

SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County
Public may participate in person or via zoom
Tuesday, October 21, 2025 at 9:30 a.m.

1. Call to Order:

2. Treaty 6 Territory Land Acknowledgement

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

3. Agenda:

a) October 21, 2025 Regular Council Meeting Agenda

Pg 1-5

(approve agenda as is or with amendments)

4. Minutes:

a) September 16, 2025 Regular Council Meeting Minutes

Pg. 6-10

(approve minutes as is or with amendments)

5. Appointments:

a) 9:35 a.m. Sergeant Sutherland, Commanding Officer, Evansburg RCMP detachment

No attachment

Sgt. Sutherland is attending to discuss how the enhanced policing went over the summer as well as an updated policing report and anything else of relevance.

(Accept discussion for information and any further direction as provided at meeting time.)

6. Bylaws:

a)

7. Business:

a) Land Use Bylaw Update – Proposal

Pg. 11-17

Included in your package is a joint proposal from Paul Hanlan and Angela Duncan to complete the Land Use Bylaw Project. Although it is a joint proposal and we will be working together, each person will be responsible for their portion of the work. The proposal outlines how the two intend to work together on the project as well as costs. Please see the proposal for additional information.

SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County
Public may participate in person or via zoom
Tuesday, October 21, 2025 at 9:30 a.m.

(That the joint proposal from Paul Hanlan (operating as SV Planning and Development) and Angela Duncan (operating as Municipal Rising Tides) be approved and its execution authorized,

Or,

That the joint proposal from Paul Hanlan (operating as SV Planning and Development) and Angela Duncan (operating as Municipal Rising Tides) be accepted for information,

Or,

Some other direction as provided at meeting time.)

- Pg. 18-19
- b) Amended Policy C-COU-REM-1 Council Remuneration and Expense Reimbursement

A red-lined version of this policy, based on Council's recommendations, is included in your meeting package.

(That amended Policy C-COU-REM Council Remuneration and Expense Reimbursement be approved as presented/amended and FURTHER that the policy be put into effect as of _____.)

Or,

That a decision regarding amended Policy C-COU-REM Council Remuneration and Expense Reimbursement be postponed until _____,

Or,

Some other direction as determined at meeting time.)

- c) German Canadian Recreation Association (GCRA) – Request for Letter of Support

Pg. 20

The GCRA is requesting a letter of support for a Community Facility Enhancement Program (CFEP) grant application to do repairs to their hall.

(that the Summer Village of South View supports the German Canadian Recreation Association's (GCRA) application for a Community Facility Enhancement Program (CFEP) grant to complete renovations and repairs to their hall,

SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County
Public may participate in person or via zoom
Tuesday, October 21, 2025 at 9:30 a.m.

Or,

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

d) Fire Rescue International (FRI) – Request for Letter of Support

Pg. 21-22

In their capacity as our fire service provider, FRI is requesting a letter of support in their application for a training grant through the provincial government. Although the application has been submitted, FRI has confirmed that letters of support can still be sent.

(that a letter of support be provided to Fire Rescue International, in their capacity as our municipal fire service provider, for their fire training grant application,

Or,

Some other direction as provided at meeting time.)

e) Summer Village Regional Emergency Management Partnership (SVREMP) Budget 2026

Pg. 23-27

The SVREMP is requesting that Council review and endorse their 2026 Budget. The Budget as well as information regarding implementing a SOLE and the September 27, 2025 Minutes are included in your package.

(that the Summer Village of South View endorse the Summer Village Regional Emergency Management Partnership's (SVREMP) 2026 Budget as presented,

Or,

That the Summer Village of South View recommends the following changes to the Summer Village Regional Emergency Management Partnership's (SVREMP) 2026 Budget,

Or,

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

f)

SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County
Public may participate in person or via zoom
Tuesday, October 21, 2025 at 9:30 a.m.

g)

8. Financial: a) Income and Expense Statement as of September 30, 2025.

Pg. 28-32

(that Council accept the Financial Report as of September 30, 2025 for information.)

9. Council Reports:

No attachment

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

(that the Council reports be accepted for information.)

10. Chief Administrator's Report:

Pg. 33-44

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

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

11. Information and Correspondence:

Pg. 45

Pg. 46-56

Pg. 57

Pg. 58

Pg. 59-61

Pg. 62

Pg. 63-64

- a) September 15, 2025 letter from CLGM: Dedicated CAO Award
- b) Yellowhead Regional Library: 2026 Budget Overview
- c) September 18, 2025 email from ABmunis: Notice of 2025 Annual General Meeting (AGM)
- d) Darwell Lagoon Commission: Environmental Protection and Enhancement Act Notice of Application
- e) September 22, 2025 New Municipal Affairs Mandate Letter
- f) September 16, 2025 Letter to Alberta Beach from Lac Ste. Anne County: Fire Services Mutual Aid Agreement – Addendum for Highway Dual Call Out
- g) October 8, 2025 email from Alberta Environment & Protected Areas: Fall Working Well Workshops – Workshop registration is now open!

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

**SUMMER VILLAGE OF SOUTH VIEW
AGENDA**

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County
Public may participate in person or via zoom
Tuesday, October 21, 2025 at 9:30 a.m.

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

(Accept the discussion for information.)

13. Closed Meeting Session:

14. Next meeting: November 18, 2025

15. Adjournment:

4.a

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 16, 2025
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

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

Administration: Angela Duncan, Chief Administrative Officer
Sandra Schneider, Administration

Absent:

Appointments: Dwight Moskalyk, Chief Administrative Officer, WILD Water
Commission, from 9:31 a.m. until 10:35 a.m.

Public at Large: 0 – Via Zoom / 1 – In Person

	MOTION #	
1.	CALL TO ORDER	Mayor Benford called the meeting to order at 9:30 a.m.
2.	TREATY 6 TERRITORY LAND ACKNOWLEDGEMENT	The Summer Village of South View acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries.
3.	AGENDA 171-2025	MOVED by Mayor Benford that the September 16, 2025 Regular Council Meeting Agenda be approved as presented. CARRIED
4.	MINUTES 172-2025 173-2025	MOVED by Councillor Richardson that the August 19, 2025 Organizational Meeting Minutes be approved as presented. CARRIED MOVED by Councillor Richardson that the August 19, 2025 Regular Council Meeting Minutes be approved as presented. CARRIED
5.	APPOINTMENTS	9:35 a.m. - Dwight Moskalyk, Chief Administrative Officer, WILD Water Commission Mr. Moskalyk was present from 9:31 a.m. until 10:35 a.m. to discuss commission operations and prospective membership.

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 16, 2025
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

	174-2025	MOVED by Mayor Benford that the discussion with Dwight Moskalyk, Chief Administrative Officer, WILD Water Commission be accepted for information and FURTHER that the WILD Water Commission be placed on the November 2025 Regular Meeting agenda. CARRIED
6.	BYLAWS	
7.	BUSINESS	
	175-2025	MOVED by Mayor Benford that South View's remaining 2025 Family and Community Support Services (FCSS) funding be allocated as follows: • \$500 to the Darwell School • \$539.05 to the Darwell Betterment Association CARRIED
	176-2025	MOVED by Mayor Benford that \$125 be approved to purchase a donation for the 2025 Association of Summer Villages of Alberta (ASVA) 2025 Silent Auction. CARRIED
	177-2025	MOVED by Deputy Mayor Ward that the Mutual Aid Agreement between Alberta Beach and Lac Ste. Anne County be accepted for information and FURTHER that the Mutual Aid Fire Agreement Addendum between South View and Lac Ste. Anne County be approved and its execution authorized CARRIED
	178-2025	MOVED by Deputy Mayor Ward that the Fortis Alberta Franchise fee be increased to 5%. CARRIED
	179-2025	MOVED by Deputy Mayor Ward that Mayor Benford be appointed to the LILSA Water Quality and Water Quantity Project Steering Committee. CARRIED
	180-2025	MOVED by Mayor Benford that the Summer Village of South View supports the submission of a 2025-26 Alberta Community Partnership (ACP) grant application in support of the Regional Asset and Land Management Strategy project and is prepared to manage the grant project and related compliance requirements. There is no matching contribution required. CARRIED

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 16, 2025
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

	181-2025	MOVED by Mayor Benford that the South View Director of Emergency Management and Deputy Director of Emergency Management be approved to attend the Regional Multi-Day Emergency Management Functional Exercise being held in Lac Ste Anne County on October 6 to 9, 2025 and FURTHER that any costs that cannot be absorbed in the annual budget be paid for from reserves. CARRIED
	182-2025	MOVED by Councillor Richardson that the Capital and Operating Grant Report be accepted for information. CARRIED
8.	FINANCIAL 183-2025	MOVED by Deputy Mayor Ward that the financial report, as of August 31, 2025, be accepted for information. CARRIED
9.	COUNCIL REPORTS 184-2025	MOVED by Deputy Mayor Ward that administration update the Council Remuneration and Expense Reimbursement Policy C-COU-REM-1 as per Council direction and bring the policy back to a future meeting for review and approval. CARRIED Councillor Richardson noted a pecuniary interest regarding Deputy Mayor Wards Council Report and left the room at 11:20 a.m.
	185-2025	MOVED by Deputy Mayor Ward that Mayor Benford follow up with JRC Contracting regarding the burn pile on Lake View Avenue and FURTHER that once WCB and liability insurance have been confirmed, JRC contracting be requested to push the burn pile as directed by Council. CARRIED Councillor Richardson returned to the meeting at 11:25 a.m.
	186-2025	MOVED by Mayor Benford that the Council reports be accepted for information. CARRIED
10.	CAO REPORT 187-2025	MOVED by Mayor Benford that pursuant to section 197(2) of the Municipal Government Act Council go into closed meeting session at 11:37 a.m. to discuss an administrative issue, as per section

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 16, 2025
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

		21(1)(a)(b) of the Access to Information Act– disclosure harmful to individual or public safety. CARRIED The meeting was recessed from 11:37 a.m. until 11:38 a.m. <u>Present in Closed Session:</u> Mayor Benford Deputy Mayor Ward Councillor Richardson CAO Duncan Administrator Schneider MOVED by Mayor Benford that Council come out of closed meeting session at 11:49 a.m. CARRIED The meeting was recessed from 11:49 a.m. until 11:50 a.m. MOVED by Mayor Benford that the Chief Administrative Officers' Report be accepted for information. CARRIED
	188-2025	
	189-2025	
11.	INFORMATION AND CORRESPONDENCE 190-2025	MOVED by Councillor Richardson that the following Information and Correspondence items be received for information: a) August 8, 2025 letter from Municipal Affairs Minister, Dan Williams: 2025 CCBF allocation b) August 20, 2025 letter from Northern Gateway Public Schools: School Board Election c) August 27, 2025 email from Alberta Municipalities: ABmunis recommendations on the implementation of Bill 50 Changes d) August 29, 2025 email from ASVA: Notice of 2025 AGM, AGM Agenda and supporting documents, 2025 resolutions e) September 1, 2025 email from ASVA: Tentative Conference Program f) September 2, 2025 email from SV of Val Quentin: Committee Appointments g) September 9, 2025 email from SV of Silver Sands: Silver Sands Organizational Meeting Results h) September 10, 2025 email from SV of Yellowstone: Yellowstone Organizational Meeting i) Comparison of the preliminary 2026 equalized assessment to current 2025 EA CARRIED

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 16, 2025
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

12.	OPEN FLOOR DISCUSSION WITH GALLERY (15 min)	There was no gallery present.
13.	CLOSED MEETING	
14.	NEXT MEETING	The next regular Council meeting is scheduled for Tuesday, October 21, 2025 at the municipal office and via Zoom.
15.	ADJOURNMENT	As there was no further business, Mayor Benford adjourned the meeting at 11:53 a.m.

Sandi Benford, Mayor

Angela Duncan, Chief Administrative Officer

Summer Village of South View

Proposal to assist with a

Land Use Bylaw Review and MDP Amendment

I am pleased to submit this proposal to assist South View with its Land Use Bylaw Review and MDP amendment. Work on the Land Use Bylaw Review will be split between me (operating as Municipal Rising Tides) and Paul Hanlan (operating as SV Planning and Development). This proposal is presented with the understanding that the MDP will be limited to the amendment identified during South View's MAP review. Further work on the MDP will require an additional estimate. Further, we are making the assumption that Council would like a revamp of the existing bylaw and not a complete rewrite.

I will be responsible for the organization and administration of the project including:

- Organizing meetings and initial follow-up,
- Attendance at the Council Workshop including taking notes,
- Drafting a public engagement plan for review and approval by Council,
- Preparing for, organizing and attending public engagements, including the public hearing.

Paul will be responsible for:

- Attending and leading the Council workshop,
- Review of the LUB to ensure compliance with legislation and regulations,
- Drafting of amendments to the LUB,
- Attendance, assisting with planning, for public engagements including the public hearing.

Below is our intended timeline, with the understanding that things may need to be moved around depending on how the project progresses:

- October 2025 – proposal to Council for approval
- December 2025 – Council Workshop (4 hours)
- January / February – present public engagement plan to Council
- June / July 2026 – Open House (2 hrs)
- August 2026 – 1st Reading and Schedule Public Hearing
- September 2026 – Public Hearing
- October / November 2026 – 2nd and 3rd reading

Billing will be done as the work progresses and milestones are reached. Angela and Paul will invoice South View independently of each other and will both be responsible for tracking their progress and invoicing accordingly. While we are working together on this, neither Paul nor I are responsible for the others work. Any direct expenses such as hall rentals will be billed directly to the Summer

Village where feasible. If direct billing is not feasible, receipts will be provided. Please note that these expenses have been included in my cost estimates below. Enclosed is my costs as well as Paul's proposal.

I look forward to discussing this proposal further with Council and look forward to working with you on this project should you choose to proceed with our proposal.

Sincerely,

Angela Duncan

Encl: Municipal Rising Tides Cost Proposal
SV Planning and Development Proposal

Municipal Rising Tides Cost Proposal

Below is the cost proposal for my portion of the work:

Project Kick off meetings and discussions	\$	300
---	----	-----

Council Workshop (4 hours)		
Preparation	\$	100
Workshop attendance, note taking	\$	350
Initial follow up and notes	\$	125
TOTAL:	\$	575

Public Engagement Plan		
Prepare Plan for Council Review	\$	450
- Amendments to the plan will be charged at my hourly rate of \$85/hour		
TOTAL:	\$	450

The costs in blue below will depend on how Council chooses to structure the public engagement.

Open House - Highly recommended		
Hall Booking (estimate)	\$	200
Refreshments	\$	100
Supplies (Large Post it Pads, markers, sticky notes, etc)	\$	300
Planning and Preparation	\$	150
Open House Attendance - includes set up and tear down	\$	300
TOTAL:	\$	1,050

Prepare a What We Heard Report (if there is an open house or survey)		
Draft Report with Paul	\$	250
TOTAL:	\$	-

Survey - Optional		
Survey drafting, in coordination with Paul		
	\$	500
Mail out	\$	375
All-net and post on website		
	\$	50
Receive and compile survey results	\$	150
TOTAL:	\$	1,075

There are two potential options for the Public Hearing.

Public Hearing

Option 1 - Public Hearing is done during a regular Council meeting.

Preparation and Follow up	\$	125
TOTAL:	\$	125

Public Hearing

Option 2 - Public Hearing is held separate from a Regular

Preparation and Follow up	\$	125
Hall Booking - estimate	\$	200
Attendance at hearing	\$	85
TOTAL:	\$	410

The total cost will depend on the scope of public engagement that Council chooses to do as well as the number of changes required to plans and documents. I am making the assumption that the public hearing will be held in conjunction with the regularly scheduled meeting; if a separate meeting is scheduled, that will cost more. Mileage has not been contemplated and will be charge at \$0.72/km.

TOTAL without optional work	\$	1,450
TOTAL with open house and no survey	\$	2,750
TOTAL with open house and survey	\$	3,825

Paul N. Hanlan RPP, MCIP, CMML

29 Mathias Avenue, Spruce Grove, Alberta T7X 2S4

W. (780) 994-1883

E. SVPDHanlan@outlook.com

H. (780) 994-1883

October 15th, 2025

Summer Village of South View (Council)
Angela Duncan (CAO)

angela@municipalrisingtides.com

Re: Proposal to assist “Rising Tides” to complete the necessary rewrite of Summer Village of South View Land Use Bylaw (Bylaw 179) and required amendment to Municipal Development Plan (Bylaw 220-2020)

Ms. Duncan/Angela,

In response to our recent discussions regarding the necessary completion of the Summer Village of South View's Land Use Bylaw (Bylaw 179) rewrite I provide the following for your firm and the Council. As per Table One (below) and pending Council approval of the Project Schedule my proposal follows.

Table One: Project Schedule (tbc by Council)

		October	November	December	January	February	March	April	May	June	July	August	September	October	November
1	LUB proposal to SVSV Council Direction to proceed/complete														
2	Council Workshop (4 hours) Confirm alignment with Council														
3	Public Engagement Plan Present to Council for approval														
4	Open House (In Summer Village) Month confirmed in #3 (above)														
5	1st Reading for Land Use Bylaw Scheduled Council meeting														
6	Statutory Public Hearing Scheduled Council meeting														
7	Adoption of new Land Use Bylaw 2nd and 3rd Reading														

October/December of 2025

In the following 7 to 8 weeks, I would anticipate reviewing work already completed on the project and the preparation of a December 2025 Workshop limited to Council and Administration. This Workshop (conducted in December) would confirm the direction of Council regarding its goals, and scope, intended for this Land Use Bylaw rewrite.

January 2026

Assist the prime contract on completion of a Public Engagement Plan consistent with the direction confirmed during the Council Workshop. This Public Engagement Plan will guide both consultants as they prepare the new Land Use Bylaw draft for the 2026 Open House (June or early July) and then to be finalized in the document presented for 1st Reading of a new Bylaw.

June/July 2026

A draft Land Use Bylaw document would be prepared by the consultant (between January and May) for the consideration – and comment of community members and Council – during the planned Open House within the Summer Village. Both consultants would be involved in preparing a “What we heard” document concerning the proposed rewrite and feedback received. This document will allow the consultant to finalize the proposed Land Use Bylaw (Final Draft).

August 2026

The prepared “Final Draft” would be presented by the consultants for 1st Reading at the August 2026 Council meeting. This Council meeting would include a motion to schedule the statutory Public Hearing for the September Council meeting.

September 2026

The proposal anticipates opening – and closing – the statutory Public Hearing during the regularly scheduled September 2026 Council meeting. Assuming that the Public Hearing is successfully closed during this meeting the consultant would then proceed to incorporate any direction of Council (as per the input received during the Public Hearing) into the proposed Land Use Bylaw for a return to the October and/or November Council meetings.

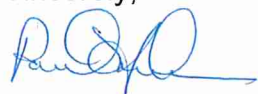
October/November 2026

The consultants propose returning the proposed Land Use Bylaw (including any and all direction of Council from the Public Hearing) to the October Council meeting. At the October meeting Council could consider 2nd Reading of the Bylaw (with or without further direction to Administration) and possibly 3rd Reading during this October meeting. Otherwise Council could leave 3rd Reading (and adoption of a new Land Use Bylaw) to the November (or later) meeting of Council.

The proposed partnership of the two consultants should work well to ensure that the will, and direction, of Council is confirmed and realized in its new Land Use Bylaw. I bring over 20 years of planning and development experience through my firm “SV Planning & Development” and nearly 30 years of professional planning experience, to fulfil the requirements of this rewrite.

Attachment One to this Proposal (following) provides a summary of my firm’s costs to assist and complete this Land Use Bylaw rewrite. I look forward to meeting with Council on October 21st, 2025 to further discuss this proposal and answer any questions.

Sincerely,



Paul Hanlan, Planner, RPP, MCIP, CMML
SV Planning and Development

Attachment One: Proposed Project Cost (by year)

		Pricing	GST	Total
	2025			
1	LUB Proposal to SVSV Council	n/c	n/c	n/c
2	Council Workshop: - Review work completed to date on LUB rewrite - Meet with CAO to confirm Workshop scope - Prepare and circulate workshop document - Attend and conduct Workshop (includes travel) - Prepare Workshop summary document	4 hrs 1 hr 15 hrs 6 hrs 4 hrs \$3,000	\$150	\$3,150
	2025 Project Cost (Interim – paid December 2025)	\$3,000	\$150	\$3,150
	2026			
3	Public Engagement Plan: - Meet with CAO to confirm Engagement scope - Assist preparing Public Engagement Plan - Present Public Engagement Plan to Council	2 hrs 2 hrs n/c \$400	\$20	\$420
4	Open House: - Prepare and circulate Open House documents - Prepare materials & powerpoint for Open House - Attend and conduct Open House (includes travel) - Prepare Open House summary document	6 hrs 5 hrs 6 hrs 3 hrs \$2,000	\$100	\$2,100
5	1st Reading of Land Use Bylaw: - Consolidation and preparation of proposed Land Use Bylaw document (includes formatting) - Preparation of Bylaw for new LUB - Preparation of Council RFD (1st Ready) - Attend Council Meeting (includes travel)	10 hrs 2 hrs 3 hrs 3 hrs \$1,800	\$90	\$1,890
6	Statutory Public Hearing: - Prepare Public Hearing RFD and presentation - Attend & conduct Public Hearing (includes travel) - Respond to PH comments/incorporate into LUB	6 hrs 4 hrs 3 hrs \$1,300	\$65	\$1,365
7	Adoption of Land Use Bylaw (2nd/3rd Readings): - Prepare Council RFD and presentation - Attend Council meeting 2nd/3rd (includes travel) - Finalize and “clean up” adopted LUB	3 hrs 3 hrs 4 hrs \$1,000	\$50	\$1,050
	2026 Project Cost Final payment after LUB adoption	\$6,500	\$325	\$6,150
	2025 Project Cost Interim – paid December 2025	\$3,000	\$150	\$3,150
	TOTAL Proposed Project Cost SVSV LUB Rewrite	\$9,500	\$475	\$9,975



Summer Village of South View

Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Reimbursement			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	106-20	Resolution No:	014-2024
	Date:	June 17-2020 (retroactive to March 15-2020)	Date:	January 16, 2024

Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on Summer Village business.

Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on Summer Village Council.

Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of South View.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by Council on an annual basis and may or may not be applied to Council base pay and/or meeting rates at the discretion of Council.
5. Remuneration, travel and meals shall be paid in accordance with the amounts and rates approved at the annual organizational meeting or as amended by Council motion from time to time and as shown in Schedule "A".
6. Other Items – actual receipted cost. May include incidentals such as parking, use of public transportation, etc.
7. Monthly Incurred Expense Reimbursements – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
8. Reimbursement amounts shall be reviewed annually.



Summer Village of South View

Council Policy

Schedule "A"

Honorariums

- | | |
|--|---|
| 1. Council/Committee/Other Meetings (up to 4 hours in length) | \$ 12575 .00 |
| 2. Council/Committee/Other Meetings (in excess of 4 hours in length) | \$ 150.00 |
| 3. Conference Calls/Webinars (up to \$ 10575 .00 maximum) | \$ 3525 .00 / hr |
| 4. Electronic Communications/Computer Operation (Monthly) | \$ 175140 .00 |
| 5. Incurred Expense Recognition (Monthly) | \$ 150100 .00 |
| 6. Mileage Rate | \$0. 7260 / km |
| 7. Meals | Breakfast (leave home before 7:30 a.m.) - \$15.00
Lunch - \$20.00
Dinner - \$ 3025 .00 |

Accommodation Expense

1. When travelling on Summer Village business the actual cost of the accommodation may be claimed.

Other

1. Expense Claim forms must be filled out and signed by each member of Council prior to reimbursement.

7.C

svsouthview@outlook.com

From: Tracy With
Sent: September 23, 2025 10:53 AM
To: Summer Village of South View
Cc: Frank Lindegger; Development Officer
Subject: Re: German Camp Fire Suppression System

Good morning Angela,

I hope my email finds you well. I wanted to let you know I have sent off another reminder to the engineering firm that certifies our fire suppression system – I will keep you posted on my progress.

On another note – on September 20, 2025 – the decision was approved by the GCCA member in Edmonton to transfer the lake property to the GCRA in 2026. We will keep you posted on the progress and ensure we are well ahead of our deadlines to be lined up for tax payment etc. in 2026.

In that regard, I will be applying for CFEP funding for our wall repair and I was wondering if I might be able to obtain a letter of support from the Mayor and/or Council and/or Municipality in this regard – speaking to our support of the community, our hosting of the Canada Day celebration, the availability of our buildings and camping spots for rent by the community and the support our volunteers provide when called upon by the community.... If we need to have a meeting in this regard to discuss – please let me know.

Thank you for your patience on the certificate – I have sent a reminder today and will keep you posted on our progress of obtaining an up to date certificate.

Thank you,

Tracy With

svsouthview@outlook.com

From: shari.ives@firerescueinternational.net
Sent: September 30, 2025 1:35 PM
To: Shari.ives@firerescueinternational.net
Subject: Letter of Support for Fire Rescue International Grant Application for Vehicle Extrication course
Attachments: Fire Rescue International Ltd Request for Letter of Support CAO.pdf

Hello Everyone!

I hope you are having a great day. I am applying for a grant that could benefit many first responders in our region. The NFPA 1006 course is not offered very frequently-it's an extremely valuable course especially due to the amount of people in our communities who travel highways in our area. If we are successful in obtaining this grant, we will be inviting our mutual aid departments as well as other fire departments in our region to attend this 5 day course.

The grant application closes today (oops, I left this to the last minute). If you could send me over a quick letter of support, I'll put that in with my grant application.

Thanks so much!

-Shari Ives



Fire Rescue International Ltd.



September 30 2025

Dear CAO's for Alberta Beach, Val Quentin, Castle Island, Nakamun Park, Silver Sands & Southview

Hello, I hope you are doing well today. I am reaching out on behalf of *Fire Rescue International*. We are in the process of applying for a training grant through the Alberta Government. If successful, this grant would allow us to host the NFPA 1006 Vehicle Extrication Technician Level course — a program that is both difficult to access and critically important for the safety of our communities.

As you know, the highways surrounding our towns and villages see heavy traffic, and unfortunately, motor vehicle collisions are a reality we face too often. This course equips firefighters with the advanced skills needed to properly and safely extricate patients from severe accidents. It is training that saves lives.

Our commitment is not only to our own members, but also to our mutual aid partners and neighboring departments across the region. By broadening access, we ensure that responders in our area have the tools and confidence to act effectively when seconds matter most.

I am writing to respectfully ask for a letter of support to include with our application. Your endorsement would strengthen our case and demonstrate the collective commitment of our region to firefighter readiness and public safety.

I realize this is short notice — the application deadline is today — but your support would mean so much, not only to me, but to every firefighter and community member who stands to benefit from this training.

Thank you sincerely for considering this request, and for your ongoing support of our shared mission to protect and serve.

With gratitude,

Shari Ives

Fire Rescue International

svsouthview@outlook.com

From: SV REMP <summervillage.remp@gmail.com>
Sent: October 7, 2025 8:00 AM
To: Kathy Skwarchuk; Louise Kormos; Wendy Wildman; Angela Duncan; Emily House; Wendy Wildman; Tony Sonleitner; Dwight Moskalyk; Marlene Walsh; Troy Carriere; Nick Pelechtyk; Keith Pederson; Dieter Brandt (Ross Haven); Brian Benning; Janice Christiansen; Sandi Benford; Dean Preston; Kent Galusha; Ren Giesbrecht; John Swist; Tara Elwood; Bernie Poulin
Subject: SVREMP Advisory Committee – Meeting Minutes, Proposed 2026 Budget, and SOLE Information
Attachments: SV-SVREMP 26 PROPOSED BUDGET.pdf; SOLE (2) (1).pdf; SVREMP Advisory Committee Minutes- September 27, 2025 (1).pdf

Good Morning

Attached are the following documents for your review and distribution as appropriate:

1. **Minutes of the September 17, 2025, SVREMP Advisory Committee Meeting** – for your information and record.
2. **Proposed 2026 SVREMP Budget** – to be shared with member Councils for review and consideration at their upcoming Council meetings.
3. **State of Local Emergency (SOLE) Reference Document** – for Council awareness and preparedness planning.

Should you have any questions or require additional information, please don't hesitate to contact Janice or I.

Regards

Marlene Walsh, RDDEM
 Regional Deputy Director of Emergency Management
 Ste. Anne Summer Villages Regional Emergency Partnership

Janice Christiansen, RDEM
 Regional Director of Emergency Management
 Ste. Anne Summer Villages Regional Emergency Partnership

STE ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP

2026 BUDGET (PROPOSED AS AT 2025-09-27)

Subject to RDEM/RDDEM Contract Renewal

REVENUE				
	based on 10 Partners			
	Member Contributions			
	Alberta Beach		\$4,000.00	
	Birch Cove		\$4,000.00	
	Nakamun Park		\$4,000.00	
	Ross Haven		\$4,000.00	
	Sandy Beach		\$4,000.00	
	Silver Sands		\$4,000.00	
	South View		\$4,000.00	
	Sunrise Beach		\$4,000.00	
	Val Quentin		\$4,000.00	
	West Cove		\$4,000.00	\$40,000.00
EXPENDITURES:				
	Regional DEM			-\$18,000.00
	Regional Deputy DEM			-\$16,000.00
	Administration/Treasury			-\$2,000.00
	Committee Honorarium	Meetings for Chair role and Sub-Committee's outside of regular meetings for all members (13 @ \$75.00/meeting)		-\$1,000.00
MATERIALS				
	Training			-\$1,000.00
	Exercise	Small-Local Partnership (Spring)		-\$750.00
	Other			-\$1,000.00
	Mileage	(@CRA rate of .72)		-\$1,000.00
	Subscriptions	Office Suite/Norton		-\$250.00
	Office Supplies/copies	Paper, toner, photocopy services	\$1,000.00	-\$40,000.00

STATE OF LOCAL EMERGENCY (SOLE) based on BEM Training Manual

as at May 1 2020

WHAT IS A SOLE:

A State Of Local Emergency or "SOLE" is a declaration made under the Emergency Management Act (2018) by a local authority that grants special powers to the local authority in order to adequately address the emergency. According to Section 21 of the Emergency Management Act (2018), a local authority can declare a State Of Local Emergency at any time when there is or may be an emergency in the community, provided that the local authority believes that a significant emergency exists that poses a serious threat to people or property within the community.

REASONS TO DECLARE A SOLE: (NOTE: local authority will provide compensation for any property that it uses, takes or demolishes)

YES NO

1. Does a serious emergency exist that requires unusual power or resources from the local authority in order to address the emergency that is sufficiently large enough to constitute a disaster
2. Does Municipality need to acquire or use personal property
3. Does Municipality need to Control or Prohibit travel to - from - within community
4. Does Municipality need to Evacuate People, livestock or personal property
5. Does Municipality need to Enter any building or Land without a warrant
6. Does Municipality need to Demolish or remove trees, crops or structures
7. Does Municipality need to ensure Fixed Pricing
8. Does Municipality need to Conscript people to work/assist (if they do not do so willingly)

A SOLE IS NOT REQUIRED FOR THE FOLLOWING PURPOSES:

1. SOLE is not required to activate your Incident Command Centre (ICP)
2. SOLE is not required for a local authority or citizen to be eligible for financial assistance through a Disaster Recovery Program (DRP)

HOW LONG IS A SOLE EFFECTIVE FOR:

1. Until lifted/removed by local authority OR maximum of seven (7) days
3. Pandemic SOLE is in effect for 28 days

WHO HAS AUTHORITY TO DECLARE SOLE:

1. Mayor or in their absence any 2 members of Council (Should consult with their Local DEM)
2. Any two (2) members of the AEMA Advisory Board Council/Committee (Summer Villages Group) (Should consult with R-DEM)

HOW TO DECLARE:

1. Usually recommended by Director of Emergency Management, Emergency Advisory Committee or other Emergency Management personnel who believe that a serious emergency exists that requires unusual power or resources from community
 2. Complete Declaration of State Of Local Emergency form - present to authorized individuals to review, sign
 3. Submit Declaration to AEMA (Fax: 780-422-1549 or 780-427-1044)
 4. Forward copy of Declaration to applicable Field Officers (John Swist/Mark Pickford)
 5. Send out Alberta Alert to notify citizens of SOLE Declaration
 6. To Remove Declaration - complete applicable form and submit to AEMA (Fax: 780-422-1549 or 780-427-1044) and AEMA Field Officers
- NOTE: Declaration will expire in seven (7) days if not lifted



- Alberta Beach • Birch Cove • Nakamun Park
- Ross Haven • Sandy Beach • Silver Sands
- South View • Sunrise Beach
- Val Quentin • West Cove

SVREMP ADVISORY COMMITTEE ANNUAL MEETING

Saturday, September 27, 2025

3:00 PM - 3:30 PM

1. **Call to Order:** Chair - Ren Giesbrecht

2. [Attendance, September 27, 2025 Meeting](#)

a) **Organizational Meeting**

i) **Executive Appointments**

1) **Nominations for SVREMP Chairperson**

Janice Christiansen declared nominations open and called for nominations for Chairperson

Bernie Poulin nominated Dieter Brandt

Dieter Brandt accepted the nomination

Janice did 2nd call for nominations

Janice did 3rd call for nominations

Janice declared nominations cease.

Dieter Brandt was declared the SVREMP Chairperson for 2025/2026 by acclamation.

ii) Dieter Brandt assumed the chair and declared nominations open for Vice Chairperson

Bernie Poulin nominated Sandi Benford

Sandi Benford accepted the nomination

Dieter did 2nd call for nominations

Dieter did 3rd call for nominations

Dieter declared nominations cease - Sandi Benford was declared the SVREMP Vice Chairperson for 2025/2026 by acclamation.

iii) **Administration Services**

1) **Appointment of Financial Services and Administration**

Ren Giesbrecht moved that Janice Christiansen remain in the role as Financial Services and Marlene Walsh continue as Administration until December 2026. **CARRIED**

- 2) **Financial** Tara Elwood moved the GIC due October 28, 2025 be rolled over to the SVREMP Savings Account. Janice Christiansen, along with Chair Dieter Brandt and Vice Chair Sandi Benford will determine an appropriate investment for ratification. These ratified rates will be presented to the Advisory Council for approval. **CARRIED**

3) **Signing Authority**

Janice Christiansen will arrange for Dieter Brandt as the 3rd signing authority - Sandi Benford and Ren Giesbrecht will maintain their signing authority. Cheques will be prepared by Janice Christiansen and will require two signatures.

- iv) **RDEM Selection Committee** - Dieter Brandt, Sandi Benford, Janice Christiansen, and Marlene Walsh will manage the interview process for the RDEM position that will be available on January 1, 2026. Final recommendation for selection of the successful candidate will be shared for confirmation at the upcoming Advisory Committee Meeting.

3. **Regular Business**

b) **Budget**

Bernie Poulin moved SVREMP members be reimbursed for km claims in accordance with the CRA per KM rate and that the annual requisition fee for municipalities participating in the partnership be increased from \$3,900 annually to \$4,000.00 annually per municipality. The budget will be sent to CAO and Advisory Committee members for review and approval of the requisition at upcoming Council Meetings. **CARRIED**

4. **NEXT MEETING** - at the call of the Advisory Committee Chairperson

ADJOURNMENT

Analysis: INCOME REPORT - SOUTH VIEW

000000000

8

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
INCOME REPORT - SOUTH VIEW	(1)	(2)	(3)
Period 1: - ---- Begin	01Jan2025	01Jan2025	01Jan2025
Period 1: - ---- End	31Dec2025	30Sep2025	31Dec2025
Period 1: - ---- Type	B	A	B
(less) Period 2: - ---- Begin	000000000	000000000	01Jan2025
(less) Period 2: - ---- End	000000000	000000000	30Sep2025
(less) Period 2: - ---- Type			A
Ratios: % of Account			
Graphs: # of Columns, Scale	0 0	0 0	0 0
Description	2025 BUDGET	2025 ACTUAL	VARIANCE
REVENUE			
TAXATION			
RESIDENTIAL TAX- (MUNICIPAL)	203,561.30	203,561.34	0.04-
RESIDENTIAL TAX- (SCHOOL)***	53,975.74	53,975.74	0.00
VACANT RES TAX- (MUNICIPAL)	7,624.44	7,624.45	0.01-
VACANT RES TAX- (SCHOOL)***	2,021.68	2,021.68	0.00
LINEAR TAX- (MUNICIPAL)	2,859.43	2,859.43	0.00
LINEAR TAX- (SCHOOL)***	552.40	552.40	0.00
LINEAR TAX- (DIP)	10.19	10.19	0.00
SENIOR'S FOUNDATION	4,996.62	4,996.61	0.01
MINIMUM TAX (2025- \$1,155)	23,826.83	23,826.83	0.00
SPECIAL TAX	0.00	0.00	0.00
TOTAL TAXES	299,428.63	299,428.67	0.04-
OTHER INCOME\GRANTS			
PENALTIES & COSTS ON TAXES	2,500.00	2,411.99	88.01
INVESTMENT INCOME (INTEREST)	5,500.00	4,338.88	1,161.12
GRANT (MSI-O)\(LGFF-OP)	11,784.00	11,784.00	0.00
GRANT (MSI-C) (\$291,775)	0.00	0.00	0.00
*MUST SPEND \$65,922 MSI-C-'24			
GRANT (LGFF) (\$68,409 '24)	0.00	0.00	0.00
GRANT (CCBF) (\$89,361 END'23)	0.00	0.00	0.00
*MUST SPEND \$44,474 '24)			
GRANT (FIRESMART)	500.00	500.00	0.00
GRANT-	0.00	0.00	0.00
RESERVES	0.00	0.00	0.00
SPECIAL PROJECTS (LUB)	8,000.00	0.00	8,000.00
CAPITAL PROJECTS INCOME	116,143.00	0.00	116,143.00
UNRESTRICTED	0.00	0.00	0.00
ADMIN\COUNCIL			
SALES OF GOODS & SERVICES	0.00	2,815.25	2,815.25-
TAX CERTIFICATES	250.00	350.00	100.00-
N.S.F. FEES	0.00	0.00	0.00
FORTIS FRANCHISE FEE (3%)	2,500.00	1,988.63	511.37
OTHER (2024 COURT COSTS)	0.00	0.00	0.00
TRANS FR RES (MAP REVIEW)	1,500.00	0.00	1,500.00
TRANS FR RES (ELECTION)	3,078.00	0.00	3,078.00
Description	2025 BUDGET	2025 ACTUAL	VARIANCE

78

Analysis: INCOME REPORT - SOUTH VIEW

000000000

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
TRANS FR RES (COUNCIL ORIENT)	1,400.00	0.00	1,400.00
ANIMAL CONTROL\CPO\BYLAW			
BY-LAW FINES	0.00	0.00	0.00
FIRE INCIDENT RECOVERY (NEW)	0.00	924.80	924.80-
PROVINCIAL POLICING (FR.RES)	0.00	0.00	0.00
PUBLIC WORKS\COMMON SERVICES			
LARGE BIN (EVERY 2ND YR) (RES)	0.00	0.00	0.00
SALE OF TCA	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00
PARKS & RECREATION			
LAKE WEEDS COST RECOVERY	5,900.00	4,790.00	1,110.00
PROVINCIAL GRANT FCSS	3,665.00	2,749.40	915.60
GRANT FCSS (VOL.PICNIC\ALLNET)	0.00	0.00	0.00
TRANSFER FROM RESERVE (TREES)	4,103.00	0.00	4,103.00
PLANNING & DEVELOPMENT			
SAFETY CODE PERMIT FEES	1,250.00	979.73	270.27
DEVELOPMENT PERMITS	1,750.00	1,250.00	500.00
DEVELOPMENT APPEAL	0.00	0.00	0.00
TOTAL REVENUE	469,251.63	334,311.35	134,940.28
REQUISITIONS			
SENIOR FOUNDATION	4,996.62	4,996.62	0.00
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00
SCHOOL	56,549.82	42,412.36	14,137.46
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00
DIP	10.19	0.00	10.19
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00
TOTAL REQUISITIONS	61,556.63	47,408.98	14,147.65
NET REVENUE FOR MUN PURPOSES	407,695.00	286,902.37	120,792.63

Analysis: EXPENSE REPORT- SOUTH VIEW

000000000

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
EXPENSE REPORT- SOUTH VIEW	(1)	(2)	(3)
Period 1: --- Begin	01Jan2025	01Jan2025	01Jan2025
Period 1: --- End	31Dec2025	30Sep2025	31Dec2025
Period 1: --- Type	B	A	B
(less) --- Begin	000000000	000000000	01Jan2025
Period 2: --- End	000000000	000000000	30Sep2025
Period 2: --- Type			A
Ratios: % of Account			
Graphs: # of Columns, Scale	0 0	0 0	0 0
Description	2025 BUDGET	2025 ACTUAL	VARIANCE
COUNCIL			
DEVELOPMENT	3,650.00	2,387.14	1,262.86
MEETING FEES	10,000.00	5,175.00	4,825.00
MONTHLY REIMB (\$240\MONTH)	8,640.00	5,280.00	3,360.00
TRAVEL & SUBSISTENCE	6,250.00	3,085.74	3,164.26
SVLSACE COMMITTEE FEES	625.00	626.45	1.45-
PUBLIC RELATIONS & PROMO	500.00	0.00	500.00
COUNCIL EMAILS	255.00	269.97	14.97-
INTEGRITY COMMISSIONER	1,061.00	530.50	530.50
TOTAL	30,981.00	17,354.80	13,626.20
ADMINISTRATION			
ELECTION & CENSUS	5,000.00	4,177.02	822.98
ADMINISTRATOR CONTRACT	61,594.00	40,867.42	20,726.58
ADMIN ADDITIONAL WORK (MAP)	1,500.00	170.00	1,330.00
ADMIN DEVELOPMENT	1,000.00	375.00	625.00
WCB	550.00	663.02	113.02-
TRAVEL & SUBSISTANCE	2,300.00	589.88	1,710.12
POSTAGE\PHONE\STORAGE	4,600.00	3,114.31	1,485.69
ADVERTISING & PRINTING	2,850.00	1,288.27	1,561.73
MEMBERSHIP DUES	1,838.00	1,837.99	0.01
AUDITOR	4,300.00	4,200.00	100.00
ASSESSMT('25)5520\5680\5840	5,840.00	4,380.00	1,460.00
ASSESSMENT REVIEW BOARD	941.00	940.95	0.05
SDAB AGREEMENT\HEARINGS	2,300.00	2,148.00	152.00
LEGAL FEES	3,000.00	4,102.22	1,102.22-
INSURANCE	5,000.00	4,989.00	11.00
COMPUTER SUPPORT\WEBSITE	2,150.00	42.84	2,107.16
PUBLIC RELATIONS & PROMO	500.00	0.00	500.00
MEETING ROOM FEES	0.00	0.00	0.00
BANK CHARGES\PENALTIES	100.00	56.00	44.00
LAND TITLE CHARGES	50.00	10.00	40.00
TAX REBATES\CANCELLATIONS	0.00	0.00	0.00
INTEGRITY COMMISSIONER	0.00	0.00	0.00
TOTAL	105,413.00	73,951.92	31,461.08
PUBLIC WORKS\ROADS			
CONTRACTED SERVICES	1,000.00	472.50	527.50
SNOW REMOVAL\GRADING\SANDIN	7,000.00	5,145.00	1,855.00
STREET SWEEPING	1,500.00	2,600.00	1,100.00-
Description	2025 BUDGET	2025 ACTUAL	VARIANCE

30

Analysis: EXPENSE REPORT- SOUTH VIEW

000000000

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
REPAIRS\POTHOLES\CRACKFILL	3,500.00	3,400.00	100.00
SUPPLIES	250.00	75.00	175.00
SIGNS	300.00	0.00	300.00
STREET LIGHTS	15,200.00	10,682.28	4,517.72
WAGES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
TOTAL	28,750.00	22,374.78	6,375.22
DRAINAGE			
GENERAL SUPPLIES	0.00	0.00	0.00
DRAINAGE STUDY	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00
LAGOON\SEWER			
LAGOON\SEWER CAPITAL	0.00	0.00	0.00
LAGOON\SEWER OPERATING	0.00	429.46	429.46-
TOTAL	0.00	429.46	429.46-
SOLID WASTE COLLECTION			
COLLECTION (E360S)	8,400.00	6,531.90	1,868.10
LARGE BIN (EVERY 3 YEARS)	0.00	0.00	0.00
COMMISSION (HWY 43)	0.00	0.00	0.00
TOTAL	8,400.00	6,531.90	1,868.10
PLANNING & DEVELOPMENT			
D.O. CONTRACT (ANNUAL)	9,070.00	5,512.50	3,557.50
D.O. MEETINGS\MILEAGE	0.00	0.00	0.00
DEVELOPMENT PERMITS	0.00	300.00	300.00-
DEVELOPMENT ENFORCEMENT	1,000.00	0.00	1,000.00
MUNICIPAL PLANNING	0.00	0.00	0.00
SAFETY CODES ADMIN	2,121.00	1,060.50	1,060.50
TOTAL	12,191.00	6,873.00	5,318.00
LIBRARIES			
LIBRARY (YRL)	342.00	342.00	0.00
TOTAL	342.00	342.00	0.00
FAMILY & COMMUNITY SUPPORT SER			
FCSS (\$3,727) (\$657 ADMIN)	4,583.00	2,378.75	2,204.25
FCSS	0.00	0.00	0.00
TOTAL	4,583.00	2,378.75	2,204.25
RECREATION & PARKS			
TREE REMOVAL	4,103.00	4,523.68	420.68-
GRASS CUT\CLEAN UP (2026)	32,000.00	28,545.44	3,454.56
PORTA-POTTY (JUN-OCT)	0.00	0.00	0.00
EQUIP & SUPPLY (FUEL)	750.00	963.15	213.15-
WEED INSPECTIONS	330.00	0.00	330.00
LAKE WEED CUTTING (LIAMS)	6,400.00	5,080.00	1,320.00
EAST END BUS	375.00	375.00	0.00
BOAT LAUNCH (NEW)	0.00	0.00	0.00
FLOWERING RUSH (M#093-2024)	1,000.00	1,000.00	0.00
Description	2025 BUDGET	2025 ACTUAL	VARIANCE

Analysis: EXPENSE REPORT- SOUTH VIEW

000000000

Description	2025 BUDGET	2025 ACTUAL	VARIANCE
TOTAL	44,958.00	40,487.27	4,470.73
EMERGENCY & SHARED SERVICES			
LIBRARY (LOCAL)	1,000.00	1,000.00	0.00
RECREATION-LSA CONTRIBUTION	500.00	500.00	0.00
FIRE SUPP (2021-2025)	15,400.00	11,296.64	4,103.36
FIRE INCIDENT RECOVERY	0.00	924.80	924.80-
CPO\ENHANCED POLICING	9,800.00	2,546.20	7,253.80
EMERGENCY RELIEF (COVID)	0.00	0.00	0.00
EMERGENCY MANAGEMENT FEES	9,000.00	5,332.46	3,667.54
PROV POLICING(20\21 1ST YR)	4,774.00	4,840.00	66.00-
YR 1 -B 1,626 A(1,621)			
YR 2 -B 2,441 A(2,434)			
YR 3 -B 3,252 A(3,207)			
YR 4 -B 4,881 A(4,512)			
YR 5 -B 4,881			
(AVG OVER 5 YEARS)\$3,417			
TOTAL	40,474.00	26,440.10	14,033.90
RESERVE ACCOUNTS (5% INC)			
PROVINCIAL POLICING RESERVE	0.00	0.00	0.00
SUSTAIN.RESERVE(1\2 MSI-O)	180.00	0.00	180.00
TREE REMOVAL RESERVE	1,158.00	0.00	1,158.00
SNOW REMOVAL RESERVE	0.00	0.00	0.00
LEGAL RESERVE	1,158.00	0.00	1,158.00
ELECTIONS RESERVE	1,500.00	0.00	1,500.00
LARGE BIN RESERVE	1,389.00	0.00	1,389.00
MAP REVIEW	525.00	0.00	525.00
APPEAL RESERVE	1,050.00	0.00	1,050.00
TOTAL	6,960.00	0.00	6,960.00
YEAR-END AUDIT ACCOUNTS			
ANNUAL AMORTIZATION	0.00	0.00	0.00
GAIN\LOSS ON SALE OF TCA	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00
SPECIAL PROJECTS			
BRUSH CLEARING (FIRESMART)	500.00	1,152.14	652.14-
LAND USE BYLAW REVIEW	8,000.00	0.00	8,000.00
TOTAL	8,500.00	1,152.14	7,347.86
CAPITAL PROJECTS			
2025 PROJECT- BOAT LAUNCH-MSI	11,136.00	0.00	11,136.00
2025 PROJECT- EAST ACCESS RD	100,000.00	0.00	100,000.00
2025 PROJECT- LARGE BINS-MSI	2,007.00	0.00	2,007.00
2025 PROJECT-FIRE HAZARD SIGNS	3,000.00	3,055.00	55.00-
TOTAL	116,143.00	3,055.00	113,088.00
TOTAL EXPENSES	407,695.00	201,371.12	206,323.88



CHIEF ADMINISTRATIVE OFFICER'S REPORT

October 21, 2025

1. Active Motions and Things to Do

This list was developed so that Council can track the status of motions that have been made and for Council to have an understanding of administration's current workload. The list has been backdated to January 2025. Active motions made before then have not been recorded below.

ADMINISTRATION

ACP Grant Application

- 029-2025 **MOVED** by Mayor Benford that the core asset condition assessment and plans of survey quotes be accepted for information and further that administration follow up on an Alberta Community Partnership Grant application for an asset condition assessment, asset management plan, and GIS system, as discussed.
- Mar 11 25 Regional Partners have been identified and MPE Engineering is in the process of drafting this grant application for us. This is related to motion 005-2025.
- 180-2025 **MOVED** by Mayor Benford that the Summer Village of South View supports the submission of a 2025-26 Alberta Community Partnership (ACP) grant application in support of the Regional Asset and Land Management Strategy project and is prepared to manage the grant project and related compliance requirements. There is no matching contribution required.
- Oct 6 25 Various motions of support have been received and forwarded to MPE.

2025 FCSS

- 025-2025 **MOVED** by Councillor Richardson that the 2025 Family and Community Support Services (FCSS) funding be allocated as follows:
- All-Net - \$600
 - Darwell Library - \$500
 - East End Bus - \$375
 - FireSmart / Public Safety / Emergency Management Day and Volunteer Appreciation - \$1800
 - Unallocated - \$849.10
- Feb 19 25 Cheques have been sent as motioned. Unallocated funds will be brought back to a future meeting.
- 175-2025 **MOVED** by Mayor Benford that South View's remaining 2025 Family and Community Support Services (FCSS) funding be allocated as follows:
- \$500 to the Darwell School
 - \$539.05 to the Darwell Betterment Association
- Oct 6 25 Cheques have been hand delivered by Mayor Benford due to the mail strike.

MCCAC Climate Resilience Capacity Building Program



CHIEF ADMINISTRATIVE OFFICER'S REPORT

October 21, 2025

-
- 083-2025 MOVED by Mayor Benford that Council approve CAO Duncan's participation in the Climate Resilience Capacity Building Program – Collaborative Learning Stream through the Municipal Climate Change Action Center and further that the Letter of Commitment be signed and its execution authorized.
- Jun 11 25 Angela has been attending the sessions and working on a draft business case as part of the program.
- Aug 8 25 Module 1 of the program has been completed. The deliverable for module 1 was developing a business case for a climate resilience plan. This business case is Attachment 1 to the August 19, 2025 CAO report.

Public Works Liaison Policy

- 110-2025 MOVED by Councillor Richardson that administration draft a Council Public Works Liaison Policy and FURTHER that the policy be brought back to a future Council meeting for review.

Fortis Franchise Fee

- 178-2025 **MOVED** by Deputy Mayor Ward that the Fortis Alberta Franchise fee be increased to 5%.
- Oct 6 25 Due to the mail strike, administration decided to advertise this by posting it for two weeks on the website and sending out a notice on All-net. Fortis confirmed that this was acceptable.

COUNCIL

Intermunicipal Collaboration Framework

- 046-2025 MOVED by Deputy Mayor Ward that the deadline to review the Intermunicipal Collaboration Framework Agreement between the Summer Village of South View and Lac Ste Anne County be extended to March 31, 2027, as permitted by Ministerial Order MSD:024-23 and FURTHER that Council requests to start discussions following the 2025 municipal election.

Privacy Legislation

- 049-2025 MOVED by Mayor Benford that the Summer Village of South View partner with the Summer Village of Nakamun Park to engage legal counsel to investigate and prepare the requirements for compliance with the new privacy legislation, Access to Information Act (AIA) and Protection of Privacy Act (POPA), including a comprehensive Privacy Management Plan.
- Jul 11 25 CAO completed the online POPA / ATIA Courses and ensure that contact information is up to date.

Land Use Bylaw Review



CHIEF ADMINISTRATIVE OFFICER'S REPORT

October 21, 2025

- 052-2025 MOVED by Councillor Richardson that administration continue with the drafting and review of the Land Use Bylaw and Public Engagement Plan for Council's review, with the public engagement to commence after the 2025 Municipal Election.
- Jun 11 25 This will be picked back up after the election.
- Aug 28 25 Administration is discussing next steps with both Dwight Moslakyk (consultant) and the Development Officer. Further information should be available at the October meeting.
- Oct 6 25 I met with Paul Hanlan to discuss this and we have put together a proposal.

LILSA – Lake Management Plan

- 160-2025 **MOVED** by Councillor Richardson that Summer Village of South View Council endorse the Lake Isle/Lac Ste. Anne Stewardship Society (LILSA) — an established non-profit organization with a focus on lake stewardship, water quality, and wetland/riparian health — to take the lead in investigating and developing a comprehensive Lake Management Plan for Lac Ste. Anne, Lake Isle, and the surrounding watersheds, including Devils Lake, Big Lake, and other applicable tributaries. FURTHER, that Council recommends the plan include, at a minimum:
- Strategies for protecting and improving water quality and quantity;
 - An assessment of historical and current lake levels; and
 - Consideration of the potential need for, and implications of, a water control structure.
- FURTHER, that all work undertaken through this initiative be conducted in alignment with applicable provincial regulatory requirements and environmental approval processes.
- 179-2025 **MOVED** by Deputy Mayor Ward that Mayor Benford be appointed to the LILSA Water Quality and Water Quantity Project Steering Committee.
- Sep 16 25 An email has been sent to LILSA to inform them of the appointment.

2025 ASVA Conference

- 098-2025 MOVED by Mayor Benford that Council and Administration be approved to attend the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16-17 in Edmonton, 2025 and further that registration be completed now with names to be provided after the election.
- Jul 02 25 3 Council registrations have been completed with names to be provided after the election. I have also registered with my costs being shared amongst participating summer villages. Hotel rooms have been booked for Council and administration.
- Aug 20 25 Names and positions have been provided to the ASVA.
- 176-2025 **MOVED** by Mayor Benford that \$125 be approved to purchase a donation for the 2025 Association of Summer Villages of Alberta (ASVA) 2025 Silent Auction.



CHIEF ADMINISTRATIVE OFFICER'S REPORT

October 21, 2025

Hill Side Park Gazebo

161-2025 **MOVED** by Mayor Benford that the Summer Village gather information to build a gazebo in Hill Side Park with the intention of applying for the 2026 Alberta Blue Cross Built Together Grant.

WILD Water Commission

174-2025 **MOVED** by Mayor Benford that the discussion with Dwight Moskalyk, Chief Administrative Officer, WILD Water Commission be accepted for information and FURTHER that the WILD Water Commission be placed on the November 2025 Regular Meeting agenda.

Mutual Aid Agreement

177-2025 **MOVED** by Deputy Mayor Ward that the Mutual Aid Agreement between Alberta Beach and Lac Ste. Anne County be accepted for information and FURTHER that the Mutual Aid Fire Agreement Addendum between South View and Lac Ste. Anne County be approved and its execution authorized.

Oct 6 25 Agreement has been signed and delivered to Alberta Beach.

Regional Multi-day Emergency Management Exercise

181-2025 **MOVED** by Mayor Benford that the South View Director of Emergency Management and Deputy Director of Emergency Management be approved to attend the Regional Multi-Day Emergency Management Functional Exercise being held in Lac Ste Anne County on October 6 to 9, 2025 and FURTHER that any costs that cannot be absorbed in the annual budget be paid for from reserves.

Oct 6 25 This exercise has been postponed.

Council Remuneration and Expense Reimbursement Policy

184-2025 **MOVED** by Deputy Mayor Ward that administration update the Council Remuneration and Expense Reimbursement Policy C-COU-REM-1 as per Council direction and bring the policy back to a future meeting for review and approval.

Oct 6 25 Amended policy is on the October meeting agenda for review.

PUBLIC WORKS

Darwell Lagoon Commission – Transmission Line Project

Apr 29 25 A mail out for the Darwell Phase A line was sent to Residents April 29 regarding the proposed sewer system and upcoming tank inspections.

Aug 8 25 Darwell Lagoon Commission has completed the tank inspections in the summer village.

East Access Road

Jun 11 25 EAST ACCESS ROAD – numerous emails have been sent to LSAC regarding the East Access Road, with no response. On June 3, Angela had a discussion with Greg



CHIEF ADMINISTRATIVE OFFICER'S REPORT

October 21, 2025

Edwards, LSAC, who said that they concerned about the pricing of the quotes that they received for work and are looking to scale back the project to keep it affordable. They are in the process of seeing if they can identify any culverts that may be under the road that could be used to improve drainage. Generally, they are looking to do another temporary fix and have verbally advised administration that we should plan to fix this road every 4 to 5 years. During the discussion, Mr. Edwards said that he would have a follow-up email outlining costs, project scope, and proposed cost share to me by the end of the week (June 6). As of June 11, 2025 no follow-up email has been received. If a response is available at meeting time, it can be added to the agenda.

- 105-2025 MOVED by Deputy Mayor Ward that a letter be sent from Mayor Benford to Lac Ste Anne County Council regarding South View's East Access Road and further that this letter outline the lack of communication from Lac Ste Anne County regarding the road repair as well as requesting information regarding proposed scope of work, timelines, and their proposed cost sharing agreement.
- Jun 20 25 This letter was signed by Mayor Benford and sent to LSAC on June 20, 2025. Confirmation of receipt was received from Interim CAO Court.
- July 18 25 An email was received from Greg Edwards (LSAC) that on Monday July 21, LSAC would be having the culvert replaced under the road to help improve the drainage and there would be a temporary gravel patch over the culvert replacement. No information yet regarding pricing or cost share.
- Aug 12 25 Scope of work, quotes, and a cost share proposal were received from Lac Ste Anne County. This is on the August 19 agenda for a decision.
- 157-2025 MOVED by Mayor Benford that South View agrees to proceed with the repair to the East Access Road and FURTHER that South View proposes a 65/35 cost share with South View paying 65 percent and Lac Ste. Anne County paying 35 percent.
- Sep 11 25 This road has been paved. Administration was not provided notice regarding when the road would be paved and as a result no message was sent to residents. Deputy Mayor Ward has flagged concerns with the repair.
- Sep 16 25 Deputy Mayor Ward has confirmed that the concerns with the repair have been addressed.

Gravel Purchase for OWD

- 087-2025 MOVED by Mayor Benford that 2 to 3 loads of gravel be purchased and placed at the Southwest end of Oscar Wikstrom Drive.
- Jun 11 25 Council said that they wanted to gather quotes and complete this work. Administration is unaware of the status.
- Sep 16 25 Council has requested that this be considered during 2026 Budget deliberations.



CHIEF ADMINISTRATIVE OFFICER'S REPORT

October 21, 2025

Lake View Avenue Turnaround

088-2025 MOVED Mayor Benford that the Council reports be accepted for information and FURTHER that the turnaround at the end of Lake View Avenue be added to a future meeting agenda.

Fire hazard & other signs

108-2025 MOVED by Mayor Benford that the removal of the current fire hazard signs and the purchase and installation of two new fire level hazard signs be approved FURTHER that the total cost is not to exceed \$6000 and FURTHER that an application be made to utilize capital grant funding for the project.

Jun 27 25 2 fire signs have been ordered. The plan is to remove the old signs and utilize the existing structures for the new signs. An LGFF grant application has been opened for this project.

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

Jul 18 25 All three fire signs have been installed.

Oct 11 25 Confirmation has been received that CCBF funding has been approved for this project.

Drainage Plan

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

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

162-2025 MOVED by Deputy Mayor Ward that Lake View Avenue drainage improvements be considered in conjunction with a potential municipal drainage plan.

163-2025 MOVED by Deputy Mayor Ward that administration obtain engineering quotes for a municipal drainage plan.

Lake View Avenue Brush Pile

185-2025 MOVED by Deputy Mayor Ward that Mayor Benford follow up with JRC Contracting regarding the burn pile on Lake View Avenue and FURTHER that once WCB and liability insurance have been confirmed, JRC contracting be requested to push the burn pile as directed by Council.



CHIEF ADMINISTRATIVE OFFICER'S REPORT

October 21, 2025

2. Administration Meetings and Other Engagements

- i) Alberta Municipalities Sustainability and Environment Committee – September 12, 2025
- ii) Community drive through with Deputy Mayor Ward – October 3, 2025
- iii) Asset Management Planning Discussion – October 16, 2025
- iv) ASVA Conference – October 16-17, 2025

3. Reports and Other Items

- a. **Semi Annual Enforcement Services Report from Lac Ste. Anne County (LSAC)** – this report was received from LSAC. An email response was sent to LSAC requesting clarification and further information including statistics and calls as well as clarification regarding the map included in the report. Further information will be provided at meeting time.
- b. There was a lot consolidation via plan of survey. 54 and 58 Lake View Avenue have been consolidated.
- c. Burn pile and Winter burn – Mayor Benford and Fire Captain Lindstrom met to discuss the Summer Village burn pile and safety parameters regarding a winter burn. Captain Lindstrom has indicated that we will require at least one (1) foot of snow on the ground and a minimum perimeter of 20 ft except on the east side which will require 30 feet due to the power pole. Mayor Benford is following up with the contractor to move the pile to confirm if the perimeter can be established. This has been included here in case Council would like to further discuss the burn.

4. Attachments

- a. Semi Annual Enforcement Services Report from Lac Ste. Anne County

2025

SUMMER VILLAGE OF SOUTH VIEW SEMIANNUAL REPORT

Enforcement Services



LAC STE. ANNE COUNTY

AT A GLANCE

Lac Ste. Anne County is proud to work alongside our neighbouring summer villages to provide professional and responsive bylaw enforcement services. Because summer villages are small and seasonal in nature, most do not have the resources to employ enforcement staff. By partnering with the County, they gain access to trained Community Peace Officers (CPOs) who help keep communities safe, fair, and welcoming.

Through service agreements, County Peace Officers extend their patrols into partnering summer villages, providing cost-effective service, consistency, and flexibility. This collaboration ensures residents and visitors receive the same level of enforcement throughout the region.

On April 1, 2025, Lac Ste. Anne County entered into an agreement with the Summer Village of South View to provide Community Peace Officer and bylaw enforcement services. This joint venture strengthens the relationship between the two municipalities, enhancing both awareness and community safety.

ON THE GROUND IN SOUTH VIEW

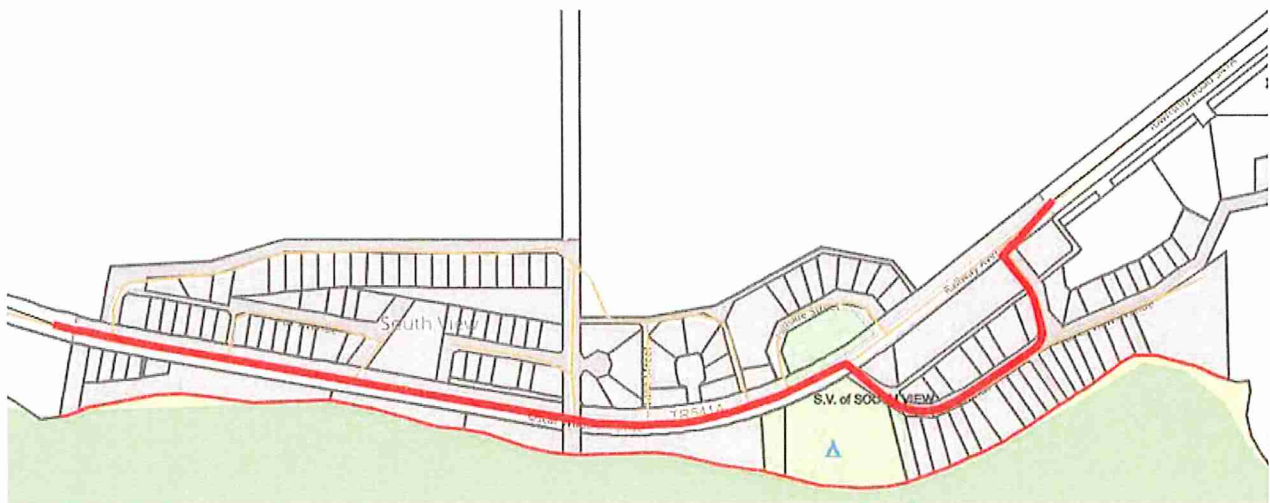
Lac Ste. Anne County Peace Officers began patrolling the Summer Village of South View immediately following completion of the service agreement. Patrols began with the intention of public information and engagement, focussing on helping residents understand the services available, promoting traffic safety, and encouraging responsible use of municipal resources. Since April, County Peace Officers have engaged directly with residents—answering questions, listening to concerns, and encouraging use of the LSAC Bylaw Complaint Line, focussed on education and awareness—explaining local bylaws, traffic safety rules, and the process for filing a complaint, and collaborating with protective services partners to support safety across the community.

Patrol observations have shown a seasonal increase in activity, particularly in day-use and boat launch areas, between April and June. Residents also requested patrols in response to growing concerns of traffic safety, speeding complaints, rural crime in the area, and a noticeable increase of dogs at large within the community.

While patrol schedules must balance demand across the region, officers have successfully connected with community members during visits. Feedback from residents and visitors has been positive, highlighting the value of officer presence and the importance of visible patrols in South View.

42

PATROL AREA MAP



Gis Mapping of Peace Officer Patrols in the Summer Village of South View

43





Certified Local Government Manager

Society of Local Government Managers of Alberta

PO Box 308, 4629-54 Ave., Bruderheim, Alberta T0B 0S0
Telephone 780.796.3836 Website www.clgm.net

15 September 2025

Mayor Sandi Benford Via Email svsoutview@outlook.com
Summer Village of South View
PO Box 8
Akberta Beach AB T0E 0A0

Your Worship Mayor Benford,

Thank you for your submission and nomination for Ms Wendy Wildman for the 2025 "Dedicated CAO Award".

There were five exceptional nominations for this prestigious award. The Alberta Municipalities and SLGM Evaluation Committees were presented with four excellent well-prepared nominations which made their decisions very difficult. Kalen Hastings, Town of Coaldale, was selected to receive the award.

The respect for your CAO is very evident in the "Dedicated CAO Award" application submitted.

We would like to congratulate all the nominees for their outstanding submissions for the 2025 Dedicated CAO Award.

Once again, thank you for your submission and we encourage you to apply for this award next year.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jesse Sopko", is written over a horizontal line.

Jesse Sopko CLGM
Chair

Cc President Tyler Gandam, Alberta Municipalities

155-25
255-2-25

Charting the Course Together: Navigating Ambiguity

Introduction

YRL is a member-facing, customer-focused organization. The scope of the support provided by YRL is defined by the Alberta Libraries Act and Regulations, and the YRL Master Membership Agreement and Strategic Plan. This budget supports the first year of our first-ever five-year plan of service. We use an integrated planning process that links mission, vision, values and priorities to coordinate and drive all planning and resource allocation operations.

Determining the cost of YRL's routine expenses (organizational commitments and operations) while balancing strategic planning efforts is a part of the annual budget process.

Not all components of the strategy will need direct funding, as some tasks might need new processes or procedures, as well as a reallocation of resources (staff time).

Budget Process

- Accounting assessed organizational commitments, projected interest rates and inflationary increases based on the current situation and average actual expenses over the past three years.
- Administration reviewed policies and procedures which impact and influence budget decision or direction.
- Administration reviewed the 2026-2030 Plan of Service to begin planning priorities and contingencies over the next five years.
- Managers confirmed organizational commitments (license agreements, hardware replacement obligations), projected staffing requirements, and assessed projects based on operational commitments and strategic priorities.
- Administration reviewed requests and rationale with the managers, adjusted budget amounts, and evaluated plans with consideration of the ad hoc Finance Committee direction and prior YRL Executive Committee and Board of Trustees discussions.

Overview

Administration

The official population figures for public library services are taken from Alberta Municipal Affairs. The population remains steady, with few changes projected for 2026. The proposed budget includes a continuation of a two per cent (2%) levy rate increase which is consistent with the last three years. As per the ad hoc Finance Committee

46

recommendations, Administration is developing a communications plan for 2027-2030 for levy increases that focuses on sustainability of YRL services.

The proposed budget expenditures are aligned to support the 2026-2030 strategic plan focusing on the key priority areas of environments, people and technology. This budget proposal:

- Recognizes the need for YRL managers and staff to operationalize the new strategic plan, including evaluating communications, promotions and training for member libraries.
- Plans for increased training needs for our libraries to support core operational services for patrons such as LEAP access point for Polaris and the new TRACpac+ Discovery layer. Professional development is planned to support YRL staff in building their skills to support these transitions.
- Addresses the development needs of YRL board members and municipal library board members.
- Reflects a salary and benefits review completed in 2025 that supports the YRL Board's vision as an employer, as per the Compensation Philosophy Policy.

Projects for 2026 include a re-visioning of service delivery, particularly TRAC. The start is with the new discovery layer which facilitates future potential changes. The investigation into a fundamental change in service delivery will be assessed in concert with our TRAC partners. As YRL practices are deeply engrained with TRAC, there could be some staff time savings and cost-neutral changes.

Additionally, the change in the privacy legislation requires YRL to review policies and procedures for compliance. This includes providing some support and information to our member libraries as they work through the same issues. As there is power in collaboration, we will work with the other regional libraries in Alberta. This will be a staff time intensive project requiring limited, if any, financial outlay.

Collections and Resource Sharing

This department is responsible for acquisitions of print and electronic resources and maintenance of the data to permit use of content by libraries and members of the public. The core activities include acquisitions, cataloguing, processing, interlibrary loan management, vendor relationships, and delivery. The proposed 2026 budget items will:

- Accommodate increases in costs from increasing library ordering – driven by leadership changes, relocations and external grants awarded to member libraries – while prioritizing financial sustainability.
- Maintenance of staffing hours for materials handling due to the launch of the new TRACpac+ discovery layer.
- Support the new strategic direction for eResources as addressed by the 2025 needs assessment completed by public library patrons and member library staff.

47

This includes supporting a suite of focused resources to meet reading, learning and career development support needs.

Library Development Services

This department is responsible for front-line service and support to member libraries. Core activities include but are not limited to answering questions from public and school library staff on general policy, procedure and process, and plan of service supports for public library boards and staff.

The budget requests for LDS focus on provision of support and fostering professional development for member library staff who are working in increasingly complex and fast-evolving environments. The proposed 2026 budget items will:

- Support the development of measures and impact assessment for services over the next plan of service period for all member libraries.
- Participate in communications strategies that emphasize building trust and the continuous promotion of YRL services to member libraries.
- Support current resource offerings for using community information (Environics Research Data), patron incident reporting and more, which will in turn enhance the overall impact libraries have on their communities.
- Support the move to self-directed library services for On-Reserve and On-Settlement (OROS) communities facilitated through Public Library Services Branch grant funds.
- Continue professional development and skill development to support evolving member library needs and growing demand for consulting and training services in a continuously changing environment.

Technology Services

This department focuses on the technical support required for libraries to serve their community. This includes but is not limited to servers and network design/support, staff and public access computer support, and wireless access points.

In addition to continued licenses and professional support to maintain network services and address cybersecurity issues, this budget request will:

- Proactively address network vulnerabilities on a quarterly basis supporting ongoing assessment and focusing on safety and security of the YRL network.
- Complete the final phase of the public access computers project, including installation of Cybrarian software and operationalize supporting the public access computers for member libraries.
- Improve professional expertise in service areas we provide to members, including cybersecurity and network support.

48

Yellowhead Regional Library Draft 2026 Budget - General Fund

REVENUE					2024	2025	2026	VARIANCE	
R1	Additional Allotment	\$	150,000	\$	180,000	\$	200,000	\$	20,000
									Additional allotment purchased by member libraries; offset in Line E16: Purchases - Allotment.
R2	Contract Services	\$	78,000	\$	85,904	\$	85,904	\$	-
									TRAC Central Site Agreement.
R3	Interest	\$	145,000	\$	136,000	\$	180,000	\$	44,000
									Estimate based on average account balances and interest rates.
R4	Local Appropriations	\$	1,433,185	\$	1,430,809	\$	1,460,920	\$	30,111
									Increased by 2% (\$4.85) per capita on Alberta Municipal Affairs 2024 official population figures as of Jan. 2025; no changes from previous year.
R5	Non-allotment Sales	\$	200,000	\$	200,000	\$	200,000	\$	-
									Prediction for the volume of non-allotment purchases; offset in Line E18: Purchases - Non-allotment; reflects trend experienced over last three years.
R6	Operating Grant	\$	1,462,572	\$	1,465,449	\$	1,465,449	\$	-
									Municipal Affairs Public Library Services Branch (PLSB) operational funding based on 2019 population figures; assumption grant remains at \$4.75 per capita. Includes Library Services Grant paid out to libraries; offset in Line E9: Library Grant Disbursements.
R7	Other Grants	\$	27,726	\$	31,926	\$	27,726	\$	(4,200)
									PLSB On-Reserve/On-Settlement (OROS) Grant; offset in Line E13: OROS Grant; decrease due to actual grants received in 2025.
R8	School System Levy	\$	147,761	\$	156,595	\$	165,819	\$	9,224
									Increased by 2% (\$15.71) per full-time equivalent (FTE) student on Alberta Education population figures; reflects recent trend of relatively stable student populations.
R9	Workshop and Conference	\$	12,000	\$	12,000	\$	12,000	\$	-
									Revenue from workshop and conference attendees; offset in E24: Workshops and Conferences.
TOTAL REVENUE		\$	3,656,244	\$	3,698,683	\$	3,797,818	\$	99,135

EXPENSES					2024	2025	2026	VARIANCE	
E1	Bank Charges and Miscellaneous	\$	2,310	\$	2,780	\$	3,500	\$	720
									Credit card fees; increase in bank fees, miscellaneous charges.
E2	Building Maintenance	\$	48,300	\$	45,000	\$	48,500	\$	3,500
									Non-capital building maintenance including mechanical, cleaning and incidentals; 10% increase due to inflation of labour and material costs.
E3	Membership Support	\$	2,500	\$	2,500	\$	2,500	\$	-
									Technical fixes/replacement of equipment; includes Technology Services staff travel to member libraries (fuel, meals and, if required, hotels).
E4	Delivery	\$	46,856	\$	50,547	\$	50,500	\$	(47)
									Direct non-salary costs of delivery system.
E5	Employee Benefits	\$	369,170	\$	381,763	\$	373,772	\$	(7,991)
									Reflects known Canada Pension Plan increases and two percent cost of living adjustment (COLA) increase.
E6	Employee Salaries	\$	1,922,834	\$	1,931,281	\$	2,065,292	\$	134,011
									Reflects known staff changes and director's contract; estimate of seniority increases, and two percent COLA increase.
E7	Insurance	\$	20,000	\$	20,000	\$	20,000	\$	-
									Alberta Municipal Services Corporation provides all coverages (auto, building, liability); cyber insurance.
E8	Leases and Licensing	\$	135,000	\$	188,296	\$	153,700	\$	(34,596)
									Licensing costs for software/equipment leasing and maintenance (often reactive); decrease due to discontinuation of LibraryAware, Learn with NovelList and Mental Health First Aid.
E9	Library Grant Disbursements	\$	60,486	\$	60,486	\$	60,486	\$	-
									Funds distributed to designated libraries, as directed; income reflected in Line R6: Operating Grant.
E10	Library Supplies and Shipping	\$	25,000	\$	48,000	\$	40,000	\$	(8,000)
									Processing supplies (mylar, labels, barcodes) and incoming shipment charges; increased drop shipping; decrease due to operational results.
E11	Memberships	\$	20,600	\$	20,600	\$	20,600	\$	-
									Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA), The Alberta Library (TAL), and Canadian Urban Libraries Council (CULC).
E12	Office Supplies and Equipment	\$	23,000	\$	23,000	\$	20,000	\$	(3,000)
									General office supplies and internal hardware/software.

Yellowhead Regional Library
Draft 2026 Budget - General Fund

E13	On-reserve/On-settlement Grant	\$	27,726	\$	27,726	\$	27,726	\$	27,726	Offset in Line R7: Other Grants.
E14	Printing and Promotion	\$	5,500	\$	5,500	\$	5,500	\$	-	Printing of stakeholder communications; YRL's share of promotional costs for regional library participation in trade shows.
E15	Professional Services	\$	140,500	\$	189,430	\$	148,500	\$	(40,930)	Annual audit fee; communications; technical support and incidental legal expenses; majority due to ACSJ (IT) managed services.
E16	Purchases - Allotment	\$	330,000	\$	350,000	\$	350,000	\$	-	Allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment purchased by member libraries and offset in Line R1: Additional Allotment.
E17	Purchases - HQ Collections	\$	239,250	\$	268,000	\$	243,500	\$	(24,500)	New/current online content; majority negotiated by TAL on behalf of members; decrease due to needs assessment.
E18	Purchases - Non-allotment	\$	200,000	\$	200,000	\$	200,000	\$	-	Offset in Line R5: Non-allotment Sales.
E19	Staff Travel Expenses/Recruitment	\$	10,000	\$	16,500	\$	10,000	\$	(6,500)	Non-IT staff travel (fuel, meals and, if required, hotels); decrease due to actual needs.
E20	Staff Professional Development	\$	33,800	\$	53,200	\$	32,300	\$	(20,900)	Includes training, technical training and conference; continuing education; decrease due to actual needs.
E21	Telephone and Utilities	\$	100,000	\$	100,175	\$	96,075	\$	(4,100)	Off-site data service fees; decrease due to actual needs.
E22	TRAC Expenses	\$	200,000	\$	244,771	\$	228,212	\$	(16,559)	YRL's share of TRAC budget; reflects capital hardware purchases; decrease due to actual costs.
E23	Trustee Expenses	\$	30,000	\$	33,975	\$	30,000	\$	(3,975)	Board/Executive Committee meeting costs, advocacy and conference; decrease due to actual costs.
E24	Workshops and Conference	\$	22,000	\$	37,050	\$	20,000	\$	(17,050)	Stronger Together Conference and in-house workshops; decrease due to operational results.
TOTAL EXPENSES		\$	4,014,832	\$	4,300,580	\$	4,250,663	\$	22,191	

General Fund: Surplus (Deficiency)
Revenue Over Expenses
Cost-benefit Ratio

\$	(358,588)	\$	(601,897)	\$	(452,845)
109.81%		116.27%		111.92%	

50

Yellowhead Regional Library 2025 Fund Reserves

	General Fund	Equity in Capital Assets	Operational Contingency Fund	Special Projects Fund	Capital Fund	Total
Interfund Transfers	\$ 190,858	\$ 426,302	\$ 2,171,969	\$ 90,931	\$ 588,212	\$ 3,468,272
	\$ (190,858)		\$ (190,858)			
Balance at 2024 Year End	\$ -	\$ 426,302	\$ 1,981,111	\$ 90,931	\$ 588,212	\$ 3,086,556
Excess to June 30, 2025						
Revenue Over Expenses	-\$ 300,000					
Amortization to June 30, 2025		\$ (247,446)				
Capital Asset Purchases* includes building improvement		\$ 43,637.99		\$	\$ (43,638)	
Capital Asset Disposals		\$ -				
Special Projects		\$ -				
Deferred Contribution		\$ 160,306.34				
Balance at June 30, 2025	-\$ 300,000	\$ 382,800	\$ 1,981,111	\$ 90,931	\$ 544,574	\$ 2,699,416

**Yellowhead Regional Library
Draft 2026 Budget - All Funds**

REVENUE		2023	2023	2024	2024	2025	2026 Budget
		Budget	Received	Budget	Received	Budget	Projection
R1	Additional Allotment	\$ 95,000	\$ 166,503	\$ 150,000	\$ 176,767	\$ 180,000	\$ 200,000 ↑
R2	Contract Services	\$ 78,000	\$ 78,000	\$ 78,000	\$ 85,905	\$ 85,904	\$ 85,904 -
	<i>Deferred Gov't Contributions</i>		\$ 160,307	\$ 160,306	\$ 160,307	\$ 160,307	\$ 160,307 -
R3	Interest	\$ 50,000	\$ 183,989	\$ 145,000	\$ 156,360	\$ 136,000	\$ 180,000 ↑
R4	Local Appropriations	\$ 1,379,406	\$ 1,379,406	\$ 1,433,185	\$ 1,433,185	\$ 1,430,809	\$ 1,460,920 ↑
R5	Non-allotment Sales	\$ 200,000	\$ 194,697	\$ 200,000	\$ 190,144	\$ 200,000	\$ 200,000 -
R6	Operating Grant	\$ 1,390,506	\$ 1,465,450	\$ 1,462,572	\$ 1,465,449	\$ 1,465,449	\$ 1,465,449 -
R7	Other Grants	\$ 26,432	\$ 27,764	\$ 27,726	\$ 24,668	\$ 31,926	\$ 27,726 ↓
R8	School System Levy	\$ 147,278	\$ 147,278	\$ 147,761	\$ 147,761	\$ 156,595	\$ 165,819 ↑
R9	Workshops and Conference	\$ -	\$ 8,966	\$ 12,000	\$ -	\$ 12,000	\$ 12,000 -
TOTAL REVENUE		\$ 3,367,122	\$ 3,812,360	\$ 3,816,550	\$ 3,840,546	\$ 3,858,990	\$ 3,958,125

EXPENSES		2023	2023	2024	2024	2025	2026 Budget
		Budget	Received	Budget	Received	Budget	Projection
	<i>Amortization of Capital Assets</i>		\$ 263,333	\$ 233,732	\$ 271,719	\$ 271,848	\$ 251,346
E1	Bank Charges and Miscellaneous	\$ 2,200	\$ 2,147	\$ 2,310	\$ 3,524	\$ 2,780	\$ 3,500 ↑
E2	Building Maintenance	\$ 46,000	\$ 40,062	\$ 48,300	\$ 51,288	\$ 45,000	\$ 48,500 ↑
E3	Membership Support	\$ 2,500	\$ 1,152	\$ 2,500	\$ 2,674	\$ 2,500	\$ 2,500 -
E4	Delivery	\$ 44,625	\$ 48,140	\$ 46,856	\$ 53,134	\$ 50,547	\$ 50,500 ↓
E5	Employee Benefits	\$ 294,973	\$ 273,700	\$ 369,170	\$ 211,292	\$ 381,763	\$ 373,772 ↓
E6	Employee Salaries	\$ 1,627,211	\$ 1,542,805	\$ 1,922,834	\$ 1,798,564	\$ 1,931,281	\$ 2,065,292 ↑
E7	Insurance	\$ 20,000	\$ 19,876	\$ 20,000	\$ 17,903	\$ 20,000	\$ 20,000 -
E8	Leases and Licensing	\$ 120,000	\$ 132,915	\$ 135,000	\$ 163,683	\$ 188,296	\$ 153,700 ↓
E9	Library Grant Disbursements	\$ 56,016	\$ 62,042	\$ 60,486	\$ 60,486	\$ 60,486	\$ 60,486 -

**Yellowhead Regional Library
Draft 2026 Budget - All Funds**

E10	Library Supplies and Shipping	\$	22,000	\$	36,646	\$	25,000	\$	37,671	\$	48,000	\$	40,000	↓
E11	Memberships	\$	20,600	\$	17,419	\$	20,600	\$	20,749	\$	20,600	\$	20,600	-
E12	Office Supplies and Equipment	\$	23,000	\$	12,333	\$	23,000	\$	20,374	\$	23,000	\$	20,000	↓
E13	On-reserve/On-settlement Grant	\$	26,426	\$	27,764	\$	27,726	\$	27,726	\$	27,726	\$	27,726	-
E14	Printing and Promotion	\$	4,750	\$	4,196	\$	5,500	\$	5,371	\$	5,500	\$	5,500	-
E15	Professional Services	\$	137,500	\$	111,332	\$	140,500	\$	155,937	\$	189,430	\$	148,500	↓
E16	Purchases - Allotment	\$	324,334	\$	406,157	\$	330,000	\$	429,998	\$	350,000	\$	350,000	-
E17	Purchases - HQ Collections	\$	215,000	\$	207,751	\$	239,250	\$	248,755	\$	268,000	\$	243,500	↓
E18	Purchases - Non-allotment	\$	200,000	\$	192,930	\$	200,000	\$	190,052	\$	200,000	\$	200,000	-
E19	Staff Travel Expenses/Recruitment	\$	10,000	\$	9,669	\$	10,000	\$	8,590	\$	16,500	\$	10,000	↓
E20	Staff Professional Development	\$	24,000	\$	23,781	\$	33,800	\$	33,537	\$	53,200	\$	32,300	↓
E21	Telephone and Utilities	\$	96,200	\$	94,582	\$	100,000	\$	93,392	\$	100,175	\$	96,075	↓
E22	TRAC Expense	\$	206,000	\$	195,410	\$	200,000	\$	213,370	\$	244,771	\$	228,212	↓
E23	Trustee Expenses	\$	20,000	\$	29,875	\$	30,000	\$	29,497	\$	33,975	\$	30,000	↓
E24	Workshops and Conference	\$	22,000	\$	25,197	\$	22,000	\$	18,832	\$	37,050	\$	20,000	↓
TOTAL EXPENSES		\$	3,655,335	\$	3,752,618	\$	4,282,689	\$	4,168,118	\$	4,572,428	\$	4,502,009	

All Funds: Surplus (Deficiency)

Revenue Over Expenses

General Fund: Surplus (Deficiency)

Revenue Over Expenses

\$	(288,213)
\$	(198,213)

\$	(466,139)
\$	(358,588)

\$	(713,438)
\$	(601,897)

\$	(543,884)
\$	(452,845)

Yellowhead Regional Library

Draft 2026 to 2030 Budget Projections

REVENUE		2026 Budget	2027 Projection	2028 Projection	2029 Projection	2030 Projection
R1	Additional Allotment	\$ 200,000	\$ 210,000	\$ 220,500	\$ 231,525	\$ 243,101
R2	Contract Services	\$ 85,904	\$ 85,904	\$ 85,904	\$ 85,904	\$ 85,904
	<i>Deferred Gov't Contributions</i>	\$ 160,307	\$ 160,307	\$ 160,307	\$ 160,307	\$ 160,307
R3	Interest	\$ 180,000	\$ 189,000	\$ 198,450	\$ 208,373	\$ 218,791
R4	Local Appropriations	\$ 1,460,920	\$ 1,533,966	\$ 1,610,664	\$ 1,691,197	\$ 1,691,197
R5	Non-allotment Sales	\$ 200,000	\$ 210,000	\$ 220,500	\$ 231,525	\$ 243,101
R6	Operating Grant	\$ 1,465,449	\$ 1,465,449	\$ 1,465,449	\$ 1,465,449	\$ 1,465,449
R7	Other Grants	\$ 27,726	\$ 27,726	\$ 27,726	\$ 27,726	\$ 27,726
R8	School System Levy	\$ 165,819	\$ 174,110	\$ 182,816	\$ 191,956	\$ 191,956
R9	Workshops and Conference	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
TOTAL REVENUE		3,958,125	4,068,462	4,184,316	4,305,962	4,339,533

EXPENSES		2026 Budget	2027 Projection	2028 Projection	2029 Projection	2030 Projection
	Amortization of Capital Assets	\$ 251,346	\$ 251,346	\$ 251,346	\$ 251,346	\$ 251,346
E1	Bank Charges and Miscellaneous	\$ 3,500	\$ 3,588	\$ 3,677	\$ 3,769	\$ 3,863
E2	Building Maintenance	\$ 48,500	\$ 49,713	\$ 50,955	\$ 52,229	\$ 53,535
E3	Membership Support	\$ 2,500	\$ 2,501	\$ 2,502	\$ 2,503	\$ 2,504
E4	Delivery	\$ 50,500	\$ 51,763	\$ 53,057	\$ 54,383	\$ 55,743
E5	Employee Benefits	\$ 373,772	\$ 392,461	\$ 412,084	\$ 432,688	\$ 454,323
E6	Employee Salaries	\$ 2,065,292	\$ 2,106,598	\$ 2,148,730	\$ 2,191,704	\$ 2,235,539
E7	Insurance	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
E8	Leases and Licensing	\$ 153,700	\$ 161,385	\$ 169,454	\$ 177,927	\$ 186,823
E9	Library Grant Disbursement	\$ 60,486	\$ 60,486	\$ 60,486	\$ 60,486	\$ 60,486
E10	Library Supplies and Shipping	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
E11	Memberships	\$ 20,600	\$ 20,600	\$ 21,012	\$ 21,432	\$ 21,861
E12	Office Supplies and Equipment	\$ 20,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
E13	On-Reserve/On-Settlement Grant	\$ 27,726	\$ 27,726	\$ 27,726	\$ 27,726	\$ 27,726
E14	Printing and Promotion	\$ 5,500	\$ 5,501	\$ 5,502	\$ 5,503	\$ 5,504
E15	Professional Services	\$ 148,500	\$ 152,213	\$ 156,018	\$ 159,918	\$ 163,916
E16	Purchases - Allotment	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
E17	Purchases - HQ Collections	\$ 243,500	\$ 249,588	\$ 255,827	\$ 262,223	\$ 268,778
E18	Purchases - Non-allotment	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
E19	Staff Travel Expenses/Recruitment	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
E20	Staff Professional Development	\$ 32,300	\$ 32,300	\$ 32,300	\$ 32,300	\$ 32,300
E21	Telephone and Utilities	\$ 96,075	\$ 96,075	\$ 96,075	\$ 96,075	\$ 96,075
E22	TRAC Expense	\$ 228,212	\$ 228,212	\$ 228,212	\$ 228,212	\$ 228,212
E23	Trustee Expenses	\$ 30,000	\$ 30,750	\$ 31,519	\$ 32,307	\$ 33,114
E24	Workshops and Conference	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
TOTAL EXPENSES		4,502,009	4,585,803	4,669,482	4,755,732	4,844,648

All Funds: Surplus (Deficiency)	\$ (543,884)	\$ (517,341)	\$ (485,166)	\$ (449,770)	\$ (505,115)
Revenue Over Expenses					
General Fund: Surplus (Deficiency)	\$ (452,845)	\$ (426,302)	\$ (394,127)	\$ (358,731)	\$ (414,076)
Revenue Over Expenses					

Reserve Fund Transfer to (from)	\$ (452,845)	\$ (426,302)	\$ (394,127)	\$ (358,731)	\$ (414,076)
Operational Contingency Fund					
Purchases - Capital Assets		\$ 273,668	\$ 55,759	\$ 70,426	\$ 528,910

54

Yellowhead Regional Library - Draft 2026 Budget
Member Municipal Library Services Grant / Operating Grant / Appropriation / Allotment

Municipality	2019 Population Estimates	Library Services Grant at \$5.60/Capita (2019 Pop Est)	Operating Grant \$4.75/Capita (2019 Pop Est)	Alberta Municipal Affairs 2024 Official Population as of Jan 2025	2026 Municipal Appropriation at \$4.85/capita (2024 Off Pop)	Allotment at \$0.75/capita (2024 Official Pop)
ALBERTA BEACH	1,018		\$ 4,835.50	864	\$ 4,190.40	\$ 648.00
BARRHEAD	4,579		\$ 21,750.25	4,320	\$ 20,952.00	\$ 3,240.00
BARRHEAD NO. 11, COUNTY OF	6,288		\$ 29,868.00	5,877	\$ 28,503.45	\$ 4,407.75
BEAUMONT	19,236		\$ 91,371.00	20,888	\$ 101,306.80	\$ 15,666.00
BIRCH COVE	45	252	\$ 213.75	67	\$ 324.95	\$ 50.25
BRAZEAU COUNTY	7,771	43,518	\$ 36,912.25	7,179	\$ 34,818.15	\$ 5,384.25
BRETON	574		\$ 2,726.50	567	\$ 2,749.95	\$ 425.25
CALMAR	2,228		\$ 10,583.00	2,183	\$ 10,587.55	\$ 1,637.25
CASTLE ISLAND	10	56	\$ 47.50	15	\$ 72.75	\$ 11.25
CLYDE	430	2,408	\$ 2,042.50	415	\$ 2,012.75	\$ 311.25
CRYSTAL SPRINGS	51	286	\$ 242.25	74	\$ 358.90	\$ 55.50
DEVON	6,578		\$ 31,245.50	6,545	\$ 31,743.25	\$ 4,908.75
DRAYTON VALLEY	7,235		\$ 34,366.25	7,291	\$ 35,361.35	\$ 5,468.25
EDSON	8,414		\$ 39,966.50	8,374	\$ 40,613.90	\$ 6,280.50
GRANDVIEW	114	638	\$ 541.50	143	\$ 693.55	\$ 107.25
HINTON	9,882		\$ 46,939.50	9,817	\$ 47,612.45	\$ 7,362.75
JASPER, MUNICIPALITY OF	4,590		\$ 21,802.50	4,738	\$ 22,979.30	\$ 3,553.50
KAPASIWIN	10	56	\$ 47.50	24	\$ 116.40	\$ 18.00
LAC STE. ANNE COUNTY	10,899		\$ 51,770.25	11,300	\$ 54,805.00	\$ 8,475.00
LAKEVIEW	30	168	\$ 142.50	29	\$ 140.65	\$ 21.75
LEDUC	33,032		\$ 156,902.00	36,060	\$ 174,891.00	\$ 27,045.00
LEDUC COUNTY	13,780		\$ 65,455.00	14,416	\$ 69,917.60	\$ 10,812.00
MA-ME-O BEACH	110	616	\$ 522.50	128	\$ 620.80	\$ 96.00
MAYERTHORPE	1,320		\$ 6,270.00	1,343	\$ 6,513.55	\$ 1,007.25
MILLET	1,945		\$ 9,238.75	1,890	\$ 9,166.50	\$ 1,417.50
NAKAMUN PARK	96	538	\$ 456.00	78	\$ 378.30	\$ 58.50
NORRIS BEACH	38	213	\$ 180.50	71	\$ 344.35	\$ 53.25
ONOWAY	1,029		\$ 4,887.75	966	\$ 4,685.10	\$ 724.50
PARKLAND COUNTY	32,097		\$ 152,460.75	32,205	\$ 156,194.25	\$ 24,153.75
POPLAR BAY	103	577	\$ 489.25	113	\$ 548.05	\$ 84.75
ROSS HAVEN	160	896	\$ 760.00	126	\$ 611.10	\$ 94.50
SANDY BEACH	278	1,543	\$ 1,320.50	278	\$ 1,348.30	\$ 208.50
SEBA BEACH	169		\$ 802.75	229	\$ 1,110.65	\$ 171.75
SILVER BEACH	65	364	\$ 308.75	55	\$ 266.75	\$ 41.25
SILVER SANDS	160	896	\$ 760.00	214	\$ 1,037.90	\$ 160.50
SOUTH VIEW	67	375	\$ 318.25	72	\$ 349.20	\$ 54.00
SPRING LAKE	699	3,914	\$ 3,320.25	711	\$ 3,448.35	\$ 533.25
SPRUCE GROVE	35,766		\$ 169,888.50	38,985	\$ 189,077.25	\$ 29,238.75
STONY PLAIN	17,842		\$ 84,749.50	17,993	\$ 87,266.05	\$ 13,494.75
SUNRISE BEACH	135	756	\$ 641.25	153	\$ 742.05	\$ 114.75
SUNSET POINT	169	946	\$ 802.75	257	\$ 1,246.45	\$ 192.75
SWAN HILLS	1,301		\$ 6,179.75	1,201	\$ 5,824.85	\$ 900.75
THORSBY	1,015		\$ 4,821.25	967	\$ 4,689.95	\$ 725.25
WABAMUN	682		\$ 3,239.50	-	\$ -	\$ -
VAL QUENTIN	252	1,411	\$ 1,197.00	158	\$ 766.30	\$ 118.50
WARBURG	766		\$ 3,638.50	676	\$ 3,278.60	\$ 507.00
WEST COVE	149	834	\$ 707.75	222	\$ 1,076.70	\$ 166.50
WESTLOCK	5,101		\$ 24,229.75	4,921	\$ 23,866.85	\$ 3,690.75
WESTLOCK COUNTY	7,220		\$ 34,295.00	7,186	\$ 34,852.10	\$ 5,389.50
WETASKIWIN	12,655		\$ 60,111.25	12,594	\$ 61,080.90	\$ 9,445.50
WETASKIWIN COUNTY NO. 10	11,181		\$ 53,109.75	11,217	\$ 54,402.45	\$ 8,412.75
WHITECOURT	10,204		\$ 48,469.00	9,927	\$ 48,145.95	\$ 7,445.25
WOODLANDS COUNTY	4,754		\$ 22,581.50	4,558	\$ 22,106.30	\$ 3,418.50
YELLOWHEAD COUNTY	10,995		\$ 52,226.25	10,426	\$ 50,566.10	\$ 7,819.50
YELLOWSTONE	137	767	\$ 650.75	117	\$ 555.75	\$ 87.75
GRAND TOTAL	295,454	62,029	\$ 1,403,406.50	301,223	\$ 1,460,919.85	\$ 225,917.25

Yellowhead Regional Library - Draft 2026 Budget
Member School Division Estimated Levies / Estimated Allotment

Northern Gateway School Division	Alberta Education FTE as of Sept 2024	2026 Estimated Levy at \$15.71/FTE	Estimated Allotment at \$1.00/FTE
Darwell School Library	140	\$ 2,199.40	\$ 140.00
Elmer Elson Elementary School Library	322	\$ 5,058.62	\$ 322.00
Gateway Academy Onoway	18	\$ 282.78	\$ 18.00
Gateway Academy Whitecourt	101	\$ 1,586.71	\$ 101.00
Grasmere School Library	124	\$ 1,948.04	\$ 124.00
Hilltop Junior/Senior High School Library	509	\$ 7,996.39	\$ 509.00
Mayerthorpe Junior/Senior High School Library	285	\$ 4,477.35	\$ 285.00
Onoway Elementary School Library	435	\$ 6,833.85	\$ 435.00
Onoway Junior/Senior High School Library	490	\$ 7,697.90	\$ 490.00
Pat Hardy Primary School Library	336	\$ 5,278.56	\$ 336.00
Percy Baxter Middle School Library	370	\$ 5,812.70	\$ 370.00
Rich Valley School Library	99	\$ 1,555.29	\$ 99.00
Sangudo Community School Library	124	\$ 1,948.04	\$ 124.00
Whitecourt Central Elementary School Library	339	\$ 5,325.69	\$ 339.00
Subtotals	3692	\$ 58,001.32	\$ 3,692.00

Pembina Hills School Division	Alberta Education FTE as of Sept 2024	2026 Estimated Levy at \$15.71/FTE	Estimated Allotment at \$1.00/FTE
Barrhead Composite High School Library	698	\$ 10,965.58	\$ 698.00
Barrhead Outreach	33	\$ 518.43	\$ 33.00
Busby School Library	134	\$ 2,105.14	\$ 134.00
Dunstable School Library	59	\$ 926.89	\$ 59.00
École Barrhead Elementary School Library	629	\$ 9,881.59	\$ 629.00
École Westlock Elementary School Library	455	\$ 7,148.05	\$ 455.00
Eleanor Hall School Library	181	\$ 2,843.51	\$ 181.00
Fort Assiniboine School Library	81	\$ 1,272.51	\$ 81.00
Neerlandia Public Christian School Library	262	\$ 4,116.02	\$ 262.00
Pembina North Community School Library	165	\$ 2,592.15	\$ 165.00
Pibroch Colony School Library	23	\$ 361.33	\$ 23.00
R.F. Staples Secondary School Library	622	\$ 9,771.62	\$ 622.00
Sunny Bend Colony School Library	21	\$ 329.91	\$ 21.00
Swan Hills School Library	207	\$ 3,251.97	\$ 207.00
Westlock Outreach	24	\$ 377.04	\$ 24.00
Subtotal	3594	\$ 56,461.74	\$ 3,594.00

Wetaskiwin School Division	Alberta Education FTE as of Sept 2024	2026 Estimated Levy at \$15.71/FTE	Estimated Allotment at \$1.00/FTE
Alder Flats Elementary School Library	81	\$ 1,272.51	\$ 81.00
Buck Mountain Central School Library	145	\$ 2,277.95	\$ 145.00
Centennial School Library	111	\$ 1,743.81	\$ 111.00
Clear Vista School Library	425	\$ 6,676.75	\$ 425.00
Falun Elementary School Library	117	\$ 1,838.07	\$ 117.00
Griffiths-Scott School Library	263	\$ 4,131.73	\$ 263.00
Lakedell Elementary School Library	80	\$ 1,256.80	\$ 80.00
Lynn Lauren Early Education School	57	\$ 895.47	\$ 57.00
Norwood School Library	191	\$ 3,000.61	\$ 191.00
Parkdale School Library	195	\$ 3,063.45	\$ 195.00
Pigeon Lake Regional School Library	253	\$ 3,974.63	\$ 253.00
Pine Haven Colony School Library	17	\$ 267.07	\$ 17.00
Pipestone School Library	79	\$ 1,241.09	\$ 79.00
Queen Elizabeth School Library	164	\$ 2,576.44	\$ 164.00
Silver Creek Colony School Library	12	\$ 188.52	\$ 12.00
Wetaskiwin Composite High School Library	849	\$ 13,337.79	\$ 849.00
Wetaskiwin Outreach	156	\$ 2,450.76	\$ 156.00
Winfield School Library	74	\$ 1,162.54	\$ 74.00
Subtotal	3269	\$ 51,355.99	\$ 3,269.00

GRAND TOTAL	10,555	\$ 165,819.05	\$ 10,555.00
--------------------	---------------	----------------------	---------------------

11.c

svsouthview@outlook.com

From: Executive Assistant on Behalf of Dana Mackie <ea_dmackie@abmunis.ca>
Sent: September 18, 2025 10:09 AM
To: Angela Duncan
Subject: Notice of 2025 Annual General Meeting (AGM)

Good day,

This email is being sent to all Regular Members of the Association of Alberta Municipalities (ABmunis) to provide preliminary details about our upcoming 2025 AGM.

Notice of Annual General Meeting

Alberta Municipalities' Annual General Meeting (AGM) will take place in conjunction with the 2025 Convention at the Calgary TELUS Convention Centre, beginning the afternoon of Thursday, November 13, 2025, and continuing on Friday, November 14, 2025.

Planning for the 2025 Convention & Trade Show is well underway. Additional details, including those related to the AGM, will be shared in late October.

For AGM-related inquiries, please contact [Carman McNary](#), Independent Parliamentarian and Returning Officer.

Dana Mackie MBA | Chief Executive Officer

D: 780.431.4535 | C: 780.271.7251 | E: DanaM@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll-Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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

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

57

11.d

PUBLIC NOTICE
DARWELL LAGOON COMMISSION
ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT
NOTICE OF APPLICATION

In accordance with the Environmental Protection and Enhancement Act (EPEA), the Darwell Lagoon Commission has applied to Alberta Environment and Protected Areas to amend its current EPEA Approval 590-03-00 for the Darwell Wastewater System.

The existing system includes a low-pressure collection system in the Hamlet of Darwell, a lagoon system with two facultative cells and one evaporative storage cell at NW¼ 17-054-04 W5M, and an existing wastewater pipeline (the Phase B Transmission Main) running from the Darwell Lagoon to an area near Alberta Beach.

Proposed Amendment:

The Commission is seeking approval to extend the Phase B Transmission Main from Alberta Beach to the Northeast wastewater lagoon at SE¼ 29-57-3 W5M, currently operating under EPEA Registration No. 268157-00-00.

This extension would:

- allow effluent from the Darwell Lagoon to be transferred to the Northeast lagoon
- make use of the Northeast lagoon's available treatment capacity
- support further treatment and discharge of effluent to the Pembina River, as permitted under Registration 268157-00-00 Project Details:
- Installation of about 35 km of HDPE pipeline
- Construction of a lift station at the Highway 43 North lagoon at SW¼ 16-055-03 W5M

The pipeline will end at the Northeast lagoon boundary; no physical connection will be made until all necessary regulatory approvals are in place to allow the lagoon to receive, treat, and discharge the extra effluent.

A directly affected person may provide input into certain regulatory decisions, as allowed by the Environmental Protection and Enhancement Act (section 73). Specifically, any person who is directly affected by this application may submit a written statement of concern within 30 days of the date of this notice to:

Environment and Protected Areas
Regulatory Assurance Section
Approvals Unit
5th Floor, South Petroleum Plaza
9915 - 108 ST
EDMONTON, AB T5K 2G8

Email: epa.epeaapplications@gov.ab.ca

The written statement of concern should include the following information to be assured it can be considered:

- The application number 010-590.
- Describe concerns that are relevant to matters regulated by the Environmental Protection and Enhancement Act.
- Explain how the filer of the concern will be directly affected by the activities proposed in the application.
- Provide the legal land location of the land owned or used by the filer where the concerns described are believed to be applicable
- State the distance between the land owned or used by the filer and the site in the application.
- Contact information including the full name and mailing address of the filer. Please provide a telephone number and/or email address for ease of contact.

Environment and Protected Areas will review each written statement of concern, seek more information if needed, and concerns that are relevant to the application and for which the Director has delegated authority to address in the decision on the application, will be considered in the technical review of the application. The Public Notice of this application will also be posted on the Department's website at <https://avw.alberta.ca/PublicNoticesViewer.aspx>.

Statements of concern submitted regarding this application are public records which are accessible by the public and the applicant. Failure to file a statement of concern may affect the right to file a Notice of Appeal with the Environmental Appeals Board.

Copies of the application and additional information can be obtained from:

Darwell Lagoon Commission
Attention: Brian Hartman BOX 219
SANGUDO, AB T0E 2A0
Telephone: 780-785-3411
Email: bhartman@lsac.ca



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

September 22, 2025

The Honourable Dan Williams
Minister of Municipal Affairs

Dear Minister:

Thank you for your continued service to the people of Alberta and for your leadership within our government.

Albertans have entrusted us with a clear mandate: to deliver results, strengthen our communities, and build a future rooted in prosperity, opportunity, and responsible governance. Our government was elected to get the job done – and that is exactly what we will do.

Your ministry has had great success and accomplished several important milestones that reflect your commitment to serving Albertans. Some of these include:

- Strengthening local governance and updating local election rules with amendments to the *Municipal Government Act*, *Local Authorities Election Act* and the Local Political Parties and Slates Regulation.
- Enhancing construction safety and quality standards for newly built homes with changes to *New Home Buyer Protection Act* and the *Safety Codes Act*.

These achievements have laid a strong foundation for the work ahead and demonstrate your team's ability to turn vision into action.

Under your leadership as Minister of Municipal Affairs, I expect you to work closely with your Cabinet and Caucus colleagues and the public service through the Committee, Cabinet, and legislative processes to deliver on the following commitments to support Albertans, including:

- Maintain and build relationships of trust, partnership, and open dialogue with municipal leaders across the province and bring feedback and solutions from these discussions with municipal leaders to Caucus and Cabinet for timely consideration and action.
- Continue working with municipalities and local businesses to benchmark, measure and reduce the time it takes to approve permits to create a more attractive business investment environment.
- Work collaboratively with municipalities to eliminate conflicts between provincial policy and municipal bylaws and policy.
- Review and engage on how the government can support urban development that meets young Albertans' goals of home ownership in safe, affordable, attractive, livable family-friendly communities that reflect Alberta's distinct values and heritage.

59



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

- Review and make recommendations to strengthen Alberta's municipalities to ensure all Albertans are served by strong viable communities with the appropriate capacity to efficiently and effectively deliver necessary services.
- In consultation with municipalities and the business community, explore and make recommendations for ways to limit excessive municipal property tax increases for businesses and residents.
- Develop and implement a strategy to protect Albertans from specialized municipal taxes directed at homes that are not a primary residence.
- Complete development of an 'Automatic Yes' permitting program which will set shortened approval timeframes for all permitting overseen by the Ministry of Municipal Affairs coupled with an automatic approval for applications that are not rejected prior to the lapse of the maximum allowable assessment period.
- Streamline approval processes and reduce impediments for all permitting overseen by the Ministry of Municipal Affairs to enable the timely development of affordable housing.
- Complete work on a universal code of conduct for elected municipal officials and senior municipal staff that strengthens decorum and protects the freedom of speech of elected members, while ensuring an elected member cannot be impeded from fulfilling their duties as an elected representative by their elected colleagues.
- Review and provide recommendations regarding how to strengthen the role of elected municipal officials as the key policy and decision makers and supervisors of unelected municipal officials in municipal governments.
- Conduct a review of compensation and benefits for municipal officials to ensure taxpayer dollars are being respected and compensation levels are commensurate with time commitment and responsibility, including through the establishment of a municipal salary disclosure.

In addition, I expect you to provide support on further initiatives overseen by your colleagues:

- In coordination with the Minister of Transportation and Economic Corridors, who is lead, and the Associate Minister of Water, accelerate the development of an integrated water program that facilitates increased water treatment and distribution for residential, industrial, and agricultural water use across Alberta.

I direct you to work closely with the public service, including your Deputy Minister and other senior officials in your ministry, to support the priorities outlined in this letter with the highest standard of professionalism, integrity, and creativity.

I also expect you to regularly and proactively reach out to all ministry-related stakeholders in order to take feedback and identify potential solutions on issues of importance to them, including finding ways our government can reduce burdensome and unnecessary red tape and barriers that are hurting their members' ability to grow the economy and improve quality of life for the Albertans

60



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

they serve.

Together with you and our Caucus and Cabinet colleagues, I look forward to continuing the important work we have started and to get the job done.

Sincerely,

A handwritten signature in black ink, reading "Danielle Smith".

Hon. Danielle Smith
Premier of Alberta



September 16, 2025

Alberta Beach
Box 278
Alberta Beach, AB T0E 1A0

Attn: Kathy Skwarchuk, CAO

Re: Fire Services Mutual Aid Agreement – Addendum for Highway Dual Call Out

Per your email of August 22, 2025, Lac Ste. Anne County Council considered your request to add an Addendum to the proposed Mutual Aid Fire Agreement, specifically to address the “process for highway dual call out response.”

Following their deliberation in closed session (ATIA Section 26, *Disclosure harmful to intergovernmental relations*), Council passed the following resolution:

MOVED BY Councillor George Vaughan that Council direct Administration to advise the Municipal Fire Services Consortium, via Alberta Beach, that Lac Ste. Anne County's intent is for the proposed Fire Services Mutual Aid Agreement to remain a true mutual aid agreement, with departments engaging assistance when deemed required, and in accordance with the request procedures set out in the agreement. Carried.

In short, Council's position is that the agreement as drafted reflects the principles of true mutual aid. When either party requires assistance, that support should be requested and provided strictly within the parameters already outlined within the agreement.

Please feel free to connect with any questions or concerns.

Kind regards,

Trista Court

Interim County Manager / General Manager of Community Engagement

c.c. County Council
Randy Schroeder, County Fire Chief

11.9

svsouthview@outlook.com

From: EPA Outreach-Services <EPA.Outreach-Services@gov.ab.ca>
Sent: October 8, 2025 1:11 PM
Subject: Fall Working Well Workshops – Workshop registration is now open!
Attachments: epa-working-well-workshop-poster-2025.pdf; Working Well Social Media Promotion.docx; Well Pump - X.png; Well Pump - Instagram.png; Well Pump - Facebook.png; Faucet drop - X.png; Faucet drop - Instagram.png; Faucet drop - Facebook.png; Drinking from Tap - X.png; Drinking from Tap - Instagram.png; Drinking from Tap - Facebook.png

Hello,

We are excited to announce a new fall workshop series that will occur online and split over the course of three weeks:

October 22: Getting to know your well
October 29: Maintaining and managing your well
November 5: Sampling, testing and treating well water

Water well owners can choose to attend all three workshops, or the workshop that they feel is most applicable to their needs. We are encouraging people to attend live as they will be able to ask their questions directly to the subject matter experts; however, we will be posting the recording online in the event that someone is unable to attend the workshop. We also have plenty of informational materials online for well owners to access that we encourage you to direct them to if they are reaching out with questions. **Registration links and additional resources can be found here: [Working Well - Resources | Alberta.ca](#).**

In this email, we have attached a poster, a promotional email as well as some social media materials. We ask that you use these to help promote the workshops to water well owners in your area. We will be using these materials to post to our Facebook and X pages from our Agriculture and Irrigation and Environment and Protected Areas accounts if you would also like to share those posts. Here is a link to the first post: [Alberta Environment and Protected Areas on X: "Own a water well? Sign up for our online wo..."](#)

Thank you for your continued support for the Working Well Program.

Alberta Environment and Protected Areas
Outreach Services
1-877-944-0313
310-LAND(5263)



63

Fall 2025 Working Well Workshop Series

Water Well Management for Well Owners

Get information and resources on how to manage and protect your water well. The key to a safe, secure water supply is proper well management - learn how at these free virtual workshops.

Workshop 1:

Getting to know your well

October 22, 6:30-8:00pm

Topics covered: Groundwater 101, How Your Well Works and Understanding your Drilling Report/Draw Your Well

Workshop 2:

Maintaining and managing your well

October 29, 6:30-8:00pm

Topics covered: Common Well Problems, Identifying Contamination Risks and Shock Chlorination

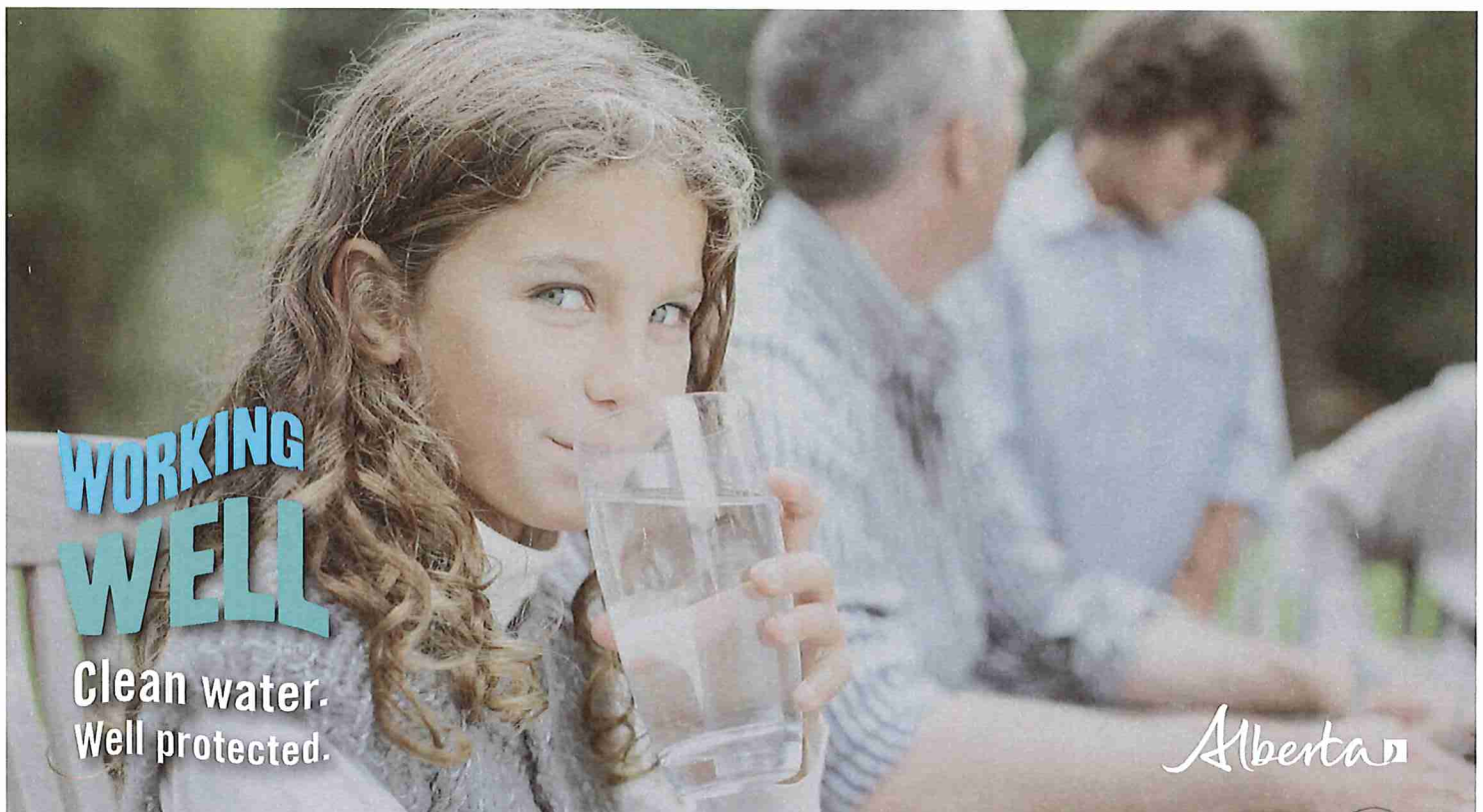
Workshop 3:

Sampling, testing and treating well water

November 5, 6:30-8:00pm

Topics covered: Taking Water Samples, Testing and Water Treatment Options

Register here: [Working Well - Resources | Alberta.ca](https://www.alberta.ca/working-well-resources)



**WORKING
WELL**

Clean water.
Well protected.

Alberta

