

SUMMER VILLAGE OF SOUTH VIEW

AGENDA

Regular Council Meeting at the Onoway Civic Centre, held on
Wednesday, July 17th, 2019 immediately following the organizational meeting.

1. Call to Order

2. Agenda: a) July 17th, 2019 Regular Council Meeting Agenda

3. Minutes: p1-5 a) June 19th, 2019 Regular Council Meeting Minutes

4. Appointments: a)

5. Bylaws: a) Bylaw 211-2019: a bylaw for the purpose of prohibiting electrical distribution service within the municipal boundaries. Further to direction at our last Council meeting and the Summer Village's franchise agreement with Fortis Alberta, administration is requesting consideration for all 4 readings of this bylaw (*give all four readings to bylaw 211-2019*)

p6-8

b) Bylaw 212-2019: a bylaw for the purpose of establishing the position of designated officer (clerk of the subdivision and development appeal board). Further to the Summer Village's agreement with Milestone Municipal Services for the provision of SDAB services, the municipality now must have a bylaw appointing the clerk(s) as designated officer (*give all four readings to bylaw 212-2019*)

p9-10

6. Business: a) Park Reserve Designation – deferred from our last Council meeting and further to previous discussions and our motion at our last Council meeting, Administration is wishing to have a discussion with Council with respect to:
 - environmental reserve designation: area must be left in its natural state (no cutting of grass, no buildings, no playgrounds etc.)
 - 1:100 flood plain area
 - easterly adjustment to Lot 5 re: value

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As we were not able to meet our Public Hearing notification for today's meeting, Council will need to set another public hearing date, time, location and administration is suggesting our August meeting (*set a public hearing for _____, and additional direction as given at meeting time*)

- b) Summer Village policies – deferred from our last Council meeting and further to the bylaw and policy review project, previously Council reviewed and approved our standard or common policies. Attached are policies unique to South View for Councils' consideration, and respective existing policies are also attached:

p 11

p 12-14
p 15-18

p 19-29
p 30
p 31-35
p 36-38

1. A-TRA-PARK-1 Municipal & Park Reserve Use
2. C-COU-REM-1 Council Remuneration & Expense Reimbursement
3. C-ENV-CUL-1 Culvert Policy
4. C-FIN-AMO-1 Tangible Capital Assets Policy
5. C-FIN-DON-1 Donations Requests
6. C-PLA-CONS-1 Consent Agreements
7. C-PLA-DISC-1 Discretionary Use Agreements

(approve policies as presented or amended, defer to a future meeting, or some other direction as given by Council at meeting time)

- c) Safety Codes Accreditation – the Summer Village of South View is accredited under the safety codes disciplines for building, plumbing, electrical and gas permitting (not the fire discipline). As part of our accreditation the Summer Village must have an approved Quality Management Plan (QMP) for the municipality. Attached is an updated version of your QMP, and you will see from the June 18th, 2019 email from Tori Message what the changes to this document are. You will also see from the June 26th, 2019 email received from the Safety Codes Council that Tori has submitted our Annual Internal Review application. *(approve Quality Management Plan as presented or amended, or some other direction as given by Council at meeting time)*

p 39-75

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SUMMER VILLAGE OF SOUTH VIEW

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Regular Council Meeting at the Onoway Civic Centre, held on
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- p 77
- d) Summer Village of Val Quentin – invite to their 4th Annual Picnic in the Park event which was held on Saturday, July 13th, 2019. If someone attended, we need a motion ratifying attendance, otherwise accept for information *(ratify attendance or accept for information)*

- p 78
- e) Lac Ste. Anne-Parkland MLA Shane Getson – invite to grand opening of constituency office on Saturday June 29th, 2019 from 11:00 a.m. to 2:00 p.m.. If someone attended, we need a motion ratifying attendance, otherwise accept for information *(ratify attendance or accept for information)*

- p 79-83
- f) 2019 Alberta Urban Municipality Association Convention and Trade Show – scheduled for September 25th to 27th, 2019 in Edmonton. Early bird registration is \$575.00 per registration, and \$725.00 after. *(authorize attendance of Council and Administration)*

g)

h)

i)

7. Financial

separate

- a) Income and Expense Statement – as of June, 2019 (to be distributed at meeting time)

8. Council Reports

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

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9. Chief Administrator's Report

- Boat launch project
- German Club update
- Enforcement order update

10. Information and Correspondence

- p 84
- a) Government of Alberta – July 2nd, 2019 direct deposit of \$804.00 for third quarter FCSS funding
 - b) Alberta Ombudsman – June 14th, 2019 letter and information on this service
 - c)
- p 85-88

11. Closed Meeting Session n/a

12. Next meeting:

13. Adjournment

Upcoming Meetings:

- August 21st, 2019 ?

**SUMMER VILLAGE OF SOUTH VEW
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, JUNE 19, 2019
TOWN OF ONOWAY COUNCIL CHAMBERS**

PRESENT: Council: Mayor Sandi Benford
Deputy Mayor Brian Johnson.....Absent
Councillor Garth Ward

Administration: Wendy Wildman, Chief Administrative Officer
Heather Luhtala, Assistant Chief Administrative Officer

Appointments: 10:00 a.m. – Diane Burtnick, Development Officer

Public at Large: 0

	MOTION #	
1.	CALL TO ORDER	Mayor Benford called the meeting to order at 9:30 a.m.
2.	AGENDA 77-19	<p>MOVED by Councillor Ward that the June 19, 2019 Agenda be approved with the following addition and deletion:</p> <p>Under Bylaws: 5b) Add Bylaw 208-2019 – Plan Cancellation Bylaw Lot 1 & 2, Block 4, Plan 4772KS</p> <p>Under Business: 6a) Delete Park Reserve Designation discussion and defer to the next Council meeting</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 78-19	<p>MOVED by Councillor Ward that the minutes of the April 24, 2019 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS	<p><u>Diane Burtnick, Development Officer – 10:00 a.m.</u> Deferred to later in meeting.</p>
5.	BYLAWS 79-19	<p>MOVED by Councillor Ward that Bylaw 209-2019 being a Bylaw to establish one or more Assessment Review Boards and the appointments of an Assessment Review Board Clerk be given 1st reading.</p> <p style="text-align: right;">CARRIED</p>



SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, JUNE 19, 2019
TOWN OF ONOWAY COUNCIL CHAMBERS

80-19	<p>MOVED by Councillor Ward that Bylaw 209-2019 be given second reading.</p> <p style="text-align: right;">CARRIED</p>
81-19	<p>MOVED by Councillor Ward that Bylaw 209-2019 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
82-19	<p>MOVED by Councillor Ward that Bylaw 209-2019 be given third and final reading.</p> <p style="text-align: right;">CARRIED</p>
83-19	<p>MOVED by Councillor Ward that Bylaw 210-2019 being a Bylaw to establish the position of designated officer for the position of clerk of the Assessment Review Board be given 1st reading.</p> <p style="text-align: right;">CARRIED</p>
84-19	<p>MOVED by Councillor Ward that Bylaw 210-2019 be given second reading.</p> <p style="text-align: right;">CARRIED</p>
85-19	<p>MOVED by Councillor Ward that Bylaw 210-2019 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
86-19	<p>MOVED by Councillor Ward that Bylaw 210-2019 be given third and final reading.</p> <p style="text-align: right;">CARRIED</p>
87-19	<p>MOVED by Councillor Ward that the fee for filing as Assessment Complaint be set at \$50.00 (fifty dollars).</p> <p style="text-align: right;">CARRIED</p>
88-19	<p>MOVED by Councillor Ward that the following individuals be appointed as assessment review board members for 2019: Tanya Missikewitz, Reanne Kronewitt-Springer, Wayne Borle, Gina Fowler (Chair), Mike Primeau (Clerk).</p> <p style="text-align: right;">CARRIED</p>
89-19	<p>MOVED by Councillor Ward that Bylaw 208-2019 being a Bylaw to cancel a portion of Plan 4772KS Block 4 Lot 1 & 2 to be established as a single new lot known as Lot 1A be given first reading.</p> <p style="text-align: right;">CARRIED</p>
90-19	<p>MOVED by Councillor Ward that Bylaw 208-2019 be given second reading.</p> <p style="text-align: right;">CARRIED</p>

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SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, JUNE 19, 2019
TOWN OF ONOWAY COUNCIL CHAMBERS

	91-19	MOVED by Mayor Benford that Bylaw 208-2019 be considered for third reading. CARRIED UNANIMOUSLY
	92-19	MOVED by Councillor Ward that Bylaw 208-2019 be given third and final reading. CARRIED
6.	DELEGATION 93-19	<u>Diane Burtnick, Development Officer – 10:00 a.m.</u> MOVED by Councillor Ward that Council accept for information the discussion with Development Officer, Diane Burtnick, with respect to various development matters. CARRIED Diane Burtnick left the meeting at 11:25 a.m.
	BUSINESS 94-19	MOVED by Mayor Benford that review of the draft unique policies for the Summer Village be deferred to the next Council meeting. CARRIED
	95-19	MOVED by Mayor Benford that July 21 to 27, 2019 be proclaimed as National Drowning Prevention Week. CARRIED
	96-19	MOVED by Councillor Ward that Council and Administration be authorized to attend the Association of Summer Villages of Alberta 2019 Conference and Annual General Meeting AND THAT the Summer Village provide a prize donation to their silent auction up to \$200.00 (two hundred dollars). CARRIED
	97-19	MOVED by Councillor Ward that Mayor Benford's attendance to the Leaders' Caucus held on June 6, 2019 in Fort Saskatchewan, Alberta be ratified. CARRIED
	98-19	MOVED by Councillor Ward that Council accept for information the discussion with respect to funding formula calculations for Summer Village allocations as requested by the Summer Villages of Lac Ste. Anne County East group. CARRIED

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, JUNE 19, 2019
TOWN OF ONOWAY COUNCIL CHAMBERS

	99-19	MOVED by Councillor Ward that as the Summer Village of South View currently has a Franchise Agreement with Fortis Alberta, Administration proceed with preparing a bylaw which grants Fortis Alberta exclusivity to provide electrical services within the Summer Village. CARRIED
7.	FINANCIAL 100-19	MOVED by Mayor Benford that Council accept for information the income and expense analysis report ending May 31, 2019. CARRIED
8.	COUNCIL REPORTS 101-19	MOVED by Councillor Ward that Council accept for information the verbal Council reports as presented. CARRIED
9.	CAO REPORT 102-19	MOVED by Councillor Ward that Council accept for information the verbal Chief Administrative Officer's report as presented. CARRIED
10.	INFORMATION AND CORRESPONDENCE 103-19	MOVED by Councillor Ward that the following information and correspondence be accepted: a) Community Peace Officer Reports – for April and May 2019 b) Yellowhead Regional Library – YRL Board Executive Committee Highlights May 13, 2019 c) Town of Onoway – FCSS grant reporting paperwork CARRIED
11.	CLOSED MEETING	n/a
12.	NEXT MEETING	The next meetings have been scheduled as follows: -Wednesday, July 17, 2019 at 9:30 a.m. – Regular Council Meeting & Council Organizational Meeting (Land Use Bylaw discussion to take place at end of Regular Meeting) -Wednesday, August 21, 2019 at 9:30 a.m. – Regular Council Meeting

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WEDNESDAY, JUNE 19, 2019
TOWN OF ONOWAY COUNCIL CHAMBERS

13.	ADJOURNMENT	The meeting adjourned at 12:19 p.m.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

UNAPPROVED

(5)

**A BYLAW TO PROHIBIT OTHER PERSONS FROM PROVIDING
ELECTRIC DISTRIBUTION SERVICE WITHIN THE LEGAL BOUNDARIES
OF THE MUNICIPALITY**

WHEREAS, pursuant to section 45 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the "**Municipal Government Act**"), and as authorized by Municipal Bylaw 2013/04, 2013, **Summer Village of South View** (the "**Municipality**") has entered into an Electric Distribution Franchise Agreement with FortisAlberta Inc. (the "**Franchise Agreement**");

WHEREAS, pursuant to the terms of the Franchise Agreement, FortisAlberta Inc. (such party and its successors and permitted assigns hereinafter referred to as "**FortisAlberta**") has been granted the exclusive right to provide electric distribution service within the legal boundaries of the Municipality as altered from time to time (the "**Municipal Franchise Area**") for the term of such agreement;

WHEREAS, the Municipality may, upon the expiration of the Franchise Agreement and subject to the terms of the *Municipal Government Act*, enter into a subsequent or replacement agreement with FortisAlberta or a third party (either such party the "**Subsequent Franchisee**") which grants such Subsequent Franchisee the exclusive right to provide electric distribution service within the Municipal Franchise Area for the term of such agreement (any such agreement or replacement thereof a "**Subsequent Franchise Agreement**");

WHEREAS, the legal boundaries of the Municipality may be altered from time to time after the date this Bylaw is passed, due to municipal annexations or for other reasons;

AND WHEREAS, pursuant to Section 46 of the *Municipal Government Act*, and for the duration of any Franchise Agreement or Subsequent Franchise Agreement (any such agreement an "**Exclusive Franchise Agreement**"), the Municipality wishes to prohibit any person other than FortisAlberta or the Subsequent Franchisee, as the case may be (such party the "**Exclusive Franchisee**"), from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area;

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

Short Title

1. This Bylaw may be referred to as the "**Prohibiting Other Persons From Providing Electric Distribution Service within Municipal Franchise Area Bylaw**"

Prohibiting Other Persons

2. For the duration of any Exclusive Franchise Agreement, any person other than the Exclusive Franchisee shall be prohibited from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area.

Municipal Government Act RSA 2000 Chapter M-26

Section 45

3. If, prior to the date that this Bylaw is passed:
- (a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurred and resulted in the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and
 - (b) the service area of such rural electrification association was subsequently altered by Decision 22164-D01-2018 or any other decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area;
- then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90th) day following the date that this Bylaw is passed.

4. If:
- (a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurs after (or occurred prior to) the date that this Bylaw is passed and results in (or resulted in) the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and
 - (b) the service area of such rural electrification association is subsequently altered by any decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area (any such alteration, a "**Service Area Alteration**");

then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90th) day following the date of such Service Area Alteration.

Effective Date

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

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

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

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

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

Signed this 17th day of July, 2019.

BYLAW NO. 211-2019

Municipal Government Act RSA 2000 Chapter M-26

Section 45

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

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

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

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

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

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

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

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

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

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

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

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

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

Signed this 17th day of July, 2019.

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

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

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South View Unique Policy Listing

A-TRA-PARK-1 – MUNICIPAL & PARK RESERVE USE (current Policy is 8-01)

C-COU-REM-1 – COUNCIL REMUNERATION & EXPENSE REIMBURSEMENT (current Policies are 1-01 & 3-01)

C-ENV-CUL-1 – CULVERT POLICY

C-FIN-AMO-1 – USEFUL LIFE & AMORTIZATION THRESHOLDS (current Policy is 5-02)

C-FIN-DON-1 – DONATION REQUESTS

C-PLA-CONS-1 – CONSENT AGREEMENTS (current Policy is 1-04)

C-PLA-DISC-1 – DISCRETIONARY USE AGREEMENTS (needs to be review in detail)

2017 Owners for Discretionary Use Agreements

No owners have changed since 2017 letters were sent.

List of the following that 2019 letters will need to go to:

- 206 OWD (1007)
- 223 OWD (1006)
- 239 OWD (1002)
- 231 OWD (1004)
- 186 OWD (1012)
- 9973-102 Ave (1047)
- 226 OWD (1020)
- 9953-102 Ave (1041)

*gone 19
bring back*

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Summer Village of South View

Administrative Policy

Number	Title			
A-TRA-PARK-1	Municipal & Park Reserve Use			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Policy Statement

The purpose of this policy is to provide direction for the ongoing management of Summer Village municipal and park reserve lands and how to deal with existing encroachments, storage and discretionary use on these lands.

Reason for Policy

The Summer Village of South View has deemed it necessary to put a policy in place with respect to the use of municipal and park reserves in order to provide consistent park maintenance, to address liability and safety concerns, and to allow all residents in the Summer Village free and unencumbered access to these reserve areas.

Encroachments and Storage of Chattels and Structures on Reserve Lands

Private chattels and structures, including but not limited to sheds, fences, gardens, boats, boat hoists, piers, pier-stands and buildings are occasionally found to be located on reserve lands. In order to address these unauthorized items on these reserve lands, the following will apply:

- Chattels and structures must be removed from all municipal reserve areas between November 1st and April 30th of each year. This policy will be reviewed prior to April 30th of each year to determine if additional summer restrictions will be imposed.
- Property owner(s), if known, will be asked to remove unauthorized chattels and structures. If the owner of any chattel or structure is unknown, and not clearly visibly marked on the chattel or structure itself, this chattel or structure will be removed as soon as possible.
- In unusual or extenuating circumstances, the Summer Village may consider allowing a structure to remain on reserve lands, with an approved Discretionary Use Agreement.

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Summer Village of South View

Administrative Policy

Responsibilities

The Summer Village will remove all chattels and/or structures within 30 days of non-compliance. Structure(s) that have an approved and current Discretionary Use Agreement will be allowed as per the terms of the Discretionary Use Agreement.

Disposition of Seized Equipment

- Seized chattel(s) will be removed and stored at a municipal location for a maximum of 30 days.
- To reclaim seized chattel(s) within the 30 days, a fee of \$100.00 plus the cost of removal and storage is owed and payable to the Summer Village, prior to the release of the seized chattel(s).
- After 30 days the seized chattel(s) will be sold or destroyed, at the sole discretion of the municipality.
- If the seized item(s) is sold and the owner is unknown, the municipality will be paid their costs and retain all surplus funds.
- If the seized item(s) is sold and the owner is known, the municipality will be paid their costs and the remaining funds will be paid to the owner.

Revisions:

Resolution Number	MM/DD/YY

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Municipal and Park Reserve Use Policy

Authorization: November 15, 2017 Council Motion #203-17

Policy Statement

The purpose of this policy is to provide direction for the ongoing management of Summer Village municipal and park reserve lands and how to deal with existing encroachments, storage and discretionary use on these lands.

Reason for Policy

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- Property owner(s), if known, will be asked to remove unauthorized chattels and structures. If the owner of any chattel or structure is unknown, and not clearly visibly marked on the chattel or structure itself, this chattel or structure will be removed as soon as possible.
- In unusual or extenuating circumstances, the Summer Village may consider allowing a structure to remain on reserve lands, with an approved Discretionary Use Agreement.

Responsibilities

The Summer Village will remove all chattels and/or structures within 30 days of non-compliance. Structure(s) that have an approved and current Discretionary Use Agreement will be allowed as per the terms of the Discretionary Use Agreement.

Disposition of Seized Equipment

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- To reclaim seized chattel(s) within the 30 days, a fee of \$100.00 plus the cost of removal and storage is owed and payable to the Summer Village, prior to the release of the seized chattel(s).
- After 30 days the seized chattel(s) will be sold or destroyed, at the sole discretion of the municipality.

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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:		Resolution No:
	Date:		Date:

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.

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Summer Village of South View Council Policy

Schedule "A"

Honorariums

- | | |
|--|--|
| 1. Council/Committee/Other Meetings (up to 6 hours in length) | \$ 75.00 |
| 2. Council/Committee/Other Meetings (in excess of 6 hours in length) | \$ 150.00 |
| 3. Electronic Communications/Computer Operation (Monthly) | \$ 90.00 |
| 4. Incurred Expense Recognition (Monthly) | \$ 50.00 |
| 5. Mileage Rate | \$0.60 / km |
| 6. Meals | Breakfast (leave home before 7:30 a.m.) - \$15.00
Lunch - \$20.00
Dinner - \$25.00 |

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.

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LEGISLATIVE

POLICY 1-01

COUNCIL REMUNERATION

Authorization: June 28, 2017 – Motion 146-17

Policy:

The Mayor and Council Members will be reimbursed for time spent on municipal business, at the following rates:

Regular Council Meetings:

\$75.00 per meeting, up to 6 hours in length
\$150.00 per full day meeting (in excess of 6 hours)

Monthly Expenses Reimbursement:

\$90.00 – Electronic Communication/Computer Operation
\$50.00 – Incurred Expense Recognition

Mileage Rate:

\$0.60 / km

Meals:

Breakfast (leave home before 7:30 a.m.) - \$15.00
Lunch - \$20.00
Dinner - \$25.00

2. Expense forms must be filled out and signed by each member of Council prior to reimbursement. To ensure timely accounting, this should be done on a monthly basis.

Background:

Council feels that it is important to recognize the contribution of time made by Council members. Because Council members attend a number of different meetings, this policy was established to ensure that Council members are reimbursed

PERSONNEL

POLICY 3-01

EXPENSE REIMBURSEMENT POLICY

Authorization: June 28, 2017 – Motion 146-17

Policy:

1. Employees, elected officials and those who are appointed to represent Council attending Council approved conventions, seminars, or meetings held out of town, shall be reimbursed for transportation, food, lodging, and other related expenses.
2. When employees, volunteers, or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be \$0.60 per kilometer.
3. Reasonable food expenses will be reimbursed upon presentation of an expense sheet with receipts attached. If no receipts are provided, the rate of reimbursement for food per day shall be \$15.00 for breakfast, \$20.00 for lunch, and \$25.00 for dinner. If meals are included in fees for the function attended, no reimbursement will be provided. If the person leaves home after 7:30 a.m. then the breakfast would not be included as it is believed that breakfast would be eaten before that time.
4. Extra-ordinary meal receipts, for events such as hosting a provincial or federal government official, shall be required along with an explanation for the event. Actual expenses will then be reimbursed.
5. Other incidentals, such as parking fees, National Park registration, etc., that are bona fide expenses, will be paid on receipt.

Reasonable rates for lodging will be paid upon receipts being provided with the expense claim.

If a Council member loses a receipt for an extraordinary expense, a unanimous resolution of Council shall be required to reimburse said expense.

Background:

The Village does not wish any employee or elected official to be out of pocket for expenses incurred as a result of attending Village business, but it wishes to ensure that expenses are within reason.

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Summer Village of South View

Council Policy

Number	Title		
C-FIN-AMO-1	Tangible Capital Assets		
Approval	Approved	Last Revised	
(CAO Initials)	Resolution No:	Resolution No:	
	Date:	Date:	

RESPONSIBILITY:

Chief Administrative Officer

PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition, the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

The policy is in accordance with the Public Sector Accounting Board (PSAB) 3150.

SCOPE:

This policy applies to the Summer Village and future boards and commissions, agencies and other organizations that will fall within the reporting entity of the Summer Village.

DEFINITIONS:

Tangible Capital Assets:

Assets having physical substance that:

- a) are used on a continuing basis in the Summer Village's operations.
- b) have useful lives extending beyond one year.

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Summer Village of South View

Council Policy

- c) are not held for re-sale in the ordinary course of operations.

Betterments:

Subsequent expenditures on tangible capital assets that:

- increase previously physical output or service capacity;
- lower associated operating costs;
- extend the useful life of the asset; or
- improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Group Assets:

Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable willing parties who are under no compulsion to act.

POLICY STATEMENTS:

Capitalization:

Tangible capital assets should be capitalized (recorded in the fixed assets sub-ledger) according to the following thresholds:

- a) all land;
- b) all buildings;
- c) engineered structures (built assets such as roads, bridges, sewers, water, transit, parks, etc.) with a unit cost of \$10,000 or greater;
- d) all others with a unit cost of \$2,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold.



Summer Village of South View

Council Policy

Categories:

A category of assets is a grouping of assets of a similar nature or function in the Summer Village's operations. The following list of categories shall be used:

- land;
- buildings;
- equipment;
- roads;
- water;
- sewer;
- bridges;
- communication networks;
- motor vehicles;
- furniture and fixtures;
- computer systems (hardware and software)

Valuation:

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its location and condition for use.

1.1 Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all the non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trader discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purpose price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

1.2 Acquired, Constructed or Developed Assets

Cost includes all cost directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal



Summer Village of South View

Council Policy

design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally shorter of the asset's physical, technological, commercial or legal life.

Generally, the Summer Village uses a straight – line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. See Schedule "A".

Disposal:

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the asset registers and accounting records recording a loss/gain on disposal will be adjusted.

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Summer Village of South View Council Policy

Schedule "A" Recommended Maximum Useful Life

Major Asset Class	Minor Asset Class	Capitalization Threshold	Amortization Method	Useful Life	Review Schedule
Land		All land will be recorded.	N/A	N/A	N/A
Land Improvements	Parking lot –Gravel, Playground Structures	\$1,000.00	Straight Line	15 Years 10 Years	Every 3 years
Buildings	None at this time	All buildings will be recorded	Straight Line		Every 5 Years
Engineered Structures	Roadway System, Arterial/Coll – Hot mix, Cold mix Lanes/Alleys – Gravel, Chip seal	\$1,000.00	Straight Line	20 Years 10 Years 15 Years 10 Years 15 Years	Every 5 Years
	Road Signs	\$1,000.00			
	Water System Distribution Mains	\$1,000.00	Straight Line	50 Years	Every 5 Years
	Wastewater System None at this time	\$1,000.00	Straight Line		Every 5 Years
	Storm System	\$1,000.00	Straight Line		Every 5 Years
Machinery & Equipment	Office Furniture Office Furniture- Photo Copier Computer Systems Hardware Software Tools, Shop & Garage Equipment	\$1,000.00	Straight Line	20 Years	Every 3 Years
				5 Years 5 Years 10 Years 10 Years	
Vehicles	None at this time	\$1,000.00	Straight Line		Every 3 Years
Cultural & Historical		N/A	N/A	N/A	N/A

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SUMMER VILLAGE OF SOUTH VIEW
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. 5-02

RESPONSIBILITY:

C.A.O.

APPROVED BY COUNCIL:

DATE: December 12th, 2008

PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

The policy is in accordance with the Public Sector Accounting Board (PSAB) 3150.

SCOPE:

This policy applies to the Summer Village and future boards and commissions, agencies and other organizations that will fall within the reporting entity of the Summer Village.

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SUMMER VILLAGE OF SOUTH VIEW
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. 5-02

DEFINITIONS:

Tangible Capital Assets:

Assets having physical substance that:

- a) are used on a continuing basis in the Summer Village's operations.
- b) have useful lives extending beyond one year.
- c) are not held for re-sale in the ordinary course of operations.

Betterments:

Subsequent expenditures on tangible capital assets that:

- increase previously physical output or service capacity;
- lower associated operating costs;
- extend the useful life of the asset; or
- improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Group Assets:

Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable willing parties who are under no compulsion to act.

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SUMMER VILLAGE OF SOUTH VIEW
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. 5-02

POLICY STATEMENTS:

Capitalization:

Tangible capital assets should be capitalized (recorded in the fixed assets sub-ledger) according to the following thresholds:

- a) all land;
- b) all buildings;
- c) engineered structures (built assets such as roads, bridges, sewers, water, transit, parks, etc.) with a unit cost of \$10,000 or greater;
- d) all others with a unit cost of \$2,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold.

Categories:

A category of assets is a grouping of assets of a similar nature or function in the Summer Village's operations. The following list of categories shall be used:

- land;
- buildings;
- equipment;
- roads;
- water;
- sewer;
- bridges;
- communication networks;
- motor vehicles;
- furniture and fixtures;
- computer systems (hardware and software)

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SUMMER VILLAGE OF SOUTH VIEW
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. 5-02

Valuation:

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its location and condition for use.

1.1 Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all the nonrefundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trader discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purpose price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

1.2 Acquired, Constructed or Developed Assets

Cost includes all cost directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

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SUMMER VILLAGE OF SOUTH VIEW
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. 5-02

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally shorter of the asset's physical, technological, commercial or legal life.

Generally, the Summer Village uses a straight – line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. See Schedule "A".

Disposal:

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the asset registers and accounting records recording a loss/gain on disposal will be adjusted.



SUMMER VILLAGE OF SOUTH VIEW
ACCOUNTING FOR TANGIBLE CAPITAL ASSETS
CLASSIFICATION/CAPITALIZATION THRESHOLD/AMORTIZATION
POLICY NO. 5-02

SCHEDULE "A"

The following table shows classes, capitalization thresholds, amortization method and useful life to be used:

Major Asset Class	Minor Asset Class	Capitalization Threshold	Amortization Method	Useful Life	Review Schedule
Land		All land will be recorded.	N/A	N/A	N/A
Land Improvements	Parking lot -Gravel, Playground Structures	\$1,000.00	Straight Line	15 Years 10 Years	Every 3 years
Buildings	None at this time	All buildings will be recorded	Straight Line		Every 5 Years
Engineered Structures	Roadway System, Arterial/Coll - Hot mix, Cold mix Lanes/Alleys - Gravel, Chip seal Road Signs	\$1,000.00 \$1,000.00	Straight Line	20 Years 10 Years 15 Years 10 Years 15 Years	Every 5 Years
	Water System Distribution Mains	\$1,000.00	Straight Line	50 Years	Every 5 Years
	Wastewater System None at this time	\$1,000.00	Straight Line		Every 5 Years
	Storm System	\$1,000.00	Straight Line		Every 5 Years
Machinery & Equipment	Office Furniture Office Furniture- Photo Copier Computer Systems Hardware Software Tools, Shop & Garage Equipment	\$1,000.00	Straight Line	20 Years 5 Years 5 Years 10 Years 10 Years	Every 3 Years
Vehicles	None at this time	\$1,000.00	Straight Line		Every 3 Years
Cultural & Historical		N/A	N/A	N/A	N/A

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Summer Village of South View Council Policy

Number	Title		
C-FIN-DON-1	Donation Requests		
Approval	Approved		Last Revised
(CAO Initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

The Summer Village of South View is requested to provide donations to a wide range of individuals, groups and organizations for different reasons. This policy establishes a framework for determining the nature of donations which will be considered by Council, and those that are not to be considered.

Policy Statement

Summer Village Council has a limited budget for financial donations to individuals, groups and organizations.

Standards

1. The Summer Village of South View will only support donations to individuals for purposes or events that will create external recognition for the Summer Village of South View, or externally promote the Summer Village.
2. The Summer Village of South View will only support donations to individuals or groups that will create external recognition for the Summer Village of South View, externally promote the Summer Village, or provide a significant internal benefit to the Summer Village of South View or residents of the Summer Village.
3. If an individual, group or organization is eligible for grant funding from other sources, the Summer Village Council may refer the individual, group or organization to other grant sources, prior to committing to a donation from the Summer Village.

Legal References:

Cross References:

Revisions:

Resolution Number	MM/DD/YY



Summer Village of South View

Council Policy

Number	Title		
C-PLA-CONS-1	Consent Agreements		
Approval	Approved	Last Revised	
(CAO initials)	Resolution No:		Resolution No:
	Date:		Date:

Purpose

Council recognizes that there may be occasion(s) where it may be necessary and of benefit to both the municipality and the property owner to allow a property owner reasonable and/or limited work to be done on the municipal reserve properties. However, it is important to ensure that the municipality is aware of the works and has given approval and it is important for the person doing the work to realize their responsibilities as well in terms of liability.

Policy Statement

When members of the public request to do improvements on municipal property there needs to be a clear understanding of responsibilities. To ensure that all parties are clear on who is responsible for what, a Consent Agreement must be entered into between the member of the public and the municipality, such Consent Agreement form being attached to this policy.

Standards

1. Any work done on public property by members of the public at large **must** have prior written approval from Council and/or Administration. Sample form attached to final page of this document.
2. The consent agreement form will clearly outline the scope and location of the work to be done. Specifically, the nature of the work, the time frame for the work, the physical location of the work and the person or persons doing the work must be listed.
3. The Consent Agreement will clearly indicate that the member of the public is responsible for any injuries that they may receive or for any liability claim for damages to other properties that may arise from the works.
4. The Consent Agreement must be signed by both the applicant and the municipal representative and, preferably, should be kept on the site of the work being done.

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Summer Village of South View Council Policy

Consent Agreement:

Between

The Summer Village of South View

of the first part

and

_____ of the second part

1. _____ (the applicant) has made a proposal to do the following works on municipal property: (provide a detailed explanation):

2. The time frame for the work is as follows: _____
3. The applicant agrees that all cost related to this work shall be borne by the applicant.
4. The applicant agrees that they accept full liability for any injury or damage that may be caused by these works.
5. The applicant agrees to ensure that all work is done in a safe and workman like manner.
6. The applicant agrees to adhere to all municipal bylaws related to noise and disturbance of the public at large.
7. The applicant agrees to notify the municipal office of any change in the proposed plan or timeline prior to commencement.

Municipal Address of Applicant: _____

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____

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Summer Village of South View Council Policy

Name of Municipal Representative: _____

Signature of Municipal Representative: _____ Date: _____

(Office Use) Tax Roll #: _____

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LEGISLATIVE

POLICY 1-04

CONSENT AGREEMENTS

Authorization: August 18, 2006 Council Resolution

Policy:

1. When members of the public request to do improvements on municipal property there needs to be a clear understanding of responsibilities.
2. To ensure that all parties are clear on who is responsible for what, a Consent Agreement must be entered into between the member of the public and the municipality, such Consent Agreement form being attached to this policy.
3. Any work done on public property by members of the public at large **must** have prior written approval from Council and/or administration.
4. The consent agreement form will clearly outline the scope and location of the work to be done. Specifically, the nature of the work, the time frame for the work, the physical location of the work and the person or persons doing the work must be listed.
5. The Consent Agreement will clearly indicate that the member of the public is responsible for any injuries that they may receive or for any liability claim for damages to other properties that may arise from the works.
6. The Consent Agreement must be signed by both the applicant and the municipal representative and, preferably, should be kept on the site of the work being done.

Background:

Council wants to work with the public to allow reasonable work to be done if the property owner requests to make changes in publicly owned properties adjacent to their property. However, it is important to ensure that the municipality is aware of the works and has given approval and it is important for the person doing the work to realize their responsibilities as well in terms of liability.

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Consent Agreement:

Between

The Summer Village of South View

of the first part

and

of the second part

1. _____ (the applicant) has made a proposal to do the following works on municipal property: (provide a detailed explanation)

2. The time frame for the work is as follows: _____

3. The applicant agrees that all cost related to this work shall be borne by the applicant.
4. The applicant agrees that they accept full liability for any injury or damage that may be caused by these works.
5. The applicant agrees to ensure that all work is done in a safe and workman like manner.
6. The applicant agrees to adhere to all municipal bylaws related to noise and disturbance of the public at large.
7. The applicant agrees to notify the municipal office of any change in the proposed plan or timeline prior to commencement.

Signature of Applicant

Signature of Municipal Representative

Date: _____

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REVIEW



Summer Village of South View Council Policy

Number	Title			
C-PLA-DISC-1	Discretionary Use Agreements			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	

Purpose

Council understands that there are long standing properties that have been placed on municipal property. However, for reasons of liability and environmental controls, the permission for these properties to remain on the municipal reserve can only be extended to properties that were in place prior to January 1, 2004.

Policy Statement

The Discretionary Use Agreement is an agreement related to personal buildings that were placed on Summer Village of South View property prior to January 1, 2004.

Standards

1. The Discretionary Use Agreement must be renewed annually. The forms will be sent from the municipal office in January of each year. A copy can be found on the final page of this policy.
2. The property owner entering into the agreement with the municipality must provide proof of insurance for the said building(s).
3. This is a Non-Transferable agreement, meaning that the purchaser cannot "purchase" the agreement. When a property is sold and the Vendor no longer owns property in the municipality, the improvement on the municipal property must be removed and the land returned to the original state. If it is not removed, the municipality will do so and any costs involved with be the responsibility of the owner.
4. The Discretionary Use Agreement is to be attached to a property with a residential development, if at all possible. If the person entering into the Discretionary Use Agreement has a second property in the municipality and sells the property to which the agreement is attached, Council may, at their sole discretion, allow transfer of the Agreement to the second property. A written request must be presented to Council for approval.

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Summer Village of South View Council Policy

DISCRETIONARY USE AGREEMENT

BETWEEN

SUMMER VILLAGE OF SOUTH VIEW

AND

Name of Registered Land Owner/s

Mailing Address

Address of Property in S.V. of South View

City/Province/Postal Code

Legal Land Description of Property in S. V. South View

TERMS OF AGREEMENT

This agreement applies STRICTLY AND ONLY to existing PERSONAL buildings, which have been placed on Summer Village of South View property prior to January 1, 2004.

The owner/s of the named personal building/s, on Village Property, shall be accountable in writing, with proof of insurance for said building/s, to the Summer Village of South View.

This agreement is valid for a one-year period and must be renewed, with the same criteria as above, by the building owner/s. (caveat on title??)

All damages and liabilities resulting to or as a result of said buildings are the responsibility of the stated registered land owner.

The named personal building/s must be maintained by the owner in such a manner that they are not unsightly, untidy, or hazardous to the public, the land or the environment. However, no structural changes may be made to the building/s unless prior approval is granted by Council.

The named building/s in this agreement are not to be used for storage of any combustible or hazardous products, including, but not limited to, gasoline, oil, fertilizer, etc. **No items are to be stored outside of or leaning up against the said building(s) at any time.**

This agreement is NOT TRANSFERABLE in any way. If the person/s named in this agreement plan to sell, lease or rent their property and will no longer be using the said building/s personally, the said building/s must be completely removed before the sale, lease or rent of their property and the land returned to its original state. This agreement CAN NOT be transferred to a new owner or occupant.

Summer Village of South View
Council Policy C-PLA-DISC-1

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Summer Village of South View Council Policy

If said building is not removed and/or the land returned to its original state, the Summer Village will do so, and the cost will be made the responsibility of the named owner/s on this agreement.

If the terms of this agreement are not adhered to, the Summer Village of South View will remove said building/s at the owner's expense.

Description and Location of named building/s (a current picture of the building must accompany this form).

Insurance Company _____ Policy # _____ Expiry Date _____

Dated this _____ day of _____, _____

Signature of Owner/s

Mayor, Summer Village of South View

CAO, Summer Village of South View

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Wendy Wildman

From: tori@wildwillowenterprises.com
Sent: June 18, 2019 7:43 PM
To: Wendy Wildman; 'Charlsie Moskalyk'
Cc: administration@wildwillowenterprises.com
Subject: RE: South View QMP
Attachments: South View - QMP - revised - June 2019.docx

Hi Ladies,

Here is the updated QMP for South View, I added the July date for the meeting where it would be approved.

This is the QMP template that was sent from Peter at Safety Codes Council (the recommended template), I removed the fire portion as the Summer Village is not accredited in Fire. Also please check the organizational chart and let me know what you would like added or removed.

The main difference between this new QMP and the old QMP is Schedule C - the requirements (inspections and time line etc)

Let me know if there is anything else you would like in the QMP or anything changed, etc.

I also have added to one drive under Development.

Thanks,

Victoria Message
Administrative Assistant
Wildwillow Enterprises Inc.

----- Original Message -----

Subject: RE: South View QMP
From: "Wendy Wildman" <cao@onoway.ca>
Date: Mon, June 17, 2019 6:16 am
To: <tori@wildwillowenterprises.com>, "'Charlsie Moskalyk'" <CharlsieMoskalyk@hotmail.com>
Cc: <administration@wildwillowenterprises.com>

Sure pls do.

Wendy Wildman
CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

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NOTE EMAIL CONTACT INFORMATION HAS CHANGED

TO: cao@onoway.ca

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

From: tori@wildwillowenterprises.com <tori@wildwillowenterprises.com>

Sent: June 15, 2019 4:14 PM

To: Wendy Wildman <cao@onoway.ca>; Charlsie Moskalyk <CharlsieMoskalyk@hotmail.com>

Cc: administration@wildwillowenterprises.com

Subject: South View QMP

Hey Ladies,

I am just working on the internal review for South View and the QMP is very out of date, there are no required inspections listed. If you are all ok with it, I can redo it like I did for Sunrise Beach. I have stated in the internal findings that the Summer Village is looking at updating the QMP, just to cover our bases for this review.

Just let me know if this is something you would like me to do.

Have a great weekend!

Victoria Message

Administrative Assistant
Wildwillow Enterprises Inc.

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Summer Village of South View

Quality Management Plan

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June 2019

Summer Village of South View

Quality Management Plan

This Quality Management Plan that includes
Schedule A – Scope and Administration,
Schedule B – Operational Requirements and
Schedule C – Technical Discipline Service Delivery Standards
has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



**Safety
Codes
Council**

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Schedule A

Scope and Administration

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1.0 SCOPE OF ACCREDITATION

The **Summer Village of South View**, herein referred to as "The Municipality" will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

BUILDING	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> National Building Code – 2019 Alberta Edition
<input type="checkbox"/>	Only those parts of the National Building Code – 2019 Alberta Edition pertaining to small buildings being 3 storeys or less in height, having a building area of 600m ² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
ELECTRICAL	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> Canadian Electrical Code Part 1
<input type="checkbox"/>	<ul style="list-style-type: none"> Alberta Electrical Utility Code
PLUMBING	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> National Plumbing Code of Canada, and Alberta Private Sewage Systems Standard of Practice.
GAS	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> Natural Gas and Propane Installation Code, Propane Storage and Handling Code, and Compressed Natural Gas Fuelling Stations Installation Code. Excluding the: <ul style="list-style-type: none"> Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and Natural Gas for Vehicles Installation Code Compressed Natural Gas.

2.0 Quality Management Plan Administration

Summer Village of South View

The Municipality is responsible for the administration, effectiveness and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations and codes and standards within, as required by this QMP. All services will be performed in compliance with this QMP, in an effective, timely, professional and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of the approved QMP of the Municipality. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council herein referred to as the "Council" or its representative may review/audit for compliance to this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP including the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP, and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

SCOs shall have authority and freedom of discretion to:

- provide safety codes consultation,
- review plans,
- issue permits,
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act,
- issue reports and correspondence,
- accept verification of compliance,
- review alternative solution proposals,
- issue variances,
- issue Orders,
- engage in enforcement action,
- conduct investigations,
- require professional engagement, and
- re-inspect.

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act,
- regulations under the Act,
- codes and standards mandated by the Act,
- procedures under the Act,
- Council policies and directives,
- Administrator directives,
- assigned duties, and
- professional development.

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

2.2 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.3 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act and remits the levy to the Council in the manner and form prescribed by the Council.

2.4 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- licensed residential builder verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,
- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies, and
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than three (3) years in accordance to Council policy or in accordance to the Municipality's records retention policy, whichever is greater.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where an accredited agency (s) was involved will be returned to the Municipality within a reasonable time of completion of the service or upon request of the municipality.

2.5 Revisions

Revisions to the Scope, Administration, or Service Delivery Standard require resolution from the Municipality's Council. Revisions to the Operational Requirements or applicable forms used require the acceptance by the Chief Administrative Officer responsible for this QMP. All revisions require approval by the Administrator of Accreditation.

The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- immediately distribute copies of approved amendments to all registered holders of this QMP.

2.6 Permits / Permissions Administration

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

2.7 Annual Internal Review

The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the municipality, staff, and QMP with respect to the administration of the municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

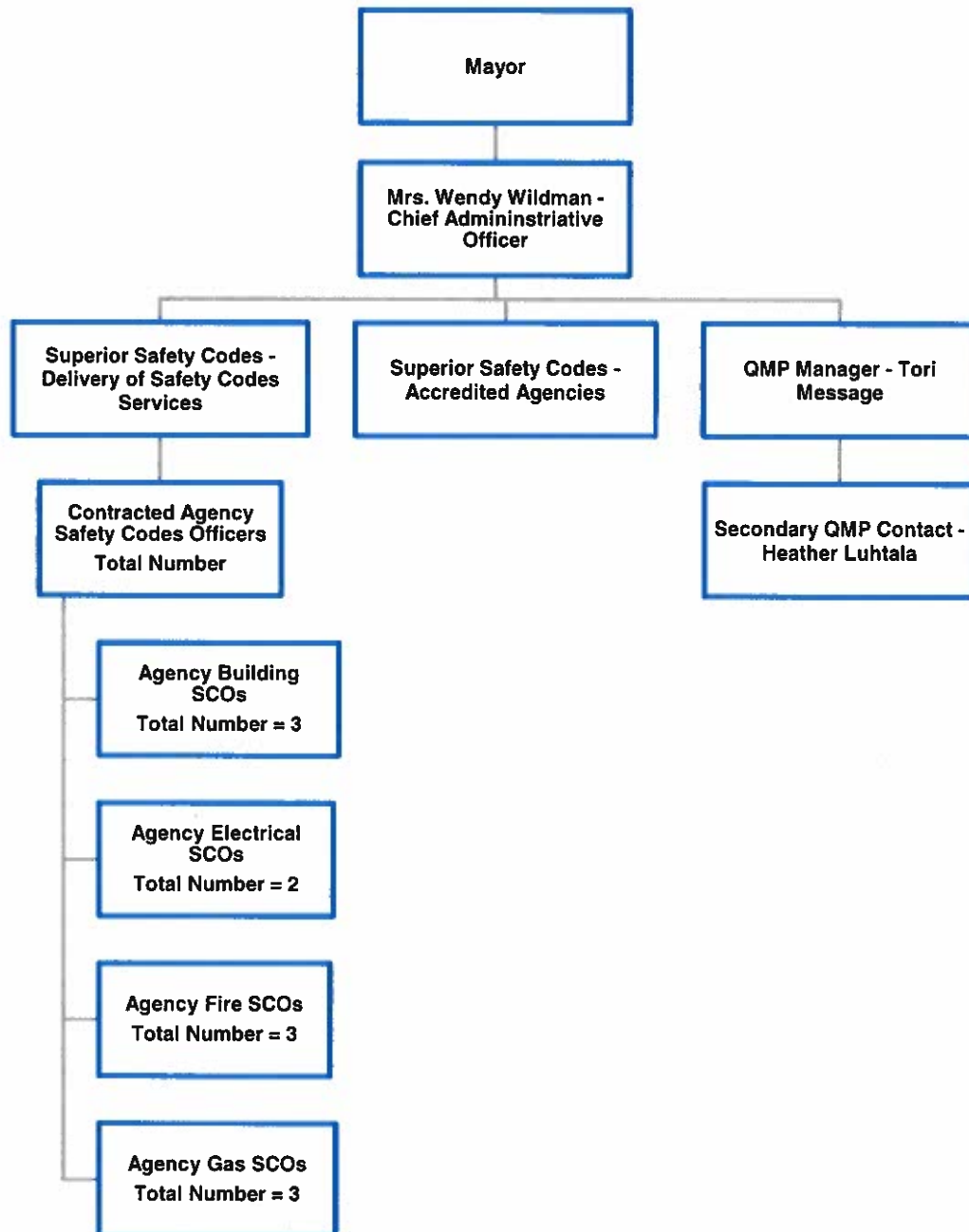
The annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

2.8 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation or investigation activities for projects where they also provide compliance monitoring.

2.9 Organizational Chart

Summer Village of South View



The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMP

2.10 Municipality Agreement

In accordance with Council Resolution # _____ of **July 17th, 2019** the **Summer Village of South View** hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.

_____ Signature – Chief Administrative Officer	_____ Signature Chief Elected Official
_____ Name & Position Title	_____ Name & Position Title
_____ Date	_____ Date
administration@wildwillowenterprises.com Email Address	_____ Email Address
Summer Village of South View Name of Municipality	Box 8 Alberta Beach, AB T0E 0A0 Municipality Address
587-873-5765 Phone Number	780-967-0431 Fax Number

2.11 Municipality QMP Manager Information

_____ Name and Title of QMP Manager	_____ Email Address
Summer Village of South View Name of Municipality	Box 8 Alberta Beach, AB T0E 0A0 Municipality Address
587-873-5765 Phone Number	780-967-0431 Fax Number

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2.12 Notices

Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officer and the QMP Manager of the Municipality.

Schedule B

Operational Requirements

3.0 Operational Requirements

3.1 Scope of Services

The operational requirements establish responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Council policy including as applicable but not limited to:

- code advice:
 - construction,
 - building upgrade programs,
 - development and implementation of fire safety plans, and
 - storage of dangerous goods.
- plans examinations:
 - new construction,
 - building upgrade programs,
 - residential secondary suites, and
 - fire safety plans with emphasis to addressing the risk to occupied residential buildings.
- permit/permission issuance:
 - construction,
 - renovations/alterations/reconstruction/demolition/additions, or other changes
 - occupancy permit
 - occupancy load certificates,
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
 - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction,
 - renovations/alterations/reconstruction/additions,
 - occupancy loads and changes in occupancy,
 - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
 - follow-up inspections of deficiencies and unsafe conditions,
 - post-occupancy of facilities identified, and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- collection and remittance of Council levies,
- issuance of Permit Services Reports,
- investigations, and
- maintain files and records.

3.2 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

- inspections,
- subdivision applications,
- development permits,
- plans reviews,
- occupancy permits,
- occupancy load certificates,
- enforcement,
- closure of files, and
- areas of mutual interest.

3.3 Orders

A SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Council.

A SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- a copy of the Order will be provided to the Council within 30 days of issuance,
- monitor the Order for compliance, and
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an Order is the responsibility of the Municipality. It is the purview of the Municipality to escalate enforcement measures as necessary.

3.4 Emergency Situations

If a SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.

3.5 Alternative Solutions / Variances

A SCO may review an alternative solution proposal and issue a site or instance specific variance from a code or referenced standard if the SCO is of the opinion that the alternative solution proposal / variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by the Act. An alternative solution proposal / variance will not remove or relax an existing rule, nor be intended to provide product approval.

An alternative solution proposal / variance will be issued in accordance with the Act and Council policy. An alternative solution proposal / variance will be in the format prescribed by the Council.

A request for a variance must:

- be made in writing,
- be signed by the owner or the owner's representative, and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

A SCO may only make a decision respecting an alternative solution proposal / variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within 10 days of issuance, to the:

- owner,
- contractor if applicable,
- Council, and
- the Municipality.

3.6 Permit Administration

3.6.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
 - i. state the type of occupancy,
 - ii. set out the prevailing market value of the undertaking,
 - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
- (h) include a method of payment of fees acceptable to the permit issuer,

- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:
- i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
 - ii. copies of plans and specifications for the proposed undertaking,
 - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.”

3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and/ or the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the SCO and/or permit issuer considers necessary.

3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but are not limited to:

- requiring permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- setting the date on which the permit expires,
- setting a condition that causes the permit to expire,
- setting the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the location or locations of the undertaking being permitted,
- setting the qualifications of the person responsible for the undertaking and/or doing the work,
- requiring an identification number or label to be affixed to the undertaking, and
- requiring SCO approval be obtained before any part of the work or system is occupied, covered or concealed.

3.6.4 Annual Permits

An annual permit may be issued in the electrical, gas or plumbing discipline allowing the owner or operator of the premise to effect minor repairs, alterations or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking,
- the permit does not entitle the owner or operator to effect major alternations or additions to the premise, and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous 2 years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.6.5 Permit Expiry

A permit shall expire with the time period set in the Permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

3.6.6 Permit Timeframe Extension

A SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection), and
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time, and
- inspect post permit closure and attach report to the permit.

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

3.6.8 Permit Refusal, Suspension, or Cancellation

A SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will upon refusal, suspension or cancellation of a permit:

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a PSR identifying the reason for the refusal, suspension or cancellation of the permit.

3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by a SCO,
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date, and
- be conducted the at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- owner name, address, phone number and email (if email is applicable),
- contractor name, address, phone number and email (if email is applicable),
- address of the inspection,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the applicable work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger, and
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and

- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition(s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

A SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

3.8 No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality notify the owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted, and the file will be closed.

3.9 Verification of Compliance (VOC)

A SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. The re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (e.g. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- address of where the VOC is being applied for,
- permit number and discipline,
- name and title of the person who provided the VOC and how it was provided (i.e. written assurance, verbal assurance (with written documentation), site visit by designate, photographs, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.



3.10 Investigation of an Unsafe Condition, or Accident

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

When investigating an unsafe condition, or accident, a SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, or accident occurred until permission has been granted by a SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

A SCO who conducts an investigation will submit a copy of the report to an Administrator and provide a summary of the investigation to the Council.

Schedule C

Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Schedule C.1 BUILDING

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain construction documents including plans and specifications as outlined in the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions e.g. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC,
- obtain New Home Warranty verification where applicable, and
- obtain a hotworks permit, where applicable.

Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration or demolition operations, obtain in writing, a fire safety plan for the project site.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when a part(s) of the building requires a professional architect or engineer, and
- collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when the registered professional architect and/or engineer involvement is required for the work covered under a permit.

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Building Site-Inspections

A Building SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> o at any stage OR <ul style="list-style-type: none"> o within 1 year from permit issuance
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within 1 year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Single & Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including fire alarm and HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o building envelope and HVAC rough-in OR <ul style="list-style-type: none"> o framing, structure, and building envelop (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance

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Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of completion
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 year of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

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Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of permit issuance
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

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In conjunction with / exceptions to with the above tables:

Site Inspection of labelled mobile home siting will consist of at least one on-site inspection within 180 days of permit issuance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection within 30 days of final set-up stage.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 180 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Schedule C.2 ELECTRICAL AND ELECTRICAL UTILITY

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

An Electrical SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$10,000)	2	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$10,000 or less)	1	<ul style="list-style-type: none"> o rough in inspection or final inspection, within 1 year of permit issuance
Single Family Residential or Farm Buildings (with value of work over \$2,500)	2	<ul style="list-style-type: none"> o completed rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings (with value of work \$2,500 or less)	1	<ul style="list-style-type: none"> o final inspection, within 180 days of completed work
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) OR o final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> o mid- term inspection o final inspection, within 60 days of expiry of permit

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Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2.1 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

Construction Document Review

Prior to construction, a SCO, with will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

A SCO may review design drawings which are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes but is not limited to poles, substations and overhead/ underground systems.

Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Site Inspections for Electrical Utility Systems

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
Transmission and Substations	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, is not repetitive in nature and not based on standard designs and that have been signed by a Professional Engineer, the frequency of inspections shall be 30%.



The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban verses rural construction,
- customer type i.e. industrial, commercial, farm, residential,
- system upgrades,
- geographic location and terrain, i.e. service area, forest, prairie,
- construction crews involved, and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

4.3 Schedule C.3 PLUMBING

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A Plumbing SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 5 fixtures)	2	<ul style="list-style-type: none"> o rough-in below grade prior to covering OR o rough-in above grade prior to covering AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 5 fixtures or less)	1	<ul style="list-style-type: none"> o rough-in below grade prior to covering OR o rough-in above grade prior to covering OR o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings new construction (or alteration, addition, or renovation with more than 5 fixtures)	2	<ul style="list-style-type: none"> o completed rough-in below grade OR o completed rough-in above grade prior to covering (within 180 days of permit issuance) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation (with 5 fixtures or less)	1	<ul style="list-style-type: none"> o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> o mid-term inspection AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> o site inspection completed prior to covering.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s), and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.4 Schedule C.4 GAS

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

Gas Site-Inspections

A Gas SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none">○ rough-inAND○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none">○ rough-in○ AND○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none">○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Temporary Heat Installations (under separate permit), temporary services	1	<ul style="list-style-type: none">○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none">○ mid-term inspectionAND○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

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Wendy Wildman

From: sccinfo@safetycodes.ab.ca
Sent: June 26, 2019 11:41 AM
To: cao@onoway.ca
Cc: peter.thomas@safetycodes.ab.ca; accreditation@safetycodes.ab.ca
Subject: Thank you for submitting the Annual Internal Review application for Summer Village of South View

Thank you for submitting the Annual Internal Review application for Summer Village of South View.

We will review your application and get back to you if further details are required.

Any questions, please contact accreditation@safetycodes.ab.ca.

Thanks

Safety Codes Council

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A decorative border of tropical leaves in green, orange, and blue surrounds a central black circle. The leaves include large monstera leaves and smaller palm-like fronds.

SAVE THE DATE

Summer Village of Val Quentin 4th Annual

Picnic in the Park

Noon to 4 PM

Cantin Park Gazebo

Saturday, July 13, 2019

Bring the family and your lawn chairs
and enjoy an afternoon of entertainment
and fun!

Visit with your neighbors
Enjoy the sounds of Trace Jordan
Community BBQ – Hot Dogs, Beverages
Watermelon, Cupcakes, Chips!
Face Painting
Games
Demonstrations and MORE!





Constituency office mailing address and email:

#18, 4708 Lac Ste. Anne Trail, North

P.O. Box 248, Onoway PO

Onoway, AB T0E 1V0

LacSteAnne.Parkland@assembly.ab.ca

Telephone # - pending

Lac Ste. Anne-Parkland
SHANE GETSON, MLA

GRAND OPENING

CONSTITUENCY OFFICE

Saturday, June 29, 2019

11 am—2 pm

Onoway Heritage Centre

4708 Lac Ste. Anne Trail, N. Onoway

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2019 AUMA Convention & AMSC Trade Show

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Event Details

Program & Speakers

The 2019 AUMA Convention & AMSC Trade Show will be held from September 25 - 27, 2019 in Edmonton, AB.

Registration now open!

2019 AUMA Convention and AMSC Trade Show

Join more than 1,100 elected officials, administrators and business partners for the 2019 AUMA Convention and AMSC Trade Show, returning to the Edmonton Convention Center from September 25-27.

This year's Convention will include dialogue sessions with provincial Ministers, and breakout topics including a policing panel, ethics in municipal government, engaging with your local media, disaster readiness, and more.* Members will also have the opportunity to vote on resolutions, as well as the 2019 AUMA elections.

Looking for new business solutions for your municipality? Look no further than the AMSC Trade Show, bringing together more than 100 municipally focused partners aimed at streamlining your efficiency.

**Sessions are subject to change. Seating is limited for each session and is based on first come, first served.*

Keynote Speaker - Rick Mercer

AUMA is proud to welcome Rick Mercer as the 2019 Opening Ceremonies keynote speaker.

Rick Mercer chronicles, satirizes, and ultimately celebrates all that is great and irreverent about this country. A #1 bestselling author, Governor General's Award-winner for Lifetime Artistic Achievement, and "Canada's Unofficial Opposition," Mercer is our most popular comic; a political satirist who knows exactly what matters to regular Canadians and what makes them laugh.

Rick Mercer's top-rated, award-winning CBC show, The Rick Mercer Report, routinely trampled even its American competitors in the ratings. The show featured Mercer's trademark rants, satirical

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newscasts, commercial parodies, and comic encounters with famous Canadians, talking about Canada. More than any other comedian (or journalist for that matter), he talks to Canadian newsmakers with a refreshing candour, and is uniquely able to spin topical hilarity from the people and the things deeply embedded in the national consciousness.

***Please note, Keynote Address is restricted to paying delegates only. Speakers, exhibitors, and Partners' Program attendees are not permitted.**

What does your Convention registration get?

- The chance to build and improve the framework for the municipal order for government in Alberta.
- An opportunity to network with Alberta's municipal leaders.
- Learn about the obligations of an elected official.
- The right to choose who will represent your municipality on the AUMA Board.
- Your choice of education sessions.
- Breakfast and lunch each day.
- Admission into the AMSC Trade Show.
- And much more!

Preconvention - Tuesday, September 24

If you're already coming to Convention, why don't you take in one of our Preconvention sessions. The Elected Officials Education Program (EOEP) will be offering members two courses, Council's Role in Strategic Planning & Regional Partnerships and Collaboration. We will also be offering a legal seminar, facilitated by our legal partners from Reynolds Mirth Richards & Farmer LLP.

Council's Role in Strategic Planning:

The role of elected officials is to lead. They determine the long-term goals and priorities of their municipality. Doing this effectively takes skill, and an understanding of how to separate the day-to-day from the big picture. The EOEP's Council's Role in Strategic Planning course will explain the important role that strategic planning plays in building municipal sustainability, how councils can work together to set realistic goals, the basic elements of a strategic plan, how to set and assess strategic priorities, the roles of council and staff in strategic planning, and other information that will support you and your municipality in planning strategically for both the short- and long-term.

Regional Partnerships and Collaboration:

In life, and in the municipal world, working with your neighbours is not always easy. If done right, it can provide major benefits. The EOEP's Regional Partnerships and Collaboration course will provide participants with an opportunity to learn about required collaborative tools such as intermunicipal collaboration frameworks, as well as other approaches municipalities can take to build meaningful partnerships with their municipal neighbours in a way that is fair and mutually beneficial.

Reynolds Mirth Richards & Farmer LLP Legal Sessions:

MORNING SESSION:

Councillor and Administration Conduct: What You Need to Know

Sean Ward and Kelsey Becker Brookes, Municipal Team Co-Leaders

This half-day session will explore three areas related to the conduct of Councillors and administration:

Councillor Codes of Conduct: The RMRF team will focus on bridging the gap between the theoretical purpose and importance of Codes of Conduct and the practical challenges municipalities have experienced in applying and enforcing them.

Social Media: Although social media is nothing new, emerging applications and legal developments

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in this area are still evolving at a fast pace. Learn practical tips and pitfalls to avoid. Defamation: In the age of broad and immediate communication, the law of defamation is more relevant now than ever before. However, it is not always straightforward – and never has been. Learn the basics of defamation, as well as important developments in the law as it relates to municipalities.

AFTERNOON SESSION:

Growing Pains and Other Fundamental Changes: Annexations, Amalgamations, and Dissolutions under the Municipal Government Act

Kelsey Becker Brookes, Municipal Team Co-Leader and Daina Young, Partner

As communities and regions change and grow, municipalities may be considering or faced with the prospect of annexations, amalgamations, dissolutions, or the creation of a specialized municipality. In this half-day session, the RMRF team will set out the law related to these mechanisms. The discussion will also explore:

the downstream consequences of annexations, amalgamations, dissolutions, and the creation of specialized municipalities, as well as

the practical considerations municipalities must bear in mind, even at the beginning stages.

The purpose of this seminar is to provide perspective and examples regarding these fundamental changes, in addition to the legal and procedural framework.

Partners Program

More information to come in the upcoming weeks!

Registration Fees (prices do not include GST)

Type	Member	Non-Member	RMA Member
Early Bird	\$575	\$975	\$675
After Early Bird	\$725	\$1125	\$825
On Site	\$975	\$1325	-
One Day Early Bird	\$550	\$875	-
One Day After Early Bird	\$700	\$975	-
Pre-Convention Session	\$340	-	\$340

2019 AUMA BOARD ELECTION

Candidate Information and Nomination Package is now available.

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TRADE SHOW REGISTRATION OPEN!

Book your AMSC Trade Show booth before it's too late. In 2018, booths sold out by the middle of August.

Secure your booth today!

Review the [Trade Show brochure](#)

SPONSORSHIP

Sponsorship opportunities for the AUMA Convention and AMSC Trade Show are now available.

As an AUMA Convention sponsor you will have direct access to over 1100 municipally elected officials, administrators and municipal stakeholders. AUMA members come from across Alberta to participate in the annual general meeting, set the direction for our advocacy and policy development, attend education sessions and elect next year's Board of Directors. There is also time set aside for delegates to network with municipal colleagues and to attend social events such as the Opening Ceremonies and the Dessert Reception.

In conjunction with the AUMA Convention, the AMSC Trade Show showcases over 100 exhibitors and provides direct access to community decision makers. The strong participation is indicative of the growing number of organizations interested in doing business with local governments.

Building relationships with mayors, councilors, and senior administrators from cities, towns and villages is a valuable investment, and sponsorship of the AUMA Convention & AMSC Trade Show is a prime opportunity to enhance your organization's visibility and recognition within Alberta's municipal marketplace.

Review the [Sponsorship Package](#)

If you are interested in discussing other Sponsorship options, please email sponsorship@auma.ca.

BOOK YOUR HOTEL

When booking make sure to tell them you are booking in the Alberta Urban Municipalities Association's group block for the 2019 AUMA Convention and AMSC Trade Show. This will ensure that you receive the group rate.

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**Please note, you will be required to provide a deposit that is equal to the first and last nights' stay when booking your reservation. These deposits are non-refundable.*

We are currently working on finalizing new hotel blocks. Please check back.

HOTEL	ROOM RATE (starting rate)	ADDRESS & CONTACT
Sutton Place Hotel	\$169/night + tax	Book now
Chateau Lacombe	SOLD OUT	SOLD OUT
Westin	SOLD OUT	SOLD OUT
Courtyard by Marriott	SOLD OUT	SOLD OUT
Fairmont Hotel Macdonald	SOLD OUT	SOLD OUT

Stay tuned for further details.

Future Convention Dates

2020 - September 23 - 25, 2020 in Calgary

Date

September 25 - 27, 2019


[Add to calendar](#)

Location

Edmonton

[View map](#)

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VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF SOUTH VIEW		0000090394	02-Jul-2019	
DEPOSITED AT BANK: 021908989		DEPOSIT NO	DATE	AMOUNT
BRANCH: 08989	ACCOUNT: 904475200	0068236015	04-Jul-2019	\$804.00
			TOTAL	\$804.00
<p>PAYMTE E D 00426 SUMMER VILLAGE OF SOUTH VIEW PO BOX 8 ALBERTA BEACH AB CAN T0E 0A0</p> 				



DEPOSIT NO: 0068236015		DEPOSIT DATE: 04-Jul-2019		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
CT036514	FCSS Third Quarter Payment Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	ACS246752FCSS010719	\$804.00	\$804.00
			DEPOSIT TOTAL	\$804.00

JCA423282-0000851-00426-0001-0001-00-

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June 14, 2019

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

Dear Ms. Wildman:

As you may know, the Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*. It is our aim to promote fairness through education and awareness, and by fostering collaborative working relationships with local governments and the people affected by its decisions.

We have revised our printed media and we would like to keep you informed. The information may be of assistance to you and your staff in referring individuals to our office.

Enclosed are copies of our brochures and a poster. It would be appreciated if you would display these items in a public area to provide an awareness of our services. Should you require additional brochures or posters, please email us at info@ombudsman.ab.ca.

Sincerely,

A handwritten signature in cursive script that reads 'Marianne Ryan'.

Marianne Ryan
Alberta Ombudsman

Note: Any materials prepared as a result of a complaint submitted to the Ombudsman, including the complaint itself, and any material produced by the Ombudsman, such as this letter, cannot be used in any other proceedings, including before a board or court. This applies whether you or the Ombudsman have possession of any of these materials.

ACH/lja
Enclosures

www.ombudsman.ab.ca

Calgary: 801 - 6 Avenue SW, Suite 2560 Calgary, AB T2P 3W2 | P: 403.297.6185 F: 403.297.5121
Edmonton: 9925 - 109 Street NW, Suite 700 Edmonton, AB T5K 2J8 | P: 780.427.2756 F: 780.427.2759
Toll free: 1.888.455.2756 | Email: info@ombudsman.ab.ca

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The Alberta Ombudsman is the office of last resort. If you have completed all available appeals and exhausted all available reviews, you may register a complaint with our office.

www.ombudsman.ab.ca

Our Jurisdiction

The Ombudsman can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

The Ombudsman cannot investigate:

- Decisions made by the Federal government
- Members of the Legislative Assembly
- Federal or municipal police forces
- Decisions made by universities or schools
- Decisions made by the courts
- Private businesses or private matters

Making a Complaint

HERE'S HOW

- 1 Complete our online complaint form at www.ombudsman.ab.ca or submit your complaint in writing should you not have access to the internet
- 2 Provide specific information about your complaint, your name and contact information (address, telephone number, email, etc.)
- 3 Identify in your complaint the name of the department, agency or organization you are complaining about; include names and titles of the individuals you have dealt with
- 4 Explain what you have done to resolve the problem and why you feel you were treated unfairly
- 5 Describe the result or outcome that you seek
- 6 Provide a copy of the final decision or latest correspondence you received to help us understand your complaint

Complaint Received

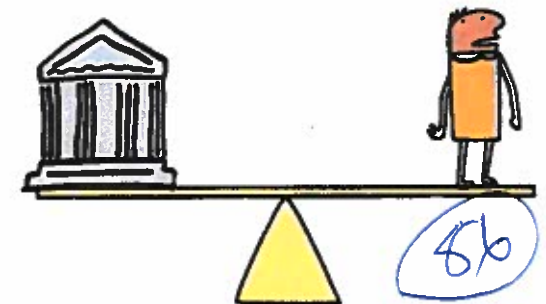
Once the complaint has been received, the Ombudsman will review the information and determine if an investigation is warranted.

If your complaint is accepted, we will:

- Contact you and discuss your complaint
- Contact the department, agency, or designated professional organization and provide them an opportunity to respond
- Advise of the outcome of any investigation to the appropriate department, agency, or designated professional organization involved and
- Provide you with a letter explaining the final outcome of our investigation

The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

If you are unsure if your complaint falls within the Ombudsman's jurisdiction, please contact us for further information. The Ombudsman is open, approachable and responsive to questions and concerns of Albertans seeking our assistance.



Our Mission

The Alberta Ombudsman provides oversight to ensure fair treatment through independent investigations, recommendations and education for all Albertans.

Our Values

Integrity. Respect. Accountability. Independence.

We also value a working environment that embraces diversity, fosters personal and professional growth, collaboration and innovation.

Our Role

The Ombudsman:

- Is an independent Officer of the Legislative Assembly
- Does not report to any Minister, Executive Council or other individual
- Provides impartial and objective, third-party oversight
- Makes recommendations to improve decisions and/or decision-making processes



Get in Touch

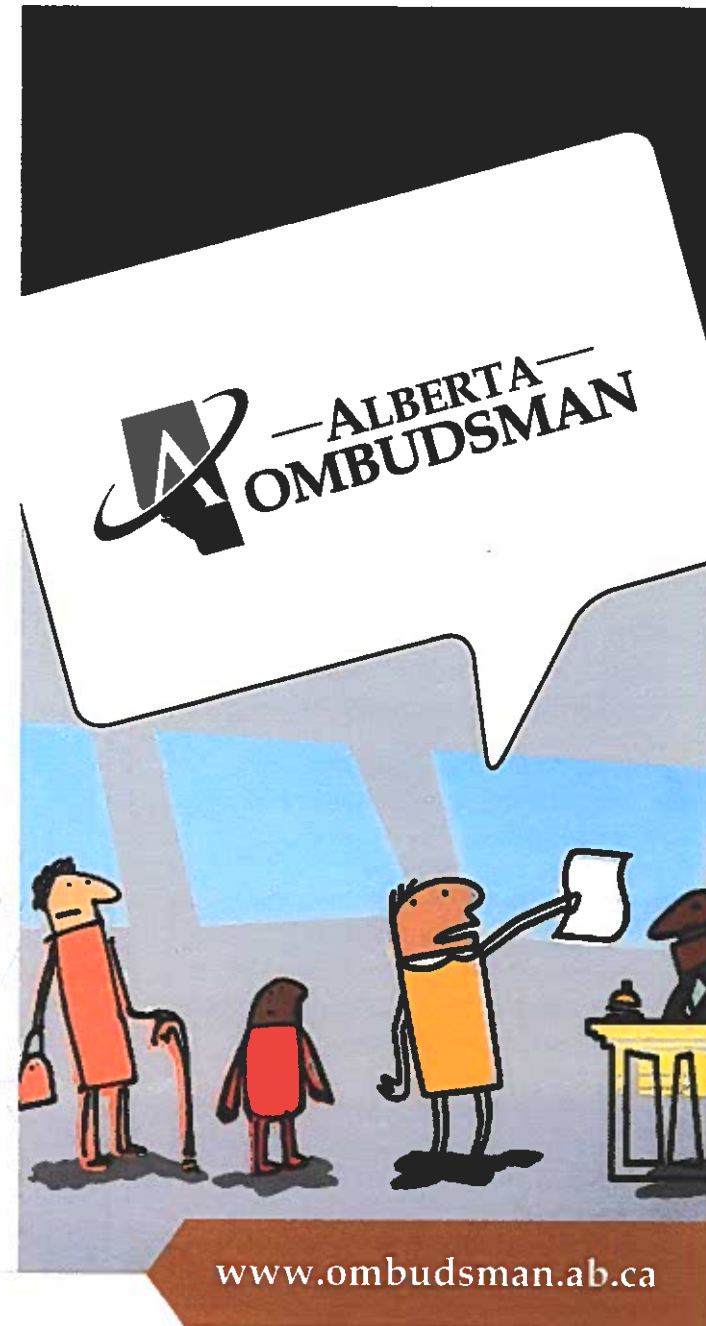
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We are here to help.



**ALBERTA
OMBUDSMAN**

The Alberta Ombudsman's office responds to complaints of unfair treatment by authorities and organizations identified in the *Ombudsman Act*.

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of fairness.**

Integrity. Respect. Accountability. Independence.

We can investigate any administrative decision, recommendation, act or omission of:

- Alberta provincial government departments, agencies, boards and commissions
- Alberta municipalities
- Patient Concerns Resolution Process of Alberta Health Services
- Self-regulated health professions proclaimed under the *Health Professions Act* such as the Alberta College of Optometrists
- Other designated professional authorities such as accounting, forestry, veterinarian and agrologist professions

If you have a complaint about an administrative decision that you feel is unfair and you have exhausted all available avenues of review or appeal, contact us.

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