

**SUMMER VILLAGE OF SILVER SANDS  
AGENDA**

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**Friday, April 25<sup>th</sup>, 2025 at the Fallis Hall (located at 53303 Range Road 52)  
and via Zoom commencing at 9:00 a.m.**

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**(As per bylaw 341-2024 Council and/or Council Committee meetings may not be  
filmed or voice recorded.)**

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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:

Friday, April 25<sup>th</sup>, 2025 Regular Council Meeting

*(approve agenda as is, or with amendments, additions  
or deletions)*

4. Minutes:

a) Monday, March 31<sup>st</sup>, 2025 Regular Meeting Minutes

*(approve minutes as is, or with amendments)*

p1-5

5. Delegations:

a) 9:05 a.m. Ron Roberts of Silver Sands Golf & RV Resort - to discuss items of mutual interest, including but not limited to, the minimum municipal amount payable for the rv lots and trees that were cut down on or near the municipal reserve between the rv park and Golf Course Road.

*(accept the discussion for information, and*  
\_\_\_\_\_)

Or

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

6. Public Hearings: n/a

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7. Bylaws:
- a) Bylaw 349-2025, a bylaw to regulate the procedure and conduct of Council and Council Committee meetings. New amendments to the Municipal Government Act (MGA) require that municipalities establish a bylaw providing for electronic means of public hearings for planning and development matters. This must be passed by April 30, 2025. Public hearings are contemplated in Silver Sand's Council Procedural Bylaw. There are a few additional changes that are being recommended as well. Attached is a red lined and clean version of proposed Bylaw 349-2025, as well as supporting documentation from Municipal Affairs and the MGA. As per the MGA requirements, this bylaw should be passed today.

p 6-7  
p 8-24 red lined  
p 25-41

*(that bylaw 349-2025, being a bylaw to regulate the procedure and conduct of Council and Council Committee meetings, be given first reading as presented.)*

*(that bylaw 349-2025, Council Procedural Bylaw, be given second reading as presented/amended)*

*(that unanimous consent be given to proceed to third reading of Bylaw 349-2025 in one sitting)*

*(that bylaw 349-2025, Council Procedural Bylaw, be given third and final reading as presented/amended.)*

- b) Bylaw 350-2025 - Tax Bylaw for 2025 along with Operating and Capital Budget, further to previous meetings and direction of Council attached is the 2025 Operating and Capital Budget as accepted by Council at the last meeting. This budget has a 5.65% increase in municipal tax dollars collected from the prior year. The minimum municipal tax payable has been set at \$1,172.00/lot (2024 - \$1,109), the residential & non-residential commercial municipal mill rates have been set at 4.04049160 (2024 - 4.46304130), the non-residential linear mill rate has been set at 17.252 (2024 - 17.252).

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P 42-50  
P 51-56

We have attached both the excel spreadsheet version (Councils' preferred way to review the budget) as well as the financial software version of the budget.

*(that the 2025 Operating and Capital Budget for the Summer Village of Silver Sands be approved as presented)*

P 57-59

As follow up to the approved budget, attached is the required 2025 Tax Rates Bylaw which sets the various rates of taxation for the 2025 tax year, to be approved by Council.

*(that Bylaw 350-2025, a bylaw to set the various rates of taxation for the 2025 year, be given first reading (as presented or amended))*

*(that Bylaw 350-2025 be given second reading (as is or as amended))*

*(that Bylaw 350-2025 be considered for third reading (as is or as amended))*

*(that Bylaw 350-2025 be given third and final reading (as is or as amended))*

P 60-64

- c) Bylaw 351-2025 Chief Administrative Officer (CAO) and Designated Officer Bylaw. Section 205 of the Municipal Government Act (MGA) requires that municipalities establish by bylaw a position of Chief Administrative Officer and Section 210 of the MGA allows Council to establish by bylaw one or more positions to carry out the powers, duties and functions of a designated officer. The Summer Village of Silver Sands currently has a Chief Administrative Officer (CAO) bylaw and a number of other bylaws that establish designated officer positions. Many of these bylaws name specific people in the various roles, so each time the person changes, the bylaw must be repealed and replaced.

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p 65-76  
bylaws to  
rescind

p 77-83  
Bylaw Enf.  
officer bylaw

Based on current best practices, a new bylaw has been drafted to create the positions of CAO and designated officers all incorporated into one bylaw, without specific names included. This draft Bylaw also creates three new designated officer positions – Assistant CAO, Finance Officer, and Safety Codes Officer. This new bylaw repeals the previous CAO bylaw, as well as all the other designated officer bylaws. Both the draft bylaw and the bylaws that would be repealed are included in your package. The appointment of each specific person or company to the various positions noted in this bylaw will be approved by Council motion throughout the year (normally at the Organizational meeting but can take place at any meeting during the year should a change occur). In 2024 Council passed bylaw 346-2024, a bylaw to establish and review of the Bylaw Enforcement Officer position (attached) which Administration is suggesting this Bylaw should still stay in force and effect and not be rescinded by Bylaw 351-2025. Administration is recommending all three readings of Bylaw 351-2025.

*(that bylaw 351-2025, being a bylaw to establish the positions of Chief Administrative Officer and Designated Officers, be given first reading as presented.)*

*(that bylaw 351-2025, CAO and Designated Officers Bylaw, be given second reading as presented/amended)*

*(that unanimous consent be given to proceed to third reading of Bylaw 351-2025 in one sitting)*

*(that bylaw 351-2025, CAO and Designated Officers Bylaw, be given third and final reading as presented/amended.)*

Or,

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



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8. Business:

- p84-91
- a) Alberta Community Partnership (ACP) Grant Program – further to previous emails, attached is the ACP grant funding agreement for \$152,500.00 to continue on with the Flowering Rush Abatement program initiative that has been lead by the Summer Village of Silver Sands.

*(that the Alberta Community Partnership grant funding agreement between the Province of Alberta and the Summer Village of Silver Sands, in the amount of \$152,500.00 to continue on with the Flowering Rush Abatement program initiative, be approved and execution ratified)*

- p92-93
- b) T & T Sand & Gravel Ltd Open House – please refer to the April 15<sup>th</sup>, 2025 notice of Open House and Public Consultation from the noted company with respect to aggregate resource extraction/processing at a site just southeast of the Summer Village. This open house and public consultation is scheduled for Tuesday, May 6<sup>th</sup>, 2025 from 1:00 p.m. to 4:00 p.m. at the Fallis Community Hall. If Council is interested in attending, a motion authorizing same would be in order. Administration has put this notice on our website, and we will send a reminder to residents the week prior.

*(that Council be authorized to attend the T & T Sand & Gravel Ltd. Open House scheduled for Tuesday, May 6<sup>th</sup>, 2025 from 1:00 p.m. to 4:00 p.m. at the Fallis Hall)*

Or

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

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p 94-95

- c) AB Munis Bill 50 Webinar – please refer to the attached April 10<sup>th</sup>, 2025 email from AB Munis inviting representatives to upcoming Bill 50 town hall webinars. Deputy Mayor Turnbull has expressed interest in attending.

*(that Council and Administration be authorized to attend the Bill 50 Town Hall Webinars as invited by AB. Municipalities scheduled for April 16 and April 24, 2025)*

- d) Silver Sands Event Dates – Administration to looking for confirmation of dates for the 2025 Family Day Picnic and the Large Bin Cleanup. Last year the Picnic was on July 20, and the Large Bin Cleanup was Friday Aug. 16 from 1:00 p.m. to 5:00 p.m. and Saturday Aug. 17 from 9:00 a.m. to 3:00 p.m. We will put these dates in our newsletter as well. Items accepted at the Large Bin Cleanup include: metal & white metal including stoves, washers/dryers (\$20 per white metal item – exact change only), clean wood, mixed household waste (includes stained, treated or painted wood), mattresses (\$20 per item – exact change only), fridges, freezers, watercoolers, air conditioning units. Items not allowed to be accepted include: tires, shingles, TVs, microwave, paint, stain, antifreeze, oil, dangerous goods, chemicals, trees / brush / branches, hot tubs, concrete

*(that the Summer Village of Silver Sands hold its 2025 Family Day Picnic \_\_\_\_\_, 2025)*

*(that the Summer Village of Silver Sands hold its Large Bin Cleanup on \_\_\_\_\_, 2025)*

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g)

10. Councillors' Reports:
- a) Mayor
  - b) Deputy Mayor
  - c) Councillor
- (accept Council Reports for information)*

- Page 7

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12. Information and Correspondence:

- P119 a) Recycling Guide document  
P120-122 b) Development Permit 25DP01-31, for construction of a  
single detached dwelling (126.8 sq m) c/w attached garage  
(114.5 sq m) and covered deck (w 16.7 sq m & s 47.8 sq  
m), installation of a water supply and a septic system, at 7  
Hazel Avenue  
c) Provincial Priorities Act and Municipal Sector Update –  
please refer to the March 28<sup>th</sup>, 2025 email from Municipal  
Affairs Minister Ric McIver  
P123-126 d) Municipal Climate Change Action Centre – an initiative that  
includes Rural Municipalities of Alberta and Alberta  
Municipalities, Angela Duncan of the Wildwillow team has  
P127-134 applied to sit on same (through the Summer Village of  
South View) and has been accepted  
e)

*(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): Third Party Business Interest (section 16) and Third  
Party Personal Privacy (section 17)

15. Adjournment

Next Council Meetings:

- April 25, 2025 - Regular Council Meeting
- June 27, 2025 – Regular Council Meeting
- July 25, 2025 – Regular Council Meeting (may need to move and incl Org Mtg)
- August 29, 2025 – Regular Council Meeting/Org Mtg?

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### Other Meetings:

- April 22, 2025 Darwell Lagoon Commission – or both
- May 3, 2025 Candidate Orientation Session (Stettin hall)
- May 9, 2025 Regional Municipalities Meeting (Alberta Beach Senior Facility)
- May 24, 2025 Candidate Orientation Session (Darwell hall)
- June 11, 12, 25 & 26, 2025: ABMunis Summer Municipal Leaders Caucuses (Various locations)
- June 21, 2025 Summer Villages of Lac Ste. Anne County East (Birch Cove to host)
- June 23-28, 2025 – Candidate Nomination Period
- July 21, 2025 – Advance Vote 4 p.m. to 7 p.m. (Fallis Hall)
- July 26, 2025 – Election Day 10 a.m. to 7 p.m. (Fallis Hall)
- October 16 & 17, 2025 – ASVA Convention (location TBA)
- November 12 to 14, 2025: ABMunis Convention and Trade Show (Calgary TELUS Convention Centre)

**SUMMER VILLAGE OF SILVER SANDS**  
**REGULAR COUNCIL MEETING MINUTES**  
**MONDAY, MARCH 31, 2025**  
**HELD VIRTUALLY VIA ZOOM**

	<b>PRESENT</b>	<p>Mayor: Bernie Poulin</p> <p>Deputy Mayor: Liz Turnbull – Via Teleconference (exited the meeting at 9:11 a.m.)</p> <p>Councillor: Graeme Horne</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (CAO) Heather Luhtala, Assistant CAO</p> <p>Public Works: Dustin Uhlman, Public Works Supervisor</p> <p>Attendees: Angela Duncan, Administration Team Member</p> <p>Delegation(s): Colton Kerswell, Auditor, Seniuk &amp; Company – to present and review the Summer Village's Draft 2024 Audited Financial Statements</p> <p>Public at Large: 2 in-person / 1 via Zoom</p>
1.	<b>CALL TO ORDER</b>	<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.	<b>AGENDA</b> 51-25	<p><b>MOVED</b> by Councillor Horne that the March 31, 2025 Agenda be approved with the following addition:</p> <p>Under Business:</p> <p>i) Buying Canadian Discussion</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b> 52-25	<p><b>MOVED</b> by Mayor Poulin that the minutes of the February 28, 2025 Regular Council Meeting be approved with the following amendment:</p> <p>Motion 33-25 to read: "<b>MOVED</b> by Councillor Horne that the Summer Village of Silver Sands advise the Darwell Lagoon Commission that the Summer Village wishes for the proposed sewer line project to continue in 2025 with tank inspections within Silver Sands taking place in May, an open house in September, and, <b>if approved</b>, construction commencing after that.</p> <p style="text-align: right;"><b>CARRIED"</b></p> <p style="text-align: right;"><b>CARRIED</b></p>



SUMMER VILLAGE OF SILVER SANDS  
REGULAR COUNCIL MEETING MINUTES  
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4.	<b>DELEGATIONS</b>	<p>9:05 a.m. Colton Kerswell, Auditor, Seniuk &amp; Company - to present and review the Summer Village's Draft 2024 Audited Financial Statements</p> <p>Deputy Mayor Turnbull exited the meeting at 9:11 a.m.</p> <p>Colton Kerswell, Auditor, exited the meeting at 9:17 a.m.</p> <p><b>MOVED</b> by Mayor Poulin that the Draft 2024 Audited Financial Statements for the Summer Village of Silver Sands, as presented and reviewed by Auditor, Colton Kerswell, of Seniuk &amp; Marcato, be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
5.	<b>PUBLIC HEARINGS</b>	n/a
6.	<b>BYLAWS</b>	n/a
7.	<b>BUSINESS</b>	<p>54-25 <b>MOVED</b> by Mayor Poulin that Council accept for information the discussion with respect to the Darwell Lagoon Commission tank inspections, and that Councillor Horne bring matters up at the next Lagoon Commission meeting as discussed.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>55-25 <b>MOVED</b> by Councillor Horne that the final version of the Master Services agreement and Statement of Work between the Summer Village of Silver Sands and Circular Materials for Community Curbside Collection be approved and execution of the document be ratified.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>56-25 <b>MOVED</b> by Mayor Poulin that the 2025 Family and Community Support Services (FCSS) funding for the Summer Village of Silver Sands be disbursed as follows:</p> <ul style="list-style-type: none"> <li>-All-net - \$600</li> <li>-Annual SV Picnic - \$1,000</li> <li>-East End Bus - \$1,000</li> <li>-Darwell Library - \$1,000</li> <li>-Darwell School - \$1,000</li> </ul> <p>And that the remaining 2025 funds of \$1,588 be brought back to Council at a later date for further consideration and disbursement.</p> <p style="text-align: right;"><b>CARRIED</b></p>



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57-25	<p><b>MOVED</b> by Councillor Horne that the draft agreement between the Summer Village of Silver Sands and Lac Ste. Anne County, for the provision of Community Peace Officer and Bylaw Enforcement Services, be approved as presented and execution authorized.</p> <p style="text-align: right;"><b>CARRIED</b></p>
58-25	<p><b>MOVED</b> by Mayor Poulin that Council ratify approval of the Summer Village of Silver Sands providing a letter of support to Fire Chief Dave Ives' application to sit on the Provincial Fire Liaison Committee.</p> <p style="text-align: right;"><b>CARRIED</b></p>
59-25	<p><b>MOVED</b> by Councillor Horne that the discussion on the Candidate Orientation Sessions, hosted by Wildwillow Enterprises and the Town of Stony Plain, scheduled for May 3<sup>rd</sup>, 2025 from 10:00 a.m. to 12:00 p.m. at the Stettin Nakamun Hall and May 24<sup>th</sup>, 2025 from 10:00 a.m. to 12:00 p.m. at the Darwell Seniors Hall be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
60-25	<p><b>MOVED</b> by Mayor Poulin that the March 7<sup>th</sup>, 2025 email from the Association of Summer Villages of Alberta (ASVA) Executive Director, Kathy Krawchuk, on the requirement for Election Candidates to open a separate bank account for election related expenses, be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
61-25	<p><b>MOVED</b> by Councillor Horne that the Summer Village of Silver Sands approve a 90-day extension for the Part 2 Councillor Orientation Training, to be completed by Brownlee LLP in partnership with the Summer Villages of Lac Ste. Anne County East.</p> <p style="text-align: right;"><b>CARRIED</b></p>
62-25	<p><b>MOVED</b> by Mayor Poulin that as per the existing agreement with Milestone Municipal Services for the provision of Subdivision and Development Appeal Board Services, the following be appointed board officials on behalf of the Summer Village of Silver Sands:</p> <p>Board Members: Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Angela Duncan, Jamie-Lee Kralej, Jason Shewchuk, John McIvor</p> <p>Clerks: Emily House, Janet Zaplotinsky, Cathy McCartney</p> <p style="text-align: right;"><b>CARRIED</b></p>
63-25	<p><b>MOVED</b> by Councillor Horne that the Draft 2025 Operating and Capital Budget for the Summer Village of Silver Sands be approved as reviewed and amended at meeting time to increase the Sustainability reserve expense by \$4,277.00, THAT Administration prepare the tax rate bylaw based on this budget as approved today, and that a municipal minimum amount payable of \$1,172.00 be approved for the 2025 taxation year, and that the 2025 Tax Rate Bylaw be brought back to the April Council meeting for consideration of all readings.</p> <p style="text-align: right;"><b>CARRIED</b></p>

**SUMMER VILLAGE OF SILVER SANDS  
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	64-25	<b>MOVED</b> by Councillor Horne that the Summer Village of Silver Sands make a concerted effort to purchase and source Canadian products where possible.  <b>CARRIED</b>
8.	<b>FINANCIAL</b> 65-25	<b>MOVED</b> by Councillor Horne that Council accept for information the income and expense statements as at February 28, 2025.  <b>CARRIED</b>
9.	<b>COUNCIL REPORTS</b> 66-25	<b>MOVED</b> by Mayor Poulin that the Council reports be accepted for information as presented.  <b>CARRIED</b>
10.	<b>ADMINISTRATION REPORT</b> 67-25	<b>MOVED</b> by Mayor Poulin that Council accept for information the Administration reports as presented.  <b>CARRIED</b>
11.	<b>CORRESPONDENCE</b> 68-25	<b>MOVED</b> by Mayor Poulin that the following correspondence be accepted for information as presented: a) Medical First Response Invoice for February Incident - \$871.63 (non-chargeable) b) Public Safety and Emergency Services – February 27 <sup>th</sup> , 2025 letter on 2025 Provincial Police Funding model, SS went up \$1,704.00 (from \$13,391 to \$15,095)  <b>CARRIED</b>
12.	<b>OPEN GALLERY</b> 69-25	<b>MOVED</b> by Councillor Horne that the discussion with the open gallery be accepted for information.  <b>CARRIED</b>
13.	<b>CLOSED MEETING</b>	n/a
14.	<b>NEXT MEETING(S)</b>	The next Regular Council Meeting is scheduled for Friday, April 25, 2025 at 9:00 a.m.

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15.	<b>ADJOURNMENT</b>	The meeting adjourned at 11:02 a.m.
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\_\_\_\_\_  
Mayor, Bernie Poulin

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



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## Bylaw for electronic public hearings

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From Wildwillow Enterprises <angela@wildwillowenterprises.com>

To wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Summer Village Office <administration@wildwillowenterprises.com>; West Cove Admin <svwestcove@outlook.com>; tori wildwillowenterprises.com <tori@wildwillowenterprises.com>; Dwight Moskalyk <ddm@kronprinzconsulting.ca>

Cc Wildwillow Enterprises <angela@wildwillowenterprises.com>

Hello all,

I was doing some research on the changes made by Bill 20 and learned that there is now a requirement to have a bylaw to conduct public hearings via electronic means. This is a MUST, not a MAY and we need this in place by the end of April, so we have some time. While our procedural bylaws allow for electronic meetings and hearings, they don't meet the requirements now in place. Below is the relevant excerpt from the MGA. I am thinking that an amendment to our procedural bylaws will suffice.

6

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

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

- (a) specify the type or types of electronic means by which meetings are authorized to be held,
- (b) require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw,
- (c) except in the case of a meeting that is closed to the public in accordance with section 197, specify
  - (i) a method by which members of the public may access the meeting and make submissions,
  - (ii) if a provision of this Act requires information in respect of the meeting to be made publicly available, a method for making the information publicly available before and during the meeting, and

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MUNICIPAL GOVERNMENT ACT

RSA 2000  
Chapter M-26

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

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

and

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

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

Angela

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

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

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

**NOW THEREFORE**, the Council of the Summer Village of Silver Sands hereby enacts as follows:

**Citation**

1. This Bylaw may be cited as the "The Procedure Bylaw".

**Definitions**

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

6



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

### **Application**

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

### **Severability**

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

### **General**

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
- 8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Silver Sands' Code of Conduct Bylaw.
- 9. A breach of any Section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 10. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings **required under Part 17 of the Municipal Government Act shall be accessible**



via **Electronic Means** and shall be conducted in accordance with the procedures set out in Appendix C.

### Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 9:00 a.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. No person, persons or entity other than the Summer Village of Silver Sands may record in whole or in part any meeting of Council or Council Committee using audio, video or any other recording means.
21. Should the Summer Village of Silver Sands deem it appropriate to record a Council or Council Committee meeting, all parties present at the meeting must be verbally notified immediately prior to the start of the recording.
- ~~22. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.~~

### Conduct of Meetings

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



majority vote of members present.

34. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
35. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
  - a) a motion to refer the main question to some other person or group for consideration
  - b) a motion to amend the main question
  - c) a motion to table the main question
  - d) a motion to postpone the main question to some future time
  - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
36. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
37. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
38. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. **In the case of a meeting by electronic means voting may be done verbally.**
39. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;
40. **As per section 197 of the Municipal Government Act, a formal motion will be made to go to a "Closed Meeting" session, identifying ~~Division 2 Parts 16 to 29 (Exceptions to Disclosure)~~ the relevant section(s) of the Freedom of Information and Privacy Act or any act that may replace the Freedom of Information and Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons.** When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to an open meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place in

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Closed Meeting session and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the ~~rest of the~~ meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons ~~and the reasons for allowing them to attend~~ in attendance and, if applicable, the reason for their attendance.

### Delegations

41. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
42. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
43. Delegations that have not submitted a letter in accordance with section 410 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 421 to present the matter outlined.
44. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
45. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order ~~as~~ may be changed by a majority vote of members present. All rules of Council in

this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

### **Provision for Attendance and Participation by Electronic Means**

46. In accordance with the provisions of Section 199(2) of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council. Further, in accordance with Section 199(2.1) of the Municipal Government Act, all public hearings required under Part 17 of the Act shall be conducted via Electronic Means. Public Hearings, other than those required by Part 17 of the Act, may be conducted via Electronic Means.
- a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:
    - A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
    - A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the council chamber remains an effective point of access for the general public.
  - b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
  - c) ~~In all cases,~~ Except as required by Section 199(2.1) of the Municipal Government Act, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.
  - d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
  - e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic



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

Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:

- Those voting members or councillors present;
- Those administration present;
- Those delegations that may be present; and
- The general count of those public present.

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

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

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

- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
- b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
- c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
- d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.
- e) If the matter being voted on is a question requiring a secret ballot, the

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virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.

- f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

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

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

**Motion to Recess**

- 50. The Chair, without a Motion, may Recess the meeting for a specific period of no more than ten (10) minutes.
- 51. Any Councillor may move that Council Recess for a specific period.
- 52. After the Recess, business will be resumed at the point where it was interrupted.





53. A Recess will follow a motion to go into closed session and a Recess will precede a motion to come out of closed session;

### Rules of Order

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

### Agenda and Order of Business

55. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least five (5) days before the meeting.
56. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.
57. Where the deadlines in section 51~~4~~ and 52~~5~~ are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
58. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
1. Call to Order
  2. Treaty 6 Territory Land Acknowledgment
  3. Agenda Adoption
  4. Minutes Adoption
  5. Delegations
  6. Public Hearings
  7. Bylaws
  8. Business
  9. Financial
  10. Council Reports
  11. Administration Reports
  12. Information & Correspondence
  13. Open Floor Discussion with Gallery – Total time provision of 15 minutes
  14. Closed Meeting
  15. Adjournment
59. The order of business established in section 54 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

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

### **Recording of the Minutes**

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

### **Bylaws**

64. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
65. Every bylaw shall have three separate and distinct readings.
66. After a member has made the motion for the second reading of the bylaw Council may:
- a) debate the substance of the bylaw; and
  - b) propose and consider amendments to the bylaw.
67. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
68. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
69. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
70. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
- a) a Bylaw unanimously passed at a regular or special meeting of the Council

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

### Website

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

This Bylaw repeals Bylaw #341-2024 and comes into full force and effect upon third and final reading.

**READ** a first time this 25TH day of APRIL, 2025.

**READ** a second time this 25TH day of APRIL, 2025.

**UNANIMOUS CONSENT** to proceed to third reading this 25TH day of APRIL, 2025.

**READ** a third and final time this 25TH day of APRIL, 2025.

**SIGNED** this 25TH day of APRIL, 2025.

\_\_\_\_\_  
Mayor, Bernie Poulin

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

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SUMMER VILLAGE OF SILVER SANDS  
APPENDIX A

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

General duties of Councillors

153

Councillors have the following duties:

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

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

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SUMMER VILLAGE OF SILVER SANDS  
APPENDIX B

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

General duties of chief elected official  
154

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

1994 cM-26.1 s154;1995 c24 s21

(21)

SUMMER VILLAGE OF SILVER SANDS  
APPENDIX C  
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles

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

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

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## Public Hearing Procedures

### Definitions

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

### SUMMER VILLAGE OF SILVER SANDS PUBLIC HEARING

Date Time

Bylaw #\*\*\*

### INTRODUCTION & PROCEDURES

- 1 (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chairman) "The following rules of conduct will be followed during the Public Hearing:"  
Presentation should be brief and to the point  
The order of presentation shall be
  - o Entry of written submission(s)
  - o Comments from ~~the \*\*\*\*~~ those physically in attendance in support of the bylaw
  - o Comments from those attending virtually in support of the bylaw,
  - o Comments from those physically in attendance opposing the bylaw, ~~Those opposing the Bylaw~~
  - o Comments from those attending virtually opposing the bylaw
  - o ~~Any other person deemed to be affected by the Bylaw~~The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**NOW THEREFORE**, the Council of the Summer Village of Silver Sands hereby enacts as follows:

**Citation**

1. This Bylaw may be cited as the "The Procedure Bylaw".

**Definitions**

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

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

### **Application**

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

### **Severability**

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

### **General**

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
- 8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Silver Sands' Code of Conduct Bylaw.
- 9. A breach of any Section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 10. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings required under Part 17 of the Municipal Government Act shall accessible via

electronic means and shall be conducted in accordance with the procedures set out in Appendix C.

### **Meetings**

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 9:00 a.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. No person, persons or entity other than the Summer Village of Silver Sands may record in whole or in part any meeting of Council or Council Committee using audio, video or any other recording means.
21. Should the Summer Village of Silver Sands deem it appropriate to record a Council or Council Committee meeting, all parties present at the meeting must be verbally notified immediately prior to the start of the recording.

### **Conduct of Meetings**

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

majority vote of members present.

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



those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons in attendance and, if applicable, the reason for their attendance.

### **Delegations**

40. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
41. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
42. Delegations that have not submitted a letter in accordance with section 40 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 41 to present the matter outlined.
43. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
44. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order as may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

### **Provision for Attendance and Participation by Electronic Means**



45. In accordance with the provisions of Section 199(2) of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council. Further, in accordance with Section 199(2.1) of the Municipal Government Act, all public hearings required under Part 17 of the Act shall be conducted via Electronic Means. Public Hearings, other than those required by Part 17 of the Act, may be conducted via Electronic Means.
- a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:
- A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
  - A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the council chamber remains an effective point of access for the general public.
- b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
- c) Except as required by Section 199(2.1) of the Municipal Government Act, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.
- d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
- e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
- Those voting members or councillors present;
  - Those administration present;
  - Those delegations that may be present; and

- The general count of those public present.

46. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:
- a) Telephone participation, both traditional landline and cellular mobile participation;
  - b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
  - c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
  - d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).
47. In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:
- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
  - b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
  - c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
  - d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.
  - e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not

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be accepted and shall be deemed an absent vote.

- f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

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

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

### **Motion to Recess**

- 49. The Chair, without a Motion, may Recess the meeting for a specific period of no more than ten (10) minutes.
- 50. Any Councillor may move that Council Recess for a specific period.
- 51. After the Recess, business will be resumed at the point where it was interrupted.
- 52. A Recess will follow a motion to go into closed session and a Recess will precede a motion to come out of closed session;

### **Rules of Order**

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

**Agenda and Order of Business**

54. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least five (5) days before the meeting.
55. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.
56. Where the deadlines in section 54 and 55 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
57. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
1. Call to Order
  2. Treaty 6 Territory Land Acknowledgment
  3. Agenda Adoption
  4. Minutes Adoption
  5. Delegations
  6. Public Hearings
  7. Bylaws
  8. Business
  9. Financial
  10. Council Reports
  11. Administration Reports
  12. Information & Correspondence
  13. Open Floor Discussion with Gallery – Total time provision of 15 minutes
  14. Closed Meeting
  15. Adjournment
58. The order of business established in section 54 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
59. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

### **Recording of the Minutes**

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

### **Bylaws**

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

**Website**

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

This Bylaw repeals Bylaw #341-2024 and comes into full force and effect upon third and final reading.

**READ** a first time this 25TH day of APRIL, 2025.

**READ** a second time this 25TH day of APRIL, 2025.

**UNANIMOUS CONSENT** to proceed to third reading this 25<sup>TH</sup> day of APRIL, 2025.

**READ** a third and final time this 25TH day of APRIL, 2025.

**SIGNED** this 25TH day of APRIL, 2025.

\_\_\_\_\_  
Mayor, Bernie Poulin

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



SUMMER VILLAGE OF SILVER SANDS  
APPENDIX A

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

General duties of Councillors  
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Councillors have the following duties:

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

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

SUMMER VILLAGE OF SILVER SANDS  
APPENDIX B

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

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

1994 cM-26.1 s154;1995 c24 s21

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SUMMER VILLAGE OF SILVER SANDS  
APPENDIX C  
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles

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

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

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## Public Hearing Procedures

### Definitions

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

### SUMMER VILLAGE OF SILVER SANDS PUBLIC HEARING

Date Time

Bylaw #\*\*\*

### INTRODUCTION & PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## S.V. OF SILVER SANDS - 2025 BUDGET



### 2025 BUDGET

#### Income Function

Taxation Income	
Municipal Tax	312,442.25
School Foundation Tax	195,912.62
Minimum Tax (\$1,109 - 2024)(\$1,172 - 2025)	139,403.75
Senior Foundation Tax	17,212.22
Designated Industrial Tax	28.48
<b>Sub-Total Taxation</b>	<b>664,999.32</b>
Grant & Reserve Funding Income	
Operating Grant - LGFF Operating	17,122.00
Operating Grant - Canada Day (apply annually)	600.00
Operating Grant - FIRESMART/FRIAA	
Operating Grant - Canada Summer Jobs (apply annually)	
Capital Grant - MSI-C / LGFF	
Capital Grant - CCBF	
Special Projects Funding (from reserves or from grant \$ in deferred revenue or from Grant Deposits)	18,500.00
Special Projects Funding- Flowering Rush (from reserves or from grant \$ in deferred revenue or from Grant Deposits)	164,471.00
Capital Projects Funding (from reserves or from grant \$ in deferred revenue)	58,000.00
Transfers from Reserves (2018 LSA Road)(2023/2024/2025 - under agreement \$24,653 per year repayment)	16,092.00
<b>Sub-Total Grant &amp; Reserve Funding</b>	<b>274,785.00</b>
Other Income	
Other Income (Lease for 7 RV Lots)	1,400.00
Penalties on Taxes	7,500.00
Bank Income	12,000.00
<b>Sub-Total Other Income</b>	<b>20,900.00</b>
Admin Income	
Admin - Sales of Good and Services	500.00
Admin - Tax Certificates	700.00
Admin - NSF Fees	-
Admin - Reserve Transfer	-
Admin - Reserve Transfer (Elections)	5,000.00
<b>Sub-Total Admin Income</b>	<b>6,200.00</b>

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## S.V. OF SILVER SANDS - 2025 BUDGET



### 2025 BUDGET

<b>Bylaw/Emergency Services Income</b>	
Bylaw/Emergency Services - Fines	-
Bylaw/Emergency Services - Fire Incident Recovery	-
Transfer from Reserves - Provincial Policing	4,803.00
<b>Sub-Total Bylaw/Emergency Services</b>	<b>4,803.00</b>
<b>Utilities Income</b>	
Utilities - Fortis Franchise Fees	5,500.00
<b>Sub-Total Utilities Income</b>	<b>5,500.00</b>
<b>Public Works Income</b>	
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	3,200.00
Public Works - Recycling Offset - Circular Materials	9,000.00
<b>Sub-Total Public Works Income</b>	<b>12,200.00</b>
<b>Sewer/Water/Drainage Income</b>	
Sewer/Water/Drainage - Transfer from Reserves	-
<b>Sub-Total Sewer/Water/Drainage</b>	<b>-</b>
<b>Planning &amp; Development Income</b>	
Planning & Development - Safety Codes Permit Fees	2,000.00
Planning & Development - Development Permit Fees	2,000.00
Planning & Development - SDAB Appeal Fees	
Planning & Development - Transfer from Reserves	
<b>Sub-Total Planning &amp; Development</b>	<b>4,000.00</b>

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## S.V. OF SILVER SANDS - 2025 BUDGET



### 2025 BUDGET

Parks & Recreation Income	
Parks & Recreation - Grant FCSS	5,501.00
Parks & Recreation - Grant FCSS (funds from Regional Admin - Picnic/Allnet)	
Parks & Recreation - Grant FCSS (Emergency Services Dinner)	
Parks & Recreation - Weed Harvesting (LIAMS)	7,500.00
Parks & Recreation - Transfer from Reserve	
<b>Sub-Total Parks &amp; Recreation</b>	<b>13,001.00</b>
Requisitions Collected by Municipality (offset)	
Requisitions - Senior Foundation	- 17,212.22
Requisitions - Over\Under Utilized Levy	
Requisitions - School Foundation	- 195,912.62
Requisitions - Over\Under Utilized Levy	
Requisitions - Designated Industrial	- 28.48
Requisitions - Over\Under Utilized Levy	
<b>Sub-Total Requisitions</b>	<b>- 213,153.32</b>
<b>Net Revenue for Municipal Purposes</b>	<b>\$ 793,235.00</b>

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## S.V. OF SILVER SANDS - 2025 BUDGET



		2025 BUDGET
Expense Function		
<b>Council</b>		
Council Meeting Fees		17,000.00
Council Deductions		-
Council Monthly		5,400.00
Council Travel \ Subsistence		6,000.00
Council SVLSACE		1,750.00
Council Development		5,000.00
Council Integrity Commissioner		833.00
<b>Sub Total Council</b>		<b>35,983.00</b>
<b>Administration</b>		
Administration Contract - 2%		82,115.00
Employee Benefits		8,000.00
W.C.B.		3,900.00
Travel & Subsistence		3,200.00
Conventions/Training		1,000.00
Postage \ Phone \ Storage		5,600.00
Memberships		2,500.00
Stationery & Printing		3,000.00
Advertising		500.00
Auditor		4,900.00
Assessment		7,940.00
Assessment LARB \ CARB		1,000.00
Legal		5,000.00
Insurance		10,000.00
Computer Support \ Website		2,500.00
Meeting Room Fees - Fallis Hall Rent		1,200.00
General Appreciation		500.00
Tax Rebates & Discounts		-
Bank Charges \ Penalties		250.00
Land Title Charges		50.00
Donation To Other Agency (water well workshop)		300.00
<b>Sub-Total Administration</b>		<b>143,455.00</b>

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## S.V. OF SILVER SANDS - 2025 BUDGET



### 2025 BUDGET

Election	
Salaries & Wages	4,000.00
Advertising	500.00
Goods & Supplies	500.00
Census Costs	
<b>Sub-Total Election</b>	<b>5,000.00</b>
Medical	
Medical Clinic (LSA)	
<b>Sub-Total Medical</b>	-
Public Works	
Salaries \ Wages (Supervisor)	75,000.00
Salaries \ Wages (Banked)	3,200.00
Salaries \ Wages (Summer Staff)(2024 Budgeted amount included in Supervisor Budget)	20,000.00
Payroll Deductions	7,400.00
Payroll Vacation Accruals	3,200.00
Payroll Employee Benefits	8,000.00
Phone Reimburse (PWM)	1,200.00
Shop Phone (Telus)	1,600.00
Public Works Consultant	-
Shop Security	550.00
Snow Removal \ Grading	1,000.00
Gravel & Rehabilitation	8,000.00
General Services	1,000.00
Signs	1,000.00
Parts, Supplies, Fuel, Equip Repair	17,000.00
Shop Improvements	1,000.00
Electrical	22,000.00
Natural Gas	2,500.00
<b>Sub-Total Public Works</b>	<b>173,650.00</b>
Storm Water / Drainage	
General Supply - Culverts	500.00
Storm Water Drainage Study	-
<b>Sub-Total Storm Water/Dainage</b>	<b>500.00</b>

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## S.V. OF SILVER SANDS - 2025 BUDGET



### 2025 BUDGET

Lagoon / Sewer	
Lagoon/Sewer Capital	
Lagoon/Sewer Operating	
<b>Sub-Total Lagoon / Sewer</b>	-
Waste Collection	
Waste	25,000.00
Recycle	7,000.00
Large Bin Clean Up	3,500.00
Waste Commission (Hwy 43)	6,000.00
<b>Sub-Total Waste Collection</b>	<b>41,500.00</b>
Municipal Planning	
Development Officer	3,600.00
Development Permit Fees	2,000.00
Development Enforcement	2,000.00
Planning (GC)	500.00
General Planning Services (General MPS)	1,000.00
Safety Codes Administration	2,493.00
SDAB (Milestone Municipal Services)	300.00
<b>Sub-Total Municipal Planning</b>	<b>11,893.00</b>
Recreation & Parks	
Playground Maintenance	1,400.00
Boat Launch	1,000.00
Tree Removal / Reserves	2,000.00
Weed Inspection / Spraying	1,000.00
Weed Harvesting LIAMS	7,500.00
Library - YRL	1,017.00
Library - Local (Darwell)	1,000.00
Recreation (LSA)	500.00
East End Bus	375.00
FCSS (\$5,593)/(\$987 admin)	6,580.00
Canada Day Celebration	600.00
<b>Sub-Total Recreation &amp; Parks</b>	<b>22,972.00</b>

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## S.V. OF SILVER SANDS - 2025 BUDGET



### 2025 BUDGET

Emergency Services	
Fire Suppression	42,000.00
Fire Incident Recovery	-
Fire Volunteer Recruitment	-
Disaster Services/Emergency	4,500.00
Directors of Emergency Management	5,000.00
CPO/Bylaw/Enhanced RCMP	10,000.00
Provincial Policing (collect or fund balance under reserve account or from reserve account)	15,095.00
<b>Sub-Total Emergency Services</b>	<b>76,595.00</b>
Planned Reserve Contributions	
Provincial Policing	-
Sustainability Reserve	10,037.00
Tree Removal Reserve	844.00
Snow Removal Reserve	563.00
Legal Reserve	563.00
Election Reserve	1,406.00
SDAB/ARB Appeals	1,125.00
MAP Review Reserve	525.00
Lagoon Reserve	-
Operating Reserve	-
Roads Reserve	-
<b>Sub-Total Planned Reserve Contribution</b>	<b>15,063.00</b>

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## S.V. OF SILVER SANDS - 2025 BUDGET



### 2025 BUDGET

Year-End Audit Accounts	
Annual Amortization	
Gain\Loss On Sale Of TCA	
<b>Sub-Total Year-End Audit Accounts</b>	-
Special Projects	
2025 Flowering Rush ACP Grant (Silver Sands is Managing Partner)(2025/2026/2027)	165,471.00
2024 Flowering Rush Municipal Contributions (incl additional \$1,000 from SS, \$2,000 from LILSA, \$2,000 from WC)	-
LSA County 2018 Rd Project (Repay over 3 Years 23/24/25)(LGFF Additional \$8,561 & Reserves \$16,092)	24,653.00
Entrance Signs	2,000.00
Septic Site Inspections	-
Assessment Bylaw Review	1,500.00
Firesmart	5,000.00
Legal Review Fire Matters	-
Status Change Summer Village vs. Village	10,000.00
Technology Prevention/Risk	
<b>Sub-Total Special Project</b>	<b>208,624.00</b>

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## S.V. OF SILVER SANDS - 2025 BUDGET



### 2025 BUDGET

Capital Projects	
<b>2025 Projects transferred from 5-year Capital Plan (Have \$134,793 in capital grant funds for 2025)</b>	
2025 Project - spruce crescent drainage	6,000.00
2025 Project - landscaping upgrades	7,000.00
2025 Project - walking trail upgrades	10,000.00
2025 Project - playground upgrades	6,000.00
2025 Project - bathroom in quonset	10,000.00
2025 Project - Surveying all rear property lines where they meet reserve land for installing Municipal Reserve Land Identification signs	19,000.00
2025 Project Proposed from meeting - Firesmart the reserves (take from above projects)	-
<b>Sub-Total Capital Projects</b>	<b>58,000.00</b>
<b>TOTAL</b>	<b>\$ 793,235.00</b>

Income Less Expenses - Surplus / (Defecit)

-

Date Budget Approved / Motion #: April 25, 2025 / \_\_\_\_\_

Bernie Poulin, Mayor: \_\_\_\_\_

Wendy Wildman, CAO: \_\_\_\_\_

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Analysis: INCOME - SILVER SANDS

Description	2025 BUDGET
INCOME - SILVER SANDS	(1)
Period 1: - --- Begin	Jan 01,25
Period 1: - --- End	Dec 31,25
(less)  --- Type	B
Period 2: - --- Begin	000 00,00
Period 2: - --- End	000 00,00
--- Type	
Ratios: % of Account	
Graphs: # of Columns,Scale	0 0
Description	2025 BUDGET
REVENUE	
TAXATION	
RESIDENTIAL TAX- (MUNICIPAL)	282,784.31
RESIDENTIAL TAX- (SCHOOL)	178,822.59
VACANT RES TAX- (MUNICIPAL)	18,507.88
VACANT RES TAX- (SCHOOL)	11,703.71
FARMLAND TAX- (MUNICIPAL)	16.57
FARMLAND TAX- (SCHOOL)	10.48
COMMERCIAL TAX- (MUNICIPAL)	4,123.32
COMMERCIAL TAX- (SCHOOL)	3,844.89
LINEAR TAX- (MUNICIPAL)	7,010.17
LINEAR TAX- (SCHOOL)	1,530.95
LINEAR TAX- (DIP)	28.48
SENIOR FOUNDATION	17,212.22
MINIMUM TAX- 2025 \$1,172.00	139,403.75
2024 \$1,109.00	
SPECIAL TAX	0.00
LAGOON LEVY (2009-2013)	0.00
TOTAL TAXES	664,999.32
OTHER INCOME\GRANTS	
PENALTIES ON TAXES	7,500.00
GIC INCOME\BANK INTEREST	12,000.00
GRANT OPERATING (LGFF-O) (LSA)	17,122.00
GRANT OPERATING (CANADA DAY)	600.00
GRANT OPERATING (CSJ\STEP)	0.00
GRANT CAPITAL (MSI-C\LGFF)	0.00
GRANT CAPITAL (CCBF)	0.00
GRANT CAPITAL (WILDFIRE)	0.00
GRANT OPERATING ()	0.00
GRANT OPERATING ()	0.00
GRANT ACP STURGEON RIVER	0.00
OTHER GC LEASED LOTS	1,400.00
SPECIAL PROJECTS FUNDING	18,500.00
FLOWERING RUSH PROJ FUNDING	164,471.00
CAPITAL PROJECTS FUNDING	58,000.00
TRANSFER FROM RESERVES	0.00
(DARWELL EXPANSION)	
TRANSFER FROM RESERVES	16,092.00
(2018 LSA ROAD)	
(23\24\25) (1\2LGFFO & RES)	
ADMIN	
SALES OF GOODS & SERVICES	500.00
Description	2025 BUDGET

Financial  
software  
version

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Analysis: INCOME - SILVER SANDS

Description	2025 BUDGET
TAX CERTIFICATES	700.00
N.S.F. FEES	0.00
TR FR RESERVE (SHARED LEGAL)	0.00
TR FR RESERVE (ELECTION 2025)	5,000.00
BYLAW\EMERGENCY SERVICES	
BY-LAW FINES\JUSTICE FINES	0.00
FIRE INCIDENT RECOVERY	0.00
TRANS FROM RESERVE (POLICING)	4,803.00
UTILITIES	
FORTIS FRANCHISE FEES	5,500.00
PW\ROADS	
SERVICES (BILLED OUT)	0.00
SALE OF TCA	0.00
CIRCULAR MATERIAL CURBSIDE	9,000.00
TRANS FROM RESERVES (BANKED)	3,200.00
SEWER\WATER\DRAINAGE	
TRANSFER FROM RESERVE	0.00
PLANNING & DEVELOPMENT	
SAFETY CODES- PERMIT FEES	2,000.00
DEVELOPMENT- PERMIT INCOME	2,000.00
SDAB APPEAL FEE	0.00
TRANSFER FROM RESERVE	0.00
PARKS & RECREATION	
FCSS- PROVINCIAL GRANT	5,501.00
FCSS- SS PICNIC, SS ALLNET	0.00
FCSS- EMERG SERV DINNER	0.00
WEED HARVESTING (LIAMS)	7,500.00
TRANSFER FROM RESERVE	0.00
TOTAL REVENUE	1,006,388.32
REQUISITIONS	
SENIOR FOUNDATION	17,212.22
UNDER\OVER UTILIZED LEVY	0.00
SCHOOL	195,912.62
UNDER\OVER UTILIZED LEVY	0.00
DIP	28.48
UNDER\OVER UTILIZED LEVY	0.00
TOTAL REQUISITIONS	213,153.32
NET REVENUE FOR MUN PURPOSES	793,235.00

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Analysis: EXPENSES - SILVER SANDS

Description	2025 BUDGET
EXPENSES - SILVER SANDS	(1)
Period 1: --- Begin	Jan 01,25
End	Dec 31,25
--- Type	B
(less) --- Begin	000 00,00
Period 2: --- End	000 00,00
--- Type	
Ratios: % of Account	
Graphs: # of Columns,Scale	0 0
Description	2025 BUDGET
COUNCIL	
COUNCIL MEETING FEES	17,000.00
COUNCIL DEDUCTIONS	0.00
COUNCIL MONTHLY(\$150\MONTH)	5,400.00
COUNCIL TRAVEL\SUBSISTENCE	6,000.00
COUNCIL SVLSACE	1,750.00
COUNCIL DEVELOPMENT	5,000.00
COUNCIL INTEGRITY COMMISSIO	833.00
TOTAL	35,983.00
ADMINISTRATION	
ADMINISTRATOR (2% OR COL)	82,115.00
EMPLOYEE BENEFITS	8,000.00
WCB	3,900.00
TRAVEL & SUBSISTENCE	3,200.00
CONVENTION\TRAINING	1,000.00
POSTAGE\PHONE\STORAGE\OFFIC	5,600.00
MEMBERSHIPS	2,500.00
STATIONERY & PRINTING	3,000.00
ADVERTISING	500.00
AUDITOR	4,900.00
ASSESSMENT	7,940.00
ASSESSMENT LARB\CARB	1,000.00
LEGAL	5,000.00
INSURANCE	10,000.00
COMPUTER SUPPORT\WEBSITE	2,500.00
MEETING ROOM FEES-HALL RENT	1,200.00
GENERAL APPRECIATION	500.00
TAX REBATES & DISCOUNTS	0.00
BANK CHARGES\PENALTIES	250.00
LAND TITLE CHARGES	50.00
ANNUAL INFO MTG\PLANNING	0.00
BAD DEBTS	0.00
DONATE OTH AGENCY-WATERWELL	300.00
TOTAL	143,455.00
ELECTION \ CENSUS	
SALARIES & WAGES	4,000.00
ADVERTISING	500.00
GOODS & SUPPLIES	500.00
CENSUS COSTS	0.00
TOTAL	5,000.00
MEDICAL	
MEDICAL CLINIC (LSA)	0.00
TOTAL	0.00
Description	2025 BUDGET

Analysis: EXPENSES - SILVER SANDS

Description	2025 BUDGET
PUBLIC WORKS	
SALARIES\WAGES-SUPERVISOR	75,000.00
SALARIES\WAGES-BANKED	3,200.00
SALARIES\WAGES-SUMMER STAF	20,000.00
PAYROLL DEDUCTIONS CURRENT	7,400.00
PAYROLL VACATION ACCRUAL	3,200.00
PAYROLL EMPLOYEE BENEFITS	8,000.00
PHONE REIMBURSE (PWM)	1,200.00
SHOP PHONE (TELUS)	1,600.00
PUBLIC WORKS CONSULTANT	0.00
SHOP SECURITY	550.00
SNOW REMOVAL\GRADING	1,000.00
GRAVEL & REHABILITATION***	8,000.00
GENERAL SERVICES	1,000.00
SIGNS	1,000.00
PARTS,SUPPLY,FUEL,EQ REPAIR	17,000.00
SHOP IMPROVEMENTS	1,000.00
ELECTRICAL	22,000.00
NATURAL GAS	2,500.00
TOTAL	173,650.00
STORM WATER\DRAINAGE	
GENERAL SUPPLY(CULVERTS)	500.00
STORM WATER\DRAINAGE STUDY	0.00
TOTAL	500.00
LAGOON\SEWER	
LAGOON\SEWER CAPITAL	0.00
LAGOON\SEWER OPERATING	0.00
TOTAL	0.00
WASTE COLLECTION	
WASTE (272 CARTS-SSTONE)	25,000.00
RECYCLE (BLUE BAG) (CALAHOO)	7,000.00
LARGE BIN CLEAN UP	3,500.00
WASTE COMMISSION (HWY 43)	6,000.00
TOTAL	41,500.00
MUNICIPAL PLANNING	
DEVELOPMENT OFFICER	3,600.00
DEVELOPMENT PERMIT EXP	2,000.00
DEVELOPMENT ENFORCEMENT	2,000.00
PLANNING (GC)	500.00
GENERAL PLANNING SERVICES	1,000.00
SAFETY CODES ADMIN	2,493.00
SDAB	300.00
TOTAL	11,893.00
RECREATION & PARKS	
PLAYGROUND MAINTENANCE	1,400.00
BOAT LAUNCH	1,000.00
TREE REMOVAL\RESERVES	2,000.00
WEED INSPECTION\SPRAYING	1,000.00
WEED HARVESTING (LIAMS)	7,500.00
LIBRARY (YRL) (4.39)	1,017.00
LIBRARY (LOCAL) (DARWELL)	1,000.00
RECREATION (LSA)	500.00
EAST END BUS	375.00
FCSS (\$5,593) (\$987 ADMIN)	6,580.00
Description	2025 BUDGET

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Analysis: EXPENSES - SILVER SANDS

Description	2025 BUDGET
CANADA DAY CELEBRATION	600.00
TOTAL	22,972.00
EMERGENCY SERVICES	
FIRE SERVICES	42,000.00
FIRE INCIDENT RECOVERY	0.00
FIRE VOLUNTEER RECRUITMENT	0.00
DISASTER SERVICES\EMERGENCY	4,500.00
DIRECTORS OF EMERGENCY MGMT	5,000.00
CPO\ENHANCED POLICING	10,000.00
PROV POLICING(20\21 1ST YR)	15,095.00
YR 1 - B \$4,277 A(4,346)	
YR 2 - B \$6,420 A(6,522)	
YR 3 - B \$8,554 A(8,903)	
YR 4 - B \$12,840 A(13,391)	
YR 5 - B \$12,840 PER TABLES	
WE BUDGETED \$13,391 IN 2024	
TO MATCH ACTUAL 2023 INVOIC	
(COLLECT OVER 6 YRS-\$7,489)	
(2020 TO 2025)	
TOTAL	76,595.00
RESERVE ACCOUNTS (5% INCREASE)	
PROVINCIAL POLICING *****	0.00
SUSTAINABILITY RESERVE	10,037.00
TREE REMOVAL RESERVE	844.00
SNOW REMOVAL RESERVE	563.00
LEGAL RESERVE	563.00
ELECTION RESERVE	1,406.00
SDAB\ARB APPEALS RESERVE	1,125.00
MAP REVIEW RESERVE	525.00
LAGOON RESERVE	0.00
OPERATING RESERVE (MSI-50%)	0.00
ROADS RESERVE	0.00
TOTAL	15,063.00
SPECIAL PROJECTS	
^ - FUNDED FROM RESERVES	
" - FUNDED FROM GRANTS	
- - FUNDED FROM DEPOSITS	
* - FUNDED FROM TAXES	
FLOWERING RUSH	165,471.00
(2025 - \$7,001 IN TRUST)	
(2025 POTENTIAL CONTRIBUTIONS)	
(SS-1,LSA-1,AB-1,RH-1,SV-1,	
WC-1,YS-1,VQ-1 = 8K)EACH YR	
(ACP GRANT ASK - \$152,500	
2025\2026\2027)	
2024 ADDITIONAL CONTRIBUTIONS:	
(SS-1K WC-2K LILSA-2K SV-1K)	
^" LSA COUNTY 2018 RD PROJ	24,653.00
(REPAY 3 YEARS-23\24\25)	
(\$73,957\3=\$24,653)	
(MSI-O ADDITIONAL - \$8,561)	
(RESERVES\GRANT - \$16,092)	
Description	2025 BUDGET

Analysis: EXPENSES - SILVER SANDS

Description	2025 BUDGET
^ SIGNS (ENTRANCE)	2,000.00
^ SEPTIC SITE INSPECTIONS	0.00
^ ASSESSMENT BYLAW REVIEW	1,500.00
^ FIRESMART	5,000.00
^ LEGAL REVIEW FIRE MATTERS	0.00
^ STATUS CHANGE (SV VS. V)	10,000.00
^ TECHNOLOGY PREVENTION\RISK	0.00
TOTAL	208,624.00
YEAR-END AUDIT ACCOUNTS	
ANNUAL AMORTIZATION	0.00
GAIN\LOSS ON SALE OF TCA	0.00
TOTAL	0.00
CAPITAL PROJECTS	
(HAVE \$134,793 FOR 2025)	
(TAKEN FROM 5-YR CAPITAL PLAN)	
2025 PROJECT-DRAINAGE SPRUCE	6,000.00
2025 PROJECT-LANDSCAPE UPGR	7,000.00
2025 PROJECT-WALK TRAIL UPGR	10,000.00
2025 PROJECT-PLYGRD UPGRADES	6,000.00
2025 PROJECT-BATHROOM SHOP	10,000.00
2025 PROJECT-MR SURVEY\SIGNS	19,000.00
TOTAL	58,000.00
TOTAL EXPENSES	793,235.00
(INCLUDES CAPITAL PROJECTS)	

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Municipal Government Act RSA 2000 Chapter M-26

Part 10 Division 2 Property Tax

---

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

---

**WHEREAS** the total requirements of the Summer Village of Silver Sands in the Province of Alberta as shown in the budget estimates are as follows:

Municipal General	\$ 312,442.25
Minimum Municipal	\$ 139,403.75
Lac Ste. Anne Foundation Requisition	\$ 17,212.22
ASFF Residential School Requisition	\$ 190,536.78
ASFF Non-Residential School Requisition	\$ 5,375.84
Designated Industrial Property Tax Requisition	\$ 28.48
<b>Total:</b>	<b>\$ 664,999.32</b>

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

Assessment Description	Total
RESIDENTIAL VACANT	4,580,600
RESIDENTIAL IMPROVED	69,987,600
FARMLAND	4,100
NON-RESIDENTIAL	1,020,500
OTHER NON-RESIDENTIAL (LINEAR)	406,340
EXEMPT (MUNICIPAL)	2,595,200
<b>Total:</b>	<b>78,594,340</b>

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of Silver Sands for 2025 total \$793,235.00 and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$341,389.00 and \$139,403.75 from "Minimum Municipal Tax" and the balance of \$312,442.25 is to be raised by general municipal taxation; and

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

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

**BYLAW NO. 350-2025****Municipal Government Act RSA 2000 Chapter M-26****Part 10 Division 2 Property Tax**

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

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE</u>
<b>General Municipal</b>			
Residential/Farmland	301,308.75	74,572,300	4.04049160
Non-residential	4,123.32	1,020,500	4.04049160
Other Non-residential	7,010.18	406,340	17.25200000
<b>TOTAL</b>	<b>312,442.25</b>	<b>75,999,140</b>	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE</u>
<b>Alberta School Foundation Fund (ASFF)</b>			
Residential/Farmland	190,536.78	74,572,300	2.555061
Non-residential/Other Non-Residential	5,375.84	1,426,840	3.767654
<b>TOTAL</b>	<b>195,912.62</b>	<b>75,999,140</b>	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE</u>
<b>Lac Ste. Anne Seniors Foundation</b>			
Residential/Farmland	16,889.07	74,572,300	0.22647914
Non-residential	323.15	1,426,840	0.22647914
<b>TOTAL</b>	<b>17,212.22</b>	<b>75,999,140</b>	

	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX RATE</u>
<b>Designated Industrial Property</b>			
Non-Residential – Linear Vacant	28.48	406,340	0.0701
<b>TOTAL</b>	<b>28.48</b>	<b>406,340</b>	



**BYLAW NO. 350-2025**

**Municipal Government Act RSA 2000 Chapter M-26**

**Part 10 Division 2 Property Tax**

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

	<u><b>TAX RATE</b></u>	<u><b>TAX LEVY</b></u>
Residential Vacant	\$ 1,172.00	81,112.12
Residential Improved	\$ 1,172.00	57,121.65
Farm	\$ 1,172.00	1,169.98
Non-Residential	\$ 1,172.00	0.00
Other Non-Residential	\$ 1,172.00	0.00
<b>TOTAL</b>		<b>\$139,403.75</b>

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

Read a first time on this 25<sup>th</sup> day of April, 2025.

Read a second time on this 25<sup>th</sup> day of April, 2025.

Unanimous Consent to proceed to third reading on this 25<sup>th</sup> day of April, 2025.

Read a third and final time on this 25<sup>th</sup> day of April, 2025.

Signed this 25<sup>th</sup> day of April, 2025.

\_\_\_\_\_  
Mayor, Bernie Poulin

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

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

---

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

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

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

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

**1. TITLE**

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

**2. INTERPRETATION**

- 2.1. In this Bylaw, the following terms shall have the following meanings:
- a) "Bylaw" means this CAO and Designated Officer Bylaw;
  - b) "CAO" means the chief administrative officer for the Summer Village appointed pursuant to this Bylaw and as defined in the *Municipal Government Act*;
  - c) "Council" means the municipal council of the Summer Village;
  - d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
  - e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
  - f) "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder; and
  - g) "Summer Village" means the municipal corporation of the Summer Village of Silver Sands.
- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.
- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.
- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.



### **3. CHIEF ADMINISTRATIVE OFFICER**

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

### **4. DELEGATION BY CAO**

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

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

## 5. APPLICATION

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

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

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

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

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

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

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

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

Section 623-MGA	Subdivision Authority
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The authority of the Subdivision Authority is restricted in that the decision to grant approval, with or without conditions, or to refuse subdivision approval shall be retained by the Village and shall be delegated expressly to Council.

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

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

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

Section 284.2-MGA	Carry out duties and responsibilities of an assessor
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- 5.7. The delegation of **Subdivision and Development Appeal Board Clerk** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 627.1-MGA	Duties of the clerk of the Subdivision and Development Appeal Board
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- 5.8. The delegation of **Safety Codes Officer** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

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

## 6. GENERAL

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

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6.2. This Bylaw rescinds bylaws:

- 323-2022 Designated Officer Bylaw – Assessment Review Board Clerk
- 313-2021 Designated Officer Bylaw – Assessor
- 296-19 Designated Officer Bylaw – Subdivision and Development Appeal Board Clerk
- 261-16 Chief Administrative Officer Bylaw
- 233 Subdivision Authority Bylaw (passed in 2010)
- 198 Development Authority Bylaw (passed in 2004)

**7. COMING INTO FORCE**

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

**READ** a first time this 25th day of April, 2025.

**READ** a second time this 25th day of April, 2025.

**UNANIMOUS CONSENT** to proceed to third reading this 25th day of April, 2025.

**READ** a third and final time this 25th day of April, 2025.

**SIGNED** this 25th day of April, 2025.

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Mayor, Bernie Poulin

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Chief Administrative Officer, Wendy Wildman

rescinded

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

---

**A BYLAW OF THE MUNICIPALITY OF SILVER SANDS, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

---

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

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

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

1. The Assessment Review Board Clerk is hereby established as a Designated Officer.
2. The Assessment Review Board Clerk is the designated officer for the purpose of the following sections of the *Municipal Government Act*:
  - i) section 456(1) – Duties of the Clerk of the Assessment Review Board
  - ii) section 461 & 462 – Assessment Complaints
  - iii) section 469(1) – Notice of Decision of the Assessment Review Board
  - iv) section 483 – Decision Admissible on Appeal
3. That as the Summer Village has entered into an agreement with Capital Region Assessment Services Commission for the provision of Assessment Review Board services within the Summer Village, Gerryl Amarin, be appointed Assessment Review Board Clerk for the Summer Village of Silver Sands.
4. That this bylaw is effective upon the date of its third and final reading.
5. That bylaw 312-2021 be rescinded.

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

Read a first time on this 25<sup>th</sup> day of February, 2022.

Read a second time on this 25<sup>th</sup> day of February, 2022.

Unanimous Consent to proceed to third reading on this 25<sup>th</sup> day of February, 2022.

Read a third and final time on this 25<sup>th</sup> day of February, 2022.

VS

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

Signed this 25<sup>th</sup> day of February, 2022.

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Mayor, Bernie Poulin

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Chief Administrative Officer, Wendy Wildman

bk



rescind

**Municipal Government Act RSA 2000 Chapter M-26**

**Section 210, Designated Officer  
Section 284.2, Appoint Municipal Assessor**

---

**A BYLAW OF THE MUNICIPALITY OF SILVER SANDS, IN THE PROVINCE OF  
ALBERTA, TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

---

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

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

1. The Municipal Assessor is hereby established as a Designated Officer.
2. The delegation of Municipal Assessor as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the Chief Administrative Officer or Council through other bylaws, the following authorities:
  - Section 284.2-MGA Carry out duties and responsibilities of an assessor
3. That as the Summer Village of Silver Sands has entered into an agreement with Capital Region Assessment Services Commission for the provision of assessment services within the Summer Village, Mr. Mike Krim be appointed Municipal Assessor for the Summer Village of Silver Sands.
4. That this bylaw is effective upon the date of its third and final reading.
5. That bylaw 252 be rescinded.
6. This Bylaw shall come into full force and effect on its final passing.

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

Read a first time on this 26<sup>th</sup> day of February, 2021.

Read a second time on this 26<sup>th</sup> day of February, 2021.

Unanimous Consent to proceed to third reading on this 26<sup>th</sup> day of February, 2021.

Read a third and final time on this 26<sup>th</sup> day of February, 2021.

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**Municipal Government Act RSA 2000 Chapter M-26**

**Section 210, Designated Officer  
Section 284.2, Appoint Municipal Assessor**

Signed this 26<sup>th</sup> day of February, 2021.

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Mayor, Bernie Poulin

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Chief Administrative Officer, Wendy Wildman



rescind

**Municipal Government Act RSA 2000 Chapter M-26**

**Section 210, Designated Officer**

**Section 627.1, Appoint Subdivision and Development Appeal Board Clerk**

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**A BYLAW OF THE MUNICIPALITY OF SILVER SANDS, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

---

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

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

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

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

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

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

Read a first time on this 28<sup>th</sup> day of June, 2019.

Read a second time on this 28<sup>th</sup> day of June, 2019.

Unanimous Consent to proceed to third reading on this 28<sup>th</sup> day of June, 2019.

Read a third and final time on this 28<sup>th</sup> day of June, 2019.

Signed this 28<sup>th</sup> day of June, 2019.

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**Municipal Government Act RSA 2000 Chapter M-26**

**Section 210, Designated Officer**

**Section 627.1, Appoint Subdivision and Development Appeal Board Clerk**

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Mayor, Bernie Poulin

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Chief Administrative Officer, Wendy Wildman

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rescind

**Summer Village of Silver Sands**

**Bylaw No 261-16**

**BEING A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.**

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

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

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

Read a First time this 4th day of March, 2016.

Read a Second time this 4th day of March, 2016.

Unanimously Consented to and Read a Third and Final time this 4th day of March, 2016.

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Mayor, Bernie Poulin

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CAO, Wendy Wildman

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*res and*

**A BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS  
IN THE PROVINCE OF ALBERTA  
TO ESTABLISH THE SUBDIVISION AUTHORITY  
OF THE SUMMER VILLAGE OF SILVER SANDS**

**WHEREAS** Section 623 of the Municipal Government Act, R.S.A. 2000, as amended ("the Act") requires that a Municipal Council must establish a Subdivision Authority by bylaw.

**NOW THEREFORE** the Council of the Summer Village of Silver Sands, duly assembled, enacts as follows.

**1. Name**

- 1.1. This Bylaw may be cited as the "Subdivision Authority Bylaw".

**2. Definitions**

The following words and phrases mean:

- 2.1. "Act" means the Municipal Government Act, R.S.A. 2000, as amended.
- 2.2. "Council" means the Mayor and Councillors of the Summer Village of Silver Sands for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.
- 2.3. "Municipal Government Board" means the Board established under section 486 of the Act.
- 2.4. "Subdivision and Development Appeal Board" means the Board established to hear development and subdivision appeals pursuant to the Subdivision and Development Appeal Board Bylaw of the Summer Village of Silver Sands.
- 2.5. "Subdivision Authority" means the persons established under section 3 of this bylaw to perform the functions of a Subdivision Authority under the Act.
- 2.6. "Regulations" means the Regulations proclaimed pursuant to the Act.

**3. Establishment of Subdivision Authority**

- 3.1. The Subdivision Authority of the Summer Village of Silver Sands is hereby established.
- 3.2. The Subdivision Authority shall consist of one (1) person appointed by resolution of the Council.

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- 3.3. If the appointed person shall die, retire or resign, another person may be appointed by resolution of the Council.
- 3.4. Council may remove the person from the position of Subdivision Authority by resolution at any time.

**4. Term of Office**

- 4.1. Subject to Section 3.4 of this bylaw, the Subdivision Authority shall be appointed at the pleasure of the Council for any term that the Council may determine and/or for an indefinite term and, if appointed for a specific term, may be reappointed upon the expiry of the term at the pleasure of Council.

**5. Fees and Expenses**

- 5.1. The fees for applications to the Subdivision Authority for all manner of activities and approvals within the purview of the Subdivision Authority may be set by bylaw or by resolution of the Council.

**6. Responsibilities and Functions**

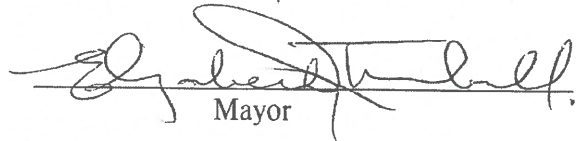
- 6.1. The Subdivision Authority shall exercise those functions and powers within the Summer Village of Silver Sands as are described in the Act and the Regulations.
- 6.2. The Subdivision Authority may delegate any of its responsibilities as provided for under the Act or the Regulations, except for the responsibility to approve, approve subject to conditions, or refuse subdivision applications, to another person or company.
- 6.3. The Subdivision Authority shall ensure statutory notices and decisions are provided to such persons as the Act and the Regulations require.
- 6.4. The Subdivision Authority is not required to hold a hearing in considering an application for subdivision.
- 6.5. The Subdivision Authority shall have prepared and maintain a file for each application made to it, including a record of its decisions, copies of which shall be available to the Chief Administrative Officer of the Summer Village of Silver Sands and the Council at their request at all times.
- 6.6. The Subdivision Authority may make rules as are necessary for the conduct of its business that are consistent with this Bylaw, the Summer Village of Silver Sands Land Use Bylaw, and the Act.
- 6.7. The Subdivision Authority must not approve an application for subdivision approval unless:


- 6.7.1. the land that is proposed to be subdivided is, in the opinion of the Subdivision Authority, suitable for the purpose for which the subdivision is intended;
  - 6.7.2. the proposed subdivision confirms to the provisions of any statutory plan and, subject to section 6.8. of this bylaw, any Land Use Bylaw that affects the land proposed to be subdivided;
  - 6.7.3. the proposed subdivision complies with the Act and the Regulations; and
  - 6.7.4. all outstanding property taxes on the land proposed to be subdivided have been paid to the Summer Village of Silver Sands or arrangements satisfactory to the Summer Village of Silver Sands have been made for their payment pursuant to Part 10 of the Act.
- 6.8. The Subdivision Authority may approve an application for subdivision approval even though the proposed subdivision does not comply with the Land Use Bylaw of the Summer Village of Silver Sands if, in its opinion:
- (a) the proposed subdivision would not:
    - (i) unduly interfere with the amenities of the neighbourhood, or
    - (ii) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land,and
  - (b) the proposed subdivision conforms with the use prescribed for that land in the Land Use Bylaw of the Summer Village of Silver Sands.
- 6.9. The Subdivision Authority may approve, approve subject to conditions, or refuse an application for subdivision approval.
- 6.10. A decision of the Subdivision Authority must be given in writing to the applicant and to the Government departments, persons and local authorities to which the Subdivision Authority is required by the Regulations to give a copy of the application.
- 6.11. A decision of the Subdivision Authority must state:
- (a) whether an appeal lies to the Subdivision and Development Appeal Board or to the Municipal Government Board, and
  - (b) if an application for subdivision approval is refused, the reasons for the refusal.
- 6.12. The power to extend the periods pursuant to Section 657(6) of the Act is delegated by the Council to the Subdivision Authority.
- 6.13. The power to decide if an environmental reserve easement is to be applied to a parcel of land which is subject to a subdivision rather than an environmental reserve pursuant to Section 664(2) of the Act is delegated by the Council to the Subdivision Authority.

7. Repeal of Previous Bylaw

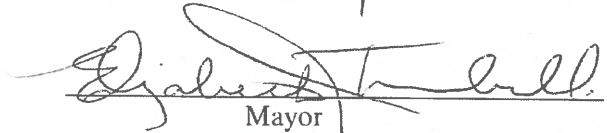
7.1. Bylaw No 197 of the Summer Village of Silver Sands, is hereby repealed.

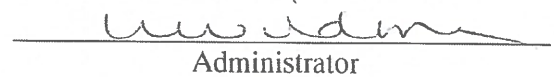
READ A FIRST TIME THIS 16 DAY OF February, A.D. 2016

  
Mayor

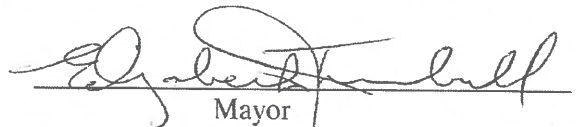
  
Administrator

READ A SECOND TIME THIS 16 DAY OF February, A.D. 2016

  
Mayor

  
Administrator

READ A THIRD TIME AND FINALLY PASSED THIS 16 DAY OF  
February, A.D. 2016

  
Mayor

  
Administrator

*rescind*

**BYLAW NO. 198  
SUMMER VILLAGE OF SILVER SANDS**

**Being a Bylaw of the Summer Village of Silver Sands, in the Province of Alberta, to  
Establish a Development Authority**

---

**WHEREAS** Section 624 of the Municipal Government Act, RSA 2000 requires each Municipality to provide for a Development Authority; to exercise development powers and duties on behalf of the municipality; and

**WHEREAS** the Summer Village of Silver Sands considers it beneficial to establish a development authority for the municipality;

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

1. THAT Tony Sonnleitner act as the Development Authority on behalf of the Summer Village of Silver Sands;
2. THAT the development authority shall be carried out in accordance to the Summer Village of Silver Sands Land Use Bylaw, as amended from time to time; and
3. THAT the adoption of this Bylaw is effective November 1, 2004.

READ a first time this 14<sup>th</sup> day of October, 2004.

READ a second time this 4<sup>th</sup> day of November, 2004

READ a third and final time this \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Administrator

*716*

Do not rescind

BYLAW NO.346-2024

Municipal Government Act RSA 2000 Chapter M-26  
Part 11 Section 454-456

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

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

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

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

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

**1. TITLE**

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

**2. DEFINITIONS**

- 1.1 "Bad Faith" means filing the complaint with intentional dishonesty or with the intent to mislead,
- 1.2 "Bylaw" means a Bylaw or any of the Bylaws of the Municipality,
- 1.3 "Bylaw Enforcement Officer" means a person appointed to the position of Bylaw Enforcement Officer for the Summer Village of Silver Sands and who has taken the oath prescribed by the Oaths of Office Act,
- 1.4 "Chief Administrative Officer" means the Chief Administrative Officer of the municipality or their designate,
- 1.5 "Council" means the municipal council of the Summer Village of Silver Sands,
- 1.6 "Frivolous" means a complaint made merely to harass or embarrass the responding party,

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

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

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

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

- 1.1 The Powers and Duties of the Bylaw Enforcement Officer for the Summer Village of Silver Sands shall be:
- 1.2 To enforce the municipal bylaws with the boundaries of the municipality;
- 1.3 To follow the direction of the Chief Administrative Officer and to report the Chief Administrative Officer as required;
- 1.4 To respond and investigate complaints related to animal control/dangerous animals, invasive animals, untidy/unsightly , noise, parking, traffic and various other municipal bylaws currently existing or as may lawfully arise, whether those complaints arise from the public or the municipality through the Chief Administrative Officer, or designate;
- 1.5 To conduct routine patrols of the municipality;
- 1.6 To issue notices, tickets, and/or tags, as may be appropriate;
- 1.7 To assist in the prosecution of bylaw contravention, including appearing in court to provide evidence as may be required;

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- 1.8 To perform all other duties as may be assigned by the Chief Administrative Officer from time to time;
- 1.9 To take the Oath of Office as prescribed by the Oaths of Office Act upon being appointed to the office of Bylaw Enforcement Officer and to carry about their person at all such times when acting as Bylaw Enforcement Officer evidence in writing of their appointment and authorities;
- 1.10 The Bylaw Enforcement Officer will be a Designated Officer of the municipality for the purpose of enforcement of orders under section 545 and 546 of the Municipal government Act.

## 5. COMPLAINTS

- 1.1 In order to ensure a transparent and accountable bylaw enforcement mechanism within the municipality, as is required under the Municipal Government Act, the Summer Village of Silver Sands hereby established the following to receive, review and process complaints:
  - i. Any complaint pertaining to the misuse of power by the Bylaw Enforcement Officer shall be dealt with in accordance with the provisions set out in this section and shall be forwarded directly to the Chief Administrative Officer for review and action;
  - ii. All complaints shall be in writing and addressed to the Chief Administrative Officer;
  - iii. Upon receipt of any complaint, the complaint shall be immediately forwarded to the Chief Administrative Officer;
  - iv. The Chief Administrative Officer shall provide to the complainant within thirty (30) days, in writing, acknowledgement that the complaint has been received;
  - v. The Chief Administrative Officer shall notify the Bylaw Enforcement Officer involved in the complaint when appropriate. In situations where such notification may unduly influence or negatively impact an internal investigation or place the complainant in an unduly unfavourable position, the Bylaw Enforcement Officer's notification may be delayed for a period of time at the discretion of the Chief Administrative Officer.

## 6. INVESTIGATIONS

- 1.1 In determining the validity of a Complaint, the Chief Administrative Officer, or their designate, shall conduct an investigation by the following method:



Municipal Government Act RSA 2000 Chapter M-26  
Part 11 Section 454-456

- i. An interview shall be conducted with the complainant, any witness the Bylaw Enforcement Officer(s) involved, if they so consent, and any other person who may have knowledge relevant to the occurrence, and the statements of these people shall be taken for the record;
- ii. The Bylaw Enforcement Officer(s) shall be allowed the opportunity to make a full response to the allegations and investigations. The response shall be in writing and directed to the Chief Administrative Officer;
- iii. Upon receiving the Bylaw Enforcement Officer's response and any other information the Chief Administrative Officer believes necessary or appropriate in the circumstance to determine the facts, the Chief Administrative Officer shall either dismiss the complaint as unfounded or as unsubstantiated, or find that the Bylaw Enforcement Officer has misused their power;
- iv. If the Chief Administrative Officer determines that a misuse of power occurred, the appropriate corrective disciplinary measures shall be commenced.
- v. Upon conclusion of the investigation, the Chief Administrative Officer shall provide notice in writing within five (5) business days to the Bylaw Enforcement Officer of the allegations made and the findings of the investigation;
- vi. The Chief Administrative Officer may choose not to investigate a complaint if it is, in the opinion of the Chief Administrative Officer, that the Complaint falls into one of the noted categories, as defined in this Bylaw:
  - a. Frivolous,
  - b. Vexatious
  - c. Bad Faith
- vii. Where a Complaint is not investigated for any of the noted reasons under 6.1.1(vi.), above, the Chief Administrative Officer shall explain the rationale for this conclusion in writing and provide this to the Complainant, along with the advice that they may appeal this decision directly to the Chief Administrative Officer for further review;
- viii. The Chief Administrative Officer may resolve complaints informally, arriving at a solution that is satisfactory to the Complainant and the Bylaw Enforcement Officer against whom the Complaint is directed. Written notice that the Complaint has been so resolved will be provided to the Complainant within five (5) business days.

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## 7. DISCIPLINARY ACTION

- 1.1 If it has been determined that a misuse of power has been committed by the Bylaw Enforcement Officer, any one of the following measures may be taken by the Chief Administrative Officer:
- i) A Warning;
  - ii) A Written Reprimand;
  - iii) Forfeiture of Hours of Work Accumulated Through Overtime, Not Exceeding Ten(10) Hours;
  - iv) Suspension From Duties Without Pay For A Period Not to Exceed Ten (10) Hours of Work;
  - v) Dismissal.
- 1.2 If the disciplinary action is dismissal, the Chief Administrative Officer may, at their sole discretion, offer the Bylaw Enforcement Officer the opportunity to resign from their office within a specified amount of time determined by the Chief Administrative Officer, rather than being dismissed, if the situation so warrants.
- 1.3 Where a Bylaw Enforcement Officer is found to have misused their power but on appeal is found that they have not misused their power, any disciplinary action imposed on the Bylaw Enforcement Officer shall be rescinded and any pay, benefits, or time forfeited or lost because of a suspension shall be returned to the Bylaw Enforcement Officer.
- 1.4 Where requested in writing by the Bylaw Enforcement Officer, the Employer shall provide the Bylaw Enforcement Officer with a copy of the transcript and any documents and reports used in the Bylaw Enforcement Officer's hearing.
- 1.5 When a period of three (3) years has elapsed from the day an official warning or reprimand was issued to a Bylaw Officer, the official warning shall:
- i) Be removed from the Bylaw Enforcement Officer's file and destroyed, and
  - ii) Not be used or referred to in any future proceedings respecting that Bylaw Enforcement Officer.
- 1.6 When a period of five (5) years has elapsed from the day the disciplinary action was imposed on a Bylaw Enforcement Officer, any record of the disciplinary

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proceedings respecting the discipline or contravention shall:

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

## **8. APPEAL PROCEDURES**

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

## **9. DECISION**

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

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

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

#### 10. COMING INTO FORCE

This Bylaw repeals Bylaw 164-2001 and comes into full force and effect upon the third and final reading and signing of this Bylaw.

**READ** a first time this \_\_30th\_\_ day of \_\_August\_\_\_\_, 2024.

**READ** a second time this \_\_30th\_\_ day of \_\_August\_\_\_\_, 2024.

**UNANIMOUS CONSENT** to proceed to third reading this \_\_30th\_\_ day of \_\_August\_\_\_\_, 2024.

**READ** a third and final time this \_\_30th\_\_ day of \_\_August\_\_\_\_, 2024.

**SIGNED** this \_\_30th\_\_ day of \_\_August\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor, Bernie Poulin

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

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**ALBERTA MUNICIPAL AFFAIRS**  
**2024/25 ALBERTA COMMUNITY PARTNERSHIP**  
**INTERMUNICIPAL COLLABORATION COMPONENT**

**CONDITIONAL GRANT AGREEMENT**

**BETWEEN:**

**HIS MAJESTY IN RIGHT OF ALBERTA**  
as represented by the Minister of Municipal Affairs  
(hereinafter called "**the Province**")

**AND**

**SUMMER VILLAGE OF SILVER SANDS** in the Province of Alberta  
(hereinafter called "**the Grant Recipient**")

(collectively, the "**Parties**", and each a "**Party**")

**WHEREAS** the Province has agreed to provide a Grant to the Grant Recipient pursuant to the *Ministerial Grants Regulation*, Alta Reg 215/2022 and subject to the terms and conditions set out in this Agreement;

**AND WHEREAS** the purpose of the Grant is to support the partnership of the Grant Recipient and the summer villages of Ross Haven, South View, Val Quentin, and West Cove to develop an updated Lake Isle invasive species abatement strategy;

**AND WHEREAS** the Grant Recipient has agreed to accept the Grant from the Province subject to the terms and conditions set out in this Agreement.

**NOW THEREFORE** the Parties agree as follows:

**Definitions**

1. In this Agreement,
  - (a) "**Agreement**" means this grant agreement between the Parties, including the recitals and Schedule "A", and any amendments thereto.
  - (b) "**Grant**" means grant funds, not to exceed the maximum amount stated under clause 3 of this Agreement, paid by the Province to the Grant Recipient under this Agreement, solely to carry out the Project, and includes any income earned on the said grant funds that may be realized by the Grant Recipient as a result of holding or investing any or all of the grant funds in an interest-bearing account or security.
  - (c) "**Grants Regulation**" means the *Ministerial Grants Regulation*, AR 215/2022, as amended from time to time.
  - (d) "**Ineligible Project Costs**" has the meaning ascribed to such term in Schedule "A".

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- (e) **"Program Guidelines"** means the *2024-25 Alberta Community Partnership Program Guidelines* published by the Province, as amended from time to time.
- (f) **"Project"** means Flowering Rush Abatement as further detailed in Schedule "A".
- (g) **"Project Completion Date"** means April 30, 2028.
- (h) **"Term"** means the period of time referred to in clause 2 of this Agreement.
- (i) **"Statement of Funding and Expenditures"** means a report that includes information on the Grant amount received, income earned and financial information, including expenditures.

### Term of Agreement

- 2. This Agreement shall commence on the date of execution by the last Party to execute this Agreement and, subject to earlier termination in accordance with the terms of this Agreement, shall conclude three (3) months from the Project Completion Date.

### Payment of Grant

- 3. Subject to the Grant Recipient complying with the terms and conditions of this Agreement, and subject to the appropriation of monies for the purposes of this Agreement by the Legislature of Alberta, the Province will provide the Grant Recipient **ONE HUNDRED FIFTY-TWO THOUSAND FIVE HUNDRED DOLLARS (\$152,500)** to carry out the Project. The Province agrees to provide funds to the Grant Recipient as follows:
  - (a) seventy-five per cent (75%) of the Grant will be provided within one month of the commencement of this Agreement; and
  - (b) twenty-five per cent (25%) of the Grant will be provided upon submission and certification of the Statement of Funding and Expenditures following completion of the Project.

### Grant Recipient Project Responsibilities

- 4. The Grant Recipient shall:
  - (a) carry out the Project in compliance with the Program Guidelines;
  - (b) carry out the Project as set out in Schedule "A", without material alteration;
  - (c) use the entire amount of the Grant only for the Project. The Grant Recipient acknowledges that the determination of whether an expense is in accordance with this Agreement is in the sole discretion of the Province;
  - (d) report the "income earned" on the Grant in accordance with the Program Guidelines;
  - (e) not use any part of the Grant to pay for Project expenditures incurred before April 1, 2024;
  - (f) complete the Project and use the Grant by the Project Completion Date;

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- (g) notify the Province in writing of any significant changes in circumstances that may affect the implementation of the Project by the Project Completion Date as soon as practicable after they become known;
- (h) be responsible for any cost overruns incurred in carrying out the Project. The Grant recipient acknowledges that there will be no additional funding from the Province for the Project;
- (i) obtain motions or council resolutions from the Project participants; and
- (j) ensure that all resource personnel involved in the Project are suitably qualified and comply with the terms and conditions of this Agreement.

### **Grant Recipient Reporting and Financial Responsibilities**

#### **5. The Grant Recipient shall:**

- (a) provide reports and other such information as required by the Province, in a form as may be determined by the Province, including, without limitation, a Statement of Funding and Expenditures to the Province's satisfaction within sixty (60) days after the earlier of:
  - (i) the Project Completion Date;
  - (ii) completion of the Project;
- (b) refund to the Government of Alberta any unexpended portion of the Grant and any amounts expended for purposes other than those specified in this Agreement, as determined by the Province, within thirty (30) days after receipt of the Province's refund notice following the Province's review of the Statement of Funding and Expenditures;
- (c) maintain adequate financial records relating to the Grant, keep proper books, accounts and records of the cost of the materials, services or resources funded under this Agreement and have them available at all times during the term of this Agreement and for a period of three (3) years after the termination or expiry of this Agreement; and
- (d) during the Term and for three (3) years after the termination or expiry of this Agreement, produce on demand to any representative of the Province or the Auditor General of Alberta any of the accounts referred to clause 5(c) and, upon reasonable notice, permit such representatives or the Auditor General to examine and audit these books, accounts and records and take copies and extracts of them to determine whether the Grant or any portion thereof was or is being used properly in accordance with this Agreement. The cost of any audit, examination or report shall be payable by the Province, unless the audit, examination or report reveals material breaches of this Agreement or indicates that the records and books of account were inadequate to permit a determination of how the Grant was used by the Grant Recipient or what results were achieved through the conduct of the Project, in which case the cost shall be borne by the Grant Recipient.

### **Grant Recipient Project Recognition Requirements**

- 6. The Grant Recipient shall comply with the Communications and Project Recognition Requirements in the Program Guidelines.

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## Termination of Agreement and Repayment

7. Without limiting the application of the Grants Regulation, the Province may terminate this Agreement by notifying the Grant Recipient in writing upon sixty (60) days' notice. Upon receipt of the notice of termination, the Grant Recipient shall only use the Grant to pay reasonable wind-down costs and committed Project expenditures. Immediately upon termination of the Agreement, the Grant Recipient shall refund to the Government of Alberta any unexpended portion of the Grant and any amounts expended for purposes other than those specified in this Agreement.
8. If the Grant Recipient does not meet all its obligations under this Agreement, or uses the Grant for any unauthorized purpose, the Province may notify the Grant Recipient of such breach in writing and the Grant Recipient must remedy such breach within a reasonable time in the Province's sole discretion, as so stated in the notice. If, in the opinion of the Province, the Grant Recipient does not remedy the breach, the Province may terminate the Agreement without further notice to the Grant Recipient and demand the immediate refund of the Grant, or such lesser amount as the Province may determine, to the Government of Alberta.

## Freedom of Information and Protection of Privacy Act

9. The Grant Recipient acknowledges that this Agreement, including the name of the Grant Recipient, and the terms and conditions of the Grant under this Agreement, may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act* (Alberta) (FOIP). The Recipient further acknowledges that FOIP applies to information obtained, related, generated, collected or provided to the Province under this Agreement and that any information in the custody or under the control of the Province may be disclosed.

## Independent Status

10. The Grant Recipient is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency or partnership between the Province and the Grant Recipient. Neither Party shall allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency or joint venture.
11. Any persons engaged by the Grant Recipient to provide goods and services in carrying out this Agreement are employees, agents or contractors of the Grant Recipient and not of the Province.

## Conflicts

12. The Grant Recipient shall not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
13. The Grant Recipient shall ensure that the Grant Recipient and its officers, employees and agents:
  - (a) conduct their duties related to this Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;

- (b) not influence, seek to influence, or otherwise take part in a decision of the Province, or any one or any combination of them, knowing that the decision might further their private interests;
- (c) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
- (d) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement; and the Grant Recipient shall promptly disclose to the Province any such conflict of interest or apparent conflict of interest arising under this clause.

## Communications

14. Any notice, approval, consent or other communication under this Agreement shall be deemed to be given to the other Party if in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:
  - i. The Province  
c/o Director, Grant Program Delivery  
Municipal Affairs  
15<sup>th</sup> Floor Commerce Place  
10155 - 102 Street  
Edmonton AB T5J 4L4  
Email: acp.grants@gov.ab.ca
  - ii. The Grant Recipient  
c/o Chief Administrative Officer  
Summer Village of Silver Sands  
PO Box 8  
Alberta Beach, AB T0E 0A0  
Email: administration@wildwillowenterprises.com

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

## General Provisions

15. This Agreement may be amended only if the amendment is made in writing and signed by a duly authorized representative of the Province and the Grant Recipient.
16. Notwithstanding clause 15, the Minister may, in the sole discretion of the Minister, approve a time extension to the Project Completion Date, if requested by the Grant Recipient or if the Minister considers it necessary or advisable to do so. If the Minister approves a time extension to the Project Completion Date, the Minister shall provide written notice to the Grant Recipient of that extension and such notice is deemed to be a formal amendment to this Agreement.
17. This Agreement is the entire agreement between the Province and the Grant Recipient with respect to the Grant from the Province for the Project. There are no other agreements,

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representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.

18. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement, including the Schedule, which by their nature continue after the conclusion or termination of this Agreement shall continue after such conclusion or termination, including without limitation clauses 5(c) and (d), 7, 8, 9, and 17.
19. The rights, remedies, and privileges of the Province under this Agreement are cumulative and any one or more may be exercised.
20. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
21. This Agreement is binding upon the Parties and their successors.
22. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and each Party submits to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.
23. The Grant Recipient shall comply with all statutes, regulations, orders, licenses and permits applicable to the Grant Recipient in carrying out the Project.
24. Nothing in this Agreement in any way relieves the Grant Recipient from strict compliance with the Grants Regulation or otherwise impacts the interpretation or application of the Grants Regulation.
25. The Grant Recipient represents and warrants to the Province that the execution of the Agreement has been duly and validly authorized by the Grant Recipient in accordance with all applicable laws.
26. The Grant Recipient shall not, without the prior written consent of the Province, assign, either directly or indirectly, this Agreement or any right of the Grant Recipient under this Agreement.
27. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
28. Time is of the essence in this Agreement.

**This space left intentionally blank.**

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29. This Agreement may be signed in counterparts, in which case (i) the counterparts together shall constitute one document, and (ii) communication of execution e-mailed in PDF format shall constitute good delivery.

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

DATED at the City of Edmonton, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, 2025.

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

Signed by the  
Minister of Municipal Affairs  
of the Province of Alberta,  
or the duly authorized representative.

Per: \_\_\_\_\_  
Name: Susan McFarlane  
Title: Director, Grant Program Delivery

**SUMMER VILLAGE OF SILVER SANDS**

Duly authorized representative.

Per: B. Poulin Mayor  
Name: Bernie Poulin  
Title: Mayor  
Date: April 14/25

Duly authorized representative.

Per: Wendy Wiltsman  
Name: Wendy Wiltsman  
Title: CAO  
Date: April 15, 2025



**2024/25 ALBERTA COMMUNITY PARTNERSHIP  
Intermunicipal Collaboration Component**

**SCHEDULE "A"**

**Project Description and Costs**

**1. Project Description**

The Project is to partner with the summer villages of Ross Haven, South View, Val Quentin, and West Cove to develop an updated Lake Isle invasive species abatement strategy.

**2. Grant Recipient Activities**

The Grant Recipient:

(a) will hire a consultant to develop an updated Lake Isle invasive species abatement strategy, which may include:

- data collection;
- specialized field activities;
- mapping flowering rush distribution and identifying test plots;
- chemical abatement on test plots;
- specialized resources, equipment, supplies and materials; and
- abatement recommendations.

(b) may hire a consultant to undertake any related activities, which may include:

- stakeholder consultations;
- supporting plans and studies;
- development of agreements;
- development or amendment of bylaws; or
- project specific research and administration.

**3. Ineligible Project Costs**

The Grant Recipient shall not use the Grant for any of the following expenses:

- Costs incurred before April 1, 2024.
- Financing charges and loan interest payments.
- Any goods and services costs which are received through donations or in kind.
- Floodway mapping.
- Costs already funded under other grant programs.
- Goods and services tax (GST).
- Capital expenditures, such as project expenditures associated with the construction, purchase, or betterment of capital assets or equipment.
- Costs associated with the direct implementation or existing and ongoing operational costs related to the delivery of regional or municipal services, including costs associated with:
  - hardware or software purchases, installation, or upgrades;
  - hosting;
  - municipal reimbursements (e.g. travel, meals, per diem);
  - office set-up;
  - ongoing or regular salary expenses;
  - operational service pilots;
  - overhead expenses;
  - routine or regularly occurring data gathering;
  - system updates or maintenance; and
  - training.

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**OPEN HOUSE  
&  
PUBLIC CONSULTATION**

APR 15 2025

**FOR T & T Sand & Gravel Ltd.**

**FALLIS COMMUNITY HALL**

North of Hwy 16 on RR 52, ( 53303 RGE RD 52 ) Wabamun

**May 6th, 2025 1:00 pm to 4:00 pm**

***Please take Notice !***

As a stakeholder near the vicinity of the proposed development, you are invited to attend a "Public Open House". The open house will give information about the proposed Aggregate Resource Extraction/Processing, where you can review and discuss documents and drawings.

The proposal of the Aggregate Resource Extraction/Processing is within the requirements and standards set by Lac Ste. Anne County. The land parcel is 327.79 Ha for Lac Ste Anne County. Access to the site will be made via RR 51.

The land districting change is proposed to be redistricted from the existing Agricultural 1 land use to an Aggregate Resource Extraction and Processing land use in accordance with the Lac Ste Anne's Land Use Bylaw #22-2017. Scope of work that is proposed on lands located within Lac Ste Anne County will entail drilling, stripping, crushing, screenings, stockpiling, scaling and loading trucks, as well as reclamation.

\*Please note personal mail addresses were NOT shared and privacy of this information was maintained by Lac Ste. Anne County.

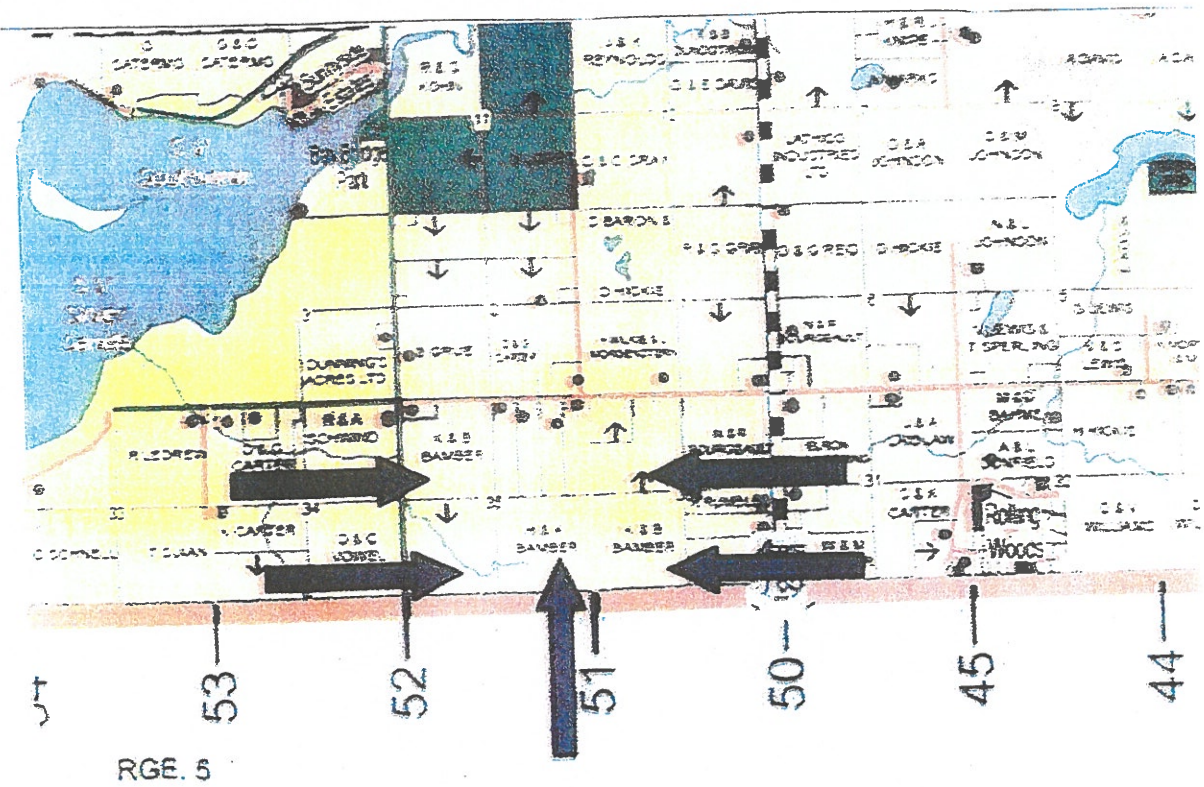
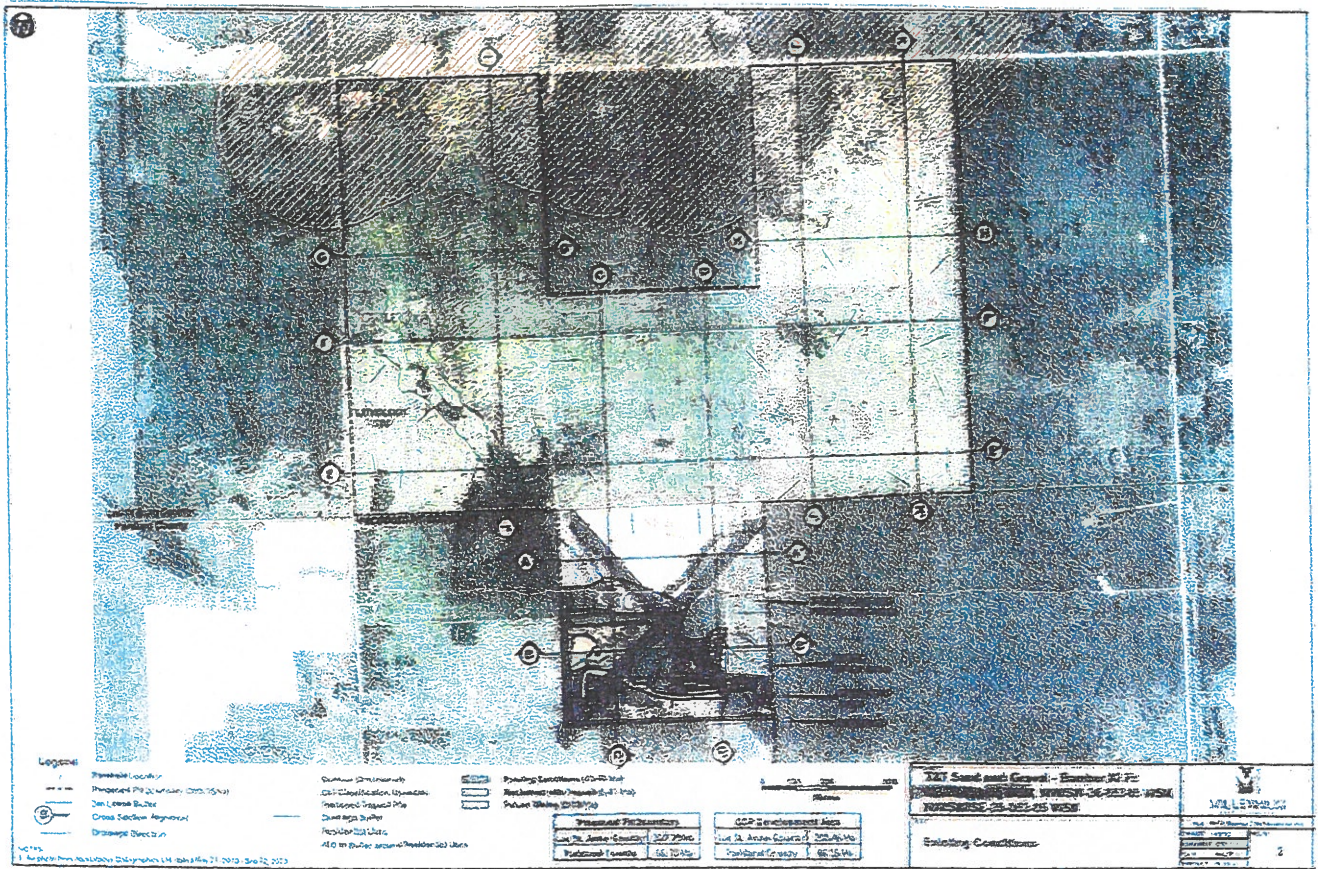
**\*\*SEE MAPS\*\***

Lands located within Lac Ste Anne County  
NW35-53-05-W5M, NW36-53-5-W5M, SW35-53-05-W5M,  
SE35-53-05-W5M, and SW36-53-05-W5M

Should you have any questions or concerns, please feel free to contact John Thomas, President, T & T Sand & Gravel Ltd. (Cell)780-540-5283 / [debj@telusplanet.net](mailto:debj@telusplanet.net)

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**RE: Fw: Responding to Bill 50 – register for ABmunis' webinar**

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**From** lizturnbull <lizturnbull@telusmail.net>

**Date** Thu 2025-04-10 4:11 PM

**To** Summer Village Office <administration@wildwillowenterprises.com>; Liz Turnbull <liz@summervillageofsilversands.com>; Bernie Poulin <bernie@summervillageofsilversands.com>; graeme@summervillageofsilversands.com <graeme@summervillageofsilversands.com>

**Cc** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

Thanks Heather,

I would like to register for one of those sessions, with Council approval ?

Liz

Sent from my Galaxy

----- Original message -----

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

**Date:** 2025-04-10 2:34 p.m. (GMT-07:00)

**To:** Liz Turnbull <lizturnbull@telusmail.net>, Liz Turnbull <liz@summervillageofsilversands.com>, Bernie Poulin <bernie@summervillageofsilversands.com>, graeme@summervillageofsilversands.com

**Cc:** "wendy wildwillowenterprises.com" <wendy@wildwillowenterprises.com>

**Subject:** Fw: Responding to Bill 50 – register for ABmunis' webinar

Please see below webinars regarding Bill 50 - in case you did not receive this email directly.

Thanks,

**Heather Luhtala,**

**Assistant CAO/Administration**

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

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

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

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

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**From:** Tyler Gandam <president@abmunis.ca>

**Sent:** Thursday, April 10, 2025 2:13 PM

**To:** Summer Village Office <administration@wildwillowenterprises.com>

**Subject:** Responding to Bill 50 – register for ABmunis' webinar

Dear Mayors, Councillors, and CAOs:

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On Tuesday, the Government of Alberta released Bill 50, the [Municipal Affairs Statutes Amendment Act, 2025](#), which makes many changes to the *Municipal Government Act*, *Local Authorities Election Act*, and *New Home Buyer Protection Act*, and minor changes to the *Safety Codes Act*. As expected, many of you have reached out to us for guidance on what this means for you and your municipality.

While Municipal Affairs did consult us on some of the proposed changes, there are many changes in Bill 50 that we were not aware of, nor expecting such as the elimination of code of conduct bylaws and many changes that impact municipal administrations. So we are taking a few days to review what these changes mean by engaging partner associations and members through our internal policy committees and ABmunis' Board before we release a report to members. Note that we are already in discussions with Municipal Affairs to clarify aspects of the Bill and to flag the need to update the Bill to address issues with the proposed requirement for CAOs to notify council every time the municipality uses natural person powers.

We expect to release our comprehensive report to members by April 22 at the latest. In the meantime, we encourage you to register for the following information sessions on Bill 50.

**Minister's Town Hall on Bill 50 – April 16 at 6:00pm**

Prior to the release of Bill 50, we encouraged the Minister to host a town hall to explain the intent of the legislative changes. We are pleased that the Honourable Ric McIver, Minister of Municipal Affairs, agreed with our recommendation and is hosting a virtual town hall for stakeholders on April 16, 2025 at 6:00 p.m. To register for the Minister's town hall, you need to email your name and email to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

**ABmunis' Webinar on Bill 50 – April 24 at 12:00pm**

We invite all municipal elected officials and staff to our webinar on April 24, 2025 at 12:00 – 1:00 p.m. where we will present our comprehensive analysis on all amendments in Bill 50. We will also use this webinar to seek your input on some of the changes to help inform our conversations with Municipal Affairs about the realities of what these legislative changes may mean for municipalities on a day-to-day basis. [Register now!](#)

If you have questions or recommendations you wish to share before those events, please speak with your [ABmunis board representative](#) or email our Policy and Advocacy team at [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca).

Thank you,

**Tyler Gandam | President**

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



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

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

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**S.V. OF SILVER SANDS**  
Monthly Financials



Income Function	2025 Actuals (ending March)		Variance	% of Function
	2025 INTERIM BUDGET			
Taxation Income				
Municipal Tax	310,643	-	310,643	0%
School Foundation Tax	168,185	-	168,185	0%
Minimum Tax (\$1,109 - 2024)	117,053	-	117,053	0%
Senior Foundation Tax	16,376	-	16,376	0%
Designated Industrial Tax	33	-	33	0%
Sub-Total Taxation	\$ 612,290	\$ -	\$612,290	0%
Grant & Reserve Funding Income				
Operating Grant - LGFF Operating	17,122	-	17,122	0%
Operating Grant - Canada Day (apply annually)	600	-	600	0%
Operating Grant - FIRESMART Canada	500	-	500	0%
Operating Grant - Canada Summer Jobs (apply annually)(made application - waiting on approval - did not get approved )	-	-	0	#DIV/0!
Capital Grant - MSI-C / LGFF	58,898	-	58,898	0%
Capital Grant - CCBF (funding agreement from 2014 to 2024)	-	-	0	#DIV/0!
Special Projects Funding (from reserves or from grant \$ in deferred revenue or from Grant Deposits)	53,372	-	53,372	0%
Capital Projects Funding (from reserves or from grant \$ in deferred revenue)	23,102	-	23,102	0%
Transfers from Reserves (2018 LSA Road)(2023/2024/2025 - under agreement \$24,653 per year repayment)	16,092	-	16,092	0%
Sub-Total Grant & Reserve Funding	\$ 169,686	\$ -	\$169,686	0%
Other Income				
Other Income (AMSC Rebate/Lease for 7 RV Lots)	1,400	-	1,400	0%
Penalties on Taxes	4,500	6,187	-1,687	137%
Bank Income	9,870	2,851	7,019	29%
Sub-Total Other Income	\$ 15,770	\$ 9,038	\$6,732	57%
Admin Income				
Admin - Sales of Good and Services	500	-	500	0%
Admin - Tax Certificates	500	300	200	
Admin - NSF Fees	-	-	-	#DIV/0!

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**S.V. OF SILVER SANDS**  
Monthly Financials



		2025 Actuals (ending March)	Variance	% of Function
Admin - Reserve Transfer (Legal Invoices Offset from other muni's)	2,000	-	2,000	0%
		-	-	
<b>Sub-Total Admin Income</b>	<b>\$ 3,000</b>	<b>\$ 300</b>	<b>\$2,700</b>	<b>10%</b>
<b>Bylaw/Emergency Services Income</b>				
Bylaw/Emergency Services - Fines	-	81	-81	#DIV/0!
Bylaw/Emergency Services - Fire Incident Recovery	-	-	0	#DIV/0!
Transfer from Reserves - Provincial Policing	5,902	-	5,902	0%
<b>Sub-Total Bylaw/Emergency Services</b>	<b>\$ 5,902</b>	<b>\$ 81</b>	<b>\$5,821</b>	<b>1%</b>
<b>Utilities Income</b>				
Utilities - Fortis Franchise Fees	5,500	1,136	11,723	21%
<b>Sub-Total Utilities Income</b>	<b>\$ 5,500</b>	<b>\$ 1,136</b>	<b>\$4,364</b>	<b>21%</b>
<b>Public Works Income</b>				
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!
<b>Sub-Total Public Works Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>	<b>#DIV/0!</b>
<b>Sewer/Water/Drainage Income</b>				
Sewer/Water/Drainage - Transfer from Reserves	-	-	0	#DIV/0!
<b>Sub-Total Sewer/Water/Drainage</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$0</b>	<b>#DIV/0!</b>

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**S.V. OF SILVER SANDS**  
**Monthly Financials**



		2025 Actuals (ending March)	Variance	% of Function
<b>Planning &amp; Development Income</b>				
Planning & Development - Safety Codes Permit Fees	1,000	142	859	14%
Planning & Development - Development Permit Fees	3,000	835	2,165	28%
Planning & Development - SDAB Appeal Fees	-	-	0	#DIV/0!
Planning & Development - Transfer from Reserves	-	-	0	#DIV/0!
<b>Sub-Total Planning &amp; Development</b>	<b>\$ 4,000</b>	<b>\$ 977</b>	<b>\$3,024</b>	<b>24%</b>
<b>Parks &amp; Recreation Income</b>				
Parks & Recreation - Grant FCSS	5,501	1,375	4,126	25%
Parks & Recreation - Grant FCSS (funds from Regional Admin - Picnic/Allnet)	-	-	0	#DIV/0!
Parks & Recreation - Grant FCSS (Emergency Services Dinner)	-	-	0	#DIV/0!
Parks & Recreation - Weed Harvesting (LIAMS)	7,500	-	7,500	0%
Parks & Recreation - Transfer from Reserve	-	-	0	#DIV/0!
<b>Sub-Total Parks &amp; Recreation</b>	<b>\$ 13,001</b>	<b>\$ 1,375</b>	<b>\$ 11,626</b>	<b>11%</b>
<b>Requisitions Collected by Municipality (offset)</b>				
Requisitions - Senior Foundation	- 16,376	-	-16,376	0%
Requisitions - Over/Under Utilized Levy	-	-	0	#DIV/0!
Requisitions - School Foundation	- 168,185	- 42,046	-126,139	25%
Requisitions - Over/Under Utilized Levy	-	-	0	#DIV/0!
Requisitions - Designated Industrial	- 33	-	-33	0%
Requisitions - Over/Under Utilized Levy	-	-	0	#DIV/0!
<b>Sub-Total Requisitions</b>	<b>-\$ 184,594</b>	<b>-\$ 42,046</b>	<b>-\$ 142,547</b>	<b>23%</b>
<b>Net Revenue for Municipal Purposes</b>	<b>\$ 644,555</b>	<b>- 29,139</b>	<b>\$ 673,694</b>	<b>-5%</b>
<b>Expense Function</b>				
<b>Council</b>				
Council Meeting Fees	16,000	-	16,000	0%
Council Deductions	-	-	0	#DIV/0!
Council Monthly	5,400	-	5,400	0%

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**S.V. OF SILVER SANDS**  
**Monthly Financials**



		2025 Actuals (ending March)	Variance	% of Function
Council Travel \ Subsistence	4,000	-	4,000	0%
Council SVLSACE	1,666	-	1,666	0%
Council Development	3,000	115	2,885	4%
Council Integrity Commissioner	1,630	-	1,630	0%
<b>Sub Total Council</b>	<b>\$ 31,696</b>	<b>\$ 115</b>	<b>\$ 31,581</b>	<b>0%</b>
<b>Administration</b>				
Administration Contract	80,505	13,418	67,088	17%
W.C.B.	3,332	1,023	2,309	31%
Travel & Subsistence	3,200	324	2,876	10%
Conventions/Training (NEW)	1,000	0	1,000	0%
Postage \ Phone \ Storage	5,600	729	4,871	13%
Memberships	2,500	2,314	186	93%
Stationery & Printing	3,500	307	3,193	9%
Advertising	500	0	500	0%
Auditor	4,800	0	4,800	0%
Assessment	7,650	1,958	5,692	26%
Assessment LARB \ CARB	1,000	0	1,000	0%
Legal	3,000	2,448	552	82%
Insurance	9,700	9,896	-196	102%
Computer Support \ Website	1,800	0	1,800	0%
Meeting Room Fees - Fallis Hall Rent	1,200	0	1,200	0%
General Appreciation	500	0	500	0%
Tax Rebates & Discounts	-	0	0	#DIV/0!
Bank Charges \ Penalties	250	39	212	15%
Land Title Charges	100		#VALUE!	#VALUE!
Donation To Other Agency (water well workshop)	300	-	300	0%
<b>Sub-Total Administration</b>	<b>\$ 130,437</b>	<b>\$ 32,456</b>	<b>#VALUE!</b>	<b>25%</b>

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**S.V. OF SILVER SANDS**  
**Monthly Financials**



		2025 Actuals (ending March)	Variance	% of Function
<b>Election</b>				
Salaries & Wages	-	-	0	
Advertising	-	-	0	
Goods & Supplies	-	-	0	
Census Costs	-	-	0	
<b>Sub-Total Election</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Medical</b>				
Medical Clinic (LSA)	-	-	0	
<b>Sub-Total Medical</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Public Works</b>				
Salaries \ Wages (Supervisor & Summer P/T)	81,900	20,326	61,574	25%
Payroll Deductions	6,500	1,649	4,851	25%
Payroll Vacation Accrual	3,300	813	2,487	25%
Payroll Employee Benefits	8,280	1,562	6,718	19%
Phone Reimburse (PWM)	1,200	300	900	25%
Shop Phone (Telus)	1,600	243	1,357	15%
Public Works Consultant	-	-	0	#DIV/0!
Shop Security	500	-	500	0%
Snow Removal \ Grading	1,500	-	1,500	0%
Gravel & Rehabilitation	12,000	-	12,000	0%
General Services	1,000	-	1,000	0%
Signs	700	-	700	0%
Parts, Supplies, Fuel, Equip Repair	17,000	5,740	11,260	34%
Shop Improvements	500	-	500	0%
Electrical	19,000	3,447	15,553	18%
Natural Gas	1,800	644	1,156	36%
<b>Sub-Total Public Works</b>	<b>\$ 156,780</b>	<b>\$ 34,724</b>	<b>\$ 122,056</b>	<b>22%</b>

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**S.V. OF SILVER SANDS**  
**Monthly Financials**



		2025 Actuals (ending March)	Variance	% of Function
<b>Storm Water / Drainage</b>			0	#DIV/0!
General Supply - Culverts	500	-	500	0%
Storm Water Drainage Study	-	-	0	#DIV/0!
<b>Sub-Total Storm Water/Dainage</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>0%</b>
<b>Lagoon / Sewer</b>				
Lagoon/Sewer Capital	-	-	0	#DIV/0!
Lagoon/Sewer Operating	-	-	0	
<b>Sub-Total Lagoon / Sewer</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Waste Collection</b>				
Waste	24,500	4,455	20,045	
Recycle	6,700	1,728	4,972	
Large Bin Clean Up	5,000	-	5,000	
Waste Commission (Hwy 43)	6,500	402	6,098	
<b>Sub-Total Waste Collection</b>	<b>\$ 42,700</b>	<b>\$ 6,585</b>	<b>\$ 36,115</b>	<b>15%</b>
<b>Municipal Planning</b>				
Development Officer	3,600	600	3,000	17%
Development Permit Fees	2,000	-	2,000	0%
Development Enforcement	4,000	-	4,000	0%
Planning (GC)	500	-	500	0%
General Planning Services (General MPS)	1,500	-	1,500	0%
Safety Codes Administration (move line here starting 2024)	1,630	-	1,630	0%
SDAB	300	300	0	100%
<b>Sub-Total Municipal Planning</b>	<b>\$ 13,530</b>	<b>\$ 900</b>	<b>\$ 12,630</b>	<b>7%</b>

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**S.V. OF SILVER SANDS**  
**Monthly Financials**



		2025 Actuals (ending March)	Variance	% of Function
<b>Recreation &amp; Parks</b>				
Playground Maintenance	1,200	231	969	19%
Boat Launch	1,000	-	1,000	0%
Clean - Up (Trees)	3,000	100	2,900	3%
Weed Inspection \ Spraying	1,200	-	1,200	0%
Weed Harvesting LIAMS	7,500	-	7,500	0%
Library - YRL	800	508	292	64%
Library - Local	1,500	-	1,500	0%
Recreation (LSA)	500	-	500	0%
East End Bus	350	375	-25	107%
FCSS (\$5,593)(\$987 admin)	6,876	688	6,188	10%
FCSS (All Net/Picnic)	-	-	0	#DIV/0!
FCSS (Emerg Services Appreciation)(NEW)	-	-	0	#DIV/0!
Canada Day Celebration	600	-	600	0%
<b>Sub-Total Recreation &amp; Parks</b>	<b>\$ 24,526</b>	<b>\$ 1,902</b>	<b>\$ 22,624</b>	<b>8%</b>
<b>Emergency Services</b>				
Fire Suppression	39,500	9,718	29,782	25%
Fire Incident Recovery	-	-	0	#DIV/0!
Fire Volunteer Recruitment	1,200	-	1,200	0%
Disaster Services/Emergency	5,500	-	5,500	0%
Directors of Emergency Management	5,000	300	4,700	6%
CPO Mayerthorpe	8,000	-	8,000	0%
Provincial Policing (collect or fund balance under reserve account or from reserve account)	13,391	-	13,391	0%
<b>Sub-Total Emergency Services</b>	<b>\$ 72,591</b>	<b>\$ 10,018</b>	<b>\$ 62,573</b>	<b>14%</b>
<b>Planned Reserve Contributions</b>				
Provincial Policing	-	-	0	#DIV/0!
Sustainability Reserve	5,485	-	5,485	0%
Tree Removal Reserve	803	-	803	0%
Snow Removal Reserve	536	-	536	0%
Legal Reserve	536	-	536	0%
Election Reserve	1,339	-	1,339	0%

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**S.V. OF SILVER SANDS**  
**Monthly Financials**



		2025 Actuals (ending March)	Variance	% of Function
SDAB/ARB Appeals	1,071	-	1,071	0%
MAP Review Reserve	500	-	500	0%
Lagoon Reserve	-	-	0	#DIV/0!
Operating Reserve	-	-	0	#DIV/0!
Roads Reserve	-	-	0	#DIV/0!
<b>Sub-Total Planned Reserve Contribution</b>	<b>\$ 10,270</b>	<b>\$ -</b>	<b>\$ 10,270</b>	
<b>Year-End Audit Accounts</b>				
Annual Amortization	-	-	0	#DIV/0!
Gain\Loss On Sale Of TCA	-	-	0	#DIV/0!
<b>Sub-Total Year-End Audit Accounts</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Special Projects</b>				
Flowering Rush ACP Grant (Silver Sands is Managing Partner)(Completion Date is Dec 31, 2023)	-	-	0	#DIV/0!
Flowering Rush Municipal Contributions (incl additional \$1,000 from SS, \$2,000 from LILSA, \$2,000 from WC)	23,372	-	23,372	0%
LSA County 2018 Rd Project (Repay over 3 Years 23/24/25)(LGFF Additional \$8,561 & Reserves \$16,092)	24,653	-	24,653	0%
Entrance Signs	2,000	-	2,000	0%
Septic Site Inspections	10,000	-	10,000	0%
Assessment Bylaw Review	3,000	-	3,000	0%
Firesmart	5,500	-	5,500	0%
Legal Review Fire Matters	1,000	-	1,000	0%
Status Change Summer Village vs. Village	10,000	-	10,000	0%
Technology Prevention/Risk	-	-	0	#DIV/0!
<b>Sub-Total Special Project</b>	<b>\$ 79,525</b>	<b>\$ -</b>	<b>\$ 79,525</b>	<b>0%</b>



**S.V. OF SILVER SANDS**  
**Monthly Financials**



		2025 Actuals (ending March)	Variance	% of Function
<b>Capital Projects</b>				
<b>2024 Project</b> - Golf Course Road Replace main culvert, add proper culverts to existing approaches, install missing culverts in approaches, add culvert and approach to #6 and reshape drainage on whole street. \$40,000 - \$60,000 Asphalt repair at top of road \$10,000	70,000	-	70,000	0%
<b>2024 Project</b> - Landscape Upgrades (various areas - annual)	7,000		7,000	0%
<b>2024 Project</b> - Equipment Purchase walk behind Roughcut Mower	5,000	-	5,000	0%
<b>2024 Project</b> - Zoom Kandao System & Accessories (unbudgeted - M#214-24)	-	-	0	#DIV/0!
<b>Sub-Total Capital Projects</b>	\$ 82,000	\$ -	\$ 82,000	0%
<b>TOTAL</b>	\$ 644,555	\$ 86,700	\$ 557,855	13%

Income Less Expenses - Surplus / (Defecit)

-\$ 115,839

2025 Interim Budget	2025 Actuals (ending March)	Variance	% of Function
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Edmonton

## Alberta government moves to eliminate municipal codes of conduct

Minister says codes have been weaponized by some councils, wants a better process

Michelle Bellefontaine · CBC · Posted: Apr 08, 2025 4:24 PM MDT | Last Updated: April 8



Ric McIver, Alberta's municipal affairs minister, says municipal codes of conduct have been weaponized by some councils. The province plans to consult with municipalities on a new process. (Janet French/CBC)

Alberta Municipal Affairs minister Ric McIver introduced a new bill Tuesday that would automatically repeal all municipal codes of conduct as soon as it is proclaimed into law.

Bill 50, the Municipal Affairs Statutes Amendment Act, proposes changes to three existing laws: Local Authorities Election Act, the Municipal Government Act, and the New Home Buyer Protection Act.

Amendments to the Municipal Government Act in early 2015 compelled municipal councils across Alberta to pass codes of conduct by 2018.

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But McIver said they have since become a tool for councillors to target other members of council.

"Most municipalities get along just fine and behave well and serve their citizens without a whole bunch of interpersonal drama," he said at a news conference Tuesday.

"But there's been more than enough instances of people using the bylaws as weapons, weaponizing them, if you will, and they're trying to silence people that disagree with them that are on council."

- **Medicine Hat council votes for municipal inspection as sanctions on mayor lifted**
- **Province dismisses Chestermere councillors and managers, citing failure to fix dysfunction**

McIver is proposing an external third party, like an ethics or integrity commissioner, become the arbiter of breaches but he wants to consult with municipalities first.

Such a change would also relieve the chief administrative officers of municipalities of the responsibility of having to resolve disputes.

McIver said the current situation puts these officials in an awkward position because they are hired, evaluated and can be fired by councillors.

"It's not a fair position to put them in," he said. "So we're going to try to fix that too."

Other measures in the bill include a change that would allow municipal political parties to share campaign funding with their candidates and compel them to disclose their

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donors before election day in October.

The bill also proposes a temporary measure to allow Jasper residents to vote or run in the municipal election even while they are displaced by last summer's wildfire.

The government plans to keep these amendments in place for the fall municipal election and through 2026 just in case there is a byelection. The provision is to expire by Dec. 31, 2026.

## Political donation disclosure

The proposal to eliminate municipal codes of conduct follows some high-profile cases where councillors used the rules against another council member.

Last year, Linnsie Clark, the mayor of Medicine Hat, was stripped of some of her powers and given a pay cut for failing to treat the city manager with "courtesy, dignity and respect" at a council meeting in 2023.

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[A Court of King's Bench judge later ruled](#) that the sanctions were not in proportion to her code of conduct breaches and reversed most of them.

Last year, members of Alberta Municipalities passed a resolution moved by the Town of Rocky Mountain House to set up an independent office of integrity to investigate code of conduct breaches.

Edmonton Coun. Andrew Knack is concerned that there will be a period of time between the repeal of the codes of conduct and the enactment of what replaces them.

"I don't want to be closed-minded to it," he said. "If they have a good system that has clear standards across the province, then that might actually be a really good thing. I want to give him the benefit of the doubt on this particular issue."

Knack is more concerned with the rules for candidate donation disclosures. While Bill 50 will require political parties to disclose their donations before the election, there isn't a similar provision for individual candidates or third-party advertisers.

Knack said the new system imposed by the province hurts candidates who choose to run independently.

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He says political parties can still get more donations from corporations and numbered companies.

"This change in legislation just allows political parties to, again, get more corporate money, more money, you know, from numbered companies that people aren't going to know enough about and that's going to help influence the elections," he said.

*With files from Mrinali Anchan*

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**Fw: Share your administrative concerns with Bill 50**

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**From** svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

**Date** Wed 4/16/2025 10:12 AM

**To** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

 1 attachment (128 KB)

ABmunis Summary of Bill 50 (as of 20250410).pdf;

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**From:** Executive Assistant on Behalf of Dana Mackie <ea\_dmackie@abmunis.ca>

**Sent:** Thursday, April 10, 2025 7:28:21 PM

**To:** svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

**Subject:** Share your administrative concerns with Bill 50

Dear Member CAOs:

On Tuesday, the Government of Alberta announced proposed legislative changes that specifically impact the duties of CAOs. The proposed changes are presented in Bill 50, the [Municipal Affairs Statutes Amendment Act](#). Some CAOs have reached out to us regarding their concerns with the changes, particularly the proposed requirement that CAOs must notify council with 72 hours of the municipality exercising its natural person powers. We have been in contact with Municipal Affairs on this matter and they are open to considering an amendment to narrow the scope of circumstances when this requirement would apply.

We are interested in collecting further input from CAOs on the potential implications for municipal administrations resulting from the proposed changes in Bill 50.

**How Can You Provide Input?**

You can provide your input to us in two different ways:

1. Attend an informal virtual discussion of CAOs on Tuesday, April 15 at 4:00 p.m. [Register here](#).
  - This online meeting will provide you an opportunity share your concerns about Bill 50 with ABmunis staff and help inform our understanding of the potential implications on municipal administrations.
  - If you are not available, you may designate other members of your staff to attend.
2. Email our Policy & Advocacy team at [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca).
  - Our analysis is being led by Jeff Henwood, Senior Director and Darren Reedy, Director of Policy and Legislation with support from several of our staff so using our Advocacy's team email is the best way to inform our full team.
  - Our preference is to receive your input by April 16 but will take your input anytime thereafter too.

To help inform your understanding of Bill 50, attached is a summary of the proposed changes.

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In addition to this offer, earlier today, we also sent an email to you and your council about the opportunity to attend the Minister's town hall on April 16 and attend our webinar for all members on April 24, 2025.

Thank you,

**Dana Mackie MBA**

D: 780.431.4535 | C: 780.271.7251 | E: DanaM@abmunis.ca

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

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## Summary of Bill 50: Municipal Affairs Statutes Amendment Act, 2025

On April 8, 2025, the Government of Alberta released Bill 50: the [Municipal Affairs Statutes Amendment Act, 2025](#), which proposes amendments to the *Local Authorities Election Act* (LAEA), *Municipal Government Act* (MGA), the *New Home Buyer Protection Act* (NHBPA) and the *Safety Codes Act*.

While Alberta Municipalities is in the process of conducting our analysis of Bill 50, this document will help inform CAOs about the proposed changes.

### Changes to the Municipal Government Act

#### Intermunicipal Collaboration Frameworks (ICFs)

Proposed Change
<b>List of Mandatory Services for ICFs</b> Add provision that all ICFs must address the following services: (section 708.29(1.1)) <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Water and wastewater</li> <li>• Solid waste</li> <li>• Emergency services</li> <li>• Recreation</li> </ul>
<b>Option for Non-Mandatory Services</b> If all municipalities party to an ICF agree, then additional (non-mandatory) services may be included in an ICF, except for third-party services. (section 708.29(1.2))
<b>Capital Costs for a New Facility</b> Capital costs for a new facility can only be included in an ICF if all municipalities have participated in the design and decision to construct the facility. This requires a prior agreement detailing the nature of participation by each municipality. (section 708.29(1.7)) This provision only applies to ICFs entered into after Bill 50 comes into force.
<b>Regulations Related to Capital Costs</b> Adds a provision that the Minister may make regulations relating to the treatment of capital costs in ICFs. (section 708.29(1.91))
<b>Cost Calculation Model</b> Municipalities may establish a cost calculation model within their ICF. (section 708.29(1.4))
<b>Sharing of Data</b> Municipalities must disclose all information, data, or assumptions used for its proposal for cost calculation. (section 708.29(1.5))
<b>Definition of costs</b> A definition of “costs for intermunicipal services” is added to the MGA. (section 708.29(0.1)(a))
<b>Third-Party Services</b> A definition of “third party services” is added to the MGA. (section 708.29(0.1)(b))
<b>Definition of “Act in Good Faith”</b> A definition of “act in good faith” is added to the MGA relating to ICFs. (section 708.33(0.1))

**Proposed Change**

**Exceptions for Municipal Districts and Counties**

Municipal districts and counties that share a common boundary may opt out of an ICF by mutual agreement.

(section 708.28(1.1))

## Arbitration of Intermunicipal Collaboration Frameworks

**Proposed Change**

**Services Out of Scope of Arbitration**

Services that are not in the mandatory list of ICF services will not be subject to arbitration.

**Responsibility and Timeline for an Arbitrated ICF**

If an arbitrator makes an award, the arbitrator must prepare the ICF within 30 days and the municipalities are bound by the award and have 60 days to adopt the ICF. (section 708.4(1))

**Payment of the Arbitrator's Costs**

If a municipality fails to pay its proportion of the arbitrator's costs, the Minister may order the municipality to pay its proportion. (section 708.41(3))

**Force Compliance with an Arbitrator's Award**

Update section 708.43(2) to clarify that the Minister may take necessary action if a municipality does not comply with an arbitrator's award or does not adopt an ICF that reflects the arbitrator's award.

**Limitations of an Arbitrator**

An arbitrator may not make an award that:

- negates a matter that the municipalities have agreed to, unless that matter is beyond the municipalities' jurisdiction. (section 708.36(7)(d.1))
- addresses a matter not previously discussed by the municipalities. (section 708.36(7)(d.2))

## Councillor Code of Conduct and Council Meeting Procedures

**Proposed Change**

**Elimination of Code of Conduct Bylaws**

Any municipal bylaw or portion of a bylaw or resolution that provides for a code of conduct or addresses the behaviour of conduct of a councillor(s) is repealed. (section 145(10))

**Termination of Current Complaints or Sanctions**

Any existing complaint or imposed sanctions related to a code of conduct bylaw are terminated.

**Behaviour of Councillors or Committee Members**

A council may not make a bylaw or a resolution that addresses the behaviour of a councillor(s) or members of council committees. (section 145(9))

**Meeting Standards**

Add provisions for the Minister to set standard meeting procedures for council meetings and council committee meetings. (section 145)



## Accountability of the Chief Administrative Officer (CAO)

Proposed Change
<b>Number of CAOs</b> A municipality may only appoint one CAO. (section 205(2))
<b>Appointment of a CAO</b> Council decisions to appoint, suspend, or revoke the appointment of a CAO must be by simple majority only. (section 206(1))
<b>Use of Natural Person Powers</b> Add provision that when the municipality exercises its natural person powers, the CAO must notify council in writing within 72 hours. (section 208(3))
<b>Duty to Provide Information to a Councillor</b> Add provision that a CAO will be responsible for providing information to council as soon as practicable when requested by a councillor (when the request is specific to the operation or administration of the municipality). (section 208.1(1))
<b>Refusal to Share Information with Council</b> The CAO may decline to provide information in specific circumstances (e.g. personal information) but the CAO must provide the reason for the refusal to all councillors. (section 208.1(4))
<b>Sharing Information with all of Council</b> Information shared with one councillor must be shared with all councillors within 72 hours. (section 208.1(3))

## Authority of Official Administrators

Proposed Change
<b>Notification of Meetings</b> An Official Administrator must be notified of any council meeting and may be present for any meeting of council that is closed to the public except in cases of legal privilege. (section 575(2(c)(i)) and 575(2)(c)(ii))
<b>Request for Information</b> Provide authority for the Official Administrator to direct the municipality to provide a copy of any records, except records that are subject to legal privilege. (section 575(2(c)(iii))
<b>Approval</b> An Official Administrator must sign or authorize agreements, cheques, and other negotiable instruments of the municipality in addition to the person authorizing. (section 575(2(c)(iv))

## Defining “Public Interest” and “Policy of Government”

Proposed Change
<b>Public Interest</b> Add authority for the Lieutenant Governor in Council to make regulations that define the term “public interest”. (section 179.2)
<b>Policy of the Government</b> Add authority for the Lieutenant Governor in Council to make a regulation that defines the term “policy of the government”. (section 603.02)

## Changes to the Local Authorities Election Act

### Election Voting, Recounts, and Withdrawal by Candidates

Proposed Change
<b>Candidate Withdrawal</b> A candidate may withdraw their name during the nomination period or within 24 hours after the closing of nominations, regardless of whether there is a sufficient number of nominations for council. (section 32)
<b>Displaced Residents of Jasper</b> Add provisions to allow residents of Jasper who remain temporarily displaced to vote and run in the upcoming local election, provided they intend to return to the community. (section 48.1 and 53.03)
<b>Permanent Electors Register</b> Add and amend provisions for how a permanent elector register may be used. (section 49(7.1) and 49(8))
<b>Voter Assistance Terminals</b> Allow municipalities to use elector assistance terminals so voters with visual or physical impairment can mark their election ballot independently. (section 78.1 and 84.1)
<b>Recount Process</b> Split up the provisions of the current recount processes into separate sections. (section 98)
<b>School Board Use of Electors Register</b> Provide authority for a school board to request a permanent electors register from the relevant municipality. (section 49.1)

### Campaign Finances (the following amendments are only applicable to Calgary and Edmonton)

Proposed Change
<b>Definition of Campaign Expense</b> Update the definition of "campaign expense" to include references to a local political party or slate. (section 147.1(1)(a))
<b>Definition of Contribution</b> Update the definition of "contribution" to include references to a local political party. (section 147.1(1)(c))
<b>Advising of Prospective Contributors</b> Clarify that local political parties are required to advise prospective contributors of the rules relating to contributions. (section 147.13(2))
<b>Transfers Between Local Political Parties and Candidates</b> Add provisions for transfers between local political parties and their endorsed candidates. (section 147.25)

## Changes to the New Home Buyer Protection Act

The initial legislation, passed in 2014, made home warranty coverage mandatory for new homes in Alberta. The *New Home Buyer Protection Act* applies to single-family homes, multi-family homes, duplexes, condominiums, manufactured homes and recreational properties where permits were pulled starting February 1, 2014. All new homes must have minimum warranty coverage of one year on labour and materials, two years on delivery and distribution systems, five years for building envelope, and ten years for major structural components. The proposed changes in Bill 50 are focused on owner-builders and would come into force on proclamation. Engagement is anticipated later in 2025 on builder competencies and claims dispute resolution.

Proposed Change
<b>Simplified digital confirmation in place of notarized statutory declarations.</b> Replaces the requirement for a statutory declaration with a simple confirmation for owner-builders. (section 5(1))
<b>Exemptions to selling a new home without warranty coverage.</b> Allows owners who have been granted an exemption to sell a home provided they provide the prospective owner with a disclosure notice, in a form satisfactory to the Registrar. (section 3.01(1))
<b>Exemptions to require obtaining a warranty.</b> Adds financial hardship as grounds for receiving an exemption. (section 3.01(2))
<b>Caveat against certificate</b> Adds responsibility for the Registrar to register a caveat against the certificate of title to the land on which the new home is the subject of the warranty exemption. (section 3.04(4))
<b>Ability to appeal</b> Reinstates a mechanism to allow a person to appeal a Registrar decision related to definition, exemptions, and rental use designations. (section 17(1)(d))

## Changes to the Safety Codes Act

Proposed Change
<b>Safety Codes Council Advice</b> Establishes areas the Minister may seek advice from the council on. (section 8.01(2))
<b>Persons Appointed to the Safety Codes Council</b> Adds a provision that persons appointed to the Safety Codes Council include persons who are experts in or have experience with new home warranty coverage under the New Home Buyer Protection Act. (section 16(4))
<b>Duties of the Safety Codes Council</b> Adds a provision that requires the Council to provide advice and recommendations to the Minister regarding New Home Buyer Protection Act if requested. (section 18(d.01))



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## Provincial Priorities Act Webinar

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From Wildwillow Enterprises <angela@wildwillowenterprises.com>

Date Thu 4/3/2025 12:01 PM

To Dwight Moskalyk <ddm@kronprinzconsulting.ca>; wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Summer Village Office <administration@wildwillowenterprises.com>; tori wildwillowenterprises.com <tori@wildwillowenterprises.com>; svwestcove@outlook.com <svwestcove@outlook.com>; reception wildwillowenterprises.com <reception@wildwillowenterprises.com>

Cc svsouthview@outlook.com <svsouthview@outlook.com>

Hello all,

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

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

Angela

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**Fw: Update - MA has Changed its Direction on Dedicated Bank Accounts for Candidates**

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**From** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

**Date** Mon 2025-03-31 12:06 PM

**To** Summer Village Office <administration@wildwillowenterprises.com>; Bernie Poulin <bernie@summervillageofsilversands.com>; Liz@summervillageofsilversands.com <liz@summervillageofsilversands.com>; Graeme@summervillageofsilversands.com <graeme@summervillageofsilversands.com>; Joseph B Poulin <berniepoulin@icloud.com>; lizturnbull@telusmail.net <lizturnbull@telusmail.net>

This is what Angela was referring to at the meeting, we will add this as information to our next agenda.

W

Wendy Wildman,  
Chief Administrative Officer  
Summer Village Administration/Wildwillow Enterprises Inc.

Phone: 780-967-0271

Email: wendy@wildwillowenterprises.com

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**From:** ASVA Exec Director <summervillages@gmail.com>

**Sent:** Monday, March 31, 2025 10:07 AM

**To:** ASVA <summervillages@gmail.com>

**Subject:** Update - MA has Changed its Direction on Dedicated Bank Accounts for Candidates

Good morning,

ASVA received this good news from ABmunis on Friday on dedicated bank accounts for candidates running in the upcoming municipal elections. Please see below.

***Requirements for campaign accounts clarified***

***ABmunis received questions and concerns from members about campaign account requirements for candidates in the upcoming municipal election as set out in the Local Authorities Election Act (LAEA). Some candidates in small communities were concerned that they would need to open a bank account even if they had no or minimal campaign contributions. We were able to work with Municipal Affairs to clarify that candidates are not required to open a dedicated campaign bank account unless their contributions (included self-funded) reach \$1000.00.***

***For further clarity, the LAEA requires all candidates to open a bank account once they receive \$1,000 in total contributions. This includes monetary contributions by the***

***candidate for their own campaign. Again, If a candidate's contributions do not exceed \$1,000, they are not required to open a campaign bank account.***

***For more information on election rules visit Municipal Affairs' election webpage which includes an updated Candidate's Guide for Running for Local Office Alberta. For questions, reach out to ma.advisory@gov.ab.ca***

**ABmunis and RMA have also partnered to provide more information on what it is like to be a municipal elected official. Visit ABmunis Running Office to watch videos and register for upcoming webinars on the experience of being elected to municipal office.**

**\*\*\***

Thanks everyone, and have a great week.

Kathy

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

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# Recycling guide

Recycle right! Only put accepted materials in your recycling to ensure more materials get recycled.

## Metal and plastic containers



### Yes please!



### No thanks!



## Paper and cardboard



### Yes please!



### No thanks!





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](mailto:pcm1@telusplanet.net)

March 26, 2025

File: 25DP01-31

Re: **Development Permit Application No. 25DP01-31**  
**Plan 2941 MC, Block 2, Lot 7 : 7 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:

***CONSTRUCTION OF A SINGLE DETACHED DWELLING (126.8 SQ. M.) C/W ATTACHED GARAGE (114.5 SQ. M.) AND COVERED DECK (W 16.7 SQ. M. & S 47.8 SQ. M.), INSTALLATION OF A WATER SUPPLY AND OF A SEPTIC SYSTEM.***

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

1- All municipal taxes must be paid.

2- **SEPTIC SYSTEM:**

Approval of any plans or installation standards for an on-parcel sewage collection system by an approved Plumbing Inspector. The on-site sewage disposal system shall comply with the Private Sewage Systems Standard of Practice - 2021 as adopted by legislation for use in the Province of Alberta.

3- **WATER SUPPLY:**

If by Cistern, 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.

If by Well, the Well shall be drilled in conformance with Alberta's Water Act (the Act) and Water (Ministerial) Regulations (the "Regulations") that regulate water well drilling activities in the Province of Alberta and / or certification provided by a professional engineer or certified hydrologist or certified plumbing inspector attesting an adequate flow of water of potable quality.

4- 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.

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- 5- **Access construction and location shall be to the satisfaction of the Public Works Supervisor for the Summer Village of Silver Sands. Please contact Dustin, Public Works Supervisor or his designate at (780) 797-2207 or [sspublicworks@wildwillowenterprises.com](mailto:sspublicworks@wildwillowenterprises.com) , prior to undertaking any works upon the municipal roadway.**
- 6- 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.
- 7- Two (2) Off-Street parking spaces must be provided on site.
- 8- 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.
- 9- **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.**
- 10- 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.
- 11- 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.
- 12- **The improvements take place in accordance with the plans and sketch submitted as part of the permit application, INCLUDING:**
  - **Front Yard (Hazel 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).

- 13- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.

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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](mailto:pcm1@telusplanet.net)

- 14- 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.
- 15- All improvements shall be completed within twelve (12) months of the effective date of the permit.
- 16- 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.
- 17- 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.

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

Date Application Deemed **March 26, 2025**

Complete

Date of Decision

**March 26, 2025**

Effective Date of

Permit

**April 24, 2025**

Signature of Development  
Officer

Tony Sonleitner, Development Officer, Summer Village of Silver Sands

cc Municipal Administrator, Summer Village of Silver Sands  
Assessor - [mike@tanmarconsulting.com](mailto: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.

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Outlook

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## Provincial Priorities Act and Municipal Sector Update

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**From** ma.provincialprioritiesact@gov.ab.ca <ma.provincialprioritiesact@gov.ab.ca>

**Date** Fri 2025-03-28 1:57 PM

**To** Summer Village Office <administration@wildwillowenterprises.com>

 1 attachment (441 KB)

Provincial Priorities Act Municipal Sector Fact Sheet.pdf;

Dear Chief Elected Officials:

I am following up on the February 27, 2025, letter you received regarding the *Provincial Priorities Act (PPA)* to provide further clarity on the newly enacted legislation and the intake process that all municipalities and designated municipal entities will be subject to as of April 1, 2025.

The *PPA* supports the Government of Alberta in pushing back against overreach by the federal government. The Act was passed last spring and will come into force on April 1, 2025, at the same time as the supporting regulation. This legislation aims to strike a careful balance between respecting Alberta's jurisdiction and maintaining access to federal dollars for provincial entities.

Regardless of the monetary value of the agreement, municipalities and designated municipal entities will need to submit information to Municipal Affairs (MA) on all new agreements with the federal government, agreement amendments, and agreement renewals, along with a copy of the agreement. Agreements eligible for an exception to provincial approval under the *PPA* must still be submitted to MA in order for the exception to apply.

Additionally, municipalities and designated municipal entities will need to fill out and submit a short intake form to accompany the agreement. The intake form will collect information such as the value of the agreement, entities involved, agreement start and execution dates, and other relevant information. Chief administrative officers (CAOs) will be advised when the form is available on the municipal [PPA website](#).

Upon receipt of your agreement and the intake form, MA will forward them to the appropriate lead ministry, and that ministry will be responsible for the review and approval of the agreement. Time-sensitivity will be considered if indicated in the intake form.

Agreements will be reviewed and evaluated based on alignment with the priorities of the province and consideration of whether the agreement oversteps into areas of provincial jurisdiction and/or places unacceptable restrictions on the ability of Alberta to implement its own policies and programs.

You are encouraged to review the attached fact sheet or visit the municipal [PPA website](#). Additionally, CAOs have been invited to attend two webinars where more information on this process will be

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# Provincial Priorities Act Municipal Sector Fact Sheet

## Background

The *Provincial Priorities Act* (PPA) and *Provincial Priorities Regulation* (PPR) come into force on April 1, 2025. As the lead for the municipal sector, Municipal Affairs (MA) will oversee the intake of all agreements between municipalities or municipal entities and federal entities.

The PPR defines municipal entities as:

- Library boards
- Municipally Controlled Corporations
- Municipal Growth Management Boards
- Regional Services Commissions
- Entities created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board
- Entities that are a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation

Federal entities include the Government of Canada departments, federal Crown corporations, and federal agencies.

## Submission Requirements

Municipalities and municipal entities must submit information on all new agreements with federal entities, including any new agreement amendments, extensions, and renewals. These details must be provided along with a copy of the agreement to MA, regardless of the agreement's monetary value.

- Agreements valued under \$100,000 must be submitted to MA but do not need approval.
- Agreements valued between \$100,000 and \$5 million require ministerial approval. The Minister responsible for approving the agreement (lead ministry) will depend on the nature of the agreement between the federal entity and the municipality or municipal entity. For example, agreements related to public transit will fall under the responsibility of the Minister of Transportation and Economic Corridors, and agreements related to housing will fall under the responsibility of the Minister of Seniors, Community and Social Services.
- Agreements valued above \$5 million require Cabinet approval.

There are additional exceptions where provincial approval will not be required. These exceptions include, for example, minor administrative amendments, agreements for the purpose of responding to a disaster, and agreements between federal entities and municipally controlled corporations. While approval of agreements designated as exceptions is not required, these agreements must be submitted to MA as soon as possible after their execution for the exception to apply.

Existing agreements made between a municipality or a municipal entity that were signed prior to April 1, 2025, are not subject to the PPA, unless they are being amended, extended or renewed.

## Intake Process

Agreements and intake forms should be submitted to MA to [ma.provincialprioritiesact@gov.ab.ca](mailto:ma.provincialprioritiesact@gov.ab.ca) when the signatories to the agreement are ready to sign the agreement or are in the final stages of negotiations.

- The intake form will collect high-level agreement information to assist in efficient processing of approval requests.
- Municipalities and municipal entities are encouraged to indicate on the intake form whether the execution of the agreement is time sensitive and the potential consequences of agreement delay.

<https://www.alberta.ca/federal-agreements-and-the-municipal-sector>

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Classification: Public

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Alberta

The intake form will be available on the Federal Agreements and the Municipal Sector website and will also be provided by email to all municipalities prior to April 1, 2025.

While not part of the formal intake process, situations may arise where municipalities or municipal entities would like to understand whether the province is likely to have concerns with an agreement prior to applying to a federal program and/or negotiating a final agreement. In such cases, they may contact MA for additional information on how federal program requirements may conflict with the requirements of the *PPA*, or they may submit a draft copy of the agreement for a preliminary assessment. MA will coordinate these requests with the lead ministry, which will review the information and identify any potential concerns.

## Review Process

Upon receipt of the agreement, MA will forward the agreement to the appropriate lead ministry for approval.

The lead ministry, or Cabinet when required, will review the agreement, and the municipality or municipal entity will be notified of the decision to approve or reject the agreement or approve the agreement subject to specific conditions.

If an agreement is approved subject to specific conditions, the municipality or municipal entity will be given the opportunity to work with the federal entity to incorporate these conditions.

The Government of Alberta is committed to efficiently screening all agreements to minimize delays and ensure timely funding for Alberta's municipalities and municipal entities.

## Contact Information

Additional information regarding the *PPA* and *PPR* can be found on the Federal Agreements and the Municipal Sector website, and additional questions can be directed to Municipal Affairs.

Hours: 8:15 a.m. to 4:30 p.m. (open Monday to Friday, closed statutory holidays)

Phone: 780-422-7125

Toll free: 310-0000 before the phone number (in Alberta)

Email: [ma.provincialprioritiesact@gov.ab.ca](mailto:ma.provincialprioritiesact@gov.ab.ca)

Website: <https://www.alberta.ca/federal-agreements-and-the-municipal-sector>



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**Fw: Collaborative Learning Stream: Application Approval - Summer Village of South View**

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**From** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

**Date** Tue 2025-04-01 3:12 PM

**To** West Cove Admin <svwestcove@outlook.com>; svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>; 'Summer of' <svcastle@telus.net>; cao@birchcove.ca <cao@birchcove.ca>; Summer Village Office <administration@wildwillowenterprises.com>; svsouthview@outlook.com <svsouthview@outlook.com>

**Cc** ddm@kronprinzconsulting.ca <ddm@kronprinzconsulting.ca>

 1 attachment (291 KB)

CLS-001 - Letter of Commitment - Summer Village of South View.pdf;

Ladies, let's add this to our agendas under CAO report

Congrats Angela!!

W

Wendy Wildman,  
Chief Administrative Officer  
Summer Village Administration/Wildwillow Enterprises Inc.

Phone: 780-967-0271

Email: wendy@wildwillowenterprises.com

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**From:** Wildwillow Enterprises <angela@wildwillowenterprises.com>

**Sent:** Tuesday, April 1, 2025 2:57 PM

**To:** wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

**Subject:** FW: Collaborative Learning Stream: Application Approval - Summer Village of South View

Hello Wendy,

I am not sure if you were there when I was telling South View Council about this, but I applied to the MCCAC to be a part of their climate resilience capacity building program, learning track 1 and I have been accepted. The purpose of the program to help small communities build capacity in relation to the changing climate. I will learn how to do a basic climate risk assessment for the community and how to draft an adaptation plan.

I need to get a motion from Council, but they were pretty keen when I told them about it, so I don't think that will be an issue.

With the challenges and concerns our communities have with regards to drought, flooding, and wildfire, I think that this is very timely. More information can be found here,

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<https://mccac.ca/programs/collaborative-learning-stream/>. I thought you might want to share with our other communities.

Thanks,

Angela

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**From:** Andrea Miller <andrea@abmunis.ca>  
**Sent:** April 1, 2025 11:27 AM  
**To:** Wildwillow Enterprises <angela@wildwillowenterprises.com>  
**Cc:** Ronak Patel <Ronak@abmunis.ca>  
**Subject:** Collaborative Learning Stream: Application Approval - Summer Village of South View

Hello Angela,

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

Next steps to finalize your enrolment in this program:

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

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

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

- **Attend onboarding session**

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

- **Course begins**

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

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

Thank you,  
Andrea

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**Andrea Miller** | Project Lead, Sustainability Services

D: [587.405.1526](tel:587.405.1526) | E: [Andrea@abmunis.ca](mailto:Andrea@abmunis.ca)  
300, 8616 51 Ave NW Edmonton, AB T6E 6E6  
Toll-Free: 310-MUNI | 877-421-6644 |  
[www.abmunis.ca](http://www.abmunis.ca)

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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.***

**From:** Municipal Climate Change Action Centre <no-reply@mccac.ca>  
**Sent:** March 25, 2025 11:39 AM  
**To:** Ronak Patel <ronak@abmunis.ca>; Andrea Miller <andrea@abmunis.ca>  
**Subject:** CLS - New submission from Collaborative Learning Stream Application Form

**External:** This Email is from an external sender. Be alert for Phishing. Do not click links if you do not know the sender.

**Primary Contact First Name**

Angela

**Primary Contact Last Name**

Duncan

**Primary Contact Title**

Chief Administrative Officer

**Email Address**

[angela@wildwillowenterprises.com](mailto:angela@wildwillowenterprises.com)

**Phone Number**

780-967-0271

**Community Name**

Summer Village of South View

**Community Type**

Summer Village

**How did you hear about the CLS?**

Other

**Which Learning Track are you interested in participating in?**

Learning Track 1: Planning

**How would you rate your understanding of climate adaptation topics?**

Basic – I understand the core aspects of climate resilience and adaptation.

**Based on your progress to date, how would you evaluate your community's state of readiness to respond to climate impacts?**

Nothing in place – My community has no experience with this aspect and critical infrastructure is highly vulnerable to climate risks.

**How would you evaluate your community's progress on climate adaptation?**

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Have not previously completed a climate risk assessment or climate adaptation plan with list of adaptation actions.

**What are your community's top climate adaptation and resilience priorities? (Select all that apply)**

- Allocating financial resources to support climate adaptation work.
- Developing council commitment to support climate adaptation work and adopt supportive policies.
- Engaging staff, community members, and stakeholders about their roles in contributing to a climate resilient community.
- Completing a climate risk assessment, including determining local climate changes and their impacts and assessing the community's vulnerability to those impacts.
- Preparing a climate adaptation plan and outlining actions to adapt to climate change.
- Developing an implementation plan to execute climate adaptation work.

**Why are you interested in participating? (Select all that apply)**

- I want access to expert training and one-on-one support to build my community's climate adaptation capacity.
- I want access to evidence-based research, best practices, and templates to use in my community's context.
- I want to build my capacity to start climate adaptation in my community.

**There is no cost to participate in the program. Travel bursaries will be provided for in-person activities. Please share any other barriers to your participation in this program. How can MCCAC help you overcome these barriers and support your participation?**

I work with a number of Summer Villages and a Waste Water Commission, so planning around fixed meetings and commitments may be a challenge. I am hopeful that meetings and activities will be scheduled around participants regular meeting schedules. For clarity I have a regular meeting the 3rd Tuesday and Second Wednesday of every month.

**Would you be interested in attending an in-person event with other program participants?**

Yes

**Is there anything else you would like to share?**

My Council is very supportive of this and I am excited for the opportunity.

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Municipal  
Climate Change  
Action Centre

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

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This **LETTER OF COMMITMENT**, issued the 1<sup>st</sup> day of April, 2025

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

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

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

### ALBERTA MUNICIPALITIES

### SUMMER VILLAGE OF SOUTH VIEW

Per: \_\_\_\_\_  
Name: Ronak Patel  
  
Title: Program Manager,  
Sustainability Services  
  
Date: \_\_\_\_\_

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Date: \_\_\_\_\_

Per: \_\_\_\_\_  
Name: Trina Innes  
  
Title: Executive Director,  
Sustainability Services  
  
Date: \_\_\_\_\_

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Date: \_\_\_\_\_





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



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

**F) The Participant commits to:**

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



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**Municipal  
Climate Change  
Action Centre**

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

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

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

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

*Name: Angela Duncan*  
*Title: Chief Administrative Officer*  
*Email: angela@wildwillowenterprises.com*  
*Phone: 780-967-0271*



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