summervillageofgulllake.com" <admin@summervillageofgulllake.com>, "admin@waiparous.ca" <admin@waiparous.ca>, "admin@wembley.ca" <admin@wembley.ca>, "administration@villageofduchess.com" <administration@villageofduchess.com>, "administration@villageofheisler.ca" <administration@villageofheisler.ca>, "administration@wildwillowenterprises.com" <administration@wildwillowenterprises.com>, "ahoggan@rockyview.ca" <ahoggan@rockyview.ca>, "allan@clearhillscounty.ab.ca" <allan@clearhillscounty.ab.ca>, "amartens@brooks.ca" <amartens@brooks.ca>, "amiskvil@telusplanet.net" <amiskvil@telusplanet.net>, "amitchell@lethcounty.ca" <amitchell@lethcounty.ca>, "andre.corbould@edmonton.ca" <andre.corbould@edmonton.ca>, "bancroftkim@hotmail.com" <bancroftkim@hotmail.com>, "barb.miller@mdlsr.ca" <barb.miller@mdlsr.ca>, "barons@xplornet.com" <barons@xplornet.com>, "bbeck@beaver.ab.ca" <bbeck@beaver.ab.ca>, "bberlinguette@valleyview.ca" <bberlinguette@valleyview.ca>, "beiseker@beiseker.com" <beiseker@beiseker.com>, "bgiven@town.jasper.ab.ca" <bgiven@town.jasper.ab.ca>, "bjohnson@mdpeace.com" <bjohnson@mdpeace.com>, "bmorton@chestermere.ca" <bmorton@chestermere.ca>, "Brian.Henderson@wheatlandcounty.ca" <Brian.Henderson@wheatlandcounty.ca>, "brogers@town.bonnyville.ab.ca" <brogers@town.bonnyville.ab.ca>, "burnstick8@gmail.com" <burnstick8@gmail.com>, "busselman.czar@mcsnet.ca" <busselman.czar@mcsnet.ca>, "Bwilliams@minburncounty.ab.ca" <Bwilliams@minburncounty.ab.ca>, "candice.greig@stavely.ca"

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Good afternoon,

Attached please find a copy of the letter sent to the Minister of Justice and Solicitor General regarding Morinville Council's support for the RCMP. Please share this letter with your elected officials.

Thank you kindly and have a lovely weekend,

Tracy



Tracy Reaume

Executive Assistant
Office of the Chief Administrative Officer

Office of Mayor and Council

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