

**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, September 17, 2024 commencing immediately following the organizational  
meeting

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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. 1-8

a) September 17<sup>th</sup>, 2024 Regular Council Meeting Agenda

*(approve agenda as is or with amendments)*

4. Minutes:

Pg. 9-12

Pg. 13-17

a) August 19<sup>th</sup>, 2024 Organizational Council Meeting Minutes

b) August 19<sup>th</sup>, 2024 Regular Council Meeting Minutes

*(approve minutes as is or with amendments)*

5. Appointments: a) 9:35 a.m. – Mr. James Woslyng

Pg. 18-25

Mr. Woslyng is attending to discuss the caveat on 42 Hillside Street as well as a request for a refund of development fees.

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

6. Bylaws:

Pg. 26-33

a) Draft Bylaw 247-2024, Bylaw Enforcement Officer Bylaw

In preparation for our Municipal Accountability Program (MAP) Review, it has come to our attention that we need a Bylaw Enforcement Officer Bylaw. A draft Bylaw is included in the package for your consideration.

*(that Bylaw 247-2024, being a bylaw for the Establishment and Review of the Bylaw Enforcement Officer Position Within the Municipality, be read a first time (as presented/amended).)*

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*(that Bylaw 247-2024, being a bylaw for the Establishment and Review of the Bylaw Enforcement Officer Position Within the Municipality, be read a second time (as presented/amended).)*

*(that unanimous consent be given to have 3 readings of Bylaw 247-2024, being a bylaw for the Establishment and Review of the Bylaw Enforcement Officer Position Within the Municipality, in one sitting.)*

*(that Bylaw 247-2024, being a bylaw for the Establishment and Review of the Bylaw Enforcement Officer Position Within the Municipality, be read a third and final time (as presented/amended).)*

b) Traffic Bylaw 130

Pg. 39-40

At the August 19 Meeting Council requested that this be added to a future agenda.

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

c) Fire Bylaw 246-2024

No Attachment

Administration has heard back from legal counsel regarding Fire Bylaw 246-2024. They noted a number of concerns with the bylaw, particularly around clarity and enforceability. Based on the number of comments, the bylaw needs a complete rewrite. A number of communities use a similar bylaw to ours and it would be our intention to split the legal cost amongst the agreeable municipalities.

*(that a new Fire Bylaw be drafted by Patriot Law, with the cost being shared by all the Summer Villages that will benefit and further that South View agree to cover their portion of the costs.*

Or,

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

7. Business:

a) Lake View Avenue Drainage Project

Council postponed this decision at the August meeting.

No Attachment

i) Change of Scope - Council has requested that a speed bump be installed on Lake View Avenue at the time that other work was being completed. The speed bump has been installed and painted and a sign has been installed. Additionally, at an onsite

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---

meeting with Deputy Mayor Ward, the Development Officer, Construction Manager, and Assistant CAO it was brought up that people are driving up the new gravel drainage area and that they are getting stuck and damaging the work. It was decided that jersey barriers and a sign would be installed to improve safety and protect infrastructure. Finally, the length of one of the culverts was increased as per Council's direction. These are a changes of scope

- ii) Swale – During construction, an asphalt swale was installed in front of part of 70 Lake View Avenue. At the August Council meeting, a motion was made to complete the swale from the east side of 66 Lake View Avenue up until the current swale and in front of 78 Lake View Avenue. Council approved the quote via email at an estimated cost of \$12,308.
- iii) Budget overrun – \$40,000 was budgeted for this project. It is anticipated that the actual cost will be closer to \$97,000. A breakdown of expenses will be provided at meeting time. The cost overrun has occurred for a few reasons: quotes came in significantly higher than anticipated, there were changes to the scope and design of the project to ensure it meets the Summer Village's needs, there were additional onsite meetings needed, and there were issues with resident interference. Administration is requesting that the budget be increased to \$100,000, to allow some wiggle room.

*(that the installation of a speed bump and jersey barriers and the signage marking them and the culvert extension on Lake View Avenue, be ratified, and that the budget for the Lake View Avenue drainage project be increased to (\$100,000) to be funded through the Municipal Sustainability Initiative Grant.*

*And/or,*

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

### b) 102 Avenue Drainage

This is postponed from the August Meeting. There are some upcoming drainage concerns regarding 102 Avenue. Drainage from these properties naturally flows south, away from the road and towards the lake. There are a number of undeveloped properties along 102 Ave that currently drain through their back yard onto

Pg. 41-42

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---

adjacent properties. While this is not currently presenting an issue, if these lots develop the Summer Village will need to deal with drainage in this area as properties are not allowed to drain onto adjacent properties. It has been recommended by the Development Officer that the Summer Village proactively seek an easement on the back of certain properties to ensure that we are able to adequately address drainage, before development occurs. It is hoped that addressing this proactively means that we can obtain an easement at a lower cost and that we can proactively plan for drainage in the area.

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

c) Family and Community Support Services

Pg. 43  
Council postponed this decision at the August meeting. Included in your package is the FCSS spreadsheet showing what has been allocated thus far in 2024. Although \$1000 was allocated for a Canada Day BBQ, this event did not happen so these funds should be reallocated.

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

d) Ste. Anne Summer Villages Regional Emergency Management Partnership – 2025 Proposed Budget

Pg. 44-46  
The attached proposed budget is to be presented at the next SVREMP meeting scheduled for October 5th, 2024 at which time they would like the budget to be finalized and approved. The 2024 and 2025 budgets are included for comparative purposes. This is an opportunity for engagement prior to final approval from the Board. The partnership has requested any questions or concerns to be submitted prior to the Oct. 5th meeting.

*(that the Proposed 2025 Budget submitted by the Ste. Anne Summer Villages Regional Emergency Management Partnership be endorsed as presented,*

Or,

*some other direction as given by Council at meeting time)*



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e) Fortis Alberta Franchise Fee

Each year the Summer Village has the option to change the amount of revenue collected through the Fortis Alberta franchise fee. Currently our franchise fee percentage is at 3%. Council has the option to raise it, keep it the same, or lower the fee. More information can be found in your agenda package.

*(that the Fortis Alberta Franchise fee (remain the same / be changed to \_\_\_\_%.))*

f) Canada Community Building Fund (CCBF) – Memorandum of Agreement

The CCBF agreement between the province and the federal government and subsequently the province and municipalities expired in 2023/2024. The province and federal government have come to a new agreement for 2024/2025 to 2033/2034. In order to receive funding, municipalities must now enter a new agreement with the province.

*(That the Memorandum of Agreement between His Majesty in Right of Alberta (Alberta Government) and the Summer Village of South View regarding the Canada Community Building Fund be signed and its' execution authorized.)*

g) No Parking Signs at the Lake View Avenue Loop

Council has placed two no parking signs on the loop at the end of Lake View Avenue. This is on the agenda to ratify the decision.

*(That the loop at the end of Lake View Avenue be designated as a no parking area and further that the no parking signs placed there be ratified.)*

h) Silver Sands – Alberta Community Partnership Grant Application

The Summer Village of Silver Sands is applying for an Alberta Community Partnership (ACP) Grant to continue flowering rush abatement in and around Lake Isle and Lac Ste Anne for 2025, 2026, and 2027. This would continue the work of the original ACP grant, which was supported by the Summer Village of South View both in principle and with an annual \$2000 contribution in 2019, 2020, and 2021. Silver Sands is requesting:

- A motion supporting the grant application

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---

- A motion to contribute \$1000 annually during the grant, for a total contribution of \$3000
- A motion agreeing to Silver Sands acting as managing partner of the grant

*(that the Summer Village of South View supports the Summer Village of Silver Sands application for funding under the 2024/2025 Alberta Community Partnership Program intermunicipal collaboration component for Flowering Rush Abatement for the 2025, 2026, and 2027 years; FURTHER that the Summer Village of South View agrees to provide an annual \$1000 contribution per year for a total contribution of \$3000; FURTHER that the Summer Village of Silver Sands act as the managing partner of the grant application and funds,*

Or,

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

i)

j)

8. Financial: a) Income and Expense Statement as of August 31, 2024.

*Separate Cover*

*(that Council accept the Income and Expense Statement, as of August 31, 2024, for Information.)*

9. Council Reports:

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

*No Attachment*

*(that Council accept Council's reports for information.)*

10. Chief Administrator's Report:

- a) Councillor Expense Claims
- b) Fire FOIP request
- c) Garbage bin lid follow up
- d) MAP review
- e) New savings account for CCBF funding
- f) 14 Hillside Street Caveat

*Pg. 65*

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---

- g) Public Works Boat launch Repair
- h) Discussion regarding public works roles and responsibilities

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

## 11. Information and Correspondence:

Pg. 66-67

- a) August 19, 2024 email from Alberta Municipalities regarding 2024 resolutions.

Pg. 68-80

- b) August 30, 2024 email from Association of Summer Villages of Alberta regarding notice of 2024 Annual General Meeting (AGM), 2024 conference agenda, 2023 AGM minutes, 2023 financial statements.

Pg. 81

- c) August 9, 2024 letter from Municipal Affairs Minister Ric McIver regarding 2025 Fire Services Training Program Grant.

Pg. 82

- d) August 22, 2024 letter from Alberta Beach regarding AFRRCS Radios

Pg. 83-84

- e) August 31, 2024 Community Peace Officer report from the town of Mayerthorpe

Pg. 85-87

- f) Development Permit 24DP06-32 for a deck and covered area at 66 Lake View Avenue

- g)
- h)

*(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:

Separate Cover

- a) Snow Removal Tenders
- b) Fire Services

*(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: Snow Removal Tenders– disclosure harmful to business interests of a third party, FOIPP Act Section 16.)*

*(that Council come out of closed meeting at \_\_\_\_\_ a.m.)*

*(further direction as given by Council at meeting time)*

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14. Next meeting: October 15, 2024

15. Adjournment:

Upcoming Meetings:

- Regular Council Meeting – October 15, 2024
- Regular Council Meeting – November 19, 2024
- Regular Council Meeting – December 17, 2024

4.a

SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES

MONDAY, AUGUST 19, 2024

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

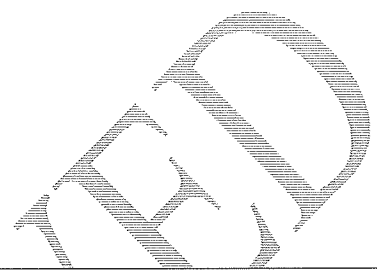
PRESENT: Council: Councillor Sandi Benford  
 Councillor Garth Ward  
 Councillor Colleen Richardson

Administration: Wendy Wildman, Chief Administrative Officer (CAO)  
 Angela Duncan, Assistant Chief Administrative Officer (ACAO)

Absent:

Appointments:

Public at Large: 0 – Via Zoom / 2 – In Person



	MOTION #	
1.	<b>CALL TO ORDER</b>	CAO Wildman called the meeting to order at 9:30 a.m.
2.	<b>AGENDA</b> 132-2024	<b>MOVED</b> by Councillor Ward that the August 19, 2024 Organizational Meeting Agenda be approved as presented.  <b>CARRIED</b>
3.	<b>NOMINATIONS</b>  133-2024    134-2024	CAO Wildman called for nominations for the position of Mayor. Councillor Richardson nominated Councillor Benford. CAO Wildman called for nominations a second time. CAO Wildman called for nominations a third time.  <b>MOVED</b> by Councillor Ward that nominations cease. <b>CARRIED</b>  CAO Wildman declared Councillor Benford as Mayor and turned the chair over to Mayor Benford.  Mayor Benford called for nominations for the position of Deputy Mayor. Councillor Richardson nominated Councillor Ward Mayor Benford called for nominations a second time. Mayor Benford called for nominations a third time.  <b>MOVED</b> by Mayor Benford that nominations cease. <b>CARRIED</b>  Mayor Benford declared Councillor Ward as Deputy Mayor.

9

SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
MONDAY, AUGUST 19, 2024

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

<b>4.</b>	<p><b>APPOINTMENTS</b> 135-2024</p>	<p><b>MOVED</b> by Councillor Richardson that the following committee appointments be approved:</p> <ul style="list-style-type: none"> <li>i. Public Works Supervisor - Deputy Mayor Ward with Councillor Richardson as alternate,</li> <li>ii. Highway 43 East Waste Commission – Councillor Richardson with Deputy Mayor Ward as alternate,</li> <li>iii. Summer Villages Lac Ste. Anne County East – all Council to attend with Mayor Benford as voting representative,</li> <li>iv. Darwell Sewage Lagoon Commission/Regional Wastewater Line – Deputy Mayor Ward with Councillor Richardson as alternate,</li> <li>v. Lake Isle Aquatic Management Society - Mayor Benford with Councillor Richardson as alternate,</li> <li>vi. Yellowhead Regional Library – Mayor Benford with Councillor Richardson as alternate,</li> <li>vii. Family and Community Support Services – Mayor Benford with Councillor Richardson as alternate,</li> <li>viii. Summer Village Regional Emergency Management Partnership – Mayor Benford with Deputy Mayor Ward as alternate,</li> <li>ix. Flowering Rush ACP Project – Mayor Benford with Councillor Richardson as alternate.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
	<p>136-2024</p>	<p><b>MOVED</b> by Mayor Benford that the Designated Officers be confirmed as follows:</p> <ul style="list-style-type: none"> <li>i. Chief Administrative Officer – Wendy Wildman, Wildwillow Enterprises Inc. (Bylaw 186),</li> <li>ii. Assessor, Dan Kanuka, Municipal Assessment Services Group (Bylaw 249),</li> <li>iii. Development Authority, Tony Sonnleitner, Development Officer (Bylaw 232),</li> <li>iv. Planning Authority, Administration for Subdivision Approval Process, Jane Dauphinee, Municipal Planning Services (Bylaw 191),</li> <li>v. Subdivision Approving Authority – Council, Summer Village of South View (Bylaw 191),</li> <li>vi. Subdivision &amp; Development Appeal Board Clerks, Emily House and Cathy McCartney (Bylaw 212),</li> <li>vii. Assessment Review Board Clerk, Gerry Amorin, Capital Region Assessment Services Commission (Bylaw 230).</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF SOUTH VIEW  
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MONDAY, AUGUST 19, 2024

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

	137-2024	<p><b>MOVED</b> by Councillor Richardson that the following additional confirmation be approved:</p> <ul style="list-style-type: none"> <li>i. Auditor – Seniuk &amp; Company,</li> <li>ii. Solicitor – Patriot Law Group Onoway,</li> <li>iii. FOIP Coordinator – Wendy Wildman, Wildwillow Enterprises Inc.,</li> <li>iv. Integrity Commissioner – Victoria Message, Wildwillow Enterprises Inc. ,</li> <li>v. Community Peace Officer – as per agreement with Town of Mayerthorpe,</li> <li>vi. Subdivision &amp; Development Appeal Board – as per agreement with Milestone Municipal Services,</li> <li>vii. Municipal Planning Commission – all of Council,</li> <li>viii. Assessment Review Board – as per agreement with Capital Region Assessment Services Commission.</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
5.	<p><b>COUNCIL ACKNOWLEDGEMENTS</b> 138-2024</p>	<p><b>MOVED</b> by Mayor Benford that Part 6 of the MGA – Municipal Organization and Administration, outlining Council’s legislative responsibilities, be acknowledged as received; <b>FURTHER</b> that Council acknowledges it has received and reviewed Council &amp; Committee Procedural Bylaw 244-2024; <b>FURTHER</b> that Council acknowledges it has received and reviewed the Summer Village of South View’s Public Participation Policy C-COU-PAR-1 and Public Participation Plan dated February 28, 2019; and <b>FURTHER</b> that Council acknowledges it has received and reviewed the Summer Village of South View’s Council Code of Conduct Bylaw 203-2018.</p> <p style="text-align: right;"><b>CARRIED</b></p>
6.	<p><b>FINANCIAL</b> 139-2024</p>	<p><b>MOVED</b> by Deputy Mayor Ward that signing authority is confirmed as follows: two signatures are required, with one signature to be any member of Council and the other signature to be either the Chief Administrative Officer (CAO) or the Assistant Chief Administrative Officer; and <b>FURTHER</b> that signing authority be approved for Council as: Sandi Benford, Colleen Richardson, Garth Ward, and for Administration as Wendy Wildman (CAO) and Angela Duncan (Assistant CAO); <b>FURTHER</b> that the banking authority be confirmed as ATB Financial; <b>FURTHER</b> that the</p>

SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
MONDAY, AUGUST 19, 2024  
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		<p>Council Remuneration Policy C-COU-REM-1 be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<p><b>MEETING DATES</b> 140-2024</p>	<p><b>MOVED</b> by Councillor Richardson that meetings are confirmed as the third Tuesday of the month at 9:30 a.m., except for May, unless changed by Council, at the Municipal Office Board Room at 2317 TWP Road 545, Lac Ste Anne County, with public participation either in person or via Zoom; and <b>FURTHER</b> that regular council meeting information be posted on the Summer Village website in accordance with Policy C-COU-MTG-1 Notification of Council and Committee Meetings.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<p><b>MUNICIPAL OFFICE LOCATIONS</b> 141-2024</p>	<p><b>MOVED</b> by Mayor Benford that the Municipal Office location be confirmed as 2317 TWP Road 545, Lac Ste Anne County, AB, T0E 0V0.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<p><b>ADJOURNMENT</b></p>	<p>As there was no further business, Mayor Benford adjourned the meeting at 9:35 a.m.</p>

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

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



4.6

SUMMER VILLAGE OF SOUTH VIEW  
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MONDAY, AUGUST 19, 2024  
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: Wendy Wildman, Chief Administrative Officer  
 Angela Duncan, Assistant Chief Administrative Officer  
 Tony Sonnleitner, Development Officer (until 11:24 a.m.)  
 Jason Madge, Public Works Consultant (until 11:19 a.m.)

Absent:

Appointments:

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

	MOTION #	
1.	<b>CALL TO ORDER</b>	Mayor Benford called the meeting to order at 9:35 a.m.
2.	<b>TREATY 6 TERRITORY LAND ACKNOWLEDGEMENT</b>	The Summer Village of South View acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries.
3.	<b>AGENDA</b> 142-2024	<b>MOVED</b> by Councillor Richardson that the August 19, 2024 Agenda be approved as presented.  <b>CARRIED</b>
4.	<b>MINUTES</b> 143-2024	<b>MOVED</b> by Mayor Benford that the July 16 <sup>th</sup> , 2024 Regular Council Meeting Minutes be approved as presented.  <b>CARRIED</b>
5.	<b>APPOINTMENTS</b>	
6.	<b>BYLAWS</b>	
7.	<b>BUSINESS</b> 144-2024	<b>MOVED</b> by Deputy Mayor Ward that an asphalt swale be installed starting at the east side of 66 Lake View Avenue up to the current asphalt swale in front of 70 Lake View Avenue and in front of part of

13

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES

MONDAY, AUGUST 19, 2024

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

		78 Lake View Avenue at an estimated cost of \$10,500, inclusive of project management. <p style="text-align: right;"><b>CARRIED</b></p>
145-2024		<b>MOVED</b> by Deputy Mayor Ward that Traffic Bylaw 130 be brought back to a future meeting for discussion. <p style="text-align: right;"><b>CARRIED</b></p>
146-2024		<b>MOVED</b> by Deputy Mayor Ward that the landowner of 70 Lake View Avenue be charged for damages to village property which occurred during development and further that those charges be added to the tax roll if unpaid after 30 days. <p style="text-align: right;"><b>CARRIED</b></p>
		The meeting recessed from 10:50 a.m. until 10:55 a.m.
147-2024		<b>MOVED</b> by Mayor Benford that the letter to the German Club Camp, stating that the Summer Village of South View does not object to the German Club Camp utilizing the West side of the South View Boat Launch for overflow parking on the weekend of July 26-28, 2024 be ratified. <p style="text-align: right;"><b>CARRIED</b></p>
148-2024		<b>MOVED</b> by Mayor Benford that the parking signs on the west side of the Boat Launch be removed. <p style="text-align: right;"><b>CARRIED</b></p>
149-2024		<b>MOVED</b> by Deputy Mayor Ward that a temporary approach be approved for 9929 102 Avenue and further that this approach be allowed to stay until such time as an application is approved for a more permanent development, significant landscaping or grading is done on the lot, a flooding issue arises on a neighbouring lot due to the approach, or until the village deems it otherwise necessary and further that a letter be sent to the landowner stating as such. <p style="text-align: right;"><b>CARRIED</b></p>
150-2024		<b>MOVED</b> by Mayor Benford that agenda item 7.e, 102 Avenue Drainage, be postponed until next meeting. <p style="text-align: right;"><b>CARRIED</b></p>
151-2024		<b>MOVED</b> by Mayor Benford that the \$200 that was provided to All-Wood Services to help cover their expenses while volunteering for FireSmart Day be ratified and further that remaining FCSS and FireSmart grant funding be used to pay for gas to complete the FireSmart clean-up. <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES

MONDAY, AUGUST 19, 2024

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

	152-2024	<b>MOVED</b> by Mayor Benford that agenda item 7.g, Family and Community Support Services be postponed until next meeting.  <b>CARRIED</b>
	153-2024	<b>MOVED</b> by Mayor Benford that the damage to the garbage enclosure by Hillside Park be repaired.  <b>CARRIED</b>
	154-2024	<b>MOVED</b> by Mayor Benford that the discussion and response regarding South View's 2023 Municipal Indicators be accepted for information.  <b>CARRIED</b>
	155-2024	<b>MOVED</b> by Mayor Benford that the attendance of Council at the August 14, 2024 roundtable engagement session, hosted by MLA Getson, be ratified.  <b>CARRIED</b>
<b>8.</b>	<b>FINANCIAL</b> 156-2024	<b>MOVED</b> by Councillor Richardson that the Income and Expense Statement, as of July 30, 2024, be accepted for information.  <b>CARRIED</b>
<b>9.</b>	<b>COUNCIL REPORTS</b> 157-2024	<b>MOVED</b> by Councillor Richardson that the purchase and installation of signs throughout the Summer Village be included in the 2025 capital budget.  <b>CARRIED</b>
	158-2024	<b>MOVED</b> by Deputy Mayor Ward that there be investigation and discussion regarding recreational vehicles on otherwise vacant lots to determine if they can be included in the assessment classification bylaw or if an annual fee can be imposed.  <b>CARRIED</b>
	159-2024	<b>MOVED</b> by Deputy Mayor Ward that Animal Control Bylaw 143 be brought to a future meeting for discussion.  <b>CARRIED</b>
	160-2024	<b>MOVED</b> by Mayor Benford that the Council Reports be accepted for information.  <b>CARRIED</b>

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10.	<b>CAO REPORT</b> 161-2024	<b>MOVED</b> by Mayor Benford that the Chief Administrators Report, as presented by Chief Administrative Officer Wendy Wildman and Assistant Chief Administrative Officer Angela Duncan, be accepted for information.  <b>CARRIED</b>
11.	<b>INFORMATION AND CORRESPONDENCE</b> 162-2024	<b>MOVED</b> by Mayor Benford that the following Information and Correspondence items be received for information: a) July 22, 2024 letter from Alberta Municipalities President, Tyler Gandam, regarding their 2024 Distinguished Service Award. Mayor Benford has been selected to receive the award. b) July 23, 2024 letter from Municipal Affairs Minister, Ric McIver, regarding the Canada Community Building Fund. c) July 17, 2024 Development Permit 24DP04-32 d) July 31, 2024 Community Peace Officer Report e) August 13, 2024 email from Alberta Municipalities regarding donations for the Jasper Fire Community Fund.  <b>CARRIED</b>
12.	<b>OPEN FLOOR DISCUSSION WITH GALLERY (15 min)</b>	There was no one in the gallery for the open floor discussion.
13.	<b>CLOSED MEETING</b>  163-2024         164-2024	The meeting recessed from 12:37 p.m. until 12:40 p.m.  <b>MOVED</b> by Mayor Benford that Pursuant to section 197(2) of the Municipal Government Act, that Council go into a closed meeting session at 12:40 p.m. to discuss the following: Fire Service Letters–disclosure harmful to business interests of a third party, FOIPP Act Section 16.  <b>CARRIED</b>  <b>MOVED</b> by Mayor Benford that Council come out of closed meeting at 1:05 p.m.  <b>CARRIED</b>

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES  
MONDAY, AUGUST 19, 2024  
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

		The meeting recessed from 1:05 p.m. until 1:06 p.m.
<b>14.</b>	<b>NEXT MEETING</b>	The next regular Council meeting is scheduled for Tuesday, September 17, 2024 at 9:30 a.m. in a hybrid format.
<b>15.</b>	<b>ADJOURNMENT</b>	As there was no further business, Mayor Benford adjourned the meeting at 1:07 p.m.

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

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

5.a

**svsouthview@outlook.com**

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**From:** Summer Village of South View  
**Sent:** September 5, 2024 10:00 AM  
**To:** James Woslyng  
**Cc:** wendy wildwillowenterprises.com; Tony Sonnleitner  
**Subject:** RE: Removal of Caveat from 42 Hillside St

Hello James,

I am happy to place you on the upcoming Council Agenda for September 17 at 9:30 am; you will be near the top of the agenda and your appointment time will be 9:35 am. You are welcome to attend in person or virtually, please let me know what your preference is. Also, please forward me any documentation you would like to have included for Council's consideration. Please note, based on the information you have provided, we do not see a reason to request the Development Officer attend the meeting. If the work noted in the order to remedy/caveat has been completed, the Development Officer will need to attend the site to confirm this for himself before the caveat can be removed. Can you also please specify for me which development appeals you are looking to have refunded?

Thank you,

*Angela Duncan*  
Assistant CAO  
Summer Village of South View  
780-967-0271  
<http://www.summervillageofsouthview.com/>

**From:** James Woslyng  
**Sent:** September 4, 2024 3:15 PM  
**To:** Summer Village of South View <svsouthview@outlook.com>  
**Subject:** Removal of Caveat from 42 Hillside St

PLEASE place me on the Agenda for the next Council meeting Sept 17/24. To discuss the removal of the Caveat placed on my property at 42 Hillside St. And the refund of Development Appeal Fees paid by me. PLEASE have the Development officer available for the meeting. Thanks Jim

18



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

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September 4, 2019

Mr. James Woslyng

**ORDER TO REMEDY CONTRAVENTION**

Dear Sir:

RE: 42 Hillside Street  
Lot 12A, block 1, Plan 172 0210  
Summer Village of South View (the "Property")

As Designated Officer for the Summer Village of South View, I am hereby issuing this Order to Remedy Contraventions pursuant to s. 545 of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended (the "Act") with respect to the Property.

Section 545 (1) of the Act states that:

"If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require."

The development on your property is in contravention of the Summer Village of South View Land Use Bylaw 179 as outlined further below.

I am aware that the exterior of your garage as well as the building considered as garage/garage suite do not have the exterior of either building completed. You are therefore in contravention of Development Permit # 18-01 SV which stated:

YOUR APPLICATION FOR: **Completion of the exterior of existing unfinished buildings** at Plan **172 0210**, Block **1**, Lot **12A** Municipal Address **42 Hillside Street** was considered by the Development Officer and approved subject to the following conditions:

General Conditions for All Development Permits

#4 The development that is the subject of the permit, must have the exterior completed within twelve (12) months of the issue date of this permit. No further extensions will be granted on this permit issued by the Development Authority of Summer Village of South View.

This permit expired in March of 2019 with neither of the buildings being completed. Accordingly, you are hereby ordered to comply with the conditions set out in Development Permit #18 – 01 SV by finishing the exterior of both unfinished buildings **by September 30<sup>th</sup>, 2019.**

You are hereby advised that you may, by written notice, request that the Municipal Council of the Summer Village of South View review this Order within fourteen (14) days after the date the Order is received, in which case, Council may confirm, vary, substitute or cancel the Order.

You are also advised that if you do not comply with this Order, within the time specified, September 30<sup>th</sup>, 2019, the Summer Village of South View may take the action required by this Order at your expense, and add those expenses to the tax roll of the Property.

Yours truly,

Summer Village of South View

Per: Diane Burtnick, Development Officer

cc: Wendy Wildman, CAO Summer Village of South View

cc: Sandi Benford, Mayor

cc: Brian Johnson, Deputy Mayor

cc: Garth Ward, Councillor



# PATRIOT LAW

P.O. Box 885, 5016 Lac Ste. Anne Trail South  
Onoway, Alberta T0E 1V0  
T: 780.967-2550  
F: 780.967-2447  
W: patriotlaw.com

Edward Gallagher, CD, B.A., LL.B.\*  
Michelle Gallagher, CD, B.S.N., M.A., M.B.A., LL.B.

File No. 19-0519

17 August 2021

**BY EMAIL**

Mr. James Woslyng

Dear Mr. Woslyng:

**Re: Land Issue: Order to Remedy Contravention  
Property: Plan 1720210, Block 1, Lot 12A  
Civic Address: 42 Hillside Street, South View  
Caveat registered as instrument: 202 073 029**

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As you know, I am the lawyer for the Summer Village of South View (the "Summer Village").

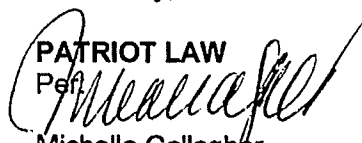
The purpose of this email is to confirm the results of the Council meeting held on July 21, 2021.

By way of background, you requested that Council direct the discharge of the caveat registered against the title to the subject property. That caveat was registered in respect of an Order to Remedy Contravention dated September 4, 2019. You also requested that Council direct the reversal of all charges, penalties and interest associated with enforcement of the Order and the registration of that caveat which had been added to your tax roll.

As you know, since you attended the Council Meeting, Council for the Summer Village of South View denied both of those requests. A resolution was passed at the Council meeting confirming those denials. I note that your requests to Council were made prior to the Summer Village municipal election in which you were elected as new councillor. As a result of this, you did not participate in the associated vote.

I understand that your property remains non-compliant. The Summer Village will be pleased to discharge the caveat from your title once the development permit requirements have been met and the property has been brought into compliance.

Yours truly,

**PATRIOT LAW**  
Per   
Michelle Gallagher  
Barrister and Solicitor

Email: [michelle@patriotlaw.com](mailto:michelle@patriotlaw.com)

cc: Wendy Wildman, CAO, Summer Village of South View (by email)

\* Denotes Professional Corporation

12

**ALBERTA GOVERNMENT SERVICES  
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

**202073029**

ORDER NUMBER: 42188771

**ADVISORY**

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

**FORM 26**  
**LAND TITLES ACT**  
**(Section 130)**

**CAVEAT RE: MUNICIPAL ORDER TO REMEDY CONTRAVENTION**

Take notice that the Summer Village of South View claims an interest in the following lands pursuant to sections 545 and 546.1 of the *Municipal Government Act*, R.S.A. 2000, c M-26:

**DESCRIPTIVE PLAN 1720210  
BLOCK 1  
LOT 12A  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

standing in the register in the name of JAMES WOSLYNG of: 3804 – 117 Street,  
Edmonton, AB T6J 1S7.

The interest is as under and by virtue of a municipal Order to Remedy Contravention dated September 4, 2019, issued pursuant to the Summer Village of South View Land Use Bylaw No. 179 and section 545 of the *Municipal Government Act*, R.S.A. 2000, c M-26.

The Caveator forbids the registration of any person as transferee or owner of, or of any instrument affecting that estate or interest, unless the certificate of title is expressed to be subject to this claim.

We designate the following address as the place at which notices and proceedings relating hereto may be served:

Patriot Law  
Box 885, 5016 Lac Ste. Anne Trail South  
Onoway, Alberta, T0E 1V0

Dated on March 20, 2020.

Summer Village of South View  
by its solicitor and agent

  
\_\_\_\_\_  
Michelle Gallagher

**AFFIDAVIT IN SUPPORT OF CAVEAT**

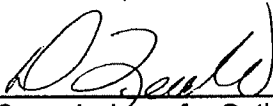
Form 27

*Land Titles Act, Section 131*

I, **Michelle Gallagher, Solicitor**, make oath and say as follows:

1. I am the solicitor and agent for the within named Caveator.
2. I believe that the said Caveator has a good and valid claim on the land and I say that this caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal with it.

SWORN before me at Onoway,  
In the Province of Alberta  
on March 20, 2020

  
\_\_\_\_\_  
A Commissioner for Oaths in and for  
Alberta

  
\_\_\_\_\_  
Michelle Gallagher

**DELPHINE CHERYL TEIERLE**  
A Commissioner for Oaths  
in and for Alberta  
Commission expires July 3, 2021



202073029

202073029 REGISTERED 2020 04 02  
CAVE - CAVEAT  
DOC 1 OF 1 DR#: B14966E ADR/CELDER  
LINC/S: 0037465771

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**A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE PROVINCE OF ALBERTA, FOR THE ESTABLISHMENT AND REVIEW OF THE BYLAW ENFORCEMENT OFFICER POSTION WITHIN THE MUNICIPALITY**

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

**AND WHEREAS PURSUANT TO** Part 13 Section 556 of the Municipal Government Act, being Chapter M26 R.S.A 2000 and amendments thereto, the municipality must pass a bylaw relating to the establishment, designation of powers and duties, and review of the position of a Bylaw Enforcement Officer;

**AND WHEREAS** the Council of the Summer Village of South View deems it proper and expedient to pass such a Bylaw;

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

**1. TITLE**

- 1.1 This Bylaw may be cited as "Bylaw Enforcement Officer Bylaw"

**2. DEFINITIONS**

- 1.1 "Bad Faith" means filing the complaint with intentional dishonesty or with the intent to mislead,
- 1.2 "Bylaw" means a Bylaw or any of the Bylaws of the Municipality,
- 1.3 "Bylaw Enforcement Officer" means a person appointed to the position of Bylaw Enforcement Officer for the Summer Village of South View and who has taken the oath prescribed by the Oaths of Office Act,
- 1.4 "Chief Administrative Officer" means the Chief Administrative Officer of the municipality or their designate,

- 1.5 "Council" means the municipal council of the Summer Village of South View,
- 1.6 "Frivolous" means a complaint made merely to harass or embarrass the responding party,
- 1.7 "Misuse of Power" of the Bylaw Enforcement Officer shall mean any one or more of the following:
- i. Failure to perform the duties of the office as required by law;
  - ii. Failure to carry out the duties and responsibilities granted to the position of Bylaw Enforcement Officer in their appointment to the office,
- 1.8 "Municipality" shall mean the Summer Village of South View,
- 1.9 "Vexatious" means a complaint that has no basis in fact or reason, with its purpose to bother, annoy, and or embarrass the Bylaw Enforcement Officer or the Municipality.

### **3. ESTABLISHMENT OF THE POSITION**

- 1.1 The Position of Bylaw Enforcement Officer for the Summer Village of South View is hereby established.

### **4. POWERS AND DUTIES OF THE BYLAW ENFORCEMENT OFFICER**

- 1.1 The Powers and Duties of the Bylaw Enforcement Officer for the Summer Village of South View shall be:
- 1.2 To enforce the municipal bylaws with the boundaries of the municipality;
- 1.3 To follow the direction of the Chief Administrative Officer and to report the Chief Administrative Officer as required;
- 1.4 To respond and investigate complaints related to animal control/dangerous animals, invasive animals, untidy/unsightly, noise, parking, traffic and various other municipal bylaws currently existing or as may lawfully arise, whether those complaints arise from the public or the municipality through the Chief Administrative Officer, or designate;

- 1.5 To conduct routine patrols of the municipality;
- 1.6 To issue notices, tickets, and/or tags, as may be appropriate;
- 1.7 To assist in the prosecution of bylaw contravention, including appearing in court to provide evidence as may be required;
- 1.8 To perform all other duties as may be assigned by the Chief Administrative Officer from time to time;
- 1.9 To take the Oath of Office as prescribed by the Oaths of Office Act upon being appointed to the office of Bylaw Enforcement Officer and to carry about their person at all such times when acting as Bylaw Enforcement Officer evidence in writing of their appointment and authorities;
- 1.10 The Bylaw Enforcement Officer will be a Designated Officer of the municipality for the purpose of enforcement of orders under section 545 and 546 of the Municipal government Act.

## 5. COMPLAINTS

- 1.1 In order to ensure a transparent and accountable bylaw enforcement mechanism within the municipality, as is required under the Municipal Government Act, the Summer Village of South View hereby establishes the following to receive, review and process complaints:
  - i. Any complaint pertaining to the misuse of power by the Bylaw Enforcement Officer shall be dealt with in accordance with the provisions set out in this section and shall be forwarded directly to the Chief Administrative Officer for review and action;
  - ii. All complaints shall be in writing and addressed to the Chief Administrative Officer;
  - iii. Upon receipt of any complaint, the complaint shall be immediately forwarded to the Chief Administrative Officer;



- iv. The Chief Administrative Officer shall provide to the complainant within thirty (30) days, in writing, acknowledgement that the complaint has been received;
- v. The Chief Administrative Officer shall notify the Bylaw Enforcement Officer involved in the complaint when appropriate. In situations where such notification may unduly influence or negatively impact an internal investigation or place the complainant in an unduly unfavourable position, the Bylaw Enforcement Officer's notification may be delayed for a period of time at the discretion of the Chief Administrative Officer.

## 6. INVESTIGATIONS

- 1.1 In determining the validity of a Complaint, the Chief Administrative Officer, or their designate, shall conduct an investigation by the following method:
  - i. An interview shall be conducted with the complainant, any witness the Bylaw Enforcement Officer(s) involved, if they so consent, and any other person who may have knowledge relevant to the occurrence, and the statements of these people shall be taken for the record;
  - ii. The Bylaw Enforcement Officer(s) shall be allowed the opportunity to make a full response to the allegations and investigations. The response shall be in writing and directed to the Chief Administrative Officer;
  - iii. Upon receiving the Bylaw Enforcement Officer's response and any other information the Chief Administrative Officer believes necessary or appropriate in the circumstance to determine the facts, the Chief Administrative Officer shall either dismiss the complaint as unfounded or as unsubstantiated, or find that the Bylaw Enforcement Officer has misused their power;
  - iv. If the Chief Administrative Officer determines that a misuse of power occurred, the appropriate corrective disciplinary measures shall be commenced.
  - v. Upon conclusion of the investigation, the Chief Administrative Officer shall

provide notice in writing within five (5) business days to the Bylaw Enforcement Officer of the allegations made and the findings of the investigation;

- vi. The Chief Administrative Officer may choose not to investigate a complaint if it is, in the opinion of the Chief Administrative Officer, that the Complaint falls into one of the noted categories, as defined in this Bylaw:
  - a. Frivolous,
  - b. Vexatious
  - c. Bad Faith
- vii. Where a Complaint is not investigated for any of the noted reasons under 6.1.1(vi.), above, the Chief Administrative Officer shall explain the rationale for this conclusion in writing and provide this to the Complainant, along with the advice that they may appeal this decision directly to the Chief Administrative Officer for further review;
- viii. The Chief Administrative Officer may resolve complaints informally, arriving at a solution that is satisfactory to the Complainant and the Bylaw Enforcement Officer against whom the Complaint is directed. Written notice that the Complaint has been so resolved will be provided to the Complainant within five (5) business days.

## **7. DISCIPLINARY ACTION**

1.1 If it has been determined that a misuse of power has been committed by the Bylaw Enforcement Officer, any one of the following measures may be taken by the Chief Administrative Officer:

- i) A Warning;
- ii) A Written Reprimand;
- iii) Forfeiture of Hours of Work Accumulated Through Overtime, Not Exceeding Ten(10) Hours;
- iv) Suspension From Duties Without Pay For A Period Not to Exceed Ten (10) Hours of Work;

v) Dismissal.

1.2 If the disciplinary action is dismissal, the Chief Administrative Officer may, at their sole discretion, offer the Bylaw Enforcement Officer the opportunity to resign from their office within a specified amount of time determined by the Chief Administrative Officer, rather than being dismissed, if the situation so warrants.

1.3 Where a Bylaw Enforcement Officer is found to have misused their power but on appeal is found that they have not misused their power, any disciplinary action imposed on the Bylaw Enforcement Officer shall be rescinded and any pay, benefits, or time forfeited or lost because of a suspension shall be returned to the Bylaw Enforcement Officer.

1.4 Where requested in writing by the Bylaw Enforcement Officer, the Employer shall provide the Bylaw Enforcement Officer with a copy of the transcript and any documents and reports used in the Bylaw Enforcement Officer's hearing.

1.5 When a period of three (3) years has elapsed from the day an official warning or reprimand was issued to a Bylaw Officer, the official warning shall:

- i) Be removed from the Bylaw Enforcement Officer's file and destroyed, and
- ii) Not be used or referred to in any future proceedings respecting that Bylaw Enforcement Officer.

1.6 When a period of five (5) years has elapsed from the day the disciplinary action was imposed on a Bylaw Enforcement Officer, any record of the disciplinary proceedings respecting the discipline or contravention shall:

- i. Be removed from the Bylaw Enforcement Officer's file and destroyed, and
- ii. Not be used or referred to in any future proceedings respecting the Bylaw Enforcement Officer.

## 8. APPEAL PROCEDURES

- 1.1 A Bylaw Enforcement Officer may appeal in writing the decision of the Chief Administrative Officer within thirty (30) days from the day that the final notification is received by the Bylaw Enforcement Officer.
- 1.2 Where it is alleged that a Bylaw Enforcement Officer, in carrying out his/her duties is guilty of misconduct as set out in this Bylaw, and wishes to appeal, the Chief Administrative Officer shall appoint an investigator to investigate such allegations, with such investigation to include:
- a) acknowledging receipt of any complaint received by the complainant, if the allegation stems from a complaint;
  - b) meeting with the Bylaw Enforcement Officer alleged to have committed such misconduct and (if applicable) the complainant or other persons the investigator in his or her sole discretion considers to have information necessary to assess the allegations;
  - c) informing the Bylaw Enforcement Officer of the facts in the investigator's possession or of the allegations received in sufficient detail to:
    - i) permit him/her to understand the facts or allegations;
    - ii) afford him/her a reasonable opportunity to respond to the allegations, including to furnish relevant evidence and to contradict or explain the facts or allegations; and
    - iii) to provide the Bylaw Enforcement Officer or his/her representative an adequate opportunity to make representations in writing to the investigator if they elect to do so

## 9. DECISION

At the conclusion of the investigation, the investigator shall issue a decision in writing, with reasons, either dismissing the allegation, or confirming that the Bylaw Enforcement

Officer has committed misconduct in carrying out his/her duties. If there is a finding of misconduct, the investigator shall also set out whether disciplinary action, including any of the following, shall apply:

- (a) reprimand in writing the Bylaw Enforcement Officer
- (b) suspend without pay the Bylaw Enforcement Officer from acting as a Bylaw Enforcement Officer for the Summer Village for a term not to exceed six months; or
- (c) terminate the appointment of the Bylaw Enforcement Officer.

## 10. COMING INTO FORCE

This Bylaw comes into full force and effect upon the third and final reading and signing of this Bylaw.

**READ** a first time this 17<sup>th</sup> day of September, 2024.

**READ** a second time this 17<sup>th</sup> day of September, 2024.

**UNANIMOUS CONSENT** to proceed to third reading 17<sup>th</sup> day of September, 2024.

**READ** a third and final time this 17<sup>th</sup> day of September, 2024.

**SIGNED** this 17<sup>th</sup> day of September, 2024.

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

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

**SUMMER VILLAGE OF SOUTH VIEW  
By-Law 130**

**A BY-LAW OF THE SUMMER VILLAGE OF SOUTH VIEW TO REGULATE PEDESTRIAN AND VEHICLE TRAFFIC WITHIN THE CORPORATE LIMITS OF THE SUMMER VILLAGE OF SOUTH VIEW.**

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**WHEREAS**, pursuant to Section 7 of the Municipal Government Act, being Chapter M-26 of Revised Status of Alberta, 2000, Council may pass bylaws for municipal purposes respecting transport and transportation systems; and

**WHEREAS**, the Highway Traffic Act Chapter H-7 of the 1997 Revised Section 16(1) and Section 16(2) Statutes of Alberta, empowers the Council to pass by-laws for the regulation and control of vehicle, animal, and pedestrian traffic;

**WHEREAS**, Council deems it proper and expedient to regulate and control vehicle, animal and pedestrian traffic;

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

**I. DEFINITIONS**

1. "Alley" means a narrow highway providing access to the rear of buildings and parcels of land.
2. "Bicycle" includes any cycle propelled by human power upon which a person may ride, regardless of the number of wheels it may have.
3. "Boulevard" means, in an urban area, that part of a highway that
  - a. is not roadway, and
  - b. is that part of the sidewalk that is not especially adapted to the use of, or ordinarily used by, pedestrians.
4. "Centre line" means the centre of a roadway measured from the curbs or, in the absence of curbs, from the edges of the roadway.
5. "Council" means the Council of the Summer Village of South View.
6. "Driver" or "Operator" means a person who drives or is in actual physical control of a vehicle.
7. "Highway" means a highway as defined in Section (g) of the Highway Traffic Act.
8. "Motor Vehicle" means motor vehicle as defined in Section 1(k) of the Highway Traffic Act.
9. "Municipal Administrator" means the Chief Administrative Officer as appointed by Council.
10. "Owner" includes any person renting a motor vehicle or having the exclusive use thereof under a lease or otherwise for a period of more than 30 days.
11. "Park" when prohibited, means allowing a vehicle (whether occupied or not) to remain standing in one place, except:
  - a. when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers, or
  - b. when standing in obedience to a peace officer or traffic control device.

12. "Peace Officer" means a member of the Royal Canadian Mounted Police, a By-law Enforcement Officer, or a Special Constable appointed pursuant to Chapter P12 of the Revised Statutes of Alberta 1980.
13. "Pedestrian" means a person afoot or a person in a wheel chair.
14. "Roadway" means that part of a highway intended for use by vehicular traffic.
15. "Traffic Control Device" means any sign, signal, marking or device placed, marked or erected under the authority of this By-law for the purpose of regulating, warning or guiding traffic.
16. "Vehicle" means a device in, on or by which a person or thing may be transported or drawn on a highway. This shall include but not be limited to a vehicle so designed that it may be attached to or drawn by a motor vehicle to be moved from one point to another and which may provide living accommodation for or otherwise be used by one or more persons.

## II. SPEED

Unless otherwise posted by Approved Traffic Control Devices no person:

1. Shall drive a vehicle at a speed in excess of 30 km per hour on any highway within the municipality.
2. Shall drive a vehicle in any lane, or alley in the municipality at a speed in excess of 15 km per hour.
3. Shall drive a vehicle in a playground zone on any highway in excess of 30 km per hour.

## III. PARKING

1. No person shall permit a vehicle to stand unattended upon any grade or slope without first having:
  - a. effectively set the vehicle's brakes, and
  - b. turned the front wheels to the nearest edge of roadway in such a manner as to impede any movement of the vehicle.
2. No person shall leave a vehicle unattended on a highway if the vehicle has been placed on a jack or a similar device and
  - a. one or more wheels have been removed from the vehicle, or
  - b. part of the vehicle is raised.
3. Unless required or permitted by a Traffic Control Device or in compliance with direction of a Peace Officer or to avoid conflict with other traffic, a person shall not park his vehicle:
  - a. on a sidewalk or boulevard, or
  - b. on a crosswalk or any part of a crosswalk, or
  - c. within an intersection other than immediately next to the curb of a "T" intersection, or
  - d. at an intersection nearer than 5 meters to the projection of the corner property line immediately ahead or immediately to the rear, except when his vehicle is parked in a space where a parking meter or other traffic control device indicates parking is permitted, or
  - e. within 5 meters upon the approach to any stop or any yield sign
  - f. within 1.5 meters of an access to a garage, private road or driveway, or a vehicle crossways over a sidewalk, or
  - g. within 5 meters of the nearest side of a marked crosswalk, or
  - h. alongside or opposite any street excavation or obstruction when stopping or parking would obstruct traffic, or on any bridge or on the approach

- thereto, or
- i. at any other place where a traffic control device prohibits stopping or parking during such times as stopping or parking is so prohibited, or
  - j. on a roadway side of a vehicle parked or stopped at the curb or edge of the roadway.
4. Where a person parks his vehicle contrary to any of the aforementioned provision and said contravention is hazardous to life, limb or property, or it interferes with repair or maintenance of highways, a Peace Officer may require the vehicle to be removed and stored. The owner of said vehicle shall be required to pay in addition to the fine, towing and storage fees before his vehicle is recovered.
  5. No person shall drive, park, or stop any vehicle upon any highway in such a manner as to block, obstruct, impede or hinder traffic thereon. Where the obstruction is unavoidable due to mechanical failure of the vehicle, the operator will not be in breach of this section provided the operator promptly takes measures to clear the vehicle from the highway.
  6. Where a vehicle parking space is marked or designated upon a highway, every driver of a vehicle using the same shall park such vehicle wholly within the limits of the same.
  7. No person shall park in front of or adjacent to any building in course of erection, demolition, alteration, or repair when such parking will impede or obstruct traffic.
  8. No person shall park his or her vehicle so it will in any way interfere with the use of a doorway intended as a fire or emergency exit from any building fronting or abutting the highway, or any private property where signs are displayed. Where a person parks a vehicle contrary to any of the aforementioned provisions a Peace Officer may require the vehicle to be removed from that doorway and left nearby to minimize inconvenience and expense to its owner or operator.
  9. No person shall park a vehicle at a place or area where the traffic control device indicates parking there is restricted to a certain class of vehicle only, and his or her vehicle does not apply.
  10. Notwithstanding any other provisions in this By-law the Municipal Administrator or designated employee may cause movable signs to be placed on or near a highway prohibiting parking for emergency purposes or street cleaning work.
    - a. After such signs are placed on or near a roadway, no person shall park or leave a vehicle on the signed portion of roadway for any part of the twenty four hour period following the location of the sign thereon.
    - b. Any vehicle that is on such roadway when such signs are placed thereon shall be removed promptly by the owner of operator.
    - c. When any emergency snow removal, street cleaning, or street repair commences on a signed roadway, then the owner of the vehicle thereon shall be charged with unlawfully parking and the vehicle may be removed pursuant to Section III.9 hereof.
    - d. When it is practical, the vehicle being removed from the roadway being maintained will be left nearby to minimize inconvenience and expense to its owner or operator.
  11. Except when actually taking or discharging passengers, no person shall park a vehicle at the following locations:
    - a. in a passenger loading or unloading space marked with a sign
    - b. on any portion of a highway marked by a sign as "No Parking"
  12. No parking in lanes shall be permitted unless a sign directs otherwise but lanes may be used for:
    - a. loading or unloading of goods from a commercial vehicles for a period of not exceeding thirty minutes, or
    - b. the loading or unloading of goods or passengers from a vehicle other than a commercial vehicle for a period not exceeding five minutes, provided that the



vehicle concerned in such loading or unloading of passengers or goods does not so obstruct the lane as to prevent other vehicles or persons from passing along such lanes while the loading or unloading of passengers is taking place.

13. No person shall park any vehicle upon any land owned by the Summer Village which the said Summer Village uses or permits to be used as a playground, recreation area, public park or for utility purposes except on such areas that the Municipal Administrator or designated employee may designate by a Traffic Control Device for vehicle parking.
14. Notwithstanding anything else contained here to the contrary, the Summer Village may permit a person to park a mobile unit (whether designated for occupancy by persons or for carrying goods) upon a highway, in a residential area, without being attached to a vehicle by which it may be propelled or drawn if that person satisfied the following conditions:
  - a. that the person ensures that the mobile unit is well blocked to ensure the stability of the unit when not attached to the vehicle by which it may be propelled.
  - b. The unit shall be allowed to park for no more than three (3) days at which time it must be moved and be absent from parking on the municipality's highways for a period of no less than twelve (12) hours.
  - c. If the said parked vehicle would be located either in front of or across from or on the blank side of residential zoned property, the owner of the unit must have the permission of the owner of the residence before parking the unit for longer than 1 hour.
15. No person shall angle park any vehicle or trailer which singly or together exceed 5.8 meters in overall length upon any highway except at such locations as have been designated by the Municipal Administrator or a designated employee by erection of official Traffic Control Devices.
16. No person shall park a truck trailer unit on any highway in the municipality whether a trailer unit is attached to it or not.
17. No person shall park a vehicle upon any private road or land providing emergency vehicle access to a multiple unit development. Emergency vehicles are excluded in this regard.
18. A) No person shall park on a highway a vehicle or a trailer used for the conveyance of flammable liquid or explosive material.  
  
B) No person shall park on a highway a vehicle or trailer used for the conveyance of flammable liquid or explosive or other contents dangerous to human safety nearer than 22.2 meters to a substantial building likely to contain persons or valuable goods, and it shall have a warning notice clearly displayed.
19. Council may, at its discretion, impose and lift a ban for vehicles exceeding a load weight of 910 kilograms.
20. Council is hereby authorized to designate angle and parallel parking on any highway and to cause the same to be marked accordingly.
21. No person shall park or stand any motor vehicle on any highway for a period of more than seventy two (72) hours after which it may be considered to be abandoned.

#### **V. Horse Drawn Vehicles**

1. The driver or any other person in charge of any horse drawn vehicle on a highway shall remain upon such vehicle while it is in motion, or shall walk beside the horse drawing such a vehicle.

**VI. Pedestrians**

1. No person shall stand, sit, or lie on any highway in such a manner as to obstruct vehicular or pedestrian traffic or as to annoy or inconvenience any other person lawfully upon the highway.

**VII. Vehicle Traffic**

1. The Council is hereby authorized to cause the installation of any traffic control device to govern and direct traffic within the Municipality.
2. No vehicle operator shall drive or stand a vehicle upon any highway in such a manner as to block, obstruct, impede or hinder traffic thereon; where the obstruction is unavoidable due to mechanical failure, the operator will not be in breach of this section provided he promptly takes measures to clear the faulty vehicle from the highway.
3. No person shall operate a vehicle in a residential area of the Municipality between the hours of 10:00 p.m. and 7:00 a.m. in a manner so as to unduly disturb the residents of any such area.

**VIII. General Provisions**

1. No person shall allow himself to be drawn by a moving vehicle while he is riding upon a sled, toboggan, bicycle, skis or other conveyance except a trailer upon a highway.
2. Unless a permit to do so has been issued by the Municipality, no person shall operate on a highway
  - a. a vehicle or trailer having metal spikes, lugs or cleats or bands projecting from the surface of the wheel or tire of vehicle, or
  - b. any vehicle or trailer having skids or not using rubber tires.

Permit fee in this Section shall be \$25.00.

**XI. Penalties**

1. A traffic tag shall be deemed to be sufficiently served:
  - a. if served personally on the accused, or
  - b. if mailed to the address of the registered owner of the vehicle concerned; or to the person concerned, or
  - c. if attached to or left upon the vehicle in respect of which the offense is alleged to have been committed.
2. Each Peace Officer and Bylaw Enforcement Officer is hereby charged with the duty of enforcing the provisions of this Bylaw.
3. Any person who commits a breach of any of the provisions of this Bylaw shall, upon summary conviction before a judge, be liable to a fine not exceeding \$2500.00 exclusive of costs and in case of non-payment of the fine and cost imposed, to imprisonment of a period not exceeding six months.
4. Notwithstanding Sections VIII.3, any person contravening this By-law may avoid summary conviction by the voluntary payment of a specified penalty as outlined in Schedule "A" of this By-law within the time stated thereon.

This By-law for the Summer Village of South View and shall come into full force and effect on the date of its final passing.

READ A FIRST TIME THIS 15<sup>TH</sup> DAY OF AUGUST, 2002.

READ A SECOND TIME THIS 26<sup>TH</sup> DAY OF SEPTEMBER, 2002

READ A THIRD AND FINAL TIME THIS 26<sup>TH</sup> DAY OF SEPTEMBER, 2002

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**Mayor**

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**Municipal Administrator**

**Schedule A**

**Section II - Speed**

1- 3	As defined by The Highway Traffic Act		
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**Section III - Parking**

1. a.b	30.00	50.00	
2. a.b	30.00	50.00	
3.a.b.	40.00	60.00	
3.c-k	30.00	50.00	
4	50.00	100.00	Plus costs
5.	50.00	100.00	
6.	30.00	50.00	
7	30.00	50.00	Plus costs
8.	50.00	100.00	Plus costs
9.	50.00	100.00	Plus costs
10. a-d	50.00	100.00	Plus costs
11. a.b	50.00	100.00	Plus costs
12. a.b.	30.00	50.00	Plus costs
13.	30.00	50.00	
14. a.b.c.	30.00	50.00	
15.	40.00	60.00	
16	40.00	60.00	
17	40.00	60.00	
18.a.b.	40.00	60.00	
22	30.00	50.00	

**Section IV. Horse Drawn Vehicles**

1.	25.00	50.00	
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**Section V. Pedestrians**

1.	30.00	50.00	
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**Section VI. Vehicle Traffic**

2.	30.00	50.00	
3.	30.00	50.00	

**Section VIII. General Provisions**

1.	30.00	50.00	
2. a.b	30.00	50.00	Plus costs

76

## Wildwillow Enterprises

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**From:** pcm1@telusplanet.net  
**Sent:** July 25, 2024 10:16 AM  
**To:** wendy wildwillowenterprises.com; Wildwillow Enterprises  
**Subject:** South View : Drainage Easement

July 25, 2024

Dear Angela and Wendy:

Per my discussions with South View Council on Monday, there is a need for the compulsion of a drainage easement for lots 9973 (which would likely also involve 10122), 9969, 9965, 9961, 9957, 9953. This is that time to do this, so that we may be able to get the easement for \$10.00 each plus the documents cost. This will haunt us in the future if not addressed.

Tony Sonnleitner

41

SUMMER VILLAGE  
OF  
SOUTH VIEW

DAVID B. HIGGINS ALS CLS

2017

SCALE 1:2000  
0 40 80 120 160 200  
ACRES



NE9 54-5-5

NW10 54-5-5

*Area in Question.*

SOUTH VIEW

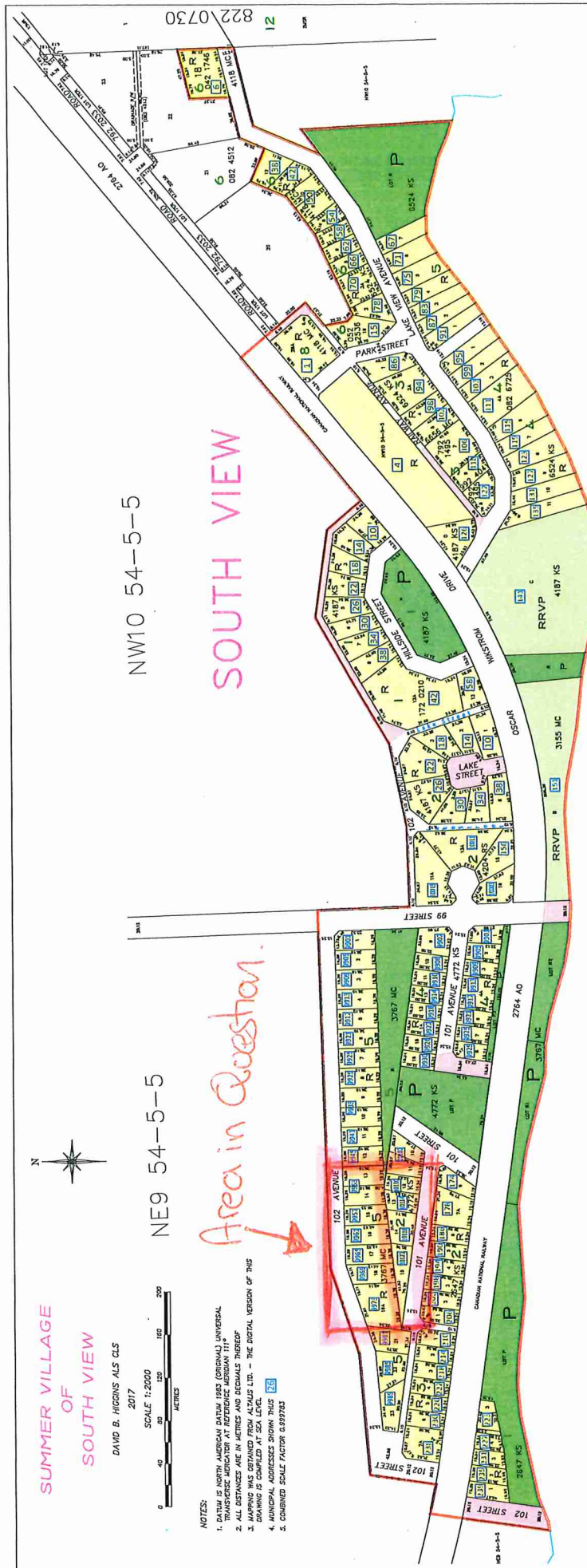
NOTES:

1. DATUM IS NORTH AMERICAN DATUM 1983 (ORIGINAL) UNIVERSAL
2. HORIZONTALS MEASURED AT 100' INTERVALS
3. VERTICALS MEASURED FROM MEAN SEA LEVEL
4. MAPPING WAS OBTAINED FROM ALTAUS LTD. - THE DIGITAL VERSION OF THIS DRAWING IS COMPILED AT SEA LEVEL
5. MUNICIPAL ADDRESSES SHOWN THIS
6. COMBINED SCALE FACTOR 0.999783

LAND USE LEGEND:

- R RESIDENTIAL RI
- P PARK
- RRVP RESIDENTIAL R. V. PARK (RRVP)
- U UNDEVELOPED ROAD WAY

ISLE LAKE



NAVLAND GEOMATICS INC.  
19722 - 19TH STREET, EDMONTON, ALBERTA  
PHONE NO. 780-466-1119 FAX NO. 780-465-0249  
FILE NO. 2023/77 DWP NO. 2023-17206

**SUMMER VILLAGE OF SOUTH VIEW FCSS FUNDING**

EVENT	FUNDING 2024	FUNDING 2023	FUNDING 2022	CHEQUE MADE OUT TO
ALLNET	\$ 588.00	\$ 588.00	\$ 544.79	S.V. OF SOUTH VIEW
CHRISTMAS IN THE PARK			\$ 500.00	ONOWAY CHAMBER OF COMMERCE
DARWELL LIBRARY		\$ 500.00	\$ 432.46	DARWELL LIBRARY
GRASMERE SCHOOL			\$ 750.00	GRASMERE SCHOOL
LSAC HOME SUPPORT			\$ 1,000.00	LAC STE ANNE COUNTY
SANTAS HELPERS			\$ 500.00	ONOWAY SANTA'S HELPERS
CANADA DAY BBQ/COMMUNITY APPRECIATION	\$ 1,000.00			
EAST END BUS	\$ 350.00	\$ 350.00		HAND DELIVERED
SOUTH VIEW VOLUNTEER		\$ 754.40		
EMERGENCY SERVICES APPRECIATION DINNER		\$ 660.65		
FIRESMART DAY & VOLUNTEER APPRECIATION	\$ 800.00			
DARWELL BETTERMENT ASSOCIATION (DARWELL SCHOOL)		\$ 1,000.00		TERRY STARKS - HAND DELIVERED BY MAYOR
KRONPRINZ (SCREEN RENTAL)	\$ 500.00			
<b>TOTAL</b>	<b>\$ 3,238.00</b>	<b>\$ 3,853.05</b>	<b>\$ 3,727.25</b>	
<b>FCSS FUNDING</b>	<b>\$ 3,894.98</b>	<b>\$ 3,853.05</b>	<b>\$ 3,727.25</b>	
<b>LEFT TO SPEND</b>	<b>\$ 656.98</b>	<b>\$ -</b>	<b>\$ -</b>	

GOVERNMENT FUNDING \$ 3,665.86  
 MUNICIPAL PORTION \$ 916.47  
 TOTAL FCSS \$ 4,582.33  
 ADMINISTRATION FEE \$ 687.35

7.d

**STE ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP**

2025 BUDGET (PROPOSED AS AT 2024 07 19 )

**REVENUE**

\*\*based on 10 Partners\*\*

**Member Contributions**

Alberta Beach		\$3,900.00	
Birch Cove		\$3,900.00	
Nakamun Park		\$3,900.00	
Ross Haven		\$3,900.00	
Sandy Beach		\$3,900.00	
Silver Sands		\$3,900.00	
South View		\$3,900.00	
Sunrise Beach		\$3,900.00	
Val Quentin		\$3,900.00	
West Cove		\$3,900.00	\$39,000.00

**EXPENDITURES:**

Regional DEM	no increase from previous years		-\$18,000.00
Regional Deputy DEM	no increase from previous years		-\$16,000.00
Administration/Treasury	no increase from previous years		-\$2,000.00
Committee Honorarium	Meetings for Chair role and Sub-Committee's outside of regular meetings for all members (10 @ \$75.00/meeting)		-\$750.00

**MATERIALS**

Facility Rental & Food	Training and Meetings		-\$450.00
Exercise	2025 Tabletop Exercise		-\$500.00
Exercise	Full Scale Joint Mutual Aid	\$0.00	Grant Funding
Mileage			-\$800.00
Subscriptions	Office Suite/Norton		-\$125.00
Office Supplies/copies	Paper, toner, photocopy services		-\$375.00
			<b>-\$39,000.00</b>

**NET SURPLUS/DEFICIT**

**\$0.00**

**BANK**

GIC'S

\$15,000.00 NOTE:

*Additional approved \$10,000.00 GIC not completed due to inadequate funds available due to outstanding AR item (\$3500.00) & expenses incurred but not within approved*

**CASH FLOW:**

**TOTAL PROJECTED CASH ON HAND**

44



**STE ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP**

2024 BUDGET (PROPOSED AS AT 10-28-2023 REVISED: 11-05-2023)

**REVENUE**

\*\*based on 10 Partners\*\*

**Member Contributions**

Alberta Beach	\$3,900.00
Birch Cove	\$3,900.00
Nakamun Park	\$3,900.00
Ross Haven	\$3,900.00
Sandy Beach	\$3,900.00
Silver Sands	\$3,900.00
South View	\$3,900.00
Sunrise Beach	\$3,900.00
Val Quentin	\$3,900.00
West Cove	\$3,900.00

**\$39,000.00**

**EXPENDITURES:**

Regional DEM	-\$18,000.00
Regional Deputy DEM	-\$16,000.00
Administration/Treasury	-\$2,000.00
Committee Honorarium	-\$1,000.00
role and Sub-	

**MATERIALS**

Training	-\$1,500.00
Exercise	-\$500.00
Exercise	-\$2,000.00
Mileage	-\$500.00
Subscriptions	-\$125.00
Office Supplies/copies	-\$500.00
Other-Emergency Services Appreciation Dinner (From FRIAA Grant for	\$0.00

**-\$42,125.00**

TO DATE  
8-14-2024

NOTES

rate/Reserve portion  
Apprd 8-05-24  
FRIAA Grant

2026

415

\$23,436.22

**NET SURPLUS/DEFICIT**

NOTE: Funds to cover 2024 Deficit will come from 2023 Cash Flow and Reserve Funds

**-\$3,125.00**

<b>BANK</b>	<b>GIC'S</b>	<b>\$15,000.00</b>	<b>NOTE:</b>	<b>Additional approved \$10,000.00 GIC</b>
	11-07-2023 Cash on Hand	\$27,591.94		not completed due to inadequate funds
	<b>TOTAL</b>	<b>\$42,591.94</b>		available due to outstanding AR item (\$3500.00)
				& expenses incurred but not within approved
				2023 budget (\$4,706.73)
<b>CASH FLOW</b>	11-07-2023 Cash on Hand	\$27,591.94		
	LESS: Expenses 2023 4th Qtr	-\$9,500.00		
	: Expenses 2024 1st Qtr	-\$9,500.00		
<b>TOTAL PROJECTED CASH ON HAND</b>	<b>(03-202</b>	<b>\$8,591.94</b>		

7.e

**svsouthview@outlook.com**

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**From:** Kelsey Nixon <kelsey.nixon@fortisalberta.com> on behalf of Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>  
**Sent:** August 27, 2024 3:34 PM  
**To:** svsouthview@outlook.com  
**Cc:** Nicole Smith  
**Subject:** FortisAlberta Franchise Fee Documents/Changes - Southview  
**Attachments:** Electric Distribution Franchise Fee Percentages for 2025 (info).pdf; Franchise Fee Advisement Notification - Please Return via Email by November 1.doc; Franchise Fee Advisement Template.docx; Franchise Fees & Caps (July 2024).pdf; 2024-2025 Franchise Calculator - Summer Village of Southview.xlsx

Good afternoon,

On behalf of the Stakeholder Relations Team, I hope everyone has had a great summer! As we transition into September, we recognize that many of you are starting the budget deliberation process. As part of this process, it is also time to consider franchise fee revenues and potential changes to the franchise fee percentage. Attached is the annual franchise fee calculator to assist with these determinations.

The franchise fee calculator provides an estimate of potential franchise fee revenues for 2025. Actual revenues will depend on final approved electricity rates from the Alberta Utilities Commission, customer numbers, consumption, weather, and many other factors. In addition, you may also want to look at historical trends to estimate potential revenues.

Please review the attached "Electric Distribution Franchise Fee Percentages for 2025" for information on franchise fee changes. If you need any assistance, feel free to contact your Stakeholder Relations Manager for additional direction.



**We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.**

### Electric Distribution Franchise Fee Percentages for 2025

As part of the Electrical Distribution System Franchise Agreement with FortisAlberta, the franchise fee percentage may be **increased or decreased once per calendar year, with written notice**. If there are no changes to the franchise fee percentage, the current franchise fee percentage will continue for 2025.

### **IMPORTANT TIMELINES TO ENSURE CHANGES TO THE FRANCHISE FEE PERCENTAGE ARE IMPLEMENTED BY JANUARY 1, 2025.**

1. **Review** the attached letter, Franchise Fee Calculator, and present the recommendations to Council.
2. If Council is proposing an **increase or decrease to the franchise fee percentage**, the change in the franchise fee, including the impact on a customer's monthly bill is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks**. (Please use the sample advertisement that is attached).
3. If **increasing** the franchise fee percentage, it must stay within the **Franchise Fee Cap of 20%** set by the Alberta Utilities Commission.
4. **By November 1<sup>st</sup>, 2024**, please **email** clear copies of the following documentation to [stakeholderrelations@fortisalberta.com](mailto:stakeholderrelations@fortisalberta.com).

#### INCLUDE:

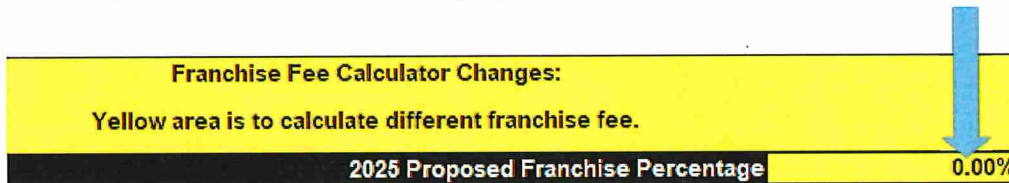
- ✓ Copies of **both** advertisements.
  - ✓ **Publication dates** for both advertisements.
  - ✓ Name & location of newspaper.
5. Late submissions, inaccurate or incomplete responses may delay the filing and necessary approval from the Alberta Utilities Commission. Late submissions will be filed with the Alberta Utilities Commission in February with an anticipated effective date of **April 1, 2025**.

- 6. If Council decides to maintain the current franchise fee percentage, no advertising is required, simply notify us via email at [stakeholderrelations@fortisalberta.com](mailto:stakeholderrelations@fortisalberta.com).

## TIPS FOR USING THE FRANCHISE CALCULATOR

Attached is the FortisAlberta Franchise Calculator specific to your municipality. The calculator is intended to assist in **estimating** franchise fee revenues for 2025.

- On the first tab: **Financial Impacts**, the Franchise Fee percentage (**yellow cell**) can be changed to model different scenarios. By changing the percentage in this cell, the spreadsheet will automatically update to reflect the estimated revenue for 2025.



<b>Franchise Fee Calculator Changes:</b>	
Yellow area is to calculate different franchise fee.	
<b>2025 Proposed Franchise Percentage</b>	<b>0.00%</b>

- The second tab: **Residential Bill Impacts**, displays **the impact on an Average Residential Bill**. (This information is needed for the advertisement if the franchise fee percentage is being changed.)
- The third tab: **2022 – June 2024 YOY Data**, shows the franchise fee revenue collected by the municipality over the last two and a half years and linear taxes for the last three years. Site count and historical consumption information for the last three years are also included.

If you have any questions or concerns, please contact your Stakeholder Relations Manager.

Thank you,



**MUNICIPAL FRANCHISE FEE RIDERS**

**Availability:** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

**Price Adjustment:**

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	17%	2024/01/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	7%	2024/02/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	7.5%	2024/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	8%	2024/01/01	02-0065	Claresholm	6%	2024/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	18%	2024/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	17%	2024/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	02-0215	Mayerthorpe	14%	2024/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	17%	2024/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.5%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	11%	2024/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	4.47%	2024/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	8%	2024/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				



7.9

svsouthview@outlook.com

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**From:** Canada Community-Building Fund <ma.ccbfgrants@gov.ab.ca>  
**Sent:** August 29, 2024 12:24 PM  
**To:** svsouthview@outlook.com  
**Cc:** ! ADMINISTRATION  
**Subject:** CCBF Memorandum of Agreement and Program Guidelines  
**Attachments:** Canada Community-Building Fund - Program Guidelines (2024) Final.pdf; Summer Village of South View.pdf

**Importance:** High

Dear Chief Administrative Officer/Administrator:

Further to the July 23, 2024, correspondence from Honourable Ric McIver, the Minister of Municipal Affairs, to your Chief Elected Official on your allocation under the Canada Community-Building Fund (CCBF), I am pleased to provide you with a Memorandum of Agreement (MOA) for your signature (attached).

Given that there have been some program changes, I strongly encourage you and your staff to review the revised CCBF program guidelines (attached) and other resources available on the program website ([Canada Community-Building Fund | Alberta.ca](https://www.alberta.ca/canada-community-building-fund)).

As Minister McIver indicated, Alberta and Canada have agreed to a renewed administrative agreement for the CCBF program. The program had been governed by a 10-year administrative agreement that covered the 2014-15 to 2023-24 period and expired in March 2024. The renewed CCBF administrative agreement, signed in July 2024, covers the 2024-25 to 2033-34 period.

The CCBF continues to provide predictable, long-term, stable funding for local governments to help build and revitalize public infrastructure to support job creation and long-term prosperity. Local governments continue to be able to determine local priority projects, provided they align with the eligibility criteria in the program guidelines.

### **CCBF Program Changes**

A few changes have been made to the CCBF program that are important to highlight. First, the allocation formula that determines how CCBF funds are distributed among eligible local governments has been updated. Starting in 2024, all eligible local governments receive a base funding amount (\$50,000 for most communities; \$5,000 for summer villages), with the remaining federal funding distributed on a per capita basis. In the past, funding was distributed on a per capita basis with each community guaranteed a minimum of \$50,000 (although summer villages received a base funding amount). This change ensures local governments benefit from any increases to federal CCBF funding over the course of the administrative agreement.

Also in the 2024 administrative agreement is a joint commitment between Alberta and Canada to address housing challenges in the province. For communities with a 2021 federal census population of 30,000 or more, the agreement requires the completion of a Housing Needs Assessment (HNA) and an annual Housing Outcomes Report. Information on the housing requirements and links to the HNA template can be found in Section 11.d of the program guidelines.

Other program changes include annual reporting requirements on project outcomes in addition to expenditure and project status, a revised payment condition that requires financial reporting to be certified

53

prior to payment of CCBF funding, a federal requirement for local governments to maintain a distinct bank account for CCBF funding, and the introduction of CCBF spending restrictions for local governments with infrastructure management challenges, in alignment with the restrictions under the Local Government Fiscal Framework program.

These new elements are described in greater detail in the program guidelines on the program website. Local government allocations are also available on the website and will be updated annually after Alberta receives notification from Canada regarding the province's funding allocation.

**Memorandum of Agreement**

The MOA governs the relationship under the CCBF between the province and the local government, including the funding relationship. Minister McIver has signed the agreement, and we request that you have the document signed and dated, in accordance with your internal signing policy, and return it to the department as soon as possible. The agreement can be signed and dated by up to two individuals duly authorized by council to sign agreements under Section 213(4) of the *Municipal Government Act*. Payment of your CCBF allocation cannot be released until the MOA is signed and returned, and other payment conditions are met. Please returned the signed agreements to [ma.ccbfgrants@gov.ab.ca](mailto:ma.ccbfgrants@gov.ab.ca). A seal in lieu of signature will not be accepted.

As always, Municipal Affairs grant advisors are available to support you in this process and answer any questions you may have about the CCBF. You may contact an advisor toll-free by dialing 310-0000, then 780-422-7125. Alternatively, grant advisors can be contacted at the email address listed above.

I look forward to continued work between your community and the Government of Alberta on infrastructure projects that benefit Albertans throughout the province.

Sincerely,

Brandy Cox  
Deputy Minister

Attachments:

1. CCBF Local Government Memorandum of Agreement Template
2. CCBF Program Guidelines

**CANADA COMMUNITY-BUILDING FUND**

**MEMORANDUM OF AGREEMENT**

BETWEEN:

**HIS MAJESTY IN RIGHT OF ALBERTA**, as  
represented by the Minister of Municipal Affairs  
(hereinafter called the “**Minister**”)

**AND**

**THE SUMMER VILLAGE OF SOUTH VIEW** in the Province of Alberta  
(hereinafter called the “**Local Government**”)

(Collectively, the “**Parties**”, and each a “**Party**”)

**WHEREAS** the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities (“**Canada**”) and the Minister, have, under a separate Administrative Agreement, agreed to administer the Canada Community-Building Fund (“**CCBF**”) program for Local Governments in Alberta to help communities build and revitalize their public infrastructure; and

**WHEREAS** Canada and the Minister wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong communities; and

**WHEREAS** under the *Ministerial Grants Regulation*, Alta Reg 215/2022 the Minister is authorized to make grants and enter into agreements with respect to any matters relating to the payment of grants.

**NOW THEREFORE** in consideration of the mutual terms and conditions hereinafter specified,  
**THE PARTIES AGREE AS FOLLOWS:**

**A. Definitions**

1. In this Agreement,
  - (a) “**Administrative Agreement**” means the Administrative Agreement on the Canada Community-Building Fund effective as of April 1, 2024, between Canada and the Minister, as may be amended from time to time.
  - (b) “**Agreement**” means this funding agreement between the Parties, which may, from time to time, be amended by the Parties.
  - (c) “**Application**” has the meaning ascribed to such term in the Program Guidelines.
  - (d) “**Canada Community-Building Fund**” (**CCBF**) means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

- (e) **“CCBF Funding”** means all CCBF funding received by the Minister from Canada as well as any funding received by the Minister from Canada under the Previous Agreements.
- (f) **“Contract”** means an agreement between the Local Government and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.
- (g) **“Credit Items”** has the meaning ascribed to such term in the Program Guidelines.
- (h) **“Eligible Expenditures”** means those expenditures described as eligible in the Program Guidelines.
- (i) **“Eligible Projects”** means projects as described in the Program Guidelines.
- (j) **“Funding”** means funds made available by the Minister to the Local Government under this Agreement, to be used solely for Eligible Expenditures, and includes any earned interest on the said funds that may be realized by the Local Government as a result of holding or investing any or all of the funds, as well as any Unspent Funds and Credit Items held by a Local Government.
- (k) **“Housing Needs Assessment”** means a report informed by data and research describing the current and future housing needs of a Local Government or community according to guidance provided by Canada.
- (l) **“Previous Agreements”** means any agreements between Canada and the Minister for the purposes of administering the Gas Tax Fund or CCBF, including but not limited to the 2005-2015 New Deal for Cities and Communities, the 2009-2013 Federal Gas Tax Fund, and the 2014-2024 Federal Gas Tax Fund.
- (m) **“Program Guidelines”** means, unless the context requires otherwise, the *Canada Community-Building Fund Program Guidelines* or such other guidelines or directions applicable to the CCBF program as prescribed or determined by the Minister and as may be amended from time to time.
- (n) **“Third Party”** means any person or legal entity, other than Canada, the Government of Alberta or a Local Government, who participates in the implementation of an Eligible Project by means of a Contract.
- (o) **“Unspent Funds”** means GTF Funding (as defined in the former Gas Tax Fund Memorandum of Agreement between the Minister and the Local Government dated effective as of April 1, 2014) that has not been reported as spent by the Local Government as of December 31, 2023.

## B. Funding

2. The Minister agrees to provide Funding to the Local Government in accordance with the Administrative Agreement and the Program Guidelines, and subject to the following:
  - (a) the Parties will execute this Agreement and the Local Government will return an executed Agreement to the Minister;
  - (b) the Minister's receipt of an annual Statement of Priorities letter from Canada confirming the CCBF Funding amount for the Province of Alberta;
  - (c) receipt by the Province of CCBF Funding from Canada;
  - (d) Alberta Treasury Board approval of cash-flow and funds;

- (e) submission of sufficient Applications by the Local Government in accordance with the Program Guidelines;
- (f) completion of reporting requirements by the Local Government as outlined in the Program Guidelines;
- (g) adherence to the communication and signage requirements by the Local Government as outlined in the Program Guidelines;
- (h) compliance by the Local Government with any other payment conditions outlined in the Program Guidelines;
- (i) compliance by the Local Government with all requirements and obligations assigned to the Local Government in the Administrative Agreement, including but not limited to the requirements in Annex B, Schedule A of the Administrative Agreement; and
- (j) compliance by the Local Government with all other terms of this Agreement and the Program Guidelines.

**C. Local Government Responsibilities**

3. The Local Government will:

- (a) Provide the Minister with an Application for each Eligible Project to be initiated under the CCBF;
- (b) Provide the Minister with annual financial statements;
- (c) Provide the Minister with the required financial and outcome reporting documentation in accordance with the Program Guidelines;
- (d) If the Local Government has a population of 30,000 or more as specified in the Program Guidelines, provide the Minister with a Housing Needs Assessment prepared in accordance with the guidance documents provided by Canada;
- (e) If the Local Government has a population of 30,000 or more as specified in the Program Guidelines, provide the Minister with project-level data on housing requirements in accordance with the Program Guidelines;
- (f) Be responsible for the completion of each Eligible Project in accordance with the Program Guidelines;
- (g) Comply with all program reporting, communications, and housing outcomes requirements as outlined in the Program Guidelines;
- (h) Continue to develop and implement asset management strategies and plans for the assets under their control and make use of these plans to inform community infrastructure decision-making;
- (i) Invest, in a distinct account, the Funding if received in advance of paying Eligible Expenditures;
- (j) With respect to Contracts, award and manage all Contracts in accordance with the Program Guidelines;
- (k) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project;

- (l) Allow the Minister reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of the Funding, and all other relevant information and documentation requested by the Minister or Canada via the Minister or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with the Administrative Agreement;
- (m) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to the Minister. Keep proper and accurate accounts and records relevant to the CCBF program for a period of at least six (6) years after the termination of the Administrative Agreement;
- (n) Comply with all requirements and obligations assigned to the Local Government in the Administrative Agreement, including but not limited to the requirements in Annex B, Schedule A of the Administrative Agreement; and
- (o) Provide any other information requested by the Minister in relation to this Agreement or the Funding,

and where the Program Guidelines prescribe a format for any of the requirements set out above, consistent with such format requirements.

4. The Local Government agrees to:

- (a) accept the Funding provided under this Agreement subject to; and
- (b) comply with,

all criteria, items, terms and conditions contained in the Program Guidelines.

5. The Local Government agrees that it may not use the Funding, or claim any other compensation, for its costs, expenses, inconvenience, or time expended, in relation to the administration of the Funding or the administration of this Agreement.

6. The Local Government acknowledges that the Funding provided under this Agreement is not a commitment to fund all potential Eligible Project costs. The Local Government is responsible for ensuring suitable financing is in place for each Eligible Project.

7. The Local Government agrees to allow the Minister or persons authorized by the Minister access to each Eligible Project site upon request.

**D. Termination of Agreement**

8. The Minister may terminate this Agreement by notifying the Local Government in writing on two (2) years notice. Upon termination under this Clause 8, or upon expiry of this Agreement under Clause 19:

- (a) the Local Government may use any unexpended portion of the Funding which prior to termination or expiry was formally committed to the Local Government in accordance with the Program Guidelines, regardless of whether such Funding has yet been paid to the Local Government, and
- (b) all provisions of this Agreement will continue to apply to the Funding in (a), as though the Agreement had not terminated or expired,

until the date(s) that the applicable time limit(s) to use the Funding as outlined in the Program Guidelines have expired, or until such earlier date as may be determined by the

Minister. Thereafter, any portion of the Funding in (a) which remains unexpended shall be returned to the Minister within thirty (30) days following the Local Government's submission of final reporting documents in accordance with the Program Guidelines.

**E. Debt to the Crown**

9. If the Local Government owes an amount to the Crown in right of Alberta, the Minister may deduct from the Funding all or a portion of the amount owing.

**F. Repayment of Funding**

10. If the Local Government does not meet all its obligations under this Agreement, or uses the Funding for any unauthorized purpose, the Minister will notify the Local Government of such breach in writing and the Local Government must remedy such breach within a reasonable time in the Minister's sole discretion as so stated in the notice. If, in the opinion of the Minister, the Local Government does not remedy the breach, the Minister may require the Local Government to repay all or part of the Funding, or such lesser amount as the Minister may determine, to the Minister, or the Minister may deduct from the Local Government's future Funding all or a portion of the amount owing.

**G. Local Government Indemnity and Insurance**

11. The Local Government will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to the Funding or an Eligible Project and that they will, at all times, compensate the Government of Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to the Funding or an Eligible Project.
12. The Local Government will indemnify and hold harmless the Minister and their employees and agents against and from any third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Local Government is legally responsible in relation to the subject matter of this Agreement, including those arising out of negligence or willful acts by the Local Government or its employees, officers, contractors or agents.
13. The Local Government will ensure that it maintains suitable insurance coverage including but not limited to liability insurance with appropriate terms and limits for any Eligible Project and, when applicable, property insurance on an "all risk" basis covering the Eligible Project for replacement cost.

**H. Independent Status**

14. The Local Government is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency or partnership between the Minister, Canada, or any affiliated government department and the Local Government. Neither Party will allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency or joint venture.
15. Any persons engaged by the Local Government to provide goods and services in carrying out this Agreement are employees, agents or contractors of the Local Government and not of the Minister, Canada, or any affiliated government department.

### **I. Conflicts**

16. The Local Government will not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
17. The Local Government will ensure that the Local Government and its officers, employees and agents:
  - (a) conduct their duties related to this Agreement with impartiality and will, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;
  - (b) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
  - (c) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement,

and the Local Government will promptly disclose to the Minister any such conflict of interest or apparent conflict of interest arising under this clause.

### **J. Freedom of Information and Protection of Privacy**

18. The Local Government acknowledges that this Agreement may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act* (Alberta) ("FOIP"). The Local Government further acknowledges that FOIP applies to information obtained, related, generated, collected or provided to the Minister under this Agreement and that any information in the custody or under the control of the Minister may be disclosed.

### **K. General Provisions**

19. This Agreement will come into effect April 1, 2024, and will be in effect until March 31, 2034, unless terminated in accordance with this Agreement.
20. The Parties may amend this Agreement only by mutual written agreement signed by the Parties. Notwithstanding the foregoing, the Minister may, upon thirty (30) days written notice to the Local Government, unilaterally amend this Agreement when the Minister considers it necessary to comply with any amendments to the Administrative Agreement.
21. This Agreement is the entire agreement between the Minister and the Local Government with respect to the Funding. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
22. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement which by their nature continue after the conclusion or termination of this Agreement will continue after such conclusion or termination, including without limitation clauses:
  - (a) Local Government Responsibilities – Clauses 3 to 7;
  - (b) Termination of Agreement – Clause 8;
  - (c) Repayment of Funding – Clause 10;
  - (d) Local Government Indemnity – Clauses 11 and 12;



- (e) Freedom of Information and Protection of Privacy – Clause 18; and
- (f) Entire Agreement – Clause 21.

23. Any notice, approval, consent or other communication under this Agreement will be deemed to be given to the other Party if it is in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:

The Minister:

c/o Director, Grant Program Delivery  
Municipal Affairs  
15<sup>th</sup> Floor Commerce Place  
10155 - 102 Street  
Edmonton AB T5J 4L4  
Email: ma.ccbfgrants@gov.ab.ca

Local Government:

Summer Village of South View  
PO Box 8  
Alberta Beach, AB T0E 0A0  
Attention: Chief Administrative Officer  
Email: svsouthview@outlook.com

Either Party may change its contact information by giving written notice to the other in the above manner.

- 24. This Agreement does not replace, supersede, or alter the terms of any other existing funding agreement between the Minister and the Local Government. Notwithstanding the foregoing, upon execution of this Agreement the Funding will be subject to the terms and conditions of this Agreement and will no longer be governed by the terms and conditions of the former Gas Tax Fund Memorandum of Agreement between the Minister and the Local Government dated effective as of April 1, 2014.
- 25. Nothing in this Agreement in any way relieves the Local Government from strict compliance with any other provincial legislation or regulation, or otherwise impacts the interpretation or application of the *Ministerial Grants Regulation*, Alta Reg 215/2022, as amended from time to time.
- 26. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
- 27. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement will be enforceable.
- 28. This Agreement is binding upon the Parties and their successors.
- 29. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta and the Parties submit to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.

30. The Local Government represents and warrants to the Minister that the execution of the Agreement has been duly and validly authorized by the Local Government in accordance with all applicable laws.
31. The Local Government will not assign, either directly or indirectly, this Agreement or any right of the Local Government under this Agreement.
32. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
33. Time is of the essence in this Agreement.

**This space left intentionally blank.**

34. Communication of execution of this Agreement e-mailed in PDF format will constitute good delivery.

The Parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

**HIS MAJESTY IN RIGHT OF ALBERTA**, as  
represented by the Minister of Municipal Affairs

Signed by the  
Minister of Municipal Affairs  
of the Province of Alberta

Per:   
Name: Ric McIver  
Title: Minister of Municipal Affairs  
Date: August 26, 2024

**LOCAL GOVERNMENT**

Signed by a duly  
authorized representative  
of the Local Government

Per: \_\_\_\_\_  
Name of Local Government:  
  
Name of signatory:  
  
Title:  
  
Date:

Signed by a duly  
authorized representative  
of the Local Government

Per: \_\_\_\_\_  
Name of Local Government:  
  
Name of signatory:  
  
Title:  
  
Date:

7.h

**svsouthview@outlook.com**

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**From:** Summer Village Office <administration@wildwillowenterprises.com>  
**Sent:** September 12, 2024 9:29 AM  
**To:** Summer Village of South View; wendy.wildwillowenterprises.com  
**Subject:** Silver Sands - ACP Grant Application - Request for Support

The Summer Village of Silver Sands will be making an application to the 2024/2025 Alberta Community Partnership Program for a grant to continue Flowering Rush Abatement in and around Lake Isle and Lac Ste. Anne for the 2025, 2026 and 2027 years. The project will consist of hiring of a 3-person team to complete monitoring and mapping throughout the lake areas as well as the purchase of chemicals and approved spraying of the flowering rush areas.

As a past contributing supporter and partner of this grant and project, we are asking for consideration of the following from the Summer Village of South View:

- a motion supporting the Summer Village of Silver Sands' application for funding under the 2024/2025 Alberta Community Partnership Program intermunicipal collaboration component for Flowering Rush Abatement for the 2025, 2026 and 2027 years;
- a motion agreeing to a financial contribution in the amount of \$1,000.00 per year for a total contribution of \$3,000.00; and
- a motion agreeing to the Summer Village of Silver Sands acting as the managing partner of the grant application and funds.

For reference, South View's past financial contributions have been:

- 2019 - \$2,000
- 2020 - \$2,000
- 2021 - \$2,000
- 2024 - \$1,000

We kindly ask that you respond before September 30th, 2024.

Thank you in advance,

**Heather Luhtala,**  
**Assistant CAO/Administration**

Summer Village of Silver Sands - [www.summervillageofsilversands.com](http://www.summervillageofsilversands.com)

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

Phone: 587-873-5765 Fax: 780-967-0431

Mailing Address: Box 8, Alberta Beach, AB T0E 0A0

CAO Report, September 17, 2024

- a) Councillor Expense Claims - After the August Council meeting, we took a look through Council Expense claims to see what we could bill back to our capital grants. Unfortunately, there were not clear descriptions of meetings attended, so there were no expense claims that we are comfortable claiming against the grant as it wouldn't be defensible in our annual audit.
- b) Fire FOIP Request – The Town of Onoway has received back the call-out information that was requested via FOIPP from Alberta Health Services and from the Parkland ECC. We are not sure what the next steps are regarding this information; next steps will likely be discussed by the Fire Executive. This may be an opportunity for political follow-up.
- c) Garbage Bin Lids – At Deputy Mayor Ward's request, I reached out to the manufacturer of the new garbage bins to inquire if they had a longer rod that could replace the ones that came with the bins/lids. They responded that they do not and that they have not received complaints from any other purchasers regarding the lids not opening far enough.
- d) MAP Review – have continued to gather information in preparation for our meeting on September 20.
- e) New savings account for CCBF – Part of the new CCBF grant agreement is a requirement that all CCBF funds be held in a separate bank account. In anticipation of Council entering into the agreement for CCBF funding, we have started the process of opening a new account for this purpose.
- f) 14 Hillside Street Caveat – The requirements of the clean up order have been met and the caveat has been discharged.
- g) Public Works Boat Launch Repairs – One anonymous complaint was received by Alberta Environment regarding our work on the boat launch. The complainant claims that they called the office regarding the boat launch and were told by the office not to interfere, leading him to believe that there were no approvals in place. The office did not receive any calls from the public regarding the boat launch. All environmental approvals are in place and were provided to the contractor ahead of time.
- h) Discussion regarding public works roles and responsibilities – With changes to Council and administration over the past 18 months, some confusion seems to have developed regarding roles and responsibilities in terms of public works. It would be helpful if we took a few minutes to discuss roles, responsibilities, and communication between Council and Administration to ensure we are being effective and to prevent a lack of or mis-communication. This is also a good opportunity to discuss what went well and what could be improved upon in anticipation of next year's construction season.

svsouthview@outlook.com

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**From:** Tyler Gandam <president@abmunis.ca>  
**Sent:** August 19, 2024 10:52 AM  
**To:** Wendy Wildman  
**Subject:** Prepare to Vote on Resolutions at ABmunis' Convention

Dear Mayors, Councillors and CAOs:

On July 31, we [announced the release of the 27 resolutions](#) that members will vote on at our Convention in Red Deer on September 25-27, 2024. The resolutions process is a vital component of our annual convention because it is your municipality's opportunity to give us direction on what issues we invest our time and resources to advocate on your behalf.

Each resolution is brought forward by a member municipality who deems the issue to be important and seeks approval from the membership for ABmunis to take action. Each elected official of a Regular Member municipality who is registered for Convention has the right to vote on each resolution.

**Suggested Action**

If you are sending one or more delegates to this year's Convention, we highly encourage your council to:

1. Review the [2024 Resolutions Book](#) together.
2. Discuss if your council supports or disagrees with the proposed call to action in each resolution.
  - Each elected delegate may vote at their discretion so discussing within your council is beneficial to ensure your representative(s) at Convention are fully aware of your council's perspective on each resolution.
3. If a representative of your municipality plans to speak for or against a resolution at Convention, please consider the following tips:
  - You have a maximum of two minutes to speak. The timer starts as soon as you introduce yourself at the microphone.
  - Sometimes members run out of time because they use part of their two minutes to extend thanks or make general remarks unrelated to the resolution. We suggest you avoid these remarks or practice your address including everything you want to say within two minutes.

For a detailed description of the rules of our resolution process, please view our [Resolutions Policy AP002](#).

We look forward to hosting you at the Convention and facilitating a healthy debate of the resolutions that have been put forward by your peers. If you have any questions about this year's resolutions or the resolution process, please email [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca).

Sincerely,

**Tyler Gandam | President**

---

E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*



11.6

svsouthview@outlook.com

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**From:** ASVA Exec Director <summervillages@gmail.com>  
**Sent:** August 30, 2024 8:29 AM  
**To:** ASVA  
**Subject:** ASVA's Notice of 2024 AGM, 2024 Agenda, 2023 AGM Minutes, 2023 Financial Statement  
**Attachments:** ASVA Notice of 2024 AGM.pdf; ASVA 2024 AGM Agenda.pdf; ASVA 2023 Un-Approved AGM Minutes.pdf; ASVA 2023 Audited Financial Statement.pdf; Notice of Resolutions (2) Submitted by the SV of Grandview.pdf; ASVA Updated Tentative Conference Program.pdf

Good morning,

In accordance with Section 3.07 of the Association's Bylaw, please consider this Notice of ASVA's 2024, 66th Annual General Meeting, to be held on Thursday October 17, 2024, at 3:45pm, at the Sandman Signature Sherwood Park Hotel, in the Bison Meadows Room. (901 Pembina Road, Sherwood Park, Alberta T8H 0Y7). This Notice is attached, along with the ASVA 2024 AGM Agenda, 2023 Un-Approved AGM Minutes, 2023 Audited Financial Statements, 2024 Notice of Resolutions and an Updated Tentative Conference Program.

**Attachments**

- (1) ASVA Notice of 2024 AGM**
- (2) ASVA 2024 AGM Agenda**
- (3) ASVA 2023 Un-Approved AGM Minutes (that must be approved by membership)**
- (4) ASVA 2023 Audited Financial Statement (that must be approved by the membership);**
- (5) Notice of Resolutions (2) - Submitted by the SV of Grandview**
  - 1) Advocacy for Process Improvement of the Municipal Accountability Program (MAP) for Increased Effectiveness;**
  - 2) Publicity for Summer Villages**
- (6) Updated Tentative Conference Program**

**A friendly reminder, deadline for Registration for the Annual Conference & AGM is September 30, 2024, 12pm. An updated Tentative Conference Program is also posted on the ASVA website.**

ASVA looks forward to you joining us at the 66th Annual Conference and AGM.

Warmest Regards,  
Kathy

**Kathy Krawchuk, CLGM**  
 Executive Director  
 Association of Summer Villages of Alberta  
 780-236-5456  
[execdirector@asva.ca](mailto:execdirector@asva.ca)  
[www.asva.ca](http://www.asva.ca)

68



# Notice of ASVA's 2024 Annual General Meeting (AGM) "Navigating the Challenges Together"

THURSDAY OCTOBER 17<sup>TH</sup>, 2024 at 3:45PM  
SANDMAN SIGNATURE HOTEL, 901 PEMBINA ROAD, SHERWOOD  
PARK, AB T8H 0Y7  
Bison Meadows Room

Registration Deadline for the 66<sup>th</sup> Annual Conference and AGM is  
September 30, 2024 – 12PM  
Click on the Eventbrite Link Below to Register:

<https://www.eventbrite.ca/e/asva-2024-conference-agm-navigating-challenges-together-oct-17-18-tickets-880332858277>

A DRAW WILL TAKE PLACE AT THE END OF THE CONFERENCE AFTER COMPLETING THE CONFERENCE EVALUATION FORMS AND HANDING THEM IN. WINNER MUST BE IN ATTENDANCE TO WIN OR ANOTHER NAME WILL BE DRAWN.....



ASVA THANKS ALL THE SUMMER VILLAGES FOR THEIR CONTINUED SUPPORT!



Association of  
**SUMMER VILLAGES**  
OF ALBERTA

[www.asva.ca](http://www.asva.ca)

**Association of Summer Villages of Alberta**  
**Statement of Financial Position**  
**As at December 31, 2023**

<b>ASSETS</b>			
		<b>2023</b>	<b>2022</b>
<b>CURRENT ASSETS</b>			
Cash	\$	41,097	\$ 90,347
Accounts Receivable		-	12,990
Grants Receivable		-	3,925
Term Deposits		30,000	-
		71,097	107,262
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>71,097</b>	<b>\$ 107,262</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Accounts Payable		819	22,245
Visa Payable		75	-
		894	22,245
<b>LONG TERM LIABILITIES</b>		-	0
<b>TOTAL LIABILITIES</b>		<b>894</b>	<b>22,245</b>
<b>NET ASSETS</b>			
<b>Unrestricted Net Assets</b>			
Balance, beginning of year		85,017	94,446
Surplus (deficit)		(14,814)	(9,429)
		70,204	85,017
<b>TOTAL NET ASSETS</b>		<b>70,204</b>	<b>85,017</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>\$</b>	<b>71,097</b>	<b>\$ 107,262</b>

**Audited, accepted and presented as a true and accurate statement of financial position by the appointed members of the audit committee**

Approved By

Kim Bancroft, Director  
 Name & Position

Date

August 7, 2024

[Signature]  
 Signature

Approved By

Marlene Walsh  
 Name & Position

Date

August 8, 2024

[Signature]  
 Signature

**Association of Summer Villages of Alberta**  
**Statement of Operations**  
**For the Year Ending December 31, 2023**

	2023	2022
<b>REVENUE</b>		
ASVA Conference	\$ 57,571	\$ 38,387
Dues	44,135	43,140
Grants	-	15,700
Interest Income	68	183
Workshops	-	2,000
<b>Total Operating Revenues</b>	<b>101,773</b>	<b>99,410</b>
<b>OPERATING EXPENSES</b>		
ASVA Administration	62,601	33,437
ASVA Conference	32,163	40,664
Bank Charges & Interest	213	258
Board Remuneration	9,219	6,569
Courses, Workshops, Conferences	1,085	5,972
Gifts	96	762
Insurance	2,133	2,091
Meeting Expenses	1,302	1,403
Memberships	24	-
Office & Telecommunication	5,229	1,598
Professional Fees	2,305	1,155
Project Costs	-	14,825
Website	217	105
<b>Total Operating Expenses</b>	<b>116,588</b>	<b>108,839</b>
<b>Total Surplus (Deficit) for the period</b>	<b>\$ (14,814)</b>	<b>\$ (9,429)</b>

**Audited, accepted and presented as a true and accurate statement of financial position by the appointed members of the audit committee**

Approved By \_\_\_\_\_ Date August 7, 24

Kim Bancroft, Director \_\_\_\_\_ K.P.A. \_\_\_\_\_  
 Name & Position Signature

Approved By \_\_\_\_\_ Date August 8, 2024

Marlene Walsh \_\_\_\_\_ Marlene Walsh \_\_\_\_\_  
 Name & Position Signature



**66<sup>th</sup> ASVA**  
**Annual General Meeting**  
“Navigating the Challenges Together”

**Sandman Signature Sherwood Park  
Hotel**

**901 Pembina Road, Sherwood Park,  
AB T8H 0Y7**

**Thursday, October 17, 2024**

**3:45 PM**

**Bison Meadows Room**

**AGENDA**

1. Call to Order by the President
2. Approval of the Agenda
3. Adoption of Minutes from October 19, 2023, Annual General Meeting
4. ASVA 2023-2024 Annual Report Section: Successes and Challenges
5. 2023 ASVA Audited Financial Statements
6. Resolutions Submitted to ASVA by the Summer Village of Grandview
  - 1) Res. #2024-179 – Advocacy for Process Improvement of the Municipal Accountability Program (MAP) for Increased Effectiveness (Attached)
  - 2) Res. #2024-180- Publicity for Summer Villages (Attached)
7. Date of the Next Annual General Meeting – October 16, 2025
8. ASVA’s 2024 Sponsors
9. Adjournment



Association of  
**SUMMER VILLAGES**  
OF ALBERTA

**RESOLUTION PRESENTED TO  
THE ASSOCIATION OF SUMMER VILLAGES OF ALBERTA AGM, October 18, 2024**

**Title: Advocacy for Process Improvement of the Municipal Accountability Program (MAP) for Increased Effectiveness**

**Sponsored by the Summer Village of Grandview**

**WHEREAS** Summer Villages strive to achieve outstanding governance in the fulfillment of its obligations to residents and to Municipal Affairs; and

**WHEREAS** Municipal has introduced the MAP review which is compulsory for municipalities with a population under 2500 to be done at a frequency of every 5 years; and

**WHEREAS** increasing reporting and other obligations imposed by Municipal Affairs is putting a noticeable strain on the administrative staff without receiving a direct benefit for the residents being served; and

**WHEREAS** routine reporting to Municipal Affairs provides valuable information pertaining the success of municipal governance within Summer Villages; and

**WHEREAS** successful organizations strive for continuous improvement through routinely examining and improving the processes through which they operate.

**IT IS THEREFORE RESOLVED THAT** the ASVA advocate to Alberta Municipal Affairs for improvements in the administration of the MAP Reviews such that needless and non- beneficial work can be avoided, and with input from the selected municipalities on where assistance would be beneficial to that particular municipality.

**Background**

In the case of the Summer Village of Grandview, the first round of MAP reviews was conducted in 2018 and now we have been advised that the second round will be done in 2024. Preparation of the 2018 review took considerable administrative time to prepare documents to be reviewed by Municipal Affairs staff. While it is important to have periodic reviews (audits) of compliance with the requirements of the MGA, the impact of the review could have been greatly improved with a few simple steps. First, trivial matters such as raising hands by Council Members during a vote, and changing “in camera” to “closed session” could easily be handled by such things a simple communications to all municipalities.

Second, the sharing of results should be done so all municipalities can benefit from common mistakes made by others. We did not receive any summary of such shortcomings. Municipal Affairs could provide a great service to both Administrations and Councils by publishing a newsletter of things to watch for in the conduct of municipal business.

Third, a second round of the MAP review is bound to place another burden on an already overworked administrative staff. We have heard that the compulsory review has now commenced for all municipalities under 2500 population, but we have not yet been advised of the scope of the review. Reports, including Audit Reports, are routinely filed with Municipal Affairs to satisfy the requirements of the MGA and various regulations. Municipalities also undergo a “Municipal Indicator” rating system to

demonstrate viability. If these Audit Reports and Municipal Indicator ratings are designed properly, the question arises as to why another MAP review would be required. If there is something missing, then the reporting system should be improved.

Finally, and perhaps most importantly, municipalities that are successful should be used as examples for other municipalities to emulate through the sharing of best practices.

There may be other improvements based on the experiences of other Summer Villages. An improved process for the MAP review that was less onerous for administrative staff while providing benefit to municipalities having difficulties would be a significant and worthwhile achievement.

**RESOLUTION PRESENTED TO  
THE ASSOCIATION OF SUMMER VILLAGES OF ALBERTA AGM, October 18, 2024**

**Title: Publicity for Summer Villages**

**Sponsored by the Summer Village of Grandview**

**WHEREAS** Summer Villages hold a special place in the arena of municipal government with unique privileges for their residents and critical responsibilities in looking after lakes within Alberta; and

**WHEREAS** Summer Villages have often been disadvantaged, even threatened with dissolution because of their special characteristics; and

**WHEREAS** Summer Villages are successful and accountable to their residents and provide opportunities not available in larger municipalities for residents to become involved in municipal government; and

**WHEREAS** the value of Summer Villages within the larger framework of Alberta's municipalities is not well understood or appreciated by the general public or other municipalities.

**IT IS THEREFORE RESOLVED** that the Association of Summer Villages of Alberta prepare a fact sheet to describe the how Summer Villages are governed, their place within the larger context of Municipal Government and the value they provide all Albertans in protecting provincial lakes.

**BACKGROUND**

Summer Villages gained special governance status in 1913 as part of an effort to provide direct representation for governance and taxation. Provincial Statute Chapter 39, enacted in October 1913, established Lakeview, on Lake Wabamum, as a Summer Resort. The term Summer Village first occurred in the incorporation notice for Seba Beach in August 1920, followed three weeks later by the establishment of the Summer Village of Alberta Beach.

The unique aspect of Summer Villages within Alberta is that owning land that is not the principal residence entitles the owner to vote and hold office and thereby become involved in the affairs of the Summer Village. Such a privilege is not granted in other municipalities where owning land does not grant the right to vote. This is a matter of taxation without representation. A result of the "summer character" of our municipalities is being disadvantaged in the allocation of government capital funding where a Summer Village receives only a fraction of that received by a corresponding Village. Summer Villages have also been threatened with dissolution in a misdirected attempt to streamline government. Rumours persist that this threat will reappear.

It is recommended that the ASVA prepare a publicity document to describe the advantages of Summer Villages and tout the valuable role our municipalities play in the stewardship of Alberta's lakes. The purpose of this initiative is to prepare our residents to respond when the inevitable criticisms come about our existence.

A fact sheet on Summer Villages could be prepared with a volunteer committee supported by administrative staff providing statistics and data.





**65<sup>th</sup> Annual General Meeting**  
**Thursday, October 19, 2023**  
**3:43 pm**  
**Royal Hotel West, Edmonton, AB**

## Minutes

### **1. Call to Order by the President**

The 65<sup>th</sup> Annual General Meeting of the Association of Summer Villages of Alberta was called to order by President Pashak at 3:43p.m.

### **2. Approval of the Agenda as presented.**

*Moved by Ren Giesbrecht, SV of West Cove, that the agenda be approved as circulated.*

*Carried*

### **3. Adoption of Minutes from 2022 Annual General Meeting**

*Moved by Gary Burns, SV of Horseshoe Bay, that the minutes from the October 20, 2022, Annual General Meeting, be approved as circulated.*

*Carried*

### **4. ASVA Annual Report 2022-2023– Success and Challenges**

President Pashak provided highlights of the ASVA Annual Report 2022-2023 – Successes and Challenges as information to the delegates in attendance for the 2023 Annual General Meeting.

### **5. 2022 Financial Statements**

Vice President Brian Waterhouse addressed the 2022 Year End Financial Statement that was circulated to the membership.

*Moved by Curtis Schoepp, SV of Whispering Hills, that the 2022 Year End Financial Statement be approved as circulated.*

*Carried*

### **6. ASVA Special Resolutions – Proposed Amendments to the ASVA Bylaw**

President Mike Pashak addressed Resolution 23-61 that was put forth by the Board to amend the ASVA Bylaw as circulated to the Members. The proposed amendments were



passed by the Board on May 15<sup>th</sup>, 2023 and were first circulated to the member municipalities on August 08, 2023. The required Notice of Special Resolution was circulated to all member municipal offices on September 01, 2023, pursuant to the current Bylaws. Another copy was sent out to all member municipal offices with the AGM Notice and Agenda package on September 02, 2023. It was circulated again to all registered for the Annual General Meeting on October 9<sup>th</sup>, 2023.

Mike Pashak then read the Notice of Special Resolution to amend the ASVA Bylaw. The ASVA Board of Directors are the Mover of the resolution. Mike Pashak, SV Half Moon Bay seconded the resolution. The resolution requires 2/3 majority vote in favor to pass.

***Moved by the ASVA Board of Directors, to accept the amendments made to the ASVA Bylaw that were circulated and attached to the Notice of Special Resolution as "Schedule A" on September 01, 2023, and again on October 9<sup>th</sup>, 2023.***

***Carried  
100% in favor***

**7. Next Annual General Meeting**

After discussion with the membership, it was determined that the date for the next Annual General Meeting for the ASVA is **Thursday, October 17, 2024.**

**8. Adjournment** – The meeting adjourned at 4:02p.m.

**ASVA 66<sup>th</sup> Tentative Conference Agenda - Navigating The Challenges Together - 2024**

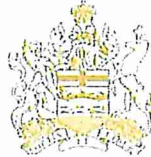
**THURSDAY OCTOBER 17, 2024**

7:00	REGISTRATION & BREAKFAST - Bison Meadows Room				
8:00	Welcome Delegates - Opening Remarks & Introduction of Next Speaker	ASVA		Mike Pashak, ASVA President	
8:10	Golf Cart Pilot Project Update & SV of Whispering Hills' Experience with the Golf Cart Pilot Project	Alberta Transportation & Economic Corridors & SV of Whispering Hills		Pamela Sooley & Mayor Curtis Schoepp	
8:40	<b>TITLE SPONSOR - INTRODUCTION OF NEXT SPEAKER (TBD)</b>	<b>ABmunis</b>		<b>TBD</b>	
8:40	Summer Villages - Grant Funding Availability	A/C (Alberta Counsel)		Klay Dyer, Funding Associate	
9:10	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President	
9:10	FIRESMART In Summer Villages	Parkland County Fire Service		Kyle Sherman, FireSmart Coordinator	
9:40	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President	
9:40	Enhanced Policing Services & Kids Card Program	OIC Wetaskiwin-Camrose RCMP		Inspector John Spaans	
10:10	COFFEE BREAK & TRADESHOW - Emerald Hills Room				
10:30	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President	
10:30	Shoreline Modifications/Stabilizations, Erosion Protection, What's allowed, What's Not	Alberta Environment and Protected Areas		Gerry Haekel, Land Management & Conservation Branch, Lands Division	
10:55	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President	
10:55	Fostering A Climate Respect for Summer Villages, Mayors Council Dealing with Difficult People, Threats, & Managing Expectations	Brownlee LLP		Alifeyah Gulamhusein, Partner	
11:25	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President	
11:25	Priorities of the Minister of Municipal Affairs	Alberta Municipal Affairs		Minister of Municipal Affairs, Ric McIver	
12:05	LUNCH - Bison Meadows Room & TRADESHOW- Emerald Hills Room				
1:05	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President	
1:05	Impacts of Drought on Lake Water Quality	Alberta Environment and Protected Areas		Brandon Leask, Senior Water Administration Engineer	
1:35	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President	

1:35	Administering Summer Villages		SVs of Itaska Beach, Silver Beach & Sundance Beach	June Boyda, B.Sc, CLGM, Chief Administrative Officer
2:00	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President
2:00	Estate Planning - the Cottage Rules		Patriot Law	Edward Gallagher, Partner
2:25	COFFEE BREAK & TRADESHOW - Emerald Hills Room			
2:40	INTRODUCTION OF NEXT SESSION			Mike Pashak, ASVA President
2:40	Table Topics - MAP Review, Working Wells Presentation, Burning Brush - Best Practices		ASVA Board Members & Delegates	ASVA Board Members
3:20	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President
3:20	Municipal Census in Alberta		Alberta Municipal Affairs	Kim Moore, Municipal Information Advisor
3:40	5 Minute Break Before AGM			
3:45	AGM MEETING - Bison Meadows Room			
6:00	COCKTAILS - Bison Meadows Room			
6:30	BANQUET - AWARDS - SILENT AUCTION - ENTERTAINMENT - Bison Meadows Room			
<b>Friday, October 18, 2024</b>				
8:00	REGISTRATION & BREAKFAST - Bison Meadows Room			
9:00	Welcome Back Members - ASVA Update & Introduction of Next Speaker		ASVA	Mike Pashak, ASVA President
9:20	Asset Management		ABmunis	Robert Hayder
9:45	INTRODUCTION OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President
9:45	Understanding Municipal Audits: An Auditor's Perspective		Seniuk and Company, CPAs	Laura Marcato, CPA, CA Engagement Partner - Corporate and Assurance Services, Not-For-Profit and Public Sector Firm Leader
10:10	INTRODUCTION ONLY OF NEXT SPEAKER			Mike Pashak, ASVA President
10:10	PANELIST DISCUSSION ATB - Fraud Prevention and Cybersecurity for Businesses Cybersecurity Risks and Incident Response Planning (Tentative Title) Town of Didsbury - Experience of Being Cyberhacked	ACSI -	ATB Financial ACSI Town of Didsbury	Aisha Kitchlew, Sr. Manager Fraud & Cybercrime, ATB Advisory David Chermitzky, CEO and Co-Founder of Armour Cybersecurity Mayor Rhonda Hunter
11:10	10 Minute Break			
11:20	INTRODUCTION ONLY OF NEXT SPEAKER			Brian Waterhouse, ASVA Vice President

11:20	Identification, Prevention and Mitigation of Invasive Species	Alberta Environment and Protected Areas	Nicole Kimmel, Aquatic Invasive Species Specialist
11:50	CONFERENCE CLOSING REMARKS	ASVA	Mike Pashak, ASVA President





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

11-C

August 9, 2024

AR115836

**Subject: 2025 Fire Services Training Program Grant**

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs is providing \$500,000 in grant funding for the 2025 Fire Services Training Program. This government recognizes the important work of fire services, and that public safety is always a priority. While Municipal Affairs respects that fire services are a municipal responsibility, we also recognize that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses approved for delivery under this grant will align with the following key outcomes:

- public safety is preserved in Alberta;
- community risk is effectively managed by local authorities; and
- firefighters are able to receive training in alignment with best practices.

Grant information, along with grant guidelines and application form are available at [www.alberta.ca/fire-services-training-grant](http://www.alberta.ca/fire-services-training-grant). Please forward this information to your chief administrative officers and fire chiefs, so they may complete the application form. Collaboration involving multiple municipalities is permitted, but not required.

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

This grant program will assist fire departments across the province be prepared with the knowledge and skills to protect their communities. I look forward to reviewing your 2025 Fire Services Training Program submissions.

Sincerely,

Ric McIver  
Minister

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# Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

August 22, 2024

Town of Onoway  
Box 540  
Onoway, AB  
T0E 1V0

Attention: Jennifer Thompson, CAO

**Re: AFRRCS Radios**

As you are aware Alberta Beach is in ongoing negotiations with Fire Rescue International to continue providing fire services to our community after March 7, 2025. Therefore please be advised that Alberta Beach permits our AFRRCS radios to remain under FRI's care and control, and there is no need for FRI to return the radios to the Town of Onoway on March 7, 2025. Should negotiations fail, Alberta Beach will address the return of the radios directly with FRI.

Please do not hesitate to contact the undersigned if you require any further information.

Sincerely,

*Kathy Skwarchuk*  
Kathy Skwarchuk,  
CAO

Cc: Alberta Beach Council  
ORFS Member Municipalities  
Fire Rescue International

11.e

SEP 11 2024

### Town of Mayerthorpe

**Report Title :** SOUTHVIEW TOTAL CONTRACT HRS  
**Report Range**                      **Start:** 2024/08/01 0000                      **End:** 2024/08/31 2359

#### Man Hour Report by User

TOWN OF MAYERTHORPE

#### KASAMBA, GERVAIS

<b>Event start:</b>	2024/08/07 1356	<b>Event end:</b>	2024/08/07 1356	<b>Time:</b>	0 Minutes
<b>Address:</b>	34 HILLSIDE ST LOT 7 BLK 1 PLAN 4187KS				
<b>Activity Type:</b>	REPORT WRITING (CASE REPORT)				
<b>Total Time on Call for this Event :</b>				0 Hours	0 Minutes
<b>Event start:</b>	2024/08/08 0830	<b>Event end:</b>	2024/08/08 1000	<b>Time:</b>	(90) Minutes
<b>Address:</b>	SUMMER VILLAGE				
<b>Activity Type:</b>	GENERAL PATROL				
<b>Total Time on Call for this Event :</b>				1 Hours	30 Minutes
<b>Event start:</b>	2024/08/13 1230	<b>Event end:</b>	2024/08/13 1300	<b>Time:</b>	(30) Minutes
<b>Address:</b>	SUMMER VILLAGE				
<b>Activity Type:</b>	GENERAL PATROL				
<b>Total Time on Call for this Event :</b>				0 Hours	30 Minutes
<b>Event start:</b>	2024/08/16 1300	<b>Event end:</b>	2024/08/16 1430	<b>Time:</b>	(90) Minutes
<b>Address:</b>	SUMMER VILLAGE				
<b>Activity Type:</b>	GENERAL PATROL				
<b>Total Time on Call for this Event :</b>				1 Hours	30 Minutes
<b>Event start:</b>	2024/08/25 1400	<b>Event end:</b>	2024/08/25 1530	<b>Time:</b>	(90) Minutes
<b>Address:</b>	SUMMER VILLAGE				
<b>Activity Type:</b>	GENERAL PATROL				
<b>Total Time on Call for this Event :</b>				1 Hours	30 Minutes

## Town of Mayerthorpe

Report Title : SOUTHVIEW TOTAL CONTRACT HRS

Report Range

Start: 2024/08/01 0000

End: 2024/08/31 2359

### Man Hour Report by User

Event start: 2024/08/29 1300      Event end: 2024/08/29 1430      Time: (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event :      1 Hours      30 Minutes

KASAMBA, GERVAIS : Total Time On Calls      6 Hours      30 Minutes

Total Group Time:      6 Hours      30 Minutes

All Officers: Total Time On Calls      6 Hours      30 Minutes



11.4



Development Services

# Summer Village of South View

Box 8, Alberta Beach, AB., T0E 0A0

Phone (780) 718-5479 Fax (866) 363-3342 Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

September 10, 2024

File: 24DP06-32

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. .  
. .

**Re: Development Permit Application No. 24DP06-32  
Plan 6524 KS, Block 6, Lot 5 : 66 Lakeview Avenue (the "Lands")  
R – Residential : Summer Village of Southview**

**Preamble:** The development approved under this Development Permit includes the construction of a Deck (16' X 16' = 23.8 sq. m.) and Mudroom Enclosure (4.5' X 12.5' = 56.3 sq. m.).

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit with regard to the following:

## **CONSTRUCTION OF A DECK 23.8 SQ. M. AND ENCLOSED / COVERED AREA 56.3 SQ. M.).**

Has been **APPROVED** subject to the following conditions:

- 1- All municipal taxes must be paid, or satisfactory arrangement with the Summer Village of South View for same.
- 2- That the applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 3- **Development shall conform to the plans and sketches submitted as part of the application and the following site requirements:**
  - **Front Yard shall be a behind the front-line of the principal building upon the Lands;**
  - **Rear Yard shall be a minimum of 1.2 metres;**
  - **Side Yard Setback shall be a minimum of 1.2 metres or greater distance as required under the Alberta Safety Codes Act.**

Note: Please be reminded that where walls are located within 2.4 metres of the property line they shall be constructed as a fire separation of not less than 45 minutes. (Alberta Fire Code - Article 9.10.15.5).

85



## Development Services

# Summer Village of South View

Box 8, Alberta Beach, AB., T0E 0A0

Phone (780) 718-5479 Fax (866) 363-3342 Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

- 4- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Summer Village of Southview for review.
- 5- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 6- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- The applicants shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.
- 8- All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, directed into an existing water body (i.e. a lake or stream) or public drainage system (i.e. a municipal ditch). All buildings must be completed with eaves which drain into the ditch at the front of the property.
- 9- That all improvements shall be completed within twelve (12) months of the effective date of the permit.
- 10- Access:**

No construction of an access is authorized under this Development Permit. Any, and all, access construction must be applied for, and authorized, by the Summer Village of Southview.
- 11- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 12- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.



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Should you have any questions please contact this office at (780) 718-5479.

Date Application Deemed Complete **September 10, 2024**

Date of Decision **September 10, 2024**

Effective Date of Permit **October 9, 2024**

Signature of Development Officer

Tony Sonnleitner Development Officer for the Summer Village of South View

cc Inspections Group Inc.  
Municipal Administrator, Summer Village of South View  
Municipal Assessment Services Group Inc. = Travis Horne

**Note:** An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office at:

Summer Village of South View  
Box 8  
Alberta Beach, AB T0E 0A0

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$1250.00.