

SUMMER VILLAGE OF SILVER SANDS AGENDA

Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.

(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)

1. Call to order

2. Treaty 6 Territory Land Acknowledgement

The Summer Village of Silver Sands 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. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with indigenous communities in a spirit of reconciliation and collaboration.

3. Agenda: Thursday, January 29th, 2026 Regular Council Meeting

Page 1-10 *(approve agenda as is, or with amendments, additions or deletions)*

4. Minutes: a) Friday, November 28th, 2025 Regular Meeting Minutes

Page 11-15 *(approve minutes as is, or with amendments)*

5. Delegations: a) 9:05 a.m. – Gerry Amorin, Mike Krim and Curtis Hughes, Capital Region Assessment Services Commission (CRASC) – to discuss their Geographic Information System (GIS) to engineer a webmap to support property assessment.

(accept discussion for information)

Or

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

b) 9:20 a.m. – Carey Iwata, Lots 5 and 6A, Block 10, Plan 2357 MC, 29 and 31 Hillside Crescent - plan cancellation of proposed Bylaw 357-2025, Lot Consolidation.

(accept presentation and discussion for information)

Or

SUMMER VILLAGE OF SILVER SANDS AGENDA

Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.

(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)

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

6. Public Hearings: n/a

7. Bylaws: a) Bylaw 357-2025, a Bylaw to consolidate Lots 5 and 6A, Block 10, Plan 2357 MC within the Summer Village of Silver Sands. The Development Officer's report is attached. This bylaw is actually taking 2 previously consolidated lots and now consolidating those with a 3rd lot. This bylaw was presented at the November 2025 meeting and deferred until such time as the property was compliant with the Land Use Bylaw. The property owner is making a presentation to Council on this matter (item 5. b).

If Council is satisfied that the property is in compliance as discussed at the November meeting, then motions to approve the bylaw would be in order.

(that Council give 1st reading to Bylaw 357-2025, a bylaw to consolidate Lots 5 and 6A, Block 10, Plan 2357 MC, as is or as amended)

(give second reading to Bylaw 357-2025 as is or as amended)

(give unanimous consent to consider third reading to Bylaw 357-2025 as is or as amended)

(give third and final reading to Bylaw 357-2025 as is or as amended)

If Council is not satisfied that the property is in compliance, then a motion to defer again would be in order.

(further to previous motions, as this property is not in compliance with the Land Use Bylaw, further consideration of this bylaw be deferred until such time as it is in compliance)

SUMMER VILLAGE OF SILVER SANDS AGENDA

**Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.**

**(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)**

8. Business:

- a) January Regular Council Meeting date change – due to Lac Ste. Anne County scheduling a regional municipalities meeting for Friday, January 30 Silver Sands needs to change its meeting from Friday, January 30th to Thursday January 29th.

(that in consideration of the Regional Municipalities Meeting being scheduled for Friday January 30th, 2026, Council approve changing the January 30th Regular Council Meeting to Thursday, January 29th, 2026 commencing at 9:00 a.m., Virtual Attendance Only)

Page 26

- b) Town of Onoway – Invitation from Mayor Bridgitte Coninx to an informal meeting of Mayors and Reeve of Lac Ste. Anne area municipalities in Onoway. Please review the email dated December 10, 2025, from Debbie Giroux.

(as the Mayor was unable to attend, accept as information)

Page 27

- c) Summer Villages of Lac Ste. Anne County East (SVLSACE) – Invitation from Chair Gwen Jones and Vice-Chair Kathy Dion to a Meet and Greet of regional municipalities. Please review the invitation sent December 23, 2025, from Dwight Moskalyk.

(ratify the attendance of _____ to the Meet and Greet of regional municipalities hosted by Summer Villages of Lac Ste. Anne County East (SVLSACE) scheduled for January 17, 2026.)

If no one attended – then simply accept for information.

Page 28

- d) Regional Municipalities Meeting – please refer to the December 1, 2025 email from Lac Ste. Anne County scheduling the noted meeting for Friday, January 30th, 2026 at the Alberta Beach Seniors Facility commencing at 9:30 a.m.

(that Council and Administration be authorized to attend the Regional Municipalities Meeting scheduled for Friday, January 30th, 2026 in Alberta Beach as hosted by Lac Ste. Anne County)

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.

**(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)**

Or

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

Page 29-31

e) AB Munis - 2026 Municipal Leaders Caucus scheduled for March 26-27, 2026 in Edmonton with a registration cost of \$275.00/person. Agenda details yet to come. If Council is planning to attend, there is a potential opportunity to meet with the Minister of Municipal Affairs Dan Williams (as noted in the attached email).

(authorize the attendance of _____, to attend the 2026 Municipal Leaders Caucus scheduled for March 26-27, 2026 in Edmonton as hosted by AB Munis)

Or

(accept for information)

Page 32-33

f) The Human Infrastructure Symposium scheduled for February 19, 2026 – Councillor Strong has requested to attend. Please see the attached email from Tyler Gandom dated January 12, 2026.

(authorize the attendance of Councillor Strong to attend the Human Infrastructure Symposium dated February 19, 2026)

Or

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

Page 34-49

g) AB Munis/Municipal Climate Change Action Centre – Roving Energy Manager Program Application – CAO Wildman had been approached by AB Munis regarding municipal interest in participating in this program. Municipal commitment includes: appointing 1 staff member or more, recognizing the REM as a significant obligation, committing 60 hours to the program over a 9 month period, fulfilling all program steps as outlined in the program guidebook, coordinating with the Action Centre to meet program deliverables, actively participating in all program activities and requests

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.

(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)

for assistance and feedback. This program supports small municipalities in Alberta with energy management, climate change planning and emissions reduction initiatives. Support is provided through advisory services, technical assistance, and up to \$10,000 in funding to help with initiatives to reduce energy costs.

(that the Summer Village of Silver Sands approve participation in the Roving Energy Program with AB Munis/Municipal Climate Change Action Centre, and approve the Letters of Commitment as presented)

Or

(accept for information, and not participate in this initiative)

Page 50

- h) Yellowhead Regional Library (YRL) – 2026 Allotment and Library Services Grant. Please refer to the December 4, 2025 letter from YRL.

(to accept the \$0.75 per capita municipal allotment rate and the \$5.60 per capita provincial allotment rate for information AND THAT the Summer Village of Silver Sands assign its 2026 YRL allotment funds and 2026 Library Services Grant to the following library, _____ (Onoway or Darwell OR Onoway and/or Darwell)

Page 51-110

- i) Municipal Accountability Program review (MAP review) – every few years the smaller municipalities within the province go through this MAP review whereby representatives from Alberta Municipal Affairs go through the municipalities records to ensure we are operating in compliance with the Municipal Government Act. Silver Sands went through this process in late 2025, and I am happy to share with Council our MAP review for Silver Sands which shows only one legislative gap!

(that the Municipal Accountability Program review for the Summer Village of Silver Sands be accepted for information and same be posted on the Summer Village's website)

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.

(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)

j) Facebook page review – Council approved this initiative a few months back and has slated a review of same to take place at our January Council meeting.

(direction as given by Council at meeting time)

Page 111-113

k) Dell Penner – please refer to the attached September 11th, 2025 letter issued to Mr. Penner on access to his lot through the municipalities municipal reserve lands. As noted in emails shared with Council, it appears Mr. Penner has breached the conditions of this letter.

(direction as given by Council at meeting time)

l) Concerns within the Summer Village – Councillor Horne would like a discussion on Snowmobiles and Deer feeding within the Summer Village, and Dustin would like a discussion on dog poop within the Summer Village.

(direction as given by Council at meeting time)

Page 114-118

m) 2026 Draft Operating Budget – attached is our second review of the 2026 Draft Operating Budget. Currently this budget has a 5.45% increase in municipal tax dollars collected. Further to business item 8. f), does Council want to consider allocating a specific education budget for each councillor, or leave it that all requests come to Council each time.

(that review and discussion on the 2026 Draft Operating Budget be accepted for information, that Administration make changes to this draft budget as directed at meeting time, and that an updated Draft 2026 Operating Budget come to the next Council meeting for further review)

Page 119-135

n) Forest Resource Improvement Association of Alberta (FRIAA) Request for Expressions of Interest – Forest Resource Improvement Program (FRIP) Funds Initiative – A potential project scope may be the municipal reserve vegetation projects. Attached is information on the FRIP Funds Initiative, a Q & A Information Session, a program description and an Application Template for your review.

SUMMER VILLAGE OF SILVER SANDS AGENDA

Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.

(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)

Council should consider hiring an environmental firm to take
on the application.

*(that review and discussion of the Forest Resource
Improvement Program (FRIP) be accepted for information,
AND THAT the Summer Village of Silver Sands contract an
environmental firm to proceed with the application.)*

Or

(direction as given by Council at meeting time)

o)

p)

q)

9. Financial: a) Income & Expense Statement – as at December 31, 2025

Page 136-150 *(accept income & expense statement report, along with the
related bank statement, for information)*

10. Councillors' Reports:

- a) Mayor
- b) Deputy Mayor
- c) Councillor

(accept Council Reports for information)

11. Administration Reports:

Page 151

- a) Development Officer's Report
- b) Public Works Report
- c) New Administrative email
(admin@summervillageofsiversands.com)
- d) Short term rentals and Good Guest Guidebook

SUMMER VILLAGE OF SILVER SANDS AGENDA

**Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.**

**(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)**

Page 152-153

- e) Spraying of Noxious Weeds – How want to proceed? Want to ask Jackie to future meeting? Ask LSAC weed inspector to attend meeting?
- f) Isle Lake Hydrometric Gauge Installation
- g)

(accept above items for information)

12. Information and Correspondence:

Page 154

- a) Fire Rescue International, Invoice 1264 – November 26, 2025 no charge invoice for Medical First Response (no charge value of \$2,100.00)

Page 155-188

- b) National Police Federation, Brian Sauvé – November 27, 2025 – Letter of Introduction and Report.

Page 189

- c) Village of Alberta Beach, Mayor Tara Elwood – November 25, 2025 – Appointment of Stephen Wright as Summer Villages Regional Emergency Management Partnership (SVREMP) Regional Director of Emergency Management.

Page 190-193

- d) Government of Alberta, Minister of Municipal Affairs, Dan Williams – December 5, 2025 – Fire Service - What We Heard report.

Page 194-201

- e) Alberta Summer Villages Association (ASVA), Kathy Krawchuk, Executive Director – December 11, 2025 – ASVA Executive.

Page 202-

- f) Town of Mayerthorpe – December 11, 2025 – Committees Boards and Commissions

Page 203

- g) Fire Rescue International, Invoice 1278 - December 16, 2025 no charge invoice for Medical First Response (no charge value of \$570.00)

Page 204

- h) Alberta Municipalities – December 17, 2025 email on December 2025 Municipal Affairs Newsletter – Municipal Musings

Page 205

- i) Alberta Municipalities – December 18, 2025 email on Notice of Settlement in Class Action Lawsuit against Pharmaceutical Companies related to the Opioid Crisis.

Page 206-208

- j) Government of Alberta, Honourable Mike Ellis, Deputy Premier of Alberta and Minister of Public Safety and

SUMMER VILLAGE OF SILVER SANDS AGENDA

**Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.**

**(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)**

Page 209	Emergency Services – December 18, 2025 email update on Changes to Alberta’s Police Funding Model.
Page 210	k) Alberta Municipalities, President Dylan Bressey – December 19, 2025 email update on ABMunis Initial Statement on the Renewed Police Funding Model.
Page 211-212	l) Government of Alberta, C.M. (Curtis) Zablocki, O.O.M., Assistant Deputy Minister, Director of Law Enforcement – December 22, 2025 email on Police Funding Model Changes – Preliminary Estimation Process.
Page 213-215	m) Alberta Summer Villages Association (ASVA), Brian Waterhouse, President – December 22, 2025 – Year in Review Newsletter.
Page 216	n) FortisAlberta Inc., Jennifer MacGowan, Director, Stakeholder Engagement – December 23, 2025 letter on 2026 FortisAlberta Inc. Rates Announcement and Distribution Tariff
Page 217	o) Fire Rescue International - December 23, 2025 letter about vehicle fire.
Page 218	p) Lac Ste. Anne East End Bus Society, Jennifer Thompson CAO Town of Onoway – January 5, 2026 letter on 2026 Funding Request of \$375.00 per Summer Village (other munis contribution noted in the letter)
Page 219-221	q) Government of Alberta, Public Safety and Emergency Services – January 22, 2026 - Alberta’s Police Funding Model – Preliminary 5 year Estimate.
Page 222-223	r) Town of Alberta Beach, Mayor Tara Elwood – January 22, 2026 – Letter to the Minister of Transportation and Economic Corridors, Honourable Devin Dreeshen- Emergency Response Dispatch Practices on a Provincially Significant Transportation Corridor.
Page 224-225	s) Town of Alberta Beach, Mayor Tara Elwood – January 22, 2026 – Letter to Yellowhead County, Request for Mutual Aid Agreement – Regional Emergency Services Collaboration.
Page 226	t) Town of Alberta Beach, Mayor Tara Elwood – January 22, 2026 – Letter to Parkland County, Request for Mutual Aid Agreement – Regional Emergency Services Collaboration.
Page 227-229	u) 4 th Quarter Safety Codes
	v) 25DP06-31 Renovation of an Existing Detached Dwelling, Construction of a Carport and Installation of a Water Cistern – 18 Birch Avenue

SUMMER VILLAGE OF SILVER SANDS

AGENDA

Thursday, January 29th, 2026 Virtual Attendance Only
Commencing at 9:00 a.m.

(As per bylaw 349-2025 Council and/or Council Committee meetings may not be
filmed or voice recorded.)

Page 230-232	w) 26DP01-31 Operation of a Tourist Home – 19 Conifer Crescent
Page 233-234	x) 26DP02-31 Operation of a Tourist Home – 9 Hazel Avenue
Page 235-236	y) 26DP03-31 Operation of a Tourist Home – 25 Willow Avenue

(accept correspondence for information)

13. Open Floor Discussion with Gallery: (15-minute time limit)

(accept for information the open floor discussion with the gallery, if applicable)

14. Closed Meeting (if required): Standstone Waste Collection Services Agreement – as per the Municipal Government Act and section 29 of the Access to Information Act

15. Adjournment

Next Council Meetings:

- Friday, February 27th, 2026 Regular Council meeting
- Friday, March 27th, 2026 Regular Council meeting
- Friday, April 24th, 2026 Regular Council meeting

Other dates to remember:

- SVLSACE next mtg sometime in Feb or Mar at Call of the Chair

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, NOVEMBER 28, 2025
HELD AT FALLIS HALL AND VIA ZOOM

	PRESENT	<p>Mayor: Bernie Poulin Deputy Mayor: Graeme Horne (via Zoom) Councillor: Sherry Strong (via Zoom and in person)</p> <p>Wendy Wildman, Chief Administrative Officer (CAO) Heather Luhtala, Assistant CAO Sandra Schneider, Administrative Assistant</p> <p>Public Works: Dustin Uhlman, Public Works Supervisor</p> <p>Attendee(s): Tony Sonnleitner, Development Officer (via Zoom)</p> <p>Delegation(s): 9:05 a.m. – Sergeant Jeff Sutherland, Evansburg Royal Canadian Mounted Police (RCMP) Detachment – to update Council on the Enhanced Policing joint initiative with the Summer Village of South View for summer of 2025.</p> <p>9:20 a.m. – Dwight Moskalyk, Manager, West Inter Lake District (WILD) Regional Water Services Commission – to provide Council with background with respect to the Commission's formation and operation.</p> <p>Public at Large: 0 in-person / 0 via Zoom</p>
1.	CALL TO ORDER	<p>Mayor Poulin called the meeting to order at 9:00 a.m.</p> <p>The Summer Village of Silver Sands 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. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with indigenous communities in a spirit of reconciliation and collaboration.</p>
2.	AGENDA 242-25	<p>MOVED by Deputy Mayor Horne that the October 31, 2025 Agenda be approved as presented. CARRIED</p>
3.	MINUTES 243-25	<p>MOVED by Deputy Mayor Horne that the minutes of the October 31, 2025 Regular Council Meeting be approved as presented. CARRIED</p>

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, NOVEMBER 28, 2025
HELD AT FALLIS HALL AND VIA ZOOM

4.	DELEGATIONS	<p>9:03 a.m. – Sergeant Jeff Sutherland, Evansburg RCMP Detachment – to update Council on the Enhanced Policing joint initiative with the Summer Village of South View for summer of 2025.</p> <p>MOVED by Councillor Strong that Council accept for information the update from Sergeant Jeff Sutherland, Evansburg Royal Canadian Mounted Police (RCMP) Detachment on the Enhanced Policing joint initiative with the Summer Village of South View for summer of 2025.</p> <p style="text-align: right;">CARRIED</p> <p>Sergeant Sutherland left the meeting at 9:20 a.m.</p> <p>Mr. Dwight Moskalyk arrived at the meeting at 9:12 a.m. via Zoom.</p> <p>9:20 a.m. – Dwight Moskalyk, Manager, West Inter Lake District (WILD) Regional Water Services Commission to provide council with background with respect to the Commission's formation and operations.</p> <p>Councillor Strong arrived in person at 9:20 a.m.</p> <p>MOVED by Councillor Strong that Council accept for information the presentation from Dwight Moskalyk, Manager, West Inter Lake District (WILD) Regional Water Services Commission with background with respect to the Commission's formation and operations.</p> <p style="text-align: right;">CARRIED</p> <p>Mr. Moskalyk left the meeting at 10:00 a.m.</p>
5.	PUBLIC HEARINGS	n/a
6.	BYLAWS	<p>246-25</p> <p>MOVED by Councillor Strong to defer Bylaw 357-2025 – Consolidation Bylaw until the property is compliant with the Land Use Bylaw.</p> <p style="text-align: right;">CARRIED</p> <p>247-25</p> <p>MOVED by Mayor Poulin that Administration engage legal counsel to discuss changing the assessment classification and minimum amount payable for consolidated lots.</p> <p style="text-align: right;">CARRIED</p>
7.	BUSINESS	<p>248-25</p> <p>MOVED by Deputy Mayor Horne that Council accept the Development Officer's report on Tented Structures for information AND FURTHER that this matter be brought back during the Draft Operating Budget for discussion.</p> <p style="text-align: right;">CARRIED</p>

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, NOVEMBER 28, 2025
HELD AT FALLIS HALL AND VIA ZOOM

	249-25	MOVED by Mayor Poulin that Council renew the Summer Village of Silver Sand's membership with the North Saskatchewan Watershed Alliance for the 2025-2026 fiscal year with an annual contribution of \$100.00. CARRIED
	250-25	MOVED by Councillor Strong that Council accept the 2026 Draft Operating Budget as information and authorize Administration to proceed with making revisions as discussed and arranging the next presentation for the January 2026 meeting as a continuation of Council's budgeting process. CARRIED
	251-25	MOVED by Deputy Mayor Horne that the 2026 Interim Operating Budget be approved at one half of the approved 2025 Operating Budget value and that this Interim Operating Budget cease to have force or effect upon the approval and passing of the 2026 Operating Budget. CARRIED
	252-25	MOVED by Councillor Strong that the Reserve Report, as presented be accepted for information. CARRIED
	253-25	MOVED by Deputy Mayor Horne the 2026 Preliminary Capital Budget for the Summer Village of Silver Sands be approved as presented. CARRIED
	254-25	MOVED by Deputy Mayor Horne that the 5 Year Capital Plan for the Summer Village of Silver Sands be approved as amended to include the Park Shelter Facelift in the amount of \$5,000 being moved from the 2027 year to the 2026 year. CARRIED
	255-25	MOVED by Mayor Poulin that the 2026 Family Day Picnic be set for July 25, 2026. CARRIED
8.	FINANCIAL 256-25	MOVED by Councillor Strong that Council accept for information the income and expense statements as at October 31, 2025. CARRIED
9.	COUNCIL REPORTS 257-25	MOVED by Mayor Poulin that the Chief Administrative Officer's Annual Performance Appraisal be approved as presented to the Chief Administrative Officer on November 17, 2025. CARRIED

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, NOVEMBER 28, 2025
HELD AT FALLIS HALL AND VIA ZOOM

	258-25	MOVED by Councillor Strong that the Council reports be accepted for information as presented. CARRIED
10.	ADMINISTRATION & PUBLIC WORKS REPORTS 259-25	 MOVED by Mayor Poulin that Council accept for information the Administration and Public Works report as presented. CARRIED
11.	CORRESPONDENCE 260-25	 MOVED by Councillor Strong that the following correspondence items be accepted for information as presented: a) Alberta Health Services – November 5 email advising all recreational advisories have been lifted. b) Village of Alberta Beach – October 23 letter on Organization meeting results. c) Electronic Recycling Association (ERA) brochure offer. d) Minister of Municipal Affairs – November 4 letter congratulatory letter to Mayor and Council e) Town of Onoway Committee Appointments f) Provincial 2026 Equalized Assessment Report g) Primary Care Alberta (PCA) – November 14 email of congratulations and update for new local lead h) Returning Officer Report – November 7 email on Alberta Municipalities Board of Directors 2025 Elections i) Summer Village Regional Emergency Management Partnership (SVREMP) – November 22 letter on new Regional Director of Emergency Management Stephen Wright (starting January 1). CARRIED
12.	OPEN GALLERY	n/a
13.	CLOSED MEETING 261-25	 MOVED by Councillor Strong that pursuant to section 197(2) of the Municipal Government Act, Council go into a closed meeting session at 12:09 p.m. to discuss Standstone Waste Collection Services Agreement. "Disclosure harmful to business interests of a third party" – Access to Information Act (ATIA) Section 19: CARRIED The closed meeting recessed at 12:10 p.m. to allow the public in attendance time to exit the meeting. <i>(no public were in attendance)</i>

SUMMER VILLAGE OF SILVER SANDS
REGULAR COUNCIL MEETING MINUTES
FRIDAY, NOVEMBER 28, 2025
HELD AT FALLIS HALL AND VIA ZOOM

		<p>The closed meeting re-convened at 12:12 p.m.</p> <p>The following individuals were present at the Closed Meeting:</p> <p>Bernie Poulin Graeme Horne Sherry Strong Wendy Wildman Heather Luhtala Sandra Schneider Dustin Uhlman</p> <p>MOVED by Mayor Poulin that Council return to an open meeting at 12:16 p.m.</p>
262-25		<p>CARRIED</p> <p>The meeting recessed at 12:17 p.m. to allow the public to return to the meeting.</p> <p><i>(no public returned to the meeting)</i></p> <p>The meeting reconvened at 12:19 p.m.</p>
14.	NEXT MEETING(S)	The next Regular Council Meeting is scheduled for Friday, January 30, 2026, at 9:00 a.m. to be held virtually via Zoom (no in person meeting).
15.	ADJOURNMENT	The meeting adjourned at 12:21 p.m.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

DEVELOPMENT OFFICER'S REPORT

PLAN CANCELLATION BYLAW NO. 357-2025

APPLICANT / OWNER: Iwata, Carey & Iwata, Donna

DISTRICT: R - Residential

LEGAL DESCRIPTIONS: Lots 5 & 6A, Block 10, Plan 2357 MC - #29 and #31 Hillside Crescent within the Summer Village of Silver Sands

PROPOSAL:

To cancel, by Bylaw, a portion of Plan 2357 MC to allow for the consolidation of Lots 5 & 6A, Block 10, Plan 2357 MC into one new lot entitled Lot 5A, Block 10, Plan 2357 MC.

REGULATIONS:

M.G.A. Section 658 Cancellation of plan of subdivision

COMMENTS:

The applicants have requested His Worship Mayor and Council's favourable consideration of their application to cancel a portion of Plan 2357 MC to allow for the consolidation of the two lots that they own into one within the Summer Village of Silver Sands (See attached application form dated June 10, 2025 (received by email October 26, 2025). The subject lands are Plan 2357 MC, Block 10, Lot 5 and Plan 2357 MC, Block 10, Lot 6A. Both Lots are irregular in shape (see attached Site Plan), are bound on the southwest by Municipal Roadway (Hillside Crescent), and by Municipal Reserve (Lot R 10) on the northwest. Lot 5 has an area of 730.5 sq. m. (7863 sq. ft.) and is undeveloped save for a small shed, while Lot 6A has an area of 1343.7 sq. m. (14463 sq. ft.) and is developed with a Single Detached Dwelling, a soft-shelled building, and two other sheds (See attached Photographs).

RECOMMENDATIONS:

It is the recommendation of the Development Officer that favourable consideration be granted to approve the Plan Cancellation Bylaw No. 357-2025, as requested, to allow for the consolidation of the subject two (2) lots, for the following reasons:

1. The proposal conforms to the requirements of the Land Use Bylaw and does not impinge upon the economic development of the Lands.
2. The proposal satisfies the requirements of Municipal Government Act, RSA 2000, Ch. M-26, Section 658, as amended.
3. It has been typical for His Worship & Council to look favourably upon such applications.

LOT CONSOLIDATION APPLICATION



LAND OWNER INFORMATION

Name: Carey Iwata and Donna Iwata

Mailing Address 9811 188 Street NW

City/Town: Edmonton, Alberta Postal Code: T5T 4H3

Phone number: (780) 699-9397 Email: Carey.iwata@iwata.ca

PROPERTY INFORMATION

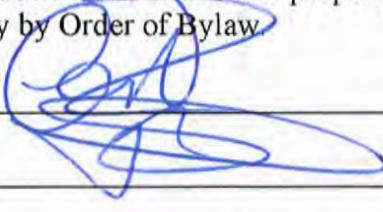
Property #1 - Plan: 2357MC Block: 10 Lot: 6A

Property #2 - Plan: 2357MC Block: 10 Lot: 5

Municipal Addresses: #1 31 Hillside Crescent #2 29 Hillside Crescent

I authorize the person(s), designated by the Municipality as designated in Section 542 of the Municipal Government Act, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection in connection with my lot consolidation application.

I/we being the registered landowners of the above properties do hereby request the lands to be consolidated into one property by Order of Bylaw.

Registered Owner Signature:  Date: OCT 26, 2025

Registered Owner Signature:  Date: OCT. 26, 2025

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

The following MUST be submitted with the application:

- **Application and processing fee of \$835.00 - Cheque made payable to Summer Village of Silver Sands.**
- **A current title for each property being consolidated. Titles can be obtained from any Registries Office – (ownership information must match exactly on each title).**
- **This application MUST be signed by all owners listed on title.**

Note: The process of consolidating two lots is complete once the application has been approved, the plan cancellation bylaw has been passed and signed by Council, the required paperwork has been registered at Alberta land titles and the updated land title is received by the municipality. It is important to note that as the current year's taxes are calculated based on the condition of the property at December 31st of the prior year, a consolidation of lots will **not** affect or amend the taxes in the year the consolidation is done.

Bylaw 357-2025

Plan 2357 MC, Block 10, Lot 5 : 29 Hillside Crescent



Plan 2357 MC, Block 10, Lot 6A : 31 Hillside Crescent



Preview

S
LINC SHORT LEGAL
0015 121 494 2357MC;10;5 TITLE NUMBER
252 069 516

LEGAL DESCRIPTION
PLAN 2357MC
BLOCK 10
LOT 5
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 5;5;54;3;SW

MUNICIPALITY: SUMMER VILLAGE OF SILVER SANDS

REFERENCE NUMBER: 222 139 493

REGISTERED OWNER(S)				
REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
252 069 516	14/03/2025	TRANSFER OF LAND	\$34,000	\$34,000

OWNERS

CAREY IWATA

AND

DONNA IWATA

BOTH OF:

9811 188 STREET NW

EDMONTON

ALBERTA T5T 4H3

(DATA UPDATED BY: CHANGE OF NAME 252248520)

(DATA UPDATED BY: CHANGE OF NAME 252248521)

[Close](#)

Preview

S
LINC SHORT LEGAL
0033 950 940 2357MC;10;6A TITLE NUMBER
092 211 450

LEGAL DESCRIPTION
PLAN 2357MC
BLOCK 10
LOT 6A
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 5;5;54;3;SW

MUNICIPALITY: SUMMER VILLAGE OF SILVER SANDS

REFERENCE NUMBER: 082 284 465
062 150 644

REGISTERED OWNER(S)
REGISTRATION DATE(DMY) DOCUMENT TYPE VALUE CONSIDERATION

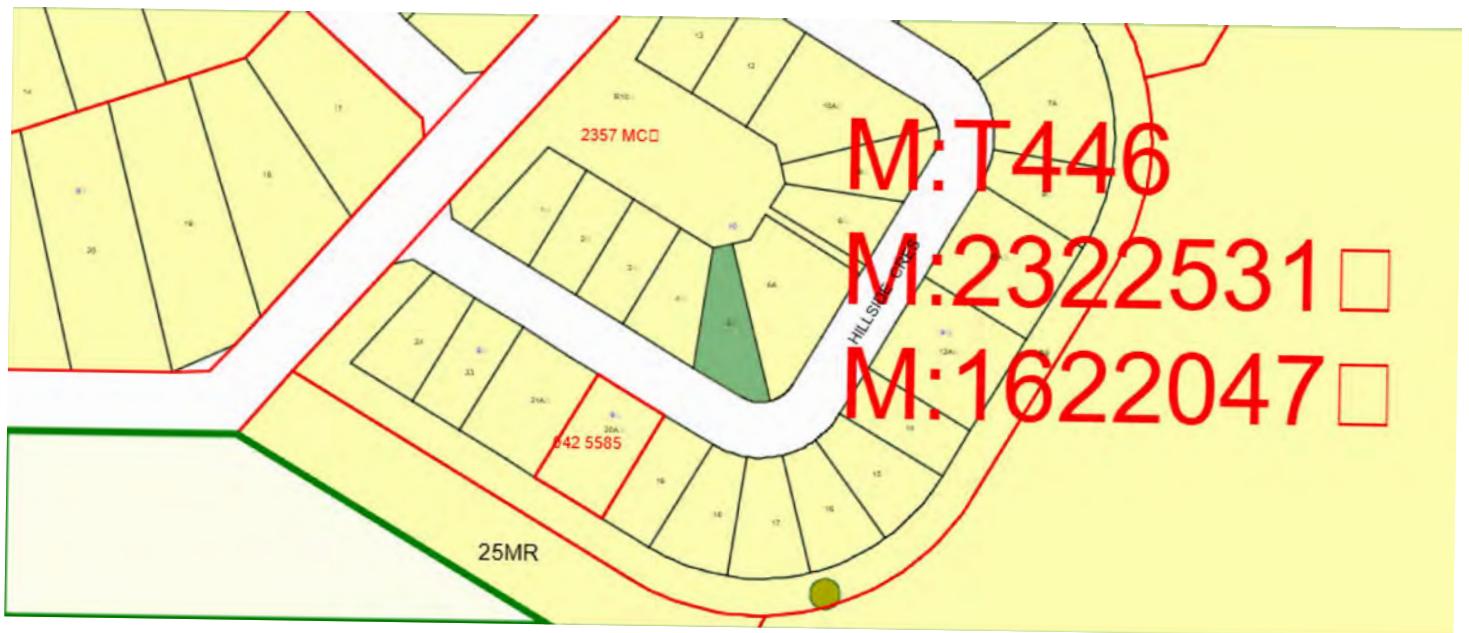
092 211 450 25/06/2009 PLAN
CANCELLATION
BYLAW

OWNERS

CAREY IWATA

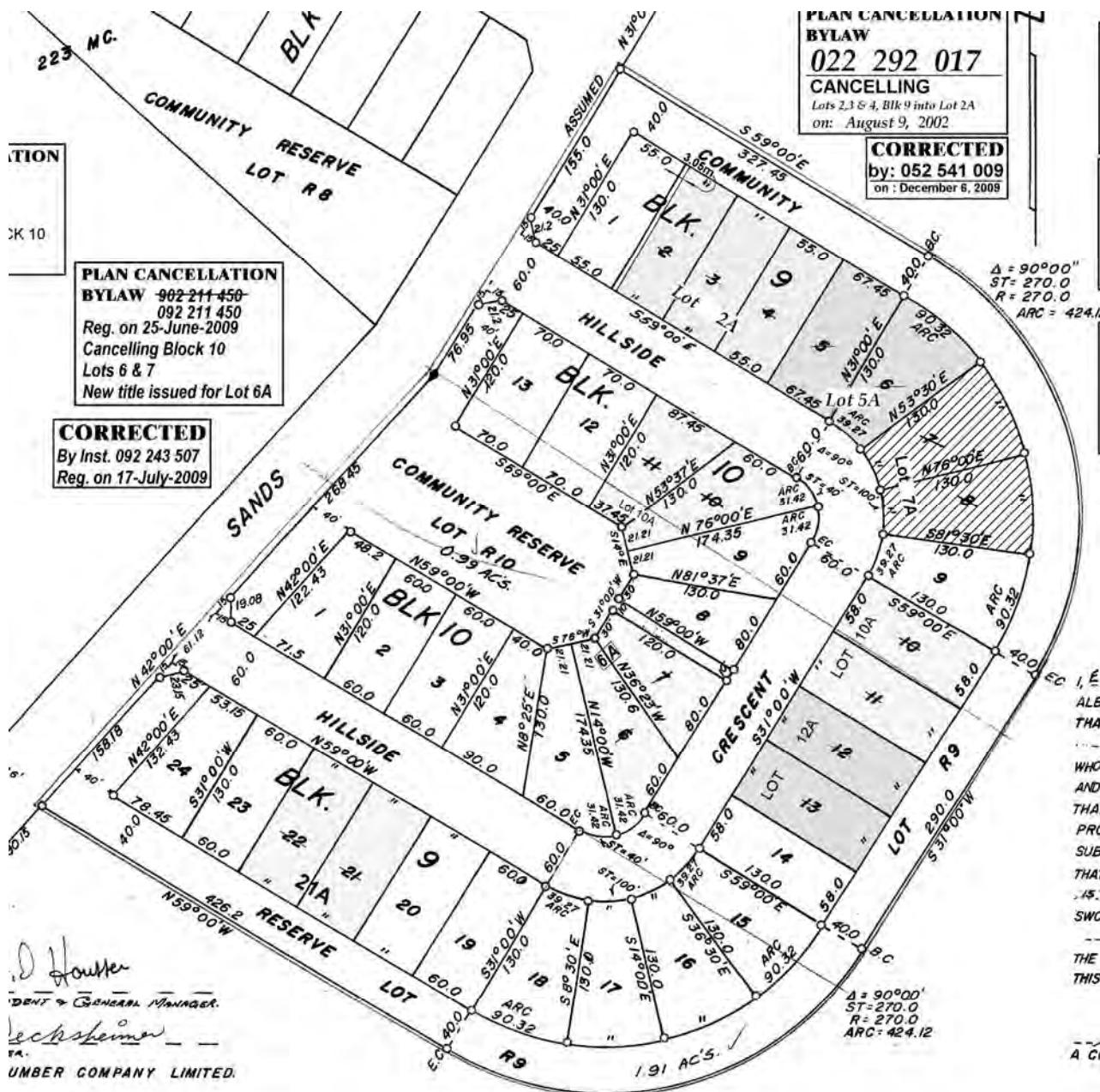
AND
DONNA IWATA
BOTH OF:
9811-188 STREET
EDMONTON
ALBERTA T5T 4H3
AS JOINT TENANTS

[Close](#)



BYLAW 357-2025

PLAN 2357 MC, BLOCK 10, LOTS 5 AND 6A : 29 & 31 HILLSIDE CRESCENT



Cancellation of plan of subdivision

658(1) On the application of one or more owners of a parcel of land in a plan of subdivision, a council may by bylaw order the plan cancelled, in whole or in part.

(2) A council may pass a bylaw under subsection (1) only with the consent of

(a) the owners of the parcel of land in the plan of subdivision,

(b) every person shown on the certificate of title of the land in the plan of subdivision as having an estate or interest in it, and

(c) the Crown in right of Alberta, if the plan of subdivision shows a highway or road or other right of way vested in the Crown for which no certificate of title has been issued.

(3) A plan cancellation may not be effected only or primarily for the purpose of disposing of reserves.

(3.1) If all of a plan is cancelled, deferred reserve caveats and environmental reserve easements are also cancelled.

(4) If all reserve land has been cancelled from a plan of subdivision, the resulting parcel of land, if it is subsequently subdivided, may be subject to the provisions of this Part respecting reserves.

(5) If a plan is cancelled in part, a deferred reserve caveat may be placed against the consolidated certificate of title reflecting any reserve land that was cancelled and that will be owing if the parcel is subsequently subdivided.

**A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE
PROVINCE OF ALBERTA, FOR THE PURPOSE OF CANCELLING A
PORTION OF PLAN 2357 M.C.**

BEING A BYLAW FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 2357 M.C.

WHEREAS Section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

AND WHEREAS the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

AND WHEREAS every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

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

1. IT IS HEREBY ORDERED that the lands described as Lots 5 and 6A, Block 10, Plan 2357 M.C. are to be cancelled from the plan of subdivision of record which is registered in the Land Titles Office for the NORTH Alberta Land Registration District.
2. IT IS FURTHER ORDERED the cancelled lands be established as a single new lot known as Lot 5A, Block 10, Plan 2357 M.C.
3. THIS ORDER shall not be effective unless filed by the applicant in the office of the Registrar within NINETY DAYS from the date of this Order.

THE REGISTRAR for NORTH Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his opinion, to give effect to this Order; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in the connection with carrying out this Order shall be borne by the applicant.

READ A FIRST TIME THIS 28th DAY OF November, AD 2025.

READ A SECOND TIME THIS 28th DAY OF November, AD 2025.

READ A THIRD AND FINAL TIME THIS 28th DAY OF November, AD 2025.

SIGNED AND PASSED THIS 28th DAY OF November, AD 2025.

Mayor, Bernie Poulin

Chief Administrative Officer, Wendy Wildman

Fw: Regional Mayors and Reeve Meeting

Phone: 587-873-5765 Fax: 780-967-0431
Mailing Address: Box 8, Alberta Beach, AB T0E 0A0

From: Debbie Giroux <Debbie@onoway.ca>
Sent: Wednesday, December 10, 2025 1:54 PM
To: Trista Court <tcourt@lsac.ca>; abooffice <abooffice@albertabeach.com>; SV OF BIRCH COVE <cao@birchcove.ca>; svcastle <svcastle@telus.net>; cao@mayerthorpe.ca <cao@mayerthorpe.ca>; cao <cao@svnakamun.com>; cao <cao@rosshaven.ca>; cao@sandybeach.ca <cao@sandybeach.ca>; Summer Village Office <administration@wildwillowenterprises.com>; svsouthview <svsouthview@outlook.com>; administration@sunrisebeach.ca <administration@sunrisebeach.ca>; office <office@sunsetpoint.ca>; Val Quentin <cao@valquentin.ca>; Summer Village West Cove <svwestcove@outlook.com>; office <office@svyellowstone.ca>; shannon.alexis@ansn.ca <shannon.alexis@ansn.ca>
Cc: Jennifer Thompson <CAO@onoway.ca>
Subject: Regional Mayors and Reeve Meeting

Good Morning- Mayor Bridgitte Coninx and Onoway Town Council are organizing an informal meeting of Mayors and Reeve of Lac Ste. Anne area municipalities in Onoway. The purpose of the meeting is to discuss common issues and concerns that may be added to the Regional Municipalities meeting scheduled for late January. Senior administration is also welcome to attend.

The Town will provide a working lunch for attendees.

Can you advise of any dates in mid-January that we should stay away from due to your Mayor's and the Reeve's previously scheduled commitments? The Town is hoping for a mid-morning meeting, through the lunch hour.

Your earliest response is appreciated.

Thank you

Debbie



This e-mail may be privileged/confidential, the sender does not waive any related rights or obligations. Any distribution, use, or copying of this email, or the information therein by anyone other than the intended recipient is unauthorized. If you receive this e-mail in error, please advise us (by return email) immediately. Thank you.



Save the Date – January 17, 2026

*At the Invitation of Chair Gwen Jones
and Vice-Chair Kathy Dion*

***The Summer Villages of Lac Ste. Anne
County East (SVLSACE) welcomes your
attendance at a regional municipalities
Meeting and Greet.***

Date: January 17, 2026
Time: 7 pm – 9 pm
Location: Alberta Beach Seniors
Heritage Centre (5012-49Ave)
Invitees: Municipal Elected and CAOs
(and Plus-Ones)

Charcuterie and Refreshments Provided

Please RSVP by January 12, 2026 to:
administrator@svlsace.ca

*Join your municipal colleagues in ushering in a
New Year of collaboration, camaraderie, and
prosperity for the greater Lac Ste. Anne region.*

From: Cindy Suter <csuter@lsac.ca>
Sent: Thursday, November 27, 2025 4:07 PM
To: Cindy Suter <csuter@lsac.ca>; 1LSA-COUNCIL2025 <councillors2025@lsac.ca>; Trista Court <tcourt@lsac.ca>; Carla Callihood <ccallihoo@lsac.ca>; Brian Hartman <bhartman@lsac.ca>; Greg Edwards <GEdwards@lsac.ca>; Alexis Nakota Sioux Nation <chief@ansn.ca>; Wendy Wildman Birch Cove <cao@birchcove.ca>; Summer Village of Castle Island <svcastle@telus.net>; cao@nakamun.com <cao@nakamun.com>; Tony Sonnleitner <cao@rosshaven.ca>; Rudolf Liebenberg <svsandyb@xplornet.ca>; Summer Village Office <administration@wildwillowenterprises.com>; Summer Village of South View <svsouthview@outlook.com>; administration@svsunrisebeach.ca <administration@svsunrisebeach.ca>; Matthew Ferris - Summer Village of Sunset Point <office@sunsetpoint.ca>; Marlene Walsh <cao@valquentin.ca>; Wendy Wildman West Cove <svwestcove@outlook.com>; Kim Hanlan <office@svyellowstone.ca>; Karen St. Martin <cao@mayerthorpe.ca>; Jennifer Thompson <cao@onoway.ca>; Kathy Skwarchuk <aboffice@albertabeach.com>; svcastle.smith@gmail.com <svcastle.smith@gmail.com>; keith.pederson@svnakamun.com <keith.pederson@svnakamun.com>; Ray Hutsca <ray.hutsca@rosshaven.ca>; dave.noyes@sandybeach.ca <dave.noyes@sandybeach.ca>; bernie@summervillageofsiversands.com <bernie@summervillageofsiversands.com>; sandi@summervillageofsouthview.com <sandi@summervillageofsouthview.com>; brian@svsunrisebeach.ca <brian@svsunrisebeach.ca>; lee.landsberg@sunsetpoint.ca <lee.landsberg@sunsetpoint.ca>; Kathy Dion <k.dion@valquentin.ca>; chris.kelly@westcove.ca <chris.kelly@westcove.ca>; Don Bauer <mayor@svyellowstone.ca>; allen.malcolm@mayerthorpe.ca <allen.malcolm@mayerthorpe.ca>; bconinx@onoway.ca <bconinx@onoway.ca>; Tara Elwood <taraelwood@albertabeach.com>; Kevin Bird <kevin.bird@ngps.ca>; Kevin Onderkirk <kouderkirk@steannegas.com> <kouderkirk@steannegas.com>; TRL Gas Co-op Ltd. (trgadmin@telusplanet.net) <trgadmin@telusplanet.net>; McGillivray, Kevin (RCMP/GRC) <kevin.mcgillivray@rcmp-grc.gc.ca>; Jamie.Robertson@rcmp-grc.gc.ca <Jamie.Robertson@rcmp-grc.gc.ca>
Subject: Regional Municipalities Meeting

When: Fri 1/30/2026 9:30 AM - 3:30 PM

Where: Ab Beach Seniors

Good afternoon, at today's Council meeting Council resolved to have a Regional Municipalities meeting on Friday, January 30, 2026, at the Alberta Beach Senior's Center. For the new members this is a meeting for all the municipalities to discuss issues, discuss projects and a general meet and greet.

Location:

<https://maps.app.goo.gl/4sQGgNjtjK5ZVXPP8>

If you have agenda items, please provide them to prior to January 20, 2025. Please provide some backing to the item.

A light lunch will be provided.

Please respond to this email so I can have the correct number of attendees.

Thank you.

Cindy Suter

Legislative & Support Services Supervisor

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

PHONE: 780.785.3411 Ext. 3698 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in strict confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

ABMUNIS' 2026 SPRING MUNICIPAL LEADERS CAUCUS

[Home](#) / [Events](#) / ABmunis' 2026 Spring Municipal Leaders Caucus

[← Events](#)

Mar 26 - 27

in-person
Municipal Leaders' Caucus

Event Summary

Over the course of two days you will engage with your colleagues on important topics and priorities. This event also provides the opportunity to hear from the Premier, Minister of Municipal Affairs, and Leader of the Opposition.

The event is open to elected officials and administrations from municipalities in Alberta.

Registration and hotel room blocks will be available on Monday, January 12 at 10:00 am. Agenda will be released at the beginning of February.

An Elected Official Education Program will be held in advance of Spring MLC on Wednesday, March 25. For more information, please click on the EOEP tab below.

[EVENT DETAILS](#) [EOEP COURSE - MARCH 25](#)

Event Category
Municipal Leaders' Caucus

Location
Edmonton Convention Centre
9797 Jasper Avenue
Edmonton AB T5J 1N9

Ticket pricing
Member: \$275
Non-member: \$325

REGISTER OR

FIND MORE

[More Upcoming Events](#)

FEB 27, 13:00 AM - VIRTUAL

ABmuni's Report on 2026 Provincial Budget

JUN 3, 9:00 AM - IN-PERSON

ABmuni's 2026 Public Risk Conference

SEP 23, 8:00 AM - IN-PERSON

2026 ABmuni's Convention & Trade Show

STAY UP TO DATE!

We keep you informed. Subscribe to one of our regular newsletters.

[SUBSCRIBE TO A NEWSLETTER](#)



[Advocacy resources](#)

[Products & services](#)

[Pay an invoice](#)

[News](#)

[Events](#)

[Digital Library](#)

[Login](#)



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.

The Association of Alberta Municipalities operates as Alberta Municipalities.

For clarity, any goods and services referred to on this website may be offered by the Association of Alberta Municipalities, on its own or with another entity, or by one or more of its subsidiaries or related entities.

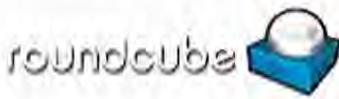
[Terms of Use](#)

[Privacy Statement](#)

Association of Alberta Municipalities, 300, 8616 - 51 Avenue, Edmonton, AB T6E 6E6
©2025 Association of Alberta Municipalities. All rights reserved.

[COOKIE SETTINGS](#)

Subject: **Meeting request with Minister Williams – ABmunis Spring Municipal Leaders Caucus 2026**
From: MA Engagement Team <ma.engagement@gov.ab.ca>
Cc: Navroop Tehara <Navroop.Tehara@gov.ab.ca>, Karen Pottruff <Karen.Pottruff@gov.ab.ca>
Date: 2026-01-07 15:59



- 2026 ABmunis Meeting Template.xlsx(~31 KB)

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2026 Spring Municipal Leaders' Caucus (MLC), scheduled to take place at the Edmonton Convention Centre from March 26 – 27, 2026. These meetings will be in person at the Edmonton Convention Centre or the Alberta Legislature, as scheduling permits.

Should your council wish to meet with Minister Williams during the MLC, please submit a request by email with potential topics for discussion on the attached meeting request template to ma.engagement@gov.ab.ca no later than January 30, 2026.

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

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics.
- Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister Williams has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

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

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.

Engagement Team
Municipal Services Division
Municipal Affairs

Classification: Protected A

Re: The Human Infrastructure

Hello and Happy New Year to You All!

I am keen to attend this event and would like to know what permissions and approvals are required to participate.

It is very much in my wheelhouse, and something I believe is overlooked in most communities. It is something I would like to see considered here in Silver Sands.

Please advise.

Thank you,
Sherry

From: Tyler Gandom <tylergandom@outlook.com>
Sent: Monday, January 12, 2026 9:12 AM
To: Tyler Gandom <tylergandom@outlook.com>
Subject: The Human Infrastructure

Good day,

My name is Tyler Gandom and I am the former Mayor of the City of Wetaskiwin as well as the former President of Alberta Municipalities.

In my time as a Mayor and President, I learned that a community is only as resilient as the people leading it. We often focus on the 'hard' infrastructure, the roads and the pipes, but we rarely invest in the 'soft' infrastructure that actually keeps our municipalities running: our health, our relationships, and our ability to communicate effectively.

I am hosting this symposium because the pressure on local leaders has never been greater. We are diving deep into the physical and mental well-being required to sustain this work, the inter-municipal bridges we must build to stay strong, and the evolving digital landscape where our stories are told. This isn't just another meeting; it's an investment in the future of Alberta's leadership.

This isn't just theory; this is the lived experience of my work over the past three terms as well as others who have dedicated their life to servant leadership.

You will be hearing from people who do this work every day. Their first-hand perspective is designed to give you the practical tools you need for your own work.

I hope you will join us.

[The Human Infrastructure Symposium](#)
(Click the link for more information and to register)



**TYLER GANDAM
CONSULTING**

Presents...

The Human Infrastructure

Communication, Well-being, and the Collaborative Municipality

In an era of rapid change, the strength of a municipality is defined by its ability to communicate and care for its people — both within its borders and across them. Municipal leaders and community wellness advocates are invited to join us for insightful sessions on topics such as:

- **Inter-Municipal Synergy**
Strategies for seamless regional co-operation.
- **The Mental Health Mandate**
Supporting staff and council well-being.
- **Effective Communications**
Tools for using social media effectively and navigating complex civic conversations.

Hear from engaging expert speakers who will bring with them real-world experience and fresh perspectives on some of Alberta's most pressing municipal topics.

Continental breakfast, lunch, and coffee breaks provided.

**THURSDAY, FEBRUARY 19
8 a.m. to 4:30 p.m.**

Royal Hotel Edmonton Airport
8450 Sparrow Drive, LEDUC

Page 33 of 236

*Lunch is proudly
sponsored by*

**Alberta
Municipalities
Strength
In Members**



Tickets available at [eventbrite.ca](https://www.eventbrite.ca)
(search "Human Infrastructure")
or scan the QR code above!

For more information, call 780.312.0660 or email tyler.gandom@outlook.com

Roving Energy Manager Program

GUIDEBOOK

2025

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Roving Energy Manager Program.



**Municipal
Climate Change
Action Centre**

CONTENTS

1.0 PROGRAM OVERVIEW.....	3
1.1 <i>Program Background</i>	3
2.0 ELIGIBILITY.....	4
2.1 <i>Eligible Participants</i>	4
2.2 <i>Ineligible Participants</i>	4
3.0 SUPPORTS AND FUNDING.....	4
3.1 <i>Program Outcomes</i>	4
3.2 <i>Activity Details</i>	5
3.2 <i>Funding</i>	7
3.3 <i>Disbursement of Funding</i>	7
3.4 <i>Grant Stacking</i>	8
4.0 LETTER OF COMMITMENT.....	8
5.0 HOW TO PARTICIPATE.....	8
6.0 CONTACT US	9
APPENDIX 1. LETTER OF COMMITMENT.....	10

1.0 PROGRAM OVERVIEW

Program Name:	Roving Energy Manager Program		
Description:	The Roving Energy Manager program is a free service that helps municipalities identify and implement energy-saving opportunities by providing expert energy management support and training.		
Program Incentive Value:	Roving Energy Manager program participants are eligible for funding to support energy efficiency projects, up to a maximum of \$10,000 in project rebates.		
Term Details:	Cohort 1	Cohort 2	Cohort 3
Application Timeline	<i>completed</i>	July 14 - Sept. 5, 2025	Oct. 6 – Dec. 19 2025
Letter of Commitment Deadline	<i>completed</i>	Sept. 30, 2025	Jan 16, 2026
Program Start Date	<i>completed</i>	Oct 6, 2025	Jan. 19, 2026
Program End Date	<i>completed</i>	June 15, 2026	Sept. 15, 2026
Project Implementation Completion Deadline	June 1, 2026	March 15, 2027	April 30, 2027

1.1 Program Background

The Roving Energy Manager (REM) program is a free energy management service that helps eligible municipalities identify, report, and implement energy-saving opportunities. The program provides the in-house capacity of an energy manager without the added cost of hiring a staff member or soliciting a third-party contractor.

This service provides solutions to communities with limited energy management experience and those that have not previously engaged in the Action Centre's energy management initiatives.

The supports include energy inventories, primary assessments, energy saving opportunities, action plans, and project implementation. Participating communities receive the information and support needed to make cost-efficient clean energy decisions. This includes technical support, educational webinars, one-on-one meetings, and tools for tracking and calculating project-level energy, financial, and carbon savings data. Participating municipalities work together as a cohort to share peer-to-peer learnings.

Participants also have access to funding to implement energy management projects. Please see section 3.2 Funding for details.

This program is administered by the Municipal Climate Change Action Centre and funded by the Government of Alberta.

2.0 ELIGIBILITY

2.1 Eligible Participants

The following municipalities are eligible to participate:

- Municipalities¹ that have not participated in previous cohorts of the Roving Energy Manager program, the Municipal Energy Manager Program, Municipal Energy Champions Program, Community Energy Conservation Program, or the Recreation Energy Conservation Program.

Please note that the REM program is best suited for small towns, villages, and summer villages with smaller building/asset portfolios.

The REM program will be delivered in a cohort model, to a group of municipalities. Each cohort will accept a maximum of five municipalities. A partnership of municipalities may apply to join an individual cohort.

2.2 Ineligible Participants

The following individuals and organizations are ineligible:

- Individual residents;
- Electricity or gas utilities;
- Non-profit organizations;
- Co-operative organizations;
- For-profit businesses;
- Indigenous communities;
- Institutions such as schools, hospitals, universities, or colleges;
- Provincial or federal governments including any crown corporations or agencies; and
- Other organizations deemed ineligible by the Action Centre.

3.0 SUPPORTS AND FUNDING

3.1 Program Outcomes

As a result of participating in the REM program, participants can expect to:

1. Understand what the REM program offers and their state of energy management readiness
2. Establish understanding of energy management principles
3. Develop a customized energy planning scope
4. Collect and organize energy consumption data
5. Create and analyze an energy consumption inventory
6. Identify energy-saving opportunities through facility assessments
7. Develop actionable energy management recommendations
8. Support informed decision-making and internal knowledge sharing
9. Plan and prioritize energy projects for implementation
10. Implement selected projects and verify results
11. Reflect on program participation and provide feedback
12. Establish a foundation for sustained energy management

¹ As per Section 1(1)(s) of the Municipal Government Act, a “municipality” is defined as:

- i. a city, town, village, summer village, municipal district or specialized municipality, or
- ii. a town under the Parks Towns Act, or
- iii. a municipality formed by a special Act; or,
- iv. if the context requires, the geographical area within the boundaries of a municipality

3.2 Activity Details

Activity	Municipality Action	MCCAC Action
Cohort Kickoff Meeting	Attend presentations, read provided material, complete baseline assessment / initial survey.	Deliver orientation sessions on energy management and climate action.
Baseline Assessment <i>(est. 6 hours)</i>		Provide baseline survey and assist in completion.
Learning Activity #1: Energy Management Basics	Attend online training session on Trends in Energy, Energy and Emissions Basics, and Energy Management Basics. <i>(est. 3 hours)</i>	Deliver online training session on Trends in Energy, Energy and Emissions Basics, and Energy Management Basics .
Scoping Activity	Fill in the list of all municipally owned (energy consuming) assets. Provide relevant data for each. Determine which items will be in scope for the REM program. <i>(est. 2 hours)</i>	Provide excel template and assist with completion. Support scope selection for data collection and implementation.
Energy Data Collection and Entry	Collect at least 24 months of utility data for in-scope facilities and enter into data collection spreadsheet (or Portfolio Manager). <i>(est. 16 hours)</i>	Provide Excel template and assist with completion. Assist in understanding utility bill details and with formatting / processing bill data if retailers can provide bulk data.
Energy Benchmark	Identify the largest energy users by net consumption, energy intensity, and cost. Review monthly usage charts for potential anomalies or spikes in usage. <i>(est. 2 hours)</i>	Benchmark energy use against national averages. Work with municipality to review energy data and identify key buildings.
Building Walkthrough	Attend site walkthrough, identifying energy saving opportunities, focusing on low/no cost opportunities, major problems, quick return / high value capital projects. Optional: Complete walkthroughs on other buildings identified as highest consumers or with high energy savings potential. <i>(est. 4 hours)</i>	Complete the first site walkthrough (in-person, or remotely), informing on key information to collect and identifying savings opportunities. Provide a Site Assessment Primer to assist with data collection.
Learning Activity #2: Planning for Implementation	Attend online training session on Municipal Energy Plans, Energy Efficiency Finances 101, and funding opportunity scan. <i>(est. 3 hours)</i>	Deliver online training session on Trends in Energy, Energy and Emissions Basics, and Energy Management Basics.

Energy Management Opportunities Recommendations Report	Optional: Use template to create an Energy Management Opportunity (EMO) recommendations report for each additional building that had a walkthrough done.	Create an Energy Management Opportunity (EMO) recommendations report based on the walkthrough of the chosen building. Provide the EMO report template.
Summary of findings and recommendations	Review summary presentation, distribute/present to others in municipality as needed. <i>(est. 1 hour)</i>	Create presentation on the findings of the energy inventory and EMO report as a PowerPoint to municipality.
Implementation Project Application	Choose EMOs that are on the simplified measures list, gather quotes and specification sheets, provide some additional info as needed, and apply for REM implementation funding. <i>(est. 10 hours)</i>	Provide info on REM project funding and other opportunities. Calculate expected savings for each EMO. Approve funding based on viability and savings.
Implementation Project Completion	Complete approved projects within allotted deadline and document the installed equipment/items. <i>(est. 6 hours)</i>	Verify that what was installed matches the submitted specification sheets, provide rebate.
Program evaluation	Complete the survey and provide reflections on participation and provide testimonials. <i>(est. 1 hour)</i>	Provide feedback survey. Review feedback to identify opportunities for improvement.
Long term planning and continuous improvement	Optional: create a policy/directive to continue monitoring energy use, reviewing facilities, and considering EMOs.	Provide Energy Charter and Energy Policy templates if desired. Review the plan, provide feedback.

Activities in this program are limited to assets owned and operated by the participating municipality. Regional assets shared by multiple municipalities may be covered on a case-by-case basis.

To help municipalities implement their energy management plans, participants will be eligible for funding to support energy efficiency projects.

3.2 Funding

Funding for energy efficiency projects is available up to **a maximum of \$10,000** in rebates subject to the following provisions.

This funding is only provided to those participants that complete all program steps and are in "good standing" with the Action Centre.

Funding must be used for simplified measures that increase the efficiency of energy systems while reducing energy costs and GHG emissions. This includes but is not limited to:

- Lighting and lighting control retrofits;
- Pump replacements (below 20 horsepower);
- Pump variable frequency drives (below 50 horsepower);
- Space heating boilers, furnaces, and unit heaters (below 2.5 million BTUH);
- Domestic hot water tank and tankless water heaters;
- Pipe insulation and weatherstripping; and
- Smart thermostats.

A [full list of simplified retrofits is available here](#), in alignment with the MCCAC's Community Energy Conservation program. All funded projects require project savings details that the retrofit will achieve, such as the annual energy savings, annual energy cost savings, annual GHG emission savings, and lifetime GHG emission savings.

Our team can provide the energy and GHG saving information needed to supplement an application for the retrofit project types listed above. Participating municipalities must:

1. Collect the mandatory input information and any additional inputs as seen in the List of Simplified Retrofits. Collect photos of the nameplate data from existing equipment and any other supporting documentation as required.
2. Submit the items listed above to the MCCAC along with a signed application form, equipment and installation cost quotes, utility data, and equipment specification sheets.
3. The MCCAC will provide the energy and GHG savings information back to you along with an approval decision for the project.

If approved, MCCAC will issue a Funding Agreement for signing. After signing, the project can proceed to installation and completion. No more than one project grant will be provided to a municipality under this program.

3.3 Disbursement of Funding

Energy efficiency projects must be pre-approved by the Action Centre. An application for project approval must include a quote outlining project cost, GHG reduction estimates, utility savings, expected payback period(s) and other documentation deemed necessary to justify the expense. Following a review and approval, the Action Centre will pay a rebate covering up to \$10,000 of the capital cost to the participating municipality.

3.4 Grant Stacking

The municipality agrees to disclose any participation in other funding programs that contribute towards the cost of the project. Communities may use the project implementation grant to stack against other programs. The maximum amount of combined funding from all sources cannot exceed the total eligible costs of the Project.

4.0 LETTER OF COMMITMENT

The Roving Energy Manager program offers municipalities the opportunity to learn how energy management can improve municipal operations and reduce utility costs, and build the internal capacity needed to identify and implement future energy projects. Participating municipalities must be fully committed and dedicated to completing each step of the program. Municipalities will dedicate a minimum of one municipal staff member to the program over the nine-month schedule.

Each participating municipality will be required to complete a Letter of Commitment (see Appendix 1). This letter formalizes acceptance into the program and establishes the foundational working relationship between the Action Centre and participating municipalities. The Letter of Commitment clarifies the expectations of both parties in relation to the length of time commitment, confidentiality, learning event attendance and completion of the activities identified in the Roving Energy Manager program.

Municipalities are responsible to complete all activities in the Roving Energy Manager Program. The Action Centre nor any of its affiliates shall be liable to the municipality or to any other party for damages to property or injuries to persons caused by, or arising from, any activities associated with this program.

5.0 HOW TO PARTICIPATE

Submit an Online Application

Municipalities must submit an online Application. The Application seeks rationale for applying for energy management support, a description of municipal facilities, and a commitment to provide one or more municipal staff time to participate in the program. The Application should highlight how participating in the program will help the municipality address energy management barriers. At least one staff must be identified to serve as the primary contact for delivery of the program supports and services.

Note: The submission of an Application does not guarantee acceptance into the program.

Participant Approval

The Action Centre will review each Application and the complexity of municipal facilities and select participants that are best aligned with the Roving Energy Manager program services. Criteria used to select participating municipalities include:

- Existing energy management capabilities
- Availability of a municipal champion (a minimum commitment of 60 hours over the 9-month program timeline is required)
- Complexity of proposed facilities and/or other assets
- Population of municipality
- Opportunity for energy savings/GHG reductions

Letter of Commitment

Successful applicants will sign a Letter of Commitment that outlines the participant's responsibilities and the stipulations regarding the grant portion of the program.

Workplan Completion

Participating municipalities will work with the Action Centre to carry out a workplan comprising of:

- Cohort kickoff meeting
- Baseline assessment
- Learning Activity #1: Energy Management Basics
- Scoping activity
- Energy data collection and entry
- Energy benchmark
- Building walkthrough
- Learning Activity #2: Planning for Implementation
- Energy management opportunities recommendations report
- Summary of findings and recommendations
- Implementation project application
 - Participants will submit an application outlining the specifications and details of the project to be funded as part of the project implementation portion in the Roving Energy Manager Program.
 - MCCAC will provide support in the completion of an application.
 - Formal submissions will be reviewed within ten business days. Pending the review, additional edits to the application may be needed before it can be approved.
 - If approved, the MCCAC will issue a Funding Agreement for the energy management project.
 - Funding Agreements must be duly signed by both the participant and the MCCAC prior to the project commencing and before equipment is ordered and resources are hired, contracted, or retained to complete the defined scope of work for the project.
- Implementation Project Completion
 - Project must be completed in the given timelines. This will be detailed further in funding agreements for successful applications.
 - Each project will be required to submit closure and verification materials to vet the work as complete. This will be detailed further in funding agreements for successful applications.
- Program evaluation
- Long term planning

Evaluation

Participating municipalities will complete a feedback survey at the end of the program. This will help the Action Centre determine to what extent the program's intended outcomes and objectives were achieved and identify opportunities for future enhancements.

Participating municipalities will provide reflections on their participation in the program and provide testimonials for the Action Centre to use in reviewing and profiling the program's impact.

6.0 CONTACT US

Questions about this program may be directed to:

Municipal Climate Change Action Centre
8616 51 Avenue Edmonton,
AB T6E 6E6
780.433.4431
contact@mccac.ca

APPENDIX 1. LETTER OF COMMITMENT

Roving Energy Manager - Letter of Commitment - TEMPLATE

This **LETTER OF COMMITMENT**, issued the *XX day of XX, 202X*

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

AND:

XYX

a municipal corporation, duly incorporated according to the laws of Alberta
(the "Community")

IN WITNESS WHEREOF the parties have reviewed, approved, and executed this document as of date last signed below ("Effective Date").

ALBERTA MUNICIPALITIES

XYX

Per:

Name:
Title:
Date:

Per:

Name:
Title:
Date:

Per:

Name:
Title:
Date:

Per:

Name:
Title:
Date:

The pages that follow form the Letter of Commitment.

WHEREAS

- A) Roving Energy Manager supports small municipalities that have a low capacity for energy management, climate change planning, or emission reduction projects. Recognizing that smaller municipalities may only require short-term support; the Roving Energy Manager will offer free person-to-person outreach, advisory services, technical support as well as funding for energy management project(s) in the municipality to enable participation in energy management initiatives.
- B) This service is delivered by the Municipal Climate Change Action Centre (the Action Centre), an initiative led by Alberta Municipalities, in collaboration with the Rural Municipalities of Alberta and the Government of Alberta. Alberta Municipalities will be the signing body for all relevant Roving Energy Manager documents.
- C) This Letter of Commitment clarifies the working relationship and commitments between Alberta Municipalities and the participant, through the Roving Energy Manager program.
- D) The Participant will be in the Roving Energy Manager program from *ABC to XYZ*
- E) Alberta Municipalities, through the Municipal Climate Change Action Centre commits to:
 - Delivering program activities for a nine-month period in a flexible format.
 - Providing information, training, and technical to advance energy management skills.
 - Providing the support and encouragement needed to achieve the desired results.
 - Receiving comments and feedback to improve the program.
 - Recognizing the municipality's commitment in achieving the goals of the program.
 - Recognizing the Government of Alberta as the program funder.
- F) The Participant commits to:
 - Appointing one (or more) staff members to be identified as the primary contact.
 - Recognizing the Roving Energy Manager program as a significant obligation.
 - Committing 60 hours to the program, at minimum, over the nine-month period.
 - Fulfilling all program activities as outlined in the program guidebook.
 - Coordinating with the Action Centre to meet program deliverables.
 - Actively participating in all program activities and requests for assistance and feedback.
 - Profiling the work of the Roving Energy Manager across the municipality.
 - Acknowledging that the Action Centre provides recommendations only, and that the participant is responsible for accepting recommendations.
 - Accepting the risks involved with accepting recommendations as those borne by the participant only.
 - Holding Alberta Municipalities, the Action Centre, and its employees harmless and covering any external costs, damages, or liabilities arising from program implementation.

- Completing risk assessments during all site visits.
- Recognizing the Government of Alberta as the program funder. This includes a public announcement that the project was completed and supported by funding from the Government of Alberta. This can be a brief statement shared via the community's website or social media, with a link or screenshot submitted to MCCAC as evidence. Specific funder acknowledgement guidelines and language will be provided by MCCAC to REM program participants close to program completion dates. If there are plans for a formal news release, please inform the MCCAC ahead of time and provide a draft which we will share with our partner organizations for review and potential collaboration. Please allow ten working days for this to be finalized. Note that a news release is not required and other methods of public announcement (webpage updates, social media posts, etc.) are accepted.

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

G) The participant's primary contact for the Roving Energy Manager:

Name:

Title:

Email:

Phone:

Founding partners of the Municipal Climate Change Action Centre



**Municipal
Climate Change
Action Centre**

Page 46 of 236

780.433.4431
300-8616 51 Ave. NW
Edmonton, AB T6E 6E6

mccac.ca





Municipal
Climate Change
Action Centre

Roving Energy Manager – Letter of Commitment – Summer Village of Silver Sands

This **LETTER OF COMMITMENT**, issued the 08 day of January, 2026

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

AND: SUMMER VILLAGE OF SILVER SANDS,
a municipal corporation, duly incorporated according to the laws of Alberta
(the "Community")

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

ALBERTA MUNICIPALITIES

Per:

Name: Ronak Patel

Title: Program Manager,
Sustainability Services

Date:

SUMMER VILLAGE OF SILVER SANDS

Per:

Name:

Title:

Date:

Per:

Name: Trina Innes

Title: Executive Director,
Sustainability Services

Date:

Per:

Name:

Title:

Date:



Municipal Climate Change Action Centre

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

- A)** Roving Energy Manager supports small municipalities that have a low capacity for energy management, climate change planning, or emission reduction projects. Recognizing that smaller municipalities may only require short-term support; the Roving Energy Manager will offer free person-to-person outreach, advisory services, technical support as well as funding for energy management project(s) in the municipality to enable participation in energy management initiatives.
- B)** This service is delivered by the Municipal Climate Change Action Centre (the Action Centre), an initiative led by Alberta Municipalities, in collaboration with the Rural Municipalities of Alberta and the Government of Alberta. Alberta Municipalities will be the signing body for all relevant Roving Energy Manager documents.
- C)** This Letter of Commitment clarifies the working relationship and commitments between Alberta Municipalities and the participant, through the Roving Energy Manager program.
- D)** The Participant will be in the Roving Energy Manager program from *January 16, 2026 to April 30, 2027*.
- E)** Alberta Municipalities, through the Municipal Climate Change Action Centre commits to:
 - Delivering program supports for a nine-month period in a flexible format.
 - Providing information, training, and technical to advance energy management skills.
 - Providing the support and encouragement needed to achieve the desired results.
 - Receiving comments and feedback to improve the program.
 - Recognizing the municipality's commitment in achieving the goals of the program.
 - Recognizing the Government of Alberta as the program funder.
- F)** The Participant commits to:
 - Appointing one (or more) staff members to be identified as the primary contact.
 - Recognizing the Roving Energy Manager program as a significant obligation.
 - Committing 60 hours to the program, at minimum, over the nine-month period.
 - Fulfilling all program steps as outlined in the program guidebook.
 - Coordinating with the Action Centre to meet program deliverables.
 - Actively participating in all program activities and requests for assistance and feedback.

Page 2 of 3



- Profiling the work of the Roving Energy Manager across the municipality.
- Acknowledging that the Action Centre provides recommendations only, and that the participant is responsible for accepting recommendations.
- Accepting risks involved with accepting recommendations, as those borne by the participant only.
- Holding Alberta Municipalities, the Action Centre, and its employees harmless and covering any external costs, damages, or liabilities arising from program implementation.
- Completing risk assessments during all site visits.
- Recognizing the Government of Alberta as the program funder. This includes a public announcement that the project was completed and supported by funding by the Government of Alberta. This can be a brief statement shared via the community's website or social media, with a link or screenshot submitted to MCCAC as evidence. Specific funder acknowledgement guidelines and language will be provided by MCCAC to REM program participant close to program completion dates. If there are plans for a formal news release, please inform the MCCAC ahead of time and provide a draft which we will share with our partner organizations for review and potential collaboration. Please allow 10 working days for this to be finalized. Note that a news release is not required and other methods of public announcement (webpage updates, social media posts, etc.) are accepted.

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

G) The participant's primary contact for the Roving Energy Manager as:

Name: _____

Title: _____

Email: _____

Phone: _____

December 4, 2025

Emailed to administration@wildwillowenterprises.com

Municipal Administrator
Summer Village of Silver Sands

Dear Administrator,

One of the benefits of Yellowhead Regional Library (YRL) membership is the assignment of YRL allotment funds to the library materials budget of any YRL member public library.

The allotment rate is \$0.75 per capita; based on the current Summer Village of Silver Sands population of 214, the allotment amount for the 2026 calendar year will be \$160.50. Please review your 2025 choice below and make any changes, if necessary.

Assign the 2026 YRL allotment funds to the following YRL member public library:

Darwell Public Library

As the Summer Village of Sandy Beach does not operate its own library, YRL receives a Library Services Grant from the province which is given directly to the YRL member public library of your choosing.

The estimated 2026 grant rate is \$5.60 per capita, and we expect that Municipal Affairs will pay on 2019 population figures. Based on the Summer Village of Silver Sands 2019 population of 160, the 2026 grant will be \$896.00. Please review your 2025 choice below and make any changes, if necessary.

Assign the 2026 Library Services Grant to the following YRL member public library:

Darwell Public Library

Authorized

Signature

Date _____

(Municipal Administrator)

Please return this letter to ciacchelli@yrl.ab.ca at your earliest convenience.

If you have any questions, please do not hesitate to contact me at ciacchelli@yrl.ab.ca or 780-962-2003 (toll free 1-877-962-2003), extension 223.

Thank you for your prompt attention to this matter.

Yours truly,



Carla Iacchelli

Manager, Collections and Resource Sharing
Yellowhead Regional Library

AR121352

Jan 21, 2026

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

Dear Ms. Wildman:

Your participation and cooperation during the Summer Village of Silver Sand's November 19, 2025, Municipal Accountability Program (MAP) review is greatly appreciated. On behalf of the Minister, I have accepted the amended Summer Village of Silver Sand's MAP report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the summer village.

Attached is a copy of the amended report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring the summer village's attention. Recommendations and resources are also offered to assist in remedying any legislative gaps.

Now that you have received the report, the next step in the process is the municipality's preparation and submission of a response plan. The plan details the actions the municipality will take to rectify these gaps identified in the report. Please submit the plan to MAP within eight weeks of receiving this letter. The response plan must include a timeline for completion, which is not to exceed one year.

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

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:
Municipal Affairs – Municipal Services Division
Attention: Priscilla Sorochan
17th floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4

.../2

-2-

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

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

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

For further information, please contact Priscilla Sorochan, Municipal Accountability Analyst, toll-free at 310-0000, then 780-644-4943 or at priscilla.sorochan@gov.ab.ca.

Yours truly,



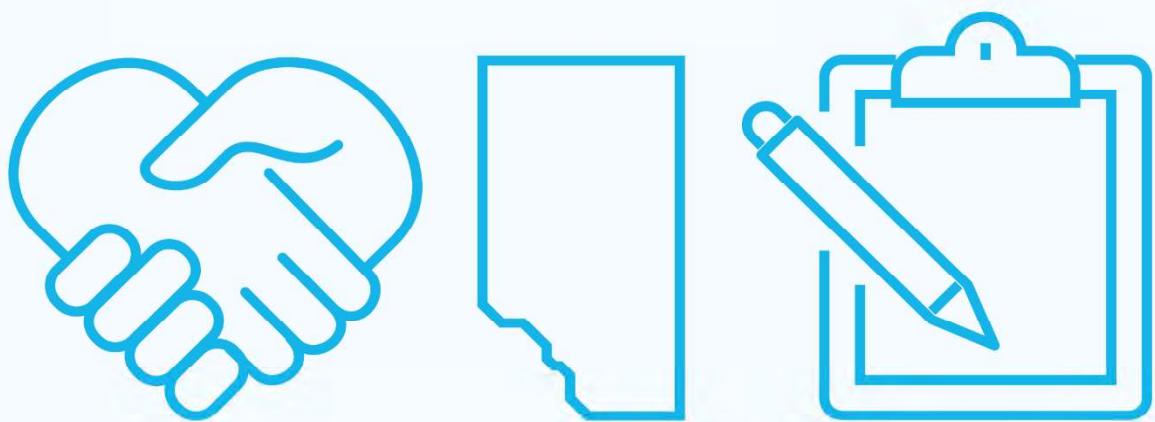
Kevin Miller, on behalf of,
Sarah Ranson
Director
Municipal Sustainability and Accountability

Attachment: Summer Village of Silver Sands 2025-2026 Municipal Accountability Review Report

cc: Priscilla Sorochan, Municipal Accountability Analyst, Municipal Affairs

2025-26 Municipal Accountability Program Report

Summer Village of Silver Sands



Alberta

Municipal Affairs

Summer Village of Silver Sands 2025-2026 Municipal Accountability Program Report

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

© 2025 Government of Alberta | November 19, 2025

Summer Village of Silver Sands 2025-2026 Municipal Accountability Program Report | November 19, 2025

2

Contents

Section 1: Introduction.....	5
1.1 Our Commitment	5
1.2 The Municipal Accountability Program.....	5
Section 2: Executive Summary	5
2.1 Methodology.....	5
2.2 Legislative Compliance and Gaps.....	6
2.3 Next Steps.....	6
Section 3: Municipal Accountability Program Findings	7
3.2.6. Meetings by Electronic Means	7
Section 4: Conclusion.....	8
Appendix A: Legislatively Compliant and Discretionary Requirements Not Implemented.....	9
3.1 General.....	9
1. Municipal Office and Establish or Change Regular Meetings.....	9
2. Signing of Municipal Documents.....	10
3. Orientation Training.....	11
4. Provision of Information	12
5. Procedural bylaw.....	13
6. Establishment, Appointment, and Evaluation of the Chief Administrative Officer	14
3.2 Meetings and Procedures	15
1. Public Presence at Meetings and Public Participation.....	15
2. Public Hearings	16
3. Closed Meetings	17
4. Organizational Meeting	18
5. Special Meetings.....	19
7. Authority to Act.....	20
8. Council Meeting Minutes.....	21
9. Pecuniary and Conflicts of Interest	22
3.3 Bylaw Procedures	23
1. Delegation of Authority	23
2. Passing, Revision, Amendment, and Consolidation of Bylaws.....	24
3. Bylaw Enforcement Officers.....	25
3.4 Municipal Finance.....	26
1. Operating Budget	26

2. Capital Budget.....	27
3. Three-Year Operating and Five-Year Capital Plans	28
4. Auditor, Audited Financial Statements, Financial Information Return	29
5. Borrowing	30
6. Loans and Loan Guarantees	31
7. Disposal of Land	32
3.5 Assessment and Taxation	33
1. Assessment of Property	33
2. Assessment Notices.....	34
3. Property Tax Bylaw	35
4. Tax Notices	36
5. Tax Payment and Tax Penalty Bylaws	37
6. Supplementary Assessments and Taxation.....	38
7. Assessment Review Boards	39
3.6 Tax Recovery.....	40
1. Tax Arrears List.....	40
2. Tax Agreements	41
3. Tax Recovery Auctions	42
4. Tax Recovery Auctions – Designated Manufactured Homes	43
3.7 Planning and Development	44
1. Municipal Development Plan	44
2. Land-Use Bylaw	45
3. Subdivision and Development Authorities	46
4. Subdivision and Development Appeal Board.....	47
5. Off-site Levies	48
6. Listing and Publishing Policies Used to Make Planning Decisions .	49
3.8 Discretionary Bylaws	50
1. Fees and Charges.....	50
2. Advertising Bylaw.....	51
3.9 For Discussion Only	52
1. Adding Amounts to the Tax Roll	52
2. Reserve Lands	53
3. Repair of Roads, Public Places, and Public Works	55
4. Joint Use and Planning Agreements (JUPA)	56
5. Code of Conduct Bylaw.....	57
6. Investments and Accounts.....	58

Section 1: Introduction

1.1 Our Commitment

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

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

1.2 The Municipal Accountability Program

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

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

The Municipal Accountability Program consists of multi-year review cycles ordered by the Minister under the authority of Section 571 of the *MGA*. Municipalities with populations of 2,500 or less are automatically scheduled for a review once every five years. The Summer Village of Silver Sands was selected for a municipal accountability program review in the 2025-2026 program year.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities, and a strong collaborative relationship between the CAOs and the ministry.

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

Section 2: Executive Summary

2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A site visit or electronic interview with summer village administration is also included.

These components assist in determining areas where the municipality is compliant with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements of the *MGA* and other legislation imposed on municipalities.

Municipal Affairs staff met with summer village administration on November 19, 2025, by electronic means. This format was used to complete the Municipal Accountability Program review, and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

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

2.2 Legislative Compliance and Gaps

The findings of this review are highly encouraging and reflect the municipality's strong commitment to good governance, accountability, and compliance with the legislative framework established under the *MGA*. The results demonstrate that the municipality is not only meeting its mandatory obligations but is also fostering a culture of diligence and responsibility in its operations.

For a detailed list of the areas in which the municipality was found to be legislatively compliant, or discretionary areas not implemented by the municipality, please refer to Appendix A at the end of this report.

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

- meetings conducted by electronic means be in accordance with the *MGA*.

Pages which detail the legislative requirements and the gaps to be addressed begin on [page 7](#).

2.3 Next Steps

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

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

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

Section 3: Municipal Accountability Program Findings

3.2.6. Meetings by Electronic Means

Legislative requirements: MGA 199

1. Does the municipality have a bylaw providing for council meetings or council committee meetings by electronic means?
 - a. Does the electronic or telephonic method enable all persons attending to hear and communicate with each other?
 - b. Does the municipality have a bylaw providing for public hearings under Part 17 of the *MGA* to be conducted by electronic means?
2. Does the bylaw:
 - a. specify the type or types of electronic means by which meetings are authorized to be held;
 - b. require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw; and
 - c. except in the case of a meeting that is closed to the public in accordance with Section 197 of the *MGA*, specify:
 - i. a method by which members of the public may access the meeting and make submissions;
 - ii. where information is required to be made publicly available, a method for making the information available before and during the meeting; and
 - iii. a method for giving the public notice of the meeting, of the method by which the public may access the meeting, and the method by which the public may access information required to be made public?

Comments/Observations: Council approved bylaw 349-2025 on April 25, 2025, which provides for members of council to attend meetings through electronic communications. The bylaw identifies the types of electronic means permitted (video and teleconference) and includes a method for confirming the identity of councillors attending electronically; however, there is no method by which members of the public are able to make submissions as required by Section 199(3)(c)(i) of the *MGA*.

Meets Legislative Requirements: No

Recommendations/Action Items: The bylaw must be amended or repealed and replaced to include a method by which members of the public are to make their submissions to meet legislative requirements.

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

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

Section 4: Conclusion

Your participation and cooperation during the 2025 Municipal Accountability Program review are appreciated. This report is intended to help the Summer Village of Silver Sands reach full mandatory legislative compliance.

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

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

Appendix A: Legislatively Compliant and Discretionary Requirements Not Implemented

The following topics are included in the Municipal Accountability Program review; however, the Summer Village of Silver Sands implementation is legislatively compliant or is not implementing the discretionary legislated authority available through the *MGA*. For both, no further action is required.

3.1 General

1. Municipal Office and Establish or Change Regular Meetings

Legislative requirements: MGA 193, 204

1. Has council decided to hold regularly scheduled council meetings at specified dates, times, and places?
 - a. Were all the councillors present at the meeting where this resolution was passed?
2. Has the date, time, or place of a regularly scheduled meeting been changed?
3. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?
4. Is there a resolution or bylaw naming a place as the municipal office?

Comments/Observations: This area was reviewed and found to be compliant.

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

2. Signing of Municipal Documents

Legislative requirements: MGA 210, 213

1. Are minutes of council meetings, and minutes of council committee meetings dealing with a power, duty, or function delegated by council to the council committee signed by:
 - a. the person presiding at the meetings; and
 - b. a designated officer?
2. Are the bylaws of the municipality signed by:
 - a. the chief elected official (CEO); and
 - b. a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - a. by the CEO or by another person authorized by council to sign them, and a designated officer; or
 - b. by a designated officer acting alone if so, authorized by council?
4. Are signatures reproduced by any method to sign municipal documents?
 - a. If so, has the reproduction of signatures been authorized by council?

Comments/Observations: This area was reviewed and found to be compliant.

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

3. Orientation Training

Legislative requirements: MGA 201.1

1. Did the municipality offer, and each councillor attend, orientation training:
 - a. prior to or on the same day as the first organizational meeting (for a general election); or
 - b. before the councillor takes the oath of office (following a by-election)?
2. Did the orientation include the following topics:
 - a. role of municipalities in Alberta;
 - b. municipal organization and function;
 - c. roles and responsibilities of council and councillors; and
 - d. roles and responsibilities of the CAO and staff?
3. Did the municipality offer, and each councillor attend, orientation training:
 - a. prior to or on the same day as the first regularly scheduled meeting (for a general election); or
 - b. within 90 days of a councillor taking the oath of office (for a byelection);
4. Did the orientation include the following topics:
 - a. key municipal plans, policies, and projects;
 - b. budgeting and financial administration;
 - c. public participation; and
 - d. any other topic prescribed by the regulations?
5. Did council pass a resolution extending the time for this orientation for up to 90 days?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs provides documents to assist CAOs with orientation including:

- [What Every Councillor Needs to Know](#)
- [Pecuniary and Conflicts of Interest for Councillors](#)
- [Closed Meetings of Council](#)
- [Procedure Bylaw and Agenda Guide](#)

In addition, Municipal Affairs also provides workshops to set out the roles and responsibilities of council, councillors, the CAO, and staff: [Roles and Responsibilities Workshop](#).

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

4. Provision of Information

Legislative requirements: MGA 145, 153.1, 208.1(3)

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?
2. When the chief administrative officer or a person designated by the chief administrative officer provides information to a councillor, has the chief administrative officer provided the information to all other councillors within 72 hours of the information being provided to the councillor?
3. Has the chief administrative officer provided reasons to all councillors for refusing to provide the information requested?

Comments/Observations: This area was reviewed and found to be compliant.

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

5. Procedural bylaw

Legislative requirements: MGA 145

1. Does the municipality have a procedural bylaw which is compliant with the *MGA*?
2. Has council updated its bylaws respecting procedures for council and council committee meetings?

Comments/Observations: Council adopted their procedural bylaw 349-2025, on April 25, 2025, which establishes procedures for council and council committee meetings.

It is noted for information that section 39 of the bylaw, with respect to closed sessions, references the exception(s) to disclosure of Division 2 of Part 1 of the former (*Freedom of Information and Protection of Privacy Act*). This Act was repealed June 11, 2025, and replaced with the *Access to Information Act (ATIA)*.

While the resolutions to enter closed session reference the new legislation, the municipality may wish to update the legislative reference in the procedural bylaw when the bylaw is next reviewed.

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

6. Establishment, Appointment, and Evaluation of the Chief Administrative Officer

Legislative requirements: MGA 205(1), 205.1, 206

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?
3. Has the municipality appointed more than one CAO?
4. Has council provided the CAO with an annual written performance evaluation?
5. Has council passed a bylaw which varies the requirement for a majority of council to make, suspend, or revoke the appointment of a person to the position of CAO?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Resources: The Canadian Association of Municipal Administrators (CAMA) developed a three-step CAO Performance Evaluation Toolkit. The toolkit enhances the CAO / Council relationship and helps local elected officials achieve their strategic goals and objectives. It is available at no cost to member and non-member municipalities.

In addition, Municipal Affairs has prepared a CAO performance evaluation manual to guide elected officials through the CAO evaluation process. It includes a sample template of an evaluation: CAO Evaluation (Municipal Affairs).

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

3.2 Meetings and Procedures

1. Public Presence at Meetings and Public Participation

Legislative requirements: MGA 197(1), 216.1, Public Participation Policy Regulation 193/2017

1. Are council and council committee meetings held in public?
2. Has a public participation policy been passed?
3. Does the policy identify:
 - a. types or categories of approaches the municipality will use to engage the public; and
 - b. types and categories of circumstances in which the municipality will engage with the public?
4. Is the public participation policy available for public inspection?
5. Has the public participation policy been reviewed by council in the last four years?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Alberta Municipalities and the Rural Municipalities of Alberta, in partnership with Brownlee LLP, have produced a guidance document containing general information intended to assist municipalities in developing a public participation policy and public notification bylaw: [Public Participation Policies and Public Notification: A Guide for Municipalities](#).

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

2. Public Hearings

Legislative requirements: MGA 216.4

1. When council is required to hold a public hearing on a proposed bylaw or resolution, was the public hearing held:
 - a. before second reading of the bylaw; or
 - b. before council votes on the resolution?
2. Was notice of the public hearing given in accordance with Section 606 or 606.1 of the *MGA*?
3. Was the public hearing conducted during a regular or special council meeting?
4. Do the minutes of the council meeting record the public hearing to the extent directed by the council?
5. Has the municipality conducted more than one public hearing for the same bylaw or resolution that considers residential developments or developments with residential and non-residential developments under Part 17?
 - a. If so, what authority in the *MGA* or other enactments did the municipality rely upon to conduct more than one public hearing?

Comments/Observations: This area was reviewed and found to be compliant.

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

3. Closed Meetings

Legislative requirements: MGA 197

1. Are council and council committee meetings held in public, unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Access To Information Act (ATIA)*?
2. Before closing all or a part of the meeting to the public:
 - a. Is a resolution passed to indicate what part of the meeting is to be closed?
 - b. Does the resolution identify the exception(s) to disclosure under *ATIA* apply to the part of the meeting to be closed?
 - c. Are members of the public notified once the closed portion of the meeting is concluded?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has developed an online resource for municipalities regarding closed meetings: [Closed Meetings of Council \(Municipal Affairs\)](#).

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

4. Organizational Meeting

Legislative requirements: MGA 150, 152, 159(1), 192

1. Is an organizational meeting held annually no later than 14 days after the third Monday in October, or before August 31 for summer villages?
2. Is a CEO appointed if the CEO is not elected at large?
3. Is a deputy CEO appointed?
4. Is the CEO appointed as a member of a board, commission, subdivision authority, or development authority under Part 17 of the *MGA* in their own name?

Comments/Observations: This area was reviewed and found to be compliant.

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

5. Special Meetings

Legislative requirements: MGA 194

1. Has a special council meeting been held:
 - a. when the CEO considered it appropriate to do so; or
 - b. within 14 days of receiving a request for the meeting, stating its purpose, from a majority of the councillors?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council before the beginning of the meeting?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

Comments/Observations: This area was reviewed and found to be compliant.

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

7. Authority to Act

Legislative requirements: MGA 167, 180-185

1. Are resolutions or bylaws passed in an open public meeting?
2. Is a majority of council present at the meeting to exercise their authority to act under Sections 180 and 181?
3. Is an abstention from voting recorded in the minutes?
4. Is the request for a recorded vote made prior to the vote being taken?

Comments/Observations: This area was reviewed and found to be compliant.

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

8. Council Meeting Minutes

Legislative requirements: MGA 208

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are the minutes kept safe?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council](#)

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

9. Pecuniary and Conflicts of Interest

Legislative requirements: MGA 172, 172.1

1. When a pecuniary, conflict of interest, or perceived conflict of interest is declared:
 - a. Is the general nature of the interest disclosed prior to any discussion on the matter?
 - b. Has the councillor abstained from voting on any question relating to the matter?
 - c. Has the councillor abstained from any discussion on the matter?
 - d. Has the councillor left the room where the meeting is being held?
2. Has the abstention from voting and the disclosure of the councillor's interest been recorded in the minutes of meeting?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has prepared Pecuniary and Conflicts of Interest for Municipal Councillors.

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

3.3 Bylaw Procedures

1. Delegation of Authority

Legislative requirements: MGA 203

1. Has council delegated any of its powers, duties, or functions under this or any other enactment or a bylaw to a council committee or any person?
 - a. Was the delegation enacted by bylaw?
 - b. Does the delegation of authority include any of the following powers, duties, or functions prohibited by legislation:
 - i. its power or duty to pass bylaws;
 - ii. its power to make, suspend, or revoke the appointment of a person to the position of CAO;
 - iii. its power to adopt budgets under Part 8 of the *MGA*;
 - iv. its power with respect to taxes under Section 347 of the *MGA*; or
 - v. a duty to decide appeals imposed on it by this or another enactment, unless the delegation is to a council committee?
 - c. Are the delegations compliant with Section 203 of the *MGA*?

Comments/Observations: This area was reviewed and found to be compliant.

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

2. Passing, Revision, Amendment, and Consolidation of Bylaws

Legislative requirements: MGA 63-69, 187-189, 191, and 692

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?
3. Has council, by bylaw, authorized a designated officer to consolidate one or more of the bylaws of the municipality?
4. In consolidating a bylaw, has the designated officer:
 - a. incorporated all amendments to it into one bylaw; and
 - b. omitted any provisions that have been repealed or which have expired?
5. Are revision bylaws limited to:
 - a. consolidation of two or more bylaws;
 - b. altering citation; and
 - c. changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
6. Does the title of the bylaw indicate that it is a revision bylaw?
7. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
8. Are bylaws or schedules of bylaws amended or repealed in the same way as the original bylaw was enacted?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has created a handbook that includes the procedures to pass, amend, and revise bylaws: [Basic Principles of Bylaws](#).

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

3. Bylaw Enforcement Officers

Legislative requirements: MGA 555-556

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
 - a. disciplinary procedures;
 - b. penalties; and
 - c. an appeal process?

Comments/Observations: This area was reviewed and found to be compliant.

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

3.4 Municipal Finance

1. Operating Budget

Legislative requirements: MGA 242-244, 248

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

Comments/Observations: The operating budget document supplied did not include the amounts needed to meet the requisitions or other amounts that the municipality is required to pay. However, subsequent information provided following the issuance of this report showed the required information was included.

This area was reviewed and found to be compliant.

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

2. Capital Budget

Legislative requirements: MGA 245, 246

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

Comments/Observations: This area was reviewed and found to be compliant.

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

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

Legislative requirements: MGA 283.1, Municipal Corporate Planning Regulation 192/2017

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

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [Guide to the new legislative requirements for municipal financial and capital plans](#)

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

4. Auditor, Audited Financial Statements, Financial Information Return

Legislative requirements: MGA 271, 276, 277 280, 281, Supplementary Accounting Principles and Standards Regulation 313/2000; Debt Limit Regulation 255/2000

1. Have one or more auditors for the municipality been appointed by council?
2. Have annual financial statements of the municipality been prepared for the immediately preceding year in accordance with
 - a. Canadian generally accepted accounting principles for municipal governments approved by the Public Sector Accounting Board; and
 - b. any modifications of the principles or any supplementary accounting standards or principles established by the Minister by regulation?
3. Do the financial statements include:
 - a. the municipality's debt limit;
 - b. the amount of the municipality's debt as defined in the regulations under Section 271 of the *MGA*;
 - c. revenues received from the granting of rights over its properties for the purpose of providing a utility service, each as separate entries;
 - d. the annual revenues received from the granting of each utility franchise agreement entered into the municipality separately; and
 - e. the salaries of councillors, the CAO, and designated officers of the municipality?
4. Does the municipality make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?
6. Has the auditor reported separately to the council any improper or unauthorized transaction or non-compliance with this or another enactment or bylaw that was noted during the course of the audit?

Comments/Observations: This area was reviewed and found to be compliant.

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

5. Borrowing

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

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

Comments/Observations: This area was reviewed and found to be compliant.

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

6. Loans and Loan Guarantees

Legislative requirements: MGA 264-265

1. Has the municipality loaned money to another organization?
2. Was the recipient of the loan:
 - a. one of the municipality's controlled corporations;
 - b. a non-profit organization; or
 - c. to a designated seller under the *Gas Distribution Act* as part of the capitalization of the designated seller by its shareholders?
3. Is the loan authorized by bylaw?
4. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be loaned and, in general terms, the purpose for which the money that is loaned to be used;
 - b. the minimum rate of interest, the term, and terms of repayment of the loan; and
 - c. the source or sources of money to be loaned?
5. Was the bylaw authorizing the loan advertised?
6. Has the municipality guaranteed the repayment of a loan of another organization?
7. Was the loan guarantee for:
 - a. one of the municipality's controlled corporations; or
 - b. a non-profit organization?
8. Is the loan guarantee authorized by bylaw?
9. Does the bylaw authorizing the loan set out:
 - a. the amount of money to be borrowed under the loan to be guaranteed and, in general terms, the purpose for which the money is borrowed;
 - b. the rate of interest under the loan or how the rate of interest is calculated, the term, and terms of repayment of the loan; and
 - c. the source or sources of money to be used to pay the principal and interest owing under the loan if the municipality is required to do so under the guarantee?
10. Was the bylaw authorizing the guarantee advertised?

Comments/Observations: The municipality has not implemented this discretionary area of the legislation.

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

7. Disposal of Land

Legislative requirements: MGA 70, 606, 606.1

1. Has the municipality ever transferred or granted an estate or interest in:
 - a. land for less than its market value; or
 - b. a public park or recreation or exhibition grounds?
2. Was the proposal advertised?

Comments/Observations: The municipality has not implemented this discretionary area of the legislation.

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

3.5 Assessment and Taxation

1. Assessment of Property

Legislative requirements: MGA 284.2(1), 297, Municipal Assessor Regulation 347/2009

1. Has a person who has the qualifications as set out in the Regulation been established as a designated officer and appointed to carry out the functions of a municipal assessor?
2. When preparing the assessment of property, does the assessor assign one or more of the following assessment classes to the property:
 - a. class 1 – residential;
 - b. class 2 – non-residential;
 - c. class 3 – farm land; and
 - d. class 4 – machinery and equipment?
3. Has the municipality, by bylaw, divided class 1 into sub-classes?
4. Has the municipality, by bylaw, divided class 2 into the sub-classes prescribed by Section 297 of the MGA?
5. Is the assessment roll available for inspection?
6. Is there a fee for this?
7. Does the municipality have a bylaw to establish this fee?

Comments/Observations: This area was reviewed and found to be compliant.

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

2. Assessment Notices

Legislative requirements: MGA 303, 308-311

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Does the assessment notice show the following information:
 - a. a description sufficient to identify the location of the property;
 - b. the name and mailing address of the assessed person;
 - c. whether the property is a parcel of land, an improvement, or a parcel of land and the improvements to it;
 - d. if the property is an improvement, a description showing the type of improvement;
 - e. the assessment;
 - f. the assessment class or classes;
 - g. a notation if the property is fully or partially exempt from taxation under Part 10 of the *MGA*;
 - h. a notation if a deferral of the collection of tax under Section 364.1 or 364.2 of the *MGA* is in effect for the property;
 - i. any other information considered appropriate by the municipality or required by the Minister;
 - j. the notice of assessment date;
 - k. a statement that the assessed person may file a complaint not later than the complaint deadline; and
 - l. information respecting filing a complaint in accordance with the regulations?
3. Have assessment notices been sent no later than July 1, and at least seven days prior to the notice of assessment date?
4. Has a designated officer certified the date on which the assessment notice was sent?
5. Has the municipality published a notice that the assessment notices have been sent?

Comments/Observations: This area was reviewed and found to be compliant.

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

3. Property Tax Bylaw

Legislative requirements: MGA 326(1)(a), 353-357

1. Is a property tax bylaw passed annually?
2. Does the property tax bylaw authorize the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of:
 - a. the expenditures and transfers set out in the budget of the municipality; and
 - b. the requisitions?
3. Are the requisitions listed within the tax rate bylaw for:
 - a. the amount required to be paid into the Alberta School Foundation Fund under Section 167 of the *Education Act* that is raised by imposing a rate referred to in Section 167 of the *Education Act*;
 - b. the requisition of school boards under Part 6, Division 3 of the *Education Act*;
 - c. the amount required to be paid to a management body under Section 7 of the *Alberta Housing Act*; or
 - d. the amount required to recover the costs incurred for matters relating to the assessment of designated industrial property, and any other matters related to the provincial assessor's operations?
4. Are the rates in accordance with the:
 - a. assessment classes pursuant to Section 297 of the *MGA*; and
 - b. a municipal assessment sub-class bylaw?
5. Are the calculations correct?
6. Is there more than one minimum tax applied?

Comments/Observations: This area was reviewed and found to be compliant.

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

4. Tax Notices

Legislative requirements: MGA 329, 333-336, 357

1. Does the tax notice show the following information:
 - a. a description sufficient to identify the location of the property or business;
 - b. the name and mailing address of the taxpayer;
 - c. the assessment;
 - d. the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - e. the total amount of all taxes imposed in respect of the property or business;
 - f. the amount of tax arrears, if any;
 - g. a notation if the property is the subject of an agreement between the taxpayer and the municipality under Section 347(1) of the *MGA* relating to tax arrears;
 - h. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a bylaw or agreement made under Section 364.1 of the *MGA* to defer the collection of tax;
 - i. a notation of the amount deferred and the taxation year or years to which the amount relates if the property is subject of a deferral granted under Section 364.2 of the *MGA*;
 - j. any other information considered appropriate by the municipality;
 - k. the date the tax notice is sent to the taxpayer;
 - l. the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - m. except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - n. the name and address of the designated officer with whom a complaint must be filed;
 - o. the dates on which penalties may be imposed if the taxes are not paid; and
 - p. information on how to request a receipt for taxes paid?
2. Has the municipality prepared and sent tax notices annually before the end of the year in which the taxes were imposed?
3. Has a designated officer certified the date the tax notices were sent?
4. If the property tax bylaw specifies a minimum amount payable as property tax, does the tax notice indicate the tax rates set by the property tax bylaw that raise the revenue required to pay the Alberta School Foundation Fund requisition?

Comments/Observations: This area was reviewed and found to be compliant.

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

5. Tax Payment and Tax Penalty Bylaws

Legislative requirements: MGA 339, 340, 344, 345, 357(1.1)

1. Has the municipality, by bylaw:
 - a. Provided incentives for payment of taxes by the dates set out in the bylaw?
 - b. Permitted taxes to be paid by instalments, at the option of the taxpayer?
2. Has the municipality passed a bylaw separate from the property tax bylaw that provides for compulsory tax instalment payments for designated manufactured homes?
3. Has the municipality, by bylaw:
 - a. Imposed penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice?
 - b. Imposed penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs advisors are available to provide general support by calling toll-free 310-0000 and

6. Supplementary Assessments and Taxation

Legislative requirements: MGA 313, 315, 316, 325.1, 369, 369.1

1. Does the municipality require the preparation of supplementary assessments for improvements?
2. Is the preparation of supplementary assessments authorized by bylaw?
 - a. Was the bylaw or any amendments passed prior to May 1 of the year to which it applies?
3. Has the assessor set an additional notice of assessment date for supplementary assessment notices?
4. Has the municipality prepared and sent supplementary assessment notices for every assessed improvement shown on the supplementary assessment roll before the end of the year?
5. Does the supplementary assessment reflect the value of an improvement not previously assessed or an increase in the value of the improvement since it was last assessed?
6. Is the supplementary assessment prorated to reflect the number of months the improvement was complete, occupied, located, or in operation?
7. Was the supplementary assessment roll prepared before the end of the year?
8. Does the supplementary assessment notice show:
 - a. the same information required to be shown on the assessment roll;
 - b. the notice of assessment date;
 - c. the date the improvement was completed, occupied, moved to the municipality, or became operational;
 - d. the statement that the assessed person may file a complaint and the deadline for doing so; and
 - e. information with respect to filing a complaint?
9. Has the council, in the same year when a bylaw authorizing supplementary assessments to be prepared in respect of property, passed a bylaw authorizing it to impose a supplementary tax?
10. Does the supplementary property tax bylaw use the same tax rates set in the property tax bylaw?
11. Are the tax rates required to raise the revenue to pay requisitions referred to in Section 175 of the *Education Act* applied as supplementary tax rates?

Comments/Observations: The municipality has not implemented this discretionary area of the legislation.

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

7. Assessment Review Boards

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

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

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to Assessment Review Boards.

In addition, Municipal Affairs Assessment advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

3.6 Tax Recovery

1. Tax Arrears List

Legislative requirements: MGA 412, 436.03

1. Has a tax arrears list been prepared prior to March 31 annually showing the parcels of land in the municipality in respect of which there are tax arrears?
 - a. Have two copies of the list been sent to the Registrar?
 - b. Has a copy of the list been sent to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act?* (Treasury Board and Finance)?
 - c. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?
2. Has a tax arrears list been prepared showing the designated manufactured homes in the municipality for which there are tax arrears for more than one year?
 - a. Has the municipality registered a tax recovery lien against each designated manufactured home shown on the tax arrears list?
 - b. Were the owners of each designated manufactured home been given written notice that a tax recovery lien has been registered against the designated manufactured home?
 - c. Was the owner of each manufactured home community containing one or more designated manufactured homes shown on the tax recovery list notified in writing that a tax recovery lien has been registered?
3. Have the tax recovery lists been posted in a place that is accessible to the public during normal business hours?

Comments/Observations: This area was reviewed and found to be compliant.

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

2. Tax Agreements

Legislative requirements: MGA 418(4), 436.09(4)

1. Has the municipality entered into an agreement with the owner of a parcel of land shown on the tax arrears list?
2. Does the period of time for the payment of tax arrears exceed three years?

Comments/Observations: This area was reviewed and found to be compliant.

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

3. Tax Recovery Auctions

Legislative requirements: MGA 418-422

1. Has the municipality offered for sale at public auction any parcel of land shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
2. Did the council set:
 - a. for each parcel of land to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale?
3. Did the municipality advertise the public auction:
 - a. in one issue of The Alberta Gazette, not less than 40 days and not more than 90 days before the date of the public auction; and
 - b. in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 20 days before the date of the public auction?
4. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each parcel of land to be offered for sale?
5. Does the advertisement state the municipality may, after the public auction, become the owner of any parcel of land not sold at the public auction?
6. Did the municipality send a copy of the advertisement placed in The Alberta Gazette to:
 - a. the owner of each parcel of land to be offered for sale;
 - b. each person who has an interest in any parcel to be offered for sale that is evidenced by a caveat registered by the Registrar; and
 - c. each encumbrance shown on the certificate of title for each parcel to be offered for sale?
7. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: This area was reviewed and found to be compliant.

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

Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

4. Tax Recovery Auctions – Designated Manufactured Homes

Legislative requirements: MGA 436.08-436.13

1. Not later than August 1 following the preparation of the tax arrears list, has the municipality in respect to each designated manufactured home (DMH) shown on the tax arrears list sent a written notice to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
2. Does the notice state that if the tax arrears are not paid before March 31 in the next year, the municipality will offer the DMH for sale at public auction?
3. Has the municipality offered for sale at public auction any DMH shown on its tax arrears list within the timeframe provided if the tax arrears are not paid?
4. Did the council set:
 - a. for each DMH to be offered for sale at public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel; and
 - b. any conditions that apply to the sale?
5. Did the municipality advertise the public auction in one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 30 days before the date of the public auction?
6. Does the advertisement specify the date, time, and location of the public auction, the conditions of sale, and a description of each DMH to be offered for sale?
7. Did the municipality send a copy of the advertisement to:
 - a. the owner of the DMH;
 - b. the owner of the manufactured home community where the DMH is located; and
 - c. each person who has a security interest in or a lien, writ, charge, or other encumbrance against the DMH?
8. Did the municipality adjourn the holding of a public auction to any date within two months after the advertised date?
 - a. If so, did the municipality post a notice in a place accessible to the public during regular business hours, showing the new date on which the public auction is to be held?

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

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

3.7 Planning and Development

1. Municipal Development Plan

Legislative requirements: **MGA 216.4, 606, 606.1 632, 641, 692**

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

Comments/Observations: This area was reviewed and found to be compliant.

Resources: Municipal Affairs has prepared a [Guidebook for preparing a municipal development plan.](#)

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

2. Land-Use Bylaw

Legislative requirements: MGA 606, 606.1 640, 642(1), 692(4), Matters Related to Subdivision and Development Regulation 84/2022

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

Comments/Observations: This area was reviewed and found to be compliant.

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

3. Subdivision and Development Authorities

Legislative requirements: MGA 623, 625

1. Has the municipality, by bylaw, provided for a subdivision authority?
2. Has the municipality, by bylaw, provided for a development authority?

Comments/Observations: This area was reviewed and found to be compliant.

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

4. Subdivision and Development Appeal Board

Legislative requirements: MGA 627, Matters Related to Subdivision and Development Regulation 84/2022

1. Is a subdivision and development appeal board (SDAB) or intermunicipal subdivision and development appeal board (ISDAB) established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do appointments to the SDAB exclude those who are:
 - a. municipal employees;
 - b. members of the municipal planning commission; and
 - c. individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
 - a. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
5. Has council appointed, or authorized the appointment of, one or more clerks of the SDAB?
6. Has the clerk successfully completed the required SDAB training?
7. Are the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the MGA and regulation?

Comments/Observations: This area was reviewed and found to be compliant.

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

5. Off-site Levies

Legislative requirements: MGA 648, 648.2

1. Has the municipality, by bylaw, provided for the imposition and payment of a levy in respect to land that is to be developed or subdivided, and authorized an agreement to be entered into in respect of the payment of the levy?
2. Does the bylaw impose an off-site levy on land owned by a school board that is to be developed for a school?
3. Does the bylaw provide for the payment of capital costs relating to one or more of:
 - a. new or expanded facilities for the storage, transmission, treatment, or supplying of water;
 - b. new or expanded facilities for the treatment, movement, or disposal of sanitary sewage;
 - c. new or expanded storm water drainage facilities;
 - d. new or expanded roads required for or impacted by a subdivision or development;
 - e. new or expanded transportation infrastructure required to connect, or to improve the connection of, municipal roads to provincial highways resulting from a subdivision or development;
 - f. land required for or in connection with any of the above facilities;
 - g. new or expanded community recreation facilities;
 - h. new or expanded fire hall facilities;
 - i. new or expanded police station facilities; or
 - j. new or expanded libraries?
4. Does another off-site levy bylaw apply to the same lands for the same purpose?
5. Was the off-site levy bylaw advertised?
6. Does the calculation of the off-site levy:
 - a. take into account criteria such as area, density, or intensity of use;
 - b. recognize variation among infrastructure, facility, and transportation infrastructure types;
 - c. maintain consistency across the municipality for that type of infrastructure, facility, or transportation infrastructure; and
 - d. be fair and reasonable in the municipality?
7. Does the bylaw include a requirement for periodic reviews of the off-site levy calculation?

Comments/Observations: The municipality has not implemented this discretionary area of the legislation.

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

6. Listing and Publishing Policies Used to Make Planning Decisions

Legislative requirements: MGA 638.2

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

Comments/Observations: This area was reviewed and found to be compliant.

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

3.8 Discretionary Bylaws

1. Fees and Charges

Legislative requirements: *MGA 7, 8(1), 61*

1. Has the municipality passed bylaws for municipal purposes respecting matters including:
 - a. businesses, business activities, and persons engaged in business;
 - b. services provided by or on behalf of the municipality;
 - c. public utilities;
 - d. establishing fees for licences, permits, and approvals;
 - e. establishing fees for licences, permits, and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality; and
 - f. charging fees, tolls, and charges for the use of its property, including property under the direction, control, and management of the municipality?

Comments/Observations: This area was reviewed and found to be compliant.

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

2. Advertising Bylaw

Legislative requirements: MGA 606, 606.1

1. Has the municipality, by bylaw, provided for one or more methods, including electronic means, for advertising proposed bylaws, resolutions, meetings, and public hearings?
2. Did the municipality conduct a public hearing before making the bylaw?
3. Was notice of the proposed bylaw advertised?
4. Is the bylaw available for public inspection?

Comments/Observations: This area was reviewed and found to be compliant.

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

3.9 For Discussion Only

1. Adding Amounts to the Tax Roll

Legislative requirements: MGA 553

1. Is the municipality aware that the following amounts may be added to the tax roll of a property by council:
 - a. unpaid cost referred to in Section 35(4) or 39(2) of the *MGA* relating to service connections of a municipal public utility that are owing by the owner of the parcel;
 - b. unpaid charges referred to in Section 42 of the *MGA* for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
 - c. unpaid expenses and costs referred to in Section 549(5)(a) of the *MGA*, if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
 - d. costs associated with tax recovery proceedings related to the parcel;
 - e. if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel;
 - e.1 if the municipality has passed a bylaw requiring the owner or occupant of a parcel to keep the sidewalks adjacent to the parcel clear of snow and ice, unpaid expenses and costs incurred by the municipality for removing the snow and ice in respect of the parcel;
 - f. unpaid costs awarded by a composite assessment review board under Section 468.1 of the *MGA* or the Land and Property Rights Tribunal under Section 501 of the *MGA*, if the composite assessment review board or the Land and Property Rights Tribunal has awarded costs against the owner of the parcel in favour of the municipality and the matter before the composite assessment review board or the Land and Property Rights Tribunal was related to the parcel;
 - f.1 the expenses and costs of carrying out an order under Section 646 of the *MGA*; and
 - g. any other amount that may be added to the tax roll under an enactment?
2. When an amount is added to the tax roll of a parcel:
 - a. is deemed for all purposes to be a tax imposed under Division 2 of Part 10 of the *MGA* from the date it was added to the tax roll; and
 - b. forms a special lien against the parcel of land in favour of the municipality from the date it was added to the tax roll.

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

2. Reserve Lands

Legislative requirements: 664.1, 666, 667, 669, 672, 673, 674, 676

1. Does the municipality receive “subdivision approval applications” for approval to subdivide a parcel of land?
2. If so, is the municipality aware that as a subdivision authority, the municipality must require the owner of a parcel of land that is the subject of a proposed subdivision:
 - a. to provide part of that parcel of land as municipal reserve, school reserve, or municipal and school reserve;
 - b. to provide money in place of municipal reserve, school reserve, or municipal and school reserve; or
 - c. to provide any combination of land or money referred above?
3. If money is required to be provided in place of municipal reserve, school reserve, or municipal and school reserve, does the municipality ensure the applicant provide:
 - a. a market value appraisal of the land as of a specified date occurring within the 35-day period following the date on which the application for subdivision approval is made as if the use proposed for the land conforms with any use prescribed in a statutory plan or land-use bylaw for that land;
 - b. on the basis of what might be expected to be realized if the land were in an unsubdivided state and sold in the open market by a willing seller to a willing buyer on the date on which the appraisal is made; or
 - c. if the applicant and the subdivision authority agree, a land value based on a method other than those described above?
4. Has the municipality as a subdivision authority directed that the requirement to provide all or part of the municipal reserve, school reserve, or municipal and school reserve be deferred against:
 - a. the remainder of the parcel that is the subject of the proposed subdivision approval; or
 - b. other land of the person applying for subdivision approval that is within the same municipality as that parcel of land, or both?
5. Has the municipality ensured if a school board holds an interest in a school reserve, municipal and school reserve, or municipal reserve under this or previous legislation and declares that the reserve is surplus to the school board's needs, the school board must transfer its interest in the land to the municipality where the reserve is located, for the consideration agreed on between them?
6. Has the municipality transferred municipal reserve of its interest in municipal and school reserve to a school board?
7. Did the municipality hold a public hearing in accordance with the legislation and advertise in accordance with the legislation before any of the following occurs:
 - a. the sale, lease, or other disposal of municipal reserve, community services reserve, or municipal and school reserve:
 - i. by a council; or
 - ii. municipal and school reserve by a council and a school board; or
 - b. the making of a bylaw requiring the school building footprint of a school reserve, municipal and school reserve, or municipal reserve referred to in above to be designated as community services reserve; or
 - c. the disposal of conservation reserve by a municipality as permitted by legislation?
8. Has the municipality sold, leased, or otherwise disposed of a conservation reserve?
9. Has the municipality ensured that lands designated as conservation reserve remains in its natural state?
10. Has the municipality, by bylaw, after giving notice in accordance with the legislation and holding a public hearing in accordance with the legislation:
 - a. used an environmental reserve for a purpose not specified in the legislation;

- b. transferred an environmental reserve to the Crown or an agent of the Crown for consideration, as agreed;
- c. leased or disposed of an environmental reserve other than by a sale for a term of not more than three years; or
- d. change the boundaries of an environmental serve or environmental reserve easement in order to correct an omission, error, or other defect in the certificate of title, or to rectify an encroachment problem or other concern?

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

3. Repair of Roads, Public Places, and Public Works

Legislative requirements: MGA 532

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

- the character of the road, public place, or public work; and
- the area of the municipality in which it is located?

1. Is the municipality aware of this Section?
2. Has the municipality considered what it does to support this requirement?
 - a. Is the above supported through the annual budget?
3. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in Section 532?

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

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

4. Joint Use and Planning Agreements (JUPA)

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

1. Is the municipality aware of the requirement that where a school board is operating within the municipal boundaries of a municipality, the municipality must enter into an agreement with the school board?
2. The agreement must contain provisions:
 - a. establishing a process for discussing matters relating to:
 - i. the planning, development, and use of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - ii. transfers under Section 672 or 673 of the *MGA* of municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - iii. disposal of school sites;
 - iv. the servicing of school sites on municipal reserves, school reserves, and municipal and school reserves in the municipality;
 - v. the use of school facilities, municipal facilities, and playing fields on municipal reserves, school reserves, and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them; and
 - vi. how the municipality and the school board will work collaboratively;
 - b. establishing a process for resolving disputes; and
 - c. establishing a time frame for regular review of the agreement, and may, subject to the governing legislation, contain any other provisions the parties consider necessary or advisable?

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

5. Code of Conduct Bylaw

Legislative Requirements: MGA 145

1. Is the municipality aware that all codes of conduct bylaws are now repealed?
2. Has council made a bylaw or a resolution under this Act that addresses the behaviour or conduct of councillors or of members of council committees who are not councillors?

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

6. Investments and Accounts

Legislative requirements: MGA 250, 270

1. Is the municipality aware that the municipality may only invest in one or more of the following:
 - a. securities issued or guaranteed by the Crown in right of Canada or an agent of the crown, or the Crown in right of a province or territory, or an agent of the province or territory;
 - b. securities of a municipality, school division, hospital district, health region under the *Regional Health Authorities Act*, or regional services commission in Alberta;
 - c. securities that are issued or guaranteed by a bank, treasury branch, credit union, or trust corporation; and
 - d. units in pooled funds of all or any of the investments described above?
2. Does the municipality have any investments in shares of a corporation incorporated or continued under the *Canada Business Corporations Act* (Canada) or incorporated, continued, or registered under the *Business Corporations Act*?
 - a. If so, was the investment approved by the Minister?
3. Is the municipality aware that all money belonging to or held by the municipality must be deposited into a financial institution designated by council?

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



Summer Village of Silver Sands

Box 8,

ALBERTA BEACH, AB. T0E 0A0

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

Email: administration@wildwillowenterprises.com

September 11th, 2025

Mr. Delmar Penner
Box 30
Fallis, AB. T0E 0V0

Dear Mr. Penner:

Re: Access to Lot 2, Block 1 Plan 2941 MC through Municipal Reserve R2

In reference to the above noted, thank-you for attending the August 29th, 2025 Council meeting and discussing this matter with Council and Administration.

After review of the area in question, and consideration of the 1992 and 1993 agreements you provided at meeting time, I am pleased to advise Council has agreed to grant you access to your property from the Municipal Reserve 2 (MR 2) on the following conditions:

- only one passenger vehicle owned and operated by Delmar Penner shall have access through the Municipal Reserve R2 to enter upon the rear of Lot 2, Block 1, Plan 2941 MC for the sole purpose of allowing Mr. Penner easier access to enter his home through his rear access door of his home
- Access shall be from Silver Sands Drive, through MR2 directly to Lot 2, Block 1, Plan 2941 MC
- Parking of vehicles, trailers and storage of personal chattels on MR 2 will not be allowed and does not form part of this agreement
- This is for year round access, and it will be the responsibility of Delmar Penner to plow snow in the winter season to allow himself access. The municipality cautions Delmar Penner on access through MR2 during wet conditions as any ruts or damage to MR2 will be the responsibility of Mr. Penner and costs to repair same will be borne by Mr. Penner.
- No alterations to the MR2 shall be undertaken by Delmar Penner, his agents or servants without prior authorization by the Summer Village, in writing.
- MR2 shall be returned to its original and natural state by Delmar Penner on termination of this agreement. Failure to do so will result in the Summer Village completing same and charging all associated costs to Mr. Penner and/or applying same to the tax roll of Lot 2, Block 1, Plan 2941 MC.
- This agreement may be terminated on 30 days notice by either party.
- Terms and conditions contained in this agreement shall terminate 12 months from the date of signature.

....2

Del Penner/page 2/Sept. 2025

- The Summer Village of Silver Sands shall not and will not have responsibility to any liabilities incurred by Delmar Penner under this agreement and Delmar Penner shall save the Summer Village of Silver Sands harmless from any liabilities or suits incurred by him, his agents or servants resulting from any conditions implied or other relating to this agreement.
- This agreement is non transferrable and only applies to you, Delmar Penner, as the owner of Lot 2, Block 1 Plan 2941 MC with all conditions as referenced above. To be clear, this agreement does not stay with the land but applies only to you as the landowner while owning the land and you residing at this property.
- As per section 9.17.5 of our current Land Use Bylaw you will need to develop a parking stall on your property for your personal vehicle to be parked on and it shall be hard surfaced to the satisfaction of the Development Authority or of a gravel mixture approved by the Development Authority (or our public works).

Mr. Penner, you will need to contact the Summer Village administration office in writing prior to the one-year termination of this agreement should you wish to enter into another one year agreement. Mr. Penner, if you are in agreement with the above conditions and wish to enter into said agreement, please execute and have a witness sign acknowledging they seen you sign this agreement, and return same to our Administration Office. Once a fully executed agreement is returned to the office this agreement will be considered in force and effect and the Summer Village will then initiate steps to remove the posts on this municipal reserve property allowing you access to the rear of your property.

I, Delmar Penner, have read and considered all the above conditions, and accept these conditions, as the terms and conditions of having access to my property from the MR2 for a single vehicle owned by myself. I confirm that should the Summer Village incur any costs as a result of this agreement that I will reimburse said costs to the Summer Village via direct payment or by applying these costs to my tax roll. I confirm that the Summer Village shall not incur any liability as a result of this agreement or actions taken by myself as per this agreement.

Signed this _____ day of September, 2025.

Delmar Penner (signature)

Witness (signature)

Witness (name)

This Agreement is hereby considered in force and effect upon the return of one fully executed copy to the Administration Office of the Summer Village of Silver Sands.

Date this agreement is in force and effect: _____ day of September, 2025 *(to be completed by the Admin office once agreement is returned)*

...3

Del Penner/page 3/Sept. 2025

Yours truly,

Wendy Wildman
Chief Administrative Officer
Summer Village of Silver Sands
/ww

c.c. Council
Public Works Foreman

S.V. OF SILVER SANDS - 2026 BUDGET



Municipal Taxes Collected 2025 Budget (Approved)	\$ 451,846	total of the Mun & Min Tax
Municipal Taxes Collected 2026 Budget (Draft)	\$ 476,479	updates automatically - total of Mun & Min Tax
Percentage Increase from prior year:	5.45%	updates automatically
Each % equates to:	\$ 4,518	updates automatically
\$ Increase from prior year:	\$ 24,633	updates automatically

	2025 BUDGET	2025 Actuals (December)	2026 DRAFT BUDGET	2026 NOTES
Income Function				
Taxation Income				
Municipal Tax	312,442	312,605		Municipal
School Foundation Tax	195,913	196,016		Provincial Requisition
Minimum Tax (\$1,109 - 2024)(\$1,172 - 2025)	139,404	140,413		Municipal
Senior Foundation Tax	17,212	17,221	18,234	Requisition
Designated Industrial Property Tax	28	28		Requisition
Sub-Total Taxation	664,999	666,283	18,234	
Grant & Reserve Funding Income				
Operating Grant - LGFF Operating	17,122	17,122	17,122	
Operating Grant - Canada Day (apply annually)	600	-	600	
Operating Grant - FIRESMART/FRIAA		-	500	2026 Application has been submitted
Operating Grant - Canada Summer Jobs (apply annually)		-	-	2026 Will make application for 1 position / Application has been submitted
Capital Grant - MSI-C / LGFF		-		
Capital Grant - CCBF		-		
Special Projects Funding (from reserves or from grant \$ in deferred revenue or from Grant Deposits)	18,500	-	2,500	RESERVES
Special Projects Funding - Flowering Rush (covered by ACP Grant and Municipal Contributions 2025/2026/2027	164,471	31,543	40,000	
Capital Projects Funding (from reserves or from grant \$ in deferred revenue)	58,000	64,671	149,721	
Transfers from Reserves (2018 LSA Road)(2023/2024/2025 - under agreement \$24,653 per year repayment)	16,092	16,092		
Sub-Total Grant & Reserve Funding	274,785	\$ 129,428	\$ 210,443	
Other Income				
Other Income (Lease for 7 RV Lots)(Fire Reimburse Onoway)	1,400	289	0	
Penalties on Taxes	7,500	11,532	7,500	
Bank Income	12,000	13,556	12,000	
Sub-Total Other Income	20,900	\$ 25,379	\$ 19,500	
Admin Income				
Admin - Sales of Good and Services	500	4,036	500	The 2025 actuals are, in part, due to a 5% Admin fee received from a Tax Forfeiture Sale per the MGA and an annual insurance reimbursement.
Admin - Tax Certificates	700	2,075	700	
Admin - NSF Fees	-	-	-	
Admin - Reserve Transfer	-	-	-	
Admin - Reserve Transfer (Elections - 2025) (MAP Review - 2026)	5,000	5,000	1,025	RESERVES
Sub-Total Admin Income	6,200	11,111	2,225	
Bylaw/Emergency Services Income				
Bylaw/Emergency Services - Fines	-	179	-	
Bylaw/Emergency Services - Fire Incident Recovery	-	-		
Transfer from Reserves - Provincial Policing	4,803	4,803	0	
Sub-Total Bylaw/Emergency Services	4,803	4,982	-	
Utilities Income				
Utilities - Fortis Franchise Fees	5,500	5,553	5,600	
Sub-Total Utilities Income	5,500	5,553	5,600	
Public Works Income				
Public Works/Roads - Services Billed Out		-		
Public Works/Roads - Sales of TCA		-		
Public Works/Roads - Transfer from Reserves		-		
Public Works Banked Time - Transfer from Reserves	3,200	3,200	0	
Public Works - Recycling Offset - Circular Materials	9,000	9,295	12,400	
Sub-Total Public Works Income	12,200	12,495	12,400	
Sewer/Water/Drainage Income				
Sewer/Water/Drainage - Transfer from Reserves		-		
Sub-Total Sewer/Water/Drainage	-	-	-	
Planning & Development Income				
Planning & Development - Safety Codes Permit Fees	2,000	2,433	2,000	
Planning & Development - Development Permit Fees	2,000	3,825	2,500	
Planning & Development - SDAB Appeal Fees				
Planning & Development - Transfer from Reserves				
Sub-Total Planning & Development	4,000	6,258	4,500	

S.V. OF SILVER SANDS - 2026 BUDGET



Municipal Taxes Collected 2025 Budget (Approved)	\$ 451,846	total of the Mun & Min Tax
Municipal Taxes Collected 2026 Budget (Draft)	\$ 476,479	updates automatically - total of Mun & Min Tax
Percentage Increase from prior year:	5.45%	updates automatically
Each % equates to:	\$ 4,518	updates automatically
\$ Increase from prior year:	\$ 24,633	updates automatically

	2025 BUDGET	2025 Actuals (December)	2026 DRAFT BUDGET	2026 NOTES
Parks & Recreation Income				
Parks & Recreation - Grant FCSS	5,501	5,501	5,504	
Parks & Recreation - Weed Harvesting (LIAMS)	7,500	8,680	7,500	
Parks & Recreation - Transfer from Reserve				
Sub-Total Parks & Recreation	13,001	14,181	13,004	
Requisitions Collected by Municipality (offset)				
Requisitions - Senior Foundation	- 17,212	- 17,212	- 18,234	
Requisitions - Over\Under Utilized Levy		-		
Requisitions - School Foundation	- 195,913	- 195,913		
Requisitions - Over\Under Utilized Levy		-		
Requisitions - Designated Industrial	- 28	-		
Requisitions - Over\Under Utilized Levy				
Sub-Total Requisitions	- 213,153	- 213,125	- 18,234	
Net Revenue for Municipal Purposes	\$ 793,235	\$ 662,545	\$ 267,672	

S.V. OF SILVER SANDS - 2026 BUDGET



Municipal Taxes Collected 2025 Budget (Approved)	\$ 451,846	total of the Mun & Min Tax
Municipal Taxes Collected 2026 Budget (Draft)	\$ 476,479	updates automatically - total of Mun & Min Tax
Percentage Increase from prior year:	5.45%	updates automatically
Each % equates to:	\$ 4,518	updates automatically

\$ Increase from prior year: \$ 24,633 updates automatically

Expense Function	2025 BUDGET	2025 Actuals (December)	2026 DRAFT BUDGET	2026 NOTES
Council				
Council Meeting Fees	17,000	12,075	14,000	
Council Deductions	-	-	-	
Council Monthly	5,400	5,400	5,400	
Council Travel \ Subsistence	6,000	3,765	5,500	
Council SVLSACE	1,750	1,716	1,850	
Council Development	5,000	3,158	6,500	
Council Integrity Commissioner	833	417	-	Was part of Council Code of Conduct Bylaws which have now all been repealed by the Province
Sub Total Council	35,983	26,531	33,250	-7.60%
Administration				
Administration Contract	82,115	82,115	83,840	2%
MAP Review	-	1,195	1,025	Began November 2025 and will go into 2026
Employee Benefits	8,000	8,000	8,816	Increasing 10.2%
W.C.B.	3,900	3,914	4,000	Up to 3.01 from 2.71 - 11.07% increase for 2026
Travel & Subsistence	3,200	1,944	2,500	
Conventions/Training	1,000	853	1,000	
Postage \ Phone \ Storage	5,600	5,125	5,400	
Memberships	2,500	2,452	3,200	FCSS no longer will pay for All-Net Subscription
Stationery & Printing	3,000	2,075	2,500	
Advertising	500	0	500	
Auditor (2024-2028)	4,900	4,900	5,200	2026-\$5,200 / 2027-\$5,350 / 2028-\$5,500
Assessment	7,940	8,610	9,000	Was \$23.08 - will go to \$23.60 per parcel - 375 parcels
Assessment LARB \ CARB	1,000	455	1,000	Core is \$400 + 55 for per parcel
Legal	5,000	5,765	5,000	
Insurance	10,000	10,102	10,500	
Computer Support \ Website	2,500	3,288	3,200	
Meeting Room Fees - Fallis Hall Rent	1,200	1,200	1,200	
General Appreciation	500	-	500	
Tax Rebates & Discounts	-	6,483	-	
Bank Charges \ Penalties	250	211	250	
Land Title Charges	50	20	50	
Donation To Other Agency (STARS)	300	658	300	
Sub-Total Administration	143,455	149,365	148,981	3.85%
Election				
Salaries & Wages	4,000	5,388	-	
Advertising	500	-	-	
Goods & Supplies	500	500	-	
Census Costs	-	-	-	
Sub-Total Election	5,000	\$ 5,888	\$ -	
Medical				
Medical Clinic (LSA) (NEW)	-	-	2,500	May come out later
Sub-Total Medical	-	-	2,500	#DIV/0!
Public Works				
Salaries \ Wages (Supervisor) (2%)	75,000	71,513	76,575	2%
Salaries \ Wages (Banked)	3,200	3,316		
Salaries \ Wages (Summer Staff)(2024 Budgeted amount included in Supervisor Budget)	20,000	20,686	22,505	\$21/hr x 1080 + 4%HP
Payroll Deductions	7,400	7,751	8,000	
Payroll Vacation Accruals	3,200	3,063	4,595	Dustin is at 4% Jan 2026 / 6% Feb-Dec 2026
Payroll Employee Benefits	8,000	7,823	8,816	Increasing 10.2%
Phone Reimburse (PWM)	1,200	1,200	1,200	
Shop Phone (Telus)	1,600	1,462	1,600	
Public Works Consultant	-	-	0	
Shop Security	550	637	650	
Snow Removal \ Grading	1,000	525	1,000	
Gravel & Rehabilitation	8,000	6,424	8,000	
General Services	1,000	1,470	1,500	
Signs	1,000	1,407	1,000	
Parts, Supplies, Fuel, Equip Repair (includes Tires for Kubota 2026 - \$1,400)	17,000	19,015	18,000	
Shop Improvements	1,000	554	1,000	
Electrical	22,000	21,744	23,800	
Natural Gas	2,500	1,490	2,500	may be able to decrease - wait for actuals
Sub-Total Public Works	173,650	170,080	180,741	4.08%
Storm Water / Drainage				
General Supply - Culverts	500	-	500	
Storm Water Drainage Study	-	-	-	
Sub-Total Storm Water/Dainage	500	-	500	0%

S.V. OF SILVER SANDS - 2026 BUDGET



Municipal Taxes Collected 2025 Budget (Approved)	\$ 451,846	total of the Mun & Min Tax
Municipal Taxes Collected 2026 Budget (Draft)	\$ 476,479	updates automatically - total of Mun & Min Tax
Percentage Increase from prior year:	5.45%	updates automatically
Each % equates to:	\$ 4,518	updates automatically
\$ Increase from prior year:	\$ 24,633	updates automatically

	2025 BUDGET	2025 Actuals (December)	2026 DRAFT BUDGET	2026 NOTES
Lagoon / Sewer				
Lagoon/Sewer Capital				
Lagoon/Sewer Operating		1,012	0	
Sub-Total Lagoon / Sewer		1,012	-	
Waste Collection				
Waste	25,000	24,813	26,180	\$25,200 Contract / \$500 Fuel Surcharges / Additional Carts 160 x 3 \$480
Recycle	7,000	7,085	7,700	
Large Bin Clean Up	3,500	3,657	3,800	
Waste Commission (Hwy 43)	6,000	6,417	6,500	
Sub-Total Waste Collection	41,500	41,972	44,180	6%
Municipal Planning				
Development Officer	3,600	3,600	3,600	
Development Permit Fees	2,000	2,848	2,000	
Development Enforcement	2,000	1,176	4,000	
Planning (GC)	500	-	500	
General Planning Services (General MPS)	1,000	-	1,000	
Safety Codes Administration	2,493	2,493	2,500	COL
SDAB (Milestone Municipal Services)	300	300	300	
Sub-Total Municipal Planning	11,893	10,417	13,900	16.88%
Recreation & Parks				
Playground Maintenance	1,400	703	1,400	
Boat Launch	1,000	455	1,000	Includes annual Weed Harvesting
Tree Removal / Reserves	2,000	1,005	2,000	
Weed Inspection / Spraying	1,000	443	1,000	
Weed Harvesting LIAMS	7,500	8,680	7,500	
Library - YRL	1,017	1,017	1,200	
Library - Local (Darwell)	1,000	1,000	1,000	
Recreation (LSA)	500	500	500	
East End Bus	375	375	375	
FCSS (\$5,593)(\$987 admin)	6,580	6,876	6,880	
Canada Day Celebration	600	-	600	
Sub-Total Reception & Parks	22,972	21,054	23,455	2.10%
Emergency Services				
Fire Suppression	42,000	41,615	44,000	\$3,482.53 X 3 MONTHS = \$10,450.56 / \$3,657.70 X 9 \$32,919.30 / PLUS FIRE DISPATCH FEES \$600
Fire Incident Recovery	-	-	-	
Fire Volunteer Recruitment	-	-	-	
Disaster Services/Emergency	4,500	5,092	4,500	2025 Actuals included signage - stay at \$4,500
Directors of Emergency Management	5,000	3,205	5,000	
CPO/Bylaw/Enhanced RCMP	10,000	6,875	9,500	2026 CPO - \$786.78x12 months = \$9,441.36 (6 hours per month at \$131.13/hr)
Enhanced RCMP	-	4,600	5,000	2025 Agreement was to not exceed \$9,200 (approx 80 hours) / This agreement was for 2025 only & was in effect from May 1, 2025 to September 30, 2025 (have not been billed yet). Have included in the 2026 budget but unsure if SS wants to continue with the service. This is split with South View - \$115/h x 8 hours x 10 shifts = \$9,200 / 2 = \$4,600 (have set up as payable - have not received bill yet)
Provincial Policing (collect or fund balance under reserve account or from reserve account)	15,095	15,317	20,602	Have received 5-year budget plan from the Province. 2026 - 20,602. 2027 - \$24,272. 2028 - \$29,115. 2029 - \$34,695. 2030 - \$42,075.
Sub-Total Emergency Services	76,595	76,704	88,602	15.68%
Planned Reserve Contributions				
Provincial Policing	-	-	-	
Sustainability Reserve	10,037	10,037	10,539	
Tree Removal Reserve	844	844	887	
Snow Removal Reserve	563	563	592	
Legal Reserve	563	563	592	
Election Reserve	1,406	1,406	1,477	
SDAB/ARB Appeals	1,125	1,125	1,182	
MAP Review Reserve	525	525	552	
Lagoon Reserve	-	-	-	
Operating Reserve	-	-	-	
Roads Reserve	-	-	-	
Sub-Total Planned Reserve Contribution	15,063	\$ 15,063	\$ 15,821	5.03%

S.V. OF SILVER SANDS - 2026 BUDGET



Municipal Taxes Collected 2025 Budget (Approved)	\$ 451,846	total of the Mun & Min Tax
Municipal Taxes Collected 2026 Budget (Draft)	\$ 476,479	updates automatically - total of Mun & Min Tax
Percentage Increase from prior year:	5.45%	updates automatically
Each % equates to:	\$ 4,518	updates automatically
\$ Increase from prior year:	\$ 24,633	updates automatically

	2025 BUDGET	2025 Actuals (December)	2026 DRAFT BUDGET	2026 NOTES
Year-End Audit Accounts				
Annual Amortization		-		
Gain/Loss On Sale Of TCA		-		
Sub-Total Year-End Audit Accounts		-	-	
Special Projects				
2025 Flowering Rush ACP Grant (Silver Sands is Managing Partner)(2025/2026/2027)(2026 funds available)	165,471	30,543	40,000	Off-set on income side by grant and municipal contributions
Flowering Rush Municipal Contribution (\$1,000)(2025/2026/2027)(FUNDDED BY RESERVES)	-	1,000	1,000	
LSA County 2018 Rd Project (Repay over 3 Years 23/24/25)(LGFF Additional \$8,561 & Reserves \$16,092)	24,653	24,652	-	
Entrance Signs	2,000	-		
Septic Site Inspections	-	-		
Assessment Bylaw Review	1,500	-		
Firesmart	5,000	-		
Legal Review Fire Matters	-	-		
Status Change Summer Village vs. Village	10,000	626		
Technology Prevention/Risk	-	-		
Asset Management Plan (2026 - South View Lead)(FUNDDED BY RESERVES)		577	1,000	Led by South View ACP Grant - no financial commitment have allowed from incidentals
Privacy Management Program Template (2026 - Nakamun Park Lead)(FUNDDED BY RESERVES)			500	Led by Nakamun Park - all participants to split \$3,500 cost-share.
Sub-Total Special Project	208,624	57,400	42,500	-79.63%
Capital Projects				
2025 Projects transferred from 5-year Capital Plan (Have \$134,793 in capital grant funds for 2025)				
2025 Project - spruce crescent drainage	6,000	-		
2025 Project - landscaping upgrades	7,000	-		
2025 Project - walking trail upgrades	10,000	-		
2025 Project - bathroom in quonset	10,000	9,650		
2025 Project - playground upgrades (LGFF same application as Willow/Playground)	6,000	5,466		
2025 Project - Surveying all rear property lines where they meet reserve land for installing Municipal Reserve Land Identification signs (LGFF same application as Willow/Playground)	19,000	31,677		
2025 Project Proposed from meeting - Firesmart the reserves (take from above projects)		-		
2025 Project Speed Bumps (LGFF) (Motion 184-25)		13,099		
2025 Project Sea-Can/Fuel Tank (LGFF) (Motion 225-25)		4,779		
2026 Projects transferred from 5-year Capital Plan (Have \$159,988 in capital grant funds for 2026)				
2026 Project - Spruce Crescent - add/replace culverts, add & reshape ditches, easement needed between 11 & 12, regravel and reshape road - \$50,000 - 2026			50,000	
2026 Project - In order: Conifer, Poplar, Birch, Cedar, Alder, Willow - regravel, reshape roads - \$72,000 (do over 5 years per Dustin) Conifer \$12,000 - 2026			12,000	
2026 Project - Upgrade landscaping, including removing problem trees from Village Property, replanting with less invasive trees, planting grass, grinding stumps, etc - 2026			7,000	
2026 Project - Walking Trails Upgrades - 2026			10,000	
2026 Project - Park Shelter Facelift - \$5,000 - 2026 (was 2027 has been moved to 2026)			5,000	
2026 Project - Concrete Pad in Park Shelter - \$10,000 - 2026			10,000	
2026 Project - Reserve cleanup Poplar-Conifer - \$40,000 - 2026			40,000	
2026 Project - Outhouse - \$8,000 - 2026 (Have \$10,350K remaining in approved grant application) LGFF			8,000	Composting Toilet - Dustin to get costs
2026 Project - Diesel Fuel Tank \$6,221 (Have approved application from 2025) LGFF			6,221	2025 Project carried over
2026 Project - Quonset Driveway Repair - \$1,000-\$1,500 - 2026			1,500	
Sub-Total Capital Projects	58,000	64,671	149,721	158.14%
TOTAL	\$ 793,235	\$ 640,157	\$ 744,151	

Income Less Expenses - Surplus / (Deficit)	- \$ 22,388	-\$ 476,479
2026 Planned Reserve Contributions	15,821	
2026 Planned Use of Reserves (MAP Review, Special Projects)	3,525	
2026 Net Use of Reserves	\$ 12,296	

Forest Resource Improvement Association of Alberta



REQUEST FOR EXPRESSIONS OF INTEREST

REFERENCE:

FRIA – RFEI – FRIP FUNDS INITIATIVE – JANUARY 2026

Issue Date:	January 23, 2026
Closing Date/Time:	March 20, 2026 – 14:00 hrs (MST)
Information Call:	February 19, 2026 – 14:00 hrs (MST)
Submission Portal:	<u>https://friaa.ab.ca/program-submissions/</u>
Inquiry Email:	<u>admin@friaa.ab.ca</u>
Website:	<u>www.friaa.ab.ca</u>
Mailing:	Box 11094 Main Post Office Edmonton, AB T5J 3K4

1. INTRODUCTION

- 1.1 The Forest Resource Improvement Association of Alberta (“**FRIAA**”) is inviting the submission of expressions of interest (“**EOI**”) for the Forest Resource Improvement Program (“**FRIP**”) funds initiative (“**FFI**”). The following information outlines the intent of this request for expressions of interest (“**RFEOI**”) and provides instructions to prospective Applicants.
- 1.2 EOIs pursuant to the FFI are limited to a maximum expenditure of up to \$4,000,000 per project with completion terms of up to 10 years in duration from the commencement of the project.
- 1.3 This RFEOI is broad based, meaning it is open to FRIAA members and non-members, consultants, academic institutions, not-for-profit organizations and other organizations who can meet the requirements set out in the Project Grant Agreement included in the package.
- 1.4 Any project that meets the FRIP program eligibility criteria will be considered under this RFEOI.

2. PROGRAM BACKGROUND

- 2.1 FRIAA was established in 1997 to promote and initiate programs that enhance Alberta’s forest resources. In keeping with this primary purpose, FRIAA is committed to the administration and delivery of FRIP. The purpose of FRIP is to benefit all Albertans by:
 - (a) Enhancing the forest resources of Alberta;
 - (b) Promoting the enhanced management of the forest resources of Alberta;
 - (c) Improving the sustained yield of the forest resources of Alberta; and
 - (d) Promoting integrated resource management.
- 2.2 The type of work carried out under FRIP covers a wide range of activities related to operational field activities, inventory and planning, applied research, education and public awareness and others.
- 2.3 EOIs pursuant to the FFI cannot be eligible for funding under any other FRIAA funding model including the FRIAA FireSmart, Community Fireguard, Caribou Habitat Recovery, Wildfire Reclamation, Enhanced Reforestation of Legacy Disturbances programs, or any other existing FRIAA grant funding program.
- 2.4 Applicants are advised to pay careful attention to the information provided in this RFEOI. Failure to satisfy any term, condition or mandatory requirement of this RFEOI may result in rejection of the EOI.

3. EXPRESSIONS OF INTEREST REQUIREMENTS

- 3.1 EOIs must be clear and concisely describe the components of the proposed project, including each of the EOI Requirements set out in this section 3.
- 3.2 Applicants must use the Application Template provided in this RFEOI package.

3.3 Provide the following information where indicated on the first page (cover page) of the Application Template:

- (a) Applicant organization and mailing address;
- (b) the name, title and contact information of the individual(s) authorized to represent the Applicant and commit the Applicant to the execution of a Project Grant Agreement;
- (c) the name, title and contact information of the individual who will manage the project;
- (d) project title, term and the total amount of funding requested;
- (e) indicate if you participated in the Information Session, detailed in Section 7 of this RFEOI;
- (f) briefly describe your understanding of the proposed project; and
- (g) the Authorized Representative must sign the Application Template. Signing the Application Template binds the Applicant to the terms and conditions attached thereto.

3.4 **Project Objectives.** Describe the project objectives. Demonstrate the Applicant's understanding of the requirements presented in this RFEOI and how the proposed project aligns with these requirements.

3.5 **Project Background.** Describe background information and context relevant to the proposed project and its development. Describe prior project phases and other projects funded by FRIP or otherwise, that relate to the proposed project.

3.6 **Project Work Plan and Methodology.** Prepare a work plan and methodology to be used. This should include a description of the eligible activities proposed (see Program Description for eligible activities). Adequate detail must be provided so it is clear what activities are taking place and how they will be carried out. The work plan and project budget should be clearly linked.

3.7 **Project Outcomes and Deliverables.** Describe the Applicant's understanding of the expected outcomes and deliverables for the proposed project.

3.8 **Company Responsibility.** Describe how the proposed work is over and above any regulatory or legislative requirements that the Applicant must comply with. The project objectives must not absolve forest companies or the government of their respective responsibilities for sustained yield forest management.

3.9 **Project Timeline.** Provide a table that describes projected start dates, major milestones and project completion.

3.10 **Price and Budget.** Provide a maximum price to complete the proposed project. The proposed budget must include a cost breakdown with sufficient details to demonstrate an understanding of the various steps to complete the project.

- (a) Generalized administration fees, contingency fees, eligible GST, and “percentage markup” will not be accepted on a stand-alone basis and should be included into the maximum price.
- (b) GST may be claimed on subcontractors and third-party invoices; however, Applicant resources are covered by grant funding (no GST is charged).

3.11 **In-Kind Activities.** Include a description of the leverage by way of in-kind contributions of labour, or other resources by the Applicant. Previously completed work, or projects being funded under other FRIAA programs are not considered “in-kind”. The proposed budget cannot include FRIAA funds to be used for existing staff or resources of the Applicant.

4. EOI EVALUATION

- 4.1 EOIs will be evaluated by a Review Panel (the “**Panel**”) based on the EOI Adjudication Criteria and the requirements set out in this RFEOI, the completion of the Application and available funding.
- 4.2 EOIs submitted to FRIAA shall be ranked by the Panel based on the following criteria and the EOI Requirements set out in Section 3.
- 4.3 EOIs must contemplate the carrying out of one or more Eligible Activities as defined in the FRIP Program Description. Any activities related to the following items are not eligible for funding:
 - (a) facility construction, improvement or operations;
 - (b) product research and development;
 - (c) road construction, repair and maintenance;
 - (d) the purchase of any capital assets; and
 - (e) project work carried out prior to project approval unless, in FRIAA’s sole opinion, justified for operational circumstances.
- 4.4 Projects will not require company sponsorship, as per the program description. However, Applicants may seek additional funding above the \$4 million per project maximum through additional company sponsorship. This should be clearly identified in the proposed budget.
- 4.5 FRIAA members will only be able to access the FFI if they have no funds remaining for sponsorship within their allocation. Funding maybe provided so long as they use their allocation of funds first and outstanding balance of the project can then be funded through the FFI.
- 4.6 The expenses set out in the EOI must be reasonable in all the circumstances and must not exceed the fair market value of the goods and services being provided.
- 4.7 The EOI must not be contrary to the provisions of relevant regulations or legislation or the objects of FRIAA, or FRIAA’s bylaws, including but not limited to the following:
 - (a) any work that, in the opinion of FRIAA is, a responsibility of a disposition holder or constitutes a subsidy to the forest industry, energy industry or other industry; and
 - (b) must not, in the opinion of FRIAA, have a significant adverse impact on other forest resources or the environment as a whole and the Applicant must agree to carry out the proposed project in an environmentally responsible manner.
- 4.8 The Applicant must be able to complete the proposed project economically and efficiently and in considering this criterion, FRIAA may take into account any factor that is relevant in FRIAA’s opinion, including without limitation:
 - (a) the Applicant’s experience in performing such projects,

- (b) the availability of resources to the Applicant,
- (c) the amount of leverage by way of in-kind contributions of labour, equipment or other resources by the Applicant that are directly applicable to the proposed project, and
- (d) whether the Applicant has in the past complied with the *Forest Resources Improvement Regulation* and other requirements and obligations as determined by FRIAA including making prompt payment of all required timber dues and FRIAA dues and fees.

4.9 EOIs that leverage FRIAA funds with funds from other sources to complete the proposed project or associated with the proposed project will be prioritized.

4.10 Only projects providing benefits to Albertans in terms of the enhancement of public forest resources or the understanding of forest resources or their management will be considered.

4.11 Projects that involve local communities, including Aboriginal communities and organizations, will be favoured.

5. FOREST RESOURCE IMPROVEMENT PROGRAM DESCRIPTION

5.1 The full text of the Program Description for the FRIP is available on FRIAA's website (www.friaa.ab.ca).

6. LEGAL NOTICE

6.1 By submitting an EOI, you confirm that you have read, understand and accept the information contained in this RFEI and, that each of you, the Applicant and all individuals and entities that collaborate or are otherwise involved in the preparation of the RFEI or the delivery of the proposed project (“**Project Partners**”) agree as follows:

- (a) FRIAA may at any time withdraw, suspend, cancel, terminate, amend or alter all or any portion of this RFEI, including but not limited to the EOI Requirements and the EOI Adjudication Criteria.
- (b) FRIAA will, in its sole discretion, determine which EOIs, if any, will be accepted and approved for funding under the FFI, and how much funding to allocate for approved EOIs.
- (c) FRIAA reserves the unqualified right to accept or reject any or all EOIs for any reason. FRIAA is not required to accept any EOIs, or the highest ranking EOI, nor is it required to accept any EOI for advancement to the full project proposal stage.
- (d) FRIAA’s evaluation of the EOIs may be based on, but is not in any way limited to, the criteria set out in this RFEI. FRIAA may consider any criteria determined by FRIAA to be relevant to FRIAA’s mandate, regardless of whether such additional criteria have been disclosed to the Applicant.
- (e) No conduct, act or omission of FRIAA, or its directors, officers, consultants, project advisors, members, agents, servants and their respective successors and assigns (collectively the “**FRIAA Parties**”) other than a written notice to the Applicant signed by an authorized person for FRIAA, will constitute an acceptance of an EOI.

- (f) EOIs that do not comply with the requirements described in this RFEOI may be rejected in whole or in part or not considered. FRIAA reserves the unqualified right to accept or reject a non-compliant EOI.
- (g) This RFEOI is an invitation for EOIs only. It is not an offer and the submission of an EOI does not create a contract or agreement of any kind between FRIAA and the Applicant.
- (h) Acceptance of an EOI does not create a binding contract between FRIAA and the Applicant. FRIAA shall not be obligated in any manner whatsoever to any Applicant until a written agreement between FRIAA and the Applicant (“**Project Grant Agreement**”) has been duly executed relating to an approved EOI.
- (i) As between the parties, the EOI and all documents and materials you submit to FRIAA in connection with the EOI and this RFEOI and all intellectual property in and to the foregoing are the exclusive property of FRIAA immediately upon delivery to FRIAA. Intellectual property developed during the course of the project will be addressed through the Project Grant Agreement.
- (j) You, the Applicant and any Project Partners will keep this RFEOI confidential and will not use, reproduce or distribute it, any portion of it, or any data, information, drawings, or specifications included in or provided with it except as necessary to prepare an EOI to FRIAA in response to it or to apply for additional third party funding for the project.
- (k) You, the Applicant and any Project Partners will not make a claim against FRIAA or the FRIAA Parties for any reason whatsoever relating to this RFEOI. You are undertaking the expenditures required to prepare and submit an EOI entirely at your own risk, and you waive any right and release FRIAA and the FRIAA Parties from any demands, liability, claim or recovery for costs, expenses, or damages incurred whatsoever and howsoever arising out of or relating to this RFEOI or any EOI prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.
- (l) FRIAA takes no responsibility for the accuracy of the information supplied during this RFEOI process by FRIAA or the FRIAA Parties.
- (m) Neither FRIAA nor any of the FRIAA Parties will have any liability whatsoever to you, the Applicant, or any Project Partners, or any of them, in connection with this RFEOI or any EOI prepared in response to it.
- (n) All matters of administration and accountability for a project shall be the sole responsibility of the Applicant.

7. INFORMATION SESSION

- 7.1 FRIAA will hold an Information Session to address questions that may arise with respect to this RFEOI on **February 19, 2026 at 2:00 p.m. (MST)**. Contact details, the time of, and how to participate in the Information Session are included in the RFEOI documents and will be posted on FRIAA’s website. Interested Applicants are strongly encouraged to participate. Applicants are encouraged to request

clarifications and submit any pre-questions in writing regarding this RFEОI, **by 10:00 a.m. (MST) on February 17, 2026**, to admin@friaa.ab.ca.

7.2 Additional questions related to this RFEОI will be accepted until **10:00 a.m. (MST) on March 16, 2026** to admin@friaa.ab.ca.

8. EOI SUBMISSIONS

8.1 EOIs may be submitted on FRIAА’s website portal at: <https://friaa.ab.ca/program-submissions/>. In the Submission Portal, select “**RFEОI – FFI -January 2026** as the application opportunity.

8.2 Only documents formatted in PDF will be accepted.

8.3 EOI submissions must include a completed Application using the Application Template provided.

8.4 EOIs sent directly to any FRIAА representatives will not be accepted, unless the applicant is unable to submit through the portal then FRIAА is willing to accept via email to admin@friaa.ab.ca.

9. DEADLINE FOR EOIs

9.1 **DEADLINE FOR EOIs:** Only those EOIs received prior to **2:00 p.m. (MST) on March 20, 2026**, will be accepted for evaluation. EOIs received any time thereafter will not be accepted for evaluation.

9.2 FRIAА is not responsible for EOIs that are not received as the result of technological issues, attachment size or any other logistical barrier which may impede electronic submission.

10. NEXT STEPS

10.1 Applicants whose EOIs are selected by the Panel will be invited to submit a full project proposal to FRIAА. Further information regarding full project proposal submissions, including evaluation criteria and timelines, will be made available at the time full project proposal invitations are made.

10.2 Applicants whose EOIs are not short-listed for full project proposal invitation will be notified when the RFEОI review process is completed. Applicants who wish to receive feedback regarding their EOI can set up a short debrief phone call with FRIAА. Information about arranging this discussion will be provided in the notification letter.

FRIAA FRIP Request for Expressions of Interest (RFEOI)

FRIP Funds Initiative – January 2026



Q&A Information Session

Date: **February 19, 2026**

Time: **2:00pm MST**

[**Join the meeting now**](#)

Meeting ID: 215 233 801 796 90

Passcode: 5cD29Sd2

Dial in by phone

[+1 587-747-4334,,686033153#](tel:+15877474334) Canada, Calgary
[\(877\) 252-9279,,686033153#](tel:+18772529279) Canada (Toll-free)

Phone conference ID: 686 033 153#

Join on a video conferencing device

Tenant key: 612122899@t.plcm.vc

Video ID: 118 162 069 7

- Interested Applicants are highly encouraged to participate in the Q & A Information Session.
- Applicants are encouraged to pre-submit questions by 10:00 a.m. MST February 17, 2026 to admin@friaa.ab.ca.
- Additional questions maybe submitted after the info call and will be received until March 16, 2026 at 10:00 am MST.

Instructions:

- THE CALL WILL START PROMPTLY AT 2:00 p.m. on Thursday, February 19, 2026.
- Participants can enter the conference call a few minutes prior to 2:00 p.m. by following the link or entering the Meeting ID# and passcode into the Join Meeting login.

Agenda: (subject to change)

1. Introduction
 - a. FRIAA FRIP Program Administrators: Jennifer Martin.
 - b. Please send an email with your name, title and organization to admin@friaa.ab.ca within 24 hours after the teleconference to confirm your participation and contact details. This will allow us to notify you if we have additional information to share.
2. FRIP Funds Initiative (Open Funds)
 - a. What is a FRIP Funds Initiative and what are open funds?
3. Elements of a Successful RFEOI
 - a. Address all information requested in the RFEOI document.
 - b. Use the provided RFEOI Application Form & Template.
4. RFEOI Process
 - a. RFEOI Due – March 20, 2026, 2:00 p.m. MST.
 - b. Successful Applicants will be invited to submit a more detailed proposal through a Request for Proposals (RFP).
5. Questions from Applicants

FOREST RESOURCE IMPROVEMENT PROGRAM

PROGRAM DESCRIPTION

DEFINITIONS

1.01 Definitions:

- (a) "Applicant" means an applicant to FRIAA for FRIAA Funds by submitting a Proposal;
- (b) "Project Administrator" means an Applicant who has obtained Project approval from FRIAA, and shall include a Sponsor, where applicable;
- (c) "Association" or "FRIAA" means the Forest Resources Improvement Association of Alberta;
- (d) "Committee" means the Appeal Committee;
- (e) "Approval" means the written approval on terms provided by FRIAA, used to implement an approved Proposal;
- (f) "Eligible Activity" means an activity related to timber and non-timber resources that enhances the forest resources of Alberta and that is not the existing tenure, regulatory or legislative responsibility of any timber disposition holder and includes, but is not limited to, activities such as intensive silviculture, inventory, research, genetics, and/or training and education directly related to these activities. Any activity related to:
 - (i) facility construction, improvement or operations,
 - (ii) product research and development,
 - (iii) road construction, repair and maintenance,
 - (iv) the purchase of any capital assets, or
 - (v) project work carried out prior to project approval unless, in FRIAA's sole opinion, justified for operational circumstances is not an Eligible Activity;
- (g) "FRIAA" means the Forest Resource Improvement Association of Alberta;
- (h) "FRIAA Funds" means the funds FRIAA has available for projects arising out of the FRIAA dues collected in accordance with applicable FRIAA bylaws;
- (i) "FRIP" means the within Forest Resource Improvement Program;
- (j) "Member" means a member of FRIAA;
- (k) "Project" means an approved Proposal under FRIP;

- (l) "Proposal" means a plan, involving one or more Eligible Activities, which is specific in nature, outlining the work being considered for approval under FRIP.
- (m) "Sponsor" means a contributor of FRIAA dues, who sponsors and supports in writing the Proposal of an Applicant;

PROGRAM PURPOSE

2.01 The purpose of FRIP is to enhance the forest resources of Alberta for the interest of all Albertans. The Program does not absolve members or government of their respective responsibilities for sustained yield forest management; rather, it encourages activities that are above and beyond required forest management functions.

2.02 Activities related to timber and non-timber forest resources are eligible under FRIP if they enhance the forest resource and are not the responsibility of a timber disposition holder.

FRIAA REVENUE

3.01 FRIAA Funds are assessed and collected by FRIAA in accordance with regulation and with the bylaws or policies of FRIAA. Funds collected by FRIAA are under the direct control of FRIAA and are to be used to support the FRIP program purposes.

3.02 FRIAA shall maintain all books of account and records relating to the FRIAA Funds and shall distribute FRIAA Funds only in accordance with FRIAA policies and objectives, Approvals, regulations and legislation.

PROJECT APPROVAL

4.01 An Applicant may submit a Proposal for a FRIP Project to FRIAA in accordance with the policies and objectives of FRIAA.

4.02 FRIAA shall evaluate the Proposal using the following criteria:

- (a) the expenses of the Proposal must be reasonable in all the circumstances, including, with respect to the benefit, enhancement, or improvement of the forest resource, and must not exceed the fair market value of the goods and services being provided;
- (b) the Proposal must not be contrary to the objects of FRIAA, the bylaws, or the provisions of relevant regulations or legislation;
- (c) the Proposal, must in the opinion of FRIAA, enhance, improve or benefit at least one forest resource;
- (d) the Proposal must not, in the opinion of FRIAA, have a significant adverse impact on other forest resources or the environment as a whole;

- (e) the Proposal must be an Eligible Activity;
- (f) favourable regard will be had to a Proposal which demonstrates FRIAA Funds will be for the benefit of the area or community from which the funds were initially generated;
- (g) A Proposal should demonstrate the Applicant is able to complete the proposed Project economically and efficiently, and in so determining, FRIAA may take into consideration the Applicant's proximity to the location of the Project, the Applicant's experience in performing such projects, the availability of resources to the Applicant, whether the Applicant has in the past complied with regulations including making prompt payment of all required timber dues and FRIAA Funds;
- (h) A Proposal must be made by either a Member, or have the written support of one or more Sponsors; and
- (i) All matters of administration of, and accountability for, a Project shall be the sole responsibility of the Applicant;
- (j) Notwithstanding (i), above, where the Applicant is not a Member, the Applicant, the Sponsor or Sponsors, and each of them, shall be jointly and severally responsible and accountable for ensuring the Project is completed in accordance with the terms and in accordance with the Approval.

4.03 Where a Proposal includes work that is, in the opinion of FRIAA, the responsibility of a timber disposition holder, only that portion of the Proposal that is not the responsibility of a timber disposition holder is eligible for funding under FRIP.

4.04 FRIAA shall not approve any applications or Proposal that, in its reasonable opinion and having regard to all the circumstances, has the effect of providing subsidies to the forest products industry, and will therefore require all applications and Proposals comply with FRIAA objectives, policies, the FRIP Program purpose, and the criteria set out in Article 4.02 herein.

4.05 FRIAA's Approval of a Proposal shall be limited to availability of funds for the Proposal; available funds shall not exceed the amount of FRIAA dues which have been paid by the Applicant or Sponsor, or both in the aggregate, less any amount required in the administration of FRIAA and its Programs and any amounts allocated to previously approved Projects of the Applicant or Sponsor.

4.06 For the purposes of calculating the available funds, described in Article 4.05, FRIAA dues paid by an Applicant or Sponsor shall be those FRIAA dues which were contributed by the Applicant or Sponsor in the thirty-six (36) months prior to the date of submission of a Project for Approval.

4.07 Where FRIAA approves a Proposal, an Approval shall be prepared and forwarded by FRIAA to the Approved Contractor for execution outlining the terms and conditions of FRIAA to implement the Proposal.

4.08 The terms and conditions of Approval, as well as the Proposal shall be included in the Approval.

4.09 The Approval shall address:

- (a) the total maximum amount payable under the Approval;
- (b) a schedule of reasonable and justifiable payments under the Approval;
- (c) the terms and conditions of the Proposal;
- (d) any other terms and conditions required by FRIAA;
- (e) any other conditions that are necessary to carry out the Project, including audit procedures and reporting requirements.

4.10 Where FRIAA does not issue an Approval in respect of a Proposal, FRIAA shall state which of the criteria set out in Article 4.02 were considered under the circumstances in its response to the Applicant.

USE OF FUNDS

5.01 Any amounts payable under an Approval shall be used exclusively by an Approved Contractor for Projects approved by FRIAA in accordance with the Approval.

5.02 FRIAA Funds shall not be made available, and shall not be used, for the purchase of any capital asset.

5.03 Use of funds for any purpose other than that described in Articles 5.01 or 5.02, above, by the Approved Contractor, creates a right in FRIAA to immediately terminate the Approval with the Approved Contractor, and a right to immediate return of any amounts paid or payable in respect to such Approval and Project.

5.04 All FRIAA Funds advanced or paid, or payments otherwise made by FRIAA, prior to the completion of a Project in accordance with its approved terms and conditions, shall be advances, and shall not be considered earned until completion of the Project.

5.05 All FRIAA Funds advanced prior to the completion of the Project are deemed to be held in trust by the Applicant or Sponsor until FRIAA has acknowledged in writing to the Applicant or Sponsor that the Project is completed in accordance with the terms of the Approval by FRIAA.

5.06 All FRIAA Funds advanced prior to the completion of a Project in accordance with the Project shall be returned to FRIAA in the event of:

- (a) termination of the Project by FRIAA, or
- (b) the requirement of Article 5.04 is not satisfied, or
- (c) otherwise as may be provided by the Program or the terms of the Project or Proposal.

REPORTING AND AUDIT REQUIREMENTS

6.01 An Approved Contractor shall provide any information whatsoever that FRIAA requests respecting any Proposal, Project or request for FRIAA Funds, and this provision shall be a requirement of the Approval.

6.02 Without limiting the generality of the forgoing, FRIAA may request and shall receive from any Approved Contractor:

- (a) a report from an independent, qualified accountant, in accordance with the *Canadian Institute of Chartered Accountants' Handbook*;
- (b) performance of an audit, or prompt, complete responses to audit inquiries or requests;
- (c) financial reports co-ordinated to FRIAA's fiscal year end for each Project detailing how much has been spent for the specific Project and how much remains by approved cost categories;
- (d) the submission of technical reports, co-ordinated to the Approved Contractor's fiscal year end for each Project summarizing the work that has been completed and what remains to be done;
- (e) an end of Project technical report summarizing the results of the Project.

6.03 FRIAA shall conduct random audits on Projects and shall conduct random sample audits and post-Project audits from time to time as may be considered appropriate or expedient at the sole discretion of FRIAA.

APPEAL

7.01 FRIAA shall appoint a Committee consisting of not fewer than three persons, one of whom shall be designated as the chairman of the Committee.

7.02 In the event there is disagreement between the Approved Contractor and FRIAA regarding the application of FRIP or any matter arising as a result of the Approval, either party may request an appeal or review and resolution of the matter in writing to the Committee,

which review or appeal shall be conducted in accordance with the procedures and policies of the Committee, and in particular, the Appeal Policy of FRIAA.

APPROVAL REVIEW & ADMINISTRATION

8.01 In the event an Approved Contractor is in breach of or otherwise fails to perform, for any reason whatsoever, any provision or term or condition of an Approval, or is in contravention of any policy or rule of FRIAA, FRIAA may, in its sole discretion, do one or more of the following in addition to any other rights it may have at law or otherwise:

- (a) terminate any and all agreements with the Approved Contractor;
- (b) suspend or cancel membership in FRIAA;
- (c) demand and be entitled to receive from the Approved Contractor any and all paid, disbursed and undisbursed funds advanced by FRIAA on account of any Project or pursuant to any Approval;
- (d) withdraw Approval of a Project at any stage of the Project;
- (e) commence any action or take any steps that FRIAA may consider just or appropriate in the circumstances.

8.02 In the event of the death of an individual Approved Contractor (the "Deceased") prior to the completion of the Project, the estate or personal representative of the Deceased may, upon meeting the reasonable requirements of FRIAA, complete the Project in accordance with the Approval entered into regarding that Project.

8.03 In the event of the appointment of a receiver over the assets and affairs of an Approved Contractor, FRIAA may allow, in its sole discretion, the receiver to carry out the terms of the Approval prior to receivership, provided always the receiver be obligated to the same extent and in the same manner as the Approved Contractor. Further, FRIAA may, in its sole discretion, allow FRIAA Funds to be utilized by the receiver of an Approved Contractor in a manner that is in accordance with the bylaws, rules and policies of FRIAA, as well as any applicable agreement, all as if the receiver is the original Approved Contractor of the FRIAA Funds.



Forest Resource Improvement Association of Alberta

P.O. Box 11094, Main Post Office,
Edmonton, Alberta T5J 3K4

Attn: FRIAA Administrator
Submissions Portal: <https://friaa.ab.ca/program-submissions/>
Website: <https://friaa.ab.ca>

Submission Deadline: March 20, 2026 – 2pm MST

FRIAA FOREST RESOURCE IMPROVEMENT PROGRAM

Request for Expressions of Interest - Application Template

FRIAA - FRIP FUNDS INITIATIVE: January 2026

Applicant Information

Applicant Organization (Legal name):			
Mailing Address:			
Authorized Representative (name and title of signing authority):		Phone:	
		Email:	
Project Manager (name and organization / company):		Phone:	
		Email:	

Project Information

Project Title:			
Term of Project:	(Click to select DD/MM/YYYY) to (Click to select DD/MM/YYYY)		
Amount of Funding Applied for:			

Indicate if the Applicant participated in the Information Session on February 19, 2026.

Yes / No

Briefly describe the project proposed – (this description may be posted on FRIAA's website and in other communication material)

Acknowledged by Applicant

The Applicant acknowledges having read and agreed to the terms and conditions described in the Forest Resource Improvement Program, Project Grant Agreement Template Nov 17, 2025 – to which this Application under the FRIAA FRIP (the “Program”) and the Request for Expressions of Interest (the “RFEI”) is made subject. The Applicant acknowledges and agrees that by its submission of this Application it shall be bound by the terms and conditions of the Program, and FRIAA’s policies, procedures, protocols and guidelines. The Applicant also acknowledges and agrees that this Application may be accepted by FRIAA on further terms or conditions, which shall be binding on the Applicant and that acceptance of this Application does not represent a commitment by FRIAA to fund the activities proposed herein.

Authorized Representative (as named above)

Date

*Please replace all underlined text with information relevant to your application. Please keep your application to a maximum of 12 pages.

1. Project Objectives

Provide a general overview and describe the objectives of the project. Identify how the results will be applied to practice. Demonstrate the Applicant's understanding of the requirements presented in this RFEFOI and how the proposed project aligns with these requirements. These objectives should outline how your project specifically relates to the purposes of FRIP, which are to:

- Enhance the forest resources of Alberta;
- Promote the enhanced management of the forest resources of Alberta;
- Improve the sustained yield of the forest resources of Alberta; and
- Promote integrated resource management.

2. Project Background

Describe background information and context relevant to the proposed project and its development. Describe prior project phases and other projects funded by FRIP or otherwise, that relate to the proposed project. This section is intended to introduce the context of the proposed project. For research projects, describe relevant references.

3. Project Work Plan and Methodology

Describe the project workplan and methodology to be used. This should include a description of the eligible activities proposed (see the FRIP Program Description available on FRIAA's [website](#) for eligible activities). Adequate detail must be provided so it is clear what activities are taking place and how they will be carried out. For research projects, describe the research methods, design and outline what has been done by the applicant to date in the way of a scientific review or independent peer review to assess sound experimental design and methodology. The work plan and project budget should be clearly linked.

4. Project Outcomes and Deliverables

Describe your understanding of the expected outcomes and deliverables for the project. Describe how they will be made available to FRIAA, stakeholders and to the public. Any anticipated project outcomes can also be illustrated in this section.

5. Company Responsibility

Describe how the proposed work is over and above any regulatory or legislative requirements that you must comply with. The project objectives must not absolve forest companies or the government of their respective responsibilities for sustained yield forest management.

6. Project Timeline

Provide a table that describes projected start dates, major milestones and project completion.

7. Price and Budget

Describe the project budget with sufficient detail to demonstrate your understanding of the various phases or tasks to complete the project. Please add or remove items as needed.

Activity Type	Description	Unit Quantity	Unit Type	Unit Price	Total
Project Expenses					
Phase 1	<u>Task #1</u>	x.x	hour	\$ x.x	\$ x.x
	<u>Site Visit</u>	XX	each	\$ x.x	\$ x.x
	<u>Task #2</u>	x.x	hectare	\$ x.x	\$ x.x
	<u>Subcontractor #1</u>	x.x	hectare	\$ x.x	\$ x.x
	<u>Subcontractor #2</u>	x.x	xx	\$ x.x	\$ x.x
Phase 2	<u>Quality Control and Assurance</u>	x.x	hour	\$ x.x	\$ x.x
	<u>Equipment #1</u>	<u>x.x</u>	<u>day</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
	<u>Equipment #2</u>	<u>x.x</u>	<u>day</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
	<u>Project Manager #1 (Name)</u>	<u>x.x</u>	<u>hour</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
	<u>Project Personnel #1 (Name)</u>	<u>x.x</u>	<u>hour</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
		<u>x.x</u>	<u>%</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
				Total Project Budget	<u>\$ x.x</u>
In-kind Services	<i>*Not to be included in total project budget</i>				
	<u>Project Manager #2 (Name)</u>	<u>x.x</u>	<u>hour</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
	<u>Project Personnel #1 (Name)</u>	<u>x.x</u>	<u>hour</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
	<u>Project Personnel #2 (Name)</u>	<u>x.x</u>	<u>hour</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
	<u>Vehicle</u>	<u>x.x</u>	<u>kms</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
	<u>Quality Control and Assurance</u>	<u>x.x</u>	<u>hour</u>	<u>\$ x.x</u>	<u>\$ x.x</u>
Sub-total					\$ x.x

8. In-Kind Activities

Describe and estimate the value of any in-kind resources that apply directly to the proposed activities.

S.V. OF SILVER SANDS - 2025 BUDGET



Income Function	2025 BUDGET	2025 Actuals (December)	Variance	% of function
Taxation Income				
Municipal Tax	312,442	312,605	-163	100%
School Foundation Tax	195,913	196,016	-103	100%
Minimum Tax (\$1,109 - 2024)(\$1,172 - 2025)	139,404	140,413	-1,009	99%
Senior Foundation Tax	17,212	17,221	-9	100%
Designated Industrial Tax	28	28	0	100%
Sub-Total Taxation	664,999	666,283	-1,284	100%
Grant & Reserve Funding Income				
Operating Grant - LGFF Operating	17,122	17,122	-	100%
Operating Grant - Canada Day (apply annually)	600	-	600	0%
Operating Grant - FIRESMART/FRIAA	-	-	#DIV/0!	
Operating Grant - Canada Summer Jobs (apply annually)	-	-	#DIV/0!	
Capital Grant - MSI-C / LGFF	-	-	#DIV/0!	
Capital Grant - CCBF	-	-	#DIV/0!	
Special Projects Funding (from reserves or from grant \$ in deferred revenue or from Grant Deposits)	18,500	-	18,500	0%
Special Projects Funding- Flowering Rush (from reserves or from grant \$ in deferred revenue or from Grant Deposits)	164,471	31,543	132,928	19%
Capital Projects Funding (from reserves or from grant \$ in deferred revenue)	58,000	64,671	-6,671	112%
Transfers from Reserves (2018 LSA Road)(2023/2024/2025 - under agreement \$24,653 per year repayment)	16,092	16,092	-	100%
Sub-Total Grant & Reserve Funding	274,785	129,428	145,357	47%
Other Income				
Other Income (Lease for 7 RV Lots)(Fire Reimburse Onoway)	1,400	289	1,111	21%
Penalties on Taxes	7,500	11,532	-4,032	154%
Bank Income	12,000	13,558	-1,558	113%
Sub-Total Other Income	20,900	25,379	-4,478.63	121%
Admin Income				
Admin - Sales of Good and Services	500	4,036	-3,536	807%
Admin - Tax Certificates	700	2,075	-1,375	296%
Admin - NSF Fees	-	-	#DIV/0!	
Admin - Reserve Transfer	-	-	#DIV/0!	
Admin - Reserve Transfer (Elections)	5,000	5,000	-	100%
Sub-Total Admin Income	6,200	11,111	-4,911	179%
Bylaw/Emergency Services Income				
Bylaw/Emergency Services - Fines	-	179	-179	0%
Bylaw/Emergency Services - Fire Incident Recovery	-	-	0	#DIV/0!
Transfer from Reserves - Provincial Policing	4,803	4,803	0	100%
Sub-Total Bylaw/Emergency Services	4,803	4,982	-179	104%
Utilities Income				
Utilities - Fortis Franchise Fees	5,500	5,553	-53	101%
Sub-Total Utilities Income	5,500	5,553	-53	101%
Public Works Income				
Public Works/Roads - Services Billed Out	-	0	#DIV/0!	
Public Works/Roads - Sales of TCA	-	0	#DIV/0!	
Public Works/Roads - Transfer from Reserves	-	0	#DIV/0!	
Public Works Banked Time - Transfer from Reserves	3,200	3,200	0	100%
Public Works - Recycling Offset - Circular Materials	9,000	9,295	-295	103%
Sub-Total Public Works Income	12,200	12,495	-295	102%

S.V. OF SILVER SANDS - 2025 BUDGET



	2025 BUDGET	2025 Actuals (December)	Variance	% of function
Sewer/Water/Drainage Income				
Sewer/Water/Drainage - Transfer from Reserves	-	-	-	#DIV/0!
Sub-Total Sewer/Water/Drainage	-	-	0	#DIV/0!
Planning & Development Income				
Planning & Development - Safety Codes Permit Fees	2,000	2,433	-433	122%
Planning & Development - Development Permit Fees	2,000	3,825	-1,825	191%
Planning & Development - SDAB Appeal Fees		0	#DIV/0!	
Planning & Development - Transfer from Reserves		0	#DIV/0!	
Sub-Total Planning & Development	4,000	6,258	-2,258	156%
Parks & Recreation Income				
Parks & Recreation - Grant FCSS	5,501	5,501	0	100%
Parks & Recreation - Grant FCSS		0	#DIV/0!	
Parks & Recreation - Grant FCSS		0	#DIV/0!	
Parks & Recreation - Weed Harvesting (LIAMS)	7,500	8,680	-1,180	116%
Parks & Recreation - Transfer from Reserve				
Sub-Total Parks & Recreation	13,001	14,181	-1,180	109%
Requisitions Collected by Municipality (offset)				
Requisitions - Senior Foundation	-	17,212	-17,212	-0
Requisitions - Over\Under Utilized Levy		-	0	
Requisitions - School Foundation	-	195,913	-195,913	0
Requisitions - Over\Under Utilized Levy		-	0	
Requisitions - Designated Industrial	-	28	-28	0%
Requisitions - Over\Under Utilized Levy				
Sub-Total Requisitions	-	213,153	-213,125	-28
Net Revenue for Municipal Purposes	\$ 793,235	\$ 662,545	\$ 130,690	84%

S.V. OF SILVER SANDS - 2025 BUDGET



Expense Function	2025 BUDGET	2025 Actuals (December)	Variance	% of function
Council				
Council Meeting Fees	17,000	12,075	4,925	71%
Council Deductions	-	-	0	#DIV/0!
Council Monthly	5,400	5,400	0	100%
Council Travel \ Subsistence	6,000	3,765	2,235	63%
Council SVLSACE	1,750	1,716	34	98%
Council Development	5,000	3,158	1,842	63%
Council Integrity Commissioner	833	417	416	50%
Sub Total Council	35,983	26,531	9,452	74%
Administration				
Administration Contract	82,115	82,115	0	100%
Employee Benefits	8,000	1,195	6,805	15%
W.C.B.	3,900	8,000	-4,100	205%
Travel & Subsistence	3,200	3,914	-714	122%
Conventions/Training	1,000	1,944	-944	194%
Postage \ Phone \ Storage	5,600	853	4,747	15%
Memberships	2,500	5,125	-2,625	205%
Stationery & Printing	3,000	2,452	548	82%
Advertising	500	2,075	-1,575	415%
Auditor	4,900	0	4,900	0%
Assessment	7,940	4,900	3,040	62%
Assessment LARB \ CARB	1,000	8,610	-7,610	861%
Legal	5,000	455	4,545	9%
Insurance	10,000	5,765	4,235	58%
Computer Support \ Website	2,500	10,102	-7,602	404%
Meeting Room Fees - Fallis Hall Rent	1,200	3,288	-2,088	274%
General Appreciation	500	1,200	-700	240%
Tax Rebates & Discounts	-	6,482	-6,482	#DIV/0!
Bank Charges \ Penalties	250	211	39	84%
Land Title Charges	50	20	30	40%
Donation To Other Agency (STARS)	300	658	-358	219%
Sub-Total Administration	143,455	149,364	-5,909	104%
Election				
Salaries & Wages	4,000	5,388	-1,388	135%
Advertising	500	-	500	0%
Goods & Supplies	500	500	-	100%
Census Costs	-	-	-	#DIV/0!
Sub-Total Election	5,000	5,888	-\$ 888	118%
Medical				
Medical Clinic (LSA)	-	-	0	
Sub-Total Medical	-	-	0	0%

S.V. OF SILVER SANDS - 2025 BUDGET



	2025 BUDGET	2025 Actuals (December)	Variance	% of function
Public Works				
Salaries \ Wages (Supervisor)	75,000	71,513	3,487	95%
Salaries \ Wages (Banked)	3,200	3,316	-116	104%
Salaries \ Wages (Summer Staff)(2024 Budgeted amount included in Supervisor Budget)	20,000	20,686	-686	103%
Payroll Deductions	7,400	7,751	-351	105%
Payroll Vacation Accruals	3,200	3,063	137	96%
Payroll Employee Benefits	8,000	7,823	177	98%
Phone Reimburse (PWM)	1,200	1,200	0	100%
Shop Phone (Telus)	1,600	1,462	138	91%
Public Works Consultant	-	-	0	#DIV/0!
Shop Security	550	637	-87	116%
Snow Removal \ Grading	1,000	525	475	53%
Gravel & Rehabilitation	8,000	6,424	1,576	80%
General Services	1,000	1,470	-470	147%
Signs	1,000	1,407	-407	141%
Parts, Supplies, Fuel, Equip Repair	17,000	19,015	-2,015	112%
Shop Improvements	1,000	554	446	55%
Electrical	22,000	21,744	256	99%
Natural Gas	2,500	1,490	1,010	60%
Sub-Total Public Works	173,650	170,080	3,570	98%
Storm Water / Drainage		-		
General Supply - Culverts	500	-	500	0%
Storm Water Drainage Study	-	-	0	#DIV/0!
Sub-Total Storm Water/Dainage	500	-	500	0%
Lagoon / Sewer				
Lagoon/Sewer Capital	-	1,012	-1,012	#DIV/0!
Lagoon/Sewer Operating	-	0	0	#DIV/0!
Sub-Total Lagoon / Sewer	-	1,012	-1,012	#DIV/0!
Waste Collection				
Waste	25,000	24,813	187	99%
Recycle	7,000	7,085	-85	101%
Large Bin Clean Up	3,500	3,657	-157	104%
Waste Commission (Hwy 43)	6,000	6,417	-417	107%
Sub-Total Waste Collection	41,500	41,972	-472	101%
Municipal Planning				
Development Officer	3,600	3,600	0	100%
Development Permit Fees	2,000	2,848	-848	142%
Development Enforcement	2,000	1,176	824	59%
Planning (GC)	500	-	500	0%
General Planning Services (General MPS)	1,000	-	1,000	0%
Safety Codes Administration	2,493	2,493	0	100%
SDAB (Milestone Municipal Services)	300	300	0	100%
Sub-Total Municipal Planning	11,893	10,417	1,476	88%

S.V. OF SILVER SANDS - 2025 BUDGET



	2025 BUDGET	2025 Actuals (December)	Variance	% of function
Recreation & Parks				
Playground Maintenance	1,400	703	697	50%
Boat Launch	1,000	455	545	46%
Tree Removal / Reserves	2,000	1,005	995	50%
Weed Inspection / Spraying	1,000	443	557	44%
Weed Harvesting LIAMS	7,500	8,680	-1,180	116%
Library - YRL	1,017	1,017	0	100%
Library - Local (Darwell)	1,000	1,000	0	100%
Recreation (LSA)	500	500	0	100%
East End Bus	375	375	0	100%
FCSS (\$5,593)(\$987 admin)	6,580	6,876	-296	104%
Canada Day Celebration	600	-	600	0%
Sub-Total Reception & Parks	22,972	21,054	1,918	92%
Emergency Services				
Fire Suppression	42,000	41,615	385	99%
Fire Incident Recovery	-	-	0	#DIV/0!
Fire Volunteer Recruitment	-	-	0	#DIV/0!
Disaster Services/Emergency	4,500	5,092	-592	113%
Directors of Emergency Management	5,000	3,205	1,795	64%
CPO Lac Ste. Anne Couty	6,874	6,874	0	#DIV/0!
CPO/Bylaw/Enhanced RCMP	10,000	4,600	5,400	46%
Provincial Policing (collect or fund balance under reserve account or from reserve account)	15,095	15,317	-222	101%
Sub-Total Emergency Services	76,595	76,703	-108	100%
Planned Reserve Contributions				
Provincial Policing	-	-	0	0%
Sustainability Reserve	10,037	10,037	0	100%
Tree Removal Reserve	844	844	0	100%
Snow Removal Reserve	563	563	0	100%
Legal Reserve	563	563	0	100%
Election Reserve	1,406	1,406	0	100%
SDAB/ARB Appeals	1,125	1,125	0	100%
MAP Review Reserve	525	525	0	100%
Lagoon Reserve	-	-	0	
Operating Reserve	-	-	0	
Roads Reserve	-	-	0	
Sub-Total Planned Reserve Contribution	15,063	15,063	-	100%
Year-End Audit Accounts				
Annual Amortization	-	-	-	
Gain\Loss On Sale Of TCA	-	-	-	
Sub-Total Year-End Audit Accounts	-	-	-	
Special Projects				
2025 Flowering Rush ACP Grant (Silver Sands is Managing Partner)(2025/2026/2027)	165,471	31,543	133,928	19%
2024 Flowering Rush Municipal Contributions (incl additional \$1,000 from SS, \$2,000 from LILSA, \$2,000 from WC)	-	-	0	#DIV/0!
LSA County 2018 Rd Project (Repay over 3 Years 23/24/25)(LGFF Additional \$8,561 & Reserves \$16,092)	24,653	24,652	1	100%
Entrance Signs	2,000	-	2,000	0%
Septic Site Inspections	-	-	0	#DIV/0!
Assessment Bylaw Review	1,500	-	1,500	0%
Firesmart	5,000	-	5,000	0%
Legal Review Fire Matters	-	-	0	#DIV/0!
Status Change Summer Village vs. Village	10,000	628	9,372	6%
Technology Prevention/Risk	-	-	0	#DIV/0!
Asset Management Plan (2026 - South View Lead)	-	577	-577	#DIV/0!
Privacy Management Program Template (2026 - Nakamun Park Lead)	-	-	0	#DIV/0!
Sub-Total Special Project	208,624	57,400	151,224	28%

S.V. OF SILVER SANDS - 2025 BUDGET



	2025 BUDGET	2025 Actuals (December)	Variance	% of function
Capital Projects				
2025 Projects transferred from 5-year Capital Plan (Have \$134,793 in capital grant funds for 2025)				
2025 Project - spruce crescent drainage	6,000	-	6,000	0%
2025 Project - landscaping upgrades	7,000	-	7,000	0%
2025 Project - walking trail upgrades	10,000	-	10,000	0%
2025 Project - bathroom in quonset	10,000	9,650	350	97%
2025 Project - playground upgrades (LGFF same application as Willow)	6,000	5,466	534	91%
2025 Project - Surveying all rear property lines where they meet reserve land for installing Municipal Reserve Land Identification signs (LGFF same application as Willow)	19,000	31,677	-12,677	167%
2025 Project Proposed from meeting - Firesmart the reserves (take from above projects)		-	-	#DIV/0!
2025 Project Speed Bumps (LGFF) (Motion 184-25)		13,099	-13,099	#DIV/0!
2025 Project Sea-Can/Fuel Tank (LGFF) (Motion 225-25)		4,779	-4,779	#DIV/0!
Sub-Total Capital Projects	58,000	64,671	-6,671	112%
TOTAL	\$ 793,235	\$ 640,156	\$ 153,079	81%

Income Less Expenses - Surplus / (Defecit) \$ - \$ 22,390

Left intentionally blank

Left intentionally blank

S.V. of Silver Sands
Bank Reconciliation Summary
As at December 31, 2025

ATB - GENERAL ACCOUNT

Statement Balance:	\$ 422,272.63
Plus Deposits in Transit:	-
Less Outstanding Cheques:	-
Plus/Less Miscellaneous Items:	-
= Balance per G/L:	422,272.63
Actual G/L Balance:	422,272.63
Difference:	-

ATB - MUSH SAVINGS ACCOUNT

(Flowering Rush Municipal Funds)

\$ 97,329.68

Plus Deposits in Transit:	-
Less Outstanding Cheques/Transfers:	-
Plus/Less Miscellaneous Items:	-
= Balance per G/L:	97,329.68
Actual G/L Balance:	97,329.68
Difference:	-

Open Items: ATB BANK ACCOUNT

000 00,00

Date	Ref	Description	Amount	Balance
Name	A121		Reconcile R	
Description	ATB BANK ACCOUNT		Date	Dec 31,25
Normal Bal	D		Balance	422,272.63
Next Ref#	0		Closing Bal	416,247.29
# of Items	37		Opening Bal	422,272.63

Open Items: ATB (TRUST) ACP FLOW RUSH

000 00,00

Date	Ref	Description	Amount	Balance
Name	A121B		Reconcile R	
Description	ATB (TRUST) ACP FLOW RUSH		Date	Dec 31, 25
Normal Bal	D		Balance	97,329.68
Next Ref#	0		Closing Bal	97,329.68
# of Items	0		Opening Bal	97,329.68

[REDACTED]
SUMMER VILLAGE OF SILVER SANDS
PO BOX 8
ALBERTA BEACH AB T0E 0A0

Your ATB Financial Branch

08989 Onoway Branch
4910 50 St
Onoway AB
T0E 1V0

If you have any questions, contact us at
1 800 332-8383 or visit us at
www.atb.com

A summary of your accounts on Dec 31, 2025

Deposits	Value on Dec 31, 2025
	CAD
Business Public Sector Savings	0.00
[REDACTED] <i>No account activity</i>	
Business Public Sector	422,272.63
Account # [REDACTED]	
Business Public Sector Savings <i>AcP Grant</i>	97,329.68
# [REDACTED]	
Total Deposits	\$519,602.31
Loans	Value on Dec 31, 2025
	CAD
Municipal Revolving Loan	0.00
[REDACTED]	
Credit limit \$150,000.00	
Total Loans	\$0.00

All loan balances, with the exception of mortgage loans, do NOT include accrued interest. The above should not be relied upon for repayment purposes. Please contact your branch for a payout statement.

Find an error? Give us a call or drop by a branch. We'll take care of it.

Keep your credentials private. Never share your banking login details, passwords, or 2FA code with anyone. ATB will never ask you for these.

Setup: BALANCE SHEET - SILVER SANDS

000 00,00

BALANCE SHEET - SILVER SANDS		Beg:000 00,00	End:Dec 31,25	Type: A
ASSETS				
CASH ON HAND:				
ATB BANK ACCOUNT	422,272.63			
ATB (TRUST) ACP FLOW RUSH	97,329.68			
(25%-\$38,125 TO COME-2027)				
(MUN CONTR 2 YRS 12K)				
(TOTAL \$147,404)				
ATB (TRUST) ACP STURGEON	0.00			
CASH- CIBC SS	0.00			
FLEXIBLE GIC 0.70%- OCT 4	0.00			
FLEXIBLE GIC 0.80%- JAN 8	0.00			
FLEXIBLE GIC 0.75%- JUN 21	0.00			
FLEX GIC 0.60%-LAGOON JAN 4	0.00			
FLEX GIC 0.60%-LAGOON JAN 6	0.00			
PREPAID EXPENSES	0.00			
TOTAL CASH ON HAND:		519,602.31		
ACCOUNTS RECEIVABLE:				
TAXES & GRANTS-IN-LIEU REC	34,884.89			
ALLOWANCE UNCOLLECTIBLE TAX	0.00			
RECEIVABLE FROM OTHER GOVT'S:				
GOV'T GRANTS RECEIVABLE	32,483.00			
TRADE ACCOUNTS RECEIVABLE	0.00			
FEDERAL - G.S.T.	11,240.53			
GST TAXABLE LAND SALES	0.00			
ALL OTHER RECEIVABLES	470.41			
LAND HELD FOR RESALE	6,882.15			
TOTAL ACCOUNTS RECEIVABLE		72,196.68		
REQUISITION UNDER\OVER LEVY	0.00			
NON-FINANCIAL ASSETS:				
ENGINEERING STRUCTURES	1,394,530.96			
ACCUM.AMORT. ENG.STRUCT.	981,636.14			
STORM SYSTEMS	528,018.90			
ACCUM.AMORT. STORM SYSTEMS	42,415.85			
MARINE STRUCTURES	38,597.75			
ACCUM.AMORT. MARINE STRUCT	21,069.47			
BUILDINGS - ADMIN	61,402.60			
ACCUM.AMORT. BUILDINGS	54,648.29			
SIGNS	66,260.52			
ACCUM.AMORT. SIGNS	33,341.05			
MACHINERY & EQUIPMENT	130,866.70			
ACCUM.AMORT. MACH.&EQUIP.	59,088.67			
PARKS & REC - BUILDINGS	1,000.00			
ACCUM.AMORT. PARK & REC	740.00			
LAND	627,323.40			
VEHICLES	77,873.63			
ACCUM.AMORT. VEHICLES	38,341.84			
LAND IMPROVEMENTS - FENCES	1,330.43			
Description	Beg:000 00,00	End:Dec 31,25	Type: A	

Setup: BALANCE SHEET - SILVER SANDS

000 00,00

BALANCE SHEET - SILVER SANDS		Beg:000 00,00	End:Dec 31,25	Type: A
ACCUM.AMORT.LAND IMP-FENCE	1,097.59-			
LAND IMPROVEMENTS - LANDSCAP	11,782.50			
ACCUM.AMORT.LAND IMP LANDS	11,782.50-			
LAND IMPROVEMENTS - PLAYGRD	86,850.99			
ACCUM.AMORT.PLAYGROUND	83,440.12-			
TOTAL NON-FINANCIAL ASSETS		1,698,236.86		
TOTAL ASSETS			2,290,035.85	
LIABILITIES				
ACCOUNTS PAYABLE	7,502.00			
ACCRUED LIABILITIES	4,900.00			
PAYROLL VACATION ACCRUAL	1,316.14			
DEPOSITS	435.00			
FL.RUSH.MUN.CONT(IN MAIN ACCT)	0.00			
IN-TRUST (ACP FLOWERING RUSH)	97,329.68			
(MUNICIPAL CONTR)				
IN-TRUST (ACP GRANT-STURGEON)	0.00			
IN-TRUST (DOCK FUNDRAISER)	6,422.24			
TOTAL ACCOUNTS PAYABLE		117,905.06		
DEFERRED REVENUE		34,640.23		
PREPAID TAXES		0.00		
CURRENT PORTION-LONG-TERM DEBT		0.00		
LONG-TERM DEBT		0.00		
RESERVES RESTRICTED:				
OPERATING RESERVES				
RESERVES- TAX STABILIZATION	42,984.64			
RESERVES- SUSTAINABILITY	87,945.97			
RESERVES- TREE REMOVAL	5,318.00			
RESERVES- SNOW REMOVAL	3,546.00			
RESERVES- LEGAL	3,546.00			
RESERVES- ELECTION	6,864.00			
RESERVES- PROV POLICING	4,803.00			
RESERVES- SDAB\ARB HEARINGS	4,091.00			
RESERVES- MAP REVIEW	500.00			
CAPITAL RESERVES				
RESERVES- GENERAL	10,567.74			
RESERVES- LAND DISPOSITION	16,408.06			
RESERVES- LAGOON	175,820.00			
RESERVES- ROADS	18,270.00			
TOTAL RESERVES		380,664.41		
TOTAL EQUITY IN FIXED ASSETS		1,705,398.80		
UNRESTRICTED OPERATING FUND	14,825.40			
ACCUMULATED SURPLUS	490,929.24-			
SURPLUS FROM	369,252.47			
Description	Beg:000 00,00	End:Dec 31,25	Type: A	

Setup: BALANCE SHEET - SILVER SANDS

000 00,00

BALANCE SHEET - SILVER SANDS		Beg:000 00,00	End:Dec 31,25	Type: A
SURPLUS FROM		165,440.67		
PRIOR PERIOD ADJUSTMENT		0.00		
CURRENT FUNDS USED FOR TCA		98,544.00		
CURRENT AMORTIZATION EXPENSE		105,535.95		
NET BOOK VALUE - TCA DISPOSALS		170.00		
TOTAL SURPLUS			51,427.35	
TOTAL LIABILITIES				2,290,035.85
PROOF				0.00
<hr/>				
Description		Beg:000 00,00	End:Dec 31,25	Type: A

Public Works Report

SVSS Council Meeting January 30, 2026

Update from November 28, 2025

1. Seacan is delivered and in place on the prepared pad.

New Items

1. Scheduled for instal of hydrometric gauge on February 13, 2026.
2. Reserve area access granted to resident on Cedar is being abused and possibly be reassessed.
3. The billboard is getting to the end of its life. The tracks and letters are breaking. They are brittle and break even in the summer, but especially in the winter. Should we look at the same style or potentially a digital, programmable board?
4. Discussion about the course of action for damages caused by snowmobiles, trucks and trailers, all motorized vehicles during the winter. Main concern: park, drainage by Quonset, sleds on shoreline and in reserves (resident complaints), on roadways where sleds are coming out of ditches and dragging packed snow creating hazards.
5. It appears that multiple residents have been feeding the deer still.

Fw: ECCC - NHS - 05EA008 - Isle Lake Hydrometric Gauge Installation

From Summer Village Office <administration@wildwillowenterprises.com>
Date Tue 1/6/2026 10:39 AM
To Summer Village of Silver Sands <admin@summervillageofsiversands.com>
Cc wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

Sandra, we should also include this information in Wendy's CAO Report for the next meeting so Council is aware.

Thank you,

Heather Luhtala,
Assistant CAO/Administration
Summer Village of Silver Sands - www.summervillageofsiversands.com
Email: administration@wildwillowenterprises.com
Phone: 587-873-5765 Fax: 780-967-0431
Mailing Address: Box 8, Alberta Beach, AB T0E 0A0

From: Summer Village Office <administration@wildwillowenterprises.com>
Sent: Tuesday, January 6, 2026 10:36 AM
To: Kangas, Logan (il | he, him) (ECCC) <Logan.Kangas@ec.gc.ca>; sspublicworks wildwillowenterprises.com <sspublicworks@wildwillowenterprises.com>
Cc: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>
Subject: Re: ECCC - NHS - 05EA008 - Isle Lake Hydrometric Gauge Installation

Hi Logan, Dustin is available on February 13th for the installation. He will have the area cleared of snow for that time.

Thank you,

Heather Luhtala,
Assistant CAO/Administration
Summer Village of Silver Sands - www.summervillageofsiversands.com
Email: administration@wildwillowenterprises.com
Phone: 587-873-5765 Fax: 780-967-0431
Mailing Address: Box 8, Alberta Beach, AB T0E 0A0

From: Kangas, Logan (il | he, him) (ECCC) <Logan.Kangas@ec.gc.ca>
Sent: Tuesday, January 6, 2026 9:20 AM
To: Summer Village Office <administration@wildwillowenterprises.com>; sspublicworks wildwillowenterprises.com <sspublicworks@wildwillowenterprises.com>
Cc: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>
Subject: RE: ECCC - NHS - 05EA008 - Isle Lake Hydrometric Gauge Installation

Good morning Heather,

I hope you have been doing well and had a good holidays!

I'm following up on our Hydrometric Gauge Installation for the National Hydrological Service, alongside the Silver Sands boat launch. We now have a contract and are currently aiming tentatively aiming for a February 2026 installation. Possibly on the 12th or 13th.

We wanted to confirm that Dustin would be able to meet with us then? As well what the access and snow is like in the area?

Please let me know if you have any questions.

Thank you

Logan

Logan Kangas, E.I.T.

Junior Project Engineer

Science and Engineering Services – Infrastructure and Construction

Water Survey of Canada / National Hydrological Service

Environment and Climate Change Canada

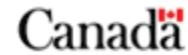
Calgary, Alberta, Canada

E: logan.kangas@ec.gc.ca

C: 403-461-2885



Government
of Canada Gouvernement
du Canada



From: Summer Village Office <administration@wildwillowenterprises.com>

Sent: Thursday, September 25, 2025 11:27 AM

To: Kangas, Logan (il | he, him) (ECCC) <Logan.Kangas@ec.gc.ca>; sspublicworks wildwillowenterprises.com <sspublicworks@wildwillowenterprises.com>

Cc: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Hartman, Erin (ECCC) <Erin.Hartman@ec.gc.ca>

Subject: Re: ECCC - NHS - 05EA008 - Isle Lake Hydrometric Gauge Installation

Hello Logan, thank you for your email.

Please proceed with the installation of the Hydrometric Gauge and note that Silver Sands is willing to enter into an agreement providing the terms that you have stated below are included.

If you require anything further, please let us know.

Thank you, again,

Heather Luhtala,

Assistant CAO/Administration

Summer Village of Silver Sands - www.summervillageofsiversands.com

Email: administration@wildwillowenterprises.com

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

Fire Rescue International

Box 1550
Onoway, Alberta T0E 1V0
Canada
accounting@firerescueinternational.net

INVOICE

Invoice No.: 1264
Date: 11/26/2025

Sold to:

Summer Village of Silver Sands

Heather Luhtala
Box 8
Alberta Beach, Alberta T0E 0A0
Canada

Business No.: 770543148BT0001



NATIONAL
POLICE
FEDERATION

FÉDÉRATION
DE LA POLICE
NATIONALE™

220 LAURIER AVENUE WEST
8TH FLOOR
OTTAWA ON K1P 5Z9
www.npf-fpn.com

November 27, 2025

Mayor Bernie Poulin
Summer Village of Silver Sands
via email: administration@wildwillowenterprises.com

Dear Mayor Poulin,

On behalf of the National Police Federation (NPF) and its Members, I want to congratulate you on starting your term as Mayor of The Summer Village of Silver Sands. We further congratulate your Council members on their successful election or acclimation as well.

As you may know, the NPF is the sole certified bargaining agent representing close to 20,000 Members of the Royal Canadian Mounted Police (RCMP) across Canada and internationally, including over 3,100 serving in Alberta. The NPF's mission is to provide strong, fair, and progressive representation, that promotes and enhances the rights of RCMP Members while advancing public safety outcomes across Canada.

Our Members are proud to deliver policing services through 113 detachments across Alberta, serving more than 1.5 million residents and covering 99% of the province's geography. Given recent developments, we would like to share important updates with you and your councils regarding the state of RCMP policing in Alberta. In July 2025, the RCMP Commissioner reaffirmed to Premier Smith the RCMP's ongoing commitment to serving Albertans now and well into the future. Likewise, in [October 2025](#) the federal Minister of Public Safety confirmed that early negotiations with contracting partners for policing agreements beyond 2032 will begin in the coming months. Provinces such as [British Columbia](#) and [Nova Scotia](#) have already announced their intent to renew and strengthen their RCMP contracts, reinforcing the long-term stability of the RCMP policing model.

Alberta is also seeing positive momentum. The first all-Alberta troop began training at Depot in September 2025, demonstrating strong interest from new recruits who have chosen Alberta as their preferred posting. As of late 2025, the Alberta RCMP's vacancy rate sits at approximately 16%—including 152 hard vacancies (8.6%) and 133 soft vacancies (7.5%)—rates that are comparable to other police services when accounting for medical, parental, and other approved leaves. In addition, the Government of Canada is [hiring 1,000 new RCMP personnel](#) nationally, further underscoring a clear message: the Alberta RCMP is here to stay.

We invite you to consider the attached polling which demonstrates public support for the Alberta RCMP. Five years of polling conducted by Pollara Strategic Insights show Albertans support their RCMP, with 81% agreeing that there are more important priorities for Alberta than changing who polices communities. To this end, 76% of Albertans in RCMP-served areas are satisfied with their policing. These results echo the findings made by many recent municipal police services reviews, which found low public support for wholesale changes in policing, alongside quantifiable cost impacts. We further invite you to consider the findings of recent police service model reviews:

- [Red Deer's \(2020\) review](#): Found transition costs of \$13.5M and 16% higher annual operating costs (~\$7M). Chose to retain the Alberta RCMP.
- [Airdrie's \(2024\) review](#): No change; public safety concerns raised were not unique to the RCMP.

- [Grande Prairie's \(2023\) review](#): Transition approved, despite projected one-time costs of \$19M and \$2-\$4M more in annual operating costs.
 - [As of May 2025](#), an additional \$7m in provincial funding has been granted to Grande Prairie in addition to the previously committed \$9.7m from the GoA, demonstrating the immense increase in financial support required to push the service toward a feasible launch.
- [Beaumont's \(2024\) review](#): Recommended efficiencies to improve the existing RCMP model.
- [Olds' \(2024\) review](#): Found municipal policing cost 57% more in Year 1, increasing to 84% by Year 3; chose to retain the RCMP.
- [Rocky Mountain House \(2025\) review](#): Found increased costs were ineffective and the current contract could be better optimized rather than considering a new regional service, an APPS, or a new municipal service.

Prior to the 2025 Municipal Election, the Government had announced the formation of the Alberta Sheriffs Police Service (ASPS) unilaterally without consultation with communities, Albertans, or organizations such as Alberta Municipalities or the Rural Municipalities of Alberta. Despite there being no costing, plan, or open-door consultation, Government is proceeding with the creation of this service. The only fact we can rely on is that another duplicate service will cost all Albertans more, risking increased property taxes for your community or reduced services for municipalities to fund this experiment. In 2021, the government's own report estimated **\$372 million in start-up costs** and **\$164 million more in annual operating costs** for a provincial police service. Today, there are no updated cost estimates, despite inflation and a major shift in the province's fiscal reality.

These developments require a cohesive approach to effectively address in the best interests of communities. If you would like us to present to your Council on Alberta's public safety landscape, or to further discuss public safety concerns, please contact Maryanne King, Government Relations Advisor, at mking@npf-fpn.com.

Once again, we congratulate you and we look forward to connecting with you at your convenience.

Sincerely,



Brian Sauvé
President and CEO

Attachments: Polling 2025

NATIONAL
POLICE
FEDERATION



FÉDÉRATION
DE LA POLICE
NATIONALE

National Police Federation Alberta

Wave 8

August 2025

Methodology

Field Window	Wave 8 – August 6 to 20, 2025
Sampling	Online survey of randomly-selected sample of 1,200 Adult (18+) Alberta Residents
Reliability	As a guideline, a probability sample of this size carries a margin of error of ± 2.8% , 19 times out of 20. The margin of error is larger for sub-segments.
Weighting	Data has been weighted using the most current age, gender & region Census data, to ensure the sample reflects the actual population of adult Albertans.

REGIONAL DISTRIBUTION			WAVE	DATES IN FIELD	TOTAL RESPONDENTS
REGION	UNWEIGHTED Counts	Margin of Error			
Calgary	200	±6.9%	W1	Oct 21 – 28, 2020	1,300
Edmonton	200	±6.9%	W2	Apr 30 – May 7, 2021	1,228
Calgary Suburbs	101	±9.8%	W3	Oct 21 – Nov 4, 2021	1,221
Edmonton Suburbs	104	±9.6%	W4	Jul 6 – 19, 2022	1,206
Rural North	184	±7.2%	W5	Sept 15 – Oct 4, 2023	1,202
Rural Central	204	±6.9%	W6	Jun 14 – Jun 24, 2024	1,200
Rural South	207	±6.8%	W7	April 17 to 28, 2025	1,201
TOTAL ALBERTA	1,200	± 2.8%	W8	Aug 6 to Aug 20, 2025	1,200

Leader Impressions & Priorities

Affordability & Cost-of-Living tops list of priority issues for Albertans

- Policing & Public Safety is top priority issue for 1% of Albertans. It ranks last on a list of seven priorities provided to respondents.

	TOTAL			REGION								GENDER		AGE		
	W8	W7	W6	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South	All Rural	M	F	18-34	35-54	55+
Affordability and Cost-of-Living	43	41	48	43	43	38	47	43	45	43	44	41	45	49	46	36
Health Care	20	27	24	19	22	18	20	19	20	24	21	18	23	8	16	32
Alberta's Economy	19	16	14	22	15	25	17	19	20	12	18	23	15	21	19	17
Education	4	3	3	3	5	3	2	5	3	3	4	2	5	3	5	3
Climate Change & Environment	3	4	4	3	5	1	3	3	3	4	3	3	3	4	3	3
Indigenous Reconciliation	2	1	0	2	1	5	2	2	-	2	2	2	2	3	1	1
Policing and Public Safety	1	2	1	-	2	4	-	2	4	-	2	2	1	2	1	1

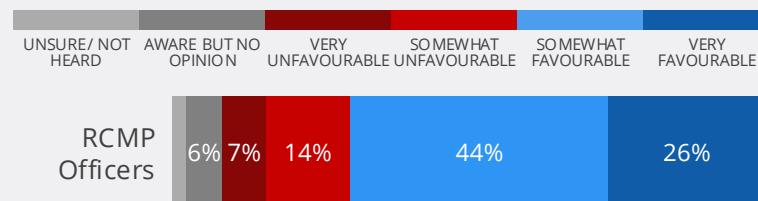


2. When it comes to the following issues facing Alberta today, which is your top priority that you would like the Premier Danielle Smith and the Alberta government address? Base: TOTAL W8 (N=1,200); W7 (N=1,201); W6 (N=1,200). Some other issue (5%); None of the above (1%); Not sure (2%)

Over two-thirds of Albertans have favourable impression of RCMP Officers

- Increase in favourable impressions of RCMP Officers (70%) to higher end of range (65% to 71%) over 8 waves.
- Favourable impressions of RCMP Officers range from 62% to 74% across the regions, with highest level in Edmonton (74%).

Impression of Organizations



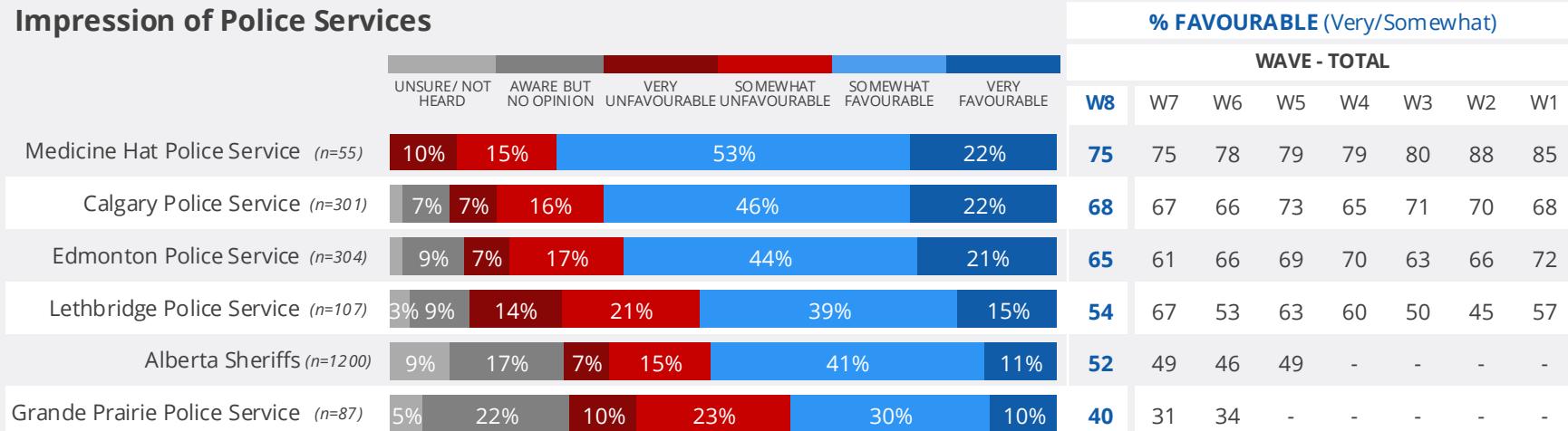
% FAVOURABLE (Very/Somewhat)																RCMP SERVED	
WAVE - TOTAL								REGION								Yes	No/ Unsure
W8	W7	W6	W5	W4	W3	W2	W1	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South			
70	66	67	69	66	71	65	70	69	74	62	66	73	69	71	72	69	



4. Do you have a favourable or unfavourable impression of the following organizations? If you are unaware of any, please click that response option.
Base: TOTAL W8 (N=1,200); W7 (N=1,201); W6 (N=1,200); W5 (N=1,202); W4 (N=1,206); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

Police and Sheriff services in Alberta have net-favourable impressions

- Over half (52%) have favourable impression of Alberta Sheriffs compared to 22% with unfavourable impression.
- Two-thirds (68%) of City of Calgary and Calgary suburbs residents have favourable impression of Calgary Police Service; 65% of City of Edmonton and Edmonton suburbs residents have favourable impression of Edmonton Police Service.
- Favourable impressions for smaller police services (note: smaller samples) range from 40%/33% (favourable/unfavourable) for Grande Prairie Police Service to 54%/35% for Lethbridge Police Service, and 75%/25% for Medicine Hat Police Service.



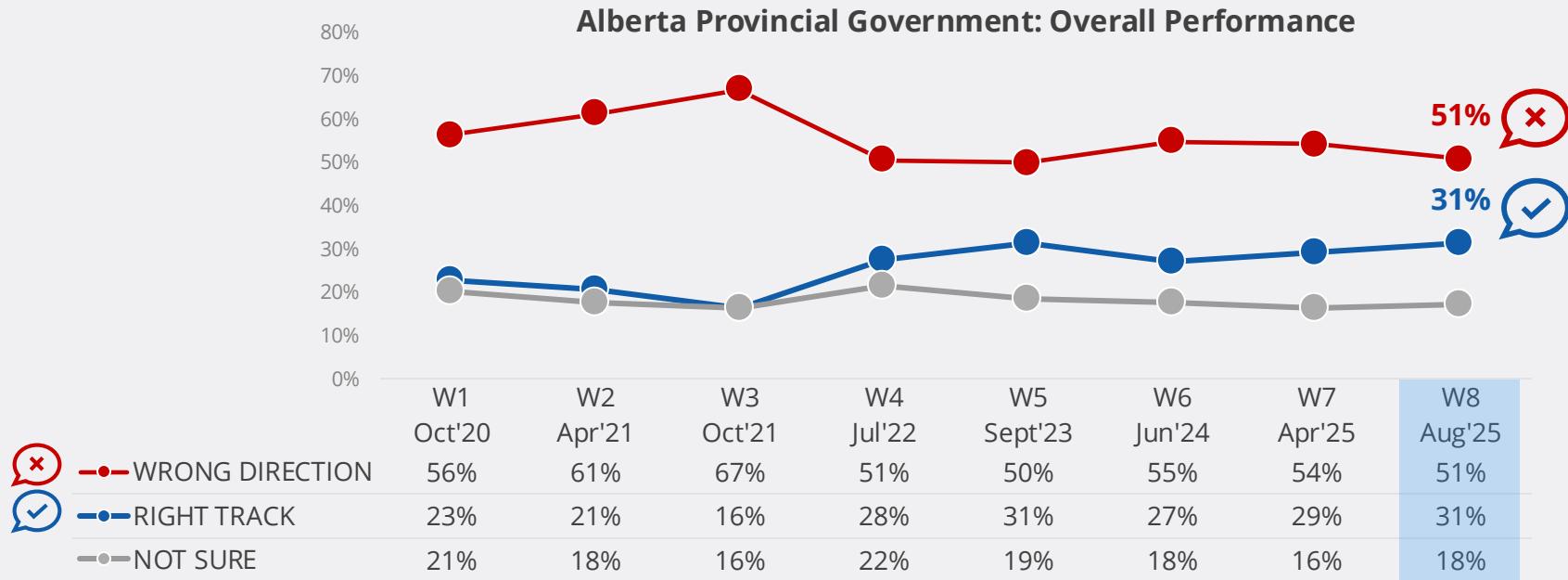
3. Do you have a favourable or unfavourable impression of the following police organizations? If you are unaware of any, please click that response option. Base: TOTAL W8 (N=Varies).

Alberta Politics and AB NEXT Panel

Majority of Albertans say provincial government heading off in wrong direction

8

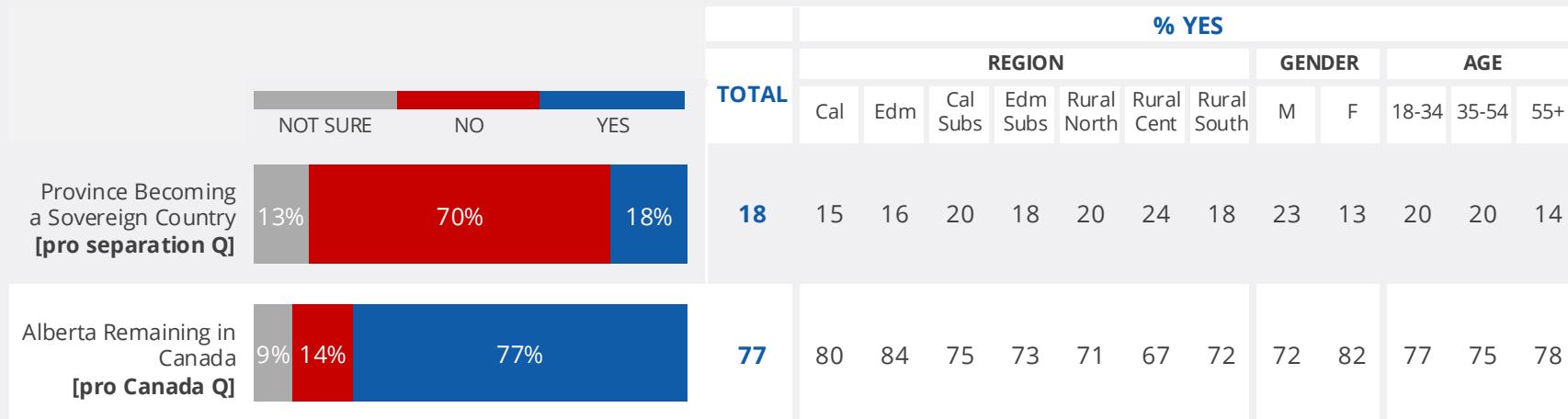
- Those saying provincial government is on “right track” increased marginally (+4%) since wave 6.



Q 1. In Alberta today, do you think the provincial government is on the right track or do you think it is heading off in the wrong direction?
Page 164 of 236
Base: TOTAL W8 (N=1,200); W7 (N=1,201); W6 (N=1,200); W5 (N=1,202); W4 (N=1,206); W3 (N=1,221); W2 (N=1,228); W1 (N=1,300).

Less than 1-in-5 support separation option in competing questions

- Two questions were asked of respondents, one from 'pro Canada' advocates and one from 'pro Alberta separation' advocates.
- In the pro separation question, 18% said they agreed that "the province shall become a sovereign country and cease to be a province of Canada" while 70% did not agree (13% not sure).
- In the pro Canada question, 14% disagreed that "Alberta should remain in Canada" while 77% agreed ("yes").



Base: TOTAL W8 (N=1,200)

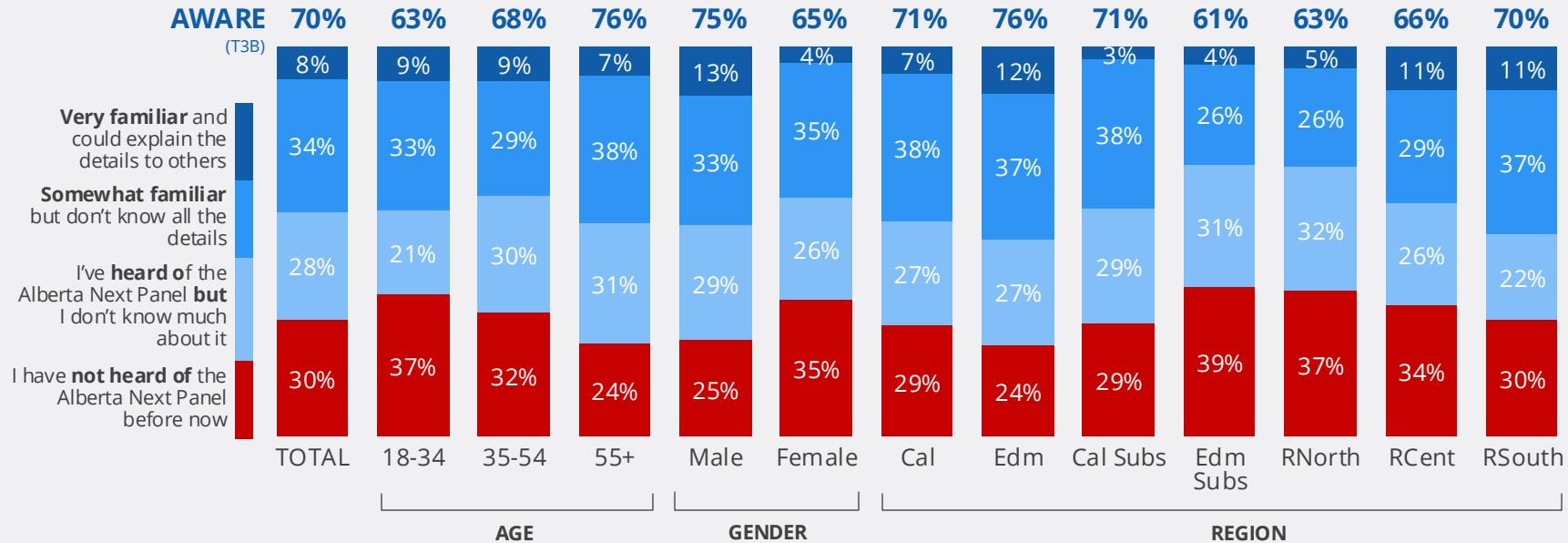
3A - Do you agree that the province shall become a sovereign country and cease to be a province of Canada? [pro separation Q]
 3B - Do you agree that Alberta should remain in Canada? [pro Canada Q]

Over two-thirds say they are familiar with Alberta Next Panel

10

- Familiarity ranges from 63% among 18-34 age group to 76% among 55+ age group.
- Men are more likely to say “very familiar” (13%) compared to women (4%).

Familiarity with the Alberta Next Panel



7. Premier Danielle Smith and her government launched the Alberta Next Panel in May. It has been touring the province of Alberta convening community town hall meetings. How familiar are you with the Alberta Next Panel? Base: TOTAL W8 (N=1,200).

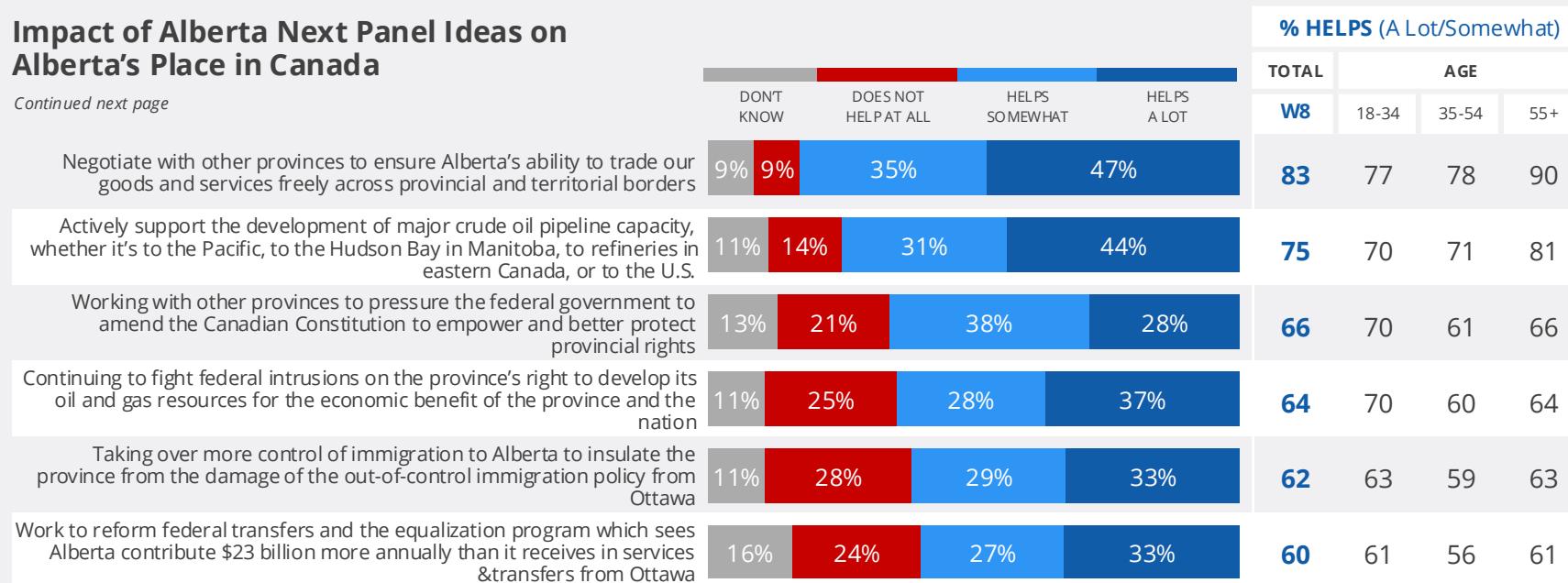
Improving Alberta's place in Canada: economic priorities and provincial rights among Albertans' top priorities in improving place in Canada

11

- Trading freely across provincial and territorial borders and supporting the development of major crude oil pipeline capacity are top two priorities overall that help improve Alberta's place in Canada.
- Of the 12 items tested, other top 6 priorities include: amend the Constitution to better protect provincial rights, fight federal intrusions on oil and gas, taking more control over immigration, and reforming federal transfers and equalization

Impact of Alberta Next Panel Ideas on Alberta's Place in Canada

Continued next page



8. The Alberta Next Panel, chaired by Premier Danielle Smith, states that it is exploring ideas and policies to assert Alberta's sovereignty and constitutional rights within a united Canada. To what extent do each of the following ideas help Alberta improve its place in Canada?
Base: TOTAL W8 (N=1,200).

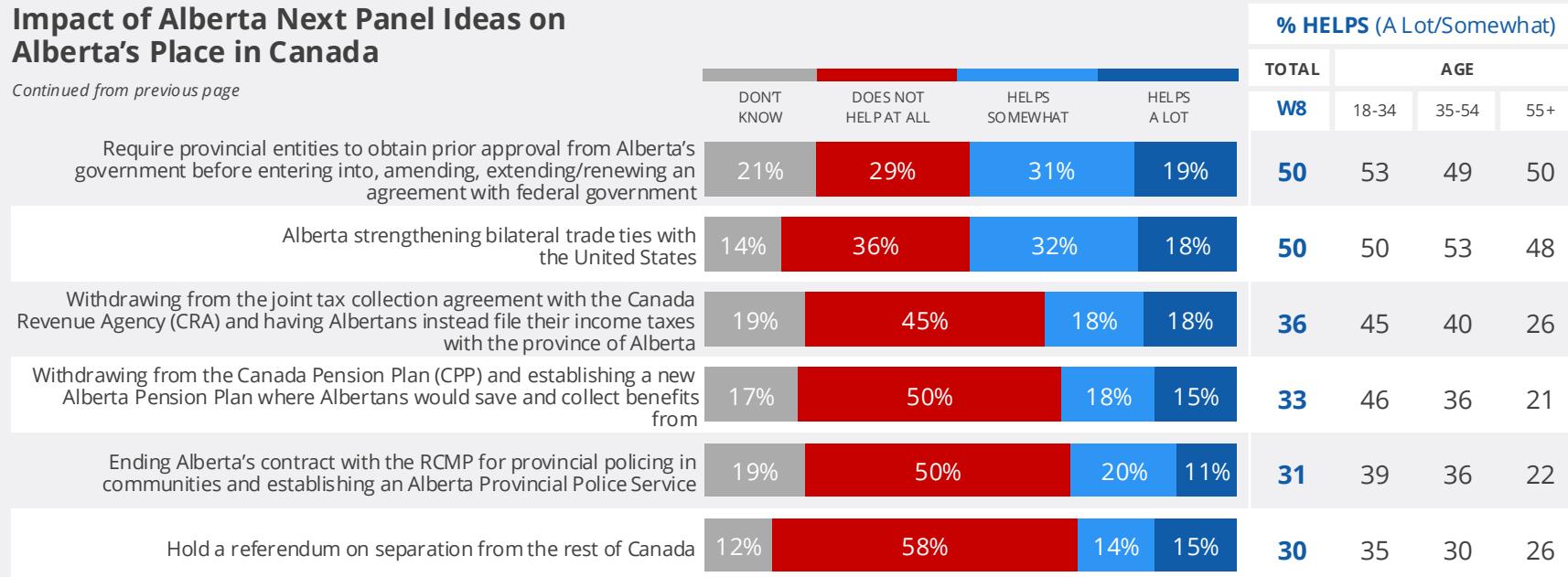
Improving Alberta's place in Canada: majority say ending RCMP contract/establishing Alberta Provincial Police Service "does not help at all"

12

- Half (50%) say ending Alberta's contract with the RCMP ... and establishing an Alberta Provincial Police Service "does not help at all" while 31% say it helps (a lot/somewhat).
- Of 12 items tested, ending the RCMP contract/establishing provincial police service ranks 11th in terms of helping improve Alberta's place in Canada, at about the same level as "hold a referendum on separation from the rest of Canada" (30%)

Impact of Alberta Next Panel Ideas on Alberta's Place in Canada

Continued from previous page



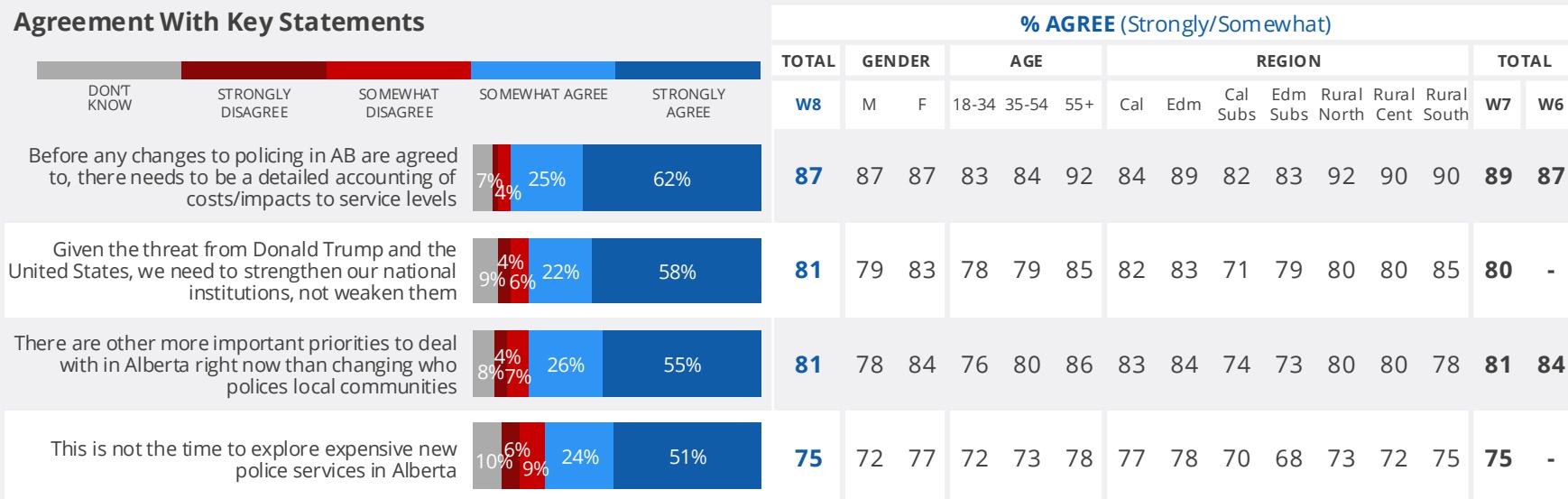
8. The Alberta Next Panel, chaired by Premier Danielle Smith, states that it is exploring ideas and policies to assert Alberta's sovereignty and constitutional rights within a united Canada. To what extent do each of the following ideas help Alberta improve its place in Canada?

3-in-4 agree "This is not the time to explore expensive new police services in Alberta"

13

- Majority (56%) agree "if the federal government approves an oil pipeline, the Alberta government should drop its plan to replace RCMP".
- Almost 9-in-10 (87%) Albertans continue to agree that there needs to be a detailed accounting of costs/impacts to service levels.
- Over 4-in-5 (81%) agree that "given the threat from Donald Trump... we need to strengthen our national institutions, not weaken them".

Agreement With Key Statements



Continued next page



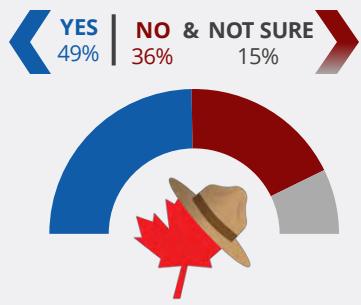
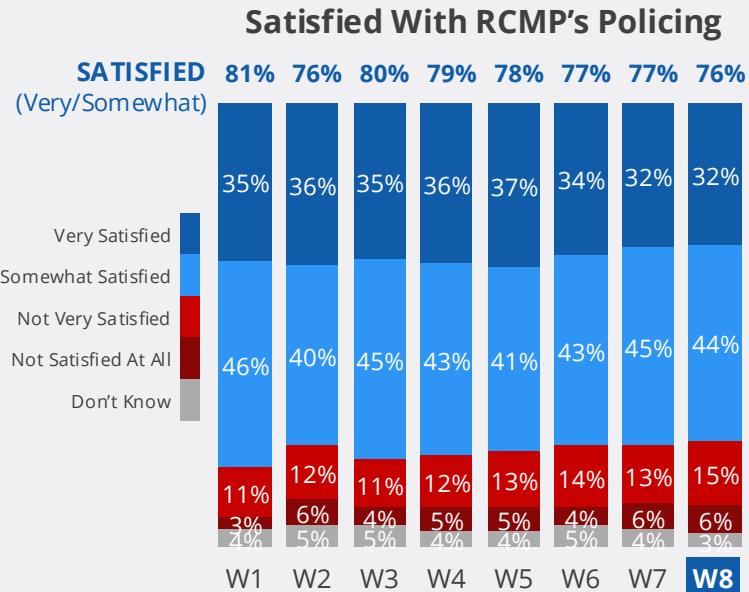
25. Please indicate to what extent do you agree or disagree with the following statement
Base: TOTAL W8 (N=1,200); W7 (N=1,201)

RCMP Satisfaction

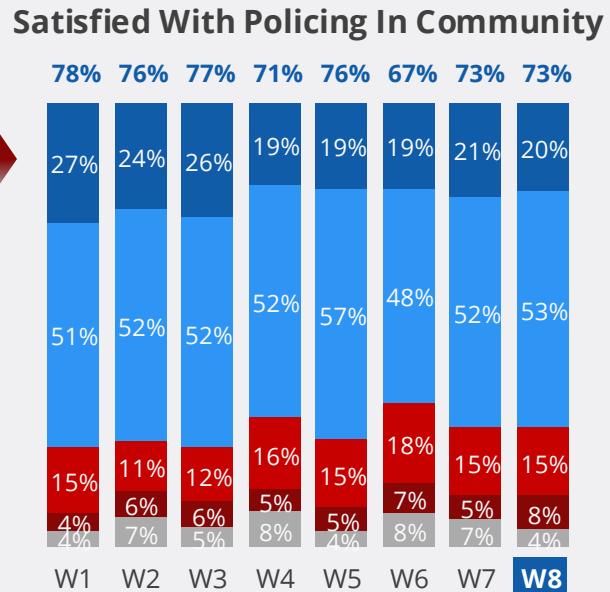
Over three-quarters satisfied with RCMP's policing

15

- Satisfaction with RCMP's policing of their community (76%).
- Almost three-in-four satisfied with policing in non-RCMP served communities (73%).



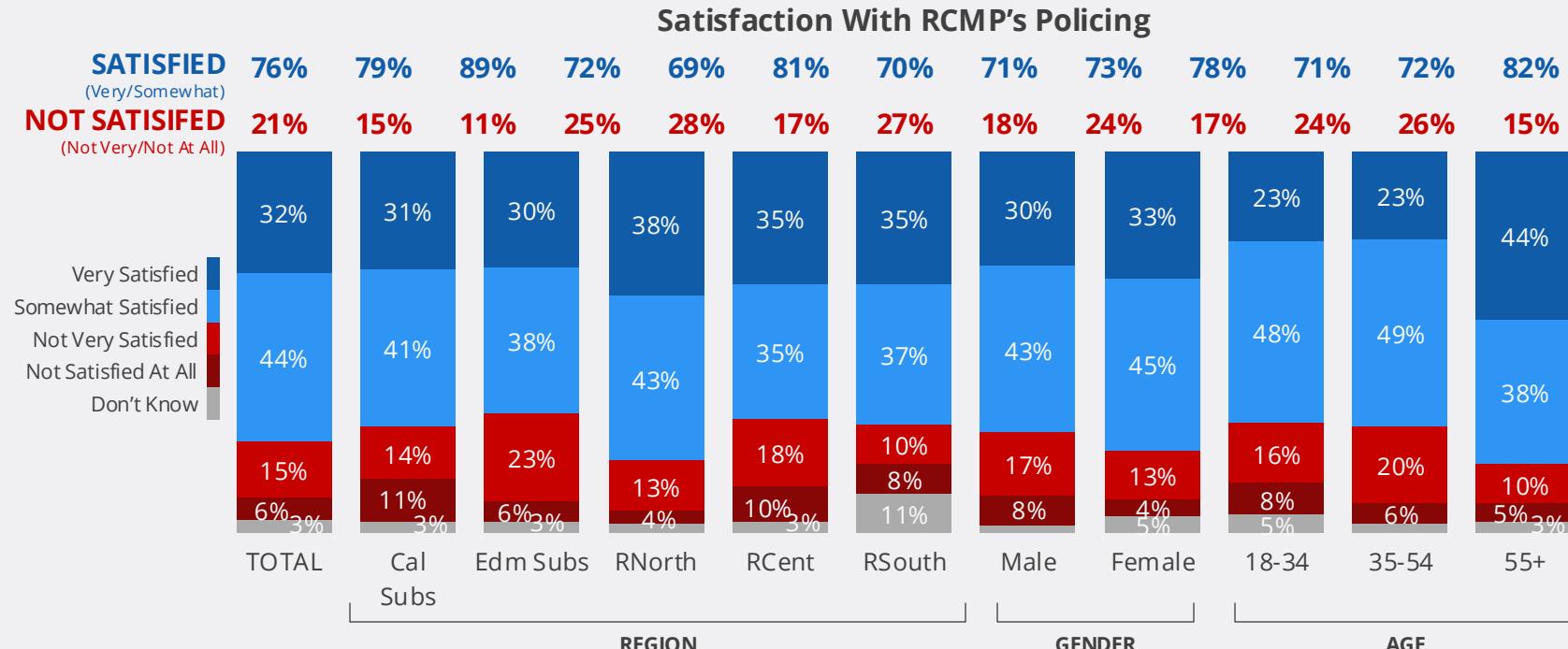
Area Served by a
Local RCMP
Detachment



Now, here are some questions about policing in Alberta. | 9. Is your municipality or local area served by a local RCMP detachment? Base: TOTAL W8 (N=1,200); W7 (N=1,201) | 10. How satisfied are you with the RCMP's policing of your community? Base: W8 (N=729); W7 (N=718); W6 (N=678); W5 (N=699); W4 (N=696); W3 (N=727); W2 (N=733); W1 (N=809) | 11. How satisfied are you with the policing in your community? Base: No or Not Sure at Q4: W8 (N=471); W7 (N=483); W6 (N=522); W5 (N=503); W4 (N=510); W3 (N=494); W2 (N=495); W1 (N=491).

Satisfaction with RCMP's policing:

- Regionally, satisfaction ranges from 70% in Rural Central to 84% in Calgary suburbs.
- Women more likely to be satisfied with RCMP's policing (82%); 55+ age group most satisfied with RCMP's policing (83%).



10. How satisfied are you with the RCMP's policing of your community? **Page 172 of 236**
Base: Local Area Served by RCMP: W8 (N=729).

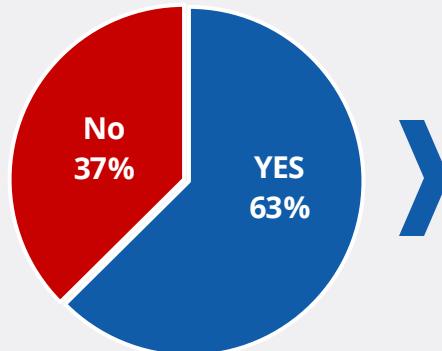
Alberta Provincial Police Service [APPS]

Majority aware of Alberta's plan to replace RCMP with Alberta Provincial Police Service

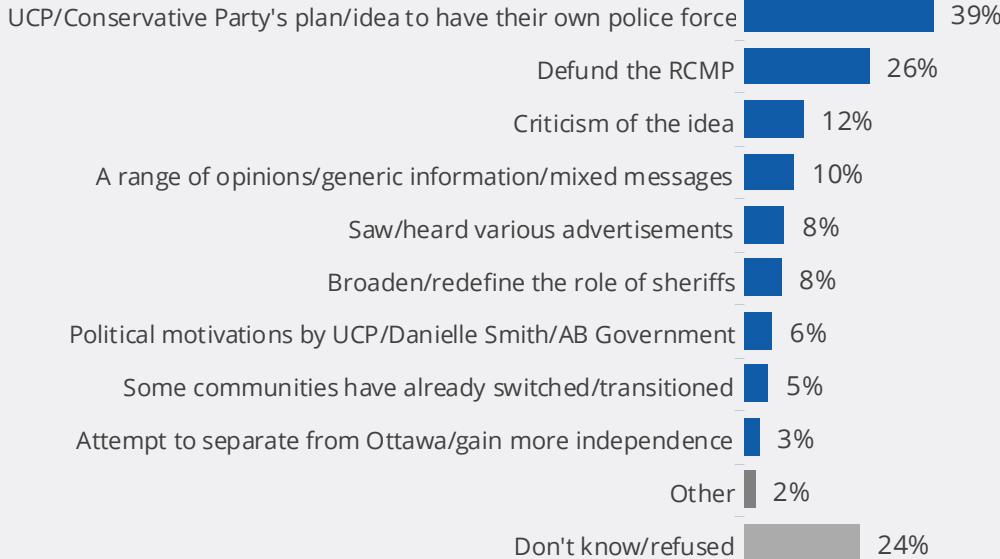
18

- Read, seen, heard comments about Alberta Provincial Police Service (APPS) include government plan to have own police force, defunding the RCMP, criticism of government, broadening role of sheriffs, and comments related to Alberta separation.

Awareness of Alberta's Plan to Replace RCMP with Alberta Provincial Police Service



Read, Seen or Heard

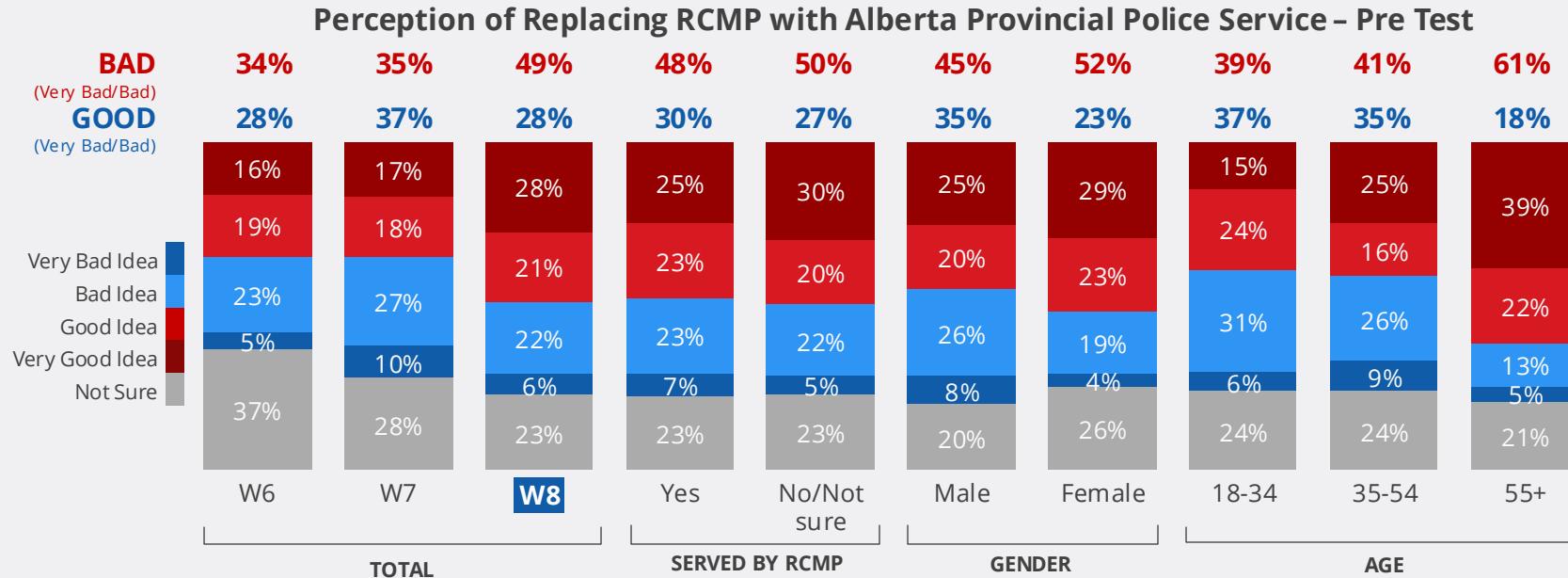


13. Before responding to this survey, had you read, seen, or heard anything about the Alberta Government's plan to replace the RCMP with a new Alberta Provincial Police Service? Base: TOTAL W8 (N=1,200) | 14. And what have you read, seen or heard? BASE: Yes, at Q13 (N=804).

Almost half say replacing RCMP with Alberta Provincial Police Service is a “bad idea”

19

- Those saying APPS is a bad idea (49%) includes majority of women (52%), 55+ age group (61%).
- Those saying APPS is a good idea (28%) is higher among men (35%), 18-34 age group (37%).



15. Based on what you have read, seen, or heard, do you think replacing the RCMP with the new Alberta Provincial Police Service is a good idea or a bad idea?

Page 175 of 236

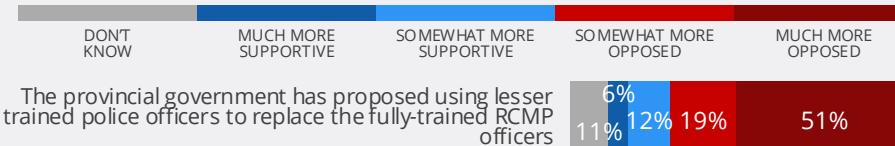
Note: The name of the agency has changed from IAPS to APPS. Base: TOTAL W8 (N=1,200); W7 (N=1,201).

Using lesser trained police officers to replace fully-trained RCMP officers is top among messages driving opposition to replacing RCMP with APPS

20

- Over 7-in-10 (71%) are more opposed to replacing RCMP with APPS based on using lesser trained officers to replace fully-trained RCMP officers, including over half (51%) that are much more opposed.
- A range of 63-64% are more opposed to replacing RCMP with APPS based on increased costs and potential impact on rural areas.

Support/Opposition For APPS*



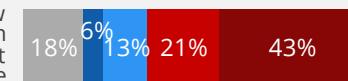
The provincial government has proposed using lesser trained police officers to replace the fully-trained RCMP officers

% OPPOSED (Much More/Somewhat More)													
TOTAL	GENDER		AGE			REGION				TOTAL			
	W8	M	F	18-34	35-54	55+	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South
71	67	74	64	66	79	68	72	66	67	77	74	74	59

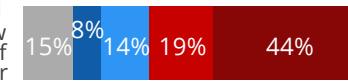
The federal government pays 30% of the cost of RCMP service in Alberta, which amounts to about \$188 million each year. If Alberta replaces the RCMP with a provincial police service, the current federal contribution will have to be absorbed by provincial and municipal taxpayers



Ending the RCMP contract and moving to a new provincial police service model will put more attention on Edmonton and Calgary, and rural communities won't receive the attention they deserve



The province has not released detailed costing of the plan to create a new provincial police service, but a 2021 report commissioned by the government said a new provincial police service would have start-up costs of \$372 million plus and additional \$164 million each year in operating costs



% OPPOSED (Much More/Somewhat More)													
TOTAL	GENDER		AGE			REGION				TOTAL			
	W8	M	F	18-34	35-54	55+	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South
64	60	67	54	61	73	65	62	54	61	67	67	67	65

% OPPOSED (Much More/Somewhat More)													
TOTAL	GENDER		AGE			REGION				TOTAL			
	W8	M	F	18-34	35-54	55+	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South
63	58	69	55	58	74	62	60	63	64	67	70	68	61

% OPPOSED (Much More/Somewhat More)													
TOTAL	GENDER		AGE			REGION				TOTAL			
	W8	M	F	18-34	35-54	55+	Cal	Edm	Cal Subs	Edm Subs	Rural North	Rural Cent	Rural South
63	59	66	51	60	73	64	63	57	59	63	65	64	59



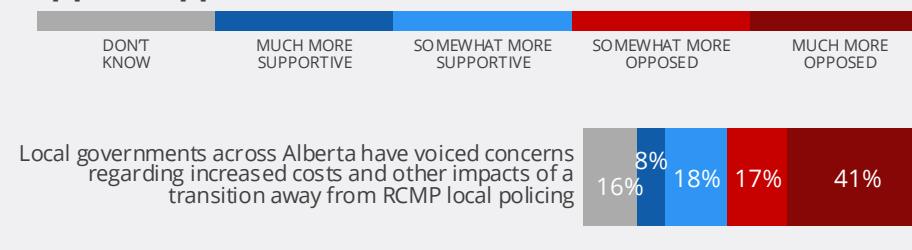
16. Here are some general statements about policing in Alberta. Please indicate whether they make you more supportive or more opposed to replacing the RCMP with a new Alberta Provincial Police Service (APPS). Base: TOTAL W8 (N=1,200); TOTAL Sample Split W7 (600-601). Note: The name of the agency has changed from IAPS to APPS.

Majority more opposed to replacing RCMP with APPS based on local government concerns

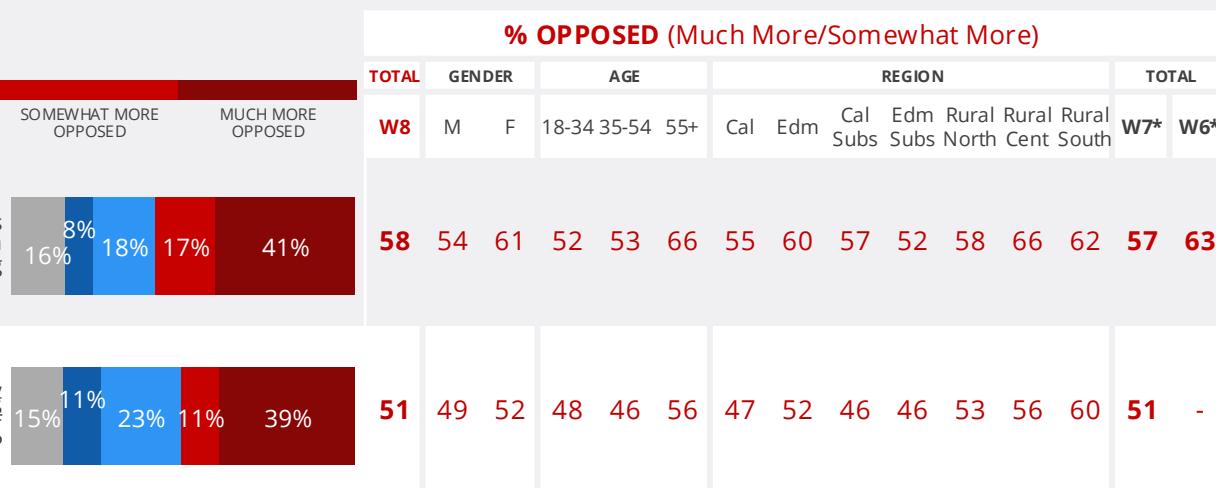
21

- Majority (58%) more opposed to replacing RCMP with APPS based on local governments voicing concerns regarding increased costs, including 61% of women, 66% of 55+ age group and 66% of Rural Central.
- “Ending the contract with the RCMP will give Albertans more control over policing...” made 37% more supportive of plan to replace RCMP with APPS.

Support/Opposition For APPS*



Local governments across Alberta have voiced concerns regarding increased costs and other impacts of a transition away from RCMP local policing



Several Alberta municipalities – including Red Deer, Airdrie, Beaumont, and Olds – have conducted policing reviews in the past five years &, after careful analysis of policing costs, chose to retain RCMP

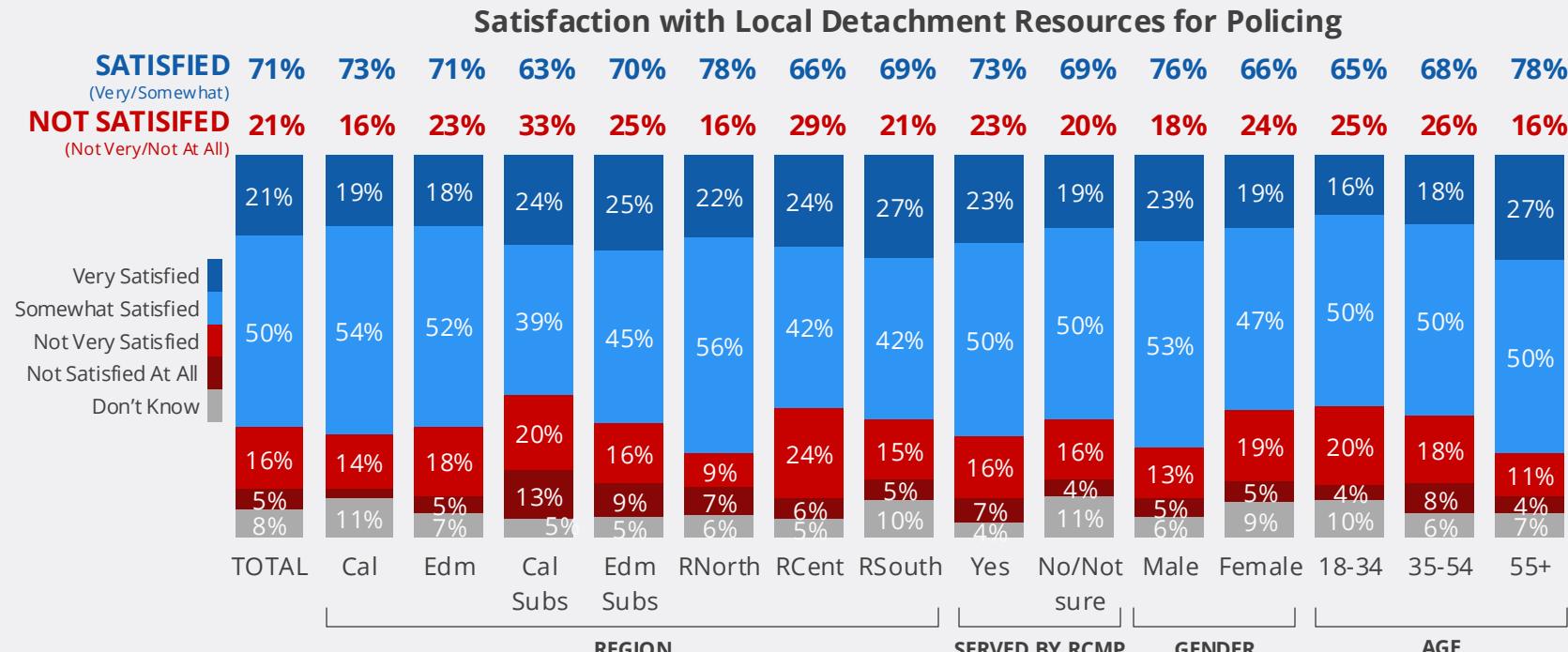


16. Here are some general statements about policing in Alberta. Please indicate whether they make you more supportive or more opposed to replacing the RCMP with a new Alberta Provincial Police Service (APPS). Base: TOTAL W8 (N=1,200), TOTAL Sample Split W7 (600-601). Note: comparing APPS (W8) to previously proposed IAPS (W6/W7)

Over 7-in-10 satisfied that their local detachment has adequate resources to police their community

22

- Across rural areas, satisfaction ranges from 66% in Rural Central to 69% in Rural South and 78% in Rural North.



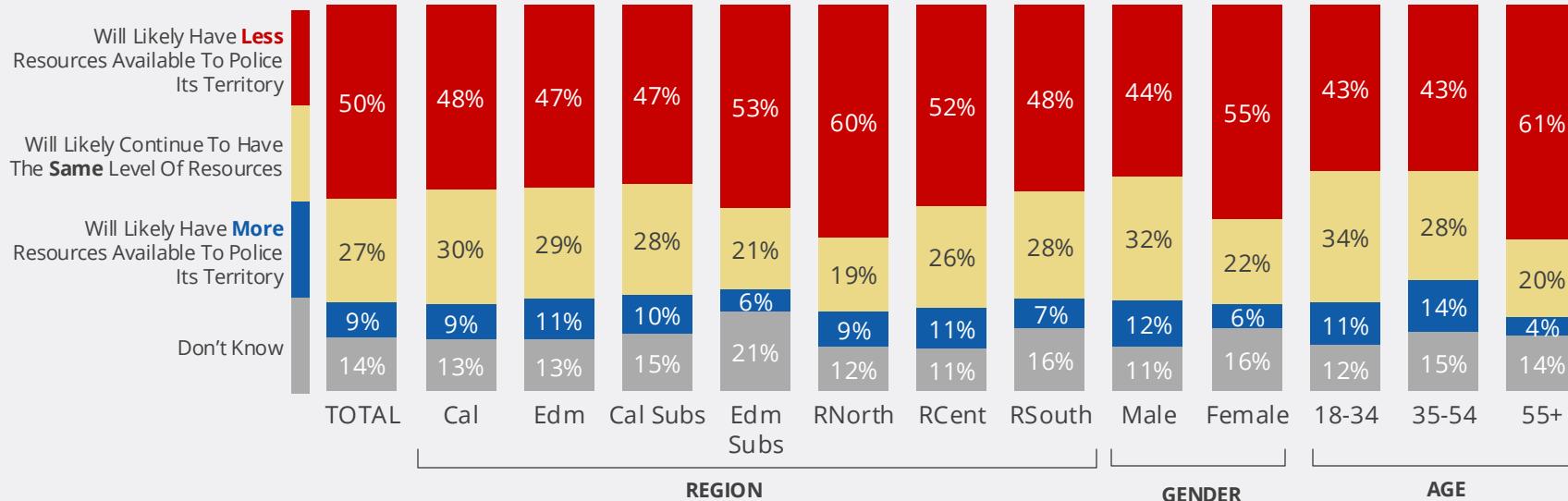
17. Thinking about policing in your community, how satisfied are you with your local detachment having adequate resources to police your community?
Base: TOTAL W8 (N=1,200).

Majority say their community's police service will have less resources available to police its territory if RCMP replaced with APPS

23

- While half (50%) say their community will likely have less resources for policing, 9% said it is likely there would be more resources available, and 27% said it is likely their community will have the same level of resources for policing.

Expected Resource Levels if RCMP is Replaced with Alberta Provincial Police Service



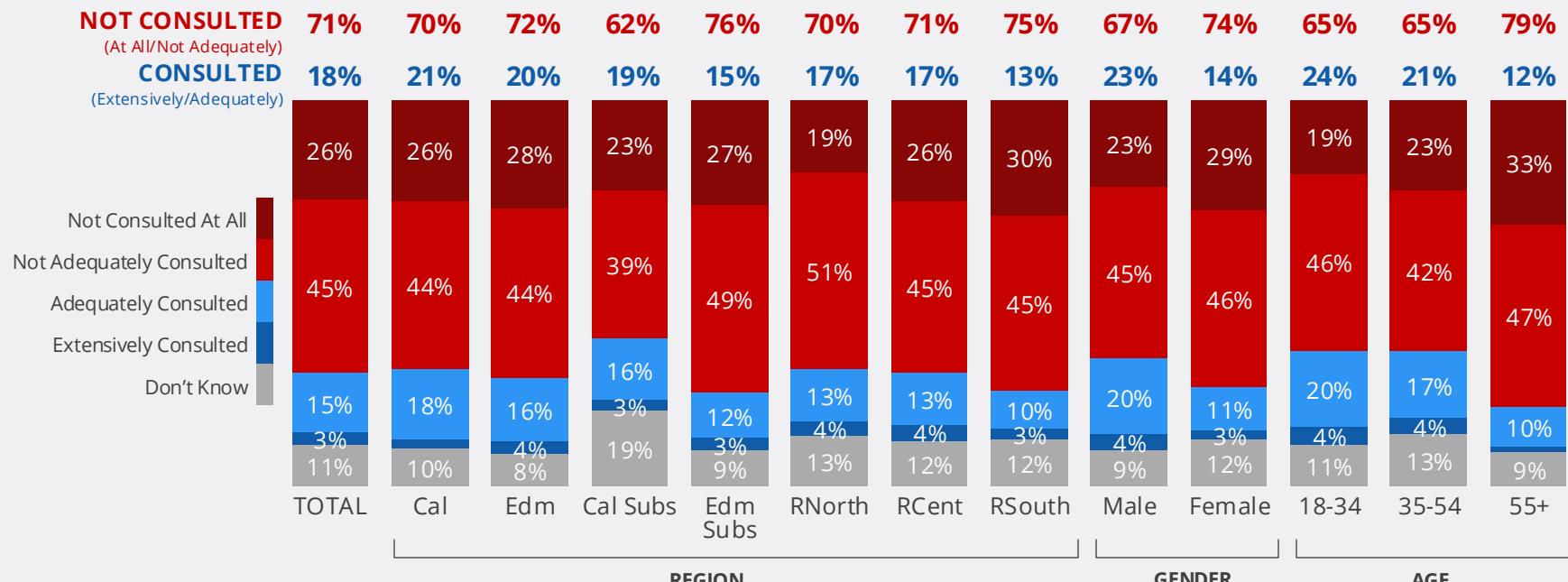
18. The community police service in each municipality in Alberta is funded by the local government. RCMP-served communities receive additional funding from the federal government. If Alberta replaces the RCMP with a new Alberta Provincial Police Service, the current federal contribution would have to be absorbed by provincial and municipal taxpayers. Thinking about this, do you feel that your community's police service will have more, less, or the same level of resources available to police its territory? Base: TOTAL W8 (N=1,200).

Over 7-in-10 say public has not been adequately consulted on idea of replacing the RCMP with a new Alberta Provincial Police Service

24

- Over 1-in-4 (26%) say the public has "not been consulted at all" including 33% of 55+ age group.

Perceived Public Consultation on Replacing RCMP with Alberta Provincial Police Service

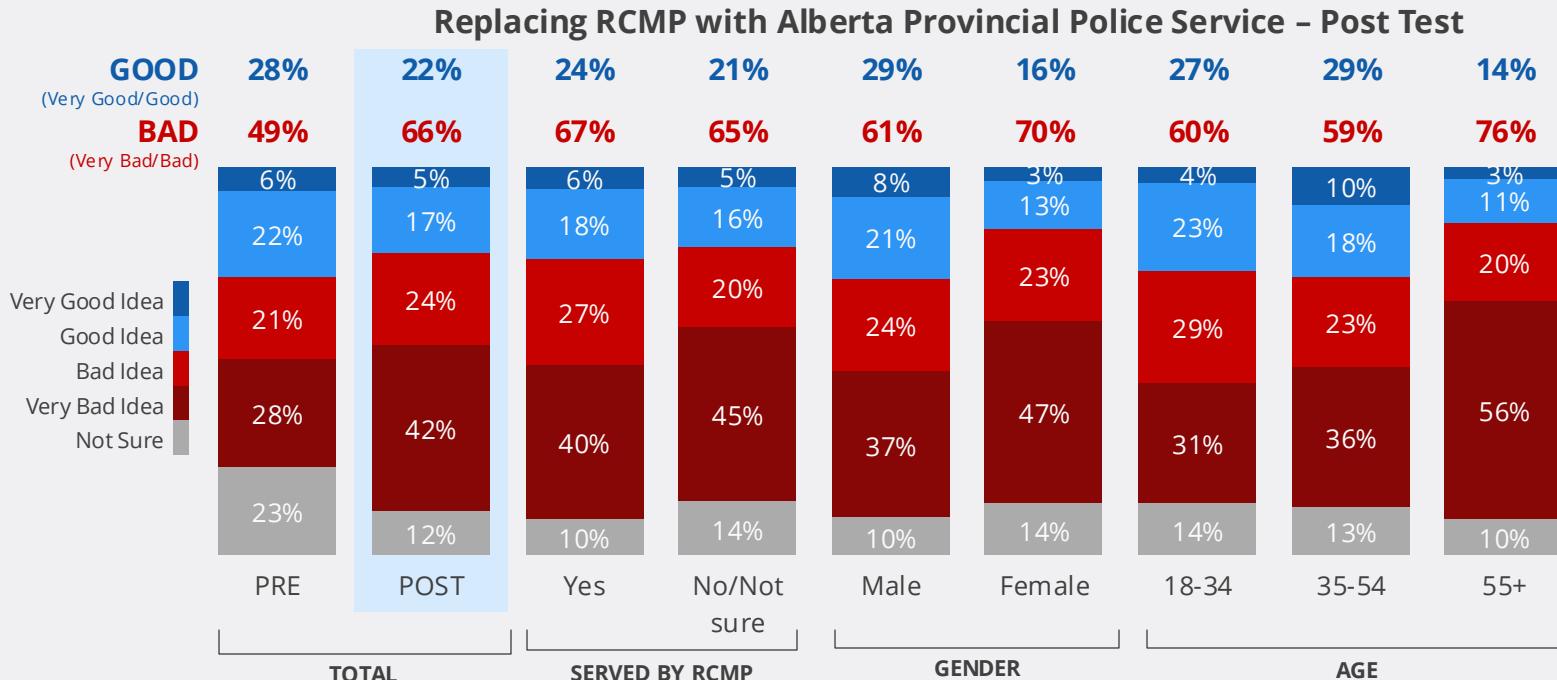


19. To what extent do you think the public has been consulted about the idea of replacing the RCMP with a new Alberta Provincial Police Service?
Base: TOTAL W8 (N=1,200).

Post-test: Those saying replacing RCMP with Alberta Provincial Police is a bad idea increases significantly

25

- Those saying replacing the RCMP with APPS is a bad idea moves from 49% (pre-test) to 66% (post-test), including an increase among those saying it's a "very bad idea" from 28% to 42%.

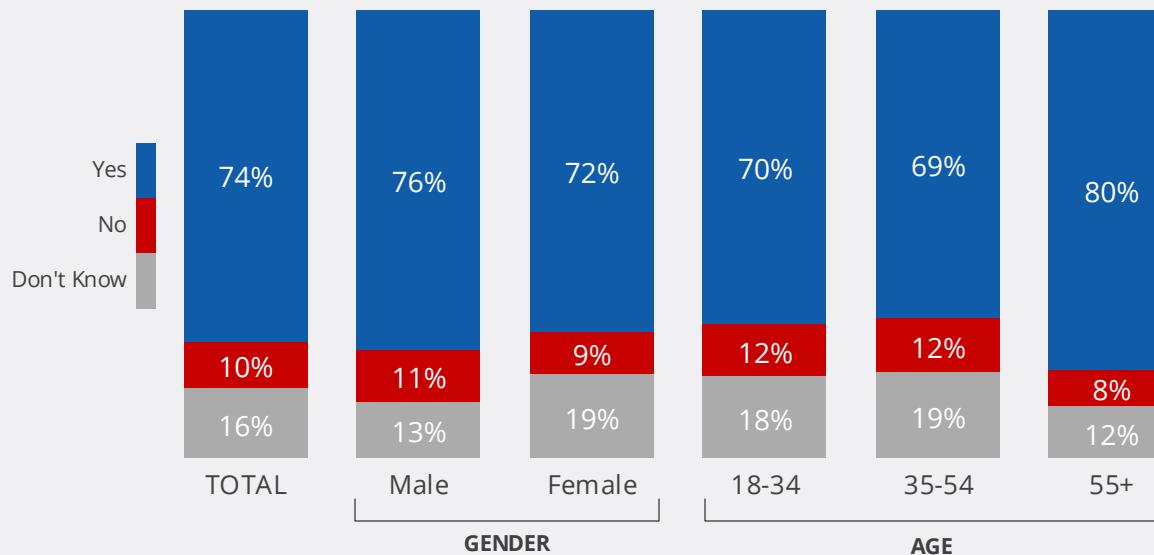


20. Now that you reviewed additional information, do you think replacing the RCMP with a new Alberta Provincial Police Service is a good idea or a bad idea?
PRE: 15. Based on what you have read, seen, or heard, do you think replacing the RCMP with a new Alberta Provincial Police Service is a good idea or a bad idea?
Note: The name of the agency has changed. Base: TOTAL W8 (N=1,200).

About 3-in-4 say a decision to replace the RCMP with a new Alberta Provincial Police Service should require approval by referendum

- If provincial government moves to replace the RCMP with a new APPS, those saying it should require approval by referendum, and broad support among gender and age groups.

Approval by Referendum for Replacing RCMP with Alberta Provincial Police Service



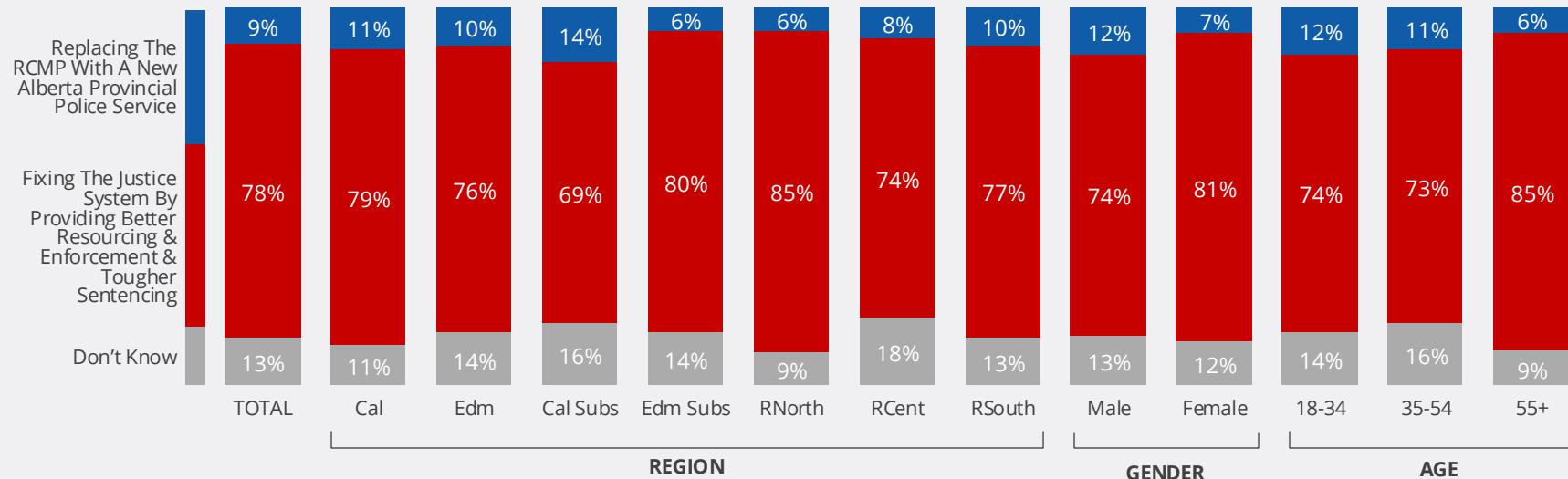
22. The provincial government recently held a province-wide referendum on eight proposed measures. If a decision is made by the provincial government to replace the RCMP with a new Alberta Provincial Police Service, should that decision also require approval by referendum? Base: TOTAL W8 (N=1,200).

Vast majority want government's focus on fixing the justice system rather than replacing the RCMP with a new Alberta Provincial Police Service

27

- Almost 4-in-5 (78%) prefer "fixing the justice system by providing better resourcing and enforcement, and tougher sentencing" over "replacing the RCMP with a new Alberta Provincial Police Service" (9%).

Premier Danielle Smith and Government's Focus on Public Safety in Alberta

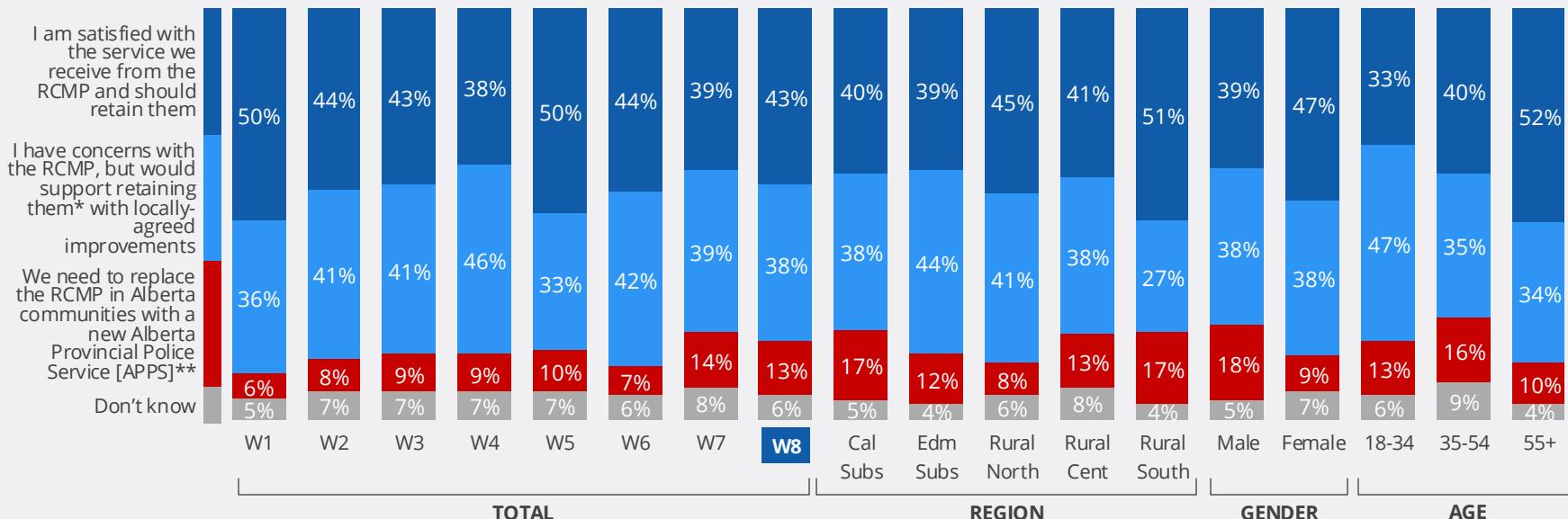


23. When it comes to public safety in Alberta, do you think Premier Danielle Smith and the PCP government's focus should be on...
Base: TOTAL W8 (N=1,200).

Post-test among RCMP Communities: Tracking across 8 waves

- Among those in RCMP-served communities, 81% would retain RCMP which is within the range (78% to 86) over 8 waves.
- Those saying the RCMP needs to be replaced is at 13%, marginally lower than wave 7, but higher than levels in waves 1-6.

Viewpoint of RCMP Served Communities On Key Issues

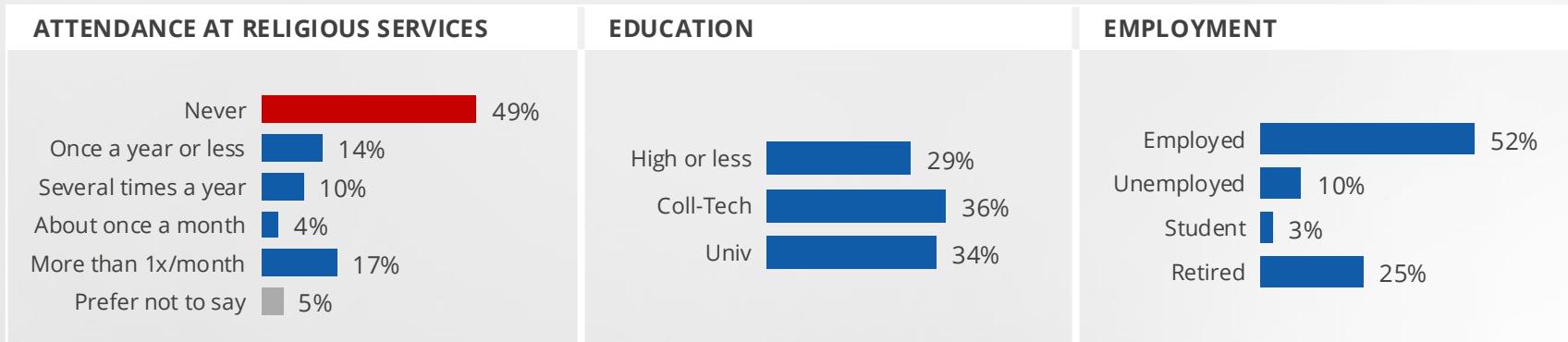
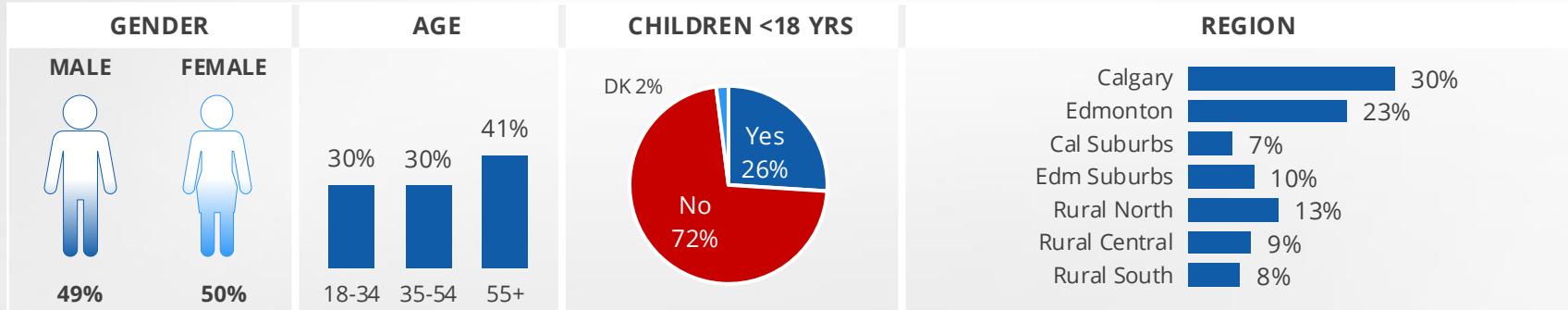


26. Which of the following statements best reflects your viewpoint? Based on RCMP Served Communities: W8 (N=729); W7 (N=718); W6 (N=678); W5 (N=699); W4 (N=695); W3 (N=727); W2 (N=733); W1 (N=809). *W1 Read: "...if there were significant improvements". **Note: The name of the agency has changed from IAPS to APPS..

DEMOGRAPHICS

Demographics

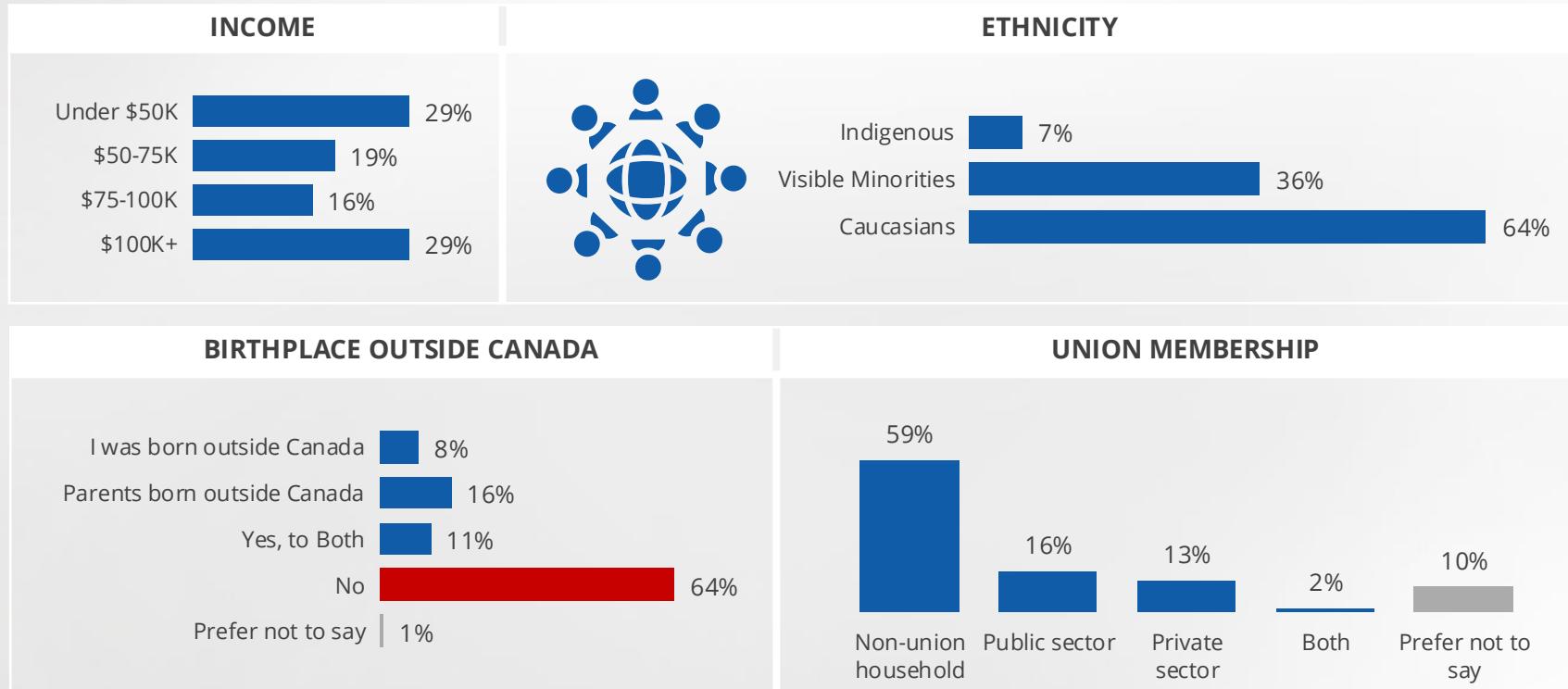
30



Base: TOTAL (N=1,200).

Demographics

31



Base: TOTAL (N=1,200).

NATIONAL
POLICE
FEDERATION



FÉDÉRATION
DE LA POLICE
NATIONALE

National Police Federation Alberta

Wave 8

August 2025



Alberta Beach

Box 278 • Alberta Beach • Alberta • TOE 0AO
Telephone: 780-924-3181 • Fax: 780-924-3313

November 25, 2025

Ste. Anne Regional Emergency Management Partnership
P.O. Box 17
Alberta Beach, AB
TOE 0AO
Sent via Email: summervillage.remp@gmail.com

Re: SVREMP Regional Director of Emergency Management Appointment

On behalf of Alberta Beach Council, we are pleased to welcome Stephen Wright to the partnership as the Regional Director of Emergency Management, beginning in 2026. We recognize that his extensive emergency management background brings a wealth of knowledge and expertise to the group and we look forward to the future continued success of the SVREMP.

Alberta Beach would also like to extend our sincere gratitude to Janice Christiansen and Marlene Walsh for their years of dedicated service to the partnership. A special thank-you is extended to Janice, as outgoing RDEM, for her commitment and contributions, which have been invaluable to the strength and resilience of the regional emergency management partnership. Alberta Beach appreciates that Janice will continue on as the Alberta Beach DEM.

Once again, congratulations Stephen and thank you Janice and Marlene.

Sincerely,

Tara Elwood,
Mayor

Cc: Alberta Beach Council

Dear Stakeholder:

In June and July 2025, Municipal Affairs held engagement sessions regarding potential legislative changes to require each municipality establish a level of service for their fire service and to gather feedback on related supports from the Government of Alberta.

Thank you to everyone who contributed their valuable time and insights to this engagement. Municipal Affairs has developed a What We Heard report, which I am pleased to share with you as a valued stakeholder.

I am also pleased to share that following this engagement, Municipal Affairs is not considering legislative changes at this time. Instead, my department will work with municipal associations and fire service stakeholders through the Provincial Fire Liaison Committee to explore, develop, and implement additional supports to assist interested municipalities in defining a fire level of service.

If you have any questions regarding this engagement or next steps, please reach out to the Office of the Fire Commissioner at firecomm@gov.ab.ca.

Sincerely,



Dan Williams, ECA
Minister of Municipal Affairs

Attachment: Report: Fire Level of Service 2025 Engagement – What We Heard



Fire Level of Service

2025 Engagement – What We Heard

Municipal Affairs | September 2025

Overview

Municipal Affairs conducted engagements in June and July 2025 to gather input on the feasibility of requiring Alberta municipalities with fire services to establish a council-approved minimum level of service. The engagement focused on adding a requirement into the *Municipal Government Act* and identifying the supports or guidance the province could provide to assist municipalities in developing their service levels.

Following these engagements, Municipal Affairs is not considering legislative changes at this time and will move forward with non-legislative means to support interested municipalities to develop a level of service.

Methods

Consultation was conducted through four engagement sessions, a survey, and an invitation to submit written responses to Municipal Affairs. This engagement was focused on participation from the Alberta Fire Chiefs Association (AFCA), the Alberta Professional Fire Fighters and Paramedics Association (APFFPA), Alberta Municipalities (ABMunis), the Rural Municipalities of Alberta (RMA), and municipal chief administrative officers (CAOs) or equivalent.

Additionally, the Metis Settlements General Council was invited to participate as Metis Settlements are impacted by provincial legislation and may be affected by changes in requirements for fire services that neighbour Metis Settlements.

Understanding Levels of Service

Some stakeholders requested more clarity on what a level of service includes and the scope of services fire departments deliver above and beyond fire suppression. Stakeholders requested additional clarification on what is involved with drafting a level of service and conducting fire service-specific community risk assessments.

Participation

Engagement Sessions – engagement sessions were held on June 23 and 24, and July 9 and July 16 and had over 200 participants. The first session targeted the AFCA and the APFFPA, and the final session targeted the RMA, ABMunis, and the Mid-sized Cities Mayor's Caucus. The June 24 and July 9 sessions were open to all invited stakeholders.

Survey – the survey launched June 6, 2025, and closed on July 11, 2025, and a total of 314 survey responses were received with 131 being complete (all questions answered). Seven additional written responses were also received.

Profile of Survey Respondents

Demographic Breakdown

Summer Village or Village	16.15%
Town or City (population under 20,000)	34.16%
City (population 20,000 or more)	13.04%
County or Municipal District	31.06%
Special Area or Improvement District	0.62%
Metis Settlement	0.62%
Fire Service Representative	4.35%

Fire Service Type

Career fire service	9.49%
Combination (both full-time firefighters and paid-on call)	30.38%
Paid-on-call (firefighters receive compensation for services)	29.75%
Volunteer (firefighters receive no compensation for service)	21.52%
Mutual Aid Agreement (the municipality does not have a fire service but contracts services under a formal agreement)	8.86%

Common Themes

Current State

23.72 per cent of survey respondents reported that their municipality currently did not have a level of service for their fire service, while 12.18 per cent were unsure if their municipality had a level of service. While this reflects the understanding that most municipalities in Alberta have a level of service, it also highlights a potential gap for Alberta's municipal fire services.

Some stakeholders reported an opportunity for more awareness for local elected officials on the scope of fire services provided in communities.

There is a significant range in the services provided across the province and sometimes even within the same municipality (particularly large rural municipalities with a wide geographic range and unique needs in communities across the municipality).

Many stakeholders indicated that some services, such as ice rescue and medical calls, are provided informally without being included in a level of service

and suggested an opportunity to increase awareness surrounding budgeting and risk management.

Municipal Autonomy and Authority

Stakeholders were generally not supportive of a legislative requirement to establish a level of service. Feedback strongly suggested municipalities should retain autonomy to determine service levels in a manner that fits their communities. Stakeholders indicated municipalities are in the best position to assess local risks and determine what their fire service will respond to or what other mitigation is needed. Almost all stakeholders emphasized the importance of councils retaining the ability to tailor service levels to local resources and risks.

A majority of stakeholders indicated that a council approved level of service could strengthen the relationship between municipal leadership, local elected officials, and the fire service. However, most stakeholders also stressed the importance of avoiding a one-size-fits all approach as it could impact local viability and retention for volunteer departments.

Financial Barriers and Operational Considerations

Almost all stakeholders noted that municipal financial constraints and the lack of additional funding were significant barriers for the fire service and level of service development.

Municipal stakeholders acknowledged municipalities could modify or discontinue certain services to address budget and staffing pressures; however, many also noted potential resistance from fire service personnel. Moreover, a few stakeholders noted that defining minimum service levels may result in demands for expanded services.

Retention was a concern for local fire services, particularly for departments that rely on volunteers or paid-on-call firefighters. Stakeholders indicated volunteers find it challenging to find time to attend required training while maintaining full-time employment outside the fire service. This can impact their ability to consistently meet a level of service.

Stakeholders acknowledged inconsistent service levels between counties and partner municipalities. Many municipalities anticipate relying on regional or mutual aid agreements to fulfil the response needs of the region. This was provided as an example of why

stakeholders felt levels of service were best determined at the local level.

While it was acknowledged that establishing a level of service could help inform funding, training, and equipment needs, stakeholders raised concerns that it takes time and appropriate staffing levels to conduct a community risk assessment, develop the level of service, adjust municipal budgets as required, and for firefighters to meet training and competency requirements.

Provincial Supports

Almost all stakeholders suggested they would welcome further provincial support to help municipalities develop and improve service levels.

Most stakeholders advocated for supports to build municipal capacity to tailor their fire services to meet community needs. Additional education was requested for local elected officials regarding municipal fire services and the risk associated with not appropriately defining a level of service and the importance of training and equipping to that level of service.

Most stakeholders advocated for additional non-legislative measures, including tool kits, templates, benchmarks, best practice documents, and guidelines, all centralized under the Office of the Fire Commissioner. Stakeholders would also appreciate more training and awareness regarding existing tools and resources.

For additional information, please contact the Office of the Fire Commissioner at firecomm@gov.ab.ca.



ASVA Executive
December 11, 2025



**Brian Waterhouse, SV of Sundance Beach—PRESIDENT
(Region 4 – Pigeon Lake)**

Brian Waterhouse currently serves as Mayor of the Summer Village of Sundance Beach, bringing 24 years of council experience to his role. A resident of Sundance Beach since 1997, Brian's professional background spans four decades in the oil and gas industry, where he has held both technical and executive positions. Outside of his professional commitments, Brian and his wife, Rose, have completed over 20 international cruises and value time spent with their family and four granddaughters.

Brian is a member of several committees.

- Summer Village of Sundance Beach – Mayor
- Association of Summer Villages of Alberta Executive – President
- Association of Summer Villages of Alberta – Conference Organizing Committee
- Alberta Municipalities – Summer Villages Director
- Alliance of Pigeon Lake Municipalities
- Pigeon Lake Watershed Management Plan Committee
- Pigeon Lake In-lake Technical Committee



**Ren Giesbrecht, SV of West Cove – VICE PRESIDENT
(Region 3 – Betula Beach, Lac Ste. Anne, Wabamun and Lake Isle)**

Ren Giesbrecht has served on the SV of West Cove Council for over 6 years in the capacity of Mayor and Deputy Mayor and currently as the Deputy Mayor. I am a member of the Summer Villages Lac Ste Anne County East Assoc. and for the last 4 years served as deputy chair. I have also served on the AUMA small communities Association for two years. I have lived full time in West Cove for the past 10 years and have had a summer place to go to on Lac Ste Anne since I was an infant. I have been happily married for over 50 years and have 3 children, 8 grandchildren and a great grandchild. I am a retired Teacher, Principal and Educational Technology Director. I still do some substitute teaching and enjoy helping students learn. I believe the future of healthy summer villages is in our capacity to collaborate with each other and other municipalities, to be advocates and stewards for healthy lakes and to stay informed on issues facing summer villages. I am happy to be serving you as a Director on the ASVA.



**R. W. (Rob) Dickie, P.Geol., R.E.T., EP, SV of Betula Beach – TREASURER
(Region 3 – Betula Beach, Lac Ste. Anne, Wabamun and Lake Isle)**

Rob Dickie is in his sixth term on council and fourth term as Mayor of the Summer Village of Betula Beach. Rob is a third-generation property owner on Lake Wabamun, with his grandfather having built at the lake in 1912. Rob has volunteered on numerous committees for the betterment of Lake Wabamun, including TransAlta related committees dealing with water quality/level impacts due to mining and watershed management issues. Rob joined the ASVA board in 2012 as a Director and also played an integral role representing stakeholders as it related to the 2005 Train Derailment at Lake Wabamun that resulted in the loss of 1.25 million liters of oil into the lake.

Rob sits on the following related committees:

- Summer Village of Betula Beach – Mayor
- ASVA Board of Directors – Treasurer
- ASVA Conference Organizing Committee



Kathy Krawchuk – EXECUTIVE DIRECTOR

Kathy Krawchuk has spent her career working in the municipal government sector. She received her Local Government in Municipal Administration Certificate in 2013, National Advanced Certificate in Local Authority Administration in 2015 through the University of Alberta. In 2015 she received her Local Government Managers Designation through the Society of Local Government Managers. She was employed at one municipality throughout her 32-year career, working in a variety of areas including Utilities, Account Payables, Account Receivables, Economic Development Officer, DEM, Assistant Chief Administrative Officer, and 12 years as Chief Administrative Officer. Throughout her Chief Administrative career, she was a standing member of the Local Government Administration Association, Society of Local Government Managers and the Canadian Association of Municipal Administrators. Kathy enjoys spending quality time with her husband, family, and friends playing board games, recreational activities, travelling and relaxing by a backyard fire. Kathy looks forward to working with the ASVA Executive & Board, Summer Village Councils and Chief Administrative Officers, and the ASVA's sister municipalities ABmunis and RMA.



Mike Pashak, SV of Half Moon Bay – PAST PRESIDENT (Region 5 – Sylvan Lake, Gull Lake, Buffalo and South Area)

Mike Pashak is the Past President of the Alberta Summer Villages Association (ASVA) and a proud third-generation property owner on Sylvan Lake. He's currently serving his third term on Council for the Summer Village of Half Moon Bay, where he also acts as Deputy Mayor.

With more than 30 years of experience in the electric utility industry, Mike has built a career focused on bringing people together — whether it's working with government, businesses, or communities — to find practical solutions to complex issues. His background includes everything from managing operations and customer service to navigating regulatory and policy matters.

Mike is actively involved in several boards and committees, including:

- **Summer Village of Half Moon Bay** – Deputy Mayor
- **ASVA Board of Directors** – Past President
- **Sylvan Lake Regional Wastewater Commission** – Chair
- **Municipal Planning Commission (Half Moon Bay)** – Chair
- **Utilities Consumer Advocate Advisory Panel** – Public Member

ASVA Board of Directors
December 11, 2025



Curtis Schoepp, SV of Whispering Hills - DIRECTOR
(Region 1 – Island Lake, Baptiste)

I have been on council since 2016 and currently sit as Mayor. My family and I have enjoyed lake life for many years. My wife, Leane and I are permanent residents of Whispering Hills. I am very concerned about keeping our lakes healthy for many generations to come. Curtis is currently a part of the following committees:

- SV of Whispering Hills – Mayor
- ASVA Board of Directors – Director
- NLLS Northern Lights Library System - Director
- ARWMSC Athabasca Regional Waste Management Services Commission - Director
- TIAA Thermal Insulation Association of Alberta - Honorary Member
- GNF Greater North Foundation - Director
- BAILS Baptiste and Island Lake Stewardship Society - soon to be on board



Dan Hiller, SV of Rochon Sands – DIRECTOR
(Region 5 – Sylvan Lake, Gull Lake, Buffalo and South Area)

Dan Hiller moved to the Summer Village of Rochon Sands in 2010 and joined council in 2013. Dan has been Mayor of Rochon Sands' fine village for 10 years now and enjoys every challenge it presents. He has a wonderful wife Ang and two children Nash (7) and Olive (5). Dan is excited to work with the surrounding summer villages to address the various issues we all face.

Coming Soon

**Gwen Jones, SV of Sunset Point – DIRECTOR
(Region 3 – Betula Beach, Lac Ste. Anne, Wabamun and Lake Isle)**

Gwen is serving her second term on the Council for the Summer Village of Sunset Point, having been re-elected in 2025. In addition to her work on council, she sits on several boards and commissions, where she contributes her insight and leadership on regional issues. Through this work, Gwen has developed a strong understanding of the unique challenges facing Summer Villages, including the growth of fractional ownership, election-related concerns, and the environmental pressures on local recreational water systems. She is committed to thoughtful governance, responsible land and water stewardship, and ensuring that the voices of residents are heard and respected. Gwen continues to advocate for collaborative, long-term solutions that support the well-being and sustainability of Sunset Point and neighboring communities.



**Ian Rawlinson, SV of Crystal Springs – DIRECTOR
(Region 4 – Pigeon Lake)**

Ian has served as the Mayor of Crystal Springs on Pigeon Lake for the past 6 years. Ian is now a recovering high school Principal with over 25 years of leadership in education in Alberta having retired in June of last year. Ian enjoys collaborating, communicating and encourages others to ensure all information is understood and considered before decisions are made. Having first bought an old 'fixer upper' cabin on the second row over 15 years ago, 2 years ago he and his wife Nicole bought a lakefront "fixer upper" and now spends time working on both properties. The lakefront property is to become a retirement home and the older cabin is now for his family of 4 grown children and 2 grandchildren who all grew up at the lake. It truly is a family retreat. Ian's passion is around lake management, community building and trying to preserve the joy of summer villages while still allowing and encouraging progress. He serves on the following boards/committees:

Summer Village of Crystal Springs – Mayor

ASVA Board of Directors – Director

Alliance of Pigeon Lake Municipalities – Board Member

Pigeon Lake Watershed Association -Board Member

Pigeon Lake In-lake Technical Committee & South Pigeon Lake Development Committee



**Julie Maplethorpe, SV of Jarvis Bay – DIRECTOR
(Region 5 – Sylvan Lake, Gull Lake, Buffalo and South Area)**

Julie moved from the Town of Sylvan Lake to the Summer Village of Jarvis Bay in June of 2011 in an effort to be closer to nature and gain more peaceful surroundings. Her roots run deep on Sylvan Lake as her mother Carolyn visited her own family here when she was a little girl in the 1950's. Always interested in history and the community, she became a Councillor for Jarvis Bay in July of 2017 and has held the position of Mayor since July of 2020. Julie's diverse work background has led her career in many directions from following her passion of dance out to the west coast, working with children in various capacities including refugee and immigrant families settling in Canada, and spending 12 years in Human Resources and as a Health and Safety Officer for an Environmental Company. Wearing many hats allows Julie to bring a wealth of collaborative spirit and leadership to all that she endeavours. Married since 2006 to her awe-inspiring husband Colin, they share two children aged 19 and 13. In addition to serving the Summer Village of Jarvis Bay, she is also the Director of Operations and Secretary for the Sylvan Lake Blizzard Soccer Club.

Julie serves on the following related boards and / or committees:

- Summer Village of Jarvis Bay – Mayor
- ASVA Board of Directors – Director
- Municipal Planning Commission for the Summer Village of Jarvis Bay – Chair
- Lacombe Regional Emergency Management Partnership Board – member for the Summer Village of Jarvis Bay
- Intermunicipal Development Plan Committee for Summer Village of Jarvis Bay – Board Member
- Joint Services Committee for the five Summer Villages on Sylvan Lake – Vice Chair
- Human Resources Sub-committee member for the five Summer Villages on Sylvan Lake
- Parkland Regional Library Board member for the five Summer Villages on Sylvan Lake
- Sylvan Lake Water and Wastewater Commission - Board Member
- Shoreline and Inshore Management Committee for the Summer Village of Jarvis Bay
- Sylvan Lake Management Committee for the Summer Village of Jarvis Bay (now dissolved and replaced by the IDPC)



**Kim Bancroft, SVs Bondiss, Island Lake South, Larkspur, Sunset Beach, & Whispering Hills – DIRECTOR
(Region 1 – Island Lake, Baptiste)**

Kim has been working in the municipal government sector for 7 years now. Along with a Business Administration Diploma from NAIT, she also received the Applied Land Use Planning Certificate and National Advanced Certificates in Local Authority Administration Levels I and II from the University of Alberta. Kim is currently the CAO for 5 summer villages; Bondiss, Island Lake South, Larkspur, Sunset Beach, and Whispering Hills. Her parents were the previous CAO's and she worked along side of them for several years and took over when they retired. Kim really enjoys learning about lake life and working with her councils. Kim believes that being involved with several summer villages will give her a variety of resources. The ASVA is the first board she has participated in and looks forward to continuing being a part of it.



**Marlene Walsh, SV Val Quentin – DIRECTOR
(Region 3 – Betula Beach, Lac Ste. Anne, Wabamun and Lake Isle)**

Marlene Walsh is currently the CAO for the Summer Village of Val Quentin located on the south east shores of Lac Ste. Anne. She is also the Regional Deputy Director of Emergency Management for the Ste. Anne Summer Villages Regional Emergency Management Partnership comprised of 11 Summer Villages. One of her interests in this role is to focus on developing community resilience by encouraging actions that build preparedness and strong community systems that promote preparedness in the event of emergency or disaster. Another of her interests is to focus on good lake stewardship, and to help ensure residents in the community have a positive impact on the preservation of our lakes. She strongly believes that our daily actions make a difference. By making positive and informed choices, we will help to maintain a natural ecological balance for those who choose to enjoy our lakes now and in the future. In her spare time, you will find Marlene spending quality time with her grandchildren and her family! Marlene is currently serving on the ASVA Board of Directors as a Director.



COMMITTEES/BOARDS/COMMISSIONS (2025/2026)
(as of November 24, 2025)

NAME	APPOINTMENTS	AUTHORITY	MEMBERS
AB Municipalities Municipal Leaders Caucus	Two (2)	Outside Entity	Mayor Deputy Mayor
Anniversary Committee 100 th Year	Two (2), One (1) Alt	C302/2025	AJ Malcolm Rick Armstrong Bridgette Campbell (Alt)
Capital Region Assessment Services Commission	One (1), One (1) (Alt)	Outside Entity	Esther Sonnenberg Rick Armstrong (Alt)
Community Futures Yellowhead East	One (1)	Outside Entity	Esther Sonnenberg
Emergency Advisory Committee	Three (3), One (1) (Alt)	Bylaw 1110	AJ Malcolm Rebecca Wells James Mason Rick Armstrong (Alt)
Highway 43 East Waste Commission	One (1), One (1) (Alt)	Outside Entity	Rick Armstrong Bridgette Campbell (Alt)
Inter-Municipal Collaboration Framework Committee	Three (3)	February 25, 2019	AJ Malcolm Rebecca Wells Esther Sonnenberg
Inter- Municipal Development Plan Steering Committee	Two (2)	External (created Oct 25, 2012 LSAC)	James Mason Rebecca Wells
Lac Ste. Anne Foundation	One (1)	Outside Entity	Rebecca Wells
Mayerthorpe Cemetery Committee	One (1), One (1) (Alt)	Bylaw 1169	Esther Sonnenberg Rebecca Wells (Alt)
Mid-Sized Town Mayors Caucus	Two (2)	Apr 28/25 C116/2025	AJ Malcolm Rebecca Wells
Municipal Planning Commission	Five (5)	Bylaw 811	Annette Pedersen Rebecca Wells James Mason Esther Sonnenberg Bridgette Campbell
Northern Alberta Mayor's and Reeves	One (1), One (1) Alt	Outside Entity	Mayor Deputy Mayor (Alt)
Ste. Anne Emergency Response Centre	Two(2)	Bylaw No. 1084	Rick Armstrong Annette Pedersen
Ste. Anne Regional Municipalities (Adhoc)	One(1), One(1) Alt.	External Committee (Added Oct 22, 2018)	Mayor Deputy Mayor
Subdivision and Development Appeal Board	One(1), (Cannot be a member of MPC)	Bylaw 1032	Rick Armstrong
Town of Mayerthorpe Library Board	One (1)	Bylaw 1090	Annette Pedersen
West End Bus Committee	Two (2)	Internal Committee	Annette Pedersen Rick Armstrong
Yellowhead Regional Library Board	One (1), One (1) (Alt)	Outside Entity	Annette Pedersen Bridgette Campbell

Fire Rescue International

Box 1550
Onoway, Alberta T0E 1V0
Canada
accounting@firerescueinternational.net

INVOICE

Invoice No.: 1278
Date: 12/16/2025

Sold to:

Summer Village of Silver Sands

Heather Luhtala
Box 8
Alberta Beach, Alberta T0E 0A0
Canada

Business No.: 770543148RT0001

Quantity	Description	Tax	Unit Price	Amount
	Job: 2025-167 Incident Date: December 3, 2025	G		
1.5	Charlie 1	G	190.00	285.00
1.5	Charlie 4	G	190.00	285.00
1.0	Medical No Charge	G	-570.00	-570.00
	Type: Medical Aid Address: [REDACTED] Responding Agencies: Fire Rescue International EMS			
	AHS File# C25244264			
	Subtotal:			
	G - GST @ 5% GST GST, not included			-14.25 14.25
			Total Amount	
			Amount Paid	
			Amount Owing	

Municipal Musings

2025 Municipal Election Stats

Recap of 2025

Municipal Services Division had a busy 2025. Housing matters were top of mind, with the ministry engaging with key stakeholders over the spring and summer to understand potential barriers to expanding housing supply in Alberta. In addition, the ministry examined how land-use planning and existing regulations and procedures have influenced housing development.

The Government of Alberta also passed Bill 50, the *Municipal Affairs Statutes Amendment Act*, 2025 that saw amendments to local elections, the *Municipal Government Act*, and updates to first-time homebuyers protections. The division also engaged on the issue of recall of locally elected officials through targeted engagement with municipal administrations across Alberta. The engagement sessions involved discussions on thresholds, oversight, fundraising, collection of personal information, and the process of recall.

Post Election

Alberta's local general elections began in summer villages in summer 2025, with the remaining being held on October 20, 2025. Chief Elected Officials and councillors were up for election in all cities, towns, villages, specialized municipalities, and municipal districts across the province, as were trustees for public and separate school divisions.

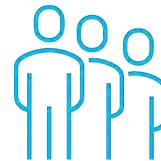
With the 2025 elections now complete, the Municipal Services Division is exploring a review of the *Local Authorities Election Act*.

Meet MA!

The Land Use planning and Improvement Districts (IDs) team, comprised of two planners, one ID Advisor, and a Manager, provide direct services and supports to Alberta, including members of the public, municipalities, and government/non-government organizations. The team focuses on land-use planning matters under Part 17 of the *Municipal Government Act* (planning and development, subdivision and development provisions, statutory documents, land-use bylaw requirements, etc.) and supporting six of the province's seven IDs.

The team also provides support to other areas of the provincial government in land-use planning, stakeholder engagements involving land-use policy and legislation, and issues impacting municipal and provincial land-use policy. Please contact our team at ma.advisory@gov.ab.ca

12%



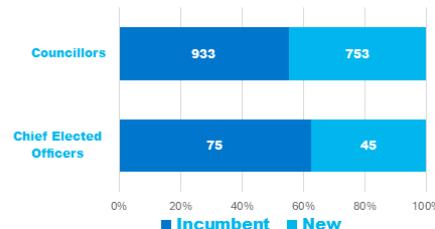
Municipalities had all councillors return

5%

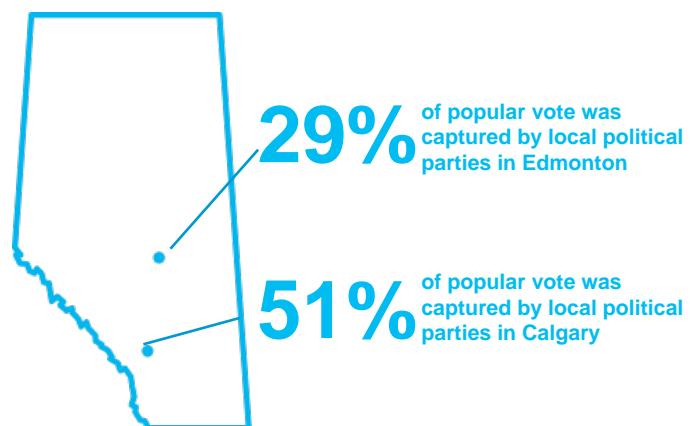


Municipalities elected entirely new councils

Incumbents



Local Political Parties



Close Races!

13

Elections decided by 1 vote

12

Municipalities conducted recounts

16

Candidates were within 0.5 per cent of total vote election to office

For any questions, comments and feedback regarding the newsletter, please contact:
ma.engagement@gov.ab.ca

NOTICE OF SETTLEMENT IN CLASS ACTION LAWSUIT

[Home](#) / [News](#) / Notice of Settlement in Class Action Lawsuit

← [News](#)

In October, ABmunis received a letter from Napoli Shkolnik Canada and Freeman Litigation asking us to share a notice with our members about a class action lawsuit against pharmaceutical companies related to the opioid crisis.

At first, we weren't sure how to proceed. We had never received a letter like this before and wanted to ensure we were sharing accurate information. To clarify, we spoke directly with one of the lawyers involved in the case.

Here's what we learned, so you can better understand the notice too.

What is the class action lawsuit about?

Municipalities are suing several pharmaceutical companies involved in the marketing, promotion, distribution or sale of pharmaceutical opioid products in Canada. The lawsuit alleges that these companies made misrepresentations about opioid products, and seeks monetary damages for the costs municipalities incurred relating to opioid addiction.

What does class mean in this lawsuit?

The City of Grande Prairie and the Corporation of the City of Brantford are acting as representative plaintiffs on behalf of all municipalities and local governments in Canada. This means every municipality and local government in Canada is automatically a member of the class — unless they choose to opt-out.

What is the notice about?

The plaintiffs and Mylan Pharmaceuticals, one of the pharmaceutical companies named in the lawsuit, have reached a proposed settlement. As Mylan Pharmaceuticals is a minor player relative to other pharmaceutical companies named in the suit, the settlement is small and will be used towards legal costs as the suit against larger players continues. As part of this process, the court requires the plaintiffs' legal counsel to notify all class members (any municipality and local government in Canada) in case they wish to opt-out of the settlement.

What do you need to do as a municipality?

If you have questions or concerns about the lawsuit or settlement or wish to opt-out, visit the [Napoli Shkolnik Canada Mylan Settlement](#) or contact the law firm directly at 1.888.531.0675.

Fw: Update on Changes to Alberta's Police Funding Model

From: PSES Minister <PSES.Minister@gov.ab.ca>
Sent: Thursday, December 18, 2025 10:23 AM
Subject: Update on Changes to Alberta's Police Funding Model

Dear colleagues,

I am writing to update you on changes to Alberta's Police Funding Model (PFM) that will affect your municipality beginning on April 1, 2026. The changes resulted from recommendations arising from the independent review of the PFM conducted by MNP LLP during spring and summer 2025, which included comprehensive stakeholder engagement. The changes to the PFM are designed to create a more equitable, transparent, and sustainable approach to funding front-line policing services for communities policed under the Provincial Police Service Agreement (PPSA).

Background

Since 2020, the Police Funding Regulation has enabled communities policed under the PPSA to contribute toward front-line policing costs. This has supported 285 additional Royal Canadian Mounted Police (RCMP) officers and 244 civilian staff to RCMP units across Alberta. However, the original model tied contributions to 2018 policing costs (\$252.3 million) rather than current expenditures. The costs of the PPSA have risen over time to well over \$380.5 million for 2025-26. This increase is due to RCMP contracted salary adjustments and inflation, as well as the additional positions enabled by the PFM.

As Minister, I held the costs to municipalities at approximately 19% of front-line policing costs (which is below the intended 30%), and the province contributed a higher share of the cost in order to allow for the review of the PFM to occur.

With the review complete, and the Police Funding Regulation expiring in March 2026, Alberta is now updating the model to ensure it reflects the real cost of policing today while maintaining predictability for municipal budgeting.

Key Changes to the Funding Model

Phased Cost Sharing Implementation

Beginning on April 1, 2026, municipal contributions will increase to 22% of current front-line policing costs, gradually reaching 30% over the next five years. This phased approach ensures predictable increases that support local fiscal planning. Importantly, contributions will now be based on actual front-line policing costs from the most recently completed fiscal year, rather than historical fixed costs.

To provide flexibility and to address unique circumstances, the Minister will have regulatory discretion to cap costs, remove significant one-time expenditures from municipal obligations, and provide targeted discounts to municipalities facing exceptional or substantial cost increases.

Modernized Funding Formula

The formula for calculating municipal contributions is being updated to better reflect actual demand for policing services. The base formula updates will be phased-in, with changes to weighted occurrences beginning on April 1, 2028, and reaching full implementation by April 1, 2030. Once complete, the formula will be calculated based on:

- 50% population;
- 30% equalized assessment (reduced from 50%); and
- 20% weighted occurrences (calls for service).

This phased timeline allows the province to work with the RCMP and municipalities to refine the underlying data and ensure it reliably informs the model. The introduction of weighted occurrences reflects actual policing workload and demand which reduces reliance on property values alone.

Revised Modifiers and Subsidies

Several adjustments are being made to improve equity and better reflect service delivery realities:

- **Removing inequitable subsidies:** The Crime Severity Index and detachment subsidies are being eliminated, as they were widely viewed as unbalanced and not aligned with actual service levels.
- **Updating shadow population:** The shadow population approach has been revised to subtract eligible shadow population directly from total population in calculations, rather than applying it as a separate subsidy (previously up to 5%).
- **New vacancy subsidy:** A vacancy modifier will provide discounts to municipalities experiencing RCMP staffing vacancies higher than the provincial average, acknowledging potential reduced service levels.
- **New population density subsidy:** This subsidy will reduce contributions for rural and remote municipalities with significantly lower than average density, recognizing these unique policing challenges and higher associated costs in these communities.

Enhanced Transparency and Accountability

A new annual public reporting process will be introduced, providing clear visibility into:

- Amounts collected from municipalities under the model;
- How funds collected under the model are allocated; and
- How reinvestments support front-line policing capacity across Alberta.

The province will continue to look for opportunities to enhance transparency, including through collaboration with the Provincial Police Advisory Board. All funds collected through the PFM will continue to be invested in front-line policing provided under the PPSA to support ongoing costs and future growth where possible.

Next Steps

Further details regarding implementation timelines and specific impacts to your municipality will be provided in the coming weeks. We are committed to working collaboratively with municipalities throughout this transition to ensure an effective implementation process.

Should you have questions or require additional information, please contact my ministry at abpfm@gov.ab.ca.

Thank you for your continued partnership in maintaining safe and well-served communities across Alberta.

Sincerely,

Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

Classification: Protected A

ABmunis Statement on the Renewed Police Funding Model

From Dylan Bressey <president@abmunis.ca>
Date Fri 12/19/2025 10:24 AM
To Angela Duncan <svsouthview@outlook.com>

Dear Mayors, Councillors and CAOs,

ABmunis just released an [initial statement](#) on the renewed [Police Funding Model](#).

We remain focused on highlighting the fiscal challenges all municipalities face due to the escalating costs of policing and other essential services our members provide with limited resources. We also highlight the opportunity to invest in prevention/Family and Community Support Services (FCSS) that, over the long term, will increase community safety and well-being and reduce high-cost interventions such as policing.

Over the next while, ABmunis will conduct a deeper analysis of the impact of the PFM and will continue our advocacy for an equitable funding model that reflects demand for services and ability to pay, strengthens oversight and accountability, and reinvests all funds raised back into frontline policing and public safety. We will keep members up to date through our Weekly newsletter as our work progresses and host a session on policing at our Municipal Leaders Caucus scheduled to take place March 26 and 27 in Edmonton. Additionally, your Board representatives and I are always grateful to hear directly from you if you have questions or feedback.

If you have not taken a look, please check out our [Property Taxes Reimagined](#) project. It highlights the cumulative impacts of many decisions successive governments have made to decrease revenue, increase costs, and remove property tax room from municipalities. Changes to the PFM are the latest example of this trend. The Property Taxes Reimagined campaign was created to highlight the challenges local councils are facing as they work hard to stretch every dollar, so that Albertans can have informed conversations about how local services and infrastructure should be funded. In the New Year, we will roll out additional phases and strongly promote this work. But we need your help to make it successful. Please consider sharing relevant parts of this campaign with your residents and MLAs.

On behalf of the ABmunis Board, I would like to wish you Happy Holidays. We look forward to engaging you further in the New Year.

Dylan Bressey | President

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

Re: Police Funding Model Changes – Preliminary Estimation Process

To: Summer Village Office <administration@wildwillowenterprises.com>
Subject: RE: Police Funding Model Changes – Preliminary Estimation Process

Attention: Chief Administrative Officers

Further to the [Government of Alberta's announcement](#) on December 18, 2025, and the Minister's correspondence to Chief Elected Officials of that date, I am writing with additional details and next steps with respect to the changes to the Police Funding Model that will take effect on April 1, 2026.

The department is finalizing preliminary five-year cost estimates for each municipality under the renewed Police Funding Model. While figures will change as updated information becomes available, these estimates are intended to demonstrate how the renewed formula will be applied and to support municipal budget planning. For example:

- The five-year cost estimate calculations will utilize 2024–25 PPSA frontline policing actuals, assuming an 8% annual increase to policing costs and a five-year phase-in.
- The five-year cost estimate calculations will utilize 2024–25 population, equalized assessment, preliminary occurrence data, and vacancy data.

It is important to note that each year updated data for each formula factor will be used to determine final amounts payable under the model.

If your municipality would like to receive this estimate and related information, please provide the following by return email to abpfm@gov.ab.ca: Insert the following in the **Subject line:** “Request for PFM Preliminary Estimate.”

- Designated municipal contact name and title (an alternate if applicable)
- Direct phone number
- Email address

[The updated Police Funding Regulation](#) is available on the Alberta King's Printer site.

You can access [the Renewed Police Funding Model Fact Sheet here](#).

I look forward to working with your municipality to transition to the Renewed Police Funding Model.

Sincerely,

C.M. (Curtis) Zablocki, O.O.M.
Assistant Deputy Minister
Director of Law Enforcement



Association of
SUMMER VILLAGES
OF ALBERTA

2025 Year in Review - Newsletter

As the year draws to a close, we reflect on ASVA's initiatives and achievements on behalf of our members. This has been a productive year for ASVA, highlighted by hosting one of the most successful conferences to date. Representatives from 84% of the member summer villages participated, ensuring robust engagement across our community. Some resolutions were submitted and the Board will work on advocating these to the GOA. The open mic session facilitated valuable discussions and generated ideas that have been submitted to the Board for consideration. Additionally, the Conference Organizing Committee has commenced preparations for the 2026 conference.

At this year's conference, the Summer Village of Ma-Me-O Beach provided an update on their viability audit and described the challenges faced thus far. In support of Ma-Me-O's continued status as a summer village, the ASVA participated in the viability review committee, submitted letters of endorsement to Municipal Affairs Minister Dan Williams, and held meetings with him. The Minister has since granted approval for Ma-Me-O to remain a summer village.

On November 12, Mike Pashak and I had a meeting with Minister Dan Williams and his support staff. The purpose of this meeting was to introduce the Minister to Summer Villages and discuss ASVA's achievements as well as our collaboration with his Ministry. Key topics included the evolving nature of Summer Villages, notably our population growth which is outpacing that of most smaller municipalities in Alberta, and the resulting demand from residents for enhanced urban-style infrastructure such as roads, bridges, water and wastewater systems, recreational amenities, and broadband connectivity. The Minister expressed particular interest in our work on financial health metrics and their potential to provide early warning indicators for municipalities experiencing fiscal stress. He also engaged with our recommendations regarding the Education Property Tax requisition and its potential benefits for municipalities with populations of 2,500 or fewer. The Minister made it clear there would be no increase to LGFF, referencing Alberta's \$6 billion deficit to reinforce this position, and noted his concern about the viability of certain municipalities facing declining populations and aging infrastructure.



In the past year, two Chief Administrative Officer (CAO) focus sessions were conducted virtually, addressing topics such as election planning, financial metrics, and post-election analysis. These sessions received strong participation. The financial metrics indicated that Municipal Affairs is currently developing policies centered on three main areas: financial health assessment, fiscal relationship review, and early intervention and support, all within the evolving Fiscal Sustainability Framework. Post-election data revealed that 35% of councillors are new to council, and elections occurred in 37% of summer villages. These focus group sessions will continue through 2026, so watch for the invitations.

During the Board of Directors meeting on December 11, the directors resolved to maintain the 2026 membership fees at the same level as those set for 2025. The success of the recent conference provided subsidy for the 2026 fees. As we all look forward to a new year, the ASVA Board of Directors want to thank all of you for your continued support. We must all stick together as a larger voice gets more recognition. If you have any questions, suggestions, or comments, don't hesitate to call our Executive Director, Kathy Krawchuk at (780)236-5456 or email her at execdirector@asva.ca

On behalf of the Board of Directors, we wish you and your families a Merry Christmas and a Happy New Year.

Sincerely,

Brian Waterhouse
President ASVA



Jennifer MacGowan
Director
Stakeholder Engagement

FortisAlberta Inc.
320 - 17 Avenue SW
Calgary, Alberta T2S 2V1
Phone: (403) 310 - Wire (9437)
www.fortisalberta.com

December 23, 2025

RE: 2026 FortisAlberta Inc. Distribution Tariff

This letter is to advise that on December 17, 2025, the Alberta Utilities Commission (AUC) issued Decision 30274-D01-2025: FortisAlberta Inc. Annual Performance-Based Regulation Rate Adjustment, approving updates to FortisAlberta's Distribution Tariff effective January 1, 2026.

FortisAlberta's 2026 Distribution Tariff is comprised of its Customer and Retailer Terms and Conditions of Electric Distribution Service, Fee Schedule, Customer Contribution Schedules and Rates, Options and Riders Schedules, available at www.fortisalberta.com.

To support your business planning activities for this coming year, we have attached a sample of estimated bill impacts to show the total percentage change from December 2025 to January 2026 for each rate class based on consumption and demand. These values include transmission, distribution, and energy charges, where energy charges are based on EPCOR Energy Alberta Inc.'s Rate of Last Resort. Additionally, we have provided an excerpt of FortisAlberta's 2026 Maximum Investment Levels (Table 1), which represent the maximum approved amount that FortisAlberta may invest in a new or upgraded service.

Changes to FortisAlberta's Distribution Tariff for 2026 take into account a variety of factors and adjustment mechanisms related to inflation, capital funding, benefit-sharing provisions, and other adjustments, as determined and approved by the AUC. You may learn more about the AUC's 2024-2028 Performance-Based Regulation Plan for Alberta Electric and Gas Distribution Utilities in Decision 27388-D01-2023, available at www.auc.ab.ca.

We appreciate the opportunity to keep you informed of these updates. As your trusted electric system distribution provider, FortisAlberta is dedicated to serving you and is excited about continuing our valued partnership. If you require further information or have any questions with respect to FortisAlberta's 2026 Distribution Tariff, please feel free to contact your dedicated Stakeholder Relations Manager.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. MacGowan".

Jennifer MacGowan
Director, Stakeholder Engagement



Sample of Average Monthly Bill Impacts by FortisAlberta Inc. Rate Class

(Includes Energy, Retail, Distribution and Transmission Rates, and Riders based on values approved by the Alberta Utilities Commission for Q4-2025 and Q1-2026)

Monthly/Seasonal Bill							
Rate Class	Description	Consumption Usage	Demand Usage	Dec 2025 Bill	Jan 2026 Bill	\$ Difference	% Change
11	Residential	300 kWh		\$102.48	\$103.32	-\$0.84	0.8%
		640 kWh		\$170.17	\$171.16	-\$0.99	0.6%
		1,200 kWh		\$281.64	\$282.87	-\$1.23	0.4%
21	Farm (Breakered) (Closed)	200 kWh	5 kVA	\$137.53	\$140.13	-\$2.60	1.9%
		1,400 kWh	10 kVA	\$423.34	\$430.58	-\$7.24	1.7%
		7,500 kWh	25 kVA	\$1,760.37	\$1,788.75	-\$28.38	1.6%
22	Farm (Demand Metered)	700 kWh	10 kVA	\$326.67	\$332.72	-\$6.04	1.8%
		3,000 kWh	20 kVA	\$882.43	\$897.56	-\$15.12	1.7%
		15,000 kWh	60 kVA	\$3,543.79	\$3,601.16	-\$57.37	1.6%
26	Irrigation (Seasonal Bill)	6,000 kWh	20 kW	\$2,411.56	\$2,491.70	-\$80.15	3.3%
		15,000 kWh	33 kW	\$4,955.61	\$5,132.36	-\$176.76	3.6%
		45,000 kWh	100 kW	\$14,855.02	\$15,386.02	-\$531.00	3.6%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$4,130.54	\$4,200.78	-\$70.24	1.7%
		7,900 kWh	20,000W	\$2,370.43	\$2,392.23	-\$21.80	0.9%
		5,000 kWh	12,000 W	\$2,688.07	\$2,727.58	-\$39.51	1.5%
Rates 31, 33 and 38 are based on 100 HPS Lights in assorted fixture wattages.							
41	Small General Service	1,083 kWh	5 kW	\$285.64	\$294.17	-\$8.52	3.0%
		2,165 kWh	10 kW	\$525.91	\$542.18	-\$16.27	3.1%
		10,825 kWh	50 kW	\$2,448.06	\$2,526.29	-\$78.24	3.2%
45	Oil and Gas Service	2,590 kWh	7.5 kW	\$742.11	\$759.43	-\$17.32	2.3%
		5,179 kWh	15 kW	\$1,353.27	\$1,387.43	-\$34.16	2.5%
		25,895 kWh	75 kW	\$6,242.54	\$6,411.45	-\$168.91	2.7%
61	General Service	32,137 kWh	100 kW	\$3,744.23	\$3,865.96	-\$121.73	3.3%
		63,071 kWh	196 kW	\$7,306.66	\$7,544.66	-\$238.01	3.3%
		482,055 kWh	1,500 kW	\$55,558.54	\$57,371.45	-\$1,812.91	3.3%
62	EV Fast Charging Station Service	500 kWh		\$387.67	\$412.05	-\$24.38	6.3%
		1,000 kWh		\$723.00	\$770.83	-\$47.83	6.6%
		3,000 kWh		\$2,064.27	\$2,205.91	-\$141.64	6.9%
63	Large General Service	824,585 kWh	2,500 kW	\$94,044.18	\$92,257.28	\$1,786.90	-1.9%
		1,529,769 kWh	4,638 kW	\$166,257.69	\$162,820.17	\$3,437.52	-2.1%
		3,298,338 kWh	10,000 kW	\$347,365.66	\$339,788.47	\$7,577.20	-2.2%
65	Transmission Connected Service	The Distribution Component will increase from \$50.240044/day to \$50.619440/per day. The Transmission Component is the applicable rate of the Alberta Electric System Operator (AESO).					



Customer Contribution Schedules

Table 1 - Excerpt

2026 Maximum Investment Levels for Distribution Facilities When the Investment Term is 15 years or more

Type of Service	Maximum Investment Level
Rate 11 Residential	\$3,168 per service
Rate 11 Residential Development	\$3,168 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,787 base investment, plus \$971 per kVA of Peak Demand
Rate 26 Irrigation	\$6,787 base investment, plus \$1,080 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,493 per fixture
Rate 38 Yard Lighting	\$966 per fixture
Rate 41 Small General Service	\$6,787 base investment, plus \$1,080 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,787 base investment, plus \$1,080 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,787 base investment, plus \$1,080 per kW for the first 150 kW, plus \$135 for additional kW of Peak Demand
Rate 63 Large General Service	\$122 per kW of Peak Demand, plus \$134 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.



FIRE RESCUE INTERNATIONAL (DIVISION 7801)

FOR IMMEDIATE RELEASE

Vehicle Fire Contained Quickly – No Injuries, No Structural Damage

Alberta Beach, AB — Dec 23, 2025

Fire Rescue International (FRI), operating as the Alberta Beach Fire Department, responded swiftly to a reported vehicle fire threatening a nearby residence on 50A Street in Alberta Beach. Thanks to rapid dispatch, prompt arrival, and decisive action by crews, the incident was brought under control within minutes, preventing damage to surrounding homes and ensuring public safety.

FRI was paged to the call at 21:14 hours. The first responding unit rolled within two minutes of page-out and arrived on scene three minutes later, achieving a total response time of five minutes from dispatch to arrival. Upon arrival, Incident Command identified a single-vehicle engine compartment fire with nearby structures initially reported as threatened.

During a rapid 360-degree size-up, the Incident Commander immediately deployed ABC dry chemical into the engine compartment, eliminating all visible flame. Within two minutes of arrival, the fire was effectively darkened down, removing any further risk to the residence or the public.

Additional apparatus arrived moments later, and crews stretched and charged a handline while a second team accessed the engine compartment. Water was applied to cool the affected areas, followed by a full overhaul once the hood was opened. Crews conducted repeated thermal imaging camera (TIC) checks to confirm that no hot spots remained.

In total, eight members, two fire apparatus, and one command unit responded to the incident. There were no injuries to civilians or firefighters, and no structural damage occurred.

After confirming the vehicle was fully cooled and safe, crews collected statements, completed a final hot-spot check, and began demobilization. All equipment was serviced, apparatus refilled, and crews debriefed.

Fire Rescue International is a non-profit fire and rescue organization that exclusively provides emergency services to the Villages of Alberta Beach, Val Quentin, South View, Silver Sands, Castle Island, and Nakamun Park. To find out more about our service contact FC David Ives at 780-777-4688 or info@firerescueinternational.net

FRI extends its sincere thanks to the community for their cooperation and wishes everyone a safe, happy, and healthy holiday season.

Fire Rescue International / Alberta Beach Fire Department

**www.firerescueinternational.net 855-710-3473 info@firerescueinternational.net
4935-50th Ave P.O. Box 278 Alberta Beach, Alberta T0E-0A0**



January 5, 2026

Summer Village of Silver Sands
Box 8
Alberta Beach, AB
T0E-0A0

Dear Council:

Lac Ste. Anne East End Bus Society has considered challenges in operations due to inflationary increases. The Society has depended on FCSS funding to subsidize trips for seniors to reduce isolation by increasing socialization. As you are aware, many community groups request FCSS funding and funding levels to EEB have shifted in some communities. There were no funding increases in 2025.

In 2025 to adjust to the economic pressures, EEB Society Board members have:

- increased single trip fees from \$18.00 to \$20.00
- increased patron portion of booked trips by 10%.

In 2025 the funding format transitioned to a per Capita rate of \$6.78 per Capita. To meet the operational needs of the service for 2026, the board has authorized an increase to \$7.50 per Capita to member municipalities. The Summer Villages contribute \$375.00 voluntarily toward operational costs as well.

Per Capital Rate	\$ 7.50			
	LSAC	Onoway	Alberta Beach	Summer Villages
Population	7628	966	864	
2026 Rate	\$ 57,210.00	\$ 7,245.00	\$ 6,480.00	\$ 4,125.00
Operating Add On	\$ 4,000.00	\$ 5,000.00	\$ 3,600.00	
Operating Sub Total	\$ 61,210.00	\$ 12,245.00	\$ 10,080.00	\$ 4,125.00

We recognize the additional contributions of the partner municipalities, without financial and operational assistance, this service would not be feasible.

We thank you for your continued support and championing transit options for rural Albertans in our region.

Best Regards,

Jennifer Thompson
Chief Administrative Officer
Town of Onoway

Renewed Police Funding Model

Preliminary 5-year Estimate for Summer Village of Silver Sands

Thank you for connecting with the Police Funding Model team and for providing a designated contact to receive your estimated municipal contributions under the renewed Police Funding Model (PFM). Based on the most recent data available to the ministry, we have prepared a preliminary five-year estimate to assist with your municipal budget process for PFM costs moving forward, effective April 1, 2026.

It is important to note that the estimate provided is an approximation. Final amounts payable under the renewed PFM will be based on current data when calculations are completed each March.

Fiscal year	Percentage	Municipal Share before modifiers
2026–27	22%	\$20,601.10
2027–28	24%	\$24,271.84
2028–29	26%	\$29,114.08
2029–30	28%	\$34,694.71
2030–31	30%	\$42,074.05

Important Notes:

- This preliminary estimate for Summer Village of Silver Sands is provided for budget planning purposes only.
- All figures are subject to revision.
- Base cost calculations are derived from 2024–25 PPSA frontline policing actuals, with an assumed year-over-year increase of 8% applied to PPSA frontline policing costs.
- The five-year projection is based on Municipal Affairs 2024–25 population data, equalized assessment values, preliminary RCMP occurrence statistics, and RCMP hard vacancy rates. Final invoiced amounts will reflect updated data as it becomes available.
- Modifications to the base formula will be implemented in phases: the weighted occurrences factor will take effect on April 1, 2028, with full model implementation completed by April 1, 2030.

Please contact the PFM team at abpfm@gov.ab.ca if you require any clarification regarding these estimates.



Alberta Beach

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

January 20, 2026

Honourable Devin Dreeshen
Minister of Transportation and Economic Corridors
Government of Alberta
127 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister Dreeshen:

Re: Emergency Response Dispatch Practices on a Provincially Significant Transportation Corridor

I am writing to raise a serious transportation safety concern regarding emergency response dispatch practices along a provincially significant transportation corridor within Lac Ste. Anne County. Specifically, the current model does not provide for automatic multi-agency fire response for high-acuity incidents, despite the corridor's traffic volume, speed environment, and collision history.

Under the current arrangement, dispatch notifies only Lac Ste. Anne County Fire Services (LSACFS), granting that service discretion to determine whether Alberta Beach Fire Services (ABFS) should be requested. This approach introduces avoidable delay, limits early scene capacity, and creates unnecessary risk to motorists, patients, and emergency responders.

This practice is particularly concerning because Alberta Beach was advised that high-acuity incidents—fire service *Delta* priority and Alberta Health Services *Red / Hot Response*—would result in automatic dual dispatch. However, records obtained through a Freedom of Information and Protection of Privacy (FOIP) request demonstrate multiple instances where Alberta Beach Fire Services was not dispatched to incidents meeting those criteria.

I wish to emphasize that this correspondence is not intended to criticize Lac Ste. Anne County Fire Services. The concern is one of system design, not individual performance. On major highways, minutes matter, and response capacity at the earliest stage of an incident is critical.

Transportation Safety and Borderless Emergency Response:

Alberta has already adopted a borderless, patient-centred dispatch philosophy within its emergency medical services system. Alberta Health Services states that its EMS dispatch system is designed to send the nearest available ambulance to a patient regardless of any geographic boundaries. AHS further explains that consolidated dispatch exists to ensure the ability to send the closest, most appropriate resource to respond to each emergency. This principle reflects what the public reasonably expects on Alberta's highways that the closest and most capable help is sent immediately, regardless of municipal boundaries. While this approach is well established for EMS, the current fire dispatch model on this transportation corridor operates in the opposite manner—placing jurisdictional sequencing ahead of proximity, capacity, and speed. From a transportation safety perspective, this inconsistency is difficult to justify.

Emergency Management Doctrine and Interoperability:

Alberta's emergency management framework reinforces the same expectations. The Alberta Emergency Management Agency prescribes the Alberta Incident Management System (AIMS) as the province's standard for emergency response, stating that AIMS is Alberta's prescribed command, control and coordination system for managing emergencies and disasters. AIMS exists specifically to ensure that emergency responders from different organizations and jurisdictions can work together using common structures, terminology, and scalable response models. Restrictive dispatch practices that delay the involvement of readily available resources undermine these principles and delay the establishment of unified command.

Following fatal highway incidents in Alberta, Provincial leadership—including guidance from the Office of the Fire Commissioner, under Fire Commissioner Spence Sample emphasized the importance of inter-agency cooperation and coordinated emergency response on highways. The expectation that emergency services work together, rather than sequentially, has long been understood as a provincial safety priority.

Highway Incident Management and Risk Reduction:

From a transportation perspective, rapid, well-resourced emergency response is essential to:

- Reduce the likelihood of secondary collisions
- Accelerate scene stabilization and clearance
- Support timely extrication and medical intervention
- Protect emergency responders operating in live traffic environments

Best practices in traffic incident management consistently demonstrate that longer clearance times increase exposure to secondary crashes, compounding risk to both motorists and responders. Automatic multi-agency dispatch improves early staffing, enhances traffic control, and supports safer and faster restoration of roadway operations.

Operational Capacity Considerations:

Alberta Beach Fire Services routinely has a minimum of six trained firefighters immediately available, many of whom are Emergency Medical Responder (EMR) qualified. In contrast, LSAC Fire Services operates as a volunteer-based service and may initially assemble only two responders, with additional personnel mobilizing after notification.

Allowing a service with limited immediate staffing to determine whether additional, readily available resources should be dispatched places unnecessary reliance on discretion rather than designed redundancy—a principle fundamental to highway safety and risk management.

Provincial Role and Request for Direction:

While fire services are municipally delivered, Alberta Transportation has a clear interest in public safety, incident management, and risk reduction on provincial highways. The Government of Alberta has the authority to coordinate emergency and essential services where public safety is at risk. Alberta communities are also explicitly encouraged to collaborate regionally and share emergency management resources.

Given the significance of this transportation corridor, I respectfully request that your office review the current dispatch arrangement and consider providing policy direction or guidance that supports:

- Automatic multi-agency fire dispatch for high-acuity incidents (*Fire Delta / AHS Red or higher*) on provincial highways
- Dispatch practices that prioritize proximity, capacity, and speed over jurisdiction
- Alignment with AIMS principles of interoperability and unified command
- Consistency between intermunicipal commitments and operational practice

I would welcome the opportunity to meet with you or your officials to discuss this matter further and to share the documentation obtained through FOIP. The current system introduces avoidable delay and unnecessary risk. It is my sincere hope that this issue can be addressed proactively—before a preventable tragedy occurs.

Thank you for your attention to this important transportation safety matter. I look forward to your response.

Sincerely,



Tara Elwood,
Mayor
Village of Alberta Beach

References:

- Alberta Health Services, EMS Dispatch – Borderless Ambulance System. Public EMS Dispatch information and FAQs.
- Alberta Health Services. One EMS Dispatch System – Closest and Most Appropriate Resource.
- Government of Alberta, Alberta Emergency Management Agency. Alberta Incident Management System (AIMS): Doctrine and Training Standards.
- Federal Highway Administration (FHWA). Traffic Incident Management: Secondary Crash Risk and Clearance Time.
- Government of Alberta. Emergency Management Act, RSA 2000, eE-6-8.
- Government of Alberta. Emergency Management Planning Guidance for Municipalities (Alberta.ca).

Cc: Hon. Dan Williams, Minister, Alberta Municipal Affairs
Hon. Shane Getson, MLA, Lac Ste. Anne - Parkland
Alberta Beach Council
Lac Ste. Anne County
Summer Village of Birch Cove
Summer Village of Castle Island
Summer Village of Nakamun Park
Summer Village of Ross Haven
Summer Village of Sandy Beach
Summer Village of Silver Sands
Summer Village of South View
Summer Village of Sunrise Beach
Summer Village of Sunset Point
Summer Village of Val Quentin
Summer Village of West Cove
Summer Village of Yellowstone
Town of Onoway



Alberta Beach

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

January 22, 2026

Yellowhead County
2716 – 1 Avenue
Edson, AB
T7E 1N9

Attention: Mayor Wade Williams and Council

Dear Mayor Williams and Council:

Re: Request for Mutual Aid Agreement – Regional Emergency Services Collaboration

On behalf of the Village of Alberta Beach, I am writing to respectfully request that Yellowhead County consider entering into a Mutual Aid Agreement (MAA) for emergency fire and rescue response affecting neighbouring lake-area communities protected by the Alberta Beach Fire Department.

Although the Village of Alberta Beach serves as the managing partner of the fire service, this request is made specifically in the interest of the Summer Villages of Silver Sands and South View, which lie in close geographic and operational proximity to Yellowhead County and share many of the same wildfire, rural, and wildland-urban interface risks that your communities routinely manage.

Provincial Direction and Regional Expectations:

The Province of Alberta has consistently encouraged municipalities to collaborate regionally to strengthen emergency preparedness and public safety. As stated publicly by the Minister of Municipal Affairs: "*Albertans benefit when their communities work together to overcome differences, build partnerships and face challenges.*" Mutual aid agreements are a practical expression of this provincial direction, ensuring interoperability, preparedness, and clarity of expectations before emergencies occur – rather than relying on informal or improvised arrangements during critical incidents.

Purpose and Scope of the Request:

This request is not intended to establish a primary or automatic response obligation for Yellowhead County, nor to replace existing local or first-call mutual aid arrangements. Rather, it seeks to formalize a second-line or last-line mutual aid option for rare but high-impact situations where: local Alberta Beach Fire Department resources are fully committed; our primary mutual aid partner is experiencing concurrent or region-wide demand; and large scale incidents – most notably wildfire, severe weather, or multiple simultaneous emergencies – overwhelm available capacity. Any agreement would remain fully discretionary, respectful of the Yellowhead County's operational priorities, and activated only when circumstances clearly justify such assistance.

Geographic Reality and Operational Logic:

We acknowledge that Alberta Beach itself does not directly border Yellowhead County. However, the communities served by our fire department are within close proximity of said border and could benefit from additional mutual aid resources. Emergency response effectiveness is governed by travel time, access routes, and terrain, not municipal boundaries alone.

In practical terms, Yellowhead County resources – particularly those based in or around Evansburg – represent some of the most logical and effective reinforcement options for these lake-area communities during major incidents. A formal MAA ensures that, should assistance ever be requested, both municipalities are operating within a clear and mutually understood framework rather than under ad hoc conditions.

A Shared Wildfire and All-Hazards Responsibility:

Yellowhead County has long demonstrated leadership in managing large-scale and complex emergency events. The communities we protect face similar risks, particularly during wildfire season when conditions can escalate rapidly and resources across the region may be simultaneously strained.

Residents reasonably expect that neighbouring municipalities will assist one another when extraordinary circumstances exceed local capacity. Formalizing that cooperation reflects good governance, shared responsibility, and prudent risk management in an increasingly complex emergency environment.

The Village of Alberta Beach would welcome the opportunity for further discussion at the Council level and is prepared to engage in joint planning discussions at your convenience.

Sincerely,



Tara Elwood,
Mayor

Cc: Alberta Beach Council
Summer Village of Silver Sands
Summer Village of South View



Alberta Beach

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

January 22, 2026

Parkland County
53109A Hwy 779
Parkland County, AB
T7Z 1R1

Attention: Mayor Rod Shaigec and Council

Dear Mayor Shaigec and Council:

Re: Request for Mutual Aid Agreement – Regional Emergency Services Collaboration

On behalf of the Village of Alberta Beach, I am writing to formally request that Parkland County consider entering into a Mutual Aid Agreement (MAA) for emergency fire and rescue response affecting several neighbouring communities protected by the Alberta Beach Fire Department.

While the Village of Alberta Beach serves as the managing partner of the fire service, the communities most directly affected by this request include the Summer Villages of Castle Island, Silver Sands, South View, Val Quentin and the Village of Alberta Beach all of which are geographically proximate to Parkland County resources, particularly those based in and around Wabamun.

Provincial Direction and Regional Expectations:

The Government of Alberta has been clear and consistent in its encouragement of intermunicipal collaboration and regionalized service delivery, particularly where public safety and emergency response are concerned. As stated publicly by the Minister of Municipal Affairs: "*Albertans benefit when their communities work together to overcome differences, build partnerships and face challenges.*" This request is made squarely within that provincial context. Mutual aid agreements are a recognized and responsible mechanism to ensure operability, preparedness, and coordinated response before emergencies occur – rather than relying on improvised arrangements during moments of crisis.

Purpose and Scope of the Request:

This request is not intended to create a primary or automatic response obligation for Parkland County, nor to replace existing local or first-call mutual aid arrangements. Rather, it seeks to establish a second-line or last-line mutual aid option for rare but high-impact scenarios where: local resources have been fully committed; primary mutual aid partners are experiencing concurrent demand; and regional events (such as wildfire, severe weather, or multiple simultaneous incidents) overwhelm available capacity. Any agreement would remain discretionary, respectful of Parkland County's operational priorities, and activated only when circumstances warrant.

Addressing Geographic and Governance Considerations:

We recognize that the Village of Alberta Beach itself does not directly border Parkland County. However, the Summer Village of Silver Sands does, and the other communities are within close proximity of said border and all could benefit from additional mutual aid resources. Emergency response effectiveness is governed by travel time, access routes, and hazard exposure, not municipal boundaries alone.

In practical terms, Parkland County resources are among the closest and most logical reinforcement options for several of these communities during major incidents. A formal MAA simply ensures that, should such assistance ever be requested, both municipalities are operating from a shared understanding rather than under ad hoc conditions.

A Matter of Good Neighbour Governance:

At its core, this request reflects the values of good-neighbour cooperation, regional responsibility, and public duty. Residents and visitors reasonably expect that neighbouring municipalities will assist one another when faced with extraordinary circumstances that exceed local capacity.

We respectfully ask Council to consider whether declining to formalize such cooperation aligns with those expectations, particularly in light of increasing wildfire risk, climate-driven emergencies, and the Province's clear direction toward collaborative solutions.

The Village of Alberta Beach would welcome the opportunity for further discussion at the Council level and is prepared to participate in joint planning conversations at your convenience.

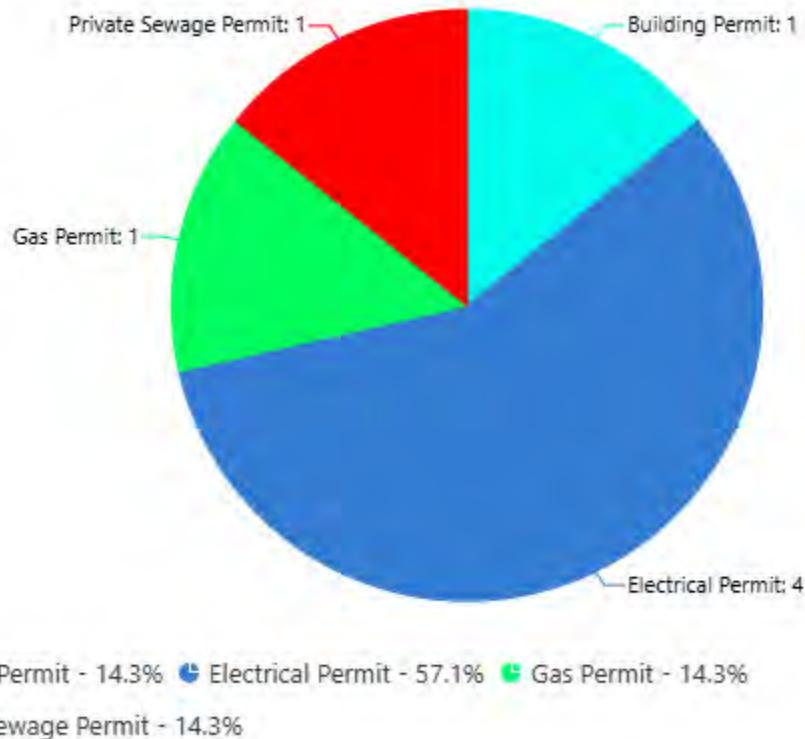
Sincerely,



Tara Elwood,
Mayor

Cc: Alberta Beach Council
Summer Village of Castle Island
Summer Village of Silver Sands
Summer Village of South View
Summer Village of Val Quentin

Summer Village of Silver Sands – 4th Quarter Safety Codes Report





Development Services
for the
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

December 9, 2025

File: 25DP06-31

.

.

.

**Re: Development Permit Application No. 25DP06-31
Plan 223 MC, Block 7, Lot 18 : 18 Birch Avenue (the "Lands")
R1 – Small Lot Residential : Summer Village of Silver Sands**

APPROVAL OF DEVELOPMENT PERMIT

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

RENOVATION OF AN EXISTING DETACHED DWELLING C/W RAISING THE STRUCTURE ONTO A NEW FOUNDATION, CONSTRUCTION OF A CARPORT (21.7 SQ. M.), AND INSTALLATION OF A WATER CISTERN.

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

1- All municipal taxes must be paid.

2- WATER SUPPLY:

The cistern shall be excavated and installed in conformance with the Safety Codes Act or as amended and all such other regulations which may apply to their construction.

3- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel, and 8.5 X 11 copies of site plans of a quality satisfactory to the Development Officer.

4- The applicant shall display for no less than twenty-one (21) days after the permit is issued the enclosed notice. The notice is to be posted immediately adjacent to the blue Municipal Address sign in such a fashion as to be visible by the public.

5- Two (2) Off-Street parking spaces must be provided on site.

6- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to demolition, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.

7- **The applicants are required to have a Real Property Report (RPR), prepared and signed by an Alberta Land Surveyor, and submitted to the Development Officer. The RPR is to be completed at foundation stage and prior to commencement of framing of the development, for evaluating the compliance of the development against all Land Use regulations relating to the building(s) that are the subject of this development permit application.**



**Development Services
for the**
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

8- The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.

9- The applicant shall prevent excess soil or debris from being spilled on public streets and lanes; and shall not place soil or any other material on adjacent properties without permission in writing from adjacent property owners.

10- The improvements take place in accordance with the plans and sketches submitted as part of the permit application, INCLUDING:

- **Front Yard (South boundary - Birch Avenue) setback shall be a minimum of 8.0 metres;**
- **Side Yard setbacks shall be a minimum of 1.5 metres (or greater distance as required under the Alberta Safety Codes Act);**
- **Rear Yard setback shall be a minimum of 1.5 metres;**
- **Maximum Height shall be 9.0 metres (average grade to peak).**

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).

11- Arrangements satisfactory to the Development Authority must be in place to provide sanitary facilities for the contractors working on the site.

12- 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 Municipal stormwater system.

13- All improvements shall be completed within twelve (12) months of the effective date of the permit.

14- 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.

15- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.



**Development Services
for the**
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

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

Date Application Deemed **December 9, 2025**

Complete

Date of Decision

December 9, 2025

Effective Date of

Permit

Signature of Development
Officer

January 7, 2026

Tony Sonnleitner, Development Officer, Summer Village of Silver Sands

cc Municipal Administrator, Summer Village of Silver Sands
Assessor - mike@tanmarconsulting.com

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

**Summer Village of Silver Sands
Box 8
Alberta Beach, AB T0E 0A0**

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



**Development Services
for the**
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

January 7, 2026

File: 26DP01-31

**Re: Development Permit Application No. 26DP01-31
Plan 223 MC, Block 4, Lot 19 : 19 Conifer Crescent (the "Lands")
R1 – Small Lot Residential : Summer Village of Silver Sands**

APPROVAL OF DEVELOPMENT PERMIT

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

OPERATION OF A TOURIST HOME (ONE BEDROOM).

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

- 1- All municipal taxes must be paid.
- 2- The applicants shall display, for no less than twenty-one (21) days after the permit is issued, the enclosed notice. The notice is to be posted immediately adjacent to the blue Municipal Address sign in such a fashion as to be visible by the public.
- 3- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to Health, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.

4- Tourist Home:

- a. The development of a Tourist Home within the Summer Village of Silver Sands shall require a Development Permit annually. **This Development Permit is valid until 4:30 PM on Thursday, December 31, 2026.** Where you would wish to continue the use of the Tourist Home beyond December 31, 2026, please make application for a permit for 2027 c/w applicable fee by November 30, 2026.
- b. A maximum of one rental booking may be scheduled at a time within the approved Tourist Home.



Development Services
for the
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

- c. The maximum occupancy of the Tourist Home shall be two (2) adults. Children under the age of 12 do not calculate into the maximum occupancy of the Tourist Home.
- d. A minimum of one (1) parking space shall per bedroom in the Tourist Home, plus one (1) extra shall be provided for upon a lot. No offsite parking (i.e. parking on the adjacent road right-of-way, upon municipal land, or on adjacent private land) shall be allowed.
- e. A Tourist Home with an approved Development Permit shall visibly display in the main entrance of the Tourist Home:
 - i. A copy of the Development Permit outlining the maximum occupancy of the Tourist Home;
 - ii. The primary contact telephone number and email address of the Landowners; and
 - iii. A home safety and evacuation floor plan of the premises.
- f. The owner(s) may be required to facilitate periodic inspections within a 72-hour notice of the Tourist Home as required by the Development Authority for the Summer Village of Silver Sands to ensure compliance with the regulations of the Land Use Bylaw.
- g. The owner(s) shall be required to cooperate with the Development Authority, emergency services providers, and Alberta Health Services during an investigation of any complaint associated with the operation of the Tourist Home.
- h. The owner(s) must ensure that the Tourist Home complies with the Summer Village of Silver Sands' Fire Bylaw.
- i. The owner(s) must provide each guest a copy of the Good Guest Guidebook as produced by the Summer Village of Silver Sands (copy attached).



Development Services
for the
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

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

Date Application Deemed **January 7, 2026**

Complete

Date of Decision

January 7, 2026

Effective Date of

Permit

Signature of

Development Officer

February 5, 2026

A handwritten signature in blue ink that reads "T. S. H".

Tony Sonnleitner, Development Officer, Summer Village of Silver Sands

cc Municipal Administrator, Summer Village of Silver Sands
Assessor - mike@tanmarconsulting.com

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

Summer Village of Silver Sands
Box 8
Alberta Beach, AB T0E 0AO

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



**Development Services
for the**
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

January 8, 2026

File: 26DP02-31

**Re: Development Permit Application No. 26DP02-31
Plan 2941 MC, Block 2, Lot 9 : 9 Hazel Avenue (the "Lands")
R1 – Small Lot Residential : Summer Village of Silver Sands**

APPROVAL OF DEVELOPMENT PERMIT

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

OPERATION OF A TOURIST HOME (TWO BEDROOMS).

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

- 1- All municipal taxes must be paid.
- 2- The applicants shall display, for no less than twenty-one (21) days after the permit is issued, the enclosed notice. The notice is to be posted immediately adjacent to the blue Municipal Address sign in such a fashion as to be visible by the public.
- 3- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to Health, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 4- **Tourist Home:**
 - a. The development of a Tourist Home within the Summer Village of Silver Sands shall require a Development Permit annually. **This Development Permit is valid until 4:30 PM on Thursday, December 31, 2026.** Where you would wish to continue the use of the Tourist Home beyond December 31, 2026, please make application for a permit for 2027 c/w applicable fee by November 30, 2026.
 - b. A maximum of one rental booking may be scheduled at a time within the approved Tourist Home.
 - c. The maximum occupancy of the Tourist Home shall be four (4) adults. Children under the age of 12 do not calculate into the maximum occupancy of the Tourist Home.
 - d. A minimum of one (1) parking space per bedroom in the Tourist Home, plus one (1) extra, shall be provided for upon a lot. No offsite parking (i.e. parking on the adjacent road right-of-way, upon municipal land, or on adjacent private land) shall be allowed.
 - e. A Tourist Home with an approved Development Permit shall visibly display in the main entrance of the Tourist Home:
 - i. A copy of the Development Permit outlining the maximum occupancy of the Tourist Home;
 - ii. The primary contact telephone number and email address of the Landowners; and
 - iii. A home safety and evacuation floor plan of the premises.



**Development Services
for the**
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

- f. The owner(s) may be required to facilitate periodic inspections within a 72-hour notice of the Tourist Home as required by the Development Authority for the Summer Village of Silver Sands to ensure compliance with the regulations of the Land Use Bylaw.
- g. The owner(s) shall be required to cooperate with the Development Authority, emergency services providers, and Alberta Health Services during an investigation of any complaint associated with the operation of the Tourist Home.
- h. The owner(s) must ensure that the Tourist Home complies with the Summer Village of Silver Sands' Fire Bylaw.
- i. The owner(s) must provide each guest a copy of the Good Guest Guidebook as produced by the Summer Village of Silver Sands (copy attached).

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

Date Application Deemed Complete

January 8, 2026

Date of Decision

January 8, 2026

Effective Date of Permit

February 6, 2026

Signature of Development Officer

Tony Sonnleitner, Development Officer, Summer Village of Silver Sands

cc Municipal Administrator, Summer Village of Silver Sands
Assessor - mike@tanmarconsulting.com

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

**Summer Village of Silver Sands
Box 8
Alberta Beach, AB T0E 0A0**

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$1,250.00.



Development Services
for the
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

January 17, 2026

File: 26DP03-31

**Re: Development Permit Application No. 26DP03-31
Plan 2941 MC, Block 5, Lot 25 : 25 Willow Avenue (the "Lands")
R1 – Small Lot Residential : Summer Village of Silver Sands**

APPROVAL OF DEVELOPMENT PERMIT

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

OPERATION OF A TOURIST HOME (TWO BEDROOMS).

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

- 1- All municipal taxes must be paid.
- 2- The applicants shall display, for no less than twenty-one (21) days after the permit is issued, the enclosed notice. The notice is to be posted immediately adjacent to the blue Municipal Address sign in such a fashion as to be visible by the public.
- 3- The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to Health, building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
- 4- **Tourist Home:**
 - a. The development of a Tourist Home within the Summer Village of Silver Sands shall require a Development Permit annually. **This Development Permit is valid until 4:30 PM on Thursday, December 31, 2026.**
Where you would wish to continue the use of the Tourist Home beyond December 31, 2026, please make application for a permit for 2027 c/w applicable fee by November 30, 2026.
 - b. A maximum of one rental booking may be scheduled at a time within the approved Tourist Home.
 - c. The maximum occupancy of the Tourist Home shall be four (4) adults. Children under the age of 12 do not calculate into the maximum occupancy of the Tourist Home.
 - d. A minimum of one (1) parking space per bedroom in the Tourist Home, plus one (1) extra, shall be provided for upon a lot. No offsite parking (i.e. parking on the adjacent road right-of-way, upon municipal land, or on adjacent private land) shall be allowed.
 - e. A Tourist Home with an approved Development Permit shall visibly display in the main entrance of the Tourist Home:
 - i. A copy of the Development Permit outlining the maximum occupancy of the Tourist Home;
 - ii. The primary contact telephone number and email address of the Landowners; and
 - iii. A home safety and evacuation floor plan of the premises.



Development Services
for the
Summer Village of Silver Sands
Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

- f. The owner(s) may be required to facilitate periodic inspections within a 72-hour notice of the Tourist Home as required by the Development Authority for the Summer Village of Silver Sands to ensure compliance with the regulations of the Land Use Bylaw.
- g. The owner(s) shall be required to cooperate with the Development Authority, emergency services providers, and Alberta Health Services during an investigation of any complaint associated with the operation of the Tourist Home.
- h. The owner(s) must ensure that the Tourist Home complies with the Summer Village of Silver Sands' Fire Bylaw.
- i. The owner(s) must provide each guest a copy of the Good Guest Guidebook as produced by the Summer Village of Silver Sands (copy attached).

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

Date Application Deemed

January 17, 2026

Complete

Date of Decision

January 17, 2026

Effective Date of

Permit

Signature of Development
Officer

February 15, 2026

Tony Sonnleitner, Development Officer, Summer Village of Silver Sands

cc Municipal Administrator, Summer Village of Silver Sands
Assessor - mike@tanmarconsulting.com

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

**Summer Village of Silver Sands
Box 8
Alberta Beach, AB T0E 0A0**

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$1,250.00.