

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, April 15, 2025 at 9:30 a.m.

1. Call to Order:

2. Treaty 6 Territory Land Acknowledgement

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

3. Agenda:

Pg. 1-9

a) April 15, 2025 Regular Council Meeting Agenda

(approve agenda as is or with amendments)

4. Minutes:

Pg. 10-14

a) March 18, 2025 Regular Council Meeting Minutes

(approve minutes as is or with amendments)

5. Appointments:

a) Colton Kerswell, Seniuk & Marcato Chartered Professional Accountants, Summer Village Auditor

Pg. 15-39

Colton Kerswell will be reviewing the 2024 audited financial statements with Council.

(that the 2024 Summer Village of South View audited financial statements be approved as presented/amended.)

6. Bylaws:

a) Bylaw 253-2025 CAO and Designated Officer Bylaw

Pg. 40-53

Section 205 of the Municipal Government Act (MGA) requires that municipalities establish by bylaw a position of Chief Administrative Officer and Section 210 of the MGA allows Council to establish by bylaw one or more positions to carry out the powers, duties and functions of a designated officer. The Summer Village of South View currently has a Chief Administrative Officer (CAO) bylaw and a number of other bylaws that establish designated officer positions. Many of these bylaws name specific people in the various roles, so each time the person changes, the bylaw must be repealed and replaced.

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Based on current best practices and in consideration of the upcoming change in Development Officer, a new bylaw has been drafted to create the positions of CAO and designated officers. The Bylaw also creates three new designated officer positions – Assistant CAO, Finance Officer, and Safety Codes Officer. This new bylaw repeals the previous CAO bylaw, as well as all the other designated officer bylaws. Both the draft bylaw and the bylaws that would be repealed are included in your package. Council may pass none, one, two, or all three readings today. However, administration is recommending all three readings.

(that bylaw 253-2025, being a bylaw to establish the positions of Chief Administrative Officer and Designated Officers, be given first reading as presented.)

(that bylaw 253-2025, CAO and Designated Officers Bylaw, be given second reading as presented/amended)

(that unanimous consent be given to proceed to third reading of Bylaw 253-2025 in one sitting)

(that bylaw 253-2025, CAO and Designated Officers Bylaw, be given third and final reading as presented/amended.)

Or,

(that draft bylaw 253-2025 be accepted for information.

Or,

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

b) Bylaw 254-2025 Council Procedural Bylaw

New amendments to the Municipal Government Act (MGA) require that municipalities establish a bylaw providing for electronic means of public hearings for planning and development matters. This must be passed by April 30, 2025. Public hearings are contemplated in South View's Council Procedural Bylaw. There are a few additional changes that are being recommended as well. Attached is a red lined and clean version of proposed Bylaw 254-2025, as well as supporting documentation from Municipal Affairs and the MGA. As per the MGA requirements, this bylaw should be passed today.

Pg. 54-90

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(that bylaw 254-2025, being a bylaw to regulate the procedure and conduct of Council and Council Committee meetings, be given first reading as presented.)

(that bylaw 254-2025, Council Procedural Bylaw, be given second reading as presented/amended)

(that unanimous consent be given to proceed to third reading of Bylaw 254-2025 in one sitting)

(that bylaw 254-2025, Council Procedural Bylaw, be given third and final reading as presented/amended.)

- c) The tax rate bylaw 255-2025 is coming up under agenda item 7.b

7. Business:

- a) 2025 Operating and Capital Budget

Pg. 91-95

Further to previous meetings and directions of Council attached is the 2025 Operating and Capital Budget. This budget has a 7.23% increase in municipal tax dollars collected. The minimum municipal tax payable has been set at \$1,155/lot (same as 2024). Based on this budget, the residential municipal mill rate will decrease 5.68% and has been set at 8.6942705 (2024 – 9.2174637). The non-residential mill rate has been set at 19.67 (same as 2024).

(that the 2025 Operating and Capital Budget for the Summer Village of South View be approved as presented.)

- b) Bylaw 255-2025 2025 Tax Rate Bylaw

Pg. 97-98

As follow-up to the approved budget, attached is the required 2025 Tax Rate Bylaw which sets the various rates of taxation for the 2025 year, to be approved by Council. This bylaw must be passed today.

(that bylaw 255-2025, being a bylaw to authorize the several rates of taxation imposed for all purposes for the year 2025, be given first reading as presented.)

(that bylaw 255-2025, 2025 Tax Rate Bylaw, be given second reading as presented/amended)

(that unanimous consent be given to proceed to third reading of Bylaw 255-2025 in one sitting)

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(that bylaw 255-2025, 2025 Tax Rate Bylaw, be given third and final reading as presented/amended.)

c) Municipal Accountability Program Report – Summer Village of South View

Pg. 99-102

The Municipal Accountability Program (MAP) is a program run by Municipal Affairs, the purpose of which is to strengthen municipal accountability and transparency, particularly in relation to legislative compliance and best practices. All municipalities with a population of 2,500 or less must participate in the program and undergo a review every 5 years. The Summer Village of South View's MAP review was done in 2024. As you will see in the report, the review is very thorough. Two legislative gaps were noted for South View:

1. Capital Budget (pg. 31 of the report) – was not passed by Jan 1, 2025,
2. Municipal Development Plan (pg. 60 of the report) - does not address the protection of agricultural land.

Administration has prepared and submitted to Municipal Affairs our response to the report. Due to its size, Council has been sent the report separately, and administration's response has been included in the meeting package. Once Council has accepted the report and responses for information they will be posted to the summer village website.

(That the Municipal Accountability Program Report – Summer Village of South View from Municipal Affairs and South View administration's response be accepted for information.)

d) Contractor Agreement for Planning and Development Services – Paul Hanlan, SV Planning and Development

Separate
Cover

Council has been sent, under separate cover, a copy of the contract for planning and development Services with Paul Hanlan of SV Planning and Development, which is set to start May 1, 2025.

(that the Independent Contractor Agreement for Planning and Development Services between the Summer Village of South View and Paul Hanlan operating as SV Planning and Development be approved and it's execution authorized,

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Or,

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

e) Enforcement Services Agreement – Lac Ste Anne County

Separate
Cover

Council has been sent, under separate cover, the Enforcement Services Agreement with Lac Ste Anne County. The contract begins April 1 with actual patrols to begin May 1. Once approved, the website will be updated.

(that the Enforcement Services Agreement between the Summer Village of South View and Lac Ste Anne County be approved and its execution authorized,

Or,

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

f) Designated Officer Appointments

No Attachment

If bylaw 253-2025 was passed, there are some additional designated officer appointments that should be made as per the Bylaw. Below is a review of our current Designated Officer Appointments:

- CAO – Angela Duncan
- Assistant CAO – new designated officer position
- Finance Officer – new designated officer position
- Bylaw Enforcement Officer – as per agreement with the Town of Mayerthorpe
- Development Authority – Currently Tony Sonnleitner, Paul Hanlan as of May 1
- Subdivision Authority – was named in a repealed bylaw as Municipal Planning Services
- Assessment Review Board Clerk – Gerryl Amorin, Capital Region Assessment Services Commission
- Municipal Assessor – was named in a repealed bylaw
- SDAB Clerk – Emily House, Janet Zaplotinsky, and Cathy McCartney
- Safety Codes Officer – new designated officer position

(that Council confirms the following designated officer positions:

- Assistant CAO – Wendy Wildman

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- *Finance Officer – Heather Luhtala*
- *Bylaw Enforcement Officer – as per agreement with Lac Ste Anne County*
- *Subdivision Authority – as per agreement with Municipal Planning Services*
- *Municipal Assessor – Travis Horne*
- *Safety Codes Officer – as per agreement with the Inspections Group Inc.*

Or,

Some other direction as provided by Council.)

g) Driveway Windrow Clearing

No attachment

Deputy Mayor Ward has asked that this be added to the agenda.

(Direction as provided by Council at meeting time.)

h) Boat Launch

No attachment

Council has requested that this be added to the agenda. Information that had been requested by Council was sent via email on April 2, 2025.

(Direction as provided by Council at meeting time.)

i) Climate Resilience Capacity Building Program – Collaborative Learning Stream

Pg. 103-112

As previously discussed with Council, I have applied for and been accepted to the above noted program run by the Municipal Climate Change Action Center (MCCAC). The purpose of the program is to help small communities build capacity in relation to the changing climate. I will learn how to do a basic climate risk assessment for the community and how to draft an adaptation plan. In order to complete my acceptance, I need a signed letter of commitment from Council, attached.

(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.

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Or,

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

j) Letter of Support – Fire Chief Ives

Pg. 113
Fire Chief Ives requested a letter of support for his expression of interest to join the Provincial Fire Liaison Committee. Council agreed to the letter via email, and it is included on the agenda for ratification.

(that the letter of support for Fire Chief Ives' expression of interest to join the Provincial Fire Liaison Committee be ratified.)

k)

l)

8. Financial:

Separate
Cover

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

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

9. Council Reports:

No attachment

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

(that the Council reports be accepted for information.)

10. Chief Administrator's Report:

- a) Assistant CAO – Wendy Wildman
- b) Asset Management and GIS system ACP Grant Application
- c) Darwell Lagoon Commission – Phase C
 - a. Safety codes and tank inspections
 - b. Resident Mailout
- d) Municipal Election 2025
 - a. Campaign Bank Accounts

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- b. Nomination Day mailout
- e) Tax Mailout
- f) 2025 Annual Newsletter
- g) Provincial Priorities Act Webinar, April 3, 2025
- h) Wildwillow Office Hours
- i) Miscalculation of South View's 2025 Police Funding Rate

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

11. Information and Correspondence:

- Pg. 118-119 a) Municipal Affairs Bulletin: Changes to the Municipal Government Act (MGA) 2024
- Pg. 120-121 b) February 27, 2025 letter from Alberta Public Safety & Emergency Services: 2025 provincial police funding rate
- Pg. 122 c) March 12, 2025 letter from Municipal Affairs Minister McIver: clarification regarding Elector Assistance Terminals
- Pg. 123-124 d) March 13, 2025 email from The Inspections Group: The Inspections Group Inc. and One Nation Group Partnership
- Pg. 125-135 e) March 14, 2025 letter from Municipal Affairs Minister McIver: Budget 2025 education property tax fact sheet and comparison report
- Pg. 136-137 f) March 17, 2025 letter from Town of Onoway: Non-Chargeable Fire Invoice
- Pg. 138-147 g) March 17, 2025 letter from Alberta Police Governance: Summary of Questions from Alberta Policing Legislation Information Sessions
- Pg. 148-151 h) March 28, 2025 email from Municipal Affairs Minister McIver: Provincial Priorities Act and Municipal Sector Update
- Pg. 152-155 i) March 31, 2025 letter from Alberta Public Safety and Emergency Services: Miscalculation of Police Funding Rate, Revised Rate
- Pg. 156-157 j) April 3, 2023 letter from Land & Property Rights Tribunal: New Fee Structure for Certification Training Courses
- Pg. 158-159 k) April 8, 2025 letter from Municipal Affairs Minister McIver: Bill 50 Municipal Affairs Statute Amendment Act, 2025

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

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

13. Closed Meeting Session:

- a)

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*(Pursuant to section 197(2) of the Municipal Government Act, that Council
go into a closed meeting session at _____ a.m. to discuss the following:*

(that Council come out of closed meeting at _____ a.m.)

14. Next meeting: June 17th, 2025

15. Adjournment:

Upcoming Council Meetings:

- Regular Council Meeting – June 17, 2025
- Regular Council Meeting – July 15, 2025
- Regular Council Meeting – August 19, 2025

4.a

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES

TUESDAY, MARCH 18, 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 - Incoming

Absent: Wendy Wildman, Chief Administrative Officer - Outgoing

Appointments:

Public at Large: 0 – Via Zoom / 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 043-2025	MOVED by Councillor Richardson that the March 18, 2025 Agenda be approved as presented. CARRIED
4.	MINUTES 044-2025	MOVED by Deputy Mayor Ward that the February 18, 2025 Regular Council Meeting Minutes be approved as presented. CARRIED
5.	APPOINTMENTS	
6.	BYLAWS 045-2025	MOVED by Mayor Benford that the draft fire bylaw be accepted for information and FURTHER that changes be sent back to Patriot Law for review and action. CARRIED
7.	BUSINESS 046-2025	MOVED by Deputy Mayor Ward that the deadline to review the Intermunicipal Collaboration Framework Agreement between the Summer Village of South View and Lac Ste Anne County be

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
TUESDAY, MARCH 18, 2025
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

		<p>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.</p> <p style="text-align: right;">CARRIED</p>
	047-2025	<p>MOVED by Councillor Richardson that the following appointments are made for the 2025 Summer Village of South View's Local and Composite Assessment Review Boards with the Capital Region Assessment Service Commission:</p> <ul style="list-style-type: none"> • ARB Chairperson – Raymond Ralph, • ARB Clerk – Gerryl Amarin, • ARB Panelists – Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Raymond Ralph. <p style="text-align: right;">CARRIED</p>
	048-2025	<p>MOVED by Councillor Richardson that Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Jaime-Lee Kralej, Jason Shewchuk, and John McIvor be appointed to the Summer Village of South View Subdivision and Development Appeal Board for a 3 year term and FURTHER that the Subdivision and Development Appeal Board Clerks, as designated officers, be confirmed as Emily House, Janet Zaplotinsky, and Cathy McCartney.</p> <p style="text-align: right;">CARRIED</p>
	049-2025	<p>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.</p> <p style="text-align: right;">CARRIED</p>
	050-2025	<p>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).</p> <p style="text-align: right;">CARRIED</p>
	051-2025	<p>MOVED by Mayor Benford that the Summer Village of South View appoint Paul Hanlan of SV Planning and Development as development officer, effective May 1, 2025 subject to entering into formal contract and FURTHER that Paul Hanlan be appointed as a Designated Officer as of May 1, 2025.</p> <p style="text-align: right;">CARRIED</p>

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES

TUESDAY, MARCH 18, 2025

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

	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. CARRIED
	053-2025	MOVED by Mayor Benford that changes to the draft 2025 Operating and Capital Budget be made as directed at meeting time, and that the final draft budget be brought back to the next meeting for final review and approval. CARRIED
	054-2025	MOVED by Councillor Richardson that the Enforcement Service Agreement between the Summer Village of South View and Lac Ste Anne County be approved in principle, to begin April 1, 2025, pending acceptance of the final agreement. CARRIED
	055-2025	MOVED by Mayor Benford that the amendment to the Chief Administrative Officer and Administration Services Agreement between the Summer Village of South View and Wildwillow Enterprises Inc. be approved and its execution authorized. CARRIED
	056-2025	MOVED by Mayor Benford that Angela Duncan be appointed Chief Administrative Officer for the Summer Village of South View effective immediately and FURTHER that the appointment of Wendy Wildman as Chief Administrative Officer be rescinded. CARRIED
8.	FINANCIAL 057-2025	MOVED by Councillor Richardson that the Income and Expense Statement, as of February 28, 2025, be accepted for information. CARRIED
9.	COUNCIL REPORTS 058-2025	MOVED by Councillor Richardson that the Council Reports be accepted for information. CARRIED

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REGULAR COUNCIL MEETING MINUTES
TUESDAY, MARCH 18, 2025
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10.	CAO REPORT 059-2025	MOVED by Deputy Mayor Ward that the Chief Administrative Officers' Report be accepted for information. CARRIED
11.	INFORMATION AND CORRESPONDENCE 060-2025	<p>MOVED by Mayor Benford that the following Information and Correspondence items be received for information:</p> <ul style="list-style-type: none"> a) February 4, 2025 letter from Municipal Affairs Minister Ric McIver: 2025 Minister's Awards for Municipal and Public Library Excellence, b) February 13, 2025 letter from Municipal Affairs Minister Ric McIver: Joint Use Planning Agreements, c) February 13, 2025 letter from the Town of Onoway: AFRRCs Radios, d) February 14, 2025 email from Lac Ste Anne County: Hwy 43 Waste Commission Community Improvement Policy, e) February 19, 2025 article from Alberta Municipalities: Potential Impact of Tariffs on Municipalities, f) February 24, 2025 email from Lac Ste Anne East End Bust Society: Notice of Annual Meeting, g) February 26, 2025 letter from Municipal Affairs Minister Ric McIver: Provincial Priorities Act, h) February 26, 2025 email from FireSmart Canada: CONGRATULATIONS! Your Wildfire Community Preparedness Day 2025 application was successful, i) 2024 4th Quarter Safety Codes Report, j) February 27, 2025 letter from Municipal Affairs Minister Ric McIver: Budget 2025, k) February 28, 2025 Alberta Municipalities Preliminary Analysis of Alberta's Budget 2025. <p>CARRIED</p>
12.	OPEN FLOOR DISCUSSION WITH GALLERY (15 min)	There was no gallery present.
13.	CLOSED MEETING	
14.	NEXT MEETING	The next regular Council meeting is scheduled for Tuesday, April 15 th , 2025 at 9:30 a.m. in a hybrid format.

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
TUESDAY, MARCH 18, 2025
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

15.	ADJOURNMENT	As there was no further business, Mayor Benford adjourned the meeting at 11:40 a.m.

Sandi Benford, Mayor

Angela Duncan, Chief Administrative Officer

SUMMER VILLAGE OF SOUTH VIEW
Financial Statements
Year Ended December 31, 2024

Draft for discussion purposes only

SUMMER VILLAGE OF SOUTH VIEW

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Year Ended December 31, 2024

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management, in accordance with Canadian Public Sector Accounting Standards. They necessarily include some amounts that are based on the best estimates and judgments of management. Financial data elsewhere in the report is consistent with that in the financial statements.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of the financial statements.

Management reports directly to Council on an ongoing basis, carrying out its audit program to ensure internal controls and their application are reviewed and financial information is tested and independently verified.

Prior to their submission to Council, the financial statements have been reviewed and recommended for approval by management. The financial statements have been audited by the independent firm of Seniuk and Marcato, Chartered Professional Accountants. Their report to the Council, stating their opinion, basis for opinion, other information, responsibilities of management and those charged with governance for the financial statements, and auditors' responsibilities for the audit of the financial statements, follows.

Ms. Wendy Wildman, CAO

Alberta Beach, Alberta
March 18, 2025

INDEPENDENT AUDITOR'S REPORT

To the Members of Council of Summer Village of South View

Opinion

We have audited the financial statements of Summer Village of South View (the "Municipality"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

(continues)

Independent Auditor's Report to the Members of Council of Summer Village of South View *(continued)*

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta
March 18, 2025

Seniuk and Marcato,
Chartered Professional Accountants

SUMMER VILLAGE OF SOUTH VIEW**Statement of Financial Position****December 31, 2024**

	2024	2023
FINANCIAL ASSETS		
Cash and temporary investments <i>(Note 3)</i>	\$ 157,022	\$ 154,031
Taxes and grants in place of taxes receivable <i>(Note 4)</i>	7,510	7,734
Grants and receivables from other governments <i>(Note 5)</i>	301,474	394,840
Trade and other receivables	583	-
TOTAL FINANCIAL ASSETS	466,589	556,605
LIABILITIES		
Accounts payable	8,762	11,433
Deferred income <i>(Note 7)</i>	291,004	382,291
TOTAL LIABILITIES	299,766	393,724
NET FINANCIAL ASSETS	166,823	162,881
NON-FINANCIAL ASSETS		
Prepaid expenses	270	-
Tangible capital assets <i>(Note 6)</i>	849,884	733,654
	850,154	733,654
ACCUMULATED SURPLUS	\$ 1,016,977	\$ 896,535

APPROVED ON BEHALF OF COUNCIL

Mayor

Councilor

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF SOUTH VIEW
Statement of Operations and Accumulated Surplus
Year Ended December 31, 2024

	Budget (Unaudited) 2024	2024	2023
REVENUES			
Net municipal taxes (Schedule 1)	\$ 221,831	\$ 221,841	\$ 210,077
User fees	8,412	8,636	10,024
Government transfers for operating (Schedule 2)	15,949	15,950	15,410
Investment income	7,500	7,985	10,403
Penalties and costs of taxes	2,500	2,494	2,500
Licenses and permits	2,500	5,906	1,898
Other	13,215	-	-
	271,907	262,812	250,312
EXPENSES			
Administration and legislative	127,124	132,940	132,939
Protective services	41,727	28,070	26,006
Transportation services	71,250	68,331	64,463
Environmental services	7,500	11,964	14,967
Planning and development	24,454	24,030	24,825
Parks and recreation	135,084	46,931	52,941
	407,139	312,266	316,141
DEFICIT FROM OPERATIONS	(135,232)	(49,454)	(65,829)
OTHER INCOME (EXPENSES)			
Government transfers for capital (Schedule 2)	130,000	170,732	100,611
Gain (loss) on disposal of tangible capital assets	-	(836)	-
	130,000	169,896	100,611
ANNUAL SURPLUS (DEFICIT)	(5,232)	120,442	34,782
ACCUMULATED SURPLUS - BEGINNING OF YEAR	896,535	896,535	861,753
ACCUMULATED SURPLUS - END OF YEAR	\$ 891,303	\$ 1,016,977	\$ 896,535

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF SOUTH VIEW
Statement of Changes in Net Financial Assets
Year Ended December 31, 2024

	Budget 2024	2024	2023
ANNUAL SURPLUS (DEFICIT)	\$ (5,232)	\$ 120,442	\$ 34,782
Amortization of tangible capital assets	-	53,666	46,262
Purchase of tangible capital assets	(130,000)	(170,732)	(100,611)
Loss on disposal of assets	-	836	-
Decrease (increase) in prepaid expenses	-	(270)	-
	(130,000)	(116,500)	(54,349)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(135,232)	3,942	(19,567)
NET FINANCIAL ASSETS - BEGINNING OF YEAR	162,881	162,881	182,448
NET FINANCIAL ASSETS - END OF YEAR (Note 3)	\$ 27,649	\$ 166,823	\$ 162,881

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF SOUTH VIEW**Statement of Cash Flows****Year Ended December 31, 2024**

	2024	2023
OPERATING ACTIVITIES		
Annual surplus for the year	\$ 120,442	\$ 34,782
Items not affecting cash:		
Amortization of tangible capital assets	53,667	46,259
Loss on disposal of tangible capital assets	836	-
	174,945	81,041
Changes in non-cash working capital:		
Trade and other receivables	(583)	26,417
Grants and receivables from other governments	93,366	36,945
Current taxes and grants in place of taxes	224	(2,608)
Accounts payable	(2,672)	1,059
Deferred income	(91,287)	(60,671)
Prepaid expenses	(270)	-
	(1,222)	1,142
Cash flow from operating activities	173,723	82,183
CAPITAL ACTIVITIES		
Cash used to acquire tangible capital assets	(170,732)	(100,611)
Cash flow used by capital activities	(170,732)	(100,611)
INVESTING ACTIVITIES		
Decrease (increase) in restricted cash	-	12,935
Cash flow from investing activities	-	12,935
INCREASE (DECREASE) IN CASH FLOW	2,991	(5,493)
Cash - beginning of year	154,031	159,524
CASH - END OF YEAR (Note 3)	\$ 157,022	\$ 154,031
CASH CONSISTS OF:		
Cash and temporary investments (Note 3)	\$ 157,022	\$ 154,031

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF SOUTH VIEW
Schedule of Property and Other Taxes
Year Ended December 31, 2024

(Schedule 1)

	Budget (Unaudited) 2024	2024	2023
TAXATION			
Real property tax	\$ 275,436	\$ 275,447	\$ 262,600
Linear property taxes	2,727	2,727	2,617
	278,163	278,174	265,217
REQUISITIONS			
Alberta school foundation	51,308	51,309	50,853
Seniors' housing requisition	5,024	5,024	4,287
	56,332	56,333	55,140
NET MUNICIPAL TAXES	\$ 221,831	\$ 221,841	\$ 210,077

Schedule of Government Transfers

(Schedule 2)

	Budget (Unaudited) 2024	2024	2023
TRANSFERS FOR OPERATING			
Provincial Government	\$ 15,949	\$ 15,950	\$ 15,410
	15,949	15,950	15,410
TRANSFERS FOR CAPITAL			
Provincial Government	130,000	170,732	100,611
TOTAL GOVERNMENT TRANSFERS	\$ 145,949	\$ 186,682	\$ 116,021

Schedule of Expenditures by Object
Year Ended December 31, 2024

(Schedule 3)

	Budget (Unaudited) 2024	2024	2023
EXPENSES			
Salaries, wages & benefits	\$ 71,884	\$ 75,434	\$ 65,308
Contracted and general services	198,043	170,589	187,736
Materials, goods and utilities	11,250	12,301	16,560
Transfer to local boards and agencies	319	275	277
Amortization	-	53,667	46,260
Total Expenditures by Object	\$ 281,496	\$ 312,266	\$ 316,141

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF SOUTH VIEW
Schedule of Changes in Accumulated Surplus
Year Ended December 31, 2024

(Schedule 4)

	Unrestricted Surplus	Operating Reserve	Capital Reserve	Equity in Tangible Capital Assets	Total 2024	Total 2023
BALANCE, BEGINNING OF YEAR	\$ -	\$ 67,503	\$ 95,378	\$ 733,655	\$ 896,536	\$ 861,753
Excess (deficiency) of revenues over expenses	120,442	-	-	-	120,442	34,782
Current year funds used to purchase of tangible capital assets	(170,732)	-	-	170,732	-	-
Annual amortization expense	53,667	-	-	(53,667)	-	-
Disposal of TCA	836	-	-	(836)	-	-
Reserve fund transfers	(3,449)	3,449	-	-	-	-
	764	3,449	-	116,229	120,442	34,782
BALANCE, END OF YEAR	\$ 764	\$ 70,952	\$ 95,378	\$ 849,884	\$ 1,016,978	\$ 896,535

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF SOUTH VIEW
Schedule of Segmented Disclosure
Year Ended December 31, 2024

(Schedule 5)

	General Government	Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	2024
REVENUE							
Net municipal taxes	\$ 221,841	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221,841
Government transfers	11,784	-	-	-	4,166	-	15,950
User fees and sales of goods	8,636	-	-	-	-	-	8,636
Investment income	7,985	-	-	-	-	-	7,985
Other revenues	5,629	-	-	2,771	-	-	8,400
	255,875	-	-	2,771	4,166	-	262,812
EXPENSES							
Contract and general services	49,235	28,070	22,688	24,030	38,434	8,132	170,589
Salaries and wages	75,434	-	-	-	-	-	75,434
Materials, goods and utilities	8,098	-	3,200	-	1,003	-	12,301
Transfers to local boards	-	-	-	-	275	-	275
Amortization	173	-	42,443	-	7,219	3,832	53,667
	132,940	28,070	68,331	24,030	46,931	11,964	312,266
Excess (deficiency) of revenue over expenses before other	122,935	(28,070)	(68,331)	(21,259)	(42,765)	(11,964)	(49,454)
OTHER							
Government transfers for capital	-	-	94,667	-	76,065	-	170,732
Gain (loss) on disposal of capital assets	-	-	(836)	-	-	-	(836)
	-	-	93,831	-	76,065	-	169,896
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 122,935	\$ (28,070)	\$ 25,500	\$ (21,259)	\$ 33,300	\$ (11,964)	\$ 120,442

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF SOUTH VIEW
Schedule of Tangible Capital Assets
(Schedule 6)
Year Ended December 31, 2024

	Opening Balance	Additions and Transfers	Disposals, Impairments and Transfers	Closing Balance
For the year ended December 31, 2024				
Cost				
Land	\$ 173,252	\$ -	\$ -	\$ 173,252
Land improvements	105,904	27,208	(53,428)	79,684
Buildings	10,701	-	-	10,701
Engineered structures	1,001,582	133,531	-	1,135,113
Machinery and equipment	33,049	9,993	(9,405)	33,637
	1,324,488	170,732	(62,833)	1,432,387
Accumulated Amortization				
Land improvements	(70,067)	(5,159)	53,429	(21,797)
Buildings	(5,265)	(173)	-	(5,438)
Engineered structures	(496,551)	(46,275)	-	(542,826)
Machinery and equipment	(18,951)	(2,060)	8,569	(12,442)
	(590,834)	(53,667)	61,998	(582,503)
Net Book Value	\$ 733,654	\$ 117,065	\$ (835)	\$ 849,884

For the year ended December 31, 2023

Cost				
Land	\$ 173,252	\$ -	\$ -	\$ 173,252
Land improvements	84,494	21,410	-	105,904
Buildings	10,701	-	-	10,701
Engineered structures	922,382	79,200	-	1,001,582
Machinery and equipment	33,049	-	-	33,049
	1,223,878	100,610	-	1,324,488
Accumulated Amortization				
Land improvements	(67,119)	(2,948)	-	(70,067)
Buildings	(5,092)	(173)	-	(5,265)
Engineered structures	(455,101)	(41,450)	-	(496,551)
Machinery and equipment	(17,262)	(1,689)	-	(18,951)
	(544,574)	(46,260)	-	(590,834)
Net Book Value	\$ 679,304	\$ 54,350	\$ -	\$ 733,654

Additions to assets under construction are reported net of those tangible capital assets placed in service during the year which are shown in their respective asset classifications.

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Summer Village of South View (the Municipality) are prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAS). It is a municipality in the Province of Alberta, Canada and operates under the provisions of the Municipal Government Act, R.S.A., 2000, c. M-26, as amended (MGA). Significant aspects of the accounting policies adopted by the Municipality are as follows:

Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the Summer Village of South View (the "Municipality"). The entity is comprised of the municipal operations including all departments and functions including all of the organizations that are owned or controlled by the Municipality and are; therefore, accountable to the Municipality Council for the administration of their financial affairs and resources. The statements and schedules are therefore referenced as "consolidated".

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which they are earned and measurable. Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Expenses are recognized as they are incurred and measurable based upon receipt of the goods and services and/or the legal obligation to pay.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed or goods have yet to be provided.

Revenue is recognized in the period when the related expenses are incurred, services performed/goods provided, or the tangible capital assets are acquired.

(continues)

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Tax Revenue

Annually, the Municipality bills and collects property tax revenues for municipal purposes. Tax revenues are based on market value assessments determined in accordance with the Municipal Government Act (MGA) and annually established tax rates. Municipal tax rates are set each year by the Municipality Council in accordance with legislation and the Municipality Council approved policies to raise the tax revenue required to meet the Municipality's budget requirements. Tax revenues are recorded at the time tax billings are issued. Property assessments are subject to tax appeal. Expenses related to tax appeals and allowances are separately disclosed in the Schedule of Property and Other Taxes.

The Municipality also bills and collects education tax on behalf of the Province of Alberta (the Province). Education tax rates are established by the Province each year in order to fund the cost of education on a province-wide basis. Education taxes collected are remitted to the Province and are excluded from revenues and expenses in the Schedule of Property and Other Taxes (Schedule 1).

Segment disclosures

The Schedule of Segment Disclosures – Schedule 5 has been prepared in accordance with PS2700 Segment Disclosures. Segment disclosures are intended to enable users to better understand the government reporting entity as well as the major expense and revenue activities of the Municipality. For each reported segment, revenues and expenses represent amounts directly or reasonably attributable to the segment.

The segments have been selected based on a presentation similar to that adopted for the municipal financial planning and budget processes.

Segments include:

- a) Transportation Services includes roadway and parking services.
- b) Protective Services is comprised of police, traffic safety, bylaw enforcement and fire rescue.
- c) Recreation and Culture includes parks and recreation, community and family services, planning and corporate properties and public housing.
- d) General Government includes municipal administration and council governance.
- e) Planning and Development includes related services for the betterment of the municipality.
- f) Environmental Services include water, sewage, and garbage services.

Use of Estimates

Certain amounts in the financial statements are subject to measurement uncertainty and are based on the Municipality's best information and judgment. Actual results could differ from these estimates.

Significant estimates include:

- estimated accrued receivables;
- the estimated useful lives of assets;
- assessment of impairment of long term assets; and
- estimated accrued payables.

(continues)

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Cash and Short Term Investments

Cash and cash equivalents consist of cash on deposit, bankers' acceptances, treasury bills and commercial paper, at cost, which approximates market value. These cash equivalents generally mature within 90 days from the date of purchase, are capable of reasonably prompt liquidation and may be used to manage the Municipality's cash position throughout the year.

Investments

Investments in derivatives and equity instruments quoted in an active market are carried at fair value with transactions costs expensed upon initial recognition. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses. When the investment is disposed of the accumulated gains or losses are reclassified to the statement of operations. Investments in interest bearing securities are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

Government Transfers

Government transfers are the transfer of monetary assets or tangible capital assets from other orders of government that are not the result of an exchange transaction and for which there is no expectation of repayment or direct financial return to the transferor in the future. The Municipality receives government transfers from the Federal and Provincial governments to fund operating and capital expenditures. These transfers to the Municipality are recognized as revenues when the transfers are authorized and all the eligibility criteria, if any, has been met except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient. Prior to that time, any amounts received along with restricted interest thereon are recorded as deferred revenue.

Authorized transfers from the Municipality to other organizations or individuals are recorded as an expense when the transfer has been authorized and the eligibility criteria, if any, have been met by the recipient. The majority of transfers made by the Municipality are in the form of tangible capital assets, grants and subsidies.

Loans Receivable

Loans receivable are initially recognized at cost, net of any transaction costs, with interest income recognized using the effective interest method. Loans receivable are subsequently measured at amortized cost net of any valuation allowances.

Local Improvements

When a service or improvement is deemed to benefit a specific area more than the municipality as a whole, the project may be classified as a local improvement under the MGA to be paid in whole or in part by a tax imposed on the benefiting property owners. The property owners' share of the improvement is recognized as revenue and established as a receivable in the period that the project expenditures are completed.

(continues)

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Tangible Capital Assets

Tangible capital assets are stated at cost which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less accumulated amortization of the tangible capital assets, is amortized on a straight-line basis at the following rates:

Land improvements	15 - 20 years
Buildings	25 - 50 years
Machinery and equipment	10 - 15 years
Engineered structures	10 - 75 years

The Municipality regularly reviews its tangible capital assets to eliminate obsolete items.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

Impairment of Long Lived Assets

The Municipality tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

Non-Financial Assets

Non-financial assets are not available to discharge liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. Non-financial assets include tangible capital assets, inventory of materials and supplies, and other assets.

Debt Charges Recoverable

Debt recoverable consists of long term debt amounts borrowed that are recoverable under loans or other financial arrangements made to non-profit organizations. These debt recoverable amounts are recorded at a value equivalent to the offsetting outstanding long term debt balances as at December 31. Loans are recorded at the lower of cost and net recoverable value. A valuation allowance in the debt recoverable is recognized when there is no longer any reasonable assurance of collection.

(continues)

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Deferred Revenue

Deferred revenue comprises of funds received in advance of services performed or where the use of funds is externally restricted. These amounts are recognized as revenue in the period the service is performed or when the funds are used for the purpose specified. When agreements stipulate that interest earned on contributions should be restricted for a specific purpose that interest is treated as a contribution received and recorded as an addition to deferred revenue.

Deposits

Deposits are held for the purposes of securing the compliance of a third party to contractual stipulations. Deposits are returned when compliance with contractual stipulations is determined. Deposits are recognized as revenue when a third party defaults on the contractual stipulations that the deposits were securing against.

Long-term Debt

Long-term debt is initially recognized net of any premiums, discounts, fees and transactions costs, with interest expense recognized using the effective interest method. Long-term debt is subsequently, measured at amortized cost.

Reserves and Equity in Tangible Capital Assets

Certain amounts, as approved by Council, are designated within accumulated surplus as reserves for future operating and capital expenditures.

Equity in tangible capital assets is included within accumulated surplus. It represents the investment in tangible capital assets after deducting the portion financed by long term debt.

Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(continues)

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Asset Retirement Obligations

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the town to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the town reviews the carrying amount of the liability. The town recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

Contaminated Sites Liability

Contaminated sites are the result of a chemical, organic or radioactive material or live organism in amounts that exceed an environmental standard being introduced into soil, water or sediment. The Municipality recognizes a liability for remediation of contaminated sites when the following criteria have been met:

- an environmental standard exists,
- there is evidence that contamination exceeds an environmental standard,
- the Municipality is directly responsible or accepts responsibility for the contamination,
- it is expected that future economic benefits will be given up, and
- a reasonable estimate of the amount can be made

Sites that are currently in productive use are only considered contaminated sites if an unexpected event results in remediation. In cases where the Municipality's responsibility is not determinable, a contingent liability may be disclosed.

The liability reflects the Municipality's best estimate, as of December 31, of the amount required to remediate non-productive sites to the current minimum standard of use prior to contamination. Where possible, provisions for remediation are based on environmental assessments completed on a site; for those sites where an assessment has not been completed, estimates of the remediation are completed using information available for the site and by extrapolating from the cost to clean up similar sites. The liability is recorded net of any estimated recoveries from third parties. When cash flows are expected to occur over extended future periods the Municipality will measure the liability using present value techniques. This liability is reported in the Statement of Financial Position.

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

2. FINANCIAL INSTRUMENTS

The Municipality's financial instruments consist of cash and cash equivalents investments, accounts receivable, accounts payable and accrued liabilities. It is management's opinion that the Municipality is not exposed to significant currency risks arising from these financial instruments. Tax receivables and requisition over/under-levy are compulsory in nature, rather than contractual, however, the Municipality manages risk exposure on these items similar to other receivables and payables

The municipality is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the company's risk exposure and concentration as of December 31, 2024.

Credit risk

The Municipality is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Municipality provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Liquidity risk

Liquidity risk is the risk that the Municipality will be unable to meet its financial obligations as they come due. The Municipality is exposed to this risk through its accounts payable. This risk is influenced by the timing and collection of property taxes and other municipal revenues. If taxpayers delay or default on payments, it could impact the Municipality's cash flow and ability to fund operations.

Interest rate risk

Interest rate risk is the risk that changes in market interest rates will affect the Municipality's financial position, potentially increasing borrowing costs or reducing investment income. This risk can indirectly impact taxpayers through higher future funding requirements. The Municipality is exposed to interest rate risk primarily through its credit facilities.

Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant other price risks arising from these financial instruments.

3. CASH, TEMPORARY INVESTMENTS, AND RESTRICTED CASH

	2024	2023
Cash and temporary investments	\$ 157,022	\$ 154,031

Temporary investments are short term deposits with original maturities of one year or less.

Restricted amounts received from municipal grants and are held exclusively for future approved projects. There are currently no restricted funds.

Excluded from cash are trust funds that are administered by the Summer Village including the tax sales surplus for the following amounts: 2024 - \$18,448 and 2023 - \$17,558.

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

4. TAXES RECEIVABLES

Taxes receivable are comprised of:

	2024	2023
Current taxes and grants in place of taxes	\$ 3,937	\$ 5,962
Arrears taxes and grants in place of taxes	3,573	1,772
	\$ 7,510	\$ 7,734

5. GRANTS AND RECEIVABLES FROM OTHER GOVERNMENTS

Grants and receivables from other governments are comprised of:

	2024	2023
Municipal Sustainability Initiative - Capital grant receivable	\$ 148,649	\$ 295,287
Canada Community-Building Fund grant receivable	71,653	89,361
Local Government Fiscal Framework - Capital grant receivable	68,409	-
Subtotal	288,711	384,648
Goods and services tax refundable	12,763	10,192
	\$ 301,474	\$ 394,840

6. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 173,252	\$ -	\$ 173,252	\$ 173,252
Land improvements	79,684	21,797	57,887	35,837
Engineered structures	1,135,112	542,826	592,286	505,031
Buildings	10,701	5,437	5,264	5,436
Machinery and equipment	33,637	12,442	21,195	14,098
	\$ 1,432,386	\$ 582,502	\$ 849,884	\$ 733,654

For additional information, see the Schedule of Tangible Capital Assets (Schedule 6).

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

7. DEFERRED REVENUE

Deferred revenue is comprised of:

2024	2023 Balance	Allocations	Disbursements	2024 Balance
Grant Funding				
Canada Community-Building Fund	\$ 89,361	\$ 9,195	\$ (27,208)	\$ 71,348
Municipal Sustainability Initiative - Capital	291,775	-	(143,524)	148,251
Local Government Fiscal Framework - Capital	-	68,409	-	68,409
	381,136	77,604	(170,732)	288,008
Other Deferred Revenue				
Prepaid Taxes	1,155	1,841	-	2,996
	\$ 382,291	\$ 79,445	\$ (170,732)	\$ 291,004

2023	2022 Balance	Allocations	Disbursements	2023 Balance
Grant Funding				
Canada Community-Building Fund	80,167	9,194	-	89,361
Municipal Sustainability Initiative - Capital	359,101	33,285	(100,611)	291,775
	439,268	42,479	(100,611)	381,136
Other Deferred Revenue				
Prepaid Taxes	3,694	-	(2,539)	1,155
	442,962	42,479	(103,150)	382,291

Grant funding is comprised of the funds noted above and is allocated to the Municipality by the Provincial Government as approved by the individual restricted funding agreements. These grants are restricted to specific projects that must be approved per the agreement and are scheduled for completion in the next few years. These funds are recognized as revenue in the period they are used for the purpose specified. Unexpended funds related to the advances, less amounts receivable from the Provincial Government, are supported by restricted cash held exclusively for these projects (refer to Note 3.).

8. EQUITY IN TANGIBLE CAPITAL ASSETS

Equity in tangible capital assets is comprised of:

	2024	2023
Tangible capital assets (Note 6.)	\$ 1,432,386	\$ 1,324,488
Accumulated amortization (Note 6.)	(582,502)	(590,834)
	\$ 849,884	\$ 733,654

SUMMER VILLAGE OF SOUTH VIEW**Notes to Financial Statements****Year Ended December 31, 2024****9. ACCUMULATED SURPLUS**

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2024	2023
Unrestricted surplus	\$ 764	\$ -
Reserves - Tax Stabilization	34,720	34,720
Reserves - Sustainability	18,750	19,398
Reserves - Trees	4,103	3,000
Reserves - Legal	4,103	3,000
Reserves - Snow Removal	1,500	1,500
Reserves - Elections	3,078	2,250
Reserves - Large Bin	3,167	1,844
Reserves - Policing	531	1,791
Reserves - Appeal	1,000	-
Restricted surplus - operating	70,952	67,503
Reserves - Lagoon	80,774	80,774
Reserves - Roads	12,890	12,890
Reserves - Equip. Replacement	1,714	1,714
Restricted surplus - capital	95,378	95,378
Equity in tangible capital assets	849,884	733,655
	\$ 1,016,978	\$ 896,536

10. SEGMENTED DISCLOSURE

The Summer Village of South View provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 4).

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

11. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits, as defined by Alberta Regulation 255/00 for the Summer Village of South View, be disclosed as follows:

	2024	2023
Total debt limit	\$ 394,218	\$ 375,468
Total debt	-	-
Amount of debt limit unused	394,218	375,468
Debt servicing limit	65,703	62,578
Debt servicing	-	-
Amount of debt servicing limit unused	\$ 65,703	\$ 62,578

The debt limit is calculated at 1.5 times revenue of the Municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk, if further debt is acquired. The calculation taken alone does not represent the financial stability of the Municipality. Rather, the financial statements must be interpreted as a whole.

12. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the Chief Administrative Officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

			2024	2023
	Salary (1)	Benefits & allowances (2)	Total	Total
S. Benford - Councilor	\$ 4,750	\$ -	\$ 4,750	\$ 4,950
G. Ward - Councilor	3,275	-	3,275	75
C. Richardson - Councilor	2,975	-	2,975	75
B. Johnson - Councilor	-	-	-	1,050
J. Woslyng - Councilor	-	-	-	1,275
Chief Administrative Officer	56,244	-	56,244	54,315
Designated Officers (5)	18,584	-	18,584	19,854
	\$ 85,828	\$ -	\$ 85,828	\$ 81,594

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

2. Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial and retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

13. CONTAMINATED SITES LIABILITY

The Municipality has adopted PS3260 Liability for Contaminated Sites. The Municipality did not identify any financial liabilities in 2024 (2023 – Nil) as a result of this standard.

SUMMER VILLAGE OF SOUTH VIEW

Notes to Financial Statements

Year Ended December 31, 2024

14. ASSET RETIREMENT OBLIGATIONS

The Municipality has adopted PS3280 Asset Retirement Obligations. The Municipality did not identify any financial liabilities in 2024 (2023 – Nil) as a result of this standard.

15. APPROVAL OF FINANCIAL STATEMENTS

Council and management have approved these financial statements.

16. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

17. BUDGET AMOUNTS

Budget amounts are included for information purposes only and are not audited.

**A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE
PROVINCE OF ALBERTA TO ESTABLISH THE POSITIONS OF CHIEF
ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.**

WHEREAS section 205 of the *Municipal Government Act* provides that a council must establish by bylaw a position of chief administrative officer;

AND WHEREAS section 210 of the *Municipal Government Act* provides that a council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the positions of chief administrative officer and designated officers;

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

1. TITLE

- 1.1. This Bylaw may be cited as the "CAO and Designated Officers Bylaw".

2. INTERPRETATION

- 2.1. In this Bylaw, the following terms shall have the following meanings:
- a) "Bylaw" means this CAO and Designated Officer Bylaw;
 - b) "CAO" means the chief administrative officer for the Summer Village appointed pursuant to this Bylaw and as defined in the *Municipal Government Act*;
 - c) "Council" means the municipal council of the Summer Village;
 - d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
 - e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
 - f) "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder; and
 - g) "Summer Village" means the municipal corporation of the Summer Village of South View.
- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.
- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.

- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

3. CHIEF ADMINISTRATIVE OFFICER

- 3.1. The position of the CAO is hereby established.
- 3.2. The CAO shall be given the title "Chief Administrative Officer".
- 3.3. The CAO shall be appointed by resolution of Council and may be engaged by an employment or other contract. If applicable, all aspects of employment not addressed in the employment contract shall be addressed by the Summer Village personnel policies.
- 3.4. The CAO shall have all the powers, duties and functions of a chief administrative officer as set out in the *Municipal Government Act*.
- 3.5. Without limiting the generality of section 3.4 of this Bylaw, the CAO is the head of the Summer Village within the meaning of *FOIP*.
- 3.6. Unless a Designated Officer is expressly appointed in this Bylaw or another Bylaw of the Summer Village, the CAO has all the powers, duties and functions given to a Designated Officer under the Municipal Government Act or any other statute or enactment.
- 3.7. The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Summer Village employee.

4. DELEGATION BY CAO

- 4.1. The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act* and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 4.2. Without limiting the generality of section 4.1 of this Bylaw, the CAO is authorized to appoint an **Assistant CAO** and delegate the CAO's powers, duties and functions to that Assistant CAO and to authorize that Assistant CAO to act as the CAO during absences of the CAO. The Assistant CAO shall be a designated officer.
- 4.3. Without limiting the generality of section 4.1 of this bylaw, the following designated officer positions are established:
- a) Assistant CAO
 - b) Finance Officer
 - b) Bylaw Enforcement Officer(s)
 - c) Development Authority
 - d) Subdivision Authority
 - e) Assessment Review Board Clerk
 - f) Municipal Assessor(s)
 - g) Subdivision and Development Appeal Board Clerk

h) Safety Codes Officer

- 4.4. Without limiting the generality of section 4.1 of this bylaw, the CAO is authorized to appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.

5. APPLICATION

- 5.1. The delegation of **Finance Officer** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 213-MGA	Signing or authorizing agreements, cheques and other negotiable instruments
Section 270-MGA	Opening and closing of accounts that hold municipal funds
Section 309(1.d)-MGA	Contents of assessment notices
Section 334(1.e)-MGA	Contents of tax notices
Section 336(1)-MGA	Certifying date of sending tax notices
Section 343(2)-MGA	Application of the tax payments
Section 350-MGA	Issuing Tax Certificates
Section 612-MGA	Certified Copies

- 5.2. The delegation of **Bylaw Enforcement Officer(s)** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 420(2)-MGA	Obtaining possessions of lands
Section 436.11-MGA	Obtaining possession of manufactured homes
Section 439(2)-MGA	Preparing and issuing distress warrants and seizing goods
Section 542-MGA	Municipal inspections and enforcement
Section 543-MGA	Court authorized inspections and enforcement
Section 544-MGA	Inspecting Meters
Section 545-MGA	Issuing orders to cease contravention of any bylaw
Section 546-MGA	Orders to remedy dangerous and unsightly properties

- 5.3. The delegation of **Development Authority** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 623-MGA	Development Authority
Section 542-MGA	Municipal inspections and enforcement
Section 543-MGA	Court authorized inspections and enforcement

Section 545-MGA	Issuing orders to cease contravention of any bylaw
Section 546-MGA	Orders to remedy dangerous and unsightly properties
Section 645-MGA	Stop Orders

- 5.4. The delegation of **Subdivision Authority** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 623-MGA Subdivision Authority

The authority of the Subdivision Authority is restricted in that the decision to grant approval, with or without conditions, or to refuse subdivision approval shall be retained by the Village and shall be delegated expressly to Council.

- 5.5. The delegation of **Assessment Review Board Clerk** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 456(1)-MGA	Duties of the clerk of Assessment Review Board
Section 461 & 462-MGA	Assessment Complaints
Section 469(1)-MGA	Notice of decision of Assessment Review Board
Section 483-MGA	Decision admissible on appeal

- 5.6. The delegation of **Municipal Assessor(s)** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 284.2-MGA Carry out duties and responsibilities of an assessor

- 5.7. The delegation of **Subdivision and Development Appeal Board Clerk** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 627.1-MGA Duties of the clerk of the Subdivision and Development Appeal Board

- 5.8. The delegation of **Safety Codes Officer** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 542-MGA	Municipal inspections and enforcement
Section 543-MGA	Court authorized inspections and enforcement

6. GENERAL

- 6.1. Each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

- 6.2. This Bylaw rescinds bylaws 248-2024 Designated Officer – Assessor Bylaw, 232-2022 Designated Officer – Development Authority, 230-2022 Designated Officer – Assessment Review Board Clerk, 212-2019 Designated Officer – Subdivision and Development Appeal Board Clerk, 191 (2017) Subdivision and Planning Authority Bylaw, and 186-16 Chief Administrative Officer Bylaw.

7. COMING INTO FORCE

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

READ a first time this 15th day of April, 2025.

READ a second time this 15th day of April, 2025.

UNANIMOUS CONSENT to proceed to third reading this 15th day of April, 2025.

READ a third and final time this 15th day of April, 2025.

SIGNED this 15th day of April, 2025.

Mayor, Sandi Benford

Chief Administrative Officer, Angela Duncan

**BYLAW NO. 248-2024
SUMMER VILLAGE OF SOUTH VIEW**

**A BYLAW OF THE MUNICIPALITY OF SOUTH VIEW IN THE PROVINCE
OF ALBERTA, TO ESTABLISH THE POSITION OF DESIGNATED OFFICER
- ASSESSOR**

WHEREAS, pursuant to the provisions of section 210 of the Municipal Government Act, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

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

1. That the position of Assessor be established to carry out the duties and responsibilities of an assessor as designated in the Municipal Government Act.
2. That as the Summer Village has entered into an agreement with Municipal Assessment Services Group Inc. for the provision of assessment services within the Summer Village, Mr. Travis Horne be appointed Assessor for the Summer Village of South View.
3. That this bylaw is effective upon the date of its third and final reading.
4. That bylaw 249 (2014) be rescinded.

This Bylaw shall come into full force and effect on its final passing.

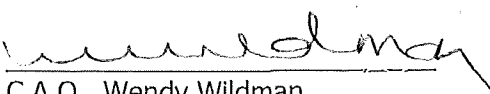
READ a first time this 15th day of October 2024.

READ a second time this 15th day of October 2024.

UNANIMOUSLY CONSENTED TO AND READ a third and final time this 15th day of October 2024.



Mayor, Sandra Benford



C.A.O., Wendy Wildman

**Municipal Government Act RSA 2000 Chapter M-26
Section 624 Development Authority**

**A BYLAW OF THE MUNICIPALITY OF SOUTH VIEW, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

WHEREAS, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

WHEREAS, the *Municipal Government Act* requires each Municipality to provide for a Development Authority; to exercise development powers and duties on behalf of the municipality; and

AND WHEREAS, the Summer Village of South View considers it beneficial to establish a development authority for the municipality;

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

1. THAT Tony Sonnleitner act as the Development Authority on behalf of the Summer Village of South View;
2. THAT the development authority shall be carried out in accordance to the Summer Village of South View Land Use Bylaw, as amended from time to time; and
3. THAT this bylaw comes into force and effect on May 1st, 2022;
4. THAT this bylaw hereby rescinds Bylaw No. 190 establishing a development authority in its entirety upon passing of this bylaw.

Read a first time on this 20th day of April, 2022.

Read a second time on this 20th day of April, 2022.

Unanimous Consent to proceed to third reading on this 20th day of April, 2022.

Read a third and final time on this 20th day of April, 2022.

Signed this 20th day of April, 2022.

**Municipal Government Act RSA 2000 Chapter M-26
Section 624 Development Authority**

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk

**A BYLAW OF THE MUNICIPALITY OF SOUTH VIEW, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

WHEREAS, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

AND WHEREAS, pursuant to section 456 of the *Municipal Government Act*, the council of a municipality must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality.

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

1. The Assessment Review Board Clerk is hereby established as a Designated Officer.
2. The Assessment Review Board Clerk is the designated officer for the purpose of the following sections of the *Municipal Government Act*:
 - i) section 456(1) – Duties of the Clerk of the Assessment Review Board
 - ii) section 461 & 462 – Assessment Complaints
 - iii) section 469(1) – Notice of Decision of the Assessment Review Board
 - iv) section 483 – Decision Admissible on Appeal
3. That as the Summer Village has entered into an agreement with Capital Region Assessment Services Commission for the provision of Assessment Review Board services within the Summer Village, Gerryl Amorin be appointed Assessment Review Board Clerk for the Summer Village of South View.
4. That this bylaw is effective upon the date of its third and final reading.
5. That bylaw 224-2021 be rescinded.

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

Read a first time on this 16th day of March, 2022.

Read a second time on this 16th day of March, 2022.

Unanimous Consent to proceed to third reading on this 16th day of March, 2022.

Read a third and final time on this 16th day of March, 2022.

**Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk**

Signed this 16th day of March, 2022.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26

Section 210, Designated Officer

Section 627.1, Appoint Subdivision and Development Appeal Board Clerk

**A BYLAW OF THE MUNICIPALITY OF SOUTH VIEW, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

WHEREAS, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

AND WHEREAS, pursuant to section 627.1 of the *Municipal Government Act*, the council of a municipality must appoint a designated officer to act as the clerk of the Subdivision and Development Appeal Board having jurisdiction in the municipality.

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

1. The Subdivision and Development Appeal Board Clerk is the designated officer for the purpose of the following section of the *Municipal Government Act*:

627.1(1) A council that establishes a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board.

2. That as the Summer Village has entered into an agreement with Milestone Municipal Services for the provision of Subdivision and Development Appeal Board services within the Summer Village, Emily House and Cathy McCartney be appointed Subdivision and Development Appeal Board Clerks for the Summer Village of South View.
3. THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 17th day of July, 2019.

Read a second time on this 17th day of July, 2019.

Unanimous Consent to proceed to third reading on this 17th day of July, 2019.

Read a third and final time on this 17th day of July, 2019.

Signed this 17th day of July, 2019.

Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 627.1, Appoint Subdivision and Development Appeal Board Clerk

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

**BYLAW NO. 191
SUMMER VILLAGE OF SOUTH VIEW**

Being a Bylaw of the Summer Village of South View, in the Province of Alberta, to Establish a Subdivision Authority

WHEREAS the *Municipal Government Act* requires each Municipality to provide for a Subdivision Authority; and

WHEREAS the *Municipal Government Act* allows each Municipality to delegate the authority to exercise subdivision powers and duties;

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

1. THAT the administration of the subdivision approval process be delegated by Council to Municipal Planning Services (MPS), except the decision to grant approval, with or without conditions, or refuse subdivision approval, be retained by the Summer Village of South View;
2. THAT the Subdivision Approving Authority is delegated to the Council for the Summer Village of South View;
3. THAT Municipal Planning Services (MPS) be entitled to receive subdivision applications and endorsement fees, paid by the applicant for subdivision approval at the rates established by Council;
4. THAT Municipal Planning Services (MPS) be authorized to endorse plans of subdivision, separation documents, descriptive plans, transfer of land and any other documents required to register an approved subdivision at the Land Titles office, on behalf of the Summer Village of South View and the Registrar of Land Titles be authorized to accept the Agency's endorsement as if it were that of the Summer Village of South View;
5. THAT this bylaw comes into effect upon the date of the passing of third and final reading and signing by the Mayor and Chief Administrative Officer (C.A.O.);
6. THAT this bylaw hereby rescinds Bylaw No. 184 establishing a subdivision authority in its entirety upon passing of this bylaw.

READ A FIRST TIME this ___15th___ day of ___February___, AD 2017.

READ A SECOND TIME this ___15th___ day of ___February___, AD 2017.

READ A THIRD AND FINAL TIME this ___15th___ day of ___February___, AD 2017.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

Summer Village of South View

Bylaw No 186-16

BEING A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS Section 205 of the Municipal Government act, being Chapter M-26 of RSA 2000 and any amendments thereto, directs that a municipality shall establish the position of Chief Administrative Officer;

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

1. There shall be in and for the Summer Village of South View a Chief Administrative Officer.
2. The Chief Administrative Officer shall be appointed by resolution and may be engaged by an Employment Contract.
3. All aspects of employment not addressed by the Employment Contract shall be addressed by the Personnel Policy.
4. The Council may, by resolution, appoint an acting Chief Administrative Officer and prescribe his/her duties, who shall act during illness, absence or other incapacity that may prevent the Manager from performing the duties of his/her office.

Read a First time this 23rd day of March, 2016.

Read a Second time this 23rd day of March, 2016.

Unanimously Consented to and Read a Third and Final time this 23rd day of March, 2016.

Mayor, Sandi Benford

CAO, Wendy Wildman

Information Bulletin 02/2025

Key Municipal Dates

April 1 - June 30, 2025

- | | |
|----------|--|
| April 1 | The <i>Provincial Priorities Act</i> and associated Regulation come into force on April 1, 2025. Municipalities and municipal entities will need to submit information to Municipal Affairs on all new agreements with the federal government. Information on the submission process, an Intake Form, and Fact Sheet is available at: Federal agreements and the municipal sector Alberta.ca |
| April 30 | Last day for municipalities to pass a supplementary assessment bylaw or an amendment to it. See section 313 of the <i>Municipal Government Act (MGA)</i> . |
| April 30 | Last day to establish a bylaw providing for electronic means of public hearings for planning and development matters. More information is available at: Bill 20: Changes to the MGA Planning and Development Public Hearings |
| April 30 | Last day for municipalities to pass a business tax bylaw or an amendment to it. See section 371 of the <i>MGA</i> and the Business Improvement Area Regulation (AR 93/2016). |
| April 30 | Last day for municipalities to pass a business improvement area tax bylaw or an amendment to it. See sections 50 to 53, and 381, of the <i>MGA</i> and the Business Improvement Area Regulation (AR 93/2016). |
| May 1 | Each municipality must make its financial statements, or a summary of them, and the auditor's report on the financial statements, available to the public in the manner the council considers appropriate. See section 276 of the <i>MGA</i> . |
| May 1 | Last day for municipalities to submit the audited financial statements, audited financial information return, and the auditor's report to the Minister. See section 278 of the <i>MGA</i> . |
| May 1 | Last day for a Regional Services Commission to submit the audited financial information return and audited financial statements to the Minister and each member of the commission. See section 602.37 of the <i>MGA</i> . |

(6) Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate.

(7) Repealed 2019 c22 s10(5).

RSA 2000 cM-26 s197;2015 c8 s19;2019 c22 s10(5)

Right of public to be present

198 Everyone has a right to be present at council meetings and council committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct.

1994 cM-26.1 s198

Meetings by electronic means

199(1) In this section,

(a) “electronic means” means an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting;

(b) “meeting” includes a hearing.

(2) A council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

(2.1) Every council must by bylaw provide for public hearings under Part 17 to be conducted by electronic means.

(3) A bylaw under subsection (2) or (2.1) must

(a) specify the type or types of electronic means by which meetings are authorized to be held,

(b) require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw,

(c) except in the case of a meeting that is closed to the public in accordance with section 197, specify

(i) a method by which members of the public may access the meeting and make submissions,

(ii) if a provision of this Act requires information in respect of the meeting to be made publicly available, a method for making the information publicly available before and during the meeting, and

- (iii) a method for giving the public notice of the meeting, of the method by which the public may access the meeting and, where subclause (ii) applies, of the method by

which the public may access the information referred to in that subclause,

and

- (d) contain any other provisions required by the regulations under subsection (5).

(3.1) A bylaw under subsection (2.1) must be passed within 6 months from the coming into force of this subsection.

(4) Where a meeting is held by electronic means in compliance with a bylaw under subsection (2) or (2.1) or a regulation under subsection (5),

- (a) electronic access to the meeting may be restricted or suspended in order to close all or part of the meeting to the public under section 197, and, for the purposes of section 197(5), any members of the public whose access to the meeting is restricted or suspended are considered to be present outside the meeting room during the restriction or suspension,
- (b) the meeting is deemed to be conducted in public for the purposes of section 198,
- (c) the council is deemed to have met its obligations under section 216.4(4),
- (d) the reference in section 216.4(5) to representations made at the public hearing is to be interpreted as a reference to the submissions received by the council in accordance with the bylaw or regulation, as the case may be, and
- (e) the term "address" in section 606(6)(b) and the expression "place where it will be held" in section 606(6)(d) are to be interpreted as meaning a website address, telephone number or other information identifying where the meeting can be accessed electronically.

(5) The Minister may make regulations authorizing and respecting the use of electronic, telephonic or other communication methods to conduct meetings of a council or council committee.

(6) Regulations under subsection (5) may apply generally or specifically, and may modify the requirements in this Division to

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

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

AND WHEREAS, the Council of the Summer Village of South View recognizes the need to promote effective participation in local governance by all stakeholders, including Councillors, administration, formal delegations before council and committees, and the public in general, and therefore is agreeable to accommodating electronic means of participation herein, in accordance with Section 199 of the Municipal Government Act;

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

Citation

1. This Bylaw may be cited as the "~~Council~~The Procedural~~le~~ Bylaw".

Definitions

2. In this bylaw:
 - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of South View.
 - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
 - c) "Council" means the Mayor and Councillors of the Summer Village of South View for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
 - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
 - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
 - f) "Electronic Means" shall be as defined in the Municipal Government Act, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.

- g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta or any Act that replaces the Freedom of Information and Protection of Privacy Act.
- h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
- i) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
- j) "Meetings" means meetings of Council and Council committees and in keeping with the interpretation of Section 199(1)(b) of the Municipal Government Act, shall include hearings.
- k) "Municipality" means the Municipality of the Summer Village of South View, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;

Application

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

Severability

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

General

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

required under Part 17 of the Municipal Government Act shall be accessible via Electronic Means and shall be conducted in accordance with the procedures set out in Appendix C.

Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 9:30 a.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;

~~20. Recordings: Council or Council committee meetings may not be filmed or voice-recorded. No person, persons or entity other than the Summer Village of South View may record in whole or in part any meeting of Council or Council Committee using audio, video, or any other recording means.~~

~~20.~~

~~Should the Summer Village of South View deem it appropriate to record a Council or Committee meeting an announcement will be made at the beginning of the meeting stating that the meeting or a part of the meeting is being recorded.~~

~~21. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed.~~

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from the meeting room.

~~21.~~

~~22. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.~~

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Conduct of Meetings

~~23-22.~~ Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.

~~24-23.~~ The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.

~~25-24.~~ A resolution does not require a seconder.

~~26-25.~~ A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.

~~27-26.~~ The following resolutions are not debatable by members:

- a) adjournment
- b) to take a recess
- c) question of privilege
- d) point of order
- e) to limit debate on a matter before members
- f) on division of a question
- g) postpone the matter to a certain time ~~certain~~
- h) to table the matter

~~28-27.~~ The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.

~~29-28.~~ Where an item has been brought before Council, the same item cannot be tabled more than three times.

~~30-29.~~ Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information to be presented about the issue or matter.

~~31-30.~~ Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.

~~32-31.~~ Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable

to the case without argument or comment.

~~33.~~32. The Mayor or presiding officer shall preserve order and decorum and shall decide questions or order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.

~~34.~~33. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.

~~35.~~34. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:

- a) a motion to refer the main question to some other person or group for consideration
- b) a motion to amend the main question
- c) a motion to table the main question
- d) a motion to postpone the main question to some future time
- e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.

~~36.~~35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.

~~37.~~36. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.

~~38.~~37. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. In the case of a meeting by electronic means voting may be done verbally.

~~39.~~38. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;

~~40.~~39. As per section 197 of the Municipal Government Act, Aa formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) the relevant section of the Freedom of Information and Privacy Act, or any act that may replace the Freedom of Information and Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the

~~Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons.~~ When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to an open meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place in Closed Meeting session and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the ~~rest of the~~ meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons ~~and the reasons for allowing them to attend in attendance and, if applicable, the reason for their attendance.~~

Commented [A1]: Have amended to account for upcoming changes to privacy legislation and to reflect current practices.

Delegations

41-40. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least nine (9) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.

42-41. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.

43-42. Delegations that have not submitted a letter in accordance with section ~~401~~ may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section ~~412~~ to present the matter outlined.

44-43. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the

meeting immediately.

~~45.44.~~ Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order as may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

Provision for Attendance and Participation by Electronic Means

~~46.45.~~ In accordance with the provisions of Section 199(2) of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council. Further, in accordance with Section 199(2.1) of the Municipal Government Act, all public hearings required under Part 17 of the Act shall be conducted via Electronic Means. Public hearings, other than those required by Part 17 of the Act may be conducted via Electronic Means.

- a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:
 - A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
 - A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public, as in the hybrid model the council chamber remains an effective point of access for the general public.
- b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
- c) ~~In all cases~~Except as required by Section 199(2.1) of the Municipal Government Act, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.

Municipal Government Act RSA 2000 Chapter M-26
Part 5 Section 145

- d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
- e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
 - Those voting members or councillors present;
 - Those administration present;
 - Those delegations that may be present; and
 - The general count of those public present.

47.46. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:

- a) Telephone participation, both traditional landline and cellular mobile participation;
- b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
- c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
- d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).

48.47. In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:

- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
- b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
- c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
- d) In voting on a matter, the virtually attending party, or parties, shall be

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called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.

- e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.
- f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

49-48. When making access by Electronic Means available to the general public:

- a) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and/or shall be posted on the Summer Village Website and distributed by the same means used to circulate the notice of meeting and agenda.
- b) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderator of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.
- c) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic meeting platform), and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

Rules of Order

50-49. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order Revised";

Agenda and Order of Business

~~54-50.~~ Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least nine (9) business days before the meeting.

~~52-51.~~ The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. four (4) business days before the meeting.

~~53-52.~~ Where the deadlines in section ~~510~~ and ~~521~~ are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.

~~54-53.~~ The business intended to be dealt with shall be stated in the agenda in the following order where applicable:

1. Call to Order
2. Treaty 6 Territory Land Acknowledgment
3. Agenda Adoption
4. Minutes Adoption
5. Appointments (Delegations)
6. Bylaws
7. Business
8. Financial
9. Council Reports
10. Chief Administrator's Report
11. Information & Correspondence
12. Open Floor Discussion with Gallery - Total time provision of 15 minutes
13. Closed Meeting Session
14. Next Meeting
15. Adjournment

~~55-54.~~ The order of business established in section ~~534~~ shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

~~56-55.~~ Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

Recording of the Minutes

~~57-56.~~ The CAO may delegate any duties to a recording secretary but shall accept all

responsibilities of the duties.

~~58:57.~~ If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be ~~so~~ recorded in the minutes.

~~59:58.~~ After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

~~60:59.~~ Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.

~~61:60.~~ Every bylaw shall have three separate and distinct readings.

~~62:61.~~ After a member has made the motion for the second reading of the bylaw Council may:

- a) debate the substance of the bylaw; and
- b) propose and consider amendments to the bylaw.

~~63:62.~~ A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.

~~64:63.~~ Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.

~~65:64.~~ Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.

~~66:65.~~ Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:

- a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
- b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

Website

BYLAW NO. ~~25444-2025~~4

Municipal Government Act RSA 2000 Chapter M-26
Part 5 Section 145

~~67-66.~~ The Regular Council Meeting agenda ~~and links to join the meeting via Electronic Means, as applicable,~~ will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.

~~68-67.~~ Special Council Meeting agendas will be posted on the Summer Village website prior to the special Council meeting after it is prepared and distributed to Council.

~~69-68.~~ Unapproved meeting minutes are to be posted on the Summer Village website within 7 business days after the meeting.

~~70-69.~~ Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting ~~in which they are approved.~~

~~74-70.~~ Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw No. ~~24439-2023~~4 and comes into full force and effect upon third and final reading.

READ a first time this ~~1520~~th day of ~~April~~February, 2024~~5~~.

READ a second time this ~~1520~~th day of ~~April~~February, 2024~~5~~.

UNANIMOUS CONSENT to proceed to third reading this ~~1520~~th day of ~~April~~February, 2024~~5~~.

READ a third and final time this ~~1520~~th day of ~~April~~February, 2024~~5~~.

SIGNED this ~~1520~~th day of ~~April~~February, 2025~~4~~.

Mayor, Sandi Benford

Chief Administrative Officer, ~~Angela Duncan~~Wendy Wildman

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SUMMER VILLAGE OF SOUTH VIEW
APPENDIX A

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

General duties of Councillors
153

Councillors have the following duties:

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

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

SUMMER VILLAGE OF SOUTH VIEW
APPENDIX B

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

General duties of chief elected official
154

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

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF SOUTH VIEW

APPENDIX C

Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles

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

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

Public Hearing Procedures

Definitions

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

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SUMMER VILLAGE OF SOUTH VIEW PUBLIC HEARING

Date Time Bylaw # *****

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INTRODUCTION & PROCEDURES

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1 (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"

2 (Chair) "The following rules of conduct will be followed during the Public Hearing:"

Presentation should be brief and to the point

The order of presentation shall be

- Entry of written submissions
- Comments from those physically in attendance in support of the bylaw
- Comments from those attending virtually in support of the bylaw
- Comments from those physically in attendance opposing the bylaw
- Comments from those attending virtually opposing the bylaw
- Comments from the *****
- Those supporting the Bylaw
- Those opposing the Bylaw
- Any other person deemed to be affected by the Bylaw

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The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

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

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

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

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

The following written comments have been received to (insert date)

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

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

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BYLAW NO. 25444-20245

Municipal Government Act RSA 2000 Chapter M-26
Part 5, Section 145

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

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

5 (Chair) "Are there any further comments from the **** Dept."

6 (Chair) "Do the Councilors have any further questions"

7 (Chair) "If not, I hereby declare this Public Hearing relating to Bylaw
**** be closed and will adjourn this Public Hearing.

BYLAW NO. 25444-20245
17

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

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

AND WHEREAS, the Council of the Summer Village of South View recognizes the need to promote effective participation in local governance by all stakeholders, including Councillors, administration, formal delegations before council and committees, and the public in general, and therefore is agreeable to accommodating electronic means of participation herein, in accordance with Section 199 of the Municipal Government Act;

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

Citation

1. This Bylaw may be cited as the "Council Procedural Bylaw".

Definitions

2. In this bylaw:
 - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of South View.
 - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
 - c) "Council" means the Mayor and Councillors of the Summer Village of South View for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
 - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
 - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
 - f) "Electronic Means" shall be as defined in the Municipal Government Act, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting.

- g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta or any Act that replaces the Freedom of Information and Protection of Privacy Act.
- h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
- i) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
- j) "Meetings" means meetings of Council and Council committees and in keeping with the interpretation of Section 199(1)(b) of the Municipal Government Act, shall include hearings.
- k) "Municipality" means the Municipality of the Summer Village of South View, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;

Application

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

Severability

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

General

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

required under Part 17 of the Municipal Government Act shall be accessible via Electronic Means and shall be conducted in accordance with the procedures set out in Appendix C.

Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 9:30 a.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. Recordings: No person, persons or entity other than the Summer Village of South View may record in whole or in part any meeting of Council or Council Committee using audio, video, or any other recording means.
21. Should the Summer Village of South View deem it appropriate to record a Council or Committee meeting an announcement will be made at the beginning of the meeting stating that the meeting or a part of the meeting is being recorded.

Conduct of Meetings

22. Each member or delegate, as the case may be, shall address the chair but shall

not speak until recognized by the chair.

23. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
24. A resolution does not require a seconder.
25. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
26. The following resolutions are not debatable by members:
 - a) adjournment
 - b) to take a recess
 - c) question of privilege
 - d) point of order
 - e) to limit debate on a matter before members
 - f) on division of a question
 - g) postpone the matter to a certain time
 - h) to table the matter
27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an item has been brought before Council, the same item cannot be tabled more than three times.
29. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information to be presented about the issue or matter.
30. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
31. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
32. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
33. In all cases not provided for in the proceedings of the Council, a two-thirds

majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.

34. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
- a) a motion to refer the main question to some other person or group for consideration
 - b) a motion to amend the main question
 - c) a motion to table the main question
 - d) a motion to postpone the main question to some future time
 - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
36. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
37. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. In the case of a meeting by electronic means voting may be done verbally.
38. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;
39. As per section 197 of the Municipal Government Act, a formal motion will be made to go to a "Closed Meeting" session, identifying the relevant section of the Freedom of Information and Privacy Act, or any act that may replace the Freedom of Information and Privacy Act. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to an open meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place in Closed Meeting session and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons

to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons in attendance and, if applicable, the reason for their attendance.

Delegations

40. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least nine (9) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
41. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
42. Delegations that have not submitted a letter in accordance with section 40 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 41 to present the matter outlined.
43. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
44. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order as may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

Provision for Attendance and Participation by Electronic Means

45. In accordance with the provisions of Section 199(2) of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic

Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council. Further, in accordance with Section 199(2.1) of the Municipal Government Act, all public hearings required under Part 17 of the Act shall be conducted via Electronic Means. Public hearings, other than those required by Part 17 of the Act may be conducted via Electronic Means.

- a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:
- A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
 - A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public, as in the hybrid model the council chamber remains an effective point of access for the general public.
- b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
- c) Except as required by Section 199(2.1) of the Municipal Government Act, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.
- d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
- e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
- Those voting members or councillors present;
 - Those administration present;
 - Those delegations that may be present; and
 - The general count of those public present.

46. In providing for Electronic Means, the Council authorizes the following electronic

means for virtual participation in meetings:

- a) Telephone participation, both traditional landline and cellular mobile participation;
- b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
- c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
- d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).

47. In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:

- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
- b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
- c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
- d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.
- e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.
- f) When a council member or other participant is included in a Closed

Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

48. When making access by Electronic Means available to the general public:

- a) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and/or shall be posted on the Summer Village Website and distributed by the same means used to circulate the notice of meeting and agenda.
- b) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderator of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.
- c) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic meeting platform), and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

Rules of Order

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

Agenda and Order of Business

- 50. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least nine (9) business days before the meeting.
- 51. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. four (4) business days before the meeting.
- 52. Where the deadlines in section 50 and 51 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the

meeting.

53. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
 1. Call to Order
 2. Treaty 6 Territory Land Acknowledgment
 3. Agenda Adoption
 4. Minutes Adoption
 5. Appointments (Delegations)
 6. Bylaws
 7. Business
 8. Financial
 9. Council Reports
 10. Chief Administrator's Report
 11. Information & Correspondence
 12. Open Floor Discussion with Gallery - Total time provision of 15 minutes
 13. Closed Meeting Session
 14. Next Meeting
 15. Adjournment
54. The order of business established in section 53 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
55. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

Recording of the Minutes

56. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
57. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be recorded in the minutes.
58. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

59. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the

appropriate place.

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

Website

66. The Regular Council Meeting agenda and links to join the meeting via Electronic Means, as applicable, will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
67. Special Council Meeting agendas will be posted on the Summer Village website prior to the special Council meeting after it is prepared and distributed to Council.
68. Unapproved meeting minutes are to be posted on the Summer Village website within 7 business days after the meeting.
69. Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting in which they are approved.
70. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw No. 244-2024 and comes into full force and effect upon third and final reading.

READ a first time this 15th day of April, 2025.

READ a second time this 15th day of April, 2025.

UNANIMOUS CONSENT to proceed to third reading this 15th day of April, 2025.

READ a third and final time this 15th day of April, 2025.

SIGNED this 15th day of April, 2025.

Mayor, Sandi Benford

Chief Administrative Officer, Angela Duncan

SUMMER VILLAGE OF SOUTH VIEW
APPENDIX A

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

General duties of Councillors

153

Councillors have the following duties:

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

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

SUMMER VILLAGE OF SOUTH VIEW
APPENDIX B

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

General duties of chief elected official
154

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

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF SOUTH VIEW

APPENDIX C

Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles

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

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

Public Hearing Procedures

Definitions

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

SUMMER VILLAGE OF SOUTH VIEW PUBLIC HEARING

Date Time Bylaw # *****

INTRODUCTION & PROCEDURES

- 1 (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chair) "The following rules of conduct will be followed during the Public Hearing:"
Presentation should be brief and to the point
The order of presentation shall be
 - Entry of written submissions
 - Comments from those physically in attendance in support of the bylaw
 - Comments from those attending virtually in support of the bylaw
 - Comments from those physically in attendance opposing the bylaw
 - Comments from those attending virtually opposing the bylaw
 - Any other person deemed to be affected by the Bylaw

The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

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

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

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

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

The following written comments have been received to (insert date)

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

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

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

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

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

Analysis: INCOME REPORT - SOUTH VIEW

7-a

Description	2025 BUDGET
INCOME REPORT - SOUTH VIEW	(1)
Period 1: - --- Begin	01Jan2025
End	31Dec2025
--- Type	B
(less) --- Begin	000000000
Period 2: - --- End	000000000
--- Type	
Ratios: % of Account	
Graphs: # of Columns, Scale	0 0

Description	2025 BUDGET
REVENUE	
TAXATION	
RESIDENTIAL TAX- (MUNICIPAL)	203,561.30
RESIDENTIAL TAX- (SCHOOL)***	53,975.74
VACANT RES TAX- (MUNICIPAL)	7,624.44
VACANT RES TAX- (SCHOOL)***	2,021.68
LINEAR TAX- (MUNICIPAL)	2,859.43
LINEAR TAX- (SCHOOL)***	552.40
LINEAR TAX- (DIP)	10.19
SENIOR'S FOUNDATION	4,996.62
MINIMUM TAX (2025- \$1,155)	23,826.83
SPECIAL TAX	0.00
TOTAL TAXES	299,428.63
OTHER INCOME\GRANTS	
PENALTIES & COSTS ON TAXES	2,500.00
INVESTMENT INCOME (INTEREST)	5,500.00
GRANT (MSI-O)\(LGFF-OP)	11,784.00
GRANT (MSI-C) (\$291,775)	0.00
*MUST SPEND \$65,922 MSI-C-'24	
GRANT (LGFF) (\$68,409 '24)	0.00
GRANT (CCBF) (\$89,361 END'23)	0.00
*MUST SPEND \$44,474 '24)	
GRANT (FIRESMART)	500.00
GRANT-	0.00
RESERVES	0.00
SPECIAL PROJECTS (LUB)	8,000.00
CAPITAL PROJECTS INCOME	116,143.00
UNRESTRICTED	0.00
ADMIN\COUNCIL	
SALES OF GOODS & SERVICES	0.00
TAX CERTIFICATES	250.00
N.S.F. FEES	0.00
FORTIS FRANCHISE FEE (3%)	2,500.00
OTHER (2024 COURT COSTS)	0.00
TRANS FR RES (MAP REVIEW)	1,500.00
TRANS FR RES (ELECTION)	3,078.00
TRANS FR RES (COUNCIL ORIENT)	1,400.00
ANIMAL CONTROL\CPO\BYLAW	
BY-LAW FINES	0.00
FIRE INCIDENT RECOVERY (NEW)	0.00
PROVINCIAL POLICING (FR.RES)	0.00
Description	2025 BUDGET

Approved and signed this 15th day of April, 2025

Sandi Benford, Mayor

Angela Duncan, Chief Administrative Officer

(91)

Analysis: INCOME REPORT - SOUTH VIEW

=====	
Description	2025 BUDGET

PUBLIC WORKS\COMMON SERVICES	
LARGE BIN (EVERY 2ND YR) (RES)	0.00
SALE OF TCA	0.00
TRANSFER FROM RESERVE	0.00
PARKS & RECREATION	
LAKE WEEDS COST RECOVERY	5,900.00
PROVINCIAL GRANT FCSS	3,665.00
GRANT FCSS (VOL. PICNIC\ALLNET)	0.00
TRANSFER FROM RESERVE (TREES)	4,103.00
PLANNING & DEVELOPMENT	
SAFETY CODE PERMIT FEES	1,250.00
DEVELOPMENT PERMITS	1,750.00
DEVELOPMENT APPEAL	0.00
TOTAL REVENUE	469,251.63
REQUISITIONS	
SENIOR FOUNDATION	4,996.62
UNDER\OVER UTILIZED LEVY	0.00
SCHOOL	56,549.82
UNDER\OVER UTILIZED LEVY	0.00
DIP	10.19
UNDER\OVER UTILIZED LEVY	0.00
TOTAL REQUISITIONS	61,556.63
NET REVENUE FOR MUN PURPOSES	407,695.00

Analysis: EXPENSE REPORT- SOUTH VIEW

Description	2025 BUDGET
EXPENSE REPORT- SOUTH VIEW	(1)
Period 1: --- Begin	01Jan2025
Period 1: --- End	31Dec2025
Period 1: --- Type	B
(less) Period 2: --- Begin	000000000
(less) Period 2: --- End	000000000
(less) Period 2: --- Type	
Ratios: % of Account	
Graphs: # of Columns,Scale	0 0
Description	2025 BUDGET
COUNCIL	
DEVELOPMENT	3,650.00
MEETING FEES	10,000.00
MONTHLY REIMB (\$240\MONTH)	8,640.00
TRAVEL & SUBSISTENCE	6,250.00
SVLSACE COMMITTEE FEES	625.00
PUBLIC RELATIONS & PROMO	500.00
COUNCIL EMAILS	255.00
INTEGRITY COMMISSIONER	1,061.00
TOTAL	30,981.00
ADMINISTRATION	
ELECTION & CENSUS	5,000.00
ADMINISTRATOR CONTRACT	61,594.00
ADMIN ADDITIONAL WORK (MAP)	1,500.00
ADMIN DEVELOPMENT	1,000.00
WCB	550.00
TRAVEL & SUBSISTENCE	2,300.00
POSTAGE\PHONE\STORAGE	4,600.00
ADVERTISING & PRINTING	2,850.00
MEMBERSHIP DUES	1,838.00
AUDITOR	4,300.00
ASSESSMT('25)5520\5680\5840	5,840.00
ASSESSMENT REVIEW BOARD	941.00
SDAB AGREEMENT\HEARINGS	2,300.00
LEGAL FEES	3,000.00
INSURANCE	5,000.00
COMPUTER SUPPORT\WEBSITE	2,150.00
PUBLIC RELATIONS & PROMO	500.00
MEETING ROOM FEES	0.00
BANK CHARGES\PENALTIES	100.00
LAND TITLE CHARGES	50.00
TAX REBATES\CANCELLATIONS	0.00
INTEGRITY COMMISSIONER	0.00
TOTAL	105,413.00
PUBLIC WORKS\ROADS	
CONTRACTED SERVICES	1,000.00
SNOW REMOVAL\GRADING\SANDIN	7,000.00
STREET SWEEPING	1,500.00
REPAIRS\POTHLES\CRACKFILL	3,500.00
SUPPLIES	250.00
SIGNS	300.00
STREET LIGHTS	15,200.00
WAGES	0.00
PAYROLL DEDUCTIONS	0.00
TOTAL	28,750.00
Description	2025 BUDGET

Analysis: EXPENSE REPORT- SOUTH VIEW

Description	2025 BUDGET
DRAINAGE	
GENERAL SUPPLIES	0.00
DRAINAGE STUDY	0.00
TOTAL	0.00
LAGOON\SEWER	
LAGOON\SEWER CAPITAL	0.00
LAGOON\SEWER OPERATING	0.00
TOTAL	0.00
SOLID WASTE COLLECTION	
COLLECTION (E360S)	8,400.00
LARGE BIN (EVERY 3 YEARS)	0.00
COMMISSION (HWY 43)	0.00
TOTAL	8,400.00
PLANNING & DEVELOPMENT	
D.O. CONTRACT (ANNUAL)	9,070.00
D.O. MEETINGS\MILEAGE	0.00
DEVELOPMENT PERMITS	0.00
DEVELOPMENT ENFORCEMENT	1,000.00
MUNICIPAL PLANNING	0.00
SAFETY CODES ADMIN	2,121.00
TOTAL	12,191.00
LIBRARIES	
LIBRARY (YRL)	342.00
TOTAL	342.00
FAMILY & COMMUNITY SUPPORT SER	
FCSS (\$3,727)(\$657 ADMIN)	4,583.00
FCSS (VOL.PICNIC\ALL-NET)	0.00
TOTAL	4,583.00
RECREATION & PARKS	
TREE REMOVAL	4,103.00
GRASS CUT\CLEAN UP (2026)	32,000.00
PORTA-POTTY (JUN-OCT)	0.00
EQUIP & SUPPLY (FUEL)	750.00
WEED INSPECTIONS	330.00
LAKE WEED CUTTING (LIAMS)	6,400.00
EAST END BUS	375.00
BOAT LAUNCH (NEW)	0.00
FLOWERING RUSH (M#093-2024)	1,000.00
TOTAL	44,958.00
EMERGENCY & SHARED SERVICES	
LIBRARY (LOCAL)	1,000.00
RECREATION-LSA CONTRIBUTION	500.00
FIRE SUPP (2021-2025)	15,400.00
FIRE INCIDENT RECOVERY	0.00
CPO\ENHANCED POLICING	9,800.00
EMERGENCY RELIEF (COVID)	0.00
EMERGENCY MANAGEMENT FEES	9,000.00
PROV POLICING(20\21 1ST YR)	4,774.00
YR 1 -B 1,626 A(1,621)	
YR 2 -B 2,441 A(2,434)	
YR 3 -B 3,252 A(3,207)	
Description	2025 BUDGET

Analysis: EXPENSE REPORT- SOUTH VIEW

Description	2025 BUDGET
YR 4 -B 4,881 A(4,512)	
YR 5 -B 4,881	
(AVG OVER 5 YEARS)\$3,417	
TOTAL	40,474.00
RESERVE ACCOUNTS (5% INC)	
PROVINCIAL POLICING RESERVE	0.00
SUSTAIN.RESERVE(1\2 MSI-O)	180.00
TREE REMOVAL RESERVE	1,158.00
SNOW REMOVAL RESERVE	0.00
LEGAL RESERVE	1,158.00
ELECTIONS RESERVE	1,500.00
LARGE BIN RESERVE	1,389.00
MAP REVIEW	525.00
APPEAL RESERVE	1,050.00
TOTAL	6,960.00
YEAR-END AUDIT ACCOUNTS	
ANNUAL AMORTIZATION	0.00
GAIN\LOSS ON SALE OF TCA	0.00
TOTAL	0.00
SPECIAL PROJECTS	
BRUSH CLEARING (FIRESMART)	500.00
LAND USE BYLAW REVIEW	8,000.00
TOTAL	8,500.00
CAPITAL PROJECTS	
2025 PROJECT- BOAT LAUNCH-MSI	11,136.00
2025 PROJECT- EAST ACCESS RD	100,000.00
2025 PROJECT- LARGE BINS-MSI	2,007.00
2025 PROJECT-FIRE HAZARD SIGNS	3,000.00
TOTAL	116,143.00
TOTAL EXPENSES	407,695.00

7.b

Municipal Government Act RSA 2000 Chapter M-26

Part 10 Division 2 Property Tax

BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE SEVERAL RATES OF TAXATION IMPOSED FOR ALL PURPOSES FOR THE YEAR 2025.

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

Municipal General	214,045.17
Minimum Municipal	23,826.83
Lac Ste. Anne Foundation Requisition	4,996.62
ASFF Residential School Requisition	55,997.42
ASFF Non-Residential School Requisition	552.40
Designated Industrial Property Tax Requisition	10.19
Total:	<u>\$ 299,428.63</u>

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

Assessment Description	Total
RESIDENTIAL (VACANT)	876,950
RESIDENTIAL (IMPROVED)	23,413,270
NON-RESIDENTIAL	145,370
EXEMPT	1,706,690
Total:	<u>\$ 26,142,280</u>

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of South View for 2025 total \$407,695.00; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$169,823.00 and \$23,826.83 from "Minimum Municipal Tax" and the balance of \$214,045.17 is to be raised by general municipal taxation; and

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

Municipal Government Act RSA 2000 Chapter M-26

Part 10 Division 2 Property Tax

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

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

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE (in mills)</u>
General Municipal			
Residential	211,185.74	24,290,220	8.6942705
Non-residential (Linear)	2,859.43	145,370	19.67
TOTAL	\$214,045.17	\$24,435,590	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE (in mills)</u>
Alberta School Foundation Fund			
Residential	55,997.42	24,290,220	2.30534841
Non-residential (Linear)	552.40	145,370	3.79995873
TOTAL	\$56,549.82	\$24,435,590	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE (in mills)</u>
Lac Ste. Anne Seniors Foundation			
Residential	4,966.89	24,290,220	0.2044813
Non-residential (Linear)	29.73	145,370	0.2044813
TOTAL	\$4,996.62	\$24,435,590	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE (in mills)</u>
Designated Industrial Property			
Non-Residential (Linear)	10.19	145,370	0.0701
TOTAL	\$10.19	\$145,370	

Municipal Government Act RSA 2000 Chapter M-26

Part 10 Division 2 Property Tax

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

	<u>TAX RATE</u>	<u>TAX LEVY</u>
Minimum Municipal Tax		
Residential (Vacant)	\$1,155.00	15,475.56
Residential (Improved)	\$1,155.00	7,483.06
Non-Residential (Linear)	\$1,155.00	868.21
TOTAL		\$23,826.83

3. THAT this BYLAW shall come into force and effective for 2025 taxation on the date of the third and final reading.

Read a first time on this 15th day of April, 2025.

Read a second time on this 15th day of April, 2025.

Unanimous Consent to proceed to third reading on this 15th day of April, 2025.

Read a third and final time on this 15th day of April, 2025.

Signed this 15th day of April, 2025.

Mayor, Sandi Benford

Chief Administrative Officer, Angela Duncan



Municipal Affairs

7.c

Office of the Assistant Deputy Minister
Municipal Services Division
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225

AR117946

March 13, 2025

Ms. Wendy Wildman
Chief Administrative Officer
Summer Village of South View
PO Box 8
Alberta Beach AB T0E 0A0
svsouthview@outlook.com

Dear Ms. Wildman:

Your participation and cooperation during the Municipal Accountability Program (MAP) review conducted in September 2024 for the Summer Village of South View is greatly appreciated. On behalf of the Minister, I have accepted the summer village's MAP report as prepared by the department staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the summer village.

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

Development of the response plan ensures that you have read the report and the recommendations and have considered the time and resources required to address each item. The plan need not be complex – a simple checklist with anticipated completion dates would suffice. In addition, having a plan lets the advisor provide timely support as needed.

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

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

.../2

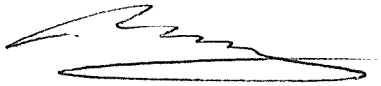
As department staff discussed with you during the review, it is expected the MAP report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results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

Advisor support during plan implementation is an important part of the program. As you proceed with addressing the areas of non-compliance, please submit records of resolutions passed, any new or updated bylaws, and any other documents which were changed. Staff will use this information to confirm the satisfactory completion of the legislative gaps identified in the report.

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

For further information, please contact Nnamdi Njoku, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-5811 or at nnamdi.njoku@gov.ab.ca.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

Attachment: Summer Village of South View Municipal Accountability Program Report

cc: Honourable Ric McIver, Minister of Municipal Affairs
Brandy Cox, Deputy Minister, Municipal Affairs
Nnamdi Njoku, Municipal Accountability Advisor, Municipal Affairs

2. Capital Budget (Mandatory)

Legislative requirements: MGA 245, 246

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

Comments/Observations: The Summer Village of South View prepares a combined operating and capital budget annually. The council meeting minutes of November 2, 2023, reviewed did not include approval of the 2024 capital budget. Council resolution 067-2024 approved a 2024 capital budget on April 16, 2024, after the required January 1 deadline. The capital budget includes transfer from operating budget and other information listed above in accordance with legislative requirements.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, the municipality must adopt a capital budget prior to January 1 annually.

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

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

As of the 2026 budget year, the Summer Village of South View will ensure that a capital budget is approved by Council prior to January 1.

3.9 Planning and Development

1. Municipal Development Plan (Mandatory)

Legislative requirements: MGA 216.4, 606, 632, 641, 692

1. Has the municipality adopted a Municipal Development Plan (MDP) by bylaw?
2. Does the MDP address:
 - a. future land use;
 - b. future development;
 - c. coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - d. transportation systems within the municipality and in relation to adjacent municipalities;
 - e. provision of municipal services and facilities;
 - f. policies respecting municipal reserve lands; and
 - g. policies respecting the protection of agricultural operations?

Comments/Observations: Bylaw 220-2020 was passed on June 16, 2021, establishing a MDP for the Summer Village of South View. The plan addresses areas required by the legislation including future land-use, future development, reserve lands, transportation, municipal services, and utilities. The MDP does not address policies relating to the protection of agricultural operations, as required by Section 632(3)(f) of the MGA.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 220-2020 must be amended or repealed and replaced to include policies respecting the protection of agricultural operations.

Resources: Municipal Affairs has prepared a [Guidebook for preparing a municipal development plan](#). Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

The Summer Village of South View is currently undergoing a Land Use Bylaw (LUB) review. After the LUB review is completed, we will review our Municipal Development Plan (MDP) to ensure alignment. At this time, we will address the the gap related to agricultural operations. Although we will likely be done sooner, it is anticipated that this will be completed no later than Q2 2026.

Program status: Active

COLLABORATIVE LEARNING STREAM

The Climate Resilience Capacity Building Program's new Collaborative Learning Stream (CLS) will enable communities and organizations to strengthen local climate resilience through participating in training and collaborative working groups.

The Climate Resilience Capacity Building Program's new Collaborative Learning Stream (CLS) will enable communities and organizations to strengthen local climate resilience through participating in training and collaborative working groups. Delivered with experts from Associated Engineering, the CLS enhances local government capacity and literacy in climate adaptation and resilience. Participants will gain access to foundational climate adaptation



WHAT IS OFFERED?

Participants can select from one of two learning tracks which are designed to meet them wherever they are in their journey and their community's state of climate readiness.

- **Learning Track 1: Planning** for people who are new to climate resilience work
- **Learning Track 2: Implementation** for people who have put the work into planning and are ready to take action

Each Learning Track consists of two types of activities:

- **Training:** Specialized training is delivered synchronously online to equip participants with foundational climate adaptation skills and knowledge and the tools to move from planning to execution.
- **Collaborative Working Groups:** Collaborative, small group sessions are facilitated to foster peer learning with dedicated time to complete capacity building deliverables.

WHY PARTICIPATE?

- Gain access to subject matter experts and receive one-on-one support to build your climate adaptation capacity
- Complete community-relevant deliverables such as a business case for investing time and resources into climate adaptation or a plan for your next climate adaptation capital project



- Network with a supportive group of peers and work towards shared goals in a collaborative learning environment
- Build your capacity to drive climate adaptation in your community using current research and evidence-based approaches

WHO CAN APPLY?

Staff and elected leaders from municipalities and Indigenous communities and organizations based in Alberta are eligible to apply and participate in program activities. There is no limit on the number of participants per organization. Eligible participants include:

- Elected officials or local government staff from municipalities in Alberta
- Elected Band members, Band or tribal council members, or Band or regional Chiefs
- Administration or Band staff from Indigenous communities or governing bodies in Alberta

Please see full eligibility details in the Program Guidebook.

GET STARTED

1. Review the [Program Guidebook](#)
2. Complete the [application form](#), identify which learning track you are interested in, and share why you would be a good fit.



3. Onboarding begins in early May.

This initiative is made possible by the Green Municipal Fund's Local Leadership for Climate Adaptation program, which provides funding and skills development support to local governments to adapt and build long-term resiliency to the impacts of climate change. The CLS is primarily funded by the Government of Canada with additional support from the Government of Alberta. The Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, Rural Municipalities of Alberta, and the Government of Alberta.

FREQUENTLY ASKED QUESTIONS

Is there a cost to participate?

There are no fees charged to participate in this program. If you anticipate any barriers to your participation, please include these details in your application form.

Does the training include climate mitigation?



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Climate Change
Action Centre**

resilience) are explored.

Is funding provided to implement projects?

MCCAC does not provide funding through the Collaborative Learning Stream. Communities interested in accessing funding are encouraged to engage with the Green Municipal Fund. Their Local Leadership for Climate Adaptation initiative provides funding and skills development support to local

How does this stream differ from previous Climate Resilience Capacity Building program offerings?

The Collaborative Learning Stream provides training to support climate adaptation capacity building. [Learn more about what was offered in Round 1 of the CRCB program.](#)

What are the results of Round 1 of the Climate Resilience Capacity Building program?

Learn more about program results and success on our [retrospective](#).

Get Started

[Collaborative Learning Stream Guidebook](#)

[Funding Press Release](#)

[Application form](#)

Partners

The Collaborative Learning Stream is delivered as a partnership between the Municipal Climate Change Action Centre and Associated Engineering.



Funder Acknowledgements

This Program is made possible thanks to the generous support of its funders, including:

Wildwillow Enterprises

From: Andrea Miller <andrea@abmunis.ca>
Sent: April 1, 2025 11:27 AM
To: Wildwillow Enterprises
Cc: Ronak Patel
Subject: Collaborative Learning Stream: Application Approval - Summer Village of South View
Attachments: CLS-001 - Letter of Commitment - Summer Village of South View.pdf

Hello Angela,

I am writing to let you know that your application to Learning Track One of the Collaborative Learning Stream has been approved. Thank you again for your enthusiasm about this climate adaptation learning opportunity!

Next steps to finalize your enrolment in this program:

- **Sign & Return a Letter of Commitment**

As per the guidebook, all participants are asked to sign a Letter of Commitment to formalize their enrolment in the program and participation in Learning Track One.

The Letter of Commitment is attached here and two signatures from the Summer Village of South View are requested on Page One. The role and title of each signing authority is completely up to you. Please return a signed copy by **April 28th** and we will provide a fully signed copy with signatures from our team.

- **Attend onboarding session**

The MCCAC will host an onboarding session the week of **April 28th** to mark the beginning of the course and cover some important points. You will be receiving a meeting invite shortly and your attendance is appreciated.

- **Course begins**

Learning Track One will begin with the Foundation Building Training. The first meeting of the Foundation Building Training will be held the week of **May 5, 2025**. More details will be provided following the onboarding session.

Please let us know if you have any questions about these next steps & we look forward to receiving your letter of commitment to participate!

Thank you,
Andrea

Andrea Miller | Project Lead, Sustainability Services

D: 587.405.1526 | E: Andrea@abmunis.ca
300, 8616 51 Ave NW 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.



**Municipal
Climate Change
Action Centre**

Climate Resilience Capacity Building Program: Collaborative Learning Stream – Letter of Commitment

This **LETTER OF COMMITMENT**, issued the 1st day of April, 2025

BETWEEN: ASSOCIATION OF ALBERTA MUNICIPALITIES
a society duly created under the laws of Alberta
(the "Alberta Municipalities")

AND: SUMMER VILLAGE OF SOUTH VIEW,
a municipal corporation, duly incorporated according to the laws of Alberta
(the "Participant")

IN WITNESS WHEREOF the parties have reviewed, approved, and executed this document as of date last signed below ("**Effective Date**"). The pages that follow form the Letter of Commitment.

ALBERTA MUNICIPALITIES

Per: _____
Name: Ronak Patel

Title: Program Manager,
Sustainability Services

Date: _____

SUMMER VILLAGE OF SOUTH VIEW

Per: _____
Name: Angela Duncan,

Title: CAO

Date: April 15, 2025

Per: _____
Name: Trina Innes

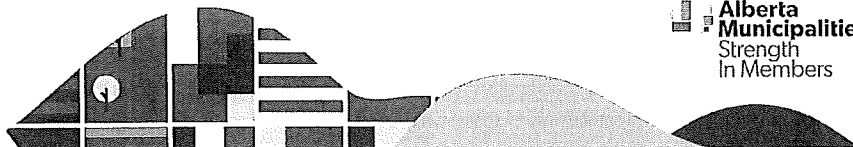
Title: Executive Director,
Sustainability Services

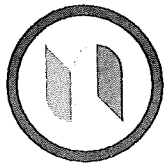
Date: _____

Per: _____
Name: Sandi Bentford,

Title: Mayor

Date: April 15, 2025

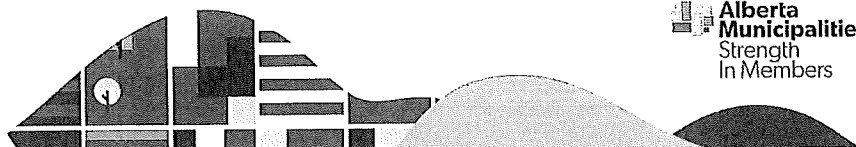




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Action Centre**

Municipal Climate Change Action Centre
Alberta Municipal Place
#300 8616 51 Ave
Edmonton, AB T6E 6E6
780.433.4431

- A) The Collaborative Learning Stream (CLS) of the Climate Resilience Capacity Building Program (CRCB) enhances local government capacity and literacy in climate adaptation and resilience. It equips participants with the skills, knowledge, and resources for developing and implementing equity-informed climate adaptation strategies. Participants will gain access to expert support from delivery partners Associated Engineering, through participation in specialized training tailored to their current state of readiness and parallel working groups for peer-to-peer learning.
- B) This service is delivered by the Municipal Climate Change Action Centre (the Action Centre), an initiative led by Alberta Municipalities, in collaboration with the Rural Municipalities of Alberta and the Government of Alberta. This initiative is made possible by the Federation of Canadian Municipalities' Green Municipal Fund Local Leaders for Climate Adaptation, which provides funding and skills development support to local governments to adapt and build long-term resiliency to the impacts of climate change. The Collaborative Learning Stream of the CRCB Program is funded by the Government of Canada, with additional funding support from the Government of Alberta.
- C) This Letter of Commitment clarifies the working relationship and commitments between Alberta Municipalities and the Participant, through the Collaborative Learning Stream of the Climate Resilience Capacity Building Program.
- D) The Participant will be in the Collaborative Learning Stream for the duration of their designated Learning Track:
- a. Learning Track One Delivery – Spring 2025 to Spring 2026
 - b. Learning Track Two Delivery – Fall 2025 to Summer 2026
- E) Alberta Municipalities, through the Municipal Climate Change Action Centre commits to:
- Delivering the Collaborative Learning Stream from Spring 2025 to Fall 2026
 - Providing information, training, and technical assistance to advance climate adaptation and resilience skills and knowledge
 - Providing the support needed to achieve the desired results and planned deliverables
 - Receiving comments and feedback to improve the program
 - Recognizing the participants' commitment in achieving the goals of the program





**Municipal
Climate Change
Action Centre**

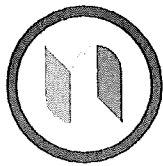
Municipal Climate Change Action Centre
Alberta Municipal Place
#300 8616 51 Ave
Edmonton, AB T6E 6E6
780.433.4431

- Recognizing the Government of Alberta and the Federation of Canadian Municipalities as the program funders

F) The Participant commits to:

- Recognizing enrollment in the Collaborative Learning Stream of the Climate Resilience Capacity Building Program as a significant obligation.
- Committing the necessary hours to complete program deliverables (40 hours at minimum in Learning Track One, 20 hours at minimum in Learning Track Two) over the program delivery period.
- Attending all program activities (training sessions and working group meetings) for Learning Track One or Learning Track Two as outlined in the program guidebook:
 - a. Learning Track One: Foundation Building Training, Climate Risk Assessment Training, Climate Adaptation Planning Training with parallel participation in the Adaptation Planning Working Group
 - b. Learning Track Two: Adaptation Implementation Training with parallel participation in the Adaptation in Action Working Group
- Completing the participant deliverables identified for Learning Track One or Learning Track Two to the best of their ability.
- Actively participating in all program activities and requests for assistance and feedback from the Action Centre and Associated Engineering.
- Completing learning assessments and program evaluations provided by the Action Centre and the Federation of Canadian Municipalities.
- Responding to requests from the Action Centre and the Federation of Canadian Municipalities for knowledge mobilization of program learnings (i.e., creation of case studies, website articles, etc.)
- Committing to uphold a community code of conduct for trainings and working group sessions, including:
 - a. A zero-tolerance policy for abuse or discrimination inciting harm towards other members (through chat, video, audio, or otherwise). Violators will be removed at the discretion of the Action Centre.
 - b. Active participation in program activities, including being as present as possible during interactive portions.





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Municipal Climate Change Action Centre
Alberta Municipal Place
#300 8616 51 Ave
Edmonton, AB T6E 6E6
780.433.4431

- c. Active listening and creating a supportive learning environment for everyone to contribute.
- Providing rationale deemed satisfactory by the Action Centre and identifying a suitable replacement in the event of their withdrawal from the program.
 - Acknowledging that the Action Centre and Associated Engineering provides recommendations only, and that the participant is responsible for accepting recommendations.
 - Accepting risks involved with accepting recommendations, as those borne by the participant only.
 - Holding Alberta Municipalities, the Action Centre, and its employees harmless and covering any external costs, damages, or liabilities arising from program implementation.

Participants that do not fulfill program commitments may be removed from program participation.

- G) The specific person identified for enrollment in **Learning Track One** of the Collaborative Learning Stream is:

Name: Angela Duncan

Title: Chief Administrative Officer

Email: angela@wildwillowenterprises.com

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svsouthview@outlook.com

March 24, 2025

Provincial Fire Liaison Committee
Attention: Chair Krista Reinhardt, Fire Commissioner
Alberta Municipal Affairs

Dear Chair, Krista Reinhardt

RE: Letter of Support for David Ives' Expression of Interest – Provincial Fire Liaison Committee

I am pleased to provide this letter of support, on behalf of the Summer Village of South View Council, for Fire Chief David Ives' Expression of Interest for the Provincial Fire Liaison Committee (PFLC).

Chief Ives has served as our Fire Chief, through a regional model, for the past 9 years and we have recently entered into a new agreement for an additional 5 years. He has extensive background in municipal fire services, private fire services, wildland fires, emergency management, and instruction and training. Throughout his time as Fire Chief, Chief Ives has shown tremendous commitment to improving fire services in our region and has consistently put public safety at the forefront of his decision making. We believe that his expertise, background, and training will bring a unique and invaluable perspective to your committee and make him an ideal candidate to support Alberta's Fire Services.

We fully support his Expression of Interest and are confident that you will find he brings value to the committee, should you select him. Please do not hesitate to contact me should you have any questions or require any further information.

Sincerely,

Angela Duncan
Chief Administrative Officer

Cc: Summer Village of South View Council

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Summer Village of South View CAO Report, April 15, 2025

a) Assistant CAO – Wendy Wildman

Subsequent to Council appointing me as CAO, I have appointed Wendy Wildman as Assistant CAO. This will ensure continuity for the community and that there is a competent and knowledgeable person when I am unavailable. The change has been posted to the website.

b) Asset Management & GIS System – ACP Grant Application

I have informed MPE that we are moving ahead with this. South View is the managing partner, Silver Sands is the official supporting partner and our other partners are Birch Cove, West Cove, and Nakamun Park. MPE is putting the grant application together and once it is done, they will send it to us for final approvals and to gather the appropriate motions.

c) Darwell Lagoon Commission – Phase C

1. Safety Codes and Tank Inspections - I have followed up with the Inspection Group regarding the (potential) upcoming tank inspections in the Summer Village. Here is what they had to say:
 - Sending a letter to residents with an opportunity to object to the tank inspections is an acceptable approach. If someone does not object, then there should be no concerns with having a third-party contractor enter the property to do the inspection without a designated officer present.
 - For those properties that do object, the more appropriate designated officer to attend with the tank inspector is bylaw or CPO. Since South View contracts LSAC for this, it should be easy enough to sort this out.
 - At the time of connection, safety codes permits will be needed and if there are a whole bunch at once then we may need to help arrange this or at least ensure the property owners are aware.
2. Resident Mailout – We have received a draft copy of the mailout to residents, which we have responded to. At time of writing, it is unclear when the mailout will occur. Council has been forwarded a copy of the emails with DLC Manager Primeau, regarding the mailout, for your information. I am hesitant to put anything on the website regarding this until we know more about the routing, tank inspections, and mailout.

d) Municipal Election 2025

The election page on the website continues to be updated as new information is available. I encourage Council and residents to check the site often to stay updated and informed.

- a) Campaign Bank accounts – after much feedback from municipalities, Municipal Affairs has changed their interpretation of the rules regarding campaign bank accounts and has confirmed that bank accounts only need to be opened if a candidate reaches \$1000 in contributions or expenses. However, it is recommended that candidates open them once they have any contributions or expenses, at their discretion.
- b) Nomination Day Mailout – we will be doing our mailout regarding Nomination Day on April 23. We have heard that there may be a mail strike in May and want to stay ahead of it and we want to mail it in time to ensure residents are aware of the candidate orientations.

e) Tax Mailout

As previously noted, we have been informed that there may be a mail strike in May. To help ensure that we can get tax notices to residents in a timely manner we have moved the notice of assessment and tax mailout up a week to May 9, 2025.

f) 2025 Annual Newsletter

As discussed, we are looking to shorten and change the format of the newsletter to help save on costs and to eliminate unnecessary information that residents tend to skim over. I am hoping to have a draft copy of this for Council to review and offer feedback on at meeting time.

g) Provincial Priorities Act Webinar

I participated in the Provincial Priorities Act webinar on April 3, 2025. Attached behind this report are my notes, if Council is interested in reading them.

h) Wildwillow Office Hours

To accommodate staff and meeting schedules, the Wildwillow Office (Summer Village Office) will be closed on Fridays. Our hours are Monday to Thursday from 8:30 a.m. until 4 p.m. These hours have been posted on the website.

i) Miscalculation of South View's 2025 Police Funding Rate

In your information items, you will see two letters from the province regarding the South View's Police Funding Rate, items 11.b and 11.i. The second letter notes an error in the original bill, resulting in South View owing an additional \$66. Many of our other summer villages received similar letters. As the tax rate bylaw was already drafted before we received this information and the amount is rather small, we did not adjust the budget and bylaw to account for this.

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Wildwillow Enterprises

From: Wildwillow Enterprises
Sent: April 3, 2025 12:01 PM
To: Dwight Moskalyk; wendy.wildwillowenterprises.com; Summer Village Office; tori.wildwillowenterprises.com; svwestcove@outlook.com; reception.wildwillowenterprises.com
Cc: svsouthview@outlook.com
Subject: Provincial Priorities Act Webinar

Hello all,

Not sure if anyone else attended the Provincial Priorities Act Webinar, so I am sharing my notes.

- Agreements signed and FULLY executed prior to April 1 do not need to be submitted. However any amendments to those agreements, regardless of nature, will trigger the review process and must be submitted, regardless of dollar value.
- All agreements MUST be submitted regardless of the dollar amount or approval requirements.
 - <\$100,000 value are submitted for information
 - \$100,000 to <\$5 million are approved by the Minister
 - \$5 million or greater require cabinet approval
- Agreements will be reviewed by MA and then forwarded to the appropriate Ministry.
- Minor changes to agreements will not trigger re-approval, but major changes require re-approval
- Requirement extends to all entities created by municipal bylaws (eg. Library boards, committees of Council, etc.)
- Municipally controlled corporations and emergency programs do not need to submit for approval, but still need to submit for information.
- Their goal is to have review and approval done within 30 days but “we’ll see”.
- Recommend contacting MA in advance to determine likelihood of approval.
- Submissions will be evaluated based on:
 - Alignment with provincial priorities and fiscal plans
 - Overstep into provincial jurisdiction
 - If it places unacceptable restrictions on Alberta's ability to implement its own policies and programs
- Agreements will be:
 - Approved – may proceed
 - Conditionally approved – need to be amended to fit provincial priorities
 - Denied – should come with an explanation
- There is not currently an appeal process.
- You must let MA know if you need expedited approval.
- Following are specific examples, based on the Q&A of what must be submitted:
 - Shared jurisdiction (ie. Housing)
 - Summer Employment agreements
 - Agreements with the RCMP
 - Agreements with the Canadian Armed Forces
 - Rental and lease agreements
 - Lease of federal crown land
 - Federal grants in lieu of taxes
 - Agreements with an automatic renewal

- Email: ma.provincialprioritiesact@gov.ab.ca

Angela