

# SUMMER VILLAGE OF SOUTH VIEW

## AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County  
Public may participate in person or via zoom  
Tuesday, July 15, 2025 at 9:30 a.m.

---

1. Call to Order:

2. Treaty 6 Territory Land Acknowledgement

The Summer Village of South View acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries.

3. Agenda:

a) July 15, 2025 Regular Council Meeting Agenda

Pg. 1-5

*(approve agenda as is or with amendments)*

4. Minutes:

a) June 17, 2025 Regular Council Meeting Minutes

Pg. 6-12

*(approve minutes as is or with amendments)*

5. Appointments: a)

6. Bylaws:

a) Bylaw 257-2025 Fees and Charges Bylaw

Pg. 13-19

Our development permit application states that should a development be started prior to receiving a development permit that the application fee is doubled. However, this is not reflected in our fees and charges bylaw. Included in your package is a redlined and clean version of this draft bylaw, which reflects this change, for Council's consideration.

*(that bylaw 257-2025, being a bylaw known as the Summer Village of South View Fees and Charges Bylaw, be given first reading as presented.)*

*(that bylaw 257-2025, Fees and Charges Bylaw, be given second reading as presented/amended)*

*(that unanimous consent be given to proceed to third reading of Bylaw 257-2025 in one sitting)*

*(that bylaw 257-2025, Fees and Charges Bylaw, be given third and final reading as presented/amended.)*

## SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County  
Public may participate in person or via zoom  
Tuesday, July 15, 2025 at 9:30 a.m.

---

Or,

*(that draft bylaw 257-2025 be accepted for information and further that reference to a doubling of permit fees on development permit applications when the development is started prior to development approval be removed,*

Or,

*Some other direction as provided by Council at meeting time.)*

### 7. Business: a) Lakeview Avenue Drainage

Separate  
Cover

In 2024, the Summer Village undertook a drainage improvement project on Lake View Avenue. This project was done, in part, to help ensure that the new developments on Lake View Avenue didn't significantly increase run off onto other properties in the area. It is unclear whether run-off is better or worse since the new builds and associated drainage project, especially since there were heavy snowfalls in the early spring and multiple significant rainfall events throughout the spring. In the early spring, we received a complaint regarding spring runoff and then after one of the significant rain events in June we received another complaint with an accompanying video.

This is included on the agenda for discussion to help determine what, if anything, should be done to improve the drainage. The project manager, Jason Madge of Jaymad Consulting, will be attending meeting to provide input and background.

*(direction as provided by Council at meeting time.)*

### b) Discretionary Use Agreements

Pg. 19-20

The summer village has discretionary use agreements with 5 property owners to allow them to keep a structure on municipal reserve property. These agreements are only for structures that were in place prior to January 1, 2004 and are non-transferable. These structures must be maintained but cannot be altered in any way and must be removed if the property is sold or rented to another party. No new discretionary use agreements will be entered into. There are currently agreements for the following addresses:

- 223 Oscar Wikstrom Drive

## SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County  
Public may participate in person or via zoom  
Tuesday, July 15, 2025 at 9:30 a.m.

---

- 231 Oscar Wikstrom Drive
- 226 Oscar Wikstrom Drive
- 239 Oscar Wikstrom Drive
- 9953-102 Avenue

The current agreements expire on December 31, 2025. Prior to renewal, administration would like to confirm with Council:

- That the agreements should be renewed. If Council chooses not to renew the agreements, these structures will need to be removed at the property owner's expense.
- That the renewal should be for a 5-year term from January 1, 2026 until December 31, 2030. Council can choose a different term; however I recommend that you do not exceed 5 years.
- That the agreements will remain non-transferable.

*(that discretionary use agreements renewals be authorized for the following properties:*

- 223 Oscar Wikstrom Drive
- 231 Oscar Wikstrom Drive
- 226 Oscar Wikstrom Drive
- 239 Oscar Wikstrom Drive
- 9953-102 Avenue

*FURTHER that the agreements will be for a \_\_\_\_\_ year term from January 1, 2026 until \_\_\_\_\_ and will continue to be non-transferable.)*

*Or,*

*Some other direction as provided by Council at meeting time.)*

### c) Cost Recovery – Fire Invoice

On or about January 26, 2025 the fire department responded to a call at 70 Lake View Avenue (tax roll 1145). The cost for this call was \$924.8 + GST (\$971.04 total). A Fire Incident Recovery letter and invoice was sent to the property owners on February 12, 2025. A follow-up letter was sent on April 14, 2025 outlining that the property owner had 60 days to pay the invoice or it would be added to the tax roll.

At the time of the incident, Fire Bylaw 246-2024 was in effect. Section 8(a)(i) of this bylaw allows the Chief Administrative Officer to add fire response costs to the tax roll. As the invoice was

No Attachment

## SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County  
Public may participate in person or via zoom  
Tuesday, July 15, 2025 at 9:30 a.m.

---

outstanding as of June 14, 2025 the costs have been added to the tax roll. Council is being asked to ratify this.

*(that the unpaid amount of \$971.04 for fire incident recovery invoice 18-2025 originally mailed on February 12, 2025 to the property owners of 70 Lake View Avenue (Lot 3A Block 6 Plan 6524KS) be applied to the associated tax roll 1145,*

Or,

*Some other direction as provided at meeting time.)*

d)

e)

### 8. Financial:

a) Income and Expense Statement as of June 30, 2025.

*Pg. 21-25*

*(that Council accept the Income and Expense Statement, as of June 30, 2025 for information.)*

### 9. Council Reports:

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

*No Attachment*

*(that the Council reports be accepted for information.)*

### 10. Chief Administrator's Report:

- 1. Active Motions and Things to Do
- 2. Administration Meetings and Other Engagements
  - i) Basic Emergency Management Course (BEM), July 4, 2025
- 3. Reports and Other Items

*Pg. 26-30*

*(that Council accept the Chief Administrative Officer's Report for information)*

### 11. Information and Correspondence:

- a) Yellowhead Regional Library (YRL) Deputy Director Announcement

*Pg. 31*

## SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County  
Public may participate in person or via zoom  
Tuesday, July 15, 2025 at 9:30 a.m.

---

Pg. 32-33

- b) June 12, 2025 letter from Minister of Technology and Innovation, Honourable Nate Glubish: Proclamation of the Protection of Privacy Act and Regulations

Pg. 34

- c) June 12, 2025 letter from Minister of Service Alberta and Red Tape Reduction, Honourable Dale Nally: Proclamation of the Access to Information Act and Regulations

Pg. 35

- d) July 8, 2028 Letter from the German Campground Recreational Association (GCRA) thanking the summer village for our support of their Canada Day celebrations

*(that Council accept the above information items for information.)*

### 12. Open Floor Discussion with Gallery – Total Time Provision of 15 Minutes

*(Accept the discussion for information.)*

### 13. Closed Meeting Session:

14. Next meeting: August 19, 2025, to be preceded by the Annual Organizational Meeting

15. Adjournment:

4. a

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES

TUESDAY, JUNE 17, 2025

IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

PRESENT: Council: Mayor Sandi Benford  
Deputy Mayor Garth Ward  
Councillor Colleen Richardson

Administration: Angela Duncan, Chief Administrative Officer

Absent:

Appointments: Chris Keifer, Bugs Lawn Care & Municipal Services (9:33 a.m. until 9:48 a.m.)

Public at Large: 1 – Via Zoom / 0 – In Person

	MOTION #	
1.	<b>CALL TO ORDER</b>	Mayor Benford called the meeting to order at 9:30 a.m.
2.	<b>TREATY 6 TERRITORY LAND ACKNOWLEDGEMENT</b>	The Summer Village of South View acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries.
3.	<b>AGENDA</b> 091-2025	<b>MOVED</b> by Mayor Benford that the June 17, 2025 Regular Council Meeting Agenda be approved with the following additions: <ul style="list-style-type: none"> <li>• 6.a) Fire Bylaw 256-2025</li> <li>• 7.m) Police Funding Model Survey</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>MINUTES</b> 092-2025	<b>MOVED</b> by Mayor Benford that the April 15, 2025 Regular Council Meeting Minutes be approved as presented. <p style="text-align: right;"><b>CARRIED</b></p>
5.	<b>APPOINTMENTS</b>  093-2025	Chris Keifer, Bugs Lawn Care & Municipal Services (9:33 a.m. until 9:48 a.m.)  The discussion covered service levels, scheduling, and expectations.  <b>MOVED</b> by Councillor Richardson that discussion with Chris Keifer, Bugs Lawn Care & Municipal Services be accepted for information. <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, JUNE 17, 2025  
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

6.	<b>BYLAWS</b> 094-2025  095-2025  096-2025  097-2025	<p><b>MOVED</b> by Mayor Benford that Bylaw 256-2025, being a bylaw to establish fire services, to regulate the prevention and control of fires, to regulate fireworks, and to authorize the recover of fire related fees, expenses, and charges, be given first reading.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Benford that Bylaw 256-2025, Fire Bylaw, be given second reading as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Benford that unanimous consent be given to proceed to third reading of Bylaw 256-2025, Fire Bylaw, in one sitting.</p> <p style="text-align: right;"><b>CARRIED UNANIMOUSLY</b></p> <p><b>MOVED</b> by Mayor Benford that Bylaw 256-2025, Fire Bylaw, be given third and final reading as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>BUSINESS</b> 098-2025  099-2025  100-2025	<p><b>MOVED</b> by Mayor Benford that Council and Administration be approved to attend the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16-17 in Edmonton, 2025 and further that registration be completed now with names to be provided after the election.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Richardson that Council Mayor Benford be approved to attend the Alberta Municipalities 2025 Spring Municipal Leaders Caucus on June 26, 2025 at the Devon Community Hall.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Richardson that the German Canadian Cultural Association (141 Oscar Wikstrom Drive) be permitted to use the grassy area on the west side of the boat launch for overflow parking on June 28, 2025 for their Canada Day Celebration, provided that cars are parked in a safe manner, display a parking pass, and are not impeding the use of the boat launch.</p> <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES

TUESDAY, JUNE 17, 2025

IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

101-2025	<p><b>MOVED</b> by Mayor Benford that the following letters of no-objection regarding the placement of season docks be ratified:</p> <ul style="list-style-type: none"><li>• Lot P Block 1 Plan 2647KS to the upland owner of 226 Oscar Wikstrom Drive,</li><li>• Lot P Block 1 Plan 2647KS to the upland owner of 186 Oscar Wikstrom Drive.</li></ul> <p style="text-align:right"><b>CARRIED</b></p>
102-2025	<p><b>MOVED</b> by Deputy Mayor Ward that the Agreement with the Municipal Assessment Services Group (MASG) for assessment services be renewed for a three-year term, from January 1, 2026 to December 31, 2028, and FURTHER that execution of the agreement be authorized.</p> <p style="text-align:right"><b>CARRIED</b></p>
103-2025	<p><b>MOVED</b> by Councillor Richardson that the Briefing Note entitled Summer Village of South View Boat Launch – Regulatory Approvals be accepted for information.</p> <p style="text-align:right"><b>CARRIED</b></p>
104-2025	<p><b>MOVED</b> by Councillor Richardson that the payment of Invoice 6142 from Alberta Beach in the amount of \$1209.83 for Fire Contract Legal Fees Cost Share be ratified.</p> <p style="text-align:right"><b>CARRIED</b></p>
105-2025	<p><b>MOVED</b> by Deputy Mayor Ward that a letter be sent from Mayor Benford to Lac Ste Anne County Council regarding South View's East Access Road and further that this letter outline the lack of communication from Lac Ste Anne County regarding the road repair as well as requesting information regarding proposed scope of work, timelines, and their proposed cost sharing agreement.</p> <p style="text-align:right"><b>CARRIED</b></p>
106-2025	<p><b>MOVED</b> by Mayor Benford that the Summer Village of South View Capital Plan for the years 2026-2030 be adopted with the following amendment:</p> <ul style="list-style-type: none"><li>• Remove the gazebo planned for 2026.</li></ul> <p style="text-align:right"><b>CARRIED</b></p>
107-2025	<p><b>MOVED</b> by Mayor Benford that the Summer Village of South View Operating Plan for the years 2026-2030 be adopted as presented.</p> <p style="text-align:right"><b>CARRIED</b></p>



SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, JUNE 17, 2025  
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

	108-2025	<p><b>MOVED</b> by Mayor Benford that the removal of the current fire hazard signs and the purchase and installation of two new fire level hazard signs be approved FURTHER that the total cost is not to exceed \$6000 and FURTHER that an application be made to utilize capital grant funding for the project.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The meeting was recessed from 10:39 a.m. until 10:45 a.m.</p>
	109-2025	<p><b>MOVED</b> by Mayor Benford that trees be removed from public lands as outlined in the June 17, 2025 Council agenda package and further that once all quotes are received, the project be awarded to the lowest bidder.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	110-2025	<p><b>MOVED</b> by Councillor Richardson that administration draft a Council Public Works Liaison Policy and FURTHER that the policy be brought back to a future Council meeting for review.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	111-2025	<p><b>MOVED</b> by Councillor Richardson that the discussion regarding the police funding model survey be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<b>FINANCIAL</b> 112-2025	<p><b>MOVED</b> by Deputy Mayor Ward that the Income and Expense Statement, as of May 31, 2025, be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<b>COUNCIL REPORTS</b>  113-2025	<p>Deputy Mayor Ward was absent from the meeting from 11:42 a.m. until 11:45 a.m.</p> <p><b>MOVED</b> by Councillor Richardson that the Council reports be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
10.	<b>CAO REPORT</b> 114-2025  115-2025	<p><b>MOVED</b> by Mayor Benford that Council no longer receive Medical Call reports.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Richardson that the Chief Administrative Officers' Report be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>

IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

11.	<b>INFORMATION AND CORRESPONDENCE</b>	
116-2025		<p><b>Moved</b> by Mayor Benford that former Chief Administrative Officer Wendy Wildman be nominated for the Alberta Municipalities Dedicated Chief Administrative Officer Award.</p>
		<p style="text-align: right;"><b>CARRIED</b></p>
117-2025		<p><b>Moved</b> by Mayor Benford that the following Information and Correspondence items be received for information:</p> <ul style="list-style-type: none"> <li>a) April 17, 2025 email from Alberta Municipalities: ABmunis' Analysis of Bill 50, Municipal Affairs Statutes Amendment Act</li> <li>b) April 23, 2025 letter from Seniuk &amp; Marcato: Audit Findings</li> <li>c) April 28, 2025 letter from Municipal Affairs: Acceptance of South View's Municipal Accountability Program (MAP) report action plan</li> <li>d) April 29, 2025 email from Environment &amp; Protected Areas: Water Availability Engagement – Phase 2</li> <li>e) May 11, 2025 email from Fire Chief Ives: Fire Rescue International Year End Statistics</li> <li>f) May 12, 2025 letter from Minister Ric McIver, Municipal Affairs: LGFF Funding allocation</li> <li>g) May 14, 2025 email from MNP: Alberta Police Funding Model Review</li> <li>h) May 15, 2025 Government of Alberta news release: Tackling impaired boating on Alberta's waterways</li> <li>i) Yellowhead Regional Library: 2024 Annual Report</li> <li>j) May 21, 2025 email from Alberta Municipalities: Upcoming engagement on Alberta's police funding model</li> <li>k) May 26, 2025 email from the Returning Officer: Candidate Information Sessions</li> <li>l) GCRA Campground: Canada Day 2025 Event &amp; Fireworks Display (GCRA is accepting donations to assist with the cost of fireworks – contact Cheryl at 780-803-0869)</li> <li>m) May 30, 2025 email from ASVA: ASVA – 2025 McIntosh Bullrush Award Nominations</li> <li>n) June 2, 2025 email from ASVA: ASVA – 2025 Life Membership Award Nominations</li> <li>o) April 24, 2025 Development Permit 25DP01-32: recreational vehicle parking pad, water supply and septic system, and electrical panel</li> <li>p) June 5, 2025 email from the ASVA: ASVA – Call for Resolutions Notice – 2025</li> </ul>

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES

TUESDAY, JUNE 17, 2025

IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

		<p>q) June 9, 2025 email from SV of Val Quentin: Invitation: 8th Annual Picnic in the Park – Summer Village of Val Quentin</p> <p>r) June 6, 2025 email from ABmunis: Nominate a municipal leader in your community</p> <p>s) June 5, 2025 letter from Municipal Affairs: Pre-election Disclosures</p> <p>t) June 10, 2025 email from Alberta Municipalities: Prepare for Municipal Affairs' survey on recall rules.</p> <p style="text-align: right;"><b>CARRIED</b></p>
12.	<b>OPEN FLOOR DISCUSSION WITH GALLERY (15 min)</b>	<p>The one gallery member present did not have anything to discuss.</p>
13.	<b>CLOSED MEETING</b> 118-2025	<p><b>MOVED</b> by Mayor Benford that Pursuant to section 197(2) of the Municipal Government Act, that Council go into a closed meeting session at 12:06 p.m. to discuss the following:</p> <p>a) LILSA – Results of Remotely Piloted Aircraft System, FOIP Act Section 17(1) – disclosure harmful to personal privacy</p> <p>b) Statement of Claim – James Woslyng vs. Summer Village of South View and Wendy Wildman, FOIP Act Section 27(1)(a) – privileged information</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The meeting was recessed from 12:06 p.m. until 12:13 p.m.</p> <p><u>Present in Closed Session:</u> Mayor Benford Deputy Mayor Ward Councillor Richardson CAO Duncan</p>
	119-2025	<p><b>MOVED</b> by Mayor Benford that Council come out of closed meeting at 12:41 p.m.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	120-2025	<p>The meeting was recessed from 12:41 p.m. until 12:42 p.m.</p> <p><b>MOVED</b> by Mayor Benford that a response be sent to LILSA thanking them for the information and encouraging them to follow up with Alberta Environment and Protected Areas regarding their findings.</p> <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES  
TUESDAY, JUNE 17, 2025

IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

	121-2025	<b>MOVED</b> by Mayor Benford that the discussion regarding Statement of Claim – James Woslyng vs. Summer Village of South View and Wendy Wildman be accepted for information. <b>CARRIED</b>
14.	<b>NEXT MEETING</b>	The next regular Council meeting is scheduled for Tuesday, July 15 <sup>th</sup> , 2025 at 9:30 a.m. in a hybrid format.
15.	<b>ADJOURNMENT</b>	As there was no further business, Mayor Benford adjourned the meeting at 12:42 p.m.

\_\_\_\_\_  
Sandi Benford, Mayor

\_\_\_\_\_  
Angela Duncan, Chief Administrative Officer

6.a

BYLAW NO. ~~25742~~-202~~54~~

Municipal Government Act RSA 2000 Chapter M-26  
Section 8 Establishing Fees

---

THIS IS A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE PROVINCE  
OF ALBERTA, TO BE KNOWN AS THE SUMMER VILLAGE OF SOUTH VIEW FEES &  
CHARGES BYLAW.

---

WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, the Summer Village of South View wishes to establish, in a bylaw, certain fees and charges.

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

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW".
2. That the Summer Village of South View shall charge fees as established in Schedule A, 'The-Fee Schedule', attached hereto.
3. THAT this BYLAW shall come into force and have effect on the date of the third and final reading.
4. By-law ~~24233-20224~~ shall be rescinded on the date of final reading of this By-law.

Read a first time on this ~~1520~~<sup>th</sup> day of ~~July~~February, 202~~54~~.

Read a second time on this ~~1520~~<sup>th</sup> day of ~~February~~July, 202~~44~~.

Unanimous Consent to proceed to third reading on this ~~1520~~<sup>th</sup> day of ~~February~~July, 202~~45~~.

Read a third and final time on this ~~20~~<sup>th</sup>-~~15~~<sup>th</sup> day of ~~February~~July,  
202~~54~~.

Signed this ~~1520~~<sup>th</sup> day of ~~July~~February, 202~~45~~.

---

Mayor, Sandi Benford

---

Chief Administrative Officer, ~~Wendy Wildman~~Angela

Duncan

BYLAW NO. ~~25745-202025~~  
1

13

BYLAW NO. 25742-20254

Municipal Government Act RSA 2000 Chapter M-26  
Section 8 Establishing Fees

SCHEDULE 'A' – <u>Fee Schedule</u>	
BYLAW #25742-20245 FEES & CHARGES	
<b>Summer Village of South View</b>	
<b>ADMINISTRATIVE FEES</b>	
REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$25
COST OF COPIES PER PAGE	\$0.50
SPECIAL SERVICES RATE PER HOUR	\$75
TAX CERTIFICATE	\$50
<b>APPEAL/AMENDMENT FEES</b>	
ASSESSMENT APPEAL FEE (Refundable if applicant is successful)	\$50
DEVELOPMENT APPEAL FEE	\$1250
SUBDIVISION APPEAL FEE	\$1250
LAND USE BYLAW AMENDMENT FEE	\$2,000
STOP ORDER APPEAL FEE	\$1250
<b>DEVELOPMENT FEES (Will be doubled if development is started prior to receiving an approved development permit)</b>	
DEVELOPMENT PERMITS - DWELLINGS	\$300
DEVELOPMENT PERMITS - ACCESSORY/ADDITIONS	\$150
DEVELOPMENT PERMITS - SEPTIC, CISTERN, FENCE	\$150
DEVELOPMENT PERMITS - DEMOLITION	\$150
DEVELOPMENT PERMITS - COMMERCIAL	\$300
DEVELOPMENT PERMIT EXTENSION:	
-1 <sup>ST</sup> REQUEST	n/c
-2 <sup>ND</sup> REQUEST	\$225
-3 <sup>RD</sup> REQUEST	\$337.50
-EACH SUBSEQUENT REQUEST (CALCULATED AT 150% OF THE PREVIOUS REQUEST FEE)	
LETTER OF COMPLIANCE – STANDARD (3-7 DAYS)	\$100
LETTER OF COMPLIANCE – RUSH (1-2 DAYS)	\$200
PLAN CANCELLATION BYLAW (LOT CONSOLIDATION)	\$800
PLAN CANCELLATION BYLAW REGISTRATION	\$35

BYLAW NO. 25742-20254

Municipal Government Act RSA 2000 Chapter M-26  
Section 8 Establishing Fees

<b>SAFETY CODES</b>	
BUILDING PERMITS	AS PER
ELECTRICAL PERMITS	SAFETY CODES
PLUMBING PERMITS	SERVICE PROVIDER
GAS & HEATING PERMITS	FEES
<b>SUB-DIVISION FEES (MUNICIPAL PLANNING SERVICES)</b>	
Subdivision fees at application, including any remaining lot	\$750 + \$250 per lot
Separation of Titles (MGA 652 (4))	\$700
Condominium Plan Consent	\$50 per unit
Extension	\$350
Re-circulation	\$250
Fee at Endorsement **Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles	\$200 per lot
Current Land Title	\$15 (per title)
Air Photo	\$7 (per photo)
<b>SUB-DIVISION FEES (MUNICIPALITY)</b>	
Lot Subdivision fee:	
-1 <sup>st</sup> Lot	\$5,000
-each subsequent lot	\$2,500
<b>RE-DISTRICTING/RE-ZONING FEES</b>	
Re-districting application	\$2,000
Amend Municipal Development Plan	\$2,000
Amend Land Use Bylaw	\$2,000
Amend Provision of a Statutory Plan	\$2,000
Adoption of New Statutory Plan	\$2,000
<i>GST will be charged where applicable.</i>	

Formatted: Font: (Default) Arial Rounded MT Bold

Formatted: Normal, Line spacing: single

Municipal Government Act RSA 2000 Chapter M-26

Section 8 Establishing Fees

---

**THIS IS A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE PROVINCE  
OF ALBERTA, TO BE KNOWN AS THE SUMMER VILLAGE OF SOUTH VIEW FEES &  
CHARGES BYLAW.**

---

WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, the Summer Village of South View wishes to establish, in a bylaw, certain fees and charges.

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

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW".
2. That the Summer Village of South View shall charge fees as established in Schedule A, 'Fee Schedule', attached hereto.
3. THAT this BYLAW shall come into force and have effect on the date of the third and final reading.
4. By-law 242-2024 shall be rescinded on the date of final reading of this By-law.

Read a first time on this 15<sup>th</sup> day of July, 2025.

Read a second time on this 15<sup>th</sup> day of July, 2025.

Unanimous Consent to proceed to third reading on this 15<sup>th</sup> day of July, 2025.

Read a third and final time on this 15<sup>th</sup> day of July, 2025.

Signed this 15<sup>th</sup> day of July, 2025.

\_\_\_\_\_  
Mayor, Sandi Benford

\_\_\_\_\_  
Chief Administrative Officer, Angela Duncan



## Municipal Government Act RSA 2000 Chapter M-26

## Section 8 Establishing Fees

SCHEDULE 'A' – Fee Schedule	
BYLAW #257-2025 FEES & CHARGES	
<b>Summer Village of South View</b>	
<b><u>ADMINISTRATIVE FEES</u></b>	
REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$25
COST OF COPIES PER PAGE	\$0.50
SPECIAL SERVICES RATE PER HOUR	\$75
TAX CERTIFICATE	\$50
<b><u>APPEAL/AMENDMENT FEES</u></b>	
ASSESSMENT APPEAL FEE (Refundable if applicant is successful)	\$50
DEVELOPMENT APPEAL FEE	\$1250
SUBDIVISION APPEAL FEE	\$1250
LAND USE BYLAW AMENDMENT FEE	\$2,000
STOP ORDER APPEAL FEE	\$1250
<b><u>DEVELOPMENT FEES (Will be doubled if development is started prior to receiving an approved development permit)</u></b>	
DEVELOPMENT PERMITS - DWELLINGS	\$300
DEVELOPMENT PERMITS - ACCESSORY/ADDITIONS	\$150
DEVELOPMENT PERMITS - SEPTIC, CISTERN, FENCE	\$150
DEVELOPMENT PERMITS - DEMOLITION	\$150
DEVELOPMENT PERMITS - COMMERCIAL	\$300
DEVELOPMENT PERMIT EXTENSION: -1 <sup>ST</sup> REQUEST	n/c
-2 <sup>ND</sup> REQUEST	\$225
-3 <sup>RD</sup> REQUEST	\$337.50
-EACH SUBSEQUENT REQUEST (CALCULATED AT 150% OF THE PREVIOUS REQUEST FEE)	
LETTER OF COMPLIANCE – STANDARD (3-7 DAYS)	\$100
LETTER OF COMPLIANCE – RUSH (1-2 DAYS)	\$200
PLAN CANCELLATION BYLAW (LOT CONSOLIDATION)	\$800
PLAN CANCELLATION BYLAW REGISTRATION	\$35

Municipal Government Act RSA 2000 Chapter M-26

Section 8 Establishing Fees

<b><u>SAFETY CODES</u></b>	
BUILDING PERMITS	AS PER
ELECTRICAL PERMITS	SAFETY CODES
PLUMBING PERMITS	SERVICE PROVIDER
GAS & HEATING PERMITS	FEES
<b><u>SUB-DIVISION FEES (MUNICIPAL PLANNING SERVICES)</u></b>	
Subdivision fees at application, including any remaining lot	\$750 + \$250 per lot
Separation of Titles (MGA 652 (4))	\$700
Condominium Plan Consent	\$50 per unit
Extension	\$350
Re-circulation	\$250
Fee at Endorsement **Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles	\$200 per lot
Current Land Title	\$15 (per title)
Air Photo	\$7 (per photo)
<b><u>SUB-DIVISION FEES (MUNICIPALITY)</u></b>	
Lot Subdivision fee:	
-1 <sup>st</sup> Lot	\$5,000
-each subsequent lot	\$2,500
<b><u>RE-DISTRICTING/RE-ZONING FEES</u></b>	
Re-districting application	\$2,000
Amend Municipal Development Plan	\$2,000
Amend Land Use Bylaw	\$2,000
Amend Provision of a Statutory Plan	\$2,000
Adoption of New Statutory Plan	\$2,000
<i>GST will be charged where applicable.</i>	



7.6

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

---

Date of Mailing

Owner Name

Owner mailing address

DRAFT

Dear Name:

**Re: Discretionary Use Agreement**

The Discretionary Use Agreement for your building situated on municipal reserve property is set to expire on December 31, 2025.

Please find, enclosed, a Discretionary Use Agreement that must be executed in order for your building to remain on municipal reserve property. This agreement, once executed, will be valid from January 1, 2026 until December 31, 2030. Please return the completed Agreement along with a current picture of your building and proof of insurance to the summer village office before October 1, 2025.

If the building has already been removed and is no longer situated on summer village property please notify the summer village office, in writing.

We thank you in advance for your attention to this matter. Please do not hesitate to contact our office if you have any questions or concerns.

Yours truly,

Angela Duncan  
Chief Administrative Officer

Encl:

19

# DISCRETIONARY USE AGREEMENT

BETWEEN

SUMMER VILLAGE OF SOUTH VIEW

AND

\_\_\_\_\_  
Name of Registered Land Owner/s

DRAFT

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Address of Property in S.V. of South View

\_\_\_\_\_  
City/Province/Postal Code

\_\_\_\_\_  
Legal Land Description of Property in S. V. South View

## TERMS OF AGREEMENT

This agreement applies STRICTLY AND ONLY to existing PERSONAL buildings, which have been placed on Summer Village of South View property prior to January 1, 2004.

The owner/s of the named personal building/s, on Village Property, shall be accountable in writing, with proof of insurance for said building/s, to the Summer Village of South View.

This agreement is valid for a 5-year period, January 1, 2026 to December 31, 2030 and must be renewed, with the same criteria as above, by the building owner/s.

All damages and liabilities resulting to or as a result of said buildings are the responsibility of the stated registered landowner.

The named personal building/s must be maintained by the owner in such a manner that they are not unsightly, untidy, or hazardous to the public, the land or the environment. However, no structural changes may be made to the building/s.

The named building(s) in this agreement are not to be used for storage of any combustible or hazardous products, including, but not limited to, gasoline, oil, fertilizer, etc. No items are to be stored outside of or leaning up against the said building(s) at any time.

This agreement is NOT TRANSFERABLE in any way. If the person/s named in this agreement plans to sell, lease or rent their property and will no longer be using the said building(s) personally, the said building/s must be completely removed before the sale, lease or rent of their property and the land returned to its original state. This agreement CAN NOT be transferred to a new owner or occupant. If said building is not removed and/or the land returned to its original state, the Summer Village will do so, and the cost will be made the responsibility of the named owner(s) on this agreement.

If the terms of this agreement are not adhered to, the Summer Village of South View will remove said building(s) at the owner's expense.

Description and Location of named building/s (a current picture of the building must accompany this form).

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_ Expiry Date \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Signature of Owner/s

\_\_\_\_\_  
Mayor, Summer Village of South View

\_\_\_\_\_  
CAO, Summer Village of South View

70

## Analysis: INCOME REPORT - SOUTH VIEW

000000000

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
INCOME REPORT - SOUTH VIEW	(1)	(2)	(3)
Period 1: --- Begin	01Jan2025	01Jan2025	01Jan2025
End	31Dec2025	30Jun2025	31Dec2025
--- Type	B	A	B
(less) --- Begin	000000000	000000000	01Jan2025
Period 2: --- End	000000000	000000000	30Jun2025
--- Type			A
Ratios: % of Account			
Graphs: # of Columns, Scale	0 0	0 0	0 0
Description	2025 BUDGET	2025 ACTUAL	VARIANCE
REVENUE			
TAXATION			
RESIDENTIAL TAX- (MUNICIPAL)	203,561.30	203,561.34	0.04-
RESIDENTIAL TAX- (SCHOOL)***	53,975.74	53,975.74	0.00
VACANT RES TAX- (MUNICIPAL)	7,624.44	7,624.45	0.01-
VACANT RES TAX- (SCHOOL)***	2,021.68	2,021.68	0.00
LINEAR TAX- (MUNICIPAL)	2,859.43	2,859.43	0.00
LINEAR TAX- (SCHOOL)***	552.40	552.40	0.00
LINEAR TAX-(DIP)	10.19	10.19	0.00
SENIOR'S FOUNDATION	4,996.62	4,996.61	0.01
MINIMUM TAX (2025- \$1,155)	23,826.83	23,826.83	0.00
SPECIAL TAX	0.00	0.00	0.00
TOTAL TAXES	299,428.63	299,428.67	0.04-
OTHER INCOME\GRANTS			
PENALTIES & COSTS ON TAXES	2,500.00	1,382.73	1,117.27
INVESTMENT INCOME (INTEREST)	5,500.00	2,335.78	3,164.22
GRANT (MSI-O)\(LGFF-OP)	11,784.00	0.00	11,784.00
GRANT (MSI-C)(\$291,775)	0.00	0.00	0.00
*MUST SPEND \$65,922 MSI-C-'24			
GRANT (LGFF)(\$68,409 '24)	0.00	0.00	0.00
GRANT (CCBF)(\$89,361 END'23)	0.00	0.00	0.00
*MUST SPEND \$44,474 '24)			
GRANT (FIRESMART)	500.00	500.00	0.00
GRANT-	0.00	0.00	0.00
RESERVES	0.00	0.00	0.00
SPECIAL PROJECTS (LUB)	8,000.00	0.00	8,000.00
CAPITAL PROJECTS INCOME	116,143.00	0.00	116,143.00
UNRESTRICTED	0.00	0.00	0.00
ADMIN\COUNCIL			
SALES OF GOODS & SERVICES	0.00	496.63	496.63-
TAX CERTIFICATES	250.00	250.00	0.00
N.S.F. FEES	0.00	0.00	0.00
FORTIS FRANCHISE FEE (3%)	2,500.00	1,300.66	1,199.34
OTHER (2024 COURT COSTS)	0.00	0.00	0.00
TRANS FR RES (MAP REVIEW)	1,500.00	0.00	1,500.00
TRANS FR RES (ELECTION)	3,078.00	0.00	3,078.00
Description	2025 BUDGET	2025 ACTUAL	VARIANCE

## Analysis: INCOME REPORT - SOUTH VIEW

000000000

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
TRANS FR RES (COUNCIL ORIENT)	1,400.00	0.00	1,400.00
ANIMAL CONTROL\CPO\BYLAW			
BY-LAW FINES	0.00	0.00	0.00
FIRE INCIDENT RECOVERY (NEW)	0.00	924.80	924.80-
PROVINCIAL POLICING (FR.RES)	0.00	0.00	0.00
PUBLIC WORKS\COMMON SERVICES			
LARGE BIN (EVERY 2ND YR) (RES)	0.00	0.00	0.00
SALE OF TCA	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
PARKS & RECREATION			
LAKE WEEDS COST RECOVERY	5,900.00	1,200.00	4,700.00
PROVINCIAL GRANT FCSS	3,665.00	1,832.94	1,832.06
GRANT FCSS (VOL.PICNIC\ALLNET)	0.00	0.00	0.00
TRANSFER FROM RESERVE (TREES)	4,103.00	0.00	4,103.00
PLANNING & DEVELOPMENT			
SAFETY CODE PERMIT FEES	1,250.00	570.54	679.46
DEVELOPMENT PERMITS	1,750.00	450.00	1,300.00
DEVELOPMENT APPEAL	0.00	0.00	0.00
TOTAL REVENUE	469,251.63	310,672.75	158,578.88
REQUISITIONS			
SENIOR FOUNDATION	4,996.62	4,996.62	0.00
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00
SCHOOL	56,549.82	25,654.25	30,895.57
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00
DIP	10.19	0.00	10.19
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00
TOTAL REQUISITIONS	61,556.63	30,650.87	30,905.76
NET REVENUE FOR MUN PURPOSES	407,695.00	280,021.88	127,673.12

## Analysis: EXPENSE REPORT- SOUTH VIEW

000000000

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
EXPENSE REPORT- SOUTH VIEW	(1)	(2)	(3)
Period 1: --- Begin	01Jan2025	01Jan2025	01Jan2025
Period 1: --- End	31Dec2025	30Jun2025	31Dec2025
Period 1: --- Type	B	A	B
(less) Period 2: --- Begin	000000000	000000000	01Jan2025
(less) Period 2: --- End	000000000	000000000	30Jun2025
(less) Period 2: --- Type			A
Ratios: % of Account			
Graphs: # of Columns, Scale	0 0	0 0	0 0
Description	2025 BUDGET	2025 ACTUAL	VARIANCE
COUNCIL			
DEVELOPMENT	3,650.00	1,240.00	2,410.00
MEETING FEES	10,000.00	2,825.00	7,175.00
MONTHLY REIMB (\$240\MONTH)	8,640.00	2,640.00	6,000.00
TRAVEL & SUBSISTENCE	6,250.00	2,436.21	3,813.79
SVLSACE COMMITTEE FEES	625.00	626.45	1.45-
PUBLIC RELATIONS & PROMO	500.00	0.00	500.00
COUNCIL EMAILS	255.00	0.00	255.00
INTEGRITY COMMISSIONER	1,061.00	530.50	530.50
TOTAL	30,981.00	10,298.16	20,682.84
ADMINISTRATION			
ELECTION & CENSUS	5,000.00	1,208.78	3,791.22
ADMINISTRATOR CONTRACT	61,594.00	25,468.93	36,125.07
ADMIN ADDITIONAL WORK (MAP)	1,500.00	42.50	1,457.50
ADMIN DEVELOPMENT	1,000.00	375.00	625.00
WCB	550.00	663.02	113.02-
TRAVEL & SUBSISTANCE	2,300.00	566.48	1,733.52
POSTAGE\PHONE\STORAGE	4,600.00	2,003.89	2,596.11
ADVERTISING & PRINTING	2,850.00	1,056.12	1,793.88
MEMBERSHIP DUES	1,838.00	1,837.99	0.01
AUDITOR	4,300.00	4,200.00	100.00
ASSESSMT('25)5520\5680\5840	5,840.00	2,920.00	2,920.00
ASSESSMENT REVIEW BOARD	941.00	940.95	0.05
SDAB AGREEMENT\HEARINGS	2,300.00	300.00	2,000.00
LEGAL FEES	3,000.00	4,102.22	1,102.22-
INSURANCE	5,000.00	4,989.00	11.00
COMPUTER SUPPORT\WEBSITE	2,150.00	42.84	2,107.16
PUBLIC RELATIONS & PROMO	500.00	0.00	500.00
MEETING ROOM FEES	0.00	0.00	0.00
BANK CHARGES\PENALTIES	100.00	46.00	54.00
LAND TITLE CHARGES	50.00	0.00	50.00
TAX REBATES\CANCELLATIONS	0.00	0.00	0.00
INTEGRITY COMMISSIONER	0.00	0.00	0.00
TOTAL	105,413.00	50,763.72	54,649.28
PUBLIC WORKS\ROADS			
CONTRACTED SERVICES	1,000.00	472.50	527.50
SNOW REMOVAL\GRADING\SANDIN	7,000.00	5,145.00	1,855.00
STREET SWEEPING	1,500.00	2,600.00	1,100.00-
Description	2025 BUDGET	2025 ACTUAL	VARIANCE

## Analysis: EXPENSE REPORT- SOUTH VIEW

000000000

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
REPAIRS\POTHOLES\CRACKFILL	3,500.00	3,400.00	100.00
SUPPLIES	250.00	0.00	250.00
SIGNS	300.00	0.00	300.00
STREET LIGHTS	15,200.00	6,688.45	8,511.55
WAGES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
TOTAL	28,750.00	18,305.95	10,444.05
DRAINAGE			
GENERAL SUPPLIES	0.00	0.00	0.00
DRAINAGE STUDY	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00
LAGOON\SEWER			
LAGOON\SEWER CAPITAL	0.00	0.00	0.00
LAGOON\SEWER OPERATING	0.00	429.46	429.46-
TOTAL	0.00	429.46	429.46-
SOLID WASTE COLLECTION			
COLLECTION (E360S)	8,400.00	4,238.70	4,161.30
LARGE BIN (EVERY 3 YEARS)	0.00	0.00	0.00
COMMISSION (HWY 43)	0.00	0.00	0.00
TOTAL	8,400.00	4,238.70	4,161.30
PLANNING & DEVELOPMENT			
D.O. CONTRACT (ANNUAL)	9,070.00	3,802.50	5,267.50
D.O. MEETINGS\MILEAGE	0.00	0.00	0.00
DEVELOPMENT PERMITS	0.00	300.00	300.00-
DEVELOPMENT ENFORCEMENT	1,000.00	0.00	1,000.00
MUNICIPAL PLANNING	0.00	0.00	0.00
SAFETY CODES ADMIN	2,121.00	1,060.50	1,060.50
TOTAL	12,191.00	5,163.00	7,028.00
LIBRARIES			
LIBRARY (YRL)	342.00	171.00	171.00
TOTAL	342.00	171.00	171.00
FAMILY & COMMUNITY SUPPORT SER			
FCSS (\$3,727) (\$657 ADMIN)	4,583.00	1,928.75	2,654.25
FCSS (VOL.PICNIC\ALL-NET)	0.00	0.00	0.00
TOTAL	4,583.00	1,928.75	2,654.25
RECREATION & PARKS			
TREE REMOVAL	4,103.00	423.68	3,679.32
GRASS CUT\CLEAN UP (2026)	32,000.00	12,445.60	19,554.40
PORTA-POTTY (JUN-OCT)	0.00	0.00	0.00
EQUIP & SUPPLY (FUEL)	750.00	440.27	309.73
WEED INSPECTIONS	330.00	0.00	330.00
LAKE WEED CUTTING (LIAMS)	6,400.00	0.00	6,400.00
EAST END BUS	375.00	375.00	0.00
BOAT LAUNCH (NEW)	0.00	0.00	0.00
FLOWERING RUSH (M#093-2024)	1,000.00	1,000.00	0.00
Description	2025 BUDGET	2025 ACTUAL	VARIANCE

24



## Analysis: EXPENSE REPORT- SOUTH VIEW

000000000

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
TOTAL	44,958.00	14,684.55	30,273.45
EMERGENCY & SHARED SERVICES			
LIBRARY (LOCAL)	1,000.00	1,000.00	0.00
RECREATION-LSA CONTRIBUTION	500.00	500.00	0.00
FIRE SUPP (2021-2025)	15,400.00	7,459.01	7,940.99
FIRE INCIDENT RECOVERY	0.00	924.80	924.80
CPO\ENHANCED POLICING	9,800.00	1,018.48	8,781.52
EMERGENCY RELIEF (COVID)	0.00	0.00	0.00
EMERGENCY MANAGEMENT FEES	9,000.00	780.00	8,220.00
PROV POLICING(20\21 1ST YR)	4,774.00	4,840.00	66.00
YR 1 -B 1,626 A(1,621)			
YR 2 -B 2,441 A(2,434)			
YR 3 -B 3,252 A(3,207)			
YR 4 -B 4,881 A(4,512)			
YR 5 -B 4,881			
(AVG OVER 5 YEARS)\$3,417			
TOTAL	40,474.00	16,522.29	23,951.71
RESERVE ACCOUNTS (5% INC)			
PROVINCIAL POLICING RESERVE	0.00	0.00	0.00
SUSTAIN.RESERVE(1\2 MSI-O)	180.00	0.00	180.00
TREE REMOVAL RESERVE	1,158.00	0.00	1,158.00
SNOW REMOVAL RESERVE	0.00	0.00	0.00
LEGAL RESERVE	1,158.00	0.00	1,158.00
ELECTIONS RESERVE	1,500.00	0.00	1,500.00
LARGE BIN RESERVE	1,389.00	0.00	1,389.00
MAP REVIEW	525.00	0.00	525.00
APPEAL RESERVE	1,050.00	0.00	1,050.00
TOTAL	6,960.00	0.00	6,960.00
YEAR-END AUDIT ACCOUNTS			
ANNUAL AMORTIZATION	0.00	0.00	0.00
GAIN\LOSS ON SALE OF TCA	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00
SPECIAL PROJECTS			
BRUSH CLEARING (FIRESMART)	500.00	0.00	500.00
LAND USE BYLAW REVIEW	8,000.00	0.00	8,000.00
TOTAL	8,500.00	0.00	8,500.00
CAPITAL PROJECTS			
2025 PROJECT- BOAT LAUNCH-MSI	11,136.00	0.00	11,136.00
2025 PROJECT- EAST ACCESS RD	100,000.00	0.00	100,000.00
2025 PROJECT- LARGE BINS-MSI	2,007.00	0.00	2,007.00
2025 PROJECT-FIRE HAZARD SIGNS	3,000.00	0.00	3,000.00
TOTAL	116,143.00	0.00	116,143.00
TOTAL EXPENSES	407,695.00	122,505.58	285,189.42

25



## CHIEF ADMINISTRATIVE OFFICER'S REPORT

July 15, 2025

### **1. Active Motions and Things to Do**

This list was developed so that Council can track the status of motions that have been made and for Council to have an understanding of administration's current workload. The list has been backdated to January 2025. Active motions made before then have not been recorded below.

### **ADMINISTRATION**

#### **ACP Grant Application**

029-2025 MOVED by Mayor Benford that the core asset condition assessment and plans of survey quotes be accepted for information and further that administration follow up on an Alberta Community Partnership Grant application for an asset condition assessment, asset management plan, and GIS system, as discussed.

Mar 11 25 Regional Partners have been identified and MPE Engineering is in the process of drafting this grant application for us. This is related to motion 005-2025.

#### **2025 FCSS**

025-2025 MOVED by Councillor Richardson that the 2025 Family and Community Support Services (FCSS) funding be allocated as follows:

- All-Net - \$600
- Darwell Library - \$500
- East End Bus - \$375
- FireSmart / Public Safety / Emergency Management Day and Volunteer Appreciation - \$1800
- Unallocated - \$849.10

Feb 19 25 Cheques have been sent as motioned. Unallocated funds will be brought back to a future meeting.

#### **New Councillor Orientation**

050-2025 MOVED by Mayor Benford that the timeline for Part 2 of the Councillor Orientation, as required by section 201.1(1) of the Municipal Government Act RSA 2000 C M-26, be extended until September 30, 2025, as allowed by section 201.1(2).

Jun 11 25 Part 1 of the Orientation will take place at the beginning of the Organizational Meeting, date to be determined. Part 2 has been scheduled for September 15.

Jul 02 25 Part 1 orientation has been scheduled for beginning of the Organizational Council meeting which is currently scheduled for Tuesday August 19 at 9:30 a.m.

#### **MCCAC Climate Resilience Capacity Building Program**

083-2025 MOVED by Mayor Benford that Council approve CAO Duncan's participation in the Climate Resilience Capacity Building Program – Collaborative Learning Stream through the Municipal Climate Change Action Center and further that the Letter of Commitment be signed and its execution authorized.



## CHIEF ADMINISTRATIVE OFFICER'S REPORT

July 15, 2025

Jun 11 25 Angela has been attending the sessions and working on a draft business case as part of the program.

### 2025 ASVA Conference

098-2025 MOVED by Mayor Benford that Council and Administration be approved to attend the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16-17 in Edmonton, 2025 and further that registration be completed now with names to be provided after the election.

Jul 02 25 3 Council registrations have been completed with names to be provided after the election. I have also registered with my costs being shared amongst participating summer villages.

### GCCA Boat launch parking request

099-2025 MOVED by Councillor Richardson that the German Canadian Cultural Association (141 Oscar Wikstrom Drive) be permitted to use the grassy area on the west side of the boat launch for overflow parking on June 28, 2025 for their Canada Day Celebration, provided that cars are parked in a safe manner, display a parking pass, and are not impeding the use of the boat launch.

Jul 02 25 The event was held. Administration has not received any feedback or heard of any concerns regarding parking.

### Assessment Services Agreement

102-2025 MOVED by Deputy Mayor Ward that the Agreement with the Municipal Assessment Services Group (MASG) for assessment services be renewed for a three-year term, from January 1, 2026 to December 31, 2028, and FURTHER that execution of the agreement be authorized.

Jul 07 25 This agreement has been signed and executed.

### Public Works Liaison Policy

110-2025 MOVED by Councillor Richardson that administration draft a Council Public Works Liaison Policy and FURTHER that the policy be brought back to a future Council meeting for review.

### ABmunis Dedicated CAO Award

116-2025 MOVED by Mayor Benford that former Chief Administrative Officer Wendy Wildman be nominated for the Alberta Municipalities Dedicated Chief Administrative Officer Award

Jun 26 25 This nomination was completed and submitted.

### LILSA Letter

120-2025 MOVED by Mayor Benford that a response be sent to LILSA thanking them for the information and encouraging them to follow up with Alberta Environment and Protected Areas regarding their findings.





## CHIEF ADMINISTRATIVE OFFICER'S REPORT

July 15, 2025

---

Jun 26 25 A follow-up email was sent to LILSA outlining Council's motion.

### COUNCIL

#### **Fire Bylaw**

- 024-2025 MOVED by Councillor Richardson that Patriot Law be retained to rewrite the Fire Services Bylaw, using the current Bylaw 246-2024 as a basis for the new bylaw.
- 045-2025 MOVED by Mayor Benford that the draft fire bylaw be accepted for information and FURTHER that changes be sent back to Patriot Law for review and action.
- Jun 11 25 The Bylaw has been sent to Patriot Law for revisions. If the revised bylaw is available at meeting time it can be added to the agenda.
- 094-2025 to 097-2025  
MOVED by Mayor Benford that Bylaw 256-2025, Fire Bylaw, be given third and final reading as presented.
- Jun 18 25 Bylaw has been signed and filed. An announcement went out on All-net regarding the new bylaw and LSAC CPO services have been provided a copy of the updated bylaw. The bylaw has been posted to the website and the previous bylaw 246-2024 has been removed.

#### **Intermunicipal Collaboration Framework**

- 046-2025 MOVED by Deputy Mayor Ward that the deadline to review the Intermunicipal Collaboration Framework Agreement between the Summer Village of South View and Lac Ste Anne County be extended to March 31, 2027, as permitted by Ministerial Order MSD:024-23 and FURTHER that Council requests to start discussions following the 2025 municipal election.

#### **Privacy Legislation**

- 049-2025 MOVED by Mayor Benford that the Summer Village of South View partner with the Summer Village of Nakamun Park to engage legal counsel to investigate and prepare the requirements for compliance with the new privacy legislation, Access to Information Act (AIA) and Protection of Privacy Act (POPA), including a comprehensive Privacy Management Plan.

#### **Land Use Bylaw Review**

- 052-2025 MOVED by Councillor Richardson that administration continue with the drafting and review of the Land Use Bylaw and Public Engagement Plan for Council's review, with the public engagement to commence after the 2025 Municipal Election.
- Jun 11 25 This will be picked back up after the election.

### PUBLIC WORKS

#### **2025 Public Works Projects**



## CHIEF ADMINISTRATIVE OFFICER'S REPORT

July 15, 2025

- 
- 005-2025      MOVED by Councillor Richardson that 2025 capital projects proceed as follows:
- Request quotes for a core asset condition assessment, as outlined in the November 21, 2024 letter from Municipal Affairs regarding capital grant restrictions,
  - request quotes for a plan of survey for the boat launch to mark the areas indicated on the Summer Village's Departmental License of Occupation,
  - Request quotes for a survey, with pins, to mark the Village Boundary, for the purpose of potentially establishing a fire break,
  - Follow up with Lac Ste Anne County regarding the potential cost share on the East Access Road, located within Lac Ste Anne County,
  - Request further information, including routing and costs, from the Darwell Lagoon Commission regarding the sewer transmission lines,
- FURTHER that Council will further discuss the 2025 signage project and provide direction at a later date.
- Apr 16 25      Motion 029-2025 directs administration to work with regional partners on an ACP grant application for an Asset Condition Assessment and GIS mapping. This has been moved to Administration.
- Apr 16 25      Quotes for a plan of survey were previously provided to Council, Council did not move forward with them, as of yet.
- Apr 29 25      A mail out for the Darwell Phase A line was sent to Residents April 29 regarding the proposed sewer system and upcoming tank inspections.
- June 11 25      A quote and proof have been requested from the same company that did the sign for Silver Sands. This is included on this month's agenda, as I should have the quote and proof available by meeting time.
- Jun 11 25      EAST ACCESS ROAD – numerous emails have been sent to LSAC regarding the East Access Road, with no response. On June 3, Angela had a discussion with Greg Edwards, LSAC, who said that they concerned about the pricing of the quotes that they received for work and are looking to scale back the project to keep it affordable. They are in the process of seeing if they can identify any culverts that may be under the road that could be used to improve drainage. Generally, they are looking to do another temporary fix and have verbally advised administration that we should plan to fix this road every 4 to 5 years. During the discussion, Mr. Edwards said that he would have a follow-up email outlining costs, project scope, and proposed cost share to me by the end of the week (June 6). As of June 11, 2025 no follow-up email has been received. If a response is available at meeting time, it can be added to the agenda.

### **Letter to LSAC re: East Access Road**

- 105-2025      MOVED by Deputy Mayor Ward that a letter be sent from Mayor Benford to Lac Ste Anne County Council regarding South View's East Access Road and further that this letter outline the lack of communication from Lac Ste Anne County regarding the road repair as well as requesting information regarding proposed scope of work, timelines, and their proposed cost sharing agreement.





## CHIEF ADMINISTRATIVE OFFICER'S REPORT

July 15, 2025

Jun 20 25 This letter was signed by Mayor Benford and sent to LSAC on June 20, 2025. Confirmation of receipt was received from Interim CAO Court.

### Gravel Purchase for OWD

087-2025 MOVED by Mayor Benford that 2 to 3 loads of gravel be purchased and placed at the Southwest end of Oscar Wikstrom Drive.

Jun 11 25 Council said that they wanted to gather quotes and complete this work. Administration is unaware of the status.

### Lake View Avenue Turnaround

088-2025 MOVED Mayor Benford that the Council reports be accepted for information and FURTHER that the turnaround at the end of Lake View Avenue be added to a future meeting agenda.

### Fire Hazard Sign

108-2025 MOVED by Mayor Benford that the removal of the current fire hazard signs and the purchase and installation of two new fire level hazard signs be approved FURTHER that the total cost is not to exceed \$6000 and FURTHER that an application be made to utilize capital grant funding for the project.

Jun 27 25 2 fire signs have been ordered. The plan is to remove the old signs and utilize the existing structures for the new signs. An LGFF grant application has been opened for this project.

### Tree Removal

109-2025 MOVED by Mayor Benford that trees be removed from public lands as outlined in the June 17, 2025 Council agenda package and further that once all quotes are received, the project be awarded to the lowest bidder.

Jun 27 25 Quotes have been received from 2 proponents, the third invitation for a quote was declined. I have reached out to the provider with the lower quote to have the trees removed. Tree removal began on July 8, 2025.

## 2. Administration Meetings and Other Engagements

- i) Basic Emergency Management (BEM), July 4, 2025 – I completed the BEM Course offered through the Alberta Emergency Management Agency (AEMA) and have registered for ICS 100.

## 3. Reports and Other Items

- i)

Encl:

## Deputy Director Announcement

Yellowhead Regional Library (YRL) Director Karla Palichuk, is pleased to announce the appointment of Jocie Wilson as the Deputy Director effective September 3, 2025, taking over from Wendy Sears Ilnicki who is retiring.

Jocie began working at YRL in June 2010 as a Library Consultant before moving into the role of Manager, Collections and Resource Sharing, in September 2019. During her time at YRL, Jocie has continued to demonstrate her ability to lead by co-chairing the joint health and safety committee, chairing the TRAC Bibliographic Services Group and ad hoc Digital Content Group, and helped to plan many annual conferences including chairing the Stronger Together Library Conference planning team in 2024.

In addition to her work at YRL, Jocie has undertaken other professional roles across the province and beyond, including Second Vice President and Director for the Library Association of Alberta from 2021 to 2024, and chairing the Young Reader's Choice Award through the Pacific Northwest Library Association since 2011. Most recently, Jocie joined the academic teaching staff at the University of Alberta School of Library and Information Studies teaching the Digital Libraries class in January of 2025.

Through the University of Alberta, Jocie earned a Master of Library and Information Studies in 2010 and a Bachelor of Arts in 2006.

Karla welcomes Jocie to her new position and, along with the YRL staff, looks forward to working with her in her new leadership role at YRL.

## Memorandum

**From:** Honourable Nate Glubish  
Minister of Technology and Innovation  
229 Legislature Building

**Our File Reference:** AR13046

**Your File Reference:**

**To:** All Public Bodies

**Date:** June 12, 2025

**Telephone:** 780-644-8830

**Subject:** Proclamation of the Protection of Privacy Act and Regulations

On June 11, 2025, the *Protection of Privacy Act* (POPA) and its regulations were proclaimed, and the *Freedom of Information and Protection of Privacy Act* was repealed.

POPA modernizes Alberta's public sector privacy law with the strongest privacy protections and strictest penalties. POPA also introduces requirements for privacy management programs, privacy incident reporting, and privacy impact assessments in prescribed circumstances, as well as new rules for data matching and the creation and sharing of non-personal data.

There are two Protection of Privacy Regulations that establish administrative and procedural requirements:

- The Protection of Privacy Regulation, authorized by the Lieutenant Governor in Council, includes provisions pertaining to defining terms not already defined in POPA and respecting any other matter the Lieutenant Governor in Council considers necessary.
- The Protection of Privacy (Ministerial) Regulation, under the authority of the Minister of Technology and Innovation, includes provisions pertaining, but not limited, to requirements for Privacy Incident Reporting, Privacy Impact Assessments, and Privacy Management Programs.

The POPA and its regulations work together to provide detailed, practical guidance to help public bodies implement the new rules.

.../2



To support a smooth transition for your organizations and Albertans with the implementation of the act and regulations, Technology and Innovation has created a new Protection of Privacy Act website at [alberta.ca/protection-of-privacy-act](http://alberta.ca/protection-of-privacy-act). It contains resources such as a POPA Guide, fact sheets, and eCourses for both public bodies and Albertans.

The Government of Alberta will also be hosting townhalls later this summer regarding the new act and regulations. A schedule for these townhalls will be provided at a later date.

Sincerely,

A handwritten signature in dark ink, appearing to read "Nate Glubish". The signature is stylized with a cursive-like flow.

Honourable Nate Glubish  
Minister of Technology and Innovation

11.c

## Memorandum

**From:** Dale Nally  
Minister of Service Alberta and Red  
Tape Reduction  
103 Legislature Building

**Our File Reference:** 50402

**Your File Reference:**

**Date:** June 12, 2025

**To:** Public Bodies

**Telephone:** 780-422-6880

**Subject:** Proclamation of the Access to Information Act and Regulations

The *Access to Information Act* (ATIA) was proclaimed on June 11, 2025, along with its regulations. With the proclamation of the ATIA and its regulations, the *Freedom of Information and Protection of Privacy* (FOIP) Act has officially been repealed.

There are two regulations that establish the administrative and procedural requirements of the ATIA:

- Access to Information Regulation, authorized by the Lieutenant Governor in Council, which integrates access to information related provisions from the FOIP Regulation and incorporates new and revised provisions to provide clarity and outline additional information to support the updated legislative requirements under the ATIA.
- Designation of Public Bodies Regulation, under the authority of the Minister of Service Alberta and Red Tape Reduction, is a list of entities that may not definitively meet the requirements established in the ATIA definition of a “public body” and need to be explicitly designated (i.e., by name) as a public body in this regulation.

The ATIA and its regulations incorporate both existing provisions that were in the FOIP Act, as well as new or revised provisions that focus on increased clarity, regulatory accountability, and administrative updates.

To support public bodies and Albertans with the implementation of the new ATIA and regulations, Service Alberta and Red Tape Reduction has created an ATIA website at <https://alberta.ca/access-to-information-act>, which contains resources such as fact sheets, an ATIA Guide, and eCourses, as well as other resource materials regarding transitioning from the FOIP Act to the ATIA.

The Government of Alberta will also be hosting townhalls later this summer regarding this new act and regulations. A schedule for these townhalls will be provided at a later date.

Sincerely

Honourable Dale Nally  
Minister of Service Alberta and Red Tape Reduction

34



**GCRA**  
**GERMAN CAMPGROUND RECREATIONAL ASSOCIATION**

11.2

Mailing: 15230 83 Avenue, Edmonton, AB, T5R3T4  
Location: 141 Oscar Wikstrom Drive, South View, AB  
[gcrasouthview@gmail.com](mailto:gcrasouthview@gmail.com)

July 8, 2025

Sandi Benford  
Mayor

Angela Duncan  
Chief Administrative Officer  
Summer Village of South View  
780-967-0271  
[svsouthview@outlook.com](mailto:svsouthview@outlook.com)  
<http://www.summervillageofsouthview.com/>

Dear Mayor Benford, Members of Council and Ms. Duncan,

On behalf of the German Campground Recreational Association, I would like to extend our sincere thanks to the Summer Village of South View for your support for our Canada Day celebration held on June 28, 2025.

Your assistance in sharing event details through municipal channels played a key role in helping us reach residents and ensure a successful and well-attended event. We had more than 10 families from the Summer Village of South View attend our festivities and I am sure the fireworks were enjoyed by many more. As well, thank you for allowing us to move our overflow parking to the boat launch – while not heavily used, this was a contingency plan that we appreciated. Thanks to your help, families and individuals from across the community were able to take part in a memorable day filled with celebration, connection, and Canadian pride.

We deeply value the partnership and collaboration we share with the municipality and are grateful for your continued support in helping to strengthen our community spirit. And thank you to Sandi for the fireworks donation – it was quite a show!

Thank you once again, and we look forward to working together on future initiatives.

With sincere appreciation,

**Tracy With**  
President German Campground Recreational Association