

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, August 19, 2025 commencing immediately after the Organizational Meeting.

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:

Pg. 1-4

a) August 19, 2025 Regular Council Meeting Agenda

(approve agenda as is or with amendments)

4. Minutes:

Pg. 5-8

a) July 15, 2025 Regular Council Meeting Minutes

(approve minutes as is or with amendments)

5. Appointments:

a) 10:15 a.m., Development Officer Paul Hanlan, **Agenda item 7.a**

b) 11:00 a.m., Lac Ste. Anne County General Manager of Operations, Greg Edwards, **Agenda Item 7.b**

6. Bylaws:

a)

7. Business:

a) Development Update

See CAO Report

Pages 53-68

for Development
permits issued.

Development Officer Paul Hanlan will be attending the meeting around 10:15 a.m. to provide an update on development within the summer village. 4 recent development permits are available in the CAO report.

(Accept the discussion for information,

Or,

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

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b) East Access Road Repair

Pg. 9-17

On August 12 Lac Ste Anne County General Manager of Operations, Greg Edwards, provided the summer village with further information regarding the east access road repair including scope of work, quotes, and a cost share proposal. This information is included in the meeting package. The County anticipates that it will cost \$50,000 to repair the road and is recommending a 75/25 cost share with South View paying 75% of the costs. They are basing the cost share off a previous agreement with the SV of Silver Sands. In 2017 South View and the County cost shared capital improvements on the East Access Road at 50% each. Council budgeted \$100,000 to complete repairs on the east access road. Mr. Edwards will be attending the Council meeting at 11:00 a.m. to discuss the repair and answer any questions that Council may have.

(direction as provided at meeting time.)

c) Alberta Municipalities 2025 Annual Convention & Trade Show

No attachments

The 2025 ABmunis Convention is scheduled for November 12 to 14 at the Calgary Convention Center. Early bird registration is \$660 and is available until October 24, 2025 after that registration is \$825. Hotels are filling up fast and are approximately \$330 a night. Council budgeted for one Councillor and administration to attend the convention. Administration is requesting direction regarding Council registration.

(that Council and Administration be approved to attend the 2025 Alberta Municipalities Convention in Calgary from November 12 to 14, 2025

Or,

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

d) Lac Ste. Anne / Isle Lake Water Quality / Water Level

Pg. 18-19

Lac Ste. Anne County (LSAC) Reeve Blakeman called a meeting of municipalities on Lac Ste. Anne and Isle Lake on August 1, 2025 to discuss water quality and quantity. In follow-up to the meeting, LSAC sent the briefing note included in your agenda package.

(direction as provided at meeting time.)

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e) Alberta Blue Cross Built Together Grant

Pg. 20-29

Mayor/Councillor Benford requested that the Alberta Blue Cross Built Together Grant be added to the agenda. Included in your meeting package is information on the program and eligibility requirements as well as the application form. Applications are due September 22, 2025.

(direction as provided at meeting time.)

f) Lake View Avenue Drainage – Request for Decision (RFD)

Pg. 30-31

Please see the RFD included in your meeting package. This agenda item should be considered in conjunction with the next agenda item Drainage Plan – Request for Decision (RFD).

(see RFD in package – direction as provided at meeting time.)

g) Drainage Plan – Request for Decision (RFD)

Pg. 32-33

Please see the RFD included in your meeting package. This agenda item should be considered in conjunction with the previous agenda item Lake View Avenue Drainage Request for Decision (RFD).

(see RFD in package – direction as provided at meeting time.)

h)

i)

8. Financial:

a) Income and Expense Statement as of July 31, 2025.

Pg. 34-38

(accept the Income and Expense Statement, as of July 31, 2025 for information.)

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9. Council Reports:

- No attachments*
- a) Mayor _____
 - b) Deputy Mayor _____
 - c) Councillor _____

(accept the Council reports for information.)

10. Chief Administrator's Report:

- Pg. 39-75*
- 1. Active Motions and Things to Do
 - 2. Administration Meetings and Other Engagements
 - 3. Reports and Other Items
 - 4. Attachments

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

11. Information and Correspondence:

- Pg. 76-78*
- Pg. 78-80*
- Pg. 81-96*
- Pg. 97*
- a) June 25, 2025 letter from RCMP Deputy Commissioner, Trevor Daroux
 - b) July 11, 2025 letter from Town of Onoway: Full and Final Settlement of Onoway Regional Fire Services
 - c) July 21, 2025 email from Alberta Municipalities: ABmunis updated recommendations on recall rules
 - d) August 13, 2025 email from Municipal Services Division: Invitation to meet with Minister Dan Williams
 - e)

(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: September 16, 2025

15. Adjournment:

4.a

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
TUESDAY, JULY 15, 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
Jason Madge, Project Manager (9:30 a.m. until 10:07 a.m. for
agenda item 7.a Lake View Avenue Drainage)

Absent:

Appointments:

Public at Large: 1 – Via Zoom (at 10:29 a.m.) / 0 – In Person

	MOTION #	
1.	CALL TO ORDER	Mayor Benford called the meeting to order at 9:30 a.m.
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 122-2025 123-2025	<p>MOVED by Mayor Benford that the July 15, 2025 Regular Council Meeting Agenda be approved with the following amendment:</p> <ul style="list-style-type: none"> agenda item 7.a be moved to immediately follow the approval of the agenda. <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Benford that Jason Madge (Jaymad Contracting) be requested to present to Council options and quotes to do an overlay or otherwise fix part of Lake View Avenue, between 75 Lake View Avenue and 67 Lake View Avenue, to direct the drainage towards the drainage system on the North side of the road and FURTHER that the location of the road right-of-way in this area be confirmed and FURTHER that the costs be applied to the drainage grant, if possible.</p> <p style="text-align: right;">CARRIED</p>
4.	MINUTES 124-2025	<p>MOVED by Councillor Richardson that the June 17, 2025 Regular Council Meeting Minutes be approved with the following amendment: correct the spelling of Chris Kipfer's name.</p> <p style="text-align: right;">CARRIED</p>

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES

TUESDAY, JULY 15, 2025

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

5.	APPOINTMENTS	
6.	BYLAWS 125-2025	MOVED by Deputy Mayor Ward that Bylaw 257-2025, Summer Village of South View Fees and Charges Bylaw, be given first reading. CARRIED
	126-2025	MOVED by Mayor Benford that Bylaw 257-2025, Fees and Charges Bylaw, be given second reading as presented. CARRIED
	127-2025	MOVED by Mayor Benford that unanimous consent be given to proceed to third reading of Bylaw 257-2025, Fees and Charges Bylaw, in one sitting. CARRIED UNANIMOUSLY
	128-2025	MOVED by Mayor Benford that Bylaw 257-2025, Fees and Charges Bylaw, be given third and final reading as presented. CARRIED
7.	BUSINESS 129-2025	MOVED by Councillor Richardson that discretionary use agreement 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 five (5) year term from January 1, 2026 until December 31, 2030 and will continue to be non-transferable. CARRIED
	130-2025	MOVED by Mayor Benford 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. CARRIED

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REGULAR COUNCIL MEETING MINUTES
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	131-2025	<p>MOVED by Mayor Benford that when authorized by bylaw the placement of fees, charges, and costs on a properties tax roll be done administratively and not added to a meeting agenda for approval by Council.</p> <p style="text-align: right;">CARRIED</p>
8.	FINANCIAL 132-2025	<p>MOVED by Councillor Richardson that the Income and Expense Statement, as of June 30, 2025, be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
9.	COUNCIL REPORTS 133-2025	<p>MOVED by Mayor Benford that three (3) replacement lids for the summer village garbage bins be ordered and FURTHER that the costs be applied to the garbage enclosure grant, if possible.</p> <p style="text-align: right;">CARRIED</p>
	134-2025	<p>MOVED by Mayor Benford that the Council reports be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
10.	CAO REPORT 135-2025	<p>MOVED by Deputy Mayor Ward that an additional, smaller, fire level sign be ordered for Hillside Park, along with various road signs as discussed at meeting time and to a maximum expense of \$7000 and FURTHER that the costs be applied to the grant for fire and road signs.</p> <p style="text-align: right;">CARRIED</p>
	136-2025	<p>MOVED by Mayor Benford that the Chief Administrative Officers' Report be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
11.	INFORMATION AND CORRESPONDENCE 137-2025	<p>MOVED by Councillor Richardson that the following Information and Correspondence items be received for information:</p> <p style="margin-left: 40px;">a) Yellowhead Regional Library (YRL) Deputy Director Announcement</p>

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES

TUESDAY, JULY 15, 2025

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

		<p>b) June 12, 2025 letter from Minister of Technology and Innovation, Honourable Nate Glubish: Proclamation of the Protection of Privacy Act and Regulations</p> <p>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</p> <p>d) July 8, 2028 Letter from the German Campground Recreational Association (GCRA) thanking the summer village for our support of their Canada Day celebrations.</p> <p style="text-align:right">CARRIED</p>
12.	OPEN FLOOR DISCUSSION WITH GALLERY (15 min) 138-2025	<p>There was a discussion regarding the FireSmart Event on June 19, 2025, and parking at the boat launch.</p> <p>MOVED by Mayor Benford that the discussion initiated by Mr. James Woslyng regarding the caveat placed on his property terminate as it is related to an ongoing legal matter.</p> <p style="text-align:right">CARRIED</p>
13.	CLOSED MEETING	
14.	NEXT MEETING	<p>The next regular Council meeting is scheduled for Tuesday, August 19th, 2025 immediately following the Organizational Meeting of Council, which will commence at 9:30 a.m.</p>
15.	ADJOURNMENT	<p>As there was no further business, Mayor Benford adjourned the meeting at 11:19 a.m.</p>

Sandi Benford, Mayor

Angela Duncan, Chief Administrative Officer

7.5

svsouthview@outlook.com

From: Greg Edwards <GEdwards@lsac.ca>
Sent: August 12, 2025 12:06 PM
To: Summer Village of South View
Cc: wendy wildwillowenterprises.com; Brad Parker
Subject: RE: SV East access road interruption of service
Attachments: Scanned image from MX-3071_20250808_141916.pdf; 13239 TWP RD 541A - South View.pdf; Southview Drainage Investigation Survey.jpg

Good morning Angela

We have received an estimate from the Paving Contractor that will be working on Hwy 633. The estimate for Milling and overlay and culvert replacement has been summarized in the attached information Memo. I thought the memo would be beneficial to captivate what the county has been doing here to try and solve this problem in the most cost effective manner.

I have also proposed the cost share proposal at the end of the memo. Let me know if this is acceptable to the SV. If we can reach an agreement in principle, then I will notify the contractor accordingly while we work through the particulars.

To summarize, the total cost of repair is approximately \$50,000. Proposing a cost split of 75-25 that equates to the following:

- SV Southview (75%) = \$37,500
- County (25%) = \$12,500
- Total** **\$50,000**

Let me know your thoughts.

I have attached copies of all the quotes and some survey information for your records.

Regards

Greg

Greg Edwards, P.Eng.

General Manager of Operations, Lac Ste. Anne County

56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0

PHONE: 780.785.3411 | MOBIL: 780-674-0854 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | lsac.ca

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From: Brad Parker <bparker@lsac.ca>
Sent: July 18, 2025 2:24 PM

MEMORANDUM

To: SV Southview

From: Greg Edwards

cc:

Re: East Access Road Repair

Date: March 28, 2019

File:

Pages:

The following is intended as a summary of events and investigations Lac Ste Anne undertook with intent on finding a cost-effective solution for the rough section of the entrance roadway into the SV of Southview. The asphalt cracking and heaving is directly a result of the wet area/soils and frost heaving action.

Topographical Survey

The first task undertaken was a topographical survey that encompassed the low lying (Bog) area that has been holding water adjacent to the roadway for several years. The survey included shots of the ditches, followed the alignment of a very inefficient drainage course to the lake.

Issues identified with the results of this investigation and survey:

- The elevation of the water in the ditch was determined to be 732.61 meters.
- The elevation of the lake level was determined to be 732.54 meters. A difference of 70mm.
- When considering that the lineal length of the drainage way is roughly 460 meters from the low-lying ditch area to the mouth of the lake, there is no opportunity to do any ditching improvements that would reduce or eliminate the water along the sides of the roadway.
- No drainage ROW is currently registered for this drainage course. Majority of it traverses private landowners.

Recommendation:

- Not worth spending money in efforts to improve drainage.
- Both municipalities should continue to monitor this drainage course. When any development were to occur, this would be opportune time to register a drainage ROW and ensure drainage course is not eliminated or altered. This method will ensure the costs of such work will be on the developer and not the municipalities.

Culvert replacement and Possible Road structure Upgrade:

During the Spring of 2025 (April), the county retained the expertise of a paving contractor (Park Paving) to offer up a roadway repair option complete with pricing information. The repair option provided for a 100 linear meter section of roadway resulted in an estimate of \$142,590.00. Comments from the contractor stated that due to the bog area that the roadway traverses, No guarantee of success would be given by the contractor. Meaning the frost heaving could still happen.

In May-June of 2025, the County was notified by Alberta Transportation (AT) that they would be completing a mill and overlay of Hwy 633 that passes by the entrance to this access roadway. As such, we reached out to AT and their contractor Border Paving for an option to mill and overlay this portion of roadway. While waiting for the quote, the county completed a couple of other works to both prove out soil conditions and ensure we were ready if and when this option proved viable and cost effective.

- Completed a test excavation along the shoulder of the roadway to obtain soil information. This resulted in the confirmation of peat in the underlying soils. No depth or bottom was achieved during the excavation.
- July, 2025 - County Completed the replacement of the collapsed culvert.
- August 2025 – received quote from Border Paving to mill and overlay the affected area. (\$42,428.10)

Recommendation:

We are recommending moving forward with the Mill and Overlay quotation from Border Paving. There are cost savings recognized in this quotation that are due to the contractor being in the area for other works.

Cost Share Proposal:

We have researched our files looking for the original cost share agreement that was to have been completed between the SV and the County when the area was paved. We were unsuccessful in locating this agreement. We did however obtain other agreements with other municipalities that were executed around the similar time period. Agreements such as SV of Silversands.

These agreements were established with these municipalities based on the same principals found here. The principal as I understand was that the SV traffic accounts for the majority of the traffic on this roadway and thus a minimum 75% SV and 25% County cost share was established. It is our proposal that we work with the principals of these agreements.

If you are in agreement, the costs share would be proposed as Follows:

• Culvert Replacement – Estimated at	\$5,000	
• Border Paving Mill and Overlay Estimate	\$42,428	
• County Coordination/Surveys Ect.	\$0	(County will absorb these costs)
• Contingency (approx. 5%)	<u>\$2,572</u>	
Total Estimate	\$50,000.00	

The Cost allocation based on the above at 75-25% would then equate to:

- SV Southview (75%) = \$37,500
- County (25%) = \$12,500

Quotation from...



BORDER PAVING LTD.

6711 Golden West Ave
Red Deer, Alberta
T4P 1A7

Phone: (403) 343-1177

Fax: (403) 346-9690

1-888-8HOTMIX
(1-888-846-8649)

August 8, 2025

QUOTATION NO. 2025-8-08

County of lac Ste Ane.
56 521 Rng Rd 65
P.O Box 219
TOE 2A0

Phone: (780) 284-3589
Email: bparker@lsac.com

Attention: Mr. Brad Parker.

Re: South View Road cold Milling and Paving

Our 2025 prices to undertake the asphalt milling and paving of South View Road located 750m south of Hwy 633.

Item A1: Mobilization 1 lump sum @ \$6,425.00 = \$6,425.00

Item A2 50mm Cold Milling 665m2 @ \$22.14 = \$14,723.10

Item A3 Supply and Placement ACP Mix Type M1 (PG52-34) 50mm 665m2 @ \$32.00/m2 = \$21,280.00

Total = \$42,428.10

Our pricing is for supply and compaction of Asphalt

1. Cold Milling 50mm milling contractor is to retain ownership of the RAP
2. Supply materials and place a SS1 emulsified tack coat on the existing pavement.
3. Supply, place and compact Asphalt Concrete Pavement 75mm (Mix Type M1 / PG 52-34).

Payment is based on actual quantities measured.

Our price is for surface repair only and due to the existing ground conditions being the cause of the bumps "heaving" we cannot provide a warranty to this quote.

If required repairs to Granular Base Construction to be completed by others prior to start of Asphalt Paving. Border Paving Ltd cannot be held responsible for damage to subgrade, granular base due to inclement weather or use of roads prior to paving.

Price is valid for 15 days

The above prices do not include:

1. Paint
2. The 5% G.S.T.

Please feel free to contact me regarding any questions that you may have on the above quotation.

Thank you for the opportunity to quote on the above noted project.

Yours truly,

13

Quotation from...



BORDER PAVING LTD.

6711 Golden West Ave
Red Deer, Alberta
T4P 1A7

Phone: (403) 343-1177

Fax: (403) 346-9690

1-888-8HOTMIX

(1-888-846-8649)

BORDER PAVING LTD.

Clay Gaschnitz

Cell: 403-506-3523

Email: cgaschnitz@borderpaving.com

Approved as a Contract

BORDER PAVING LTD.

ACCEPTED BY

Name of Company

Per Date

Signature

Print Full Name and Title

14



Budget Proposal

1453 91 Street SW
Edmonton, AB, T6X 0W8
Phone: (780) 435-8338
estimating@parkpaving.com

Attention: Brad Parker
Company: Lac Ste Anne County
Address: 56521 Range Road 65, Sangudo
Phone: 780-284-3589
E-mail: Bparker@lsac.ca

April 10, 2025

Project: TWP 541A - South View
Location: Near Lake Isle

We are pleased to submit this pricing with the terms, conditions and exclusions forming a part thereof.

Repair Pavement Structure - 100m x 7m

Saw cut ends of roadway

Remove and dispose offsite approx 600mm depth of existing road.

Compact subgrade and install geogrid and geotextile

Supply, place and compact 300mm of pit run and 200mm of 20mm crushed gravel.

Supply, place and compact 100mm of hot mix asphalt.

Price for the above work	700 m ² @	\$203.70 =	\$142,590.00
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Total =	\$142,590.00
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Project Specific Conditions

- 3 weeks notice is required for scheduling of work
- Full closure of road by LSAC. Schedule for our scope is approx 1 week.
- Landscape restoration not included and topsoil to be stripped by LSAC prior to mob
- It is recommended to inspect surrounding materials while LSAC is doing the culvert repair and to carry additional budget in the event that unsuitable materials are found below the proposed excavation area.



Budget Proposal

1453 91 Street SW
Edmonton, AB, T6X 0W8
Phone: (780) 435-8338
estimating@parkpaving.com

Conditions

- 2025 construction in frost free conditions.
- Work not described on this proposal shall be extra and subject to current ARHCA rates
- All work at unit rate(s) based on final measure
- Price for budget purposes only
- Park Paving Ltd. cannot guarantee drainage if grades are less than 1%
- Workmanship and materials are guaranteed for a period of one year
- Responsibility is not accepted for failure resulting from loads exceeding the design load or for any other use for which the product was not intended or from damage caused by the actions of any other party
- Responsibility is not accepted for any settlements that may occur beyond our control
- Should the moisture content of the existing subgrade material exceed the optimum moisture content by more than three percent, all drying will be done as extra work
- Price is based on one mobilization, continuous work once on-site with clear unfettered access, and 100% loads
- Any holdback must be released upon substantial completion of our scope of work
- This proposal is subject to credit approval and the financial arrangements have been completed and agreed upon for the payment of the contract price to the satisfaction of Park Paving Ltd and the security thereof.
- This proposal is subject to the Clients insurance and bonding requirements being acceptable.

Terms

- Net 30 days
- Overdue accounts will be subject to a 2% interest charge per month
- The Goods and Services Tax (G.S.T.) shall be invoiced as a separate item based on final contract amount

The following items are not included

- G.S.T. or bonding
- Permits, utility locates, surveying, or testing
- Saw cutting, excavation, milling, removals, landscape restoration, or line painting
- Erosion or sediment controls, traffic control/barricading, or site fencing

If this meets your acceptance please sign and return. Upon receipt by us this proposal becomes a contract subject to the terms and conditions herein.

17

Southview Drainage Investigation

Write a description for your map.



Lac Ste. Anne and Lake Isle Water Quality / Water Level Briefing Note – August 6, 2025

Background

Lac Ste. Anne and Lake Isle are vital freshwater ecosystems in our region. Like many lakes across Alberta, they are facing growing environmental pressure from agricultural and urban runoff, invasive species, and increasingly variable weather patterns—including prolonged dry periods and unseasonal precipitation events.

These lakes are connected by a broader watershed system that includes Devils Lake, Big Lake, and others. The Sturgeon River, which flows through the region, has been federally designated as one of Canada's Top 10 most endangered rivers.

In response, municipalities are aligning around a proactive, coordinated approach. The Lake Isle Lac Ste. Anne Stewardship Society (LILSA)—a trusted non-profit with a strong regional presence—will lead the development of a comprehensive Lake Management Plan. This plan is the first step toward potential long-term solutions, but it must begin with science, data, and collaboration.

This work will be carried out in accordance with provincial regulatory directives and environmental approval processes, ensuring it can be recognized and supported by the Province of Alberta. While this is a municipally-led effort, there is a clear expectation that provincial and federal governments must play a role in enabling solutions and supporting implementation.

LILSA includes formal representation from community members and elected officials of each summer village and municipality and has actively worked with the Alexis Nakota Sioux Nation (ANSN) and local Métis associations on initiatives such as managing invasive species like flowering rush.

Key Messages

- **This is a regionally led initiative guided by provincial compliance.** All actions will follow Alberta's environmental regulations to ensure credibility and enable provincial support.
- **The Province and federal government must play a role in supporting the long-term stewardship of Alberta's lakes and watersheds.** This work sets the foundation for that conversation.

- **No single municipality can do this alone.** Water systems are shared across jurisdictions and must be managed collectively.
- **LILSA is a capable, experienced organization** that has earned the trust of the region and is well-positioned to lead this work.
- **This is a responsible, data-driven approach.** We are not proposing infrastructure; we are building a plan to understand what solutions are appropriate and viable.
- **Indigenous inclusion matters.** The work includes active participation from ANSN and local Métis communities.
- **Delaying action increases long-term risk**—to ecosystems, to regional economies, and to public confidence in local governance.

Draft Motion for Consideration

That [Municipality Name] Council endorse the Lake Isle/Lac Ste. Anne Stewardship Society (LILSA)—an established non-profit organization with a focus on lake stewardship, water quality, and wetland/riparian health—to take the lead in investigating and developing a comprehensive Lake Management Plan for Lac Ste. Anne, Lake Isle, and the surrounding watersheds, including Devils Lake, Big Lake, and other applicable tributaries.

Further, that Council recommend the plan include, at a minimum:

- Strategies for protecting and improving water quality and quantity;
- An assessment of historical and current lake levels; and
- Consideration of the potential need for, and implications of, a water control structure.

And further, that all work undertaken through this initiative be conducted in alignment with applicable provincial regulatory requirements and environmental approval processes.

Next Steps

Please bring this motion forward to your Council. Once passed, LILSA will coordinate next steps, including data collection, stakeholder engagement, and intergovernmental dialogue.



Built Together

Application package



Program and eligibility

PURPOSE

In 2025, Alberta Blue Cross® will award 5 \$50,000 grants; 1 in each of the following regions: Edmonton, Calgary, a secondary city, a rural community and an Indigenous community.

WHAT DO WE FUND?

Built Together funds infrastructure projects that foster active living. Eligible projects must be publicly accessible, free of a membership charge and include, but are not limited to, the following:

- Outdoor gyms.
- Cycling paths.
- Construction or replacement of playgrounds.
- Skate parks.
- Outdoor rinks.

Projects must be publicly accessible and free of a membership charge.

WHO IS ELIGIBLE?

Any Alberta-based and operated community group or organization that is supporting publicly accessible vcan include community leagues, school councils, municipalities and other non-profit organizations.

WHO IS INELIGIBLE?

- Projects that have already received funding through this program (formerly called the Healthy Communities Grant Program).
- Organizations based or operating outside of Alberta.
- Religious or sectarian organizations.
- Projects that are programming specific and not infrastructure specific.
- Political organizations.
- Competitive sports teams and private clubs.
- Contract fundraisers or lobbyists.
- Infrastructure projects that are not open to the public.
- Infrastructure projects that require a fee to access.

What to include in your application

A COMPREHENSIVE PROJECT PLAN

Using the template on pages 4 through 7, please provide the following information:

- Your story.
- Relevant research.
- Information about the area.
- Outcomes.
- Timelines.
- Photos and blueprints.

DEMOGRAPHIC INFORMATION

Only applicable for projects located in Edmonton or Calgary

In the application form on page 3, please provide the neighbourhood demographic information in which your project would be located. This information can be found at [AreaVibes](#).

PROJECT FINANCIALS

Using the template on pages 8 through 9 please provide:

- Expenses.
- Income (actuals).
- Income (pending).
- Income (outstanding).

3 LETTERS OF COMMUNITY SUPPORT

The key purpose of the letters of reference are to attest to the role of your organization in the community, the intent of the project and how it will support active living in your community.

These letters should come from people who have a direct connection to your project. This could include, but is not limited to, parents, community members, teachers, principals, police officers and any person directly involved in the community. Consider adding a fourth letter from a community member who will benefit from the project.

Application deadline

September 22, 2025 at 11:59 p.m. Applications received after the deadline will not be considered.

Submitting your application

Applications should be submitted via email to **BuiltTogether@ab.bluecross.ca**. If you do not have access to email, mail applications to

**Alberta Blue Cross
Community Impact
10009 108 Street
Edmonton, Alberta
T5J 3C5**

Please ensure your application is complete and includes all requested information before submitting.

Successful applicants will be notified by **December 31, 2025**.

Need more help?

More information on Built Together and filling out the application can be found in our [frequently asked questions](#).

Application form

ORGANIZATION NAME

CONTACT DETAILS

Please provide the best contact information for your organization so we may contact you about this application as needed.

Contact person	Contact title		
Email	Phone	Alternate phone (optional)	
Address	City	Province	Postal code

PROJECT DETAILS

Name of project			
Address of proposed location	City	Province	Postal code

For Edmonton- or Calgary-based projects only:	Neighbourhood name	Average median household income
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[Click here for neighbourhood information.](#)

What is the project type?	Who is the targeted demographic for this project?
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Are you affiliated with a religious or political organization?	Where did you hear about Built Together?
Yes No	

Have you spoken to anyone at Alberta Blue Cross about this application?	
Yes. If so, please provide a name	No

Has your organization/group applied for this grant before (formerly under the name of Healthy Communities Grant Program)?	
Yes. If so, please provide a name	No

Is your group or organization active on social media? If so, please provide handles and platforms you are active on (for example, Instagram—@AlbertaBlueCross).

X: @	Facebook:	Instagram: @
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If you are successful in receiving a Built Together grant, are you willing to provide recognition and permanent acknowledgement to Alberta Blue Cross?

Yes No

Comprehensive project plan

If you already have a comprehensive project plan, please attach it to your email when you submit your application form. Please ensure it includes all the information asked for below.

Your story

Tell us your story. Who is filling out the application (a community group, a school board, etc.)? Why are you applying for this grant? How will it support active living. What impact will the project have on your community? Who will use this project? What measures are being included to ensure the project is inclusive?

Please use the space below or attach your typed response to your application.

☐ Check here if you have provided additional information or have typed and attached your story.

Relevant research

Have you conducted any surveys or polls of your community supporting this project? Do you have any other relevant research to share?

☐ Check here if you have provided additional information or have typed and attached your relevant research.

About the area

Describe the current infrastructure (if there is or was any). What other infrastructure that supports active living is available in your community? Please use the space below or attach your typed response to your application.

☐ Check here if you have provided additional information or have typed and attached your about the area.

Outcomes

What are the expected outcomes of this project? How will they be measured?

☐ Check here if you have provided additional information or have typed and attached your outcomes.

Timeline

Please provide a timeline that includes the current status of the project, expected construction start date, expected opening date of the project and any other relevant dates.

☐ Check here if you have provided additional information or have typed and attached your timeline.

Photos

When sending the application, please attach 3 to 5 photos of the proposed site of the infrastructure. You may also include blueprints or pictures of the proposed equipment. If including quotes from builders, please only include relevant information.

Project financials

EXPENSES

What is the total cost of your project? If there are multiple phases, only provide the cost of the phase being applied for. Please provide a detailed account of expected expenses.

Amount	Description
--------	-------------

Grand total

INCOME

Actuals

Please provide a detailed account of all funds that have been secured.

Amount	Description
--------	-------------

Grand total

Project financials

Pending

Amount	Description	Details (when will you know if it's approved, have you applied before and not received it, etc.)
--------	-------------	--

Grand total

Outstanding

Amount	Strategy to make up the difference
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Application checklist

Before you submit, please ensure your application is complete with the items listed below.

A comprehensive project plan

Please provide as much background information as possible including the following:

- ☐ An explanation of why your group is applying.
- ☐ An explanation of how your proposed project will support active living.
- ☐ Expected outcomes of this project and how you will measure its success.
- ☐ The need for the proposed infrastructure.
- ☐ Relevant research.
- ☐ Information on who is anticipated to use the infrastructure.
- ☐ Realistic project timelines.
- ☐ 3 to 5 pictures of space where infrastructure is being proposed.
- ☐ Blueprints and or pictures of proposed project or suggested equipment (optional, 3 to 5 pictures maximum).

Project financials

- ☐ Total project budget.
- ☐ Quotes from builders (if available).
- ☐ A current listing of funds raised to date (if available).
- ☐ List of pending grants (if available).

Letters of reference

- ☐ 3 letters of community support.

Declaration of applicant

Name of applicant _____ Date (YYYY-MM-DD) _____

- ☐ **Required:** I confirm that this application in its entirety is truthful to the best of my knowledge and may be contacted by Alberta Blue Cross® about this application.
- ☐ **Optional:** Email me about any future grant opportunities from Alberta Blue Cross®.



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2a

Summer Village of South View Request for Decision

Prepared for August 19, 2025,
Regular Council Meeting

Lake View Avenue Drainage

This Briefing Note should be read in conjunction with the "Drainage Plan" Request for Decision

Background:

During the Summer of 2024 South View invested significantly to improve the drainage along Lake View Avenue in large part due to address anticipated drainage issues related to development on Lake View Avenue. While the drainage improvements are catching and diverting run-off from the new development, there have been concerns from a few residents that it has not adequately addressed drainage in the area.

It should be noted that this year has seen heavy snowfall late in the season as well as significant rainfall which has led to flash flooding around the summer village.

At the July 2025 Regular Council meeting Council met with Jason Madge (JayMad Contracting) and the following motion was carried:

MOVED by Mayor Benford that Jason Madge (Jaymad Contracting) be requested to present to Council options and quotes to do an overlay or otherwise fix part of Lake View Avenue, between 75 Lake View Avenue and 67 Lake View Avenue, to direct the drainage towards the drainage system on the North side of the road and FURTHER that the location of the road right-of-way in this area be confirmed and FURTHER that the costs be applied to the drainage grant, if possible.

Further, Council requested that Administration also look into cleaning out the ditches in the community to generally improve drainage. This is addressed in a separate Request for Decision.

There are a few things that Council should be aware of.

- The grant that was received to do the road has been closed so no further funds can be expenses to that grant.
- When the drainage improvements were done a survey was done on the upper portion of the road, so we know that the upper portion is in the road right of way, it is only the lower part in question.
- The cost of the survey to determine the boundaries of the road will be \$4,500. Administration has NOT proceeded with this at this time. I wanted to ensure Council was aware of the cost prior to proceeding.
- If we are successful with our ACP grant application, it is anticipated that road surveys will be a part of that project.
- Jason is waiting to hear back regarding the survey prior to putting together some options for Council.

We are not currently aware of the outcomes of the road not being on the Right of Way (ROW). The reason this is being considered is because there may be a significant expense involved in further drainage work and the Summer Village does not want to pay for the work twice, if there should be an issue with the ROW in the future.

Recommendations:

1. That Lake View Avenue Drainage be included in the drainage plan recommended in the Drainage Plan Request for Decision.

Other Options:

1. That administration proceed with the survey and quotes as previously directed.
2. That the discussion be accepted for information.
3. Some other direction as determined by Council.

7.g

Summer Village of South View Request for Decision

Prepared for August 19, 2025,
Regular Council Meeting

Drainage Plan

This Briefing Note should be read in conjunction with the “Lake View Avenue Drainage” Request for Decision

Background:

At the July Council meeting Council asked me to get pricing to clean out the ditches in the summer village, often referred to as a ‘shoulder pull’. I took the opportunity to discuss this with Jason Madge (JayMad Contracting) when we were discussing Lake View Avenue Drainage. I asked him his thoughts and who I should look at getting quotes from. During this discussion, it became apparent that Council may want to consider a more wholistic approach to drainage in the summer village.

In order to have a ‘shoulder pull’ done in the summer village, we will need to identify areas of concern and then determine how much and where debris and sediment should be removed. Council has also often discussed culverts and whether they are appropriately sized through out the summer village. A drainage plan will help us determine what needs to be done and use our resources in the most cost-effective and productive manner possible. Jason has completed a number of drainage plans for summer villages in the area including Birch Cove, West Cove, and Nakamun Park. The summer village completed a drainage improvement study in 2006, but it is now outdated.

In order to complete the drainage plan, Jason would shoot elevations throughout the summer village to determine where ditches should be cleaned. He will also look at culverts and make recommendations regarding culvert sizing. Then, he will put together some cost estimates to do the work. Once this assessment is completed, he will provide a report that will outline problem areas and prioritize them for future work.

Council could choose to include Lake View Avenue drainage in this plan or deal with it separately or not at all.

Finally, Council is aware of concerns from the previous development officer regarding the lack of drainage easement between 102 Avenue and 101 Avenue, notably for lots 9917 to 9957 102 Avenue. The new development officer has expressed similar concerns. Addressing this issue would ensure that development on these lots doesn’t lead to water draining directly onto adjacent lots and ensure compliance with various rules and regulations.

Financial Implications:

Jason has provided an estimate of \$19,000 to complete the drainage plan but this does not include Lake View Avenue or the drainage easement behind 102 Ave. The drainage plan, once completed, will include cost estimates to complete the work.

32

Heather has confirmed that studies and plans related to capital infrastructure are eligible under LGFF, so we are able to apply for a capital grant to complete this plan. From there, we can apply for grants to implement the plan either all at once or in stages.

In the 5-year capital plan, Council has allocated \$50,000 in both 2027 and 2028 to drainage.

Next Steps:

Council should consider if a drainage plan is appropriate and if so, should the plan include:

1. Just the ditches and culverts;
2. An easement and work between 102 Avenue and 101 Avenue;
3. Lake View Avenue drainage improvements;
4. Anything else.

Council should also consider if they would like to solicit additional quotes for the plan.

Recommendations:

1. That Council proceed with a capital grant application for a drainage plan to include_____.
2. That Council authorize Jason Madge (Jaymad Contracting) to complete the drainage plan to include_____.

Other Options:

1. That administration attempt to obtain _____ additional quotes for the drainage plan.
2. That the summer village proceed with obtaining quotes for a shoulder pull in the following locations:_____.
3. That the discussion be accepted for information.
4. Some other direction as determined by Council.

8.a

Analysis: INCOME REPORT - SOUTH VIEW

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Description		2025 BUDGET	2025 ACTUAL	VARIANCE
INCOME REPORT	SOUTH VIEW	(1)	(2)	(3)
Period 1: -	Begin	01Jan2025	01Jan2025	01Jan2025
	End	31Dec2025	31Jul2025	31Dec2025
	Type	B	A	B
(less)	Begin	000000000	000000000	01Jan2025
Period 2: -	End	000000000	000000000	31Jul2025
	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	1,633.75	866.25
INVESTMENT INCOME (INTEREST)		5,500.00	3,047.29	2,452.71
GRANT (MSI-O)\(LGFF-OP)		11,784.00	11,784.00	0.00
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	2,815.25	2,815.25-
TAX CERTIFICATES		250.00	300.00	50.00-
N.S.F. FEES		0.00	0.00	0.00
FORTIS FRANCHISE FEE (3%)		2,500.00	1,514.20	985.80
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

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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	3,300.00	2,600.00
PROVINCIAL GRANT FCSS	3,665.00	2,749.40	915.60
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	613.29	636.71
DEVELOPMENT PERMITS	1,750.00	1,100.00	650.00
DEVELOPMENT APPEAL	0.00	0.00	0.00
TOTAL REVENUE	469,251.63	329,710.65	139,540.98
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	299,059.78	108,635.22

Analysis: EXPENSE REPORT- SOUTH VIEW

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Description		2025 BUDGET	2025 ACTUAL	VARIANCE
EXPENSE REPORT- SOUTH VIEW		(1)	(2)	(3)
Period 1: -	Begin	01Jan2025	01Jan2025	01Jan2025
	End	31Dec2025	31Jul2025	31Dec2025
	Type	B	A	B
(less)	Begin	000000000	000000000	01Jan2025
Period 2: -	End	000000000	000000000	31Jul2025
	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	2,387.14	1,262.86
MEETING FEES		10,000.00	4,625.00	5,375.00
MONTHLY REIMB (\$240\MONTH)		8,640.00	4,800.00	3,840.00
TRAVEL & SUBSISTENCE		6,250.00	2,860.61	3,389.39
SVLSACE COMMITTEE FEES		625.00	626.45	1.45-
PUBLIC RELATIONS & PROMO		500.00	0.00	500.00
COUNCIL EMAILS		255.00	269.97	14.97-
INTEGRITY COMMISSIONER		1,061.00	530.50	530.50
TOTAL		30,981.00	16,099.67	14,881.33
ADMINISTRATION				
ELECTION & CENSUS		5,000.00	4,177.02	822.98
ADMINISTRATOR CONTRACT		61,594.00	35,734.59	25,859.41
ADMIN ADDITIONAL WORK (MAP)		1,500.00	170.00	1,330.00
ADMIN DEVELOPMENT		1,000.00	375.00	625.00
WCB		550.00	663.02	113.02-
TRAVEL & SUBSISTANCE		2,300.00	589.88	1,710.12
POSTAGE\PHONE\STORAGE		4,600.00	2,744.26	1,855.74
ADVERTISING & PRINTING		2,850.00	1,205.52	1,644.48
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	4,380.00	1,460.00
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	49.00	51.00
LAND TITLE CHARGES		50.00	10.00	40.00
TAX REBATES\CANCELLATIONS		0.00	0.00	0.00
INTEGRITY COMMISSIONER		0.00	0.00	0.00
TOTAL		105,413.00	66,511.29	38,901.71
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

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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	7,997.82	7,202.18
WAGES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
TOTAL	28,750.00	19,615.32	9,134.68
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	5,757.50	2,642.50
LARGE BIN (EVERY 3 YEARS)	0.00	0.00	0.00
COMMISSION (HWY 43)	0.00	0.00	0.00
TOTAL	8,400.00	5,757.50	2,642.50
PLANNING & DEVELOPMENT			
D.O. CONTRACT (ANNUAL)	9,070.00	4,657.50	4,412.50
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	6,018.00	6,173.00
LIBRARIES			
LIBRARY (YRL)	342.00	342.00	0.00
TOTAL	342.00	342.00	0.00
FAMILY & COMMUNITY SUPPORT SER			
FCSS (\$3,727) (\$657 ADMIN)	4,583.00	2,378.75	2,204.25
FCSS	0.00	0.00	0.00
TOTAL	4,583.00	2,378.75	2,204.25
RECREATION & PARKS			
TREE REMOVAL	4,103.00	4,523.68	420.68-
GRASS CUT\CLEAN UP (2026)	32,000.00	19,277.44	12,722.56
PORTA-POTTY (JUN-OCT)	0.00	0.00	0.00
EQUIP & SUPPLY (FUEL)	750.00	662.15	87.85
WEED INSPECTIONS	330.00	0.00	330.00
LAKE WEED CUTTING (LIAMS)	6,400.00	5,080.00	1,320.00
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

Analysis: EXPENSE REPORT- SOUTH VIEW

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Description	2025 BUDGET	2025 ACTUAL	VARIANCE
TOTAL	44,958.00	30,918.27	14,039.73
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	8,738.22	6,661.78
FIRE INCIDENT RECOVERY	0.00	924.80	924.80
CPO\ENHANCED POLICING	9,800.00	1,527.72	8,272.28
EMERGENCY RELIEF (COVID)	0.00	0.00	0.00
EMERGENCY MANAGEMENT FEES	9,000.00	1,078.35	7,921.65
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	18,609.09	21,864.91
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	500.00	0.00
LAND USE BYLAW REVIEW	8,000.00	0.00	8,000.00
TOTAL	8,500.00	500.00	8,000.00
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	3,055.00	55.00
TOTAL	116,143.00	3,055.00	113,088.00
TOTAL EXPENSES	407,695.00	170,234.35	237,460.65



CHIEF ADMINISTRATIVE OFFICER'S REPORT

August 19, 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

August 19, 2025

- Jun 11 25 Angela has been attending the sessions and working on a draft business case as part of the program.
- Aug 8 25 Module 1 of the program has been completed. The deliverable for module 1 was developing a business case for a climate resilience plan. This business case is Attachment 1 to the August 19, 2025 CAO report.

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. Hotel rooms have been booked for Council and administration.

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.

Discretionary Use Agreements

- 129-2025 MOVED by Councillor Richardson 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 five (5) year term from January 1, 2026 until December 31, 2030 and will continue to be non-transferable.

Addition to Tax Roll

- 130-2025 MOVED by Mayor Benford 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.
- Aug 8 25 This has been completed.

COUNCIL

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

Page 2 of 7

40



CHIEF ADMINISTRATIVE OFFICER'S REPORT

August 19, 2025

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.
- Jul 11 25 CAO completed the online POPA / ATIA Courses and ensure that contact information is up to date.

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.

Fees and Charges Bylaw

- 125-2025 to 128-2025
MOVED by Mayor Benford that Bylaw 257-2025, Fees and Charges Bylaw, be given third and final reading as presented.
- Jul 18 25 This has been signed and filed. The new version has been published on the website.

PUBLIC WORKS

2025 Public Works Projects

- 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.



CHIEF ADMINISTRATIVE OFFICER'S REPORT

August 19, 2025

- 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 were 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.
- Aug 8 25 DARWELL LAGOON COMMISSION has completed the tank inspections in the summer village.

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.
- 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.
- July 18 25 An email was received from Greg Edwards (LSAC) that on Monday July 21, LSAC would be having the culvert replaced under the road to help improve the drainage and there would be a temporary gravel patch over the culvert replacement. No information yet regarding pricing or cost share.
- Aug 12 25 Scope of work, quotes, and a cost share proposal were received from Lac Ste Anne County. This is on the August 19 agenda for a decision.



CHIEF ADMINISTRATIVE OFFICER'S REPORT

August 19, 2025

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.
- 135-2025 MOVED by Deputy Mayor Ward that an additional, smaller, fire level sign be ordered for Hillside Park, along with various road signs as discussed at meeting time and to a maximum expense of \$7000 and FURTHER that the costs be applied to the grant for fire and road signs.
- Jul 18 25 All three fire signs have been installed.

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.
- Jul 31 25 Tree removal was completed and confirmed by Deputy Mayor Ward.

Lake View Avenue Drainage

- 123-2025 MOVED by Mayor Benford that Jason Madge (Jaymad Contracting) be requested to present to Council options and quotes to do an overlay or otherwise fix part of Lake View Avenue, between 75 Lake View Avenue and 67 Lake View Avenue, to direct the drainage towards the drainage system on the North side of the road and FURTHER that we confirm the location of the road right-of-way and FURTHER that the costs be applied to the drainage grant, if possible.



CHIEF ADMINISTRATIVE OFFICER'S REPORT

August 19, 2025

Aug 12 25 A request for decision has been included in the August 19, 2025 meeting package.

Garbage Enclosure Lids

133-2025 MOVED by Mayor Benford that three (3) replacement lids for the summer village garbage bins be ordered and FURTHER that the costs be applied to the garbage enclosure grant, if possible.

Aug 11 25 Three replacement lids have been ordered and were shipped on August 11, 2025.

2. Administration Meetings and Other Engagements

- i) Access to Information for Public Bodies (online course), July 11, 2025
- ii) Protection of Privacy (online course), July 11, 2025
- iii) GoA webinar – ATIA / POPA Overview, August 6, 2025
- iv) Incident Command System I-100 Course was completed on August 8, 2025.

3. Reports and Other Items

- i) Assessment Complaint (Attachment 2) – One assessment complaint was filed. The office received the complaint 1 day after the deadline. A preliminary hearing was held with the Local Assessment Review Board (LARB) to determine if the complaint would be heard as it was received after the deadline. The decision of the Board was to dismiss the complaint as it was filed late. The cost for the appeal was \$1848.
- ii) DLC pump out and oil spills – Administration received a complaint from a resident along with a number of videos regarding significant oil spills/leaks on South View Roads, stemming from the trucks that were doing the pump outs and tanks inspection for the DLC line. This was forwarded to the Darwell Lagoon Commission Manager (Brian Hartman) who followed up and ensured that the company responsible cleaned up the mess.
- iii) Development Permits (Attachment 3)
 - a. 02DP2025-01: Accessory Structure (Deck) and Pergola
 - b. 03DP2025-01: Accessory Structure (Garage)
 - c. 04DP2025-01: Accessory Structure (Garage)
 - d. 05DP2025-01: Addition to an existing dwelling
- iv) Safety Codes Council 2024 Annual Internal Review (Attachment 4)

4. Attachments

Attachment 1 Business Case for a Climate Resilience Plan (Climate Resilience Capacity Building Program deliverable)

Attachment 2 LARB Decision



CHIEF ADMINISTRATIVE OFFICER'S REPORT

August 19, 2025

Attachment 3 Redacted Development Permits 02DP2025-01, 03DP2025-01, 04DP2025-01,
05DP2025-01

Attachment 4 Safety Codes Council 2024 Annual Internal Review



Collaborative Learning Stream – Climate Resilience Capacity Building Program

Template: Business Case for a Climate Resilience Plan

Name: Angela Duncan

Community: Summer Village of South View

Date: August 7, 2025

1. BACKGROUND

Summer Villages in Alberta are unique places to visit and own property. The Summer Village of South View has 125 lots, 96 of which are improved. It is a residential community with both full and seasonal residents with no commercial, industrial, or agricultural properties. The summer village relies heavily on residential property taxes, sound fiscal management, and grants to meet the communities needs. Services, including retail, doctors, hospitals, police, etc. are all located within a 45-minute drive from the community. The Summer Village is also a part of a regional emergency management agency. South View elects a Council of 3 people to provide governance to the municipality and has a contracted administration with less than 1 full-time equivalent. Further, climate change and changing weather conditions are not easy topics to broach. There are widely varying opinions in the community regarding the causes and impacts of climate change, leading to challenges in mitigating and addressing the impacts.

The Summer Village of South View has seen an increase in weather and climate related events and issues. Over the past few years this has included:

- Increased heavy rainfall events including flash flooding,
- Severe storms including hail and strong winds,
- Ice storms,
- Wildfires,
- Excessive smoke,
- Excessive heat, and
- Drought.

The Summer Village is already seeing (and paying for!) some of the impacts of these extreme weather events. As a primarily recreational community, the smoke and increasing number of storms with high winds, rainfall, and hail have had a notable impact on the community. The heavy rainfall/flash flooding events have shown weaknesses in the communities' drainage system. It has also led to increases in downed and dangerous trees. The downed and dangerous tree situation is further exacerbated by drought which has increased the number of trees susceptible to storm damage. Changing weather has led to unpredictable water quality and quantity on Isle Lake resulting in increased cyanobacteria (Blue-green algae) blooms, excessive weed growth, proliferation of invasive species, and fish kills. It has also led to challenges with boat launch maintenance and difficulties for people launching their boats. In addition to storms, drought and weather impacting the community, wildfire and smoke have also had an impact. Smoke has kept people indoors and impacted the ability for residents to enjoy their lake properties. Additionally, the increase in wildfires in the area, some coming closer than 25 km to the summer village, have forced the summer village to consider and invest in ways to protect the community from encroaching wildfires. The threat of wildfires has also led to a focus on emergency management, which is challenging considering the summer villages fiscal capacity and distance to emergency responders.



2. STRATEGIC ALIGNMENT

Like many small communities, the Summer Village of South View does not have overarching documented long-term strategic, or business plans and tends to be more reactive than larger municipalities. This is because long-term planning has the potential to consume significant resources, and these plans are often subject to the 4-year election cycle. While their current approach may provide a financial benefit in the short-term, it has the potential to be very expensive in the long-term, particularly in the face of changing climate and weather patterns. However, just because they are not written down, does not mean that the summer village does not have overarching strategies, plans, and goals. Additionally, the summer village develops targeted and short-term plans as needed.

South View is actively working to address the risk of wildfires through FireSmart planning, which has been a municipal priority for a number of years. South View has a wildfire mitigation strategy that was completed in 2015 and is currently in the implementation phase. The community holds an annual FireSmart event where residents are encouraged to clean up their property and bring all vegetative debris to a common site for removal. Additionally, volunteers clean up deadfall and flammable debris from public areas. This is followed by a community BBQ and FireSmart and emergency management education event. In recent years, smoke and extreme weather have had a notable impact on the FireSmart day. The summer village does not have any public indoor meeting areas. Fortunately, South View has a good relationship with a camp inside the community that has a community hall and has been able to partner with them to move events inside. As an outdoor recreation community, South View will need to consider if public indoor spaces will be needed in the future, both in terms of community events, but also in the case of an emergency.

With the increase in heavy precipitation events, flash flooding has increased – leading to damaged private structures, slumping hillsides, pollution in the lake, and increasing sediment and debris in the drainage system. As a result, the summer village should consider developing a new drainage plan to help address this issue. This plan will need to consider not just today's precipitation events but also expected precipitation events over the next decades.

Further, the summer village is applying for grants to complete a core infrastructure study and geographical information system (GIS). This study and GIS will help inform asset management planning. It will also be a cornerstone to our ongoing FireSmart planning, notably by laying the groundwork for a potential firebreak around the community. Of a similar note, South View works to support the Summer Village Regional Emergency Management Program (SVREMP) and align our priorities with theirs.

Changing climate and associated weather patterns are forcing the summer village to consider the impact of weather events on all aspects of municipal operations. From infrastructure design and asset management to community gathering and meeting spaces, changing weather and climate should be a considering in short and long term planning moving forward.

3. PROJECTED CHANGES IN THE CLIMATE

Key Climate projections for the Summer Village of South View include:

- Increasing annual average temperatures from 3.0°C to 4.6°C by 2050, 6.4°C by 2080, and 8.2°C by 2100.
- In addition to increasing average temperature, there will be more very hot days (days above 30°C) and fewer very cold days (days below -30°C). Hot days will increase by 4.9 to 5.8% and cold days will decrease by 3.9 to 4.7% by 2050. With this will also come more heat waves (about 1% increase) and significantly fewer frost days (down 18.3 to 21.6%). It should be noted that temperatures in the prairies are increasing faster than anywhere else in Canada.
- Under a low climate change scenario, South View should see a mild increase in heavy precipitation days (days with 10+mm of precipitation) from 11 to 12.3 days by 2050. Under a high climate change scenario,



South View could see 12 heavy precipitation days, slightly lower than a low climate change scenario. Generally speaking, South View can expect an overall increase in annual precipitation in the future.

- With the anticipated climate changes will come more intense storms including heavy rain, hail, strong winds, electrical storms, and the potential for tornados.

This could have a number of impacts on the Summer Village of South View. Increasing heavy precipitation days could lead to more flash flooding. Many of the benefits of increased precipitation will be counteracted by evaporation due to the increase in annual temperatures and very hot days leading to higher chances of drought. Further, high intensity rainfall doesn't absorb into the ground and is quickly carried away, meaning that in addition to drought, aquifers will not be refilled in the same way. This is important to note for the summer village as it relies heavily on groundwater. Changing precipitation patterns will also change flows in the Sturgeon River and water levels on Isle Lake.

Moreover, South View is likely to see an increase in invasive species and harmful bugs like ticks as the temperature increases. More frequent and stronger storms are more likely to damage infrastructure and private property and create clean-up costs. The summer village is also likely to see an increase in threat from wildfire and will likely have more smoky summers. It is important that the summer village considers changing climate as it plans for the future.

4. BENEFITS OF ACTION

It is not necessary for a community like South View to have a detailed climate action plan, but it is advisable. Regardless, it is important for the summer village to be aware of changing weather patterns and the long-term impacts of climate in its decision making, notably emergency management, infrastructure, recreation, and ground and surface water impacts. This will help ensure that today's investments will be beneficial for both today and in the future. Further, good planning that considers changing climate will reduce costs in the long term, including insurance, operating, emergency management and response, etc. Finally, good planning that considers climate impacts could increase the likelihood of successful grant application now and in the future.

5. REGIONAL EXAMPLES

Although they are the smallest of municipalities, a number of summer villages in Alberta have undertaken climate adaptation plans including the summer villages of Bondiss, Island Lake, and Ghost Lake. Ghost lake has also developed a climate resilient groundwater implementation plan.

6. RECOMMENDATION AND ALTERNATIVES

There are a range of solutions that South View could consider from a full-scale climate adaptation and resilience plan all the way down to simply considering the changing climate when making decisions. I recommend targeted risk assessments and plans based on current concerns and needs, followed by a climate adaptation and resilience plan and a groundwater study and plan.

Currently, South View's largest concerns seem to be flash flooding and risk of wildfire. Addressing these two concerns through a climate lens will help ensure that work done today is cost effective and will reduce costs down the road. To help reduce the risk of flash flooding, the summer village should consider a fulsome drainage plan. The summer village should continue to implement its wildfire mitigation strategy and should review it to ensure it is still relevant. Finally, the summer village should consider applying for any available grants to develop climate and groundwater adaptation and resilience plans.

**Summer Village of South View One-Member Local Assessment Review Board
(LARB)**

Assessment Roll Number: 1094
Property Address: 156 Oscar Wikstrom Drive
Taxation Year: 2025
Assessment Type: Annual

Between:



Complainant

And

**Summer Village of Southview
Travis Horne – Assessor**

Respondent

**DECISION OF
Ray Ralph, Presiding Officer**

Procedural Matters

[1] The Board Member has no bias about these matters.

Preliminary Matters

[2] The sole purpose of the hearing was to decide the validity of the complaint lodged by the Complainant for assessment roll number, 1094, based on a late filing following the *Alberta Municipal Government Act (MGA)* s. 467(2). Therefore, should the complaint be allowed to continue to a merit hearing.

[3] The Board derived its authority to hear these matters as a one-member panel from the *Matters Relating to Assessment Complaints Regulations (MRAC)* s 40 (c).

[4] The Complainant and the Respondent stated that they had no objection to the makeup of the Board.

[5] Both parties through written submission to the Clerk agreed to waive the 15-day notice period and agreed to a preliminary hearing to be held on Monday, July 28th, 2025.

Complainant's Position

[6] The Complainant, in his presentation, said that he had contacted Angela Duncan, CAO for the Summer Village of South View on July 3rd, 2025. She instructed him to contact Travis Horne (Municipal Assessor) about the property tax assessment. The Complainant informed the panel that he had earlier correspondence with the Respondent with no changes to the assessment. The Complainant agreed to send many documents again to support his position that in his opinion that the 2025 assessment was not fair and equitable.

[7] The Complainant informed the panel that he followed up with 2 emails to the Respondent with no response back. On July 17th 2025, the Respondent did reply in an email explaining why he felt the assessment value was fair. The response took 2 weeks which the Complainant felt was excessive and a conceivable way to simply "run out the clock" on the complaint deadline of July 21st, 2025.

[8] The Complainant and his wife were away vacationing in Peter Lougheed Provincial Park on July 17th, 2025, and could not access the internet until after 5:00 PM on July 17th, 2025, to review the email from the Respondent. The Complainant also referred to the fact that they received the response only two business days prior to July 21st, 2025 (final date for filing a complaint).

[9] On July 17th, 2025, the Complainant sent the complete complaint form along with a cheque in the sum of \$50.00 for the cost to file a complaint. Copies of the receipt from Canada Post identified that it was received by Canada Post on July 17th, 2025. The receipt from Canada Post included the wording "After cut-off. Add 1 business day (excluding holidays) to your delivery." The Complainant assumed that the package should arrive on July 21st, 2025, at the Summer Village based on this statement.

See Exhibit D1, page 3, 4 & 5.

Respondent's Position

[10] The Summer Village provided a link to the Complainant by email on July 4th, 2025, to access the complaint form and encouraged him to contact the Summer Village assessor, Travis Horne, and included his contact information.

[11] The Summer Village provided to the ARB Clerk, a copy of the completed complaint form, a \$50.00 cheque, front and back of the addressed envelope and the Xpresspost label with the PO Box 8, Alberta Beach which included the tracking number. All copies presented had a date stamp of July 22nd, 2025 as the receipt date on each document by the Summer Village staff. Also included was a copy of a tracking details from the Canada Post website showing that the package was received by Canada Post on July 17th, 2025, "In Transit" on July 22nd 2025 and expected delivery, "Tomorrow by end of day".

See Exhibit B3, page 5.

Decision

[12] The decision of the Board is to dismiss the complaint as it was filed late, therefore the complaint is invalid.

Reasons for the Decision

[13] The Board reviewed the direction given in legislation concerning assessment complaint deadlines and the information on complaint deadline provided by the Summer Village.

- i. MGA s.461(1)(b) states that a complaint must be filed not later than the complaint deadline.
- ii. MGA s.461: (1.1) states that a complaint filed after the complaint deadline is invalid and therefore cannot be heard by the Assessment Review Board.
- iii. MGA s.284(4) states that in this Part and Parts 11 and 12, "complaint deadline" means 60 days after the notice of assessment date set under section 308.1 or 324(2) (a.1).

[14] The Board examined the 2025 Combined Assessment and Tax Notice issued to the owners of the subject property and finds that the Complaint Deadline of July 21st, 2025, falls 60 days after the Notice of Assessment date.

[15] The Board found that the complaint deadline (July 21st, 2025) was clearly stated on the 2025 Combined Assessment and Tax Notice and that neither party disagreed that July 21st, 2025, was the deadline for assessment complaints.

[16] The Board placed little weight on the time that it took for the package delivered through Canada Post to arrive at the Summer Village office as MGA s.467(2) is clear that an Assessment Review Board must dismiss a complaint that was not made within the proper time.

[17] The Board is satisfied that the Summer Village of South View followed all relevant procedures as laid out in sections of the MGA relating to communicating the complaint filing deadline.

Dated this 1st day of August 2025 at the Town of Devon, Alberta.



ARB Clerk for:

Ray Ralph, Presiding Officer

The decision may be judicially reviewed by the Court of Kings Bench pursuant to Section 470(1) of the Municipal Government Act, RSA 2000, c M-26.

Legislation

MATTERS RELATING TO ASSESSMENT COMPLAINTS REGULATION, 2018, Alberta Regulation 201/2017

One-member local assessment review board panel

34 A one-member local assessment review board panel may hear and decide one or more of the following matters but no other matter:

(c) a procedural matter, including, without limitation, the scheduling of a hearing, the granting or refusal of a postponement or adjournment, an expansion of time and an issue involving the disclosure of evidence

MUNICIPAL GOVERNMENT ACT, Revised Statutes of Alberta 2000 Chapter M-26

Decisions of assessment review board

Complaints

460(1) A person wishing to make a complaint about any assessment or tax must do so in accordance with this section.

(5) A complaint may be about any of the following matters, as shown on an assessment or tax notice:

- (a) the description of a property or business;
- (b) the name and mailing address of an assessed person or taxpayer;
- (c) an assessment;
- (d) an assessment class;
- (e) an assessment sub-class;
- (f) the type of property;
- (g) the type of improvement;
- (h) school support;
- (i) whether the property is assessable;
- (j) whether the property or business is exempt from taxation under Part 10;
- (k) any extent to which the property is exempt from taxation under a bylaw under section 364.1;
- (l) whether the collection of tax on the property is deferred under a bylaw under section 364.1.

(9) A complaint under subsection (5) must

- (a) indicate what information shown on an assessment notice or tax notice is incorrect,
- (b) explain in what respect that information is incorrect,
- (c) indicate what the correct information is, and
- (d) identify the requested assessed value, if the complaint relates to an assessment.

467(2) An assessment review board must dismiss a complaint that was not made within the proper time or that does not comply with section 460(9).

Exhibits

- A Summary

- B Introduction
 - B1 Assessment Notice

 - B2 Complaint Form

 - B3 Email – SV Office to Clerk 22 JUL 2025
 - PDF Envelope page 3-4
 - PDF Canada Post Tracking page 5

- C Consent to Waive 15 Day Notice Period – Prelim Hearing

- D Complainant Disclosure: Re Prelim
 - D1 Email Complainant to Clerk 22 JUL 2025
 - PDF Canada Post Receipt 1 page 3
 - PDF Canada Post Receipt 2 page 4
 - PDF Canada Post Receipt 3 page 5

 - D2 Email Complainant & Respondent Correspondence – 2 JUL to 17 JUL 2025



Development Permit 01DP2025-01

Summer Village of South View

PO Box 8

Alberta Beach, Alberta T0E 1V0

Development Officer: (780) 994-1883

Administration: (780) 967-0271

Email: development@summervillageofsouthview.com

July 28th, 2025

[REDACTED]

Re: Development Permit No. 01DP2025-01
Lot: 2, Block: 8, Plan: 4187
38 Lake Street
"R1" - Residential

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for construction of a new second **ACCESSORY STRUCTURE (17.84 M2 DECK) AND ACCESSORY STRUCTURE (18.58 m2)** subject to the following Ten (10) conditions:

1. A This Development Permit is issued subject to the following minimum yard setbacks:
 - i. South (Side) \geq to 1.5 Metres
 - ii. North (Side) \geq to 1.5 Metres
 - iii. West (Front) \geq to 7.6 Metres
 - iv. East (Rear) \geq to 1.5 Metres
2. The development shall be located and constructed in accordance with the Site Plan, provided by the applicant, and which forms a part of this approval.
3. All municipal taxes have been paid or are current with the Summer Village of South View.
4. The applicant shall be financially responsible during the development of any damage caused by the applicant or contractors to any public or private property.
5. The applicant shall display the enclosed Public Notice in a conspicuous place on the subject property for no less than twenty-one (21) days after the permit's decision date.
6. The applicant shall complete the property's grading to ensure that all surface runoffs do not discharge from the site onto adjacent lands.

7. No person shall keep or permit to be kept in any part of a yard any excavation, storage, or piling of materials required during construction unless all safety measures are undertaken. The property owners shall assume full responsibility to ensure the situation does not prevail longer than necessary to complete construction.
8. The applicant shall control the dust or other nuisance that would negatively affect the adjacent properties or the adjacent property owner(s) to the Development Officer's satisfaction.
9. The site shall be maintained in a clean and tidy condition during the construction of the accessory structure. Receptacle for control and disposal of rubbish must be provided and regularly maintained.
10. This approval is valid for twelve (12) months from the effective date. If work does not commence within twelve (12) months a new development permit approval may be required.

Date Application Deemed Complete	<u>June 18th, 2025</u>
Date of Decision	<u>July 28th, 2025</u>
Effective Date of Development Permit	<u>August 25th, 2025</u>

Please contact the Development Officer at (780) 994-1883 if you have questions regarding this approval.



Paul Hanlan RPP MCIP CMML
Development Officer

cc: Angela Duncan (CAO) Summer Village of South View (property file)

NOTE:

An appeal of any of the conditions of this approval may be made to the Subdivision and Development Appeal Board (SDAB) by serving an appeal to the Secretary of the SDAB. Any appeal must be forwarded in writing (accompanied by the \$150.00 plus GST, Appeal Fee), stating the grounds for the appeal and may be directed by fax, mail, or delivered personally to the Secretary, **so as to be received no later than August 22nd, 2025.**

Secretary of the Subdivision and Development Appeal Board
PO Box 8, Alberta Beach, Alberta T0E 1V0

NOTES:

- 1 Any development or activity commenced prior to the expiry of the appeal period is done so entirely at the applicants' risk.
- 2 This Permit approval authorization is for development under the Village of Alberta Beach Land Use Bylaw. The applicant is responsible for obtaining any and all licenses and/or approvals that may be required prior to commencing any development from Provincial and/or Federal Departments or Agencies, which may include, but not limited to:
 - Alberta Environment and Parks for any development within 30 metres of a wetland and watercourse;

- Alberta Energy Regulator related to natural gas lines, pipelines, and power lines located on the lands; and
 - Alberta Utilities and Telecommunications related to telephone lines and utility services located on the lands.
- 3 The applicant is reminded that compliance with this approval requires adherence with all approval conditions attached hereto.
 - 4 The development permit is valid for twelve (12) months from the Effective Date. If the development or activity has not been substantially commenced upon expiry, this permit shall be deemed expired (null and void) unless the applicant has secured an extension from the approval authority.
 - 5 This is NOT A BUILDING PERMIT and where required by any regulation, all necessary Code Permits shall be secured separately.

Required Safety Codes AND Compliance Monitoring

The Inspections Group Inc.

Phone: (780) 454-5048

Toll Free: 1 (866) 554-5048

Fax: 1 (866) 454-5222

Email: questions@inspectionsgroup.com

www.inspectionsgroup.com

PLEASE NOTE: Failure to secure, and adhere to, Safety Codes Permits may result in legal action, and correction of unpermitted construction, including the to the demolition of activities completed without issued permits. **Don't forget your permits and call for all inspections.**

REMEMBER – CALL BEFORE YOU DIG!

ALBERTA FIRST CALL

Phone: 1 (800) 242-3447

Website: www.albertaonecall.com



Development Permit 01DP2025-01

Summer Village of South View

PO Box 8

Alberta Beach, Alberta T0E 1V0

Development Officer: (780) 994-1883

Administration: (780) 967-0271

Email: development@summervillageofsouthview.com

PUBLIC NOTICE

Development Permit 01DP2025-01

ACCESSORY STRUCTURES

“2ND Deck (17.84m²) AND Pergola (18.58m²)”

note that the Development Officer **CONDITIONALLY APPROVED** Development Permit Number 01DP2025-01 **on July 28th, 2025**, for the construction of new Accessory Structures on the property **located at 38 Lake Street**.

If you have any questions regarding this decision, please contact the Development Officer directly at (780) 994-1883.



Development Permit 03DP2025-01

Summer Village of South View

PO Box 8

Alberta Beach, Alberta T0E 1V0

Development Officer: (780) 994-1883

Administration: (780) 967-0271

Email: development@summervillageofsouthview.com

July 31st, 2025

Re: Development Permit No. 03DP2025-01
Lot: 21, Block: 5, Plan: 3767MC
9981 102nd Avenue
"R1" - Residential

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for relocation of a new **ACCESSORY STRUCTURE (GARAGE) 26.76 M2 (288 FT2)** subject to the following Thirteen (13) conditions:

1. This Development Permit is issued subject to the following minimum yard setbacks:
 - i. South (REAR) \geq to 3.0 Metres
 - ii. North (FRONT) \geq to 8.0 Metres
 - iii. East (SIDE) \geq to 1.2 Metres
 - iv. West (SIDE) \geq to 1.2 Metres
2. The development shall be located and constructed in accordance with the Site Plan provided by the applicant, and which forms a part of this approval.
3. All municipal taxes have been paid or are current with the Summer Village of South View.
4. The applicant shall be financially responsible during the development of any damage caused by the applicant or contractors to any public or private property.
5. The applicant shall display the enclosed Public Notice in a conspicuous place on the subject property for no less than twenty-one (21) days after the permit's decision date.
6. The height of the Accessory Structure (Garage) shall not exceed 5.0 m (16 ft.) from grade.

7. Positive grading away from the structure is required to ensure proper drainage.
8. The applicant shall complete the property's grading to ensure that all surface runoffs do not discharge from the site onto adjacent lands.
9. No person shall keep or permit to be kept in any part of a yard any excavation, storage, or piling of materials required during construction unless all safety measures are undertaken. The property owners shall assume full responsibility to ensure the situation does not prevail longer than necessary to complete construction.
10. The applicant shall control the dust or other nuisance that would negatively affect the adjacent properties or the adjacent property owner(s) to the Development Officer's satisfaction.
11. The site shall be maintained in a clean and tidy condition during the construction of the accessory building. Receptacle for control and disposal of rubbish must be provided and regularly maintained.
12. The applicant shall prevent excess soil or debris related to the construction from spilling onto the public roadways and shall not place soil or any other material on adjacent properties without permission in writing from the adjacent property owner(s).
13. This approval is valid for twelve (12) months from the effective date. If work does not commence within twelve (12) months a new development permit approval may be required.

Date Application Deemed Complete	<u>July 31st, 2025</u>
Date of Decision	<u>July 31st, 2025</u>
Effective Date of Development Permit	<u>August 28th, 2025</u>

Please contact the Development Officer at (780) 994-1883 if you have questions regarding this approval.



Paul Hanlan RPP MCIP CMML
Development Officer

cc: Angela Duncan (CAO) Summer Village of South View (property file)

NOTE:

An appeal of any of the conditions of this approval may be made to the Subdivision and Development Appeal Board (SDAB) by serving an appeal to the Secretary of the SDAB. Any appeal must be forwarded in writing (accompanied by the \$150.00 plus GST, Appeal Fee), stating the grounds for the appeal and may be directed by fax, mail, or delivered personally to the Secretary, **so as to be received no later than August 27th, 2025.**

Secretary of the Subdivision and Development Appeal Board
PO Box 8, Alberta Beach, Alberta T0E 1V0

NOTES:

- 1 Any development or activity commenced prior to the expiry of the appeal period is done so entirely at the applicants' risk.
- 2 This Permit approval authorization is for development under the Village of Alberta Beach Land Use Bylaw. The applicant is responsible for obtaining any and all licenses and/or approvals that may be required prior to commencing any development from Provincial and/or Federal Departments or Agencies, which may include, but not limited to:
 - Alberta Environment and Parks for any development within 30 metres of a wetland and watercourse;
 - Alberta Energy Regulator related to natural gas lines, pipelines, and power lines located on the lands; and
 - Alberta Utilities and Telecommunications related to telephone lines and utility services located on the lands.
- 3 The applicant is reminded that compliance with this approval requires adherence with all approval conditions attached hereto.
- 4 The development permit is valid for twelve (12) months from the Effective Date. If the development or activity has not been substantially commenced upon expiry, this permit shall be deemed expired (null and void) unless the applicant has secured an extension from the approval authority.
- 5 This is NOT A BUILDING PERMIT and where required by any regulation, all necessary Code Permits shall be secured separately.

Required Safety Codes AND Compliance Monitoring

PLEASE NOTE: Failure to secure, and adhere to, Safety Codes Permits may result in legal action, and correction of unpermitted construction, including the to the demolition of activities completed without issued permits. **Don't forget your permits and call for all inspection**

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Development Permit 03DP2025-01

Summer Village of South View

PO Box 8

Alberta Beach, Alberta T0E 1V0

Development Officer: (780) 994-1883

Administration: (780) 967-0271

Email: development@summervillageofsouthview.com

PUBLIC NOTICE

Development Permit 03DP2025-01

ACCESSORY STRUCTURE

“Relocated Garage 26.76 M2 (288 FT2)”

Note that the Development Officer **CONDITIONALLY APPROVED** Development Permit Number 03DP2025-01 on **July 31st, 2025**, for the relocation of new Accessory Structure on the property **located at 9981 102nd Avenue**.

If you have any questions regarding this decision, please contact the Development Officer directly at (780) 994-1883.



Development Permit 04DP2025-01

Summer Village of South View

PO Box 8

Alberta Beach, Alberta T0E 1V0

Development Officer: (780) 994-1883

Administration: (780) 967-0271

Email: development@summervillageofsouthview.com

August 13th, 2025



Re: Development Permit No. 04DP2025-01
Lots: 7 and 8, Block: 6, Plan: 4116 MC
58 Lakeview Avenue
"R1" - Residential

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for relocation of a new **ACCESSORY STRUCTURE (GARAGE) 66.9 M2 (720 FT2)** subject to the following Fifteen (15) conditions:

1. This Development Permit is issued subject to the following minimum yard setbacks:
 - i. South (REAR) \geq to 3.0 Metres
 - ii. North (FRONT) \geq to 8.0 Metres
 - iii. East (SIDE) \geq to 1.2 Metres
 - iv. West (SIDE) \geq to 1.2 Metres
2. The development shall be constructed in accordance with the Site Plan provided by the applicant, and which forms a part of this approval.
3. All municipal taxes have been paid or are current with the Summer Village of South View.
4. The applicant shall be financially responsible during the development of any damage caused by the applicant or contractors to any public or private property.
5. The applicant shall display the enclosed Public Notice in a conspicuous place on the subject property for no less than twenty-one (21) days after the permit's decision date.
6. The two titled properties (lots 7 and 8) shall be consolidated to the satisfaction of the Summer Village and registered with Alberta Land Titles prior to December 31st, 2025.

7. The height of the Accessory Structure (Garage) shall not exceed 9.0 m (29.8 ft.) or the height of the principal dwelling (whichever is less) as measured from grade.
8. Positive grading away from the structure is required to ensure proper drainage.
9. The applicant shall complete the property's grading to ensure that all surface runoffs do not discharge from the site onto adjacent private properties.
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 construction unless all safety measures are undertaken. The property owners shall assume full responsibility to ensure the situation does not prevail longer than necessary to complete construction.
11. The applicant shall control the dust or other nuisance that would negatively affect the adjacent properties or the adjacent property owner(s) to the Development Officer's satisfaction.
12. The site shall be maintained in a clean and tidy condition during the construction of the accessory building. Receptacle for control and disposal of rubbish must be provided and regularly maintained.
13. The applicant shall prevent excess soil or debris related to the construction from spilling onto the public roadways and shall not place soil or any other material on adjacent properties without permission in writing from the adjacent property owner(s).
14. This approval is valid for twelve (12) months from the effective date. If work does not commence within twelve (12) months a new development permit approval may be required.

Date Application Deemed Complete	<u>July 27th, 2025</u>
Date of Decision	<u>August 13th, 2025</u>
Effective Date of Development Permit	<u>September 10th, 2025</u>

Please contact the Development Officer at (780) 994-1883 if you have questions regarding this approval.



Paul Hanlan RPP MCIP CMMML
Development Officer

cc: Angela Duncan (CAO) Summer Village of South View (property file)

NOTE:

An appeal of any of the conditions of this approval may be made to the Subdivision and Development Appeal Board (SDAB) by serving an appeal to the Secretary of the SDAB. Any appeal must be forwarded in writing (accompanied by the \$1,250.00 plus GST, Appeal Fee), stating the grounds for the appeal and may be directed by fax, mail, or delivered personally to the Secretary, **so as to be received no later than September 9th, 2025.**

Secretary of the Subdivision and Development Appeal Board
PO Box 8, Alberta Beach, Alberta T0E 1V0

NOTES:

- 1 **Any development or activity commenced prior to the expiry of the appeal period is done so entirely at the applicants' risk.**
- 2 This Permit approval authorization is for development under the Summer Village of South View Land Use Bylaw. The applicant is responsible for obtaining any and all licenses and/or approvals that may be required prior to commencing any development from Provincial and/or Federal Departments or Agencies, which may include, but not limited to:
 - Alberta Environment and Parks for any development within 30 metres of a wetland and watercourse;
 - Alberta Energy Regulator related to natural gas lines, pipelines, and power lines located on the lands; and
 - Alberta Utilities and Telecommunications related to telephone lines and utility services located on the lands.
- 3 The applicant is reminded that compliance with this approval requires adherence with all approval conditions attached hereto.
- 4 The development permit is valid for twelve (12) months from the Effective Date. If the development or activity has not been substantially commenced upon expiry, this permit shall be deemed expired (null and void) unless the applicant has secured an extension from the approval authority.
- 5 This is NOT A BUILDING PERMIT and where required by any regulation, all necessary Code Permits shall be secured separately.

Required Safety Codes AND Compliance Monitoring

PLEASE NOTE: Failure to secure, and adhere to, Safety Codes Permits may result in legal action, and correction of unpermitted construction, including the to the demolition of activities completed without

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issued permits. Don't forget your permits and call for all inspection

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Website: www.albertaonecall.com

63



Development Permit 04DP2025-01

Summer Village of South View

PO Box 8

Alberta Beach, Alberta T0E 1V0

Development Officer: (780) 994-1883

Administration: (780) 967-0271

Email: development@summervillageofsouthview.com

PUBLIC NOTICE

Development Permit 04DP2025-01

ACCESSORY STRUCTURE

“Garage 66.9 M² (720 FT²)”

Note that the Development Officer **CONDITIONALLY APPROVED** Development Permit Number 04DP2025-01 on **August 13th, 2025**, for the construction of new Accessory Structure on the property **located at 58 Lakeview Avenue**.

If you have any questions regarding this decision, please contact the Development Officer directly at (780) 994-1883.



Development Permit 05DP2025-01

Summer Village of South View

PO Box 8

Alberta Beach, Alberta T0E 1V0

Development Officer: (780) 994-1883

Administration: (780) 967-0271

Email: development@summervillageofsouthview.com

August 13th, 2025

[REDACTED]

Re: Development Permit No. 05DP2025-01
Lot: 5 Block: 3, Plan: 6656 MC
102 Lakeview Avenue
"R1" - Residential

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for construction of a **7.43 M2 (80 FT2) ADDITION TO AN EXISTING DWELLING** subject to the following Thirteen (13) conditions:

1. This Development Permit is issued subject to the following minimum yard setbacks:
 - i. South (REAR) \geq to 3.0 Metres
 - ii. North (FRONT) \geq to 8.0 Metres
 - iii. East (SIDE) \geq to 1.2 Metres
 - iv. West (SIDE) \geq to 1.2 Metres
2. The development shall be constructed in accordance with the Site Plan provided by the applicant, and which forms a part of this approval.
3. The development shall be constructed in accordance with the Floor Plan and Elevations provided by the applicant, and which forms a part of this approval.
4. All municipal taxes have been paid or are current with the Summer Village of South View.
5. The applicant shall be financially responsible during the development of any damage caused by the applicant or contractors to any public or private property.
6. The applicant shall display the enclosed Public Notice in a conspicuous place on the subject property for no less than twenty-one (21) days after the permit's decision date.

7. Positive grading away from the structure is required to ensure proper drainage.
8. The applicant shall complete the property's grading to ensure that all surface runoffs do not discharge from the site onto adjacent private properties.
9. No person shall keep or permit to be kept in any part of a yard any excavation, storage, or piling of materials required during construction unless all safety measures are undertaken. The property owners shall assume full responsibility to ensure the situation does not prevail longer than necessary to complete construction.
10. The applicant shall control the dust or other nuisance that would negatively affect the adjacent properties or the adjacent property owner(s) to the Development Officer's satisfaction.
11. The site shall be maintained in a clean and tidy condition during the construction of the accessory building. Receptacle for control and disposal of rubbish must be provided and regularly maintained.
12. The applicant shall prevent excess soil or debris related to the construction from spilling onto the public roadways and shall not place soil or any other material on adjacent properties without permission in writing from the adjacent property owner(s).
13. This approval is valid for twelve (12) months from the effective date. If work does not commence within twelve (12) months a new development permit approval may be required.

Date Application Deemed Complete	<u>July 27th, 2025</u>
Date of Decision	<u>August 13th, 2025</u>
Effective Date of Development Permit	<u>September 10th, 2025</u>

Please contact the Development Officer at (780) 994-1883 if you have questions regarding this approval.



Paul Hanlan RPP MCIP CMML
Development Officer

cc: Angela Duncan (CAO) Summer Village of South View (property file)

NOTE:

An appeal of any of the conditions of this approval may be made to the Subdivision and Development Appeal Board (SDAB) by serving an appeal to the Secretary of the SDAB. Any appeal must be forwarded in writing (accompanied by the \$1,250.00 plus GST, Appeal Fee), stating the grounds for the appeal and may be directed by fax, mail, or delivered personally to the Secretary, **so as to be received no later than September 9th, 2025.**

Secretary of the Subdivision and Development Appeal Board
PO Box 8, Alberta Beach, Alberta T0E 1V0

NOTES:

- 1 Any development or activity commenced prior to the expiry of the appeal period is done so entirely at the applicants' risk.
- 2 This Permit approval authorization is for development under the Summer Village of South View Land Use Bylaw. The applicant is responsible for obtaining any and all licenses and/or approvals that may be required prior to commencing any development from Provincial and/or Federal Departments or Agencies, which may include, but not limited to:
 - Alberta Environment and Parks for any development within 30 metres of a wetland and watercourse;
 - Alberta Energy Regulator related to natural gas lines, pipelines, and power lines located on the lands; and
 - Alberta Utilities and Telecommunications related to telephone lines and utility services located on the lands.
- 3 The applicant is reminded that compliance with this approval requires adherence with all approval conditions attached hereto.
- 4 The development permit is valid for twelve (12) months from the Effective Date. If the development or activity has not been substantially commenced upon expiry, this permit shall be deemed expired (null and void) unless the applicant has secured an extension from the approval authority.
- 5 This is NOT A BUILDING PERMIT and where required by any regulation, all necessary Code Permits shall be secured separately.

Required Safety Codes AND Compliance Monitoring

PLEASE NOTE: Failure to secure, and adhere to, Safety Codes Permits may result in legal action, and correction of unpermitted construction, including the to the demolition of activities completed without issued permits. **Don't forget your permits and call for all inspection**

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Development Permit 05DP2025-01

Summer Village of South View

PO Box 8

Alberta Beach, Alberta T0E 1V0

Development Officer: (780) 994-1883

Administration: (780) 967-0271

Email: development@summervillageofsouthview.com

PUBLIC NOTICE

Development Permit 05DP2025-01

ADDITION TO EXISTING DWELLING

“7.43 M2 (80 FT2) IN AREA”

Note that the Development Officer **CONDITIONALLY APPROVED** Development Permit Number 05DP2025-01 on **August 13th, 2025**, for the construction of a residential addition to the property **located at 102 Lakeview Avenue**.

If you have any questions regarding this decision, please contact the Development Officer directly at (780) 994-1883.

2024

Annual Internal Review

Accredited Municipality

Summer Village of South View



2024- Municipal Accreditation

Accreditation Information

Accreditation ID: M000305
 Municipal Name: Summer Village of South View
 Population Size: 67
 Municipal Type: Municipality
 Accredited Disciplines: Building, Electrical, Gas, Plumbing
 Application Disciplines: Building, Electrical, Gas, Plumbing

QMP Information

QMP	Disciplines Covered	QMP Approved Date	QMP Manager Name (First name , Last name)	QMP Manager Job Title
293	Gas, Building, Electrical, Plumbing	2019-09-20	Victoria Message	Admin Assistant

Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued		1	1			2
Permits Closed	3	8	3	1		15
Permits Open	4	3	3	1	1	12
Inspection Completed	1	1				2
Orders Issued						
Orders Closed						
Orders Outstanding						
Variances Issued						

QMP Administration

a.	Are the contacts listed on Council Connect for your organization current?	Yes
b.	Is an accredited agency under contract to provide safety codes services?	Yes
c.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other	Services Type	Contract Start Date
A000202-The Inspections Group Inc.	Yes	Yes	Yes	Yes	Yes	45	55		Both	2024-06-15

Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	Yes
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes
iv.	Agency contracts are current and up-to-date.	Yes
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
1. A000202-The Inspections Group Inc.				
a. Overall satisfaction.		Yes		
b. Delivery of permit services.		Yes		
c. Delivery of inspection services.		Yes		
d. Timeliness and responsiveness of service delivery.		Yes		
e. Competency and knowledge of SCOs.		Yes		
f. Actions taken to improve the delivery of safety codes services.		Yes		
g. Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.		Yes		

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

File Information

Discipline: Private Sewage	Permit Issue Date:	Permit Closure Date:
Issuing Organization:		
Permit Issuer:	DOP Number:	
Inspecting Organization:		
Inspecting SCO:	DOP Number:	
<hr/>		
Discipline: Gas	Permit Issue Date: 2024-08-30	Permit Closure Date: 2024-11-27
Issuing Organization: The Inspections Group		
Permit Issuer: Monica Hill	DOP Number: P10224	
Inspecting Organization: The Inspections Group		
Inspecting SCO: Matt Kendall	DOP Number: D10981	



Discipline: Electrical **Permit Issue Date:** 2024-05-22 **Permit Closure Date:** 2024-12-13
Issuing Organization: The Inspections Group
Permit Issuer: Ashley Barnes **DOP Number:** P10003
Inspecting Organization: The Inspections Group
Inspecting SCO: Kirk Rideout **DOP Number:** D10983

Discipline: Plumbing **Permit Issue Date:** 2023-10-05 **Permit Closure Date:** 2024-05-22
Issuing Organization: The Inspections Group
Permit Issuer: Monica Hill **DOP Number:** P10224
Inspecting Organization: The Inspections Group
Inspecting SCO: Bernie Fox **DOP Number:** D10781

Discipline: Building **Permit Issue Date:** 2024-09-27 **Permit Closure Date:** 2024-10-16
Issuing Organization: The Inspections Group
Permit Issuer: Mo Al Hattab **DOP Number:** P10783
Inspecting Organization: The Inspections Group
Inspecting SCO: Steve Henderson **DOP Number:** D6798

File Review

Building	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	



Building	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Electrical	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	Yes
	ii.	Professional involvement occurred as required in the municipality's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Gas	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	



Gas	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Plumbing	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Private Sewage	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	

Private Sewage	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification. Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	Was the permit closed with an unsafe condition?	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
3.	Was a verification of compliance accepted?		

Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

There were no notable issues with respect to accreditation.

2. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

The Summer Village of South View continues to work toward continued improvement in regards to safety codes accreditation.

Municipal Acknowledgement and Signature

Signature: Victoria Message

Date: 2025-03-20

Job Title: QMP Manager

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The Information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature:

Date:



11.a

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

June 25, 2025

Her Worship Sandra (Sandi) Benford
Summer Village of South View
PO Box 8,
Alberta Beach, AB T0E 0A0

Dear Mayor Sandi Benford:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

Canada



We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,



Trevor Daroux, O.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445



TOWN OF ONOWAY

Mail: Box 540
Oneway, Alberta
T0E-1V0
Town Office: 4812-51 Street
Phone: 780-967-5338
cao@onoway.ca

July 11, 2025

Oneway Regional Fire Services
Member Municipalities via email

Re: Full and Final Settlement of Oneway Regional Fire Services

Dear Members of Oneway Regional Fire Services:

Administration for the Town of Oneway has completed the reconciliation of accounts for Oneway Regional Fire Services. In 2022 the Town of Oneway requested true transparency for the Oneway Regional Fire Services and administration created revenue and expense accounts attributed directly to Oneway Regional Fire Services. The Town held ORFS as a fund in their financial statements. However prior to 2022 these amounts were not coded to Oneway Regional Fire Services or a fire service fund. As this was the case and excel spreadsheets were presented to the member municipalities it is difficult to complete a full accounting without significant staff time. You will find attached an excel spreadsheet from the financial accounting software detailing the expenses of Oneway Regional Fire Services which was required to provide multiple year comparison. This reconciliation encompasses 2022-2025, although 2020 & 2021 are included. The final accounting concludes an operating surplus of \$2,508.44. Based on the percentages that municipalities contribute, the following distribution of funds will be made before the end of July 2025.

Alberta Beach	28%	(708.53)
Oneway	19%	(471.81)
Silver Sands	12%	(288.96)
South View	4%	(106.12)
Yellowstone	6%	(143.67)
Nakamun Park	6%	(155.09)
Sunset Point	10%	(248.97)
SSP adj to bible campg		0.00
Val Quentin	7%	(164.89)
Castle Island	1%	(21.22)
Ross Haven	8%	(199.17)
		<u>(2,508.44)</u>

Town Council has directed Administration to distribute the funds to member municipalities before the end of July 2025. The Town of Oneway considers all obligations to Oneway Regional Fire Services member municipalities concluded. Should you have questions, please direct them to our Administration at cao@onoway.ca and Council will review and respond accordingly.

Regards,



Lenard Kwasny
Mayor

LK/jt

cc: Town Council



TOWN OF ONOWAY

Description

Revenue Operating	2020 Actuals	2021 Actuals	2022 Actuals	2023 Actuals	2024 Actuals	2025 Actuals		
1-23-00-850 FIRE - ORFS CONTRIB. ADM/COPIES/POSTAGE	(183,351.02)	(208,171.68)						
1-23-00-920 FIRE - TRANSFER FROM RESERVES	5,000.00	0.00	0.00	0.00	0.00	0.00		
1-23-00-931 FIRE REV. - LSAC MVA RESPONSE	(38,918.75)	(45,824.08)	0.00	0.00	0.00	0.00		
1-23-00-940 FIRE - ONOWAY INCIDENT RECOVERY	(36,258.08)	(71,117.93)	(3,643.82)	(5,413.15)	(24,501.71)	(2,478.56)		
1-23-00-990 OTHER REVENUE - ADMIN CHARGES	(48,036.00)	(46,781.36)	0.00	0.00	0.00	0.00		
1-23-00-992-1 ORFS - REVENUE HIGHWAY RESPONSES				(31,231.25)	(10,392.50)	(4,020.00)		
1-23-00-992-2 ORFS - LSAC			(18,344.47)	(25,195.00)	(10,639.44)			
1-23-00-993 ORFS - OPERATIONAL COST (other munis)	0.00	0.00	(50,848.10)	(52,807.22)	(52,781.35)	(8,046.84)		
1-23-00-994 ORFS - NWF CONTRACT (other munis)	0.00	0.00	(210,460.33)	(217,155.40)	(231,270.72)	(43,303.38)		
1-23-00-995 ORFS - INCIDENT RECOVERY (EXC.ONOWAY)	0.00	0.00	(26,417.39)	(134,680.31)	(40,120.64)	(7,339.14)	Alberta Beach	0.28
1-23-00-996 ORFS - FIRE RESER TRANS.(\$9761 & \$7801)	0.00	0.00	(17,124.00)	0.00	0.00	0.00	Onoway	0.19
1-23-00-997-1 ORFS - CONTRACT/ADMIN (Onoway)			(11,779.73)	(12,223.62)	(12,227.50)	(1,864.16)	Silver Sands	0.12
1-23-00-997-2 ORFS - NWF Contract (Onoway)				(53,060.45)	(56,509.38)	(10,580.08)	South View	0.04
	(301,563.85)	(371,895.05)	(338,617.84)	(531,766.40)	(438,443.24)	(77,632.16)	Yellowstone	0.06
							Nakamun Park	0.06
2-23-00-110 FIRE - ONOWAY INCIDENT RESPONSES	39,376.76	71,862.64	5,240.44	13,494.19	23,009.34	2,478.56	Sunset Point	0.10
2-23-00-111 FIRE-MEDICAL CONSUMABLES (\$5/PARCEL)	14,740.00	14,740.00	3,725.54	0.00	0.00	0.00	SSP adj to bible camp	0.00
2-23-00-112 FIRE EXP. - LSAC MVA RESPONSES	31,648.39	33,646.15	0.00	0.00	0.00	0.00	Val Quentin	0.07
2-23-00-113 ORFS - MEDICAL CONSUMABLES (\$5/PARCEL)	0.00	0.00	15,395.27	11,691.48	14,740.00	3,066.25	Castle Island	0.01
2-23-00-114-1 ORFS - LSAC MVA/MUTUAL AID RESP.	31,648.39	33,646.15	62,346.75	123,372.54	22,069.75	1,851.37	Ross Haven	0.08
2-23-00-114-2 ORFS - MVC				23,268.83	8,140.21	2,463.90		(2,508.44)
2-23-00-115 ORFS - INCIDENT RESPONSES (EXC. ONOWAY)	0.00	0.00	9,517.57	8,393.81	22,403.44	3,792.07		
2-23-00-116 ORFS - ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00		
2-23-00-141 ORFS - UNRECOVERABLE INCIDENTS	0.00	0.00	0.00	0.00	0.00	0.00		
2-23-00-143 ORFS - COPIES/POSTAGE	0.00	0.00	1,000.00	1,000.00	1,065.00	193.00		
2-23-00-211 ORFS - ADMINISTRATION	0.00	0.00	12,000.00	12,000.00	12,000.00	2,170.00		
2-23-00-215 ORFS - MISC (HALL RENT/PHONE/LUNCH)	0.00	0.00	166.00	82.50	1,155.00	0.00		
2-23-00-216 FIRE - RADIOS/LEGAL	9,528.96	9,034.72	0.00	0.00	0.00	0.00	Critical Communications & Radio License, WCI Communications	
2-23-00-217 ORFS - VOLUNTEER FIRE INSURANCE	0.00	0.00	1,480.00	1,480.00	1,480.00	516.00		
2-23-00-218 ORFS - RESERVES	0.00	0.00	0.00	0.00	0.00	0.00		
2-23-00-219 ORFS - NWF CONTRACT (other munis)	0.00	0.00	207,951.43	0.00	0.00	0.00		
2-23-00-220 ORFS - ADD. OPERATIONAL (AB & ON)	0.00	0.00	14,670.00	14,670.00	16,300.00	3,255.00		
2-23-00-221 ORFS - HALL IMPR.(\$5000 ONO. \$6800 AB)	0.00	0.00	11,800.00	11,800.00	11,800.00	0.00		
2-23-00-223 ORFS - RADIOS	0.00	0.00	6,006.45	4,518.00	4,718.50	1,404.00		
2-23-00-224 ORFS - RADIOS (AFRRCS SETUP)	0.00	0.00	19,735.89	0.00	0.00	0.00		
2-23-00-225 ORFS - RADIOS LICENSE	0.00	0.00	936.88	1,000.62	1,044.61	0.00		
2-23-00-251 FIRE-ALBERTA BEACH REIMBURSEMENT	14,170.00	14,170.00	0.00	0.00	0.00	0.00		
2-23-00-253 FIRE - VEHICLE/EQUIP. REPAIR & MAIN	0.00	0.00	0.00	0.00	0.00	0.00		
2-23-00-274 ORFS - LEGAL	0.00	0.00	0.00	3,400.00	0.00	0.00		
2-23-00-352 FIRE - NWFR CONTRACT	183,350.95	208,167.00	0.00	0.00	0.00	0.00		
2-23-00-513 ORFS - CONTRACT	0.00	0.00	694.40	270,215.99	287,780.42	53,884.25		
2-23-00-517 ORFS - RADIO REPAIR	0.00	0.00	44.05	676.00	0.00	0.00		
2-23-00-544 FIRE - UNRECOVERABLE INCIDENTS	0.00	0.00	1,286.73	0.00	6,109.17	0.00		
Total Expenses	324,463.45	385,266.66	373,997.40	501,063.96	433,815.44	75,074.40		
Deficit (Surplus)	22,899.60	13,371.61	35,379.56	(30,702.44)	(4,627.80)	(2,557.76)	(2,508.44) (2022-2025)	

11.C

svsouthview@outlook.com

From: Tyler Gandam <president@abmunis.ca>
Sent: July 21, 2025 11:38 AM
To: Angela Duncan
Subject: ABmunis updated recommendations on recall rules
Attachments: ABmunis Recommendations on Recall of a Municipal Elected Official 20250630.pdf

Dear Mayors, Councillors, and CAOs:

We are pleased to share Alberta Municipalities updated recommendations on how the province can improve the rules for recall of a municipal elected official (attached). We had shared our initial recommendations with you in early June but after speaking with members at our Summer Municipal Leaders' Caucus last month, ABmunis' Board has expanded our recommendations. Many municipalities have not experienced a recall petition so we are sharing this information to help your council respond to Municipal Affairs' [online survey](#) that was sent out to municipalities on July 18, 2025.

What has ABmunis added to its recommendations?

1. Change the signature threshold for a recall petition to be 40% of eligible voters (except for summer villages).
2. If the number of required signatures is greater than 15,000 then allow 90 days for the organizer to collect signatures. Otherwise, maintain the time period at 60 days.
3. Municipal governments should have zero involvement in the management of a recall petition due to the power structure between council and municipal staff and the related challenges with public perception. All aspects of a recall petition should be managed by an independent body similar to how the Chief Electoral Officer manages all aspects of recall of MLAs.
4. Require the petition organizer to provide a written statement on the reasons for recall and allow the elected official to provide a statement in response that is printed on the petition form.
5. Require petition canvassers to register and follow a code of conduct guideline (same as MLA recall).
6. Create a regulatory framework for advertising, fundraising, and financial disclosures.
7. Create a regulatory framework that prevents local political parties, slates, candidates, and third-party advertisers from launching a recall petition or fundraising from a recall petition.

ABmunis has sent a total of 16 recommendations to Municipal Affairs. The complete list is included in our attached report. Many of our recommendations are designed to create greater consistency between the rules for recalling a municipal official and recall of an MLA.

We encourage you to review our recommendations and complete the province's survey to inform their next steps on recall rules. Thank you to all members that have provided input to us through various meetings throughout the last year.

Any questions about our recommendations can be sent to our Advocacy team at advocacy@abmunis.ca.

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca

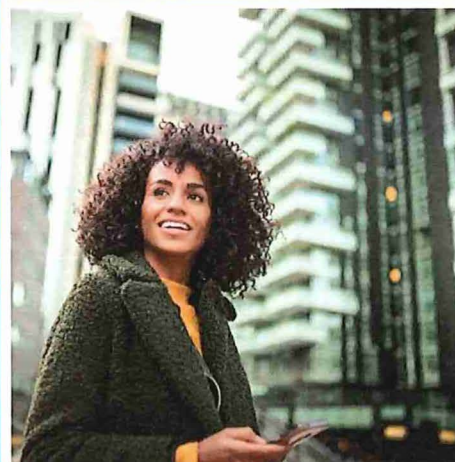


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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples.

We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Recommendations on Recall of a Municipal Elected Official



Submitted to Alberta Municipal Affairs

June 30, 2025

Table of Contents

Executive Summary	3
Background	4
1. Alignment with the Recall Act	5
2. Threshold of Signatures Required	5
Acclamations	6
Tiered Threshold	7
3. Process to Recall a Municipal Elected Official	7
Financial incentives or gifts to sign a petition	8
Advertising for a recall petition	8
Fundraising for a recall petition	8
Use of personal information for purposes other than the recall petition	9
Timelines	10
Failure to submit a petition as required	11
Potential for requiring grounds for rationale for recall	12
4. Other Recommendations	13

Executive Summary

In May 2025, Alberta Municipal Affairs began engagements on potential improvements to the rules for recall of a municipal elected official as prescribed in the *Municipal Government Act* (MGA). This report represents Alberta Municipalities' recommendations to Municipal Affairs based on the input we have collected from our member municipalities since the inception of recall in 2023. Our recommendations are based on the premise that recall represents the undoing of a democratic election. Therefore, the framework and processes for a municipal recall petition should be structured to provide the same standard of trust and transparency for the public.

Recommendations to Improve Municipal Recall

Alignment with
the Recall Act

Transparency and Trust in the System	
1. Appoint the Minister of Municipal Affairs, a municipal ethics commissioner, or other independent body to manage all activities related to municipal recall petitions. The municipal government and municipal staff should have zero involvement in the management of a recall petition due to the perception and power structure between municipal elected officials and municipal government staff.	✓ (Elections Alberta)
2. Require the petition application and petition form to include a written statement by the organizer explaining why the municipal elected official should be recalled.	✓
3. Require the petition form to include a written statement by the targeted elected official, if provided by the official within the prescribed time period.	✓
4. Require the independent body to vet the rationale for a recall petition to ensure it meets a test of reasonability before approving the petition application. This provides an opportunity to clarify information and a possible resolution prior to a full recall petition process.	No
5. Require the petition organizer to submit the petition at the end of the petition period regardless of how many signatures are collected.	✓
6. Require petition canvassers to register and follow a code of conduct guideline.	✓
7. Prescribe penalties if recall rules are not followed.	✓
Threshold of Signatures Required	
8. Change the threshold for a successful recall petition to be based on signatures from 40 per cent of eligible voters (except for summer villages).	No
Process for Municipal Recall Petitions	
9. Change the eligible period to launch a recall petition to open one year after election and close the eligible period one year prior to the general municipal election.	✓
10. Maintain the current requirement that signatures must be collected within 60 days for all municipal recall petitions. Or set the default to 60 days and increase to 90 days only when a recall petition requires more than 15,000 signatures.	Partial
11. Require the petition organizer to remove a signature if requested by the signatory.	No
Finances Related to Municipal Recall Petitions	
12. Create rules to prevent the offering of gifts and financial incentives to petition signatories.	✓
13. Create rules for advertising, fundraising, and an expense limit for municipal recall petitions. The rules should apply to petition organizers and the targeted elected official.	✓
14. Create a regulatory framework that prevents local political parties, slates, candidates, and third-party advertisers from launching a recall petition or fundraising from a recall petition.	
15. Create rules for petition organizers to disclose finances related to a recall petition.	✓
16. Create rules that prescribe what a petition organizer must do with any surplus funds after a recall petition has been submitted.	✓

Background

This report represents Alberta Municipalities (ABmunis) response to Municipal Affairs' May 2025 discussion guide questions on potential improvements to the *Municipal Government Act* relating to the recall of a municipal elected official. ABmunis prepared for this engagement by:

- Meeting with administrators from most municipalities that have managed a recall petition.
- Conducted a comprehensive workshop with ABmunis' Municipal Governance Committee in February 2025.
- Collected input from municipalities during ABmunis' Summer 2025 Municipal Leaders' Caucus.

Comparison of Recall of MLAs versus Municipal Officials

In May 2025, the Government of Alberta amended the *Recall Act* to update the rules for recall of an MLA. The following table summarizes some of the differences in rules for recall of an MLA versus the recall of a municipal elected official.

	Recall of an MLA	Recall of a Municipal Elected Official
Recall Period – Start	12 months after being elected.	18 months after an election.
Recall Period – End	12 months prior to a general election.	January 1 of a general election year.
Signature Collection Timeframe	90 days	60 days
Recall Threshold	60 per cent of the total number of electors who voted in the electoral district in the most recent election	40 per cent of the population of a municipality or ward. For summer villages, it is 50 per cent of the number of residences.
Reasons for recall stated on the petition	Up to 100 words	Not required
Response from the targeted official stated on the petition	Up to 100 words MLA has 7 days to provide a response.	Not required
Petition verification timelines	Determine if requirements have been met within seven days. Verify within 21 days whether a recall is authorized. Report the recall petition results within seven days of completing the verification.	45 days after the date on which a recall petition is filed, determine whether the recall petition is sufficient.
Outcome if the petition is successful	Residents of the division will vote on whether to recall the MLA. The vote must be held within six months from the date on which the successful petition results are published. If the vote is successful, then a by-election must be held.	Elected official is immediately removed from office. The municipality must hold a by-election in accordance with section 162 or 163 of the MGA as applicable. The recalled official may run in the by-election.
Fundraising	An individual in the division may contribute up to \$4,000.	No provisions.
Expense limit	A petitioner organizer may spend up to \$23,000 on a recall petition.	No provisions.

1. Alignment with the Recall Act

The *Recall Act* provides a much more comprehensive set of rules for how recall petitions should be conducted for MLAs compared to the provisions in the *Municipal Government Act* for municipal elected officials. In many cases, there is merit for municipal recall rules to be aligned with the *Recall Act*; however, there are some areas where recall rules need to differ for municipalities because of the differences in:

- The number of people in electoral divisions (small and large communities).
- Municipal governments have financial and human resource capacity challenges to run by-elections.
- The frequency that municipal officials are acclaimed to office.

Areas where MLA and municipal recall rules should be aligned

- An independent body oversees the recall process.
- The reasons for recall must be stated on the petition form in less than 100 words.
- The targeted official's response to those reasons must be stated on the petition in less than 100 words.
- The period for when a recall petition may be launched.
- Rules for advertising, fundraising, and expense limits for a petition.
- Rules for petition canvassers.
- Rules for collection and use of personal information collected on a petition.
- Penalties for violating the rules.

Areas where municipal recall rules should differ for municipal governments

- Threshold used to determine the number of signatures required for a successful recall petition.
- Timeframe to collect the required number of signatures.

2. Threshold of Signatures Required

Background

Section 240.5 (a) of the MGA establishes that a recall petition must be signed by eligible voters representing at least 40 per cent of the municipality or ward's population for municipalities other than summer villages.

2.1. Should the threshold to recall a councillor be lower, higher, or the same as the current threshold? Why?

A recall petition represents the undoing of a democratic election.

Alberta's municipal elections are run in a manner where people have sufficient time to:

- research the issues and the candidates, and
- vote in privacy without the threat of undue influence.

However, when petition organizers approach voters at their home or at events, there are opportunities for residents to feel unsafe or pressured to sign the petition in the moment without sufficient knowledge or consideration of the matter.

Therefore, to undo the results of an election, the Government of Alberta should ensure that the signature threshold continues to be a high bar to meet, regardless of the metric that is used. Particularly since a municipal recall petition results in the immediate removal from office.

We also note a successful recall petition also creates a significant expense for the municipality in the form of a by-election. It requires indirect costs in the form of a reallocation of staff time from other priorities, training of the returning officer (if necessary), and direct costs to run the election.

Recommendations on Recall of a Municipal Elected Official

Outcome of Past Recall Petitions

We note that some recall proponents suggest that the reason all but one of the recall petitions have failed is because the signature threshold is too high. However, the Government of Alberta should consider the reasons that each petition was brought forward. It's possible that those petitions failed, not because of the high threshold, but because the public saw insufficient justification on why that elected official should be removed from office. In addition, organizers of failed petitions have not been transparent about the number of signatures they received, so it's impossible to gauge the impact that a reduced, but still reasonable threshold would have had in those petitions.

2.2. What population should the recall threshold percentage be based on?

- a) Percentage of people that voted in the last general election.
- b) Percentage of eligible voters in the municipality or ward.
- c) Percentage of population.

ABmunis recommends that the signature threshold metric be changed to option B, percentage of eligible voters in the municipality or ward. This recommendation is based on our concerns with options A and C.

Concern with Option A: Percentage of people that voted in the last general election

- Just because a person didn't vote in the last election doesn't mean they aren't eligible or motivated to sign a petition.
- Voter turnout can be lower in elections when there is no contest for the mayor's seat, thereby artificially lowering the threshold for that term.
- If council is acclaimed, there is no voting data available and using voter turnout numbers from prior elections may be problematic if the council or the elected official has been acclaimed for several elections and the population of the municipality has changed since then.

Concern with Option C: Percentage of population (current system)

- Potentially unfair threshold to meet if the community has a high number of ineligible voters (e.g. children and permanent residents without citizenship).

Our recommendation is based on the assumption that the recall threshold for summer villages will remain unchanged using the number of residences.

2.3. Based on your answer to 2.2, what should the percentage be?

40 per cent of eligible voters.

Acclamations

In 2013, 37 per cent of candidates ran uncontested and were acclaimed.
In 2017, 28 per cent of candidates ran uncontested and were acclaimed.
In 2021, 26 per cent of candidates ran uncontested and were acclaimed.

2.4. In the event of an uncontested election where the candidate is acclaimed, what population should be considered? Note: option 2.2a would not be applicable.

This problem is overcome if the threshold is based on a percentage of eligible voters.

Recommendations on Recall of a Municipal Elected Official

Tiered Threshold

- 2.5. In the large municipalities there are significant logistical challenges with collecting the volume of signatures required within the petition timeframe. Should there be a tiered threshold for municipalities over a specific population size? Why, or why not?

No, a recall petition represents the undoing of an election so the threshold should be the same regardless of the size of the municipality. However, refer to question 3.10 regarding our recommendation for a tiered approach for the time available to collect signatures.

- 2.6. If tiers of thresholds were considered based on population size, what population level should be considered for tiers?

No comment.

3. Process to Recall a Municipal Elected Official

Stakeholders have expressed concerns with the current process to recall a municipal elected official related to:

- ability to use financial incentives to sign a petition;
- advertising rules;
- fundraising;
- protection of personal information;
- failure for petition organizers to submit a recall petition;
- timelines;
- requirements for recall petition information to be completed on each page of the petition; and
- potential requirement for a rationale for recall.

Section 240.95 of the MGA allows the Lieutenant Governor in Council to make regulations modifying provisions of the LAEA and its regulations for the purposes of a recall petition. There are currently no regulations in place.

- 3.1. Did your municipality develop/implement any internal policies/procedures to support the recall petition validation process?

Recall is a provincial initiative whereby the sufficiency of a petition is determined by the Minister of Municipal Affairs. Therefore, the Government of Alberta should be responsible for all policies, procedures, and end-to-end operations of all recall petition issues.

Residents who are motivated to recall a municipal elected official may perceive that the CAO and municipal administration are not independent of council and will take all orders from the elected official who is the target of a recall petition. This creates an environment for distrust in the system.

For example, the current municipal recall system is structured in a manner that is equivalent to requiring a deputy minister and staff to manage the recall petition of the minister of their department. This context is not present in the provincial recall system because Elections Alberta ensures that there is a separation of powers, but that is not present in the municipal system.

Recommendations on Recall of a Municipal Elected Official

Recommend Independent Body to Manage all Recall Activities

To build trust in government systems, a municipality should have zero involvement in the management of a recall petition. It should be the responsibility of Municipal Affairs, a municipal ethics commissioner, or other appointed body to manage the operations of recall including:

- Prescribe all policies and procedures for recall petitions.
- Provide the template forms and guide to be used by petition organizers.
- Manage all questions and operational matters in the lead up to a recall petition being considered and approved.
- Determine the number of signatures required.
- Oversee all activities during a recall petition.
- Collect the petition and verify if the petition is successful.
- Manage all communications with the petition organizer and to the community.

The municipality's only role should be to direct residents to the independent body that manages recall petitions.

Financial incentives or gifts to sign a petition

Municipal Affairs has been directed to ensure that financial incentives or gifts to sign a councillor recall petition are prohibited.

As a reference, Section 55(1)(c) of the *Recall Act*, which applies to MLAs only, establishes recall petition offences, including when a person in any manner exerts undue influence on an individual in respect of the signing of a recall petition. Section 63(1) of the *Recall Act* outlines that a person who contravenes any of the provisions of the Act is guilty of an offence and liable to: (a) in the case of an individual, a fine not to exceed \$10,000, or (b) in the case of a corporation, unincorporated organization or association, a fine not to exceed \$100,000.

3.2. What mechanisms should be in place to prohibit financial incentives or gifts?

The provisions in the *Recall Act* should also apply to municipal recall petitions and the Government of Alberta's guide should provide examples of activities that would be considered "undue influence".

Advertising for a recall petition

3.3. Should there be rules established around advertising recall petitions? If 'yes', what should be included?

Yes, but ABmunis does not have any specific recommendations and would need additional time to understand what advertising rules apply for recall of an MLA.

Fundraising for a recall petition

3.4. Should fundraising be permitted during a recall petition?

Yes, but there should be a maximum expense limit and any surplus funds must be returned to the contributor or transferred to a charity.

Fundraising by the Petition Organizer and Prevention of Campaigning

ABmunis is concerned about how fundraising for a recall petition could be intertwined with fundraising for an election campaign, particularly since candidates, local political parties, and third-party advertisers can fundraise and spend money in non-election years. Allowing fundraising for a

Recommendations on Recall of a Municipal Elected Official

recall petition creates an opportunity for a local political party, slate, or candidate to collaborate with an individual to launch a recall petition with the alternative motive of using the recall petition to raise funds and indirectly use those funds in ways that will support their own election or issues campaign.

To overcome this, the Government of Alberta will need to prescribe a detailed regulatory framework to prevent the use of recall petitions as a fundraising and campaign strategy.

Fundraising by the Targeted Elected Official

In addition, the elected official who is the target of the petition may be motivated to fundraise to conduct their own campaign to counter or respond to the information being shared by petition organizers. Therefore, fundraising rules should be clear for both parties.

3.5. If fundraising is permitted, should there be rules established around fundraising for recall petitions? If 'yes', what should be included?

- Clear rules to prevent funds from a recall petition being used for any other purpose (e.g. future election campaign, or issues campaign).
- Prescribe a maximum amount that a petition organizer may spend on a recall petition. (e.g. the *Recall Act* limits expenses on a recall petition to \$23,000). Since municipalities are different sizes, the expense limit should be set on a per capita basis.
- Requirement to submit a financial report to the authority that oversees recall.
- Donations may only be accepted from individuals that are eligible to sign the petition.
- Prescribe what the petition organizer must do with any surplus funds remaining after the recall petition has been submitted. For example, the funds must be returned to the contributor(s) or gifted to a registered charity.

Use of personal information for purposes other than the recall petition

Section 226.2(1) (a) and (b) of the MGA establishes that personal information contained in a petition must not be disclosed to anyone except the CAO or their delegate(s) and must not be used for any purpose other than validating the petition. Section 240.2(1)(4) of the MGA states that personal information gathered in a petition must not be disclosed, except to the Minister, the CAO or their delegate(s), as necessary for administration or enforcement of the process, or for judicial review.

3.6. Should penalties be established for misuse and/or unauthorized sharing of personal data collected during the recall process?

Yes. The current system provides an opportunity for petition organizers to use a recall petition to discredit a mayor/councillor to build support for a future election campaign and as such, there may be motivations to use a recall petition to collect personal information of voters for the purposes of future campaigning.

The MGA should prescribe the penalties that apply towards the petition organizer or persons found guilty of the offence. The legislation should be clear that the Minister, not the municipality, is responsible for imposing the penalty.

3.7. What security measures should be mandated for storing personal data collected for recall petitions?

We recommend consulting with data security experts.

Recommendations on Recall of a Municipal Elected Official

- 3.8. Should there be a reporting mechanism for individuals who suspect their data has been misused? If yes, who should oversee this investigation?

Similar to our previous recommendations, investigations should be managed by the appointed body (e.g. Minister, municipal ethics commissioner, other independent body) outside of the municipality.

Timelines

Bill 54 received Royal Assent on May 15, 2025, and upon proclamation will amend the provincial *Recall Act* for Members of the Legislative Assembly (MLAs). The proposed changes will allow that recall petitions can only begin 12 months after an MLA is elected and may not be issued 12 months before a set date general election. Bill 54 also proposed to extend the recall petition signature collection timeline to 90 days.

- 3.9. Should the timeline to submit a recall petition be amended to align with the changes to the *Recall Act* under Bill 54?

Yes, ABmunis is supportive of reducing the wait period from 18 months to 12 months after the election for when a recall petition may be launched. It is also reasonable to change the closing period of municipal recall petitions to be consistent with the *Recall Act*, as it would only reduce the eligible recall window by three months.

- 3.10. Should the recall petition signature collection timeline be extended to 90 days to align with the proposed changes to the *Recall Act* under Bill 54?

Strain on Municipal Government Resources & Progress

Past recall petitions have shown that the time period that a recall petition is open presents a significant strain on municipal administrative resources. For example, it demands time for staff to:

- Respond to media.
- Respond to questions and complaints from residents who have been approached by petition canvassers.
- Answer questions from the petition organizer.
- General management of the issue amongst other operational priorities.

While having an outside body manage a recall petition would mitigate some of the administrative burden, the municipality would likely still need to field questions from the public and media.

A recall petition can also cause the council to feel that they must delay decisions on important matters until the recall petition is resolved. This results in delays in government decision-making which can have adverse effects on the future of the community.

Strain on Mental Health

The time period that a recall petition is open also places a significant burden on the mental health of the targeted elected official as well as the staff involved, particularly when the petition is unjustified or based on misinformation.

At least one municipality who managed a recall petition noted that the recall petition and resulting conversation in the community impacted staff morale resulting in some staff resigning, which created a further challenge for the municipality.

Recommendation

Therefore, ABmunis recommends maintaining the petition period at 60 days to limit the costs and impact on the municipality and community; however, if the Minister determines that 60 days is an

Recommendations on Recall of a Municipal Elected Official

insufficient period to collect the required number of signatures in a large municipality, then the legislation should be drafted to:

- set the default time period to 60 days, and
- increase to 90 days when a recall petition requires more than 15,000 signatures.

Failure to submit a petition as required

Section 240.9 of the MGA establishes that if a recall petition is insufficient or if no recall petition is submitted to the Minister before the end of the recall petition signature period, the Minister must declare the recall petition is insufficient, provide the declaration, and direct the CAO to publish the declaration of insufficiency on the municipality's website no later than seven days after the declaration is provided.

3.11. Should Section 240.9 of the MGA be modified to ensure all recall petitions are submitted, even in cases of insufficient signatures?

Yes, requiring the petition to be submitted is important for several reasons:

- Transparency of information for the media and community to verify the number of signatures the petition received versus relying on a statement by the organizer where there is potential for misinformation.
- Gives confidence to the signatories that their personal information was not collected for alternative motives.
- Provides an opportunity to repair the reputation of the elected official if the number of signatures is low.

Municipalities have reported that petition organizers have not submitted the petition because of concerns that the council or administration will then see the names of signatories and seek retribution. This has a notable context in small communities where most people are known to one another and may impact personal relationships and businesses. This demonstrates the value in removing the municipality from any process associated with a recall petition and require the petition to be submitted directly to the Minister or municipal ethics commissioner where the use and reporting of information will be seen as independent and unbiased.

3.12. Should there be consequences if a petitioner fails to submit a recall petition, even in cases of insufficient signatures? If yes, what kind of legal and/or financial consequences should be in place?

Yes, there should be a financial penalty similar to other offences in the MGA. The Minister or appointed body responsible for managing recall should be responsible for issuing and enforcing the penalty.

3.13. Should there be guidelines and training on the process for filing a recall petition and the roles and responsibilities of the petitioners, the CAO, and the ministry of Municipal Affairs in a recall petition process? If yes, what types of guidelines or training would be beneficial?

ABmunis is recommending that the municipality have no role in the management of a recall petition so that it is seen as independent. Therefore, municipalities would require no training other than knowing where to direct residents who are interested in launching a recall petition.

Recommendations on Recall of a Municipal Elected Official

Potential for requiring grounds for rationale for recall

Section 2(2)(c) of the *Recall Act* for MLAs establishes that the notice of the recall petition must include a statement not exceeding 100 words, and set out why, in the opinion of the applicant, the elected official should be recalled. The targeted MLA then has the option to provide a written response of no more than 100 words. Both statements must be printed on the petition.

3.14. Should a rationale statement be a requirement to submit a councillor recall petition? Why or why not?

Yes, the rules should mirror the *Recall Act* whereby both the petition organizer and the elected official provide a statement that is printed on each page of the petition. This provides transparency of information for residents when considering whether to support the petition.

It also provides an opportunity for the targeted official to correct misinformation.

3.15. Should there be criteria to determine whether the rationale for a recall petition is valid (i.e., legal violation, ethical misconduct, policy failures)? If yes, why should criteria be added?

Yes, the Minister or appointed independent body should be responsible to vet the rationale for each petition application and rule on whether the recall petition can proceed. This process would enable an opportunity to:

- Educate the petition organizer to overcome any potential confusion or misinformation on a matter before the organizer launches a petition.
- Offer an informal resolution process for frivolous matters prior to going through a recall petition process.

This will save time and money for all involved.

Prevention of Unjustified Recall Petitions

There should be guardrails that prevent a resident from launching a recall petition for unjustified and spurious reasons or due to a lack of understanding of how municipal government operates.

Examples of unjustified recall petitions may include:

- Decisions of a previous council.
- A petition that targets the mayor or a minority group of council members instead of all councillors that voted in favour of a decision that is the cause for concern by the petitioner.
- Differing political views.
- Personal grudge towards a member(s) of council.

Justified Recall Petitions

The MGA should define the criteria for which a recall petition may be launched. Suggestions include:

- Found to be in contravention of the *Municipal Government Act* or *Local Authorities Election Act*.
- Found guilty of fraud, assault, or other criminal offence that is unjust of the office.
- Ethical misconduct as determined by an independent ethics commissioner or panel.
- Inadequate performance (missing multiple board or committee meetings).

4. Other Recommendations

4.1. Do you have any other suggestions related to recall thresholds or processes?

Code of Conduct for Petition Canvassers

There should be a requirement for canvassers to understand the rules by which they can operate to collect signatures from residents. For example, the *Recall Act* prescribes that every petition canvasser must register as a canvasser and read and sign a code of conduct guideline and they are liable for a fine of up to \$10,000 for violating the rules.

Removal of a Signature from a Petition

The MGA should define that the petition organizer must remove a person's signature if requested by the signatory. Currently, the MGA only prescribes how a signatory can request removal from a petition after the petition has been submitted.

Responsibility for Enforcement

The MGA includes many provisions related to fines for people who are guilty of an offence under the MGA but it is not always clear whether it is the Minister's responsibility or the municipality's responsibility to enforce those fines. Any amendments to prescribe fines and offences should also prescribe who is responsible to enforce those fines.

Consequences for Violating the Rules

A recall petition carries significant importance as it represents the undoing of a democratic election. Therefore, there should be significant consequences when rules are not followed including fines and potential imprisonment. However, fines may not always serve as an effective deterrent and there should be consideration of what rules are important enough that if violated it would result in a recall petition being declared null and void. For example, the collection of signatures by persons that are not approved canvassers should void the petition.

Resources to Manage a Recall Petition

ABmunis shares the following information to create awareness of the time invested by a municipality when managing a recall petition:

- Clerks/CAO communicate with the applicant about requirements.
- Clerks/CAO communicate with the petition organizer to answer questions about the interpretation of recall rules and any concerns with activities related to the petition.
- Communications staff/CAO manage inquiries by the media.
- Front line staff/CAO manage inquiries by residents about the issues.
- Front line staff/CAO manage complaints from residents about activities by petition canvassers, if necessary.
- Senior management's time invested to adjust schedules for other project work due to the recall petition work.
- If staff need to be hired to verify the petition signatures, then human resources and management need to invest time to write a job description, advertise, interview, hire, and conduct orientation and training for the new staff.

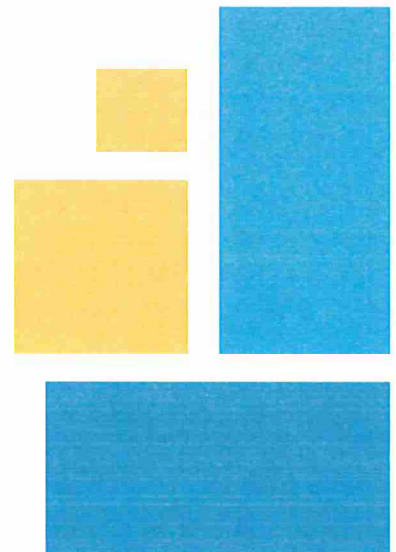


Alberta Municipalities Strength In Members

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From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: August 13, 2025 8:53 AM
To: MA Engagement Team
Cc: Ijeoma Okolo
Subject: Invitation to meet with Minister Dan Williams
Attachments: 2025 ABmunis Meeting Template.xlsx

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2025 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Calgary TELUS Convention Centre from November 12-14, 2025. These meetings will be in person at the convention centre, as scheduling permits.

Should your council want to meet with Minister Williams during the convention, please submit a request by email with three potential topics for discussion to ma.engagement@gov.ab.ca **no later than September 12, 2025**. The meeting request template is attached.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - Please ensure details on the discussion topics are provided.
- Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet had an opportunity to meet with.

Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Thank you.

Engagement Team
Municipal Services Division
Municipal Affairs

Classification: Protected A